



TOWNSHIP OF NEW BRITAIN

Bucks County, Pennsylvania

Board of Supervisors
MaryBeth McCabe, Chair
Cynthia M. Jones, Vice-Chair
William B. Jones, III
Stephanie Shortall
Bridget Kunakorn

Resolution No. 2026-07

A RESOLUTION DECLARING THE TOWNSHIP OF NEW BRITAIN'S INTENT TO DISPOSE OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON JUNE 18, 2012, AS AMENDED, AND IN ACCORDANCE WITH RESOLUTION NO. 1999-20

WHEREAS, by Resolution No. 1999-20, adopted June 28, 1999, New Britain Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved July 16, 1993, as amended; and

WHEREAS, pursuant to Act 428 of 1968, as amended, each individual act of disposition shall be approved by resolution of the municipality's governing body; and

WHEREAS, Township staff have reviewed certain Financial, Purchasing, and Payroll Records and determined that such records have satisfied the retention requirements established by the Municipal Records Manual and are eligible for destruction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of New Britain Township, Bucks County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Financial and Purchasing Records (2000-2019)

- Accounts Payable Files and Ledgers
- Accounts Receivable Files and Ledgers
- Financial Reports
- Bank Statements and Reconciliations
- Canceled Checks
- Check Registers
- Daily Cash Records
- Deposit Slips
- Employee Expense Reports
- Vendor Files

Payroll Records (2000-2019)

- Payroll Earnings and Deduction Registers
- Timesheets
- Quarterly Payroll Tax Returns

BE IT FURTHER RESOLVED that the above-listed records have met the applicable retention requirements of the Municipal Records Manual and are not subject to any pending litigation, audit, investigation, Right-to-Know request, or other legal hold requiring their preservation.

RESOLVED AND ADOPTED this 13 day of July, 2026.



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NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS

Attest: Nick Valla
Nick Valla, Township Manager

By: MaryBeth McCabe Esq.
MaryBeth McCabe Esq., Chair

By: Cynthia M. Jones
Cynthia M. Jones, Vice-Chair

By: William B. Jones III
William B. Jones, III, Member

By: Stephanie Shortall
Stephanie Shortall, Member

By: Bridget Kunakorn
Bridget Kunakorn, Member