

**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 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

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Copies To: K. Wenrich

By: William P. Leeson /csb



<b>Number of boxes</b>	<b>Year(s)</b>	<b>Description</b>	<b>Box Dimensions</b>	<b>State document page and section</b>
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
1	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
1	2008	RPR Consent Forms, for Syphilis 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