

LANGUAGE FOR DEPARTMENT INTEROFFICE MEMO

SUBJECT: Records Destruction Resolution
TO: Adam Waldron, Council President
FROM: Mark Diluzio, Chief of Police
DATE: June 15, 2018

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 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.

Copies To:

By: 

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 Police

See Exhibit A

Sponsored by _____

ADOPTED by Council this day of , 2018.

President of Council

ATTEST:

City Clerk

EXHIBIT A

**DEPARTMENT OF POLICE
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</u> <u>BOXES</u>	<u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u>
Smooth Operator Agg Driving	2007-2010	18" x 11" x 9.5"	1	PO-10
Pawn Shop transaction logs	2015	24" x 12" x 10"	1	PO-6
Hit and Run crashes	2000-2001	10.5 x 12" x 12"	1	PO-8
Crime Offenses	2010-2011	20" x 12" x 9"	1	PO-6
Status Sheet offenses	2015	18" x 11.5" x 9"	3	PO-6
Traffic Citation	2014	18" x 11.5" x 9"	3	PO-4
Purchasing orders	2009/10	18" x 11.5" x 9"	1	FN-18
Arrests	2013	18" x 11.5" x 9"	2	PO-8
Status Sheets	2014-15	18" x 11.5" x 9"	3	PO-6
Missing Persons returned	2009-2011	18" x 11.5" x 9"	2	PO-17
Vehicle Check Sheets	2012-2015	16" x 15" x 12"	2	PO-10
Faulty Slips	2013-14	13" x 10" x 8"	2	PO-4
Time entry verifications	2008	18" x 11.5" x 9"	1	PL-14