

# CITY OF BETHLEHEM

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## 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:** June 30, 2020

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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.

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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**

<b>Description of Records</b>	<b>Year(s)</b>	<b>Box Size</b>	<b>Number of Boxes</b>	<b>Records Manual Section Code</b>
Administrative and Subject Files: Routine Correspondence	2015-2013	24x13x10	2	AL-1 (3)
Acct Payable Files and Ledgers: Purchase Orders	2012	24x13x10	1	FN-18
Acct Payable Files and Ledgers: Purchase Orders	2013	24x13x10	1	FN-18
Grant Administration Records: PA H2O	2009-2012	18x12x10	1	AL-14