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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: January 28, 2010

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 Department of Community and Economic Development Health Bureau 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: J. Maloney

By: John F Speak, Jo. Jal

BE IT RESOLVED by the Council of the City of Bethlehem, Northampton County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. 2010-6, adopted January 4, 2010, 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 December 16, 2008, 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: Department of Community and Economic Development

Health Bureua

See Exhibit A

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

EXHIBIT A

Number of boxes	Year(s)	Description	Box Dimensions
		Pediatric Clinic – Copy of	
1	1999	Medical Services Invoices	12x10x15
1	1984	Pediatric Clinic – patient charts	12x12x24
1	1980-1981	Pediatric Clinic – patient charts Tot Trax Tracking Forms and	12x12x24
2	1997-1999	monthly report forms	12x12x24
1	1982-1983	Caring for 2 patient forms (MCH Program)	12x10x15