## OFFICE OF THE CITY SOLICITOR CITY OF BETHLEHEM, PENNSYLVANIA

**SUBJECT:** Records Destruction Resolution

**TO:** Robert J. Donchez, Council President

**FROM:** John F. Spirk, Jr., Esq., City Solicitor

**DATE:** August 19, 2008

Attached to this memorandum is a proposed resolution for Council's consideration. Council previously adopted the Municipal Records Retention Act. That Act contains a schedule for the destruction of records. By adopting the Act, Council obligated the City to follow that schedule.

The Financial Services Department Payroll Office would like to destroy the records listed on the attached exhibit. I have reviewed the Act and the records fall within categories where destruction is permitted.

I would request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

JFS,JR:csb

Copies To: D. Grietzer, Payroll Office

By: Sohn + Speck, or (al

<b>RESOLUTION 1</b>	NO.
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BE IT RESOLVED by the Council of the City of Bethlehem, Northampton County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. <u>13,076</u>, adopted <u>1/19/99</u>, the City of Bethlehem declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, 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 Council of the City of Bethlehem, Northampton County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Office: Financial Services, Payroll Office

See Exhibit A

	Sponsored by _	
ADOPTED by Council this	day of	, 20 .
ATTEST:		President of Council
City Clerk		

## EXHIBIT A

CONTENTS	<u>YEARS</u>	BOX SIZE L X W X H	# OF BOXES
Payroll Journals	1991-1999	17" x 12.5" x 12.5"	53
Payroll Time Sheets (for Public Works)	1990-1992	18" x 14" x 12"	1
Time Reports	1999	11.5" x 15.5" x 3"	13 Binders
Payroll Checks	1996-2000	25" x 9.25" x 4"	20
Clearing Checks (for Accounts Payable)	1998-2000	25" x 9.25" x 4"	7