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	A	
	Sponsored by	
ADOPTED by Council this	day of	, 2020.
ATTEST:		President of Council
City Clerk	_	

EXHIBIT A

Law Bureau Records to be approved for Destruction

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE L x W x H	# OF BOXES	RECORDS 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		25" x 13" x 10"	1 Box	
Insurance Claims and Policies				
- 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 9½"	1 Box	AL – 1 (2)
Litigation Case Files	2006-2014	18" x 12" x 14"	1 Box	AL-19 (1)
and				AL-1 (2)
Administrative and Subject Files				
(Miscellaneous Personnel Matters)				
Litigation Case Files	2006 - 2007	18" x 12" x 9½"	2 Boxes	AL – 19 (1)
Litigation Case Files	2002 – 2010	25" x 13" x 10"	1 Box	AL – 19 (1)