

RESOLUTION NO. 2023-99

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,  
PENNSYLVANIA, APPROVING THE DISPOSITION OF SPECIFIC TOWNSHIP  
RECORDS**

*WHEREAS*, by virtue of Resolution 88-18 adopted July 11, 1988, the Township of Radnor 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;

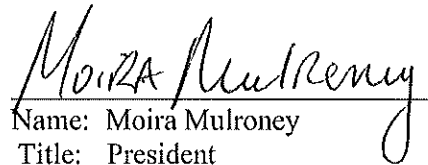
*WHEREAS*, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

*NOW, THEREFORE*, be it hereby *RESOLVED* that the Board of Commissioners of Radnor Township, Delaware County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records as detailed in Exhibit 'A' attached hereto.

*SO RESOLVED*, this 16<sup>th</sup> day of October, A.D. 2023.

RADNOR TOWNSHIP

By:

  
Name: Moira Mulrone  
Title: President

ATTEST:

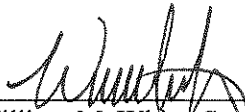
  
William M. White, Secretary

EXHIBIT 'A'  
 RADNOR TOWNSHIP RECORDS DISPOSITION LIST  
 RESOLUTION 2023-99 -- OCTOBER 16, 2023

<b>FINANCE DEPARTMENT</b>		
<b>2023</b>		
Description of Records	Retention & Disposition Schedule Section No.	Retain
2011-2020 Right to Know	AL-46	2 Years; 2021 and forward
2013-2017 Time Sheets	PL-14	3 years; 2020 and forward
2011-2012 Attendance Reports	PL-14	3 years; 2020 and forward
2009 Cash Reports	FN-12	3 years; 2020 and forward
2015 Cash Receipts	FN-12	3 years; 2020 and forward
2015-2020 Cash Reports	FN-12	3 years; 2020 and forward
2016 Kiosk Cash Deposit Records	FN-12	3 years; 2020 and forward
2011-2016 Payroll Edits/Journals/Records	PL-5	4 years; 2019 and forward
2009-2014 Payroll Deductions	PL-5	4 years; 2019 and forward
2015-2016 Real Estate Tax Certs	TA-2	2 Years; 2021 and forward
2010 Real Estate Tax Bills	TA-12	2 Years; 2021 and forward
2014 Real Estate Tax Bills	TA-12	2 Years; 2021 and forward
2015 Real Estate Tax Bills	TA-12	2 Years; 2021 and forward
2018 Real Estate Tax Bills	TA-12	2 Years; 2021 and forward
2017-2019 Tax Receipts	TA-12	2 Years; 2021 and forward
2011 Real Estate Tax Records	FN-3	7 years; 2017 and forward
2017 Real Estate Tax Records	FN-3	7 years; 2017 and forward
2013-2015 Real Estate Tax Records	FN-3	7 years; 2017 and forward
2013-2016 Sewer Rent Billing Records/Receipts	FN-23	7 years; 2017 and forward
2014-2016 Stormwater Billing Records/Receipts	FN-23	7 years; 2017 and forward
2011 2nd Meters Records	FN-23	7 years; 2017 and forward
Applicable inactive Act 511 business tax files for tax years 2012 & 2013	TA-9	5 years; 2018 and forward
2009 Act 511 returns and LST exemptions	TA-9	5 years; 2018 and forward
2013 Assessment Book	TA-15	7 years; 2017 and forward
2014-2016 Bank Statements	FN-9	7 years; 2017 and forward
2013 Check Registers	FN-11	7 years; 2017 and forward
2016 Checks Registers/Journals	FN-11	7 years; 2017 and forward
2013-2015 AP Disbursement Lists & Fuel Reports	FN-11	7 years; 2017 and forward
2009-2016 Investments Statements	FN-16	Retain until completion of audit
Pentamation Software Manuals	IT-2	Retain 1 year after migration to new system