

## INTEROFFICE MEMORANDUM

To:

Adam R. Waldron, Council President

From:

William P. Leeson, Esq., City Solicitor

Re:

Records Destruction Resolution

Date:

January 27, 2021

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 contained within the 22 boxes listed on the attached exhibit which cover the period of 1998 through 2018. 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

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	, 2021.
ATTEST:		President of Council
City Clerk	<u> </u>	

## EXHIBIT A

## Law Bureau Records to be Approved for Destruction

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE	# OF	RECORDS
		LxWxH	BOXES	MANUAL
				<b>SECTION</b>
Right-to-Know responses	2018	25" x 15" x 10"	3 Boxes	AL-46
Right-to-Know responses	2012	18" x 11" x 10"	1 Box	AL-46
Administrative and Subject Files Subpoenas & Victims' Comp.	2014-2016	18" x 12" x 9"	1 Box	AL-1 (2)
Administrative and Subject Files Construction Contracts	2010-2015	18" x 12" x 9"	2 Boxes	AL-8(2)
Administrative and Subject Files	2009-2011	15" x 12.5" x 11"	1 Box	AL-1(2)
Administrative and Subject Files	2006-2013	17" x 12" x 9.5"	1 Box	AL-1(2)
Administrative and Subject Files: - Damage Claims	2010-2015	18" x 12" x 10"	1 Box	AL-17
- Sheriff Sale general correspondence				AL-1(2)
Administrative and Subject Files - miscellaneous general and subject files	1992-2009	18" x 12" x 10"	1 Box	AL-1(2)
Contracts	2004-2012	16" x 13" x 11"	1 Box	AL-8
Litigation Case Files and	2008-2015	25" x 16" x 11"	5 Boxes	AL-19(1)
Administrative and Subject Files (Miscellaneous Personnel Matters)				AL-1(2)
Administrative and Subject Files - miscellaneous general and subject files	1989-2014	20" x 13" x 12"	1 Box	AL-1(2)
Administrative and Subject Files - miscellaneous general and subject files	1998-2008	18" x 12" x 10"	2 Boxes	AL-1(2)
Administrative and Subject Files - miscellaneous general and subject files	1990-2015	25" x 15" x 10"	1 Box	AL-1(2)
Administrative and Subject Files - correspondence re: HOOP, façade, HS rehab loans	2000-2010	17" x 11" x 9"	1 Box	AL-1(2)