

CITY OF BETHLEHEM

Department of Community and Economic Development Interoffice Memo

To: City Council
From: Allyson Lehr, J.D., Housing and Community Development Planner
Re: Records Destruction

Attached please find a sample resolution and list of documents the Department of Community & Economic Development is requesting to have destroyed. All included records and documents have been saved for the prescribed time per HUD and all other grant and loan guidelines.

Thank you,

DATE: November 1, 2017

EXHIBIT A

**DEPARTMENT OF Community & 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 Program Files: applications, monitoring, parcel files action plan,	2009-2012	15" x 12" x 10"	1
Payment Vouchers, program files	2011-2012	15" x 12" x 10"	1
Applications, CAPERS correspondence with HUD, draft reports, citizen participation plan, 2012 monitoring, 2007 HOME files, 2012 labor reporting	2007-2012	15" x 12" x 10"	1
Environmental reviews, program income reports, draft applications, fair housing documents, timesheets FRED/Façade loan guidelines, contracts for historic preservation services	1985-2010	15" x 12" x 10"	

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 1/04/2010, 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: Office of Community and Economic Development

See Exhibit A

Sponsored by:

ADOPTED by Council this ____ day of _____, 2017.

President of Council

ATTEST:

City Clerk