

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: January 12, 2017

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: 

RESOLUTION NO. _____

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

WHEREAS, by virtue of Resolution No. 2010-6, adopted 1/04/2010, 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: Office of the City Solicitor

See Exhibit A

Sponsored by _____

ADOPTED by Council this day of , 2017.

President of Council

ATTEST:

City Clerk

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"
Right-to-Know Requests	2014	1	Banker's Box
Right-to-Know Requests	2014	1	Paper Box
Victim's Compensation Assistance			
Ambulance Records			
Right-to-Know Requests	2013	1	Paper Box
Ambulance Records			
Subpoenas			
Fire Insurance Escrow Releases			
Right-to-Know Requests	2013	1	Paper Box
Victim's Compensation Assistance			
General Files	2003-2012	1	Paper Box
General Files	2005-2010	1	Paper Box
General Files	2009	1	Paper Box
General Files	2008-2009	1	Paper Box
General Files	2008-2011	1	Paper Box
Lehigh and Northampton County Tax Sales	2008-2011	1	Paper Box
Closed Liens	2003-2012	1	Paper Box
Contracts	2000	1	Bankers Box