## CITY OF BETHLEHEM, PENNSYLVANIA DEPARTMENT OF POLICE

DEPARTMENT TO A STATE OF THE PARTMENT OF THE P	INTER-DEPARTMENTAL MEMORANDUM		
	TO:	Adam Waldron, Council President	
	FROM:	Mark DiLuzio, Chief of Police	
	DATE:	January 30, 2018	
	RE:	Records Destruction Resolution	

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 Bethlehem Police 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: Legal Council

D.,,,

MAK DILUZIO 1/30/2018

## 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 January 4, 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 Police.

Bureau of Police Records.

See Exhibit A

	Sponsored by	
ADOPTED by Council this	day of	, 2018.
ATTEST:		President of Council
City Clerk		

## **EXHIBIT A**

## **DEPARTMENT OF POLICE Records to be Approved for Destruction**

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE L x W x H	# OF BOXES	RECORDS MANUAL SECTION
Investigative Report Forms (IRF)	2010,2011,2012, 2014	16x12.5x9.5	15	PO-8
Arrest Reports	2007,2009,2012	16x12.5x9.5	6	PO-8
Sick Slips	2013,2014	16x12.5x9.5	2	PO-10
Faulty Slips	2010,2011	16x12.5x9.5	1	PO-18
Payroll Slips	2013,2014	16x12.5x9.5	1	PO-10
Vehicle Check Forms	2009,2010	16x12.5x9.5	1	PO-10
Status Sheets	2012	16x12.5x9.5	2	PO-10
Traffic Citations	2009,2010,2011, 2014	16x12.5x9.5	19	PO-4
Pawn Shop Slips	2011,2012	16x12.5x9.5	3	PO-5
Accident Reports	2009,2010	16x12.5x9.5	2	PO-18
Monthly Books	2005,2006,2007, 2008	16x12.5x9.5	4	PO-10
Incident Reports	2008, 2011,2012,	16x12.5x9.5.	4	PO-6