

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: August 19, 2008

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 Department of Water and Sewer Resources and the Department of Public Works 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. Alkhal
D. Brong

By: John F Spirk, Jr. Esq.

EXHIBIT A

<u>CONTENTS</u>	<u>YEARS</u>	<u>BOX SIZE</u>
Purchase Orders (for Public Works Dept. and Water & Sewer Resources Dept.)	2000	8 ½" x 11" Bankers Box (2 Boxes)
Purchase Orders (Public Works Dept. for Water Capital)	1995-1996	11 ½" x 17 ½" Paper Box (1 Box)
Invoices (Water Invoices for Water & Sewer Dept.)	1998-2000	12 ½" x 10" Envelope Box (2 Boxes)