

**LONDON GROVE TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 760

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 2013 Township Records

ADOPTED this 4th day of January 2021.

BOARD OF SUPERVISORS



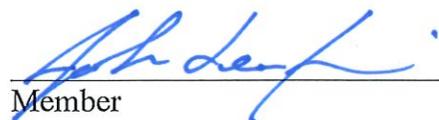
Chairman



Vice Chairman



Member



Member



Member

ATTEST: 
Dawn Maciejczyk
Township Secretary

Exhibit "A"
LGT DESTROYED RECORDS 2013

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 2013 AND PRIOR

ALL ACCOUNTS PAYABLE FILES FROM 2013 AND PRIOR