RESOLUTION No. 2026-11
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 2026-11, 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:

- Administrative and Subject Files: 1978-1994, 2003, 2008, 2011, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020
- 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: 1985, 1987, 1991-2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020
- Commercial Drivers License Information: 2015, 2016, 2017, 2018
- Certificate of Occupancy: 1983-1990
- Citations: 1983-1990, 2012
- Insurance Policy Information and Claims: 2015, 2017, 2018, 2019,
- Liquid Fuels Tax Records: 2013, 2016, 2017, 2018, 2019
- Real Estate Transfer Records: 2017, 2018, 2019, 2020
- Contract Files: 1988, 1994, 2015, 2017, 2018, 2019
- Election Records: 2017-2020
- Real Estate Transfer Records: 2017-2020
- Timecards & Attendance Records: 2017-2020

- Wage & Tax Statements (W-2): 2017-2020
- Press Release: 1980-1994, 2013, 2014, 2017, 2018, 2019, 2020
- Proclamations: 2013, 2014
- Reports: 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020
- Workers Compensation Information: 2003, 2011, 2008, 2010, 2015, 2016, 2017, 2018, 2019, 2020
- Court Orders – 2010
- Public Meeting/Hearing Notices and Proof of Publication: 2015-2020
- Withholding Allowance Certificates (W-4 Forms): 2017, 2018, 2019
- Vendor Files: 1985, 1987, 1991-2007, 2009
- Complaints, Citations, Notices of Violation, and Investigation: 2017 -2020
- Right-to-Know Requests: 2017, 2018, 2019
- Delinquent Tax Collection: 2013, 2016, 2017, 2018,

Adopted this 2nd day of November 2026.

WESTFALL TOWNSHIP BOARD OF SUPERVISORS

Robert Llewellyn, Chairman

Not in attendance
David Twiss, Vice Chairman

Paul Fischer, Supervisor

Peter Joannou, Supervisor

Paul Schaldonat, Supervisor

Kaitlin Hildebrandt, Secretary