OFFICE OF THE CITY SOLICITOR CITY OF BETHLEHEM, PENNSYLVANIA

SUBJECT:	CT: Records Destruction Resolution				
TO:	J. William Reynolds, Council President				
FROM:	William P. Leeson, Esq., City Solicitor				
DATE:	June 13, 2017				
consideration Act contains a	ned to this memorandum is a proposed resolution for Council's. Council previously adopted the Municipal Records Retention Act. That a schedule for the destruction of records. By adopting the Act, Council City to follow that schedule.				
the records lis	repartment of Community and Economic Development would like to destroy sted on the attached exhibit. I have reviewed the Act and the records fall ries where destruction is permitted.				
	d request that Council pass the resolution so that the records can be ease contact me should you require a further explanation.				
WPL:csb					
Copies To:	A. Lysaght				
	By: William P. Leism 185				

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

See Exhibit A

	Sponsored by	
ADOPTED by Council this	day of	, 2017.
ATTEST:		President of Council
City Clerk		

EXHIBIT A

DEPARTMENT OF Community and Economic Development Records to be Approved for Destruction

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE	# OF BOXES
		LxWxH	
CDBG Project Files	2009-2011	12 x 24 x 10	1
Grant Funded Project Files	1997-2010	12 x 24 x 10	1
Old Project Binders	2001-2011	12 x 24 x 10	1
(HOME/CDBG/LEAD/ADA 504)			
CDBG Project Files	2000-2009	12 x 24 x 10	4
Housing Rehabilitation Files	2000-2011	12 x 24 x 10	1
CDBG Ledgers/Accounting Records	2011	12 x 24 x 10	1
Satisfied Case Information Files	2012-2013	12 x 24 x 10	1
HUD Annual Performance Reports	1997-2003	12 x 24 x 10	1
Certified Local Government Grants	1997-2003	12 x 24 x 10	1
HUD Requisitions	1997-1999	12 x 24 x 10	1
Paid Off FRED/FAÇADE Loans	1997-2004	12 x 24 x 10	4
Non CDBG Federal/State/Local Grants	2001-2004	12 x 24 x 10	7
Paid Off HUD Section 108 Loan	1999	12 x 24 x 10	1
Inactive HOOP/CDBG/HOME papers	1998-2004	12 x 24 x 10	3
Slatepost Village/Lutheran Manor	1999	12 x 24 x 10	1
Lehigh Apartments Files			
Closed/Satisfied HOOP loans	2004-2011	10 x 12 x 15	2