



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: 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

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	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 - Sheriff Sale general correspondence	2010-2015	18" x 12" x 10"	1 Box	AL-17 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 Administrative and Subject Files (Miscellaneous Personnel Matters)	2008-2015	25" x 16" x 11"	5 Boxes	AL-19(1) 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)