

**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:** August 10, 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 Police Department 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: Chief DiLuzio  
Officer Weber

By: William P. Leeson Esq.

RESOLUTION NO. 2017- \_\_\_\_\_

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: Police Department

See Exhibit A

Sponsored by \_\_\_\_\_  
\_\_\_\_\_

ADOPTED by Council this        day of                                , 2017.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

**EXHIBIT A**

**DEPARTMENT OF POLICE  
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>
Arrest Report Forms	3/2010-8/2012	18 x 12.5 x 9.5	11
Status Sheet Report Forms	6/2012-1/2014	18 x 12.5 x 9.5	7
Payroll Report Forms	7/2010-7/2011	18 x 12.5 x 9.5	1
Vacation Request Forms	2/2012	18 x 12.5 x 9.5	1
Incident Report Forms	9/2012-9/2013	18 x 12.5 x 9.5	7
Right-to-Know Request Forms	12/2008-12/2009	18 x 12.5 x 9.5	1
Purchase Order Forms	2006-2008	18 x 12.5 x 9.5	3