

# CITY OF BETHLEHEM

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## Department of Community and Economic Development Interoffice Memo

**To:** City Council  
**From:** Allyson Lehr, J.D., Housing and Community Development Planner  
**Re:** Records Destruction

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Attached please find a sample resolution and list of documents the Department of Community & Economic Development is requesting to have destroyed. All included records and documents have been saved for the prescribed time per HUD and all other grant and loan guidelines.

Thank you,

DATE: August 31, 2018

**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 1/04/2010, 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: Office of Community and Economic Development

See Exhibit A

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

ADOPTED by Council this \_\_\_\_th day of \_\_\_\_\_, 2018.

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

ATTEST:

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

**EXHIBIT A**

<b>Item</b>	<b>Year</b>	<b>Number of Boxes</b>	<b>Size of Box</b> <b>Banker's Box = 15"x10"x24"</b> <b>½ Banker's Box = 12"x10"x15"</b> <b>Paper Box = 17"x11"x9"</b>
CDBG funded project files	2000-2013	3	17" x 11" x 9"
CDBG funded project files	2008-2013	1	15" x 10" x 24"