

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 Financial Services Department Payroll Office 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: D. Grietzer, Payroll Office

By: John F. Spirk, Jr. Esq.

EXHIBIT A

<u>CONTENTS</u>	<u>YEARS</u>	<u>BOX SIZE</u> L X W X H	<u># OF BOXES</u>
Payroll Journals	1991-1999	17" x 12.5" x 12.5"	53
Payroll Time Sheets (for Public Works)	1990-1992	18" x 14" x 12"	1
Time Reports	1999	11.5" x 15.5" x 3"	13 Binders
Payroll Checks	1996-2000	25" x 9.25" x 4"	20
Clearing Checks (for Accounts Payable)	1998-2000	25" x 9.25" x 4"	7