OFFICE OF THE CONTROLLER
CITY OF BETHLEHEM, PENNSYLVANIA

SUBJECT: Records Destruction Resolution

TO: Adam Waldron, Council President

FROM: Nancy Bisazza, Controller's Financial Administrator

DATE: November 11, 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 Controller's Office 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.

Copies To: G. Yasso

By: _Nancy Bisazza_

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: Controller

See Exhibit A

Sponsored by   _____

_____

ADOPTED by Council this   day of   , 2020.

_____
President of Council

ATTEST:

_____
City Clerk

EXHIBIT A

DEPARTMENT OF CONTROLLER
Records to be Approved for Destruction

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE L x W x H	# OF BOXES	RECORDS MANUAL SECTION
AP Wachovia Bank Checks	2011	11"x17"x9"	12	FN-2
AP Wachovia Bank Checks	2012	11"x17"x9"	11	FN-2