



RESOLUTION 2293-2023

WHEREAS, the Board of Commissioners of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania did adopt the General Laws of the Township of Haverford (hereafter “the General Laws”) by Ordinance 1960, on June 30, 1986; and

WHEREAS, §4-1104 of the Administrative Code included in the General Laws of the Township declares the Board intent that the Township follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Act of the Commonwealth of Pennsylvania, Act 428 of 1968; and

WHEREAS, in accordance with the said Act 428 of 1968, the Pennsylvania Historical and Museum Commission did provide a Municipal Records Manual, the current edition being approved on December 16, 2008 and having been last updated on July 23, 2009; and

WHEREAS, in accordance with the said Act 428 of 1968, each individual act of disposition shall be approved by Resolution of the governing body of the municipality; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania that the Board of Commissioners hereby authorizes the disposition of the following public records:

FINANCE DEPARTMENT:

Accounts Payable, Accounts Receivable, Budget and Banking Related

2015 and prior Accounts Payable Vendor File (7 years)

2015 and prior Accounts Receivable Files (7 years)

2015 and prior Preliminary Adopted Budgets and related Budget Workpapers (7 years)

2015 and prior Bank and Investment Statements and Reconciliations (7 years)

2015 and prior Accounts Payable Cancelled Checks (7 years)

2015 and prior Accounts Payable Check Registers (7 years)

2021 and prior paper copies of Warrants approved by Board of Commissioners (now retained electronically)

2018 and prior Audit Workpapers (current plus prior 3 years)

2015 and prior Deposit Slips and Cash Receipt Records (7 years)

Payroll Related

2015 and prior Payroll Cancelled Checks (7 years)

2015 and prior Payroll Check Registers (7 years)

2019 and prior bi-weekly Payroll Earnings and Deduction Registers (3 years)

2017 and prior Form W2 (5 years)

2019 and prior quarterly payroll tax returns (3 years)

2019 and prior Form 1099-MISC (3 years)

Real Estate Tax Collection Related

2020 and prior Change of Address Requests (2 years)

2020 and prior Tax Certification Records (2 years)

2019 and prior Tax Claim Filings (3 years)
2019 and prior Realty Transfer Records (3 years)
2020 and prior Paid Tax Bills (2 years)
2020 and prior Official “duplicate” from Delaware County (2 years)

Land Development Closed Escrow Accounting Records

2015 and prior (7 years)

Sewer Billing Related

2017 and prior Aqua Water Readings (5 years)

Business Tax Settlement Agreements

2015 & prior (7 years)

Liquid Fuels Records

2015 & prior (7 years)

Annual Audit & Financial Reports (also includes Report of Elected & Appointed Officials, Survey of Financial Condition & Tax Information submitted to DCED)

2017 and prior (5 years)

Municipal Lien (Satisfied) Files

Satisfied in 2021 & prior (1 year after satisfaction)

CODE ENFORCEMENT DEPARTMENT:

PZ-2 Building and Housing Construction Records

2017 and prior (5 years)

PZ-3 Building Permits and Applications

2017 and prior (5 years)

PZ-7 Contractors' Licensing Records

2015 and prior (7 years)

PH-2 Public Health Citations

2019 and prior (3 years)

PH-3 Epidemiological Reports

2015 and prior (7 years)

PH-5 General Public Health Nuisance Records – Non-Structure

2020 and prior (2 years)

PH-6 Health Inspection Records

2018 and prior (4 years)

PH-9 Vector Control Records

2018 and prior (4 years)

GENERAL:

Includes advertisements, instructions to bidders, specifications, bids and proposals, bid summary and tabulation sheet, signed original contracts, leases or agreements, certified payrolls, and other supporting workpapers

AL-8 Contract Files (general, written contracts – after termination)

2016 and prior (6 years)

AL-8 Contract Files (construction contracts – after termination)

2010 and prior (12 years)

AL-8 Bids, Proposals, Price Quotations (if successful – after termination)

2016 and prior (6 years)

2010 and prior (12 years for construction contracts)

AL-8 Bids, Proposals, Price Quotations (if unsuccessful – after job completion)

2019 and prior (3 years)

AL-8 Bids, Proposals, Price Quotations (if unsuccessful – after termination)

2006

RESOLVED, this 9th day of January, 2023.

TOWNSHIP OF HAVERFORD



President, Board of Commissioners



Attest: David R. Burman
Township Manager/Secretary