

CITY OF BETHLEHEM

DEPARTMENT OF WATER AND SEWER RESOURCES INTEROFFICE MEMORANDUM

SUBJECT: Records Destruction Resolution

TO: Mr. Adam Waldron, Council President

FROM: Mr. Edward J. Boscola, P.E., Director of Water and Sewer Resources

DATE: January 4, 2018

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 Water and Sewer Resources Department 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.

Thank you.

Copies to: C. Stoneback
File

By: _____



RESOLUTION NO. 2018 -

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

WHEREAS, by virtue of Resolution No. 2010-6, adopted 1/04/2010, 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 December 16, 2008, 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: Department of Water and Sewer Resources

See Exhibit A

Sponsored by: _____

ADOPTED by Council this day of 2018.

President of Council

ATTEST:

City Clerk

EXHIBIT A

**DEPARTMENT OF WATER AND SEWER RESOURCES
Records to be Approved for Destruction**

<u>DESCRIPTION OF RECORDS</u>	<u>YEAR(S)</u>	<u>BOX SIZE</u> L x W x H	<u># OF</u> <u>BOXES</u>	<u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u>
12)Admin: Shut off Reports	2008-2010	18x12x10	1	AL-1 (2)
13)Admin: Shut off Reports	2005-2007	18x12x10	1	AL-1 (2)
20) Accts Receivable: Final Bills/Certs	2001	21x13x10	1	FN-3
23) Accts Receivable: Final Bills/Certs	2002	21x13x10	1	FN-3
17)Accts Receivable: Billing Journals	2003	24x13x10	1	FN-3
18)Accts Receivable: Billing Journals	2003	24x13x10	1	FN-3
19) Accts Receivable: Final Bills/Certs	2003	21x13x10	1	FN-3
2)Accts Receivable: Final Bills/Certs	2005-2006	20x12x10	1	FN-3
3)Accts Receivable: Final Bills/Certs	2006-2007	20x12x10	1	FN-3
10)Accts Receivable: Final Bills/Certs	2007-2008	24x13x10	1	FN-3
11)Accts Receivable: Final Bills/Certs	2009-2010	18x12x10	1	FN-3
9) Payroll: Time/Attendance Records	1999,2000,2001, 2004	24x13x10	1	PL-14
21) Payroll: Time/Attendance Records	2001	24x13x10	1	PL-14
24) Payroll: Time/Attendance Records	2001-2003-2004	24x13x10	1	PL-14
22) Payroll: Time/Attendance Records	2002	21x13x10	1	PL-14
16) Payroll: Time/Attendance Records	2003	21x13x10	1	PL-14
25) Payroll: Time/Attendance Records	2005	24x13x10	1	PL-14
21) Payroll: Time/Attendance Records	2005	24x13x10	1	PL-14
14) Payroll: Time/Attendance Records	2006-2007	21x13x10	1	PL-14
15) Payroll: Time/Attendance Records	2006	21x13x10	1	PL-14
7) Payroll: Time/Attendance Records	2007 and 2009	20x12x10	1	PL-14
1) Payroll: Time/Attendance Records	2008	20x12x10	1	PL-14
8) Payroll: Time/Attendance Records	2010	15x12x10	1	PL-14
4)Payroll: Time/Attendance Records	2011	24x13x10	1	PL-14
5) Payroll: Time/Attendance Records	2012	24x13x10	1	PL-14
6) Payroll: Time/Attendance Records	2013	24x13x10	1	PL-14
*****	*****	*****	*****	*****
Accts Receivable: Billing Journals	1998	Binder 15x13	2	FN-3
Accts Receivable: Billing Journals	2000	Binder 15x13	2	FN-3
Accts Receivable: Billing Journals	2001	Binder 15x13	10	FN-3
Accts Receivable: Billing Journals	2002	Binder 15x13	13	FN-3
Accts Receivable: Billing Journals	2003	Binder 15x13	2	FN-3
Purchase Order Files (Box #1)	2011	24x15x10	1	FN-18
Purchase Order Files (Box #1)	2005-2007	24x12x10	1	FN-18

Acct Payable Files and Ledgers / Purchase Order Files (Box #2)	1997-2010 1997-2010	24x12x10	1	FN-2 FN-18
Administrative and Subject Files: Routine Correspondence (Box #1,2, 6- 17)	1998-2010	24x12x10	14	AL-1(2)
Administrative and Subject Files: Routine Correspondence (Box #3-6)	1998-2010	24x15x10	4	AL-1(2)