

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 Controller's 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: M. Holland

By: John F Spirk, Jr.

EXHIBIT A

<u>CONTENTS</u>	<u>YEARS</u>	<u>BOX SIZE</u>
Checks in file card box	1996	9" x 26" x 8" (1 Box)
Checks in file box	1996	16" x 12" x 14" (3 Boxes).
Checks in file boxes	1997	16" x 12" x 14" (8 Boxes)
Checks in card file drawers	1999	9" x 26" x 8" (21 Boxes)
Purchase Orders and Invoices	1996 & 1997	22" x 12" x 14" (4 Boxes)