

**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:** August 11, 2016

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Attached to this memorandum is a 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 respectfully request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

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Copies To:

By: 



**EXHIBIT A**

<b>Item</b>	<b>Year</b>	<b>Number of Boxes</b>	<b>Size of Box</b> <b>Banker's Box = 15"x10"x24"</b> <b>½ Banker's Box = 12"x10"x15"</b> <b>Paper Box = 17"x11"x9"</b>
Property Litigation Insurance Policies	2002-2009	1	1 Paper Box
Pension Bid Fiduciary Liability Insurance Policy	2007-2009		
Worker's Comp. Insurance Policy and Worker's Comp. Excess Loss Policies	2002-2009		
Employer Liability Insurance Policies	2009-2010		
Employee Dishonesty Insurance Policies/Bond	2004; 2006-2010		
Property and Liability Insurance Policies	2009-2010; 2011-2013		
Claims Service Agreement	2006		
Public Officials Liability Insurance Policies	2005-2009		
Lead Testing Liability Insurance Policies	2005-2008		
Flood Insurance Policies (Illick's Mill and 56 River Street)	2009-2011		
Fine Arts Policy	2009-2010		
Contracts	1998	1	1 Banker's Box
Contracts	1998	1	1 Banker's Box
Contracts	1998	1	1 Banker's Box
Contracts	1999	1	1 Banker's Box
Miscellaneous Contracts, Grants and Purchases	1998-2000	1	1 Banker's Box
Miscellaneous Claims	1999-2007	1	1 Banker's Box
Contracts	2003	1	1 Banker's Box
Contracts	2006-2009	1	1 Banker's Box