

**UPPER DARBY TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 31-25

**A RESOLUTION DECLARING UPPER DARBY TOWNSHIP'S INTENT TO FOLLOW
THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET
FORTH IN THE MUNICIPAL RECORDS MANUAL AND PROVIDE FOR THE
DESTRUCTION OF CERTAIN PUBLIC RECORDS**

WHEREAS, recognition of the need for a workable local records management program in Pennsylvania led to the passage of the Municipal Records Act of 1968, and the creation of the Commonwealth's Local Government Records Committee ("Committee"); and

WHEREAS, the Committee's responsibility is to develop records retention and disposition schedules for each municipal office; and

WHEREAS, Municipal officers are authorized by the Municipal Records Act, 53 Pa.C.S. §1381 *et. seq.*, to dispose of records in accordance with schedules and guidelines that have been approved by the Committee; and

WHEREAS, the Municipal Records Manual was issued for the Committee by the Pennsylvania Historical and Museum Commission Bureau of the Pennsylvania State Archives ("Commission"); and

WHEREAS, the Committee established a retention and disposition schedule for records of Pennsylvania municipal governments in the Municipal Records Manual created on December 16, 2008 (as amended July 23, 2009, March 28, 2019); and

WHEREAS, the goal of the establishment of records disposition procedures for the use of the Township will help ensure the preservation of records of permanent value and encourage the destruction of nonessential records when appropriate; and

WHEREAS, Upper Darby Township (the "Township") intends to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual as issued by the Commission and established by the Committee; and

WHEREAS, the Township desires to dispose of records according to statutory requirements as established by the Municipal Records Act of 1968; 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, by the Upper Darby Township Council, in accordance with the above-cited Municipal Records Manual, and it is hereby **ADOPTED AND**

RESOLVED by the authority of same that the following public records are authorized to be destroyed:

1. AL-1, Administrative & Subject files, no longer of administrative value, portion of 1 box
2. AL-14, Grant Administration Records, past granting agency retention periods, 40 boxes
3. AL-25, Municipal Lien Files, satisfaction date of 2024 or older, 5 boxes
4. AL-30, Permits & Licenses, 2021 or older, 22 boxes
5. AL-31, Petitions, 2019 or older, portion of 1 box
6. FN-1, Account Distribution Summaries, 2017 or older, 2 boxes
7. FN-2, Accounts Receivable Files and Ledgers, 2017 or older, 3 boxes and portion of 1 box
8. FN-3, Accounts Receivable Files and Ledgers, 2017 or older, 4 boxes and portion of 1 box
9. FN-5, Annual Budgets and Related Records, 2017 or older, portion of 1 box
10. FN-7, Audit Workpapers, 2020 or older, 4 boxes
11. FN-9, Bank Statements and Reconciliations, 2017 or older, 2 boxes
12. FN-11, Check Registers, 2017 or older, 8 boxes
13. FN-18, Purchase Order Files, 2017 or older, 11 boxes and portion of 1 box
14. FN-20, Supply Requisitions, 2022 or older, 1 box
15. FN-24, Vendor Files, superseded, portion of 1 box
16. FN-25, Voucher Files, 2017 or older, portion of 1 box
17. PL-5, Payroll Earnings and Deductions Registers, 2020 or older, 1 box
18. PL-6, Payroll Voucher (Check) Registers, 2017 or older, 2 boxes
19. PL-14, Time Cards and Attendance Records, 2021 or older, 4 boxes
20. PO-10, Daily Activity Records, 2021 or older, 1 box
21. PO-18, Motor Vehicle Records, 2023 or older, 14 boxes
22. PO-20, Permits and Related Applications, 2021 or older, portion of 1 box

BE IT FUTHER RESOLVED, that all resolutions, or parts thereof, inconsistent with the provisions of this Resolution are hereby repealed to the extent of the inconsistency.

BE IT FUTHER RESOLVED, that the provisions of this Resolution are declared to be severable. If any provision of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution.

BE IT FUTHER RESOLVED, that this Resolution shall become effective immediately upon the signature of the Mayor or, in the event the Mayor neither approves nor vetoes this Resolution, fifteen days after the last day on which the Mayor can approve or veto this Resolution, as set forth in the Upper Darby Township Home Rule Charter, Section C-702.C.

ADOPTED and RESOLVED this 17th day of December, **2025**.

BY: _____
HAFIZ TUNIS JR.
President of Council

ATTEST: _____
MICHELLE BILLUPS
Secretary of Council

Resolution No. 31-25 is hereby approved this ___ day of December, 2025

BY: _____
EDWARD BROWN,
Mayor

ATTEST: _____
CRANDALL O. JONES
Chief Administrative Officer