


**CITY OF BETHLEHEM, PENNSYLVANIA
DEPARTMENT OF POLICE**

	INTER-DEPARTMENTAL MEMORANDUM	
	TO:	Adam Waldron, Council President
	FROM:	Michelle L. Kott, Chief of Police
	DATE:	April 5, 2021
	RE:	Records Destruction Resolution

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 Bethlehem Police Department 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 have any questions.

Thank You.

Copies To:

By: Michelle L. Kott #345 4/5/21

EXHIBIT A**DEPARTMENT OF POLICE
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> <u>BOXES</u>	<u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u>
Status Sheets	2/17/20 – 6/7/20	15 x 12 x 10	1	PO-10
Status Sheets	6/8/20 – 9/13/20	15 x 12 x 10	1	PO-10
Status Sheets	9/14/20 – 2/14/21	15 x 12 x 10	1	PO-10
Sick Slips	1/1/20 – 12/31/20	15 x 12 x 10	1	PO-10
Sick Slips	1/1/17 – 12/31/18	15 x 12 x 10	1	PO-10
Sick Slips	1/1/10 – 12/31/10	15 x 12 x 10	1	PO-10
Victims' Rights Forms	7/1/19 – 10/1/19	15 x 12 x 10	1	PO-5
Victims' Rights Forms	11/1/19 – 12/31/19	15 x 12 x 10	1	PO-5
Victims' Rights Forms	1/1/20 – 4/30/19	15 x 12 x 10	1	PO-5
Victims' Rights Forms	5/1/20 – 12/31/20	15 x 12 x 10	1	PO-5
Traffic Citations (Matos-Gonzalez)	2016 - 2017	24 x 15 x 10 ¼	1	PO-4
-	2001 - 2003	24 x 15 x 10 ¼	1	PO-4
-	2016	24 x 15 x 10 ¼	1	PO-4
-	1997 - 2004	24 x 15 x 10 ¼	1	PO-4
-	2007 – 2019	24 x 15 x 10 ¼	1	PO-4
Traffic Citations (Narlesky)	2008 - 2017	24 x 15 x 10 ¼	1	PO-4
Traffic Citations (Maura)	2016 - 2020	24 x 15 x 10 ¼	1	PO-4
Traffic Citations (Romig)	2000 - 2010	24 x 15 x 10 ¼	1	PO-4
-	2006 - 2006	24 x 15 x 10 ¼	1	PO-4
-	2008 - 2010	24 x 15 x 10 ¼	1	PO-4
-	2015 - 2017	24 x 15 x 10 ¼	1	PO-4
Traffic Citations (Manwaring)	1997 - 2004	24 x 15 x 10 ¼	1	PO-4
-	2007 - 2015	24 x 15 x 10 ¼	1	PO-4
-	2013 - 2016	24 x 15 x 10 ¼	1	PO-4
-	2014 - 2016	24 x 15 x 10 ¼	1	PO-4
-	2015 - 2016	24 x 15 x 10 ¼	1	PO-4
-	2004 - 2006	24 x 15 x 10 ¼	1	PO-4
Traffic Citations (Roming, Narlesky, Manwaring)	2015	24 x 15 x 10 ¼	1	PO-4
Traffic Citations (Maura/Roming)	2015	24 x 15 x 10 ¼	1	PO-4
-	2017 - 2018	24 x 15 x 10 ¼	1	PO-4
Non Reportable Accidents	9/10 – 1/11	15 x 12 x 10	1	PO-18
-	12/11 – 4/12	15 x 12 x 10	1	PO-18
-	7/11 – 12/11	15 x 12 x 10	1	PO-18
-	1/11 – 7/11	15 x 12 x 10	1	PO-18
Original Arrest Cards	1954 - 1980	24 x 15 x 10 ¼	1	PO-8

