


**CITY OF BETHLEHEM, PENNSYLVANIA  
DEPARTMENT OF POLICE**

	<b>INTER-DEPARTMENTAL MEMORANDUM</b>	
	<b>TO:</b>	<b>Adam Waldron, Council President</b>
	<b>FROM:</b>	<b>Mark DiLuzio, Chief of Police</b>
	<b>DATE:</b>	<b>January 30, 2018</b>
	<b>RE:</b>	Records Destruction Resolution

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.

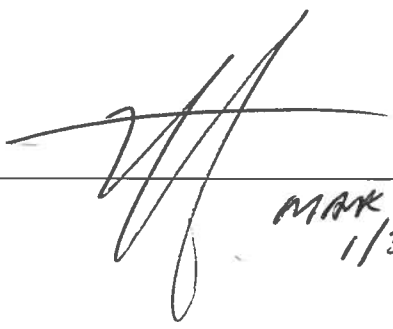
The Bethlehem Police Department would like to destroy the records listed on the attached exhibit. I have reviewed the Act and the records fall within categories where destruction is permitted.

I would request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

Thank You.

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Copies To: *Legal  
Council*

By:   
*MARK DILUZIO  
1/30/2018*



**EXHIBIT A**

**DEPARTMENT OF POLICE  
Records to be Approved for Destruction**

<b><u>DESCRIPTION OF RECORDS</u></b>	<b><u>YEAR(S)</u></b>	<b><u>BOX SIZE</u> <b>L x W x H</b></b>	<b><u># OF</u> <b>BOXES</b></b>	<b><u>RECORDS</u> <b>MANUAL</b> <b>SECTION</b></b>
Investigative Report Forms (IRF)	2010,2011,2012, 2014	16x12.5x9.5	15	PO-8
Arrest Reports	2007,2009,2012	16x12.5x9.5	6	PO-8
Sick Slips	2013,2014	16x12.5x9.5	2	PO-10
Faulty Slips	2010,2011	16x12.5x9.5	1	PO-18
Payroll Slips	2013,2014	16x12.5x9.5	1	PO-10
Vehicle Check Forms	2009,2010	16x12.5x9.5	1	PO-10
Status Sheets	2012	16x12.5x9.5	2	PO-10
Traffic Citations	2009,2010,2011, 2014	16x12.5x9.5	19	PO-4
Pawn Shop Slips	2011,2012	16x12.5x9.5	3	PO-5
Accident Reports	2009,2010	16x12.5x9.5	2	PO-18
Monthly Books	2005,2006,2007, 2008	16x12.5x9.5	4	PO-10
Incident Reports	2008, 2011,2012,	16x12.5x9.5.	4	PO-6