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**OFFICE OF THE CITY SOLICITOR
CITY OF BETHLEHEM, PENNSYLVANIA**

SUBJECT: Records Destruction Resolution
TO: Robert J. Donchez, Council President
FROM: John F. Spirk, Jr., Esq., City Solicitor
DATE: January 28, 2010

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 Department of Community and Economic Development Health 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.

JFS,JR:csb

Copies To: J. Maloney

By: John F Spirk, Jr. /csb

EXHIBIT A

Number of boxes	Year(s)	Description	Box Dimensions
1	1999	Pediatric Clinic – Copy of Medical Services Invoices	12x10x15
1	1984	Pediatric Clinic – patient charts	12x12x24
1	1980-1981	Pediatric Clinic – patient charts Tot Trax Tracking Forms and	12x12x24
2	1997-1999	monthly report forms	12x12x24
1	1982-1983	Caring for 2 patient forms (MCH Program)	12x10x15