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

SUBJECT: Records Destruction Resolution

TO: J. William Reynolds, City Council

FROM: Erin P. Hefferan., Legal Assistant

**DATE:** March 31, 2016

Attached to this memorandum is a 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 Office of the City Solicitor 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 respectfully request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

Copies To:

By: Eurobygeran

## **EXHIBIT A**

Item	Year	Number of Boxes	Size of Box Banker's Box = 15"x10"x24" ½ Banker's Box = 12"x10"x15" Paper Box = 17"x11"x9"
Closed Litigation	2012	1	½ Paper Box
Closed Litigation	2012	1	Paper Box
Victim's Compensation Ambulance Record Requests Subpoenas	2007 &2009 2007 &2009 2007	1	Paper Box
Right-to-Requests Subpoenas	2012 2012	1	Paper Box
Closed Litigation	2007	1	Paper Box
Right-to-Requests	2013	1	Paper Box

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. <u>2010-6</u>, adopted <u>1/04/2010</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 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: Office of the City Solicitor

See Exhibit A

S	Sponsored by	
ADOPTED by Council this	day of	, 2016.
		President of Council
ATTEST:		
City Clerk		