

**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 Shilleen, 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

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

Wiggins Shredding Inc
 908 Old Fern Hill Road
 West Chester, PA 19380
 Tel: (610) 692-8327
 Fax: (610) 692-8329



INVOICE CERTIFICATE OF DESTRUCTION

West Vincent Township
 729 St Matthews Rd
 Chester Springs, PA 19425

Invoice #: 103848
 Invoice Date: Jul 24, 2024
 Page #: 1
 PO Number:

Transaction Date	Type	Charge Code / Description	Rate	Quantity	Amount
		(1) West Vincent Township 729 Saint Matthews Rd Chester Springs, PA 19425			
Jul 23, 2024		Purge - Box Removal- Work Order 114572	\$ 10.00	10.00	\$ 100.00
Jul 23, 2024		Purge - Additional Bin*- Work Order 114572	\$ 50.00	13.00	\$ 650.00
Jul 23, 2024		Purge - First Two Bins*- Work Order 114572	\$ 175.00	1.00	\$ 175.00
Jul 23, 2024		Purge - Bin Actual Count- Work Order 114572	\$ 0.00	15.00	\$ 0.00
Jul 23, 2024		Credit Card Processing Fee	3.00 %		\$ 27.75

This document is to certify that Wiggins Shredding, Inc. destroyed all confidential information. Only Valid if Paid in Full. invoices questions can be directed to billing@wigginsshredding.com

Wiggins Shredding, Inc. certifies that all of the information was destroyed on the above dates.

TEAR OFF HEADER AND RETURN LOWER PORTION WITH YOUR PAYMENT



West Vincent Township
 Customer #: 010427 - 000000
 Invoice #: 103848
 Invoice Date: Jul 24, 2024
 PO Number:
 Current Invoice Amount: \$952.75
 Current Total Due \$ 0.00

Wiggins Shredding Inc
 908 Old Fern Hill Road
 West Chester, PA 19380

Please Write in Amount of Payment Enclosed