

**EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 2022-6

**A RESOLUTION AUTHORIZING DISPOSAL OF
EAST GOSHEN TOWNSHIP RECORDS**

WHEREAS, the general guidelines issued for the Pennsylvania Local Government Records Committee by the Pennsylvania Historical and Museum Commission, Bureau of the Pennsylvania State Archives (“the State Guidelines”) require that most Township records be retained for a minimum of seven years;

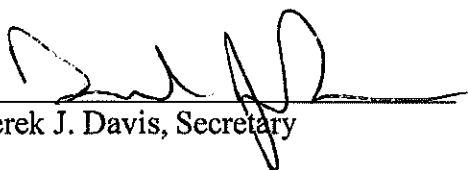
WHEREAS, certain documents must be retained for more than seven years, including personnel files (105 years from employee’s date of birth); minute books (permanently); loan and bond documents (7 years after the loan or bond is paid off); and planning, zoning and building documents (generally permanently);


WHEREAS, the East Goshen Township (“the Township”) record retention policy is consistent with the State Guidelines;

BE IT RESOLVED THAT this year, the Township will dispose of (shred) records that can be disposed pursuant to the State Guidelines on Wednesday, March 23, 2022.

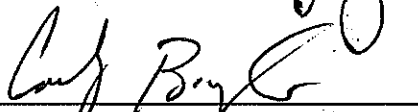
RESOLVED AND ADOPTED, this 1st day of March 2022.

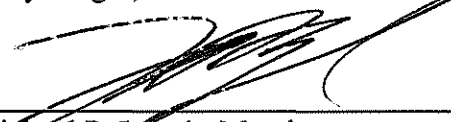
ATTEST:

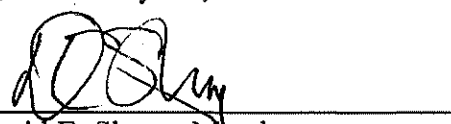

Derek J. Davis, Secretary

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS**

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