

RESOLUTION NO. 2024-109

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,  
PENNSYLVANIA, APPROVING THE DISPOSITION OF SPECIFIC TOWNSHIP  
RECORDS**

*WHEREAS*, by virtue of Resolution 88-18 adopted July 11, 1988, the Township of Radnor declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008 and;

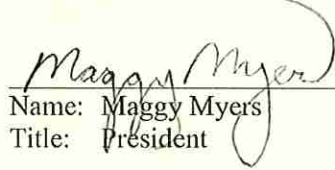
*WHEREAS*, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

*NOW, THEREFORE*, be it hereby *RESOLVED* that the Board of Commissioners of Radnor Township, Delaware County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records as detailed in Exhibit 'A' attached hereto.

*SO RESOLVED*, this 14<sup>h</sup> day of October, A.D. 2024.

RADNOR TOWNSHIP

By:

  
Name: Maggy Myers  
Title: President

ATTEST:

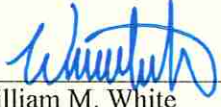
  
William M. White  
Township Manager / Secretary

EXHIBIT 'A'  
 RADNOR TOWNSHIP RECORDS DISPOSITION LIST  
 RESOLUTION 2024-109 -- OCTOBER 14, 2024

Description of Records	Retention & Disposition Schedule Section No.	Retain
2016 AP Checks - Jan to Jul	FN-11	7 years; 2018 and forward
2016 AP Checks - Aug to Dec	FN-11	7 years; 2018 and forward
2017 AP Checks - Jan to Dec (Boxes 1 - 5)	FN-11	7 years; 2018 and forward
2004 Time Cards and Attendance Records	PL-14	3 years; 2022 and forward
2010 to 2016 Daily Bulletins, Blotters, Dispatcher Logs	FR-4	3 years; 2022 and forward
2010 to 2016 Reports on Routine Activities or Other Periodic Reports	FR-6 (2)	3 years; 2022 and forward
2010 to 2014 Routine Fire Inspection	FR-11 (2)	10 years; 2015 and forward
2011 to 2017 Fireworks Permits	FR-13	3 years; 2022 and forward
2016 to 2019 Applications for Food Service Manager / Operator Certification	PH-1	5 years; 2020 and forward
2015 to 2020 Citations	PH-2	3 years; 2022 and forward
2018 to 2020 General Nuisance Records - Non-Structural	PH-5	2 years; 2023 and forward
2015 to 2020 Health Inspection Records	PH-6	4 years; 2021 and forward
2017 to 2020 Public Bathing Facilities Inspections	PR-8	4 years; 2021 and forward
2018 to 2020 Special Event Permits & Licenses	AL-30	3 years; 2022 and forward
1994 to 2002 Recycling Program Records	AL-36	10 years; 2015 and forward
2001 to 2006 Monthly and Other Periodic Routine Activity	AL-37 (2)	As long as of administrative value
2018 to 2019 Complaints, Citations	PZ-5	3 years; 2022 and forward
2014 to 2017 License Apps	PZ-7	7 years; 2018 and forward
2014 to 2017 Insurance Certificates	PZ-7	7 years; 2018 and forward
2018 to 2020 Animal Law Enforcement Records	PO-1	2 years; 2023 and forward