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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 Controller's Office 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: M. Holland

By: John F Spirk, Jr. Esq.

EXHIBIT A

CONTENTS

YEARS

BOX SIZE

Copies of Accounts Payable
Checks with Related Invoices

2002

8" x 10" x 25" (13 Boxes)