

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE
MEMORANDUM

TO: Alex Karras
Legal Department

FROM: David DiGiacinto
City Controller

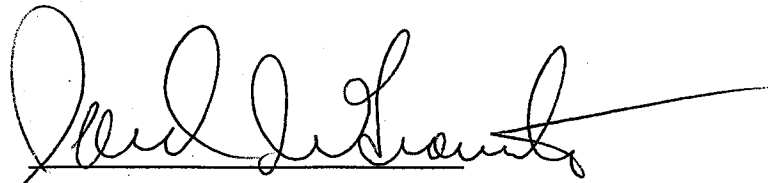
SUBJECT: Records Destruction

DATE: November 26, 2014

We request permission to destroy the following documents:

<u>QUANTITY</u>	<u>CONTENTS</u>	<u>BOX SIZE</u>
12	2007 AP Wachovia Bank Checks	11"x17"x9"

Please review our request and forward same to City Council for approval.


David DiGiacinto, Controller

11/26/14
Date