

CITY OF BETHLEHEM OFFICE OF THE CITY SOLICITOR

## INTEROFFICE MEMORANDUM

To:	J. William Reynolds, Council President
From:	William P. Leeson, Esq., City Solicitor
Re:	Records Destruction Resolution
Date:	November 30, 2017

Attached to this memorandum is a 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 Law 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 respectfully request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

William P. Leeson, Esq., Solicitor

## EXHIBIT A

## LAW BUREAU Records to be Approved for Destruction

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE L x W x H	# OF BOXES	RECORDS MANUAL SECTION
Administrative and Subject Files		18 x 11½ x 9	1 Box	
<ul> <li>Miscellaneous general correspondence and subject files</li> </ul>	1993-2011			AL-1 (2)
- Insurance and Bonding Certificates	1993-2013			AL-1 (2)
- Pension Board correspondence, minutes, agendas, general matters	2004-2010			AL-1 (2)
Administrative and Subject Files and Contract Files		18 x 11½ x 9	1 Box	
<ul> <li>Miscellaneous general subject files</li> </ul>	2000-2010			AL-1 (2)
- Pension Board contracts expired	2004-2010			AL-8 (2)
Administrative and Subject Files		18 x 11½ x 9	1 Box	
<ul> <li>Legal Research (non-precedent matters)</li> </ul>	2000-2013			AL-1 (2)
- Ordinance Drafts	2007-2011			AL-1 (2)
<ul> <li>Miscellaneous general correspondence and subject files</li> </ul>	2000-2011			AL-1 (2)
- Sheriff Sale general correspondence	2010-2013			AL-1 (2)
Administrative and Subject Files and Contract Files		18 x 11½ x 9	1 Box	AL-1 (2) AL-8 (2)
- Contracts never fully executed	2007-2010			
- Use Permit Agreements	2000-2011			AL-8 (2)
Administrative and Subject Files and Insurance Claims and Policies		18 x 11½ x 9	1 Box	
- Assessment Appeals	2008-2011			AL-1 (2)
- Damage Claims	2007-2011			AL-17
				<u> </u>

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

BE IT RESOLVED by the Council of the City of Bethlehem, Northampton County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. <u>2010-6</u>, adopted <u>1/04/2010</u>, 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: Law Bureau

See Exhibit A

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

ADOPTED by Council this

day of

, 2017.

President of Council

ATTEST:

City Clerk