



CITY OF BETHLEHEM
OFFICE OF THE CITY SOLICITOR


INTEROFFICE MEMORANDUM

To: Adam R. Waldron, Council President
From: William P. Leeson, Esq., City Solicitor
Re: Records Destruction Resolution
Date: July 16, 2020

Attached to this memorandum is a 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 Law 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 respectfully request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.



William P. Leeson, Esq., Solicitor

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: Law Bureau

See Exhibit A

Sponsored by _____

ADOPTED by Council this day of , 2020.

President of Council

ATTEST:

City Clerk

EXHIBIT A

**Law Bureau
Records to be Approved for Destruction**

<u>DESCRIPTION OF RECORDS</u>	<u>YEAR(S)</u>	<u>BOX SIZE</u> L x W x H	<u># OF</u> BOXES	<u>RECORDS</u> MANUAL SECTION
Right-to-Know responses	2017	25" x 15" x 10"	2 Boxes	AL-46
Right-to-Know responses	2017	25" x 13" x 10"	1 Box	AL-46
Administrative and Subject Files	2001-2011	22" x 13" x 11"	1 Box	AL-1 (2)
Administrative and Subject Files and Insurance Claims and Policies		25" x 13" x 10"	1 Box	
- Damage Claims	2012-2014			AL-17
- Sheriff Sale general correspondence	2010-2014			AL-1 (2)
Administrative and Subject Files				
- Miscellaneous Personnel matters	2012-2013	18" x 12" x 9 1/2"	1 Box	AL-1 (2)
Litigation Case Files and Administrative and Subject Files (Miscellaneous Personnel Matters)	2006-2014	18" x 12" x 14"	1 Box	AL-19 (1) AL-1 (2)
Litigation Case Files	2006-2007	18" x 12" x 9 1/2"	2 Boxes	AL-19 (1)
Litigation Case Files	2002-2010	25" x 13" x 10"	1 Box	AL-19 (1)