**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 1/04/2010, 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: Department of Water and Sewer Resources

See Exhibit A

Sponsored by

ADOPTED by Council this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019.

President of Council

ATTEST:

City Clerk

**EXHIBIT A**

**DEPARTMENT OF WATER AND SEWER RESOURCES**

**Records to be Approved for Destruction**

**DESCRIPTION OF RECORDS YEAR(S) BOX SIZE # 0F RECORDS**

**L x W x H BOXES MANUAL**

**SECTION**

Administrative and Subject Files: 1991-2016 AL-1(2)

Routine Correspondence, Program

and Subject Files.

Purchase Order Files: 2005-2006 FN-18

Invoices & Purchase Orders

Purchasing Files: Quotes 2002-2012 FN-19

Supply Requisitions 2007 FN-20

Public Works/Engineering Records: 1997-2011 PW-8(1)

Maintenance Records-Facility-Routine

15.5”x12”x10.5” 1