

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: April 14, 2020

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: J. Lawrence
File

By:



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 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 2020.

President of Council

ATTEST:

City Clerk

EXHIBIT A

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

Description of Records	Year(s)	Box Size	Number of Boxes	Records Manual Section Code
(1) Hauling Manifest, Lab Composites, Sample Sign in Sheets	2006, 2007	30x10.5x12"	1	WM-2 & WM-7
(2) Sample Sign in Sheets, Ammonia / Nitrogen Composites, News Paper Publications	1999	30x10.5x12" 30X10.5x12"	2	WM-7
(3) Chrin Manifests	1998	18x13x12"	1	WM-2
(4) Belt Press Reports, WAS/TWAS Circle Charts	2004	24x10x13"	1	WM-7
(5) WWTP Chain of Custodies	2008	17x6x12"	1	
(6) Chrin Hauling Manifests	1999, 2001	18x16x12" 22x12x10.5"	2	WM-2
(7) Settling Test	1981	26x12x14"	1	WM-7