



West Pikeland Township

RESOLUTION NO. 2025-13 DESTRUCTION OF MUNICIPAL POLICE RECORDS

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WEST PIKELAND TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008 (AMENDED MARCH 28, 2019).

WHEREAS, by virtue of Resolution No.2025-13, adopted August 18, 2025, West Pikeland Township 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 the records retention and disposition requirements outlined in 46 PA Code § 15.59, and ensuring full compliance with the CJIS Security Policy for secure handling and destruction of criminal justice information, the following records stored at the Township Building have met or exceeded their legally mandated retention periods and are scheduled for secure destruction: All materials have been reviewed and determined to have no ongoing administrative, legal, or historical value.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of West Pikeland Township, Chester County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Municipality Police Department:

Record Type	Date Range	Retention Period	Disposition Justification	Storage Location	Disposition Action
Accident Reports	2016–2019	5 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction
Criminal Arrest Files	1990–2005	20 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction

Traffic Citations	2014-2020	3 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction
Non-Traffic Citations	2014-2020	3 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction
Incident Reports (Non-Criminal in Nature)	2014-2020	3 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction
Adjudicated Protection from Abuse Orders	2014-2020	5 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction
Alarm Cards	2018-2020	3 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction
VASCAR (Speed Timing) Certifications	2012-2020	5 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction
Driver's License & Registration Seizures	2018-2020	3 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction

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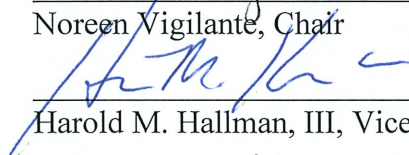
Daily Logs	2014-2020	3 Years	Retention period exceeded under 46 Pa. Code § 15.59	Township Building	Scheduled for Destruction
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RESOLVED and **ADOPTED** this 18th day of August 2025.

WEST PIKELAND,
BOARD OF SUPERVISORS



Noreen Vigilante, Chair

 18 August 2025

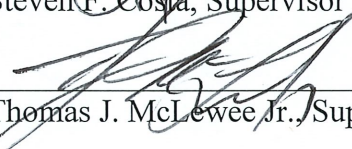
Harold M. Hallman, III, Vice Chair



Carin Mifsud, Supervisor



Steven F. Costa, Supervisor



Thomas J. McLewee, Jr., Supervisor

ATTEST:



Madison Kerr, Secretary