

**DEPARTMENT INTEROFFICE MEMO**

**SUBJECT:** Records Destruction Resolution  
**TO:** Adam R. Waldron, Council President  
**FROM:** Sandra L. Steidel, Director of Purchasing  
**DATE:** January 16, 2018

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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 Purchasing 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.

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Copies To: City Clerk

By: Sandra L. Steidel

RESOLUTION NO. 2018-\_\_\_\_\_

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: Department of Administration  
Bureau of Purchasing

See Exhibit A

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

\_\_\_\_\_

ADOPTED by Council this        day of                       , 2018.

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

ATTEST:

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

**EXHIBIT A**

**DEPARTMENT of Administration/Bureau of Purchasing  
Records to be Approved for Destruction**

<u>DESCRIPTION OF RECORDS</u>	<u>YEAR(S)</u>	<u>BOX SIZE</u> W x D x H	<u># OF BOXES</u>
2010 Bids	2010	12"x24"x10""	2
2010 Purchase Orders	2010	15"x24"x10"	1
2011 Purchase Orders	2011	15"x24"x10"	1