

TOWNSHIP OF WEST VINCENT  
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION 7-2026

A RESOLUTION TO DISPOSE OF CERTAIN PUBLIC RECORDS  
IN ACCORDANCE WITH THE MUNICIPAL RECORDS ACT AND  
THE MUNICIPAL RECORDS MANUAL, AS AMENDED

**WHEREAS**, West Vincent Township ("Township") declared its intent to follow the public records retention schedule and disposal procedures as set forth in the *Municipal Records Manual*, as last revised, and as published by the Pennsylvania Historical and Museum Commission; and,

**WHEREAS**, in accordance with Act 428 of 1968, as last amended, each individual act of public record disposition shall be approved by a resolution adopted by the governing body;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors hereby authorizes disposition of the following public records:

- AL-1 General correspondence files and housekeeping records – 2018 and prior
- AL-8 Bids, Proposals, Quotes, Memos, Contracts and Agreements – 2017 and prior
- AL-20 Liquid Fuel Tax Records – 2017 and prior
- AL-46 Right to Know Requests – 2023 and prior
- FN-2 Accounts Payable Files and Ledgers – 2019 and prior
- FN-3 Accounts Receivable Files and Ledgers – 2016 and prior
- FN-9 Bank Statements and Reconciliations – 2019 and prior
- FN-15 Expense Reports – 2017 and prior
- PL-5 Payroll Earnings and Deductions Register – 2018 and prior
- PL-14 Time Cards and Attendance Records – 2020 and prior

RESOLVED THIS 20<sup>th</sup> DAY OF APRIL, 2026.

FOR WEST VINCENT TOWNSHIP

BY:

  
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Dana Alan, Chair  
Board of Supervisors

ATTEST:

  
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Tommy Ryan  
Township Manager