

TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION 2026-04

**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 — 2020 and prior
- AL-8** Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements — 2014 and prior
- AL-12** Ethics Commission Statements of Financial Interest — 2020 and prior
- AL-14** Grant Administration Records — dispose of when funder says it is appropriate
- AL-17** Insurance Policies and Settled Claims — 2018 and prior
- AL-19** Litigation Case Files — closed cases of no administrative or legal value
- AL-20** Liquid Fuel Tax Records — 2018 and prior
- AL-21** Mailing Lists — Obsolete or superseded
- AL-25** Municipal Lien Files — One year after resolution
- AL-29** Oaths of Municipal Officials — 2020 and prior
- AL-35** Public Meeting/Hearing Notices and Proof of Publications — 2015 and prior
- AL-45** Treasurer's Bond Certificates — 2018 and prior
- AL-46** Right to Know Requests — 2023 and prior
- FN-I** Account Distribution Summaries (Treasurer's Reports) — 2018 and prior
- FN-2** Accounts Payable Files and Ledgers — 2018 and prior

FN-3 Accounts Receivable Files and Ledgers — 2018 and prior

FN-4 Annual Audit and Financial Reports — 2018 and prior

FN-5 Annual Budgets and Related Records — related records 2018 and prior

FN-8 Balance Sheet — 2018 and prior

FN-9 Bank Statements and Reconciliations — 2018 and prior

FN-10 Cancelled Checks — 2018 and prior

FN-11 Check Registers — 2018 and prior

FN-12 Daily Cash Records — 2022 and prior

FN-13 Deposit Slips — 2018 and prior

FN-14 Depreciation Schedules — Life of equipment plus three years. (equipment disposed of in 2021)

FN-15 Expense Reports — 2018 and prior

IT-1 Computer Inventory Records — computers removed from service in 2021 and prior

IT-4 Equipment Records — life of equipment

PR-5 Park Program Files — 2023 and prior

PR-7 Park Use Records — 2022 and prior

PL-2 Employee Payroll Adjustment Records — 2021 and prior

PL-4 Payroll Deduction Authorizations — dispose of 4 years (2021 and prior) after cancelled or superseded

PL-5 Payroll Earnings and Deductions Register — 2021 and prior

PL-14 Time Cards and Attendance Records — 2022 and prior

PL-16 Wage & Tax Statements — 2021 and prior

PS-2 Applications for Employment (Not Hired) — 2023 and prior

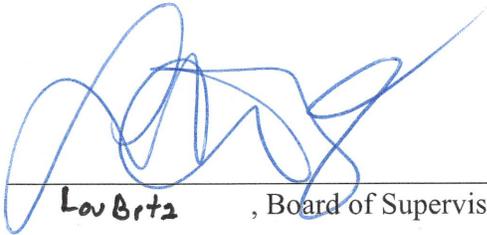
PS-8 Employee Personnel Records — Employees leaving 2020 and prior

PS-10 Job Descriptions and Announcements — 2020 and prior

PZ-2 Building and Housing Construction Records — 2018 and prior

RESOLVED THIS OF 5TH DAY OF JANUARY 2026

FOR WORCESTER TOWNSHIP

By:  _____
Lou Britz, Board of Supervisors

Attest:  _____
Dan DeMeno, Secretary