



CITY OF BETHLEHEM
OFFICE OF THE CITY SOLICITOR

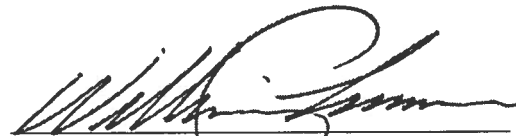
INTEROFFICE MEMORANDUM

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

