

**LONDON GROVE TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 829**

Resolved by the Board of Supervisors of London Grove Township, Chester County, Pennsylvania, that

**WHEREAS**, by virtue of Resolution No. 488 adopted March 5, 2008, the Township of London Grove Township declared its intent to follow the schedules and procedures for, disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, 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 RESOLVED** that Board of Supervisors of London Grove Township, Chester County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records as per attached Exhibit:

**Exhibit A – Portions of 2016 Township Records**

**ADOPTED** this 2<sup>nd</sup> day of January 2024.

**BOARD OF SUPERVISORS**

  
Chairman

  
Member

  
Member

  
Vice Chairman

  
Member

**ATTEST:**   
Dawn Maciejczyk  
Township Secretary

**Exhibit "A"**  
**LGT DESTROYED RECORDS 2016**

**Administrative and Subject Files to be destroyed:**

Often referred to as Administrative Files, General Correspondence, Program Files or Subject Files. May include correspondence, reports, program forms and other records created or received in the course of administering specific programs and providing basic municipal services. Portions of the file or the complete file may contain records which summarize primary program activities and functions such as annual departmental/office reports, procedural manuals, long-term studies or comprehensive program assessment studies, series of bulletins/newsletters and other published materials created in connection with special events or the administration of on-going programs, and include or consist primarily of routine correspondence; replies not part of a specific subject file; communications on supply, maintenance and other internal operations matters; correspondence of a transitory nature having no value after an action is completed; and general housekeeping records. Files may include items such as technical or professional publications maintained solely for reference purposes that are not considered to be "records" under the Municipal Records Act.

ALL GENERAL FUND/SPECIAL FUNDS/BANK STATEMENTS/CHECKS/DEPOSITS FROM 2016 AND PRIOR

ALL ACCOUNTS PAYABLE FILES FROM 2016 AND PRIOR