

RESOLUTION No. 2026-10
A Disposition Resolution for the Destruction of Specific Westfall Township
Records

Resolved by the Board of Supervisors of Westfall Township, Pike County, Pennsylvania, That

WHEREAS, by virtue of Resolution Number 2026-10, as adopted on Monday, October 5, 2026, by the Westfall Township Board of Supervisors, who have declared their 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 RESOLVED That the Board of Supervisors of Westfall Township, Pike County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Westfall Township Office:

- Tax “Duplicates” (Real Estate & Non-Real Estate): 1987, 1988, 1991-1999, 1999-2000, 2003-2008, 2009-2015
- Account Distribution Information, Accounts Payable Files and Ledgers, Bank Statements & Reconciliations, Balance Sheet, Bills, Cancelled Checks, Check Register, Deposit Slips, Payroll, Payroll Voucher Registers, Purchasing Files, Purchase Orders, Supply Requisitions, Utility & Paid Service Receipts: 1978-1984, 1997-2003, 2004, 2005, 2007, 2008 2009, 2011, 2012, 2013, 2014, 2015, 2016
- Insurance Policy Information: 1988-1998 & 1999-2005, 2016
- Liquid Fuels Tax Records: 2011, 2016
- Real Estate Transfer Records: 1990-1995
- Contract Files: 2011
- Tax Exemption Files: 2003-2013
- Election Records: 1970-1995

- Real Estate Transfer Records: 1970-1995
- Administrative and Subject Files (general correspondence): 2016, 2012
- Disaster Preparedness & recovery Plan: 2016
- Application for Employment (not hired): 2016
- Timecards & Attendance Records: 2016
- Wage & Tax Statements (W-2): 2016
- Press Release: 2016
- Act 537 Plan, Revisions and Supplements: 1987-1997
- Permits & Licenses: 1994—2013
- Public Meeting/Hearing Notices and Proof of Publication: 1995-2010
- Withholding Allowance Certificates (W-4 Forms)- 2012
- Unemployment Compensation Records: 2003-2013
- Tax Bills Paid Receipts: 2012

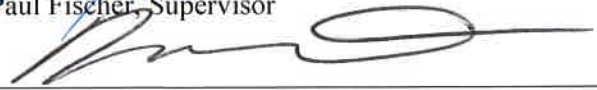
Adopted this 5th day of October 2026.

WESTFALL TOWNSHIP BOARD OF SUPERVISORS


Robert Llewellyn, Chairman


David Twiss, Vice Chairman


Paul Fischer, Supervisor


Peter Joannou, Supervisor


Paul Schaldonat, Supervisor




Kaitlin Hildebrandt, Secretary