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 Spork of leel

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: Controller's Office

See Exhibit A

Sponsored by				
ADOPTED by Council this	day of	, 2008.		
ATTEST:		President of Council		
City Clerk	-			

EXHIBIT A

CONTENTS	YEARS	BOX SIZE
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)