

RESOLUTION NO. 2021-_____

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.

President of Council

ATTEST:

City Clerk

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)