

**EAST GOSHEN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 2024-07**

**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.

**RESOLVED AND ADOPTED**, this 21st day of May 2024.

ATTEST:


  
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Derek J. Davis, Secretary

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS**

  
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Michele Truitt, Chair

  
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John Hertzog, Vice Chair

  
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