

TOWNSHIP OF LOWER MERION

GOVERNANCE & ADMINISTRATION COMMITTEE

**WEDNESDAY, MARCH 11, 2026
8:10 PM (Approximately)**

Chairperson: Maggie Epstein

Vice Chairperson: V. Scott Zelov, Sean Whalen

AGENDA

1. RESOLUTION - DISPOSITION OF PUBLIC RECORDS



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Governance & Administration

ITEM: **RESOLUTION - DISPOSITION OF PUBLIC RECORDS**

Consider for recommendation to the Board of Commissioners adoption of a resolution authorizing the disposal of certain public records in accordance with the schedules and procedures as set forth in the Municipal Records Manual approved by the Pennsylvania Local Government Records Committee on December 16, 2008 and amended March 28, 2019.

PUBLIC COMMENT

ATTACHMENT(S):

[Records Disposal 03-2026 Resolution.docx](#)

TOWNSHIP OF LOWER MERION

RESOLUTION NO. _____

WHEREAS, the Pennsylvania Local Government Records Committee approved a Municipal Records Manual on December 16, 2008 and amended March 28, 2019 that sets forth schedules and procedures for the disposition of municipal records, 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 Commissioners of the Township of Lower Merion, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

RECORDS TO BE DESTROYED IN 2026

BUILDING & PLANNING DEPT

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
2021-2022	Receipts	3	N
2017-2018	Contractor Licenses	1	N
2019-2022	Resale Certs	5	N
2001-2007	CDBG Lead RFPS	1	N
2004-2015	CDBG Misc Files (below)	1	N
2007-2015	<i>HUD Correspondence</i>		N
	<i>Rehab Project File</i>		
	<i>Risk Assessment Proposals</i>		
2004-2008	<i>Declining Balance Lien (Already Forgiven)</i>		
2004-2008	<i>Lien Satisfaction Letters</i>		

TAX COLLECTOR'S OFFICE

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
2021-2023	Tax Bills/Paid Receipts	4	Y
2021-2023	Notices Sent to Taxpayers	1	Y
2021-2023	Address Changes	1	Y

TOWNSHIP MANAGER'S OFFICE

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
2015-2021	Verizon Invoices	3	N
2003-2010	RTK (Right to Knows)	1	N

POLICE DEPARTMENT

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
2020, 2023-2024	Traffic, Moving, and Non-Traffic Citations; Faulty Equipment Notices (FEN's); Written Warnings (TVN's)	5	N
2021-2022	Scanned Police Reports/Files	8	Y
2021-2022	Right to Know/Subpoenas and Prisoner Logs	1	Y
2016-2019	Bi-Tech Cash Receipts	3	N

FINANCE DEPARTMENT

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
1998-2017	Office Files	1	N
2007-2018	Audit, Financial Statements, Back up, Budget Prep Work	2	N
2009-2015	Single Audit Reports	1	N
2010-2015	Pension Reports	1	N
2012-2018	Real Estate & Solid Waste Reconciliation, JW, Int	2	N
2014-2015	Special Meter, Solid Waste Subscriptions, Disability Wavers	1	N
2014-2016	Sewer, Solid Waste Payments, Sewer Adjustments, Mailings, Return to Sender, Delinquent Bills	1	N
2015-2017	Local Service Tax Exemptions	3	N
2015-2017	New Alarm Account Cards	1	N
2016-2017	Lien Satisfactions & Payments, Sewer & Solid Waste	3	N
2016-2018	Township Contribution Files	1	Y
2016-2018	P Card Information	7	N
2017	Closed Alarm Accounts	1	N
2017-2018	Payroll Timesheets	8	Y
2017-2018	Payroll Misc Files	2	Y
2017-2018	Business Licenses	1	N
2017-2019	Local Service Tax	14	N
2017-2019	Assessment Appeals	1	N
2017-2019	Accounts Payable Batches	29	N
2018	Cash Receipts	21	N
2018	Alarm Changes	1	N
2018	Local Service Tax, LM School District, Payroll, Accrual, Fringe, Wells Fargo Bank, Pension Reports	1	N
2018	Wells Fargo Bank Statements	2	N

RESOLVED, this day of , 2026.

TOWNSHIP OF LOWER MERION
BOARD OF COMMISSIONERS

By: _____
Todd M. Sinai, President

ATTEST:

Jody L. Kelley, Township Secretary