



Township of Haverford

Resolution No. 2474-2026

Resolution of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania, Authorizing the Disposal of Public Records

Whereas, the Board of Commissioners of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania adopted the General Laws of the Township of Haverford (hereafter "the General Laws") by Ordinance 1960, on June 30, 1986; and

Whereas, §4-1104 of the Administrative Code included in the General Laws of the Township declares the Board intent that the Township follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Act of the Commonwealth of Pennsylvania, Act 428 of 1968; and

Whereas, in accordance with the said Act 428 of 1968, the Pennsylvania Historical and Museum Commission provided a Municipal Records Manual, the current edition being updated on March 28, 2019; and

Whereas, in accordance with the said Act 428 of 1968, each individual act of disposition shall be approved by Resolution of the governing body of the municipality; and

Now, Therefore, Be It resolved by the Township Board of Commissioners hereby authorizes the disposition of the following public records:

Finance Department:

Accounts Payable, Accounts Receivable, Budget and Banking Related

2018 and prior Accounts Payable Cancelled Checks (7 years)

2018 and prior Accounts Payable Check Registers (7 years)

2018 and prior Accounts Payable Vendor File (7 years)

2018 and prior Accounts Receivable Files (7 years)

2018 and prior Bank and Investment Statements and Reconciliations (7 years)

2018 and prior Deposit Slips and Cash Receipt Records (7 years)

2018 and prior Preliminary Adopted Budgets and related Budget Workpapers (7 years)

2021 and prior Audit Workpapers (current plus prior 3 years)

2021 and prior Sales Tax Returns (4 years)

2022 and prior paper copies of Warrants approved by Board of Commissioners (now retained electronically)

Payroll Related

2018 and prior Payroll Cancelled Checks (7 years)

2018 and prior Payroll Check Registers (7 years)

2021 and prior bi-weekly Payroll Earnings and Deduction Registers (4 years)

2021 and prior Form W2 (4 years)

2021 and prior quarterly payroll tax returns (4 years)

2021 and prior Form 1099-MISC (4 years)

2021 and prior Form 1095 filings (4 years)

Real Estate Tax Collection Related

2020 and prior Official "duplicate" from Delaware County (5 years)

2022 and prior Realty Transfer Records (3 years)

2022 and prior Tax Claim Filings (3 years)

2023 and prior Change of Address Requests (2 years)

2023 and prior Interim Tax Assessment reports and calculation sheets (2 years)

2023 and prior Paid Tax Bills (2 years)

2023 and prior Tax Certification Records (2 years)

Land Development Closed Escrow Accounting Records

2018 and prior (7 years)

Sewer Billing Related

2018 and prior Aqua Water Readings (7 years)

2018 and prior 2nd meter Water Reading reports, submissions and calculations (7 years)

Business Tax

2018 & prior Settlement Agreements (7 years)

Professional Service Agreements (4 years from end date)

Liquid Fuels Records

2018 & prior (7 years)

Annual Audit & Financial Reports (also includes GASB 45 Valuations, GASB 75 Valuations, Report of Elected & Appointed Officials, Survey of Financial Condition & Tax Information submitted to DCED)

2019 and prior (5 years)

Municipal Lien (Satisfied) Files

Satisfied in 2024 & prior (1 year after satisfaction)

Codes Enforcement Department:

1979 and prior zoning complaints (3 years after final resolution)

1990 and prior residential plans (5 years after issuance of Certificate of Use & Occupancy)

1996 and prior commercial plan duplicates (as long as of administrative value)

2010 and prior proofs of publication (10 years)

2011 and prior miscellaneous residential permits (5 years after issuance of Certificate of Use & Occupancy)

2017 and prior residential grading permits (5 years after issuance of Certificate of Use & Occupancy)

Administration:

Contract Files

2002 and prior construction bids and proposals (3 years)

2002 and prior construction contracts (12 years)

2012 and prior non-construction bids and proposals (3 years)

2012 and prior non-construction contracts (6 years)

2014 and prior Recycling Program records (10 years)

2023 and prior Open Records Requests (2 years)

Resolved this 12th day of January, 2026.

Township of Haverford



By: Judy Trombetta .
President Board of Commissioners



Attest: David R. Burman,
Township Manager/Secretary