RESOLUTION NO. 2020-_____

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

See Exhibit A

Sponsored by _____

_____

ADOPTED by Council this day of , 2020.

_____
President of Council

ATTEST:

_____
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
IRF	2016	18" x 12 x 9	2	PO – 6
Status Sheets	2016	18" x 12 x 9	3	PO – 6
Wish Fund / Bills / Purchasing	2004 – 2011	18" x 12 x 9	1	FN – 18
Pawn Records	2016	18" x 12 x 9	1	PO – 6
Sick Slips	2015 – 2016	18" x 12 x 9	2	PO – 6
Crime Offenses	2014 – 2016	18" x 12 x 9	4	PO – 6
Purchasing Orders	2013 – 2014	18" x 12 x 9	2	FN – 18
Training Files	2014	18" x 12 x 9	2	PO – 24
Criminal Files	2020	24" x 12 x 10	3	PO – 8
Crimes	2016 – 2018	18" x 12 x 9	5	PO – 6
Complaints	2006 – 2010	18" x 12 x 9	1	PO – 6
Internal Affairs	2010	18" x 12 x 9	2	PO – 8
Grievances	2016	24" x 12 x 10	1	PO -24
Accident Reports	2014 – 2016	18" x 12 x 9	2	PO – 6