

**NEW HANOVER TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 24-11**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
DECLARING THE TOWNSHIP'S INTENT TO APPROVE OF  
THE DISPOSITION OF RECORDS IN COMPLIANCE WITH  
THE MUNICIPAL RECORDS ACT AND IN ACCORDANCE  
WITH THE SCHEDULES AND PROCEDURES SET FORTH IN  
THE MUNICIPAL RECORDS MANUAL APPROVED BY THE  
LOCAL RECORDS COMMITTEE**

**WHEREAS**, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and,

**WHEREAS**, the Municipal Records Manual was approved by said committee, as authorized by Act 428 on December 16, 2008, and amended on July 23, 2009 and March 28, 2019; and,

**WHEREAS**, by Resolution No. 22-17, the New Hanover Township Board of Supervisors declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual and to authorize the disposal of "public records" as defined by Act 428 in accordance with statutory requirements and as authorized and directed by the Municipal Records Manual; and,

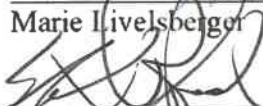
**WHEREAS**, in accordance with Act 428, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

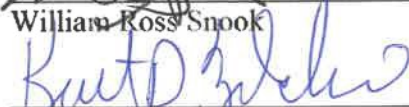
**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors of New Hanover Township, Montgomery County, Pennsylvania, in accordance with the cited Municipal Records Manual, hereby authorizes the disposition of the public records as stated in Exhibit A.

**RESOLVED** and **ENACTED** this 20 day of June, 2024 by the Board of Supervisors of New Hanover Township, Montgomery County, Pennsylvania, in lawful session duly assembled.

**NEW HANOVER TOWNSHIP  
BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
Marie Livelsberger

  
\_\_\_\_\_  
William Ross Snook

  
\_\_\_\_\_  
Kurt D. Zebrowski

\_\_\_\_\_  
D. W. Boone Flint

  
\_\_\_\_\_  
Keith Youse

**ATTEST:**

  
\_\_\_\_\_  
Jamie L. Gwynn, Township Manager

**NHT DISPOSAL SCHEDULE  
ATTACHMENT A (R-24-1)**

<b>ADMINISTRATIVE/LEGAL RECORDS</b>	<b>Schedule Requirements</b>	<b>Proposed to Destroy</b>
Employee Personnel Records w/o Post Termination Benefits	Retain 5 years after termination	Up to and including 2018
Bonds required of employees or contractors	Retain 6 years after expiration. Retain as prescribed by the retention period for contracts if bonds are part of a contract	Up to and including 2017
Trash/Recycling Records	Retain 5 years	Up to and including 2018
Appl for Employ-not hired	Retain 2 years	Up to and including 2021
Resignation-committee	Retain 5 years (for employees)	Up to and including 2018
Cron Files	Retain as long as of admin. Value	
General Corresp.	No Schedule	
Ethics Statements	Retain 5 years	Up to and including 2018
Oath of Office	Retain 6 years	Up to and including 2017
Purchase Order	Retain 7 years	Up to and including 2016
Maintenance Records	Retain 5 years	Up to and including 2018
Equipment Records	Retain for life of equipment	
Workers Comp Records	Retain 4 years after settlement or death of recipient	
Contractors Licensing	Retain 7 years	Up to and including 2016
Contract-Bids not awarded	Retain 3 years after job completed	Up to and including 2020
Contract-Bids awarded	Retain 6 years written contract. If construction contract, 12 years	
Assessment Appeals	Retain 3 years after settlement	Up to and including 2020
Right to Know Documents	Retain 2 years	Up to and including 2021
Employee Health Insurance Claim Files	Retain 5 years after settlement of claim	
Insurance Claims and Policies	Retain 6 years after settlement or expiration	
Municipal Liens	Retain 1 year after satisfaction	
Public Meeting Notice & Proof of Pub.	Retain 10 years	Up to and including 2013

Treasurers' Bond Cert.	Retain 7 years	Up to and including 2016
<b>FINANCIAL AND PURCHASING RECORDS</b>	<b>Schedule Requirements</b>	<b>Proposed to Destroy</b>
Finance Invoices	Retain 7 years	Up to and including 2016
UC-150 Forms	Retain 4 years, after paid	Up to and including 2019
Insurance Policy Papers	Retain 6 years after claims settled	Up to and including 2017
Bank Reconciliations	Retain 3 years	Up to and including 2020
Census Form F-71	Retain 3 years	Up to and including 2020
1099 Forms	Retain 6 years	Up to and including 2017
Tax Exempt Certificate	Retain 3 years	Up to and including 2020
Misc. EIT Receipts	Retain 7 years	Up to and including 2016
DCED Reports	Retain 7 years	Up to and including 2016
Survey of Financial Condition	Retain 5 years	Up to and including 2018
Bank Statements	Retain 3 years	Up to and including 2020
Liquid Fuels	Retain 7 years	Up to and including 2016
Budget Worksheets	Retain 7 years	Up to and including 2016
Accts Payable Files and Ledgers	Retain 7 years	Up to and including 2016
Accounts Receivable Files and Ledgers	Retain 7 years	Up to and including 2016
Annual Audit and Financial Reports	Retain 5 years	Up to and including 2018
Annual Budgets and Related Records	<b>Budget-permanent. Other related documents - 7 years</b>	
Balance Sheet	Retain 7 years	Up to and including 2016
Cancelled Checks	Retain 7 years	Up to and including 2016
Check Registers	Retain 7 years	Up to and including 2016
Daily Cash Records	Retain 3 years	Up to and including 2020

Deposit Slips	Retain 7 years	Up to and including 2016
Employee Expense Records	Retain 7 years	Up to and including 2016
Financial Statements	Periodic-retain till after audit. <b>Retain Audit Permanent</b>	
Purchasing Files - Acquisition	Retain 6 years	Up to and including 2017
Supply Requisitions	Retain 2 years	Up to and including 2021
Surplus Property Sale Files	Retain 3 years	Up to and including 2020
Utility and paid service receipts	Retain 7 years	Up to and including 2016
Voucher Files	Retain 7 years	Up to and including 2016
<b>POLICE RECORDS</b>	<b>Schedule Requirements</b>	<b>Proposed to Destroy</b>
Incident Reports	Retain 3 years if not part of Criminal History Case File	Up to and including 2020
Animal Law Enforcement Records	Retain 2 years	Up to and including 2021
Criminal History Dissemination Records	Retain same length of time as case file. If no criminal record found, retain 2 years.	
Daily Activity Records	Retain 3 years	Up to and including 2020
Accident Reports	Retain 5 years after close of investigation if not part of Criminal History Case File	Up to and including 2018
Parking Tickets	Retain 1 year after fine has been paid	
Local Police Checks for Gun Permits	Retain 3 years after expiration	
Business Emergency Contacts	Retain as long as of administrative value	
<b>WASTE MANAGEMENT AND SEWER RECORDS</b>	<b>Schedule Requirements</b>	<b>Proposed to Destroy</b>
Request for Proposals and Quotes	If successful, retain 6 years after termination of general written contracts. If unsuccessful, retain 3 years after job completion.	Up to and including 2017
Sewer Certifications (Public)	No Schedule	Up to and including 2019
Gas Card Receipts	Retain 3 years	Up to and including 2020
Satisfied Sewer Liens Paperwork	Retain 1 year after satisfaction	Up to and including 2019

<b>FIRE RECORDS</b>	<b>Schedule Requirements</b>	<b>Proposed to Destroy</b>
Fire Studies	No-Schedule	

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Do not destroy.