

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 2026-07

A RESOLUTION AUTHORIZING DISPOSAL OF TOWNSHIP RECORDS

Resolved by the Board of Supervisors of East Fallowfield Township, Chester County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. 2017-11, adopted on December 2nd, 2017, the East Fallowfield Township Board 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 Board of Supervisors of East Fallowfield Township, Chester County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Office:

- 2011 / 2012 / 2013 / 2014 / 2015 / 2016 / 2017 / 2018 Check Registers – FN -11
(7 year retention)
- 2018 Financial Statements – FN -16
(Retain until completion of Audit)
- 2002 / 2003 / 2004 / 2011 / 2012 / 2013 / 2014 / 2015 / 2016 / 2017 / 2018 Bank Statements and Reconciliations – FN -9
(7 year retention)
- 2004 / 2005 / 2010 / 2011 / 2012 / 2015 / 2014 / 2017 Deposit Slips – FN -13
(7 year retention)
- 2002 / 2003 / 2009 / 2010 / 2011 / 2012 / 2013 / 2014 / 2015 / 2016 / 2017 / 2018 Annual Audit & Financial Reports – FN -4
(5 year retention)
- 2002 / 2003 / 2004 / 2005 / 2006 / 2007 / 2008 / 2009 / 2010 / 2011 / 2012 / 2013 / 2014 / 2016 / 2017 Accounts Payable Files & Ledgers – FN -2
(7 year retention)
- 2002 / 2003 / 2004 / 2005 / 2006 / 2007 / 2008 / 2009 / 2010 / 2011 Purchase Order Files – FN -18
(7 year retention)
- 2010 / 2011 / 2014 Utility and Paid Receipts – FN -23
(7 year retention)

- 2014 / 2015 Vendor Files – FN -24
(Retain until superseded)
- 2013 / 2014 / 2015 / 2016 Annual Budgets and Related Records – FN -5
(7 year retention)
- 2004 Accounts Receivable Files and Ledgers – FN -3
(7 year retention)
- 2009 / 2010 / 2011 / 2012 Audit Work Papers – FN -7
(3 year retention)
- 2018 Agendas – AL -2
(One copy retained)
- 2001/ 2002 / 2003 / 2004 / 2005 / 2006 / 2007 / 2008 / 2009 / 2011 / 2012 / 2013 / 2014 / 2015 Liquid Fuel Tax Records – AL -20
(7 year retention)
- 2019 / 2020 Insurance Claims & Policies – AL -17
(6 year retention)
- 2008 / 2009 / 2010 / 2011 / 2012 / 2013 / 2014 / 2015 / 2016 / 2019 Administrative and Subject Files – AL -1
(Retain as long as Administrative value)
- 2015 Recycling and Trash Records – Al -36
(10 year retention)
- 2009 / 2010 / 2012 / 2013/ 2014 / 2015 / 2016 / 2017 Payroll Earnings and Deductions – PL -5
(4 year retention)
- 2016 / 2017 Payroll Voucher (Check) Registers – PL -6
(7 year retention)
- 2009 / 2010 / 2011 Workers Compensation Records – PS -14
(4 year retention)
- 2001 / 2002 / 2003 / 2004 / 2005 / 2006 / 2007 / 2008 / 2009 Maintenance Records (Roads, Buildings, Facility) – PW -8
(5 year retention)
- 2009 / 2010 / 2011 / 2012 / 2014 / 2015 / 2017 General and Special Tax Ledgers and Related Records – TA -6
(7 year retention)
- 1994 / 1995 /1996 / 1997 / 2004 / 2005 / 2006 / 2007 / 2008 /2009 / 2010 / 2011 / 2012 / 2013 / 2014 / 2015 Tax Duplicated (Real Estate and Non-Real Estate) – TA -15
(7 year retention)

- 1994 / 1995 / 1996 / 1997 Tax Bills, Paid Receipts – TA -12
(2 year retention)
- 1994 / 1995 / 1996 / 1997 Tax Collector Return Sheets – TA -14
(1 year retention)

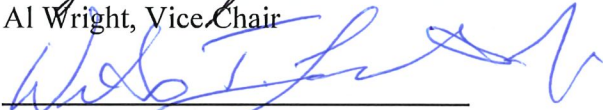
RESOLVED AND ADOPTED this 28th day of April 2026, by the Board of Supervisors of East Fallowfield Township, Chester County, Pennsylvania.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**

Mike Domboksi, Chair



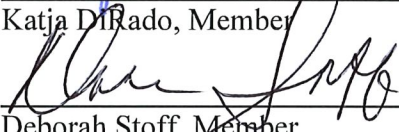
Al Wright, Vice Chair



Wilson T. Lambert, Jr., Member



Katja DiRado, Member



Deborah Stoff, Member

Attest:



Township Manager/Secretary