

**WEST VINCENT TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 11-2024**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WEST VINCENT  
TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, DESTRUCTION OF PUBLIC  
RECORDS**

**Resolved** by the Board of Supervisors of West Vincent Township, Chester County, Pennsylvania, that,

**WHEREAS**, by virtue of Resolution No. 21-2022, adopted July 18, 2022, West Vincent Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and,

**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of West Vincent Township, Chester County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the follow public records:

**See attached document.**

**BE IT FURTHER RESOLVED** that this Resolution shall be effective immediately upon adoption.

**ADOPTED** this 15th day of July, 2024 by the Board of Supervisors.

**WEST VINCENT TOWNSHIP  
BEFORE THE BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
**Dana Alan, Chair**

By: \_\_\_\_\_  
**Sara Shick, Vice Chair**

By: \_\_\_\_\_  
**Bernie Couris, Member**

**ATTEST:**

By: \_\_\_\_\_  
**Kathryn Shillenn, Secretary**

Index	Years	Box Name	Contents
AL1	as long as valuable	2003	2003 Administrative documents: Budget, Responder Reports; bids
FZ2	7 years	2004 Paid Invoices F-P	2004 Paid Invoices F-P
		Treasurer 2003 Pension	Pension documents from 2003
FZ2	7 years	Accounts Payable 2003 H-Z	Accounts Payable 2003 H-Z
AL1	as long as valuable	2004 Yearly D-Z	2004 Administrative documents: Flu shots, PSATS, Trash Hauler notes, miscellaneous
FZ2	7 years	2004 Paid Invoices Q-Z	2004 Paid Invoices Q-Z
FN16	retain until final completion of audit	Treasurer 2003: General Fund, State Fund, Open Space, Paychex, SSG Water, Kimberton sewer, Building Fund	Treasurer 2003: General Fund, State Fund, Open Space, Paychex, SSG Water, Kimberton sewer, Building Fund
FN3	7 years	Receipts 2002 Accounting Department: State Fund, Receivables, Employee Time Cards	Receipts 2002 Accounting Department: State Fund, Receivables, Employee Time Cards
FZ2	7 years	Accounts Payable 2003 A-G	Accounts Payable 2003 A-G
AL1	as long as valuable	2004 Yearly A-C	Miscellaneous administrative files from 2004
FN2/PL5	7 years	#33250	2005 check copies and Paychex records
AL26	6 years from final payment	2004 Cont. Registration & 2005 Insp. Schedule	Bonds: Open Space March 2003; General Obligation Note 2003
N/A/PL-10	N/A/10 years	A	COPIES of 1998 Zoning Ordinance: Subdivision/Land development, replaced by Amended Copy; Early Pension Reports 2006-2011
AL1/AL8	as long as valuable/6-12 yrs after termination	2013 and 2014 Yearly Files - Admin Files	RTK Requests, audit, bids liquid fuels, committee reports, miscellaneous
N/A	N/A	1985 Comprehensive Plan	Copies of 1985 Comprehensive Plan
N/A	N/A	2SLBLA	Copies of 1976 Comprehensive Plan from Federation of Northern Chester County Communities
FZ2	7 years	2006 Paid Invoices H-Q	2006 Paid Invoices H-Q
FN9	7 years	2008 Statements	2008 Bank statements and reconciliations
FZ2	7 years	Paid Bills 2008 S-Z	Paid Bills 2008 S-Z
FZ2	7 years	2007 Q-Z Paid Bills	2007 Q-Z Paid Bills
FN16	retain until final completion of audit	2005 Deposits: General Fund, Kimberton Sewer, Open Space, SSG Water/Sewer	2005 Deposits: General Fund, Kimberton Sewer, Open Space, SSG Water/Sewer
FN16	retain until final completion of audit	2004 Misc Treasurer: Statements, State Funds, Time Cards	2004 Misc Treasurer: Statements, State Funds, Time Cards
FN16	retain until final completion of audit	2007 Yearly/2007 Payroll	2007 bids, insurance, payroll
AL1	as long as valuable	2005 Yearly	2005 Bids and insurance
FN13	7 years	2007 Deposits	2007 Deposits
FZ2	7 years	2005 Paid Invoices L-S	2005 Paid Invoices L-S
PL5	4 years	2005 Payroll	2005 Payroll
FZ2	7 years	2007 Bills List/2007 A-E Paid Bills	2007 Bills List/2007 A-E Paid Bills
FN13	7 years	2004 Deposits: General Fund, Sewer, Open Space	2004 Deposits: General Fund, Sewer, Open Space
FN9	7 years	2005 Paid Invoices T-Z/Misc Treasurer & Bank Statements	2005 Paid Invoices T-Z/Misc Treasurer & Bank Statements
FZ2	7 years	2004 Paid Invoices A-E	2004 Paid Invoices A-E
FZ2	7 years	2005 Paid Invoices A-K	2005 Paid Invoices A-K
PL5	4 years	2007 Payroll	2007 Payroll
FZ2	7 years	2006 Paid Invoices R-Z	2006 Paid Invoices R-Z
AL1	as long as valuable	2006	Bids, budget, grants, proof of publication

