

TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION 2025-04

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

WHEREAS, Worcester 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 the Township Secretary to dispose of the following public records:

- AL-I** General correspondence files and housekeeping records — 2019 and prior
- AL-8** Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements — 2013 and prior
- AL-12** Ethics Commission Statements of Financial Interest — 2019 and prior
- AL-14** Grant Administration Records — dispose of when funder says it is appropriate
- AL-17** Insurance Policies and Settled Claims — 2017 and prior
- AL-19** Litigation Case Files — closed cases of no administrative or legal value
- AL-20** Liquid Fuel Tax Records — 2017 and prior
- AL-21** Mailing Lists — Obsolete or superseded
- AL-25** Municipal Lien Files — One year after resolution
- AL-29** Oaths of Municipal Officials — 2019 and prior
- AL-35** Public Meeting/Hearing Notices and Proof of Publications — 2014 and prior
- AL-45** Treasurer's Bond Certificates — 2017 and prior
- AL-46** Right to Know Requests — 2022 and prior
- FN-I** Account Distribution Summaries (Treasurer's Reports) — 2017 and prior
- FN-2** Accounts Payable Files and Ledgers — 2017 and prior

FN-3	Accounts Receivable Files and Ledgers — 2017 and prior
FN-4	Annual Audit and Financial Reports — 2019 and prior
FN-5	Annual Budgets and Related Records — related records 2017 and prior
FN-8	Balance Sheet — 2017 and prior
FN-9	Bank Statements and Reconciliations — 2017 and prior
FN-10	Cancelled Checks — 2017 and prior
FN-11	Check Registers — 2017 and prior
FN-12	Daily Cash Records — 2021 and prior
FN-13	Deposit Slips — 2017 and prior
FN-14 of in 2021)	Depreciation Schedules — Life of equipment plus three years. (equipment disposed
FN-15	Expense Reports — 2017 and prior
IT-1	Computer Inventory Records — computers removed from service in 2020 and prior
IT-4	Equipment Records — life of equipment
PR-5	Park Program Files — 2022 and prior
PR-7	Park Use Records — 2021 and prior
PL-2	Employee Payroll Adjustment Records — 2020 and prior
PL-4	Payroll Deduction Authorizations — dispose of 4 years (2020 and prior) after cancelled or superseded
PL-5	Payroll Earnings and Deductions Register — 2020 and prior
PL-14	Time Cards and Attendance Records — 2021 and prior
PL-16	Wage & Tax Statements — 2020 and prior
PS-2	Applications for Employment (Not Hired) — 2022 and prior
PS-8	Employee Personnel Records — Employees leaving 2019 and prior
PS-10	Job Descriptions and Announcements — 2019 and prior
PZ-2	Building and Housing Construction Records — 2017 and prior

RESOLVED THIS OF 6TH DAY OF JANUARY, 2025.

FOR WORCESTER TOWNSHIP

By: 
Rick DeLello, Chair Board of Supervisors

Attest: 
Dan DeMeno, Secretary