

# CITY OF BETHLEHEM

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## DEPARTMENT OF FIRE INTEROFFICE MEMORANDUM

**TO:** Adam Waldron, Council President  
**FROM:** Warren Achey, Fire Chief  
**RE:** Records Destruction Resolution  
**DATE:** September 11, 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 Fire 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.

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WA/mob  
cc:

file/xc

By: Warren Achey  
Title: Fire Chief

**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: Fire

See Exhibit A

Sponsored by: /s/ \_\_\_\_\_  
/s/ \_\_\_\_\_

ADOPTED by Council this     day of             , 2018.

/s/ \_\_\_\_\_  
President of Council

ATTEST:

/s/ \_\_\_\_\_  
City Clerk

**EXHIBIT A**

**DEPARTMENT OF FIRE  
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>
Attendance and Payroll Sheets	2011 and prior	10"x12"x24"	16	PL-14
Interoffice Communications	1999-2004			PS-1,10
Check Donation Copies	2010 and prior			FN-13
Travel and Expense Records	2010 and prior			FN-15
Training Reports	1990's			FR-5
Fire Reports	2000's and prior			FR-6
Permit Copies	2000-2004			FR-13
Pension Correspondence Copies	2004			PL-10
Fire Inspections	1980's			FR-6
Misc. records not covered under The Municipal Records Retention Act	2000's and prior			N/A