

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: Department of Police

See Exhibit A

Sponsored by \_\_\_\_\_

\_\_\_\_\_

ADOPTED by Council this        day of                      , 2021.

\_\_\_\_\_

President of Council

ATTEST:

\_\_\_\_\_

City Clerk

**EXHIBIT A**

**DEPARTMENT OF POLICE  
Records to be approved for Destruction**

<b><u>DESCRIPTION OF RECORDS</u></b>	<b><u>YEAR(S)</u></b>	<b><u>BOX SIZE</u> L x W x H</b>	<b><u># OF</u> <u>BOXES</u></b>	<b><u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u></b>
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

