CITY OF BETHLEHEM

Department of Community and Economic Development

Interoffice Memo

TO:

Adam Waldron, Council President

FROM:

Kristen Wenrich, Director Bureau of Health

SUBJECT: 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 Health Bureau 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 at extension 7913.

Copies To: File

Date: _January 10, 2020

Kristen Wenrich

Director, Bureau of Health

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	Description	Box	State document page and section
TD Clinic	STD Clinic charts A-7	1012401	7
2011 payroll timesheets	sheets	12wx15dx10h	2 6 6
ealthy W	2014-2015 Healthy Women Program applications 12wx15dx10h	ons 12wx15dx10h	HD60, pg 13
1997 Lead Charts	1s	12wx15dx10h	HD72, pg 17
lu conser	2009 Flu consent Forms	12wx15dx10h	HD65, pg15
Pediatric charts	harts	12wx10dx15h	HD70, pg16
TD Clinic	2012 STD Clinic charts A-Z	12sx15dx10h	HD-64, pg 15
1994 Pediatric charts	harts	12wx15dx10h	HD70, pg 16
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RESOLUTION	NO.	2020-
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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 Community and Economic Development Bureau of Health

See Exhibit A

	Sponsored by	
ADOPTED by Council this	day of	, 2020.
ATTEST:		President of Council
City Clerk	_	