

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

**SUBJECT:** Records Destruction Resolution

**TO:** J. William Reynolds, City Council

**FROM:** Erin P. Hefferan., Legal Assistant

**DATE:** March 31, 2016

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Attached to this memorandum is a 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 Office of the City Solicitor 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 respectfully 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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Copies To:

By: Erin P. Hefferan

**EXHIBIT A**

| <b>Item</b>   | <b>Year</b>                      | <b>Number of Boxes</b> | <b>Size of Box</b><br><b>Banker's Box = 15"x10"x24"</b><br><b>½ Banker's Box = 12"x10"x15"</b><br><b>Paper Box = 17"x11"x9"</b> |
|---|----------------------------------|------------------------|---|
| Closed Litigation   | 2012                             | 1                      | ½ Paper Box   |
| Closed Litigation   | 2012                             | 1                      | Paper Box   |
| Victim's Compensation<br>Ambulance Record Requests<br>Subpoenas | 2007 &2009<br>2007 &2009<br>2007 | 1                      | Paper Box   |
| Right-to-Requests<br>Subpoenas                                  | 2012<br>2012                     | 1                      | Paper Box   |
| Closed Litigation   | 2007                             | 1                      | Paper Box   |
| Right-to-Requests   | 2013                             | 1                      | Paper Box   |

