

OFFICE OF THE CITY SOLICITOR
CITY OF BETHLEHEM, PENNSYLVANIA

SUBJECT: Records Destruction Resolution
TO: J. William Reynolds, City Council
FROM: Erin P. Hefferan., Legal Assistant
DATE: January 14, 2016

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 Office of the City Solicitor 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 respectfully request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

Copies To:

By: Erin P. Hefferan

EXHIBIT A

Item	Year	Number of Boxes	Size of Box Banker's Box = 15"x10"x24" ½ Banker's Box = 12"x10"x15" Paper Box = 17"x11"x9"
Contracts	1993-2013	1	Paper Box
Contracts	1998-2006	1	Paper Box
Victim's Compensation Ambulance Record Requests Subpoenas	2003-2010 2003-2005 2000-2013	1	Banker's Box
Right-to-Requests Satisfaction Pieces	2002-2005 1988-1991	1	Paper Box
Closed Litigation	2007-2010	1	Banker's Box
Contracts	2003-2009	1	Paper Box
Right-to-Requests	2009	1	Banker's Box
Contracts	2006-2007	1	Banker's Box
Requests for Police Records Requests for Ambulance Records Contracts Claim Reviews	1988-1999 1988-1999 1995-2002 1990-1995	1	Banker's Box