

## Department Interoffice Memo

**Subject:** Records Destruction Resolution  
**To:** Adam R. Waldron, Council President  
**From:** Linnea Lazarchak, Director of Financial Services  
**Date:** June 5, 2020

The Financial Services Bureau is requesting permission to destroy previous years' records that are currently stored in basement of City Hall. Below is a detailed list of the records that we would like to dispose of at this time:

<u># Of Items</u>	<u>Type Of Container</u>	<u>Years Of Records</u>	<u>Description Of Documents</u>
63	Bank Box 706	2010	Utilities/City Tax/School Tax receipts
54	Banker Box 706	2011	Utilities/City Tax/School Tax receipts
51	Banker Box 706	2012	Utilities/City Tax receipts
1	18 X 11 X 8 ½ box	2011	Tax Certifications
1	18 X 11 X 8 ½ box	2011	Various Types of City permits – receipts
1	18 X 11 X 8 ½ box	2011	Various Types of City Receipts – Revenue codes – 112 thru 152
1	18 X 11 X 8 ½ box	2011	Various Types of City Receipts – Revenue codes – 162 thru Portnoff
1	18 X 11 X 8 ½ box	2011	Mortgage tape documentation - City And School Taxes
1	18 X 11 X 8 ½ box	2011	Magistrate reports
1	18 X 11 X 8 ½ box	2010	Mortgage tape documentation - City And School Taxes
1	18 X 11 X 8 ½ box	2009	WF Medical monthly bank accounts And check images and invoices WF Consolidated monthly bank Statements and reconciliations WF Water/Sewer monthly bank Statements and reconciliations
1	18 X 11 X 8 ½ box	2009	Various Types of City Receipts – Revenue codes 016 thru 099

Thank you



Linnea Lazarchak

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: Financial Services

See Exhibit A

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

\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

President of Council

ATTEST:

\_\_\_\_\_

City Clerk

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