FN9	7 years	2007 Statements & State Accounts	2007 Statements & State Accounts
FN9	7 years	2009 General Fund, Open Space, EIT Nova, OpSp Re 1st Natl	2009 statements
FZ2	7 years	2008 Paid Bills A-E	2008 Paid Bills A-E
PL5	4 years	2008 Payroll	2008 Payroll
FZ2	7 years	2007 F-P Paid Bills	2007 F-P Paid Bills
AL1	as long as valuable	2008 Yearly	St. Stevens Green Sewer Bills, 2008 Census, bids, grants, insurance
FZ2	7 years	2006 Paid Invoices A-G	2006 Paid Invoices A-G
FN13	7 years	2006 Deposits: General Fund, Kimberton Sewer, Matthews Meadoes Occupancy-Nove, Open Space	2006 deposits
PL5	4 years	2009 Payroll	2009 Payroll
FN13	7 years	2008 Deposits A	2008 Deposits
FN13	7 years	2008 Deposits B	2008 Deposits
AL1	as long as valuable	2009 Yearly	Election, census, bids, grants, insurance, recycling, roadmaster reports, solicitation permits, RTK
FZ2	7 years	Paid Bills 2008 F-S	Paid Bills 2008 F-S
AL1	as long as valuable	2010 Yearly	Risk Management Program Design, transfer taxes, tax liens, bids, P&R, RTK, Liquid Fuels
FN13	7 years	Banking 2010	Deposits
PL5	4 years	Payroll 2010	Payroll 2010
FZ2	7 years	2010 Paid Bills M-Z	2010 Paid Bills M-Z
FZ2	7 years	2009 M-Z Paid Bills	2009 M-Z Paid Bills
FN9	7 years	2009 Statements & Accounts	2009 bank statements
FN9	7 years	2010 Statements	2010 bank statements
FZ2	7 years	2010 Paid Bills A-L	2010 Paid Bills A-L
AL1	as long as valuable	1971	1971 bids, bills, financial statements
FN3	7 years	Auditors	Audit support documents for 1987-1994
documents are scanned		Aqua Tech Inc. O&M Manual Griffith WWTO Volumes 1 & 2 (notes says these are scanned)	
outdated & online		Bldg Code Books	2006
		HPOffice Jet Box	2018-2020 draft budgets; 1992 & 1995 ChecCo Twp directories; 1992 Open Space Recreation Plan (copy); 1991 Employee Manual; Open Space Planning Guide 2005; Pedestrian & Bicycle Friendly Policies, ect. Nov. 2011; Native Plants 1996; EAC Handbook 1996; Greenway Lands Stewardship Guid Dec. 2005; RTK Guide 2009; ChesCo Roads Index 2000; Sustainable Communities Programs in PA 6/1998; multiple copies of 2017 firm qualifications for feasibility study on municipal building complex; draft of ordinance 199; draft proposal for banking services; PA municipam planning code from 2002 and 2015 (online)
outdated & online		Bldg Code Books B	2006
outdated & online		Bldg Code Books C	2006
outdated & online		Bldg Code Books D	2003
outdated & online		West Vincent 2010 Zoning Ordinance & copies of version last revised 4/2/14	online
between 2-6 years		Police reports 1973-1980	Police reports 1973-1980
FZ2	7 years	Paid Bills A-G 2012	Paid Bills A-G 2012
PL5	4 years	Payroll 2012	Payroll 2012
PL5	4 years	2013 Payroll	2013 Payroll
FN9	7 years	2014 Bank Accounts	2014 Bank Accounts
FN16	retain until final completion of audit	2013 Gen Fund/Op Space Deposits	2013 Gen Fund/Op Space Deposits
FN9	7 years	2013 Statements and Accounts	2013 Statements and Accounts
FZ2	7 years	2013 Paid Bills S-Z	2013 Paid Bills S-Z
FZ2	7 years	2013 Paid Bills A-C	2013 Paid Bills A-C
FZ2	7 years	2013 Paid Bills C-M	2013 Paid Bills C-M
FN9	7 years	2012 Banking	2012 Banking

FZ2	7 years	2013 Paid Bills N-S	2013 Paid Bills N-S
FZ2	7 years	2014 Bills A-C	2014 Bills A-C
FZ2	7 years	2014 Bills U-Y	2014 Bills U-Y
FN16	retain until final completion of audit	2014 Banking Deposits	2014 Banking Deposits
FZ2	7 years	2015 Bills P-Z	2015 Bills P-Z
FN16	retain until final completion of audit	2015 Deposits	2015 Deposits
FZ2	7 years	2016 Bills D-P (Peco)	2016 Bills D-P (Peco)
FZ2	7 years	2016 Bills P-Z	2016 Bills P-Z
PL5	4 years	2015 Payroll	2015 Payroll
FZ2	7 years	2016 Bills A-C	2016 Bills A-C
FN16	retain until final completion of audit	2016 Deposits	2016 Deposits
FN9	7 years	2016 Bank Statements	2016 Bank Statements
FN9	7 years	2015 Bank Statements	2015 Bank Statements
PL5	4 years	2014 Payroll	2014 Payroll
FZ2	7 years	2014 Bills P-T	2014 Bills P-T
FZ2	7 years	2014 Bills C-O	2014 Bills C-O
FZ2	7 years	2015 Bills A-E	2015 Bills A-E
FZ2	7 years	2015 Bills E-P	2015 Bills E-P