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 Administration

Bureau of Purchasing

See Exhibit A

Sponsored by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADOPTED by Council this day of , 2018.

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President of Council

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk

**EXHIBIT A**

**DEPARTMENT of Administration/Bureau of Purchasing**

**Records to be Approved for Destruction**

DESCRIPTION OF RECORDS YEAR(S) BOX SIZE # OF BOXES

W x D x H

2010 Bids 2010 12”x24’x10”” 2

2010 Purchase Orders 2010 15”x24”x10” 1

2011 Purchase Orders 2011 15”x24”x10” 1