



Township of Haverford

Resolution 2353-2024

Annual Document Destruction

Whereas, the Board of Commissioners of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania adopted 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 provided a Municipal Records Manual, the current edition being approved on December 16, 2008 and 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, in accordance with the Municipal Records Manual cited above, hereby authorizes the disposition of the following public records:

Finance Department:

Accounts Payable, Accounts Receivable, Budget and Banking Related

2016 and prior Accounts Payable Vendor File (7 years)

2016 and prior Accounts Receivable Files (7 years)

2016 and prior Preliminary Adopted Budgets and related Budget Workpapers (7 years)

2016 and prior Bank and Investment Statements and Reconciliations (7 years)

2016 and prior Accounts Payable Cancelled Checks (7 years)

2016 and prior Accounts Payable Check Registers (7 years)

2020 and prior paper copies of Warrants approved by Board of Commissioners (now retained electronically)

2016 and prior Deposit Slips and Cash Receipt Records (7 years)

2019 and prior Sales Tax Returns (3 years)

Payroll Related

2016 and prior Payroll Cancelled Checks (7 years)

2016 and prior Payroll Check Registers (7 years)

2020 and prior bi-weekly Payroll Earnings and Deduction Registers (3 years)

2018 and prior Form W2 (5 years)

2020 and prior quarterly payroll tax returns (3 years)

2020 and prior Form 1099-MISC (3 years)

2020 and prior Form 1095 filings (3 years)

Real Estate Tax Collection Related

2021 and prior Change of Address Requests (2 years)

2021 and prior Tax Certification Records (2 years)

2020 and prior Tax Claim Filings (3 years)

2020 and prior Realty Transfer Records (3 years)

2021 and prior Paid Tax Bills (2 years)

2021 and prior Official "duplicate" from Delaware County (2 years)

2021 and prior Interim Tax Assessment reports and calculation sheets (2 years)

Land Development Closed Escrow Accounting Records

2016 and prior (7 years)

Sewer Billing Related

2018 and prior Aqua Water Readings (5 years)

2018 and prior 2nd meter Water Reading reports, submissions and calculations (5 years)

Business Tax

2016 & prior Settlement Agreements (7 years)

Professional Service Agreements (4 years from end date)

Liquid Fuels Records

2016 & prior (7 years)

Annual Audit & Financial Reports (also includes GASB 45 Valuations, GASB 75 Valuations, Report of Elected & Appointed Officials, Survey of Financial Condition & Tax Information submitted to DCED)

2018 and prior (5 years)

Municipal Lien (Satisfied) Files
Satisfied in 2022 & prior (1 year after satisfaction)

Code Enforcement Department:

PZ-2 Building and Housing Construction Records
2018 and prior (5 years)

PZ-3 Building Permits and Applications
2018 and prior (5 years)

PZ-7 Contractors' Licensing Records
2016 and prior (7 years)

PH-2 Public Health Citations
2020 and prior (3 years)

PH-3 Epidemiological Reports
2016 and prior (7 years)

PH-5 General Public Health Nuisance Records – Non-Structure
2021 and prior (2 years)

PH-6 Health Inspection Records
2019 and prior (4 years)

PH-9 Vector Control Records
2019 and prior (4 years)

RESOLVED THIS 8th day of January, 2024.

Township of Haverford



By: C. Lawrence Holmes, Esq.
President Board of Commissioners



Attest: David R. Burman
Township Manager/Secretary