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

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.

WPL:csb

Copies To: K. Wenrich

By: William P. Leson (ab

RESOLUTION 1	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	, 2017.
ATTEST:		President of Council
City Clerk		

Number of				State document
boxes	Year(s)	Description	Box Dimensions	page and section
8	2006	STD Clinic charts A-Z	12w x 15d x 10h	HD-64, pg 15
5	2007	STD Clinic charts A-Z	12w x 15d x 10h	HD-64, pg 15
7	2008	STD Clinic charts A-Z	12w x 15d x 10h	HD-64, pg 15
1	2007-2009	Chlamydia testing /counseling form	12w x 15d x 10h	HD-64, pg 15
11	2007-2009	Depression Screening Referral Form	12w x 15d x 10h	HD59 pg 13
1	1995-1999	lead cases	12w x 15d x 10h	HD72, pg 17
3	2007-2009	Healthy Women Program applications	12w x 15d x 10h	HD60, pg 13
11	2008	RPR Consent Forms, for Syphillis testing	12w x 15d x 10h	HD64, pg 15
3	2009	HIV/test consent/results	12w x 15d x 10h	HD67, pg 16
1	2010-2011	Consent form for HIV test	12w x 15d x 10h	HD67, pg 16
1	2003-2005	West Nile Virus Log	12w x 15d x 10h	HD53, pg 12
1	2008	Lead Charts	12w x 15d x 10h	HD72, pg 17
1	2006	Flu consent Forms	12w x 15d x 10h	HD65, pg15
4	1991	Pediatric charts	12w x 10d x 15h	HD70, pg16
-3	2004	Caring for 2 Program Charts	12w x 10d x 15h	HD70, pg16