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

SUBJECT: Records Destruction Resolution

TO: J. William Reynolds, Council President

FROM: William A. Karras, Esq., Legal Assistant

**DATE:** May 13, 2015

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 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.

Copies To: K. Wenrich

By: William A. Karras

RESOLUTION	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. 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 Bureau

See Exhibit A

	Sponsored by	
ADOPTED by Council this	day of	, 2015.
		President of Council
ATTEST:		
City Clerk		

		EXHIBIT A		
Number of boxes	Year(s)	Description	Box Dimensions	State document page and section
2		pediatric chart	12x10x15	page15, section 2 (b)
2	1986	pediatric chart	12x10x15	page15, section 2 (b)
2	1988	pediatric chart	12x10x15	PAGE 15, SECTION 2(B)
1	2001	lead and pediatric clinic charts	12x10x15	page 12, section A (2)
2	2004	caring for 2 charts	12x10x15	page 12, section A (2)
1	2008 and 2009	HIV/AIDS consent forms	12x10x15	page 14 section 6
1	2006	HIV/AIDS consent forms	12x10x15	page 14 section 6
1	prior to 2013	smoking cessation	12x10x15	page 12, section A (2)
1	1987-2008	copies of restaurant inspections	12x10x15	page 6, section b, HD28
1	1987-2008	copies of citations	12x10x15	page 9, section F, HD42
1		std charts	12x10x15	page 15, section b, HD 64
1	2005	std charts	12x10x15	page 15, section b, HD 64