



CITY OF BETHLEHEM
OFFICE OF THE CITY SOLICITOR


INTEROFFICE MEMORANDUM

To: Adam R. Waldron, Council President
From: William P. Leeson, Esq., City Solicitor
Re: Records Destruction Resolution
Date: January 31, 2019

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 Law 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 respectfully request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.



William P. Leeson, Esq., Solicitor

RESOLUTION NO. 2019-_____

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: Law Bureau

See Exhibit A

Sponsored by _____

ADOPTED by Council this day of , 2019.

President of Council

ATTEST:

City Clerk

EXHIBIT A**Law Bureau
Records to be Approved for Destruction**

<u>DESCRIPTION OF RECORDS</u>	<u>YEAR(S)</u>	<u>BOX SIZE</u> L x W x H	<u># OF</u> BOXES	<u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u>
Right-to-Know responses	2016	25" x 15" x 10"	2 Boxes	AL-46
Right-to-Know responses	2012	25" x 15" x 10"	1 Box	AL-46
Contracts and Leases	1998-2012	17" x 11" x 9"	2 Box	AL-8 (2)
Contracts	2003-2004	17" x 11" x 9"	1 Box	AL-8 (2)
Contracts	2004-2011	15" x 12" x 10 ½"	1 Box	AL-8 (2)
Contracts	2000	25" x 15" x 10"	1 Box	AL-8 (2)
Administrative and Subject Files and Insurance Claims and Policies		24" x 13" x 10 ½"	1 Box	
- Summary Appeals	2007-2011			AL-19 (1)
- Claims	1997-2008			AL-17
Administrative and Subject Files		24" x 13" x 10 ½"	1 Box	
- Closed bankruptcy	1989-2013			AL-1 (2)
Administrative and Subject Files		17" x 11" x 9"	1 Box	
- correspondence re HOOP, Façade, Hs Rehab loans	2000-2010			AL-1 (2)
Administrative and Subject Files		17" x 11" x 9"	1 Box	
- Ambulance record requests	2012			AL-1 (2)
- victim's compensation	2012			
- subpoenas	2012			
- assessment appeals	2012-2013			
Administrative and Subject Files		15 ½" x 12" x 10"	1 Box	
- miscellaneous general and subject files	1989-2013			AL-1 (2)
Administrative and Subject Files		17" x 11" x 9"	1 Box	
- miscellaneous general and subject files	1989-2013			AL-1 (2)