

CITY OF BETHLEHEM

Department of Community and Economic Development Interoffice Memo

To: City Council
From: Alicia Miller Karner, Director of Community & Economic Development 
Re: Records Destruction

Attached please find a sample resolution and list of documents the Department of Community & Economic Development is requesting to have destroyed. All included records and documents have been saved for the prescribed time per all guidelines.
Thank you,

DATE: November 20, 2020

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: Office of Community and Economic Development

See Exhibit A

Sponsored by:

ADOPTED by Council this day of December, 2020.

/s/ Adam R. Waldron
President of Council

ATTEST:

/s/ Robert Vidoni
City Clerk

EXHIBIT A

**DEPARTMENT OF Community & Economic Development
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 BOXES</u>
BOX 1:			
-Alliance for Building Communities: subrecipient documentation	2005-08	24"X12"X10"	1
-PA/DCED contract audits	2000-09		
-ArtsQuest/HUD Econ. Dev. Initiative (EDI) grant files	2008-10		
-Correspondence w/HUD regional office/various IDIS forms	2000-08		
-Urban Dev. Action Grant (UDAG) expense files	2007-08		
-HUD Insp. Gen. CDBG audit report	2008		
-DCED staff planning notes	2009-10		
-Neighborhood Stabilization Program /PA DCED project files	2008-09		
BOX 2:			
Satisfied HOOP/Rehab Loans	2012-13	24"X12"X10"	1