

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 Police 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: R. Miller, Police
Lt. M. Reszek, Police

By: John F Spirk, Jr.

RESOLUTION NO. _____

BE IT RESOLVED by the Council of the City of Bethlehem, Northampton County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. 13,076, adopted 1/19/99, 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 July 16, 1993, 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: Police Department

See Exhibit A

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2008.

President of Council

ATTEST:

City Clerk

**RESOLUTION REQUEST FOR
DESTRUCTION OF POLICE RECORDS**

Number of boxes: 11

Size of box: 11"x 9" x 24"

Type of Information: **Offense** reports from: 03/01/2005 to 06/30/2005. **Arrest** reports from 10/06/2002 to 04/01/2003. **Accident** reports from 01/15/2003 to 06/28/2003. **Incident** reports 03/01/2005 thru 06 /28/2005.

Date of Eligibility: June 30, 2008

Microfilmed: Yes (Incident reports filmed when applicable)

Submitted by
Lieutenant Michael J. Reszek
Bethlehem Police Department
Date: 7/5/2008