

# CITY OF BETHLEHEM

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## Department of Community and Economic Development Interoffice Memo

**To:** City Council  
**From:** Alicia Miller Karner, Director of Community & Economic Development  
**Re:** Records Destruction

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Attached please find a sample resolution and list of documents the Department of Community & Economic Development is requesting to have destroyed. All included records and documents have been saved for the prescribed time per all guidelines.

Thank you,

DATE: May 16, 2019

**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 1/4/2010, 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: Office of Community and Economic Development

See Exhibit A

Sponsored by:

\_\_\_\_\_  
\_\_\_\_\_

ADOPTED by Council this       day of       , 2019

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

**EXHIBIT A**

**DEPARTMENT OF Community & Economic Development  
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 BOXES</u>
HUD Action Plans, CAPER, ERR	2000-2001	15" x 12" x 10"	2
HUD Action Plans, ERR, CAPER	1992-1999	24" x 12" x 10"	1
CDBG Payment Vouchers	2005-2009	24" x 12" x 10"	1
CED Grant Files	1992-2007	24" x 12" x 10"	19
Satisfied HOOP/Rehab Loans	1999-2007	24" x 12" x 10"	6
Misc. grant applications/ Program studies	2005-2007	24" x 12" x 10"	2
Enterprise Zone Loans	1986-1994	15" x 12" x 10"	1
Inspections Files	2009	15" x 12" x 10"	1
CDBG Project Files	1998	15" x 12" x 10"	1
Building Permits	1993-2003	24" x 12" x 10"	3