

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

**SUBJECT:** Records Destruction Resolution

**TO:** J. William Reynolds, Council President

**FROM:** William P. Leeson, Esq., City Solicitor

**DATE:** June 13, 2017

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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 Department of Community and Economic Development 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.

WPL:csb

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Copies To: A. Lysaght

By: William P. Leeson lsb



**EXHIBIT A**

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

<u>DESCRIPTION OF RECORDS</u>	<u>YEAR(S)</u>	<u>BOX SIZE</u> L x W x H	<u># OF BOXES</u>
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 (HOME/CDBG/LEAD/ADA 504)	2001-2011	12 x 24 x 10	1
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