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:

EXHIBIT A

DEPARTMENT OF POLICE Records to be approved for Destruction

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE L x W x H	# OF BOXES	RECORDS MANUAL
			BOXES	SECTION SECTION
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 Victims' Rights Forms	5/1/20 – 12/31/20	15 x 12 x 10	1	PO-5
	2016 - 2017	24 x 15 x 10 ¹ / ₄	1	PO-3
Traffic Citations (Matos-Gonzalez)	2016 - 2017	24 x 15 x 10 ¹ / ₄	1	PO-4 PO-4
-	2001 - 2003	24 x 15 x 10 ¹ / ₄	1	PO-4 PO-4
<u>-</u>	1997 - 2004	24 x 15 x 10 ¹ / ₄	1	PO-4 PO-4
-	2007 – 2019	24 x 15 x 10 ¹ / ₄	1	PO-4 PO-4
Traffic Citations (Naulaslan)			1	
Traffic Citations (Narlesky)	2008 - 2017 2016 - 2020	24 x 15 x 10 ¹ / ₄ 24 x 15 x 10 ¹ / ₄	1	PO-4 PO-4
Traffic Citations (Maura) Traffic Citations (Romig)	2010 - 2020	24 x 15 x 10 ¹ / ₄	1	PO-4 PO-4
	2006 - 2016	24 x 15 x 10 ¹ / ₄	1	PO-4 PO-4
-	2008 - 2010		1	PO-4 PO-4
-		24 x 15 x 10 ½		
Traces Citations (Management)	2015 - 2017	24 x 15 x 10 ½	1	PO-4
Traffic Citations (Manwaring)	1997 - 2004	24 x 15 x 10 ½	1	PO-4
-	2007 - 2015	24 x 15 x 10 ½	1	PO-4
-	2013 - 2016	24 x 15 x 10 ½		PO-4
-	2014 - 2016	24 x 15 x 10 ½	1	PO-4
-	2015 - 2016	24 x 15 x 10 ½	1	PO-4
- The Control of the	2004 - 2006	24 x 15 x 10 ½	1	PO-4
Traffic Citations (Roming, Narlesky, Manwaring)	2015	24 x 15 x 10 ¹ / ₄	1	PO-4
Traffic Citations (Maura/Roming)	2015	24 x 15 x 10 ½	1	PO-4
-	2017 - 2018	24 x 15 x 10 1/4	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 ½	1	PO-8

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE L x W x H	# OF BOXES	RECORDS MANUAL SECTION
Traffic Citations	2017	15 x 12 x 10	1	PO-4
File Log Books	1950 - 2020	24 x 15 x 10 1/4	1	PO-10
Copies of Background Check Results	2010 - 2021	24 x 15 x 10 1/4	1	PO-5
Copies of Referrals	2020	24 x 15 x 10 ¹ / ₄	1	PO-6
Juvenile Records (Filed by Last Name)				
A-C	Individuals now over 18	15 x 12 x 10	1	PO-8
C-G	Individuals now over 18	15 x 12 x 10	1	PO-8
G-M	Individuals now over 18	15 x 12 x 10	1	PO-8
M-R	Individuals now over 18	15 x 12 x 10	1	PO-8
R - V	Individuals now over 18	15 x 12 x 10	1	PO-8
W - Z	Individuals now over 18	15 x 12 x 10	1	PO-8