

INTEROFFICE MEMORANDUM

To:

Adam R. Waldron, Council President

From:

William P. Leeson, Esq., City Solicitor

Re:

Records Destruction Resolution

Date:

July 1, 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 12 boxes listed on the attached exhibit which cover the period of 1969 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

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	A	
	Sponsored by	
ADOPTED by Council this	day of	, 2021.
ATTEST:		President of Council
City Clerk		

EXHIBIT A

Law Bureau Records to be Approved for Destruction

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE	# OF	RECORDS
		LxWxH	BOXES	MANUAL
				SECTION
Administrative and Subject Files		17"x11"x9"	1 Box	
- Sheriff's Sales	2015-2016			AL-1(2)
- Subpoena Files	2015-2016			AL-1(2)
- Right to Know Requests	2017			AL-46
Contracts	1990-2001	15"x12"x 10"	1 Box	AL-8(2)
Use Permit Agreements	2012-2014			AL-8(2)
Contracts	1984-1998	24"x15"x10"	1 Box	AL-8(2)
Administrative and Subject Files,		24"x12"x10"	1 Box	
Contracts and Litigation Case Files				
- Miscellaneous general and subject	1991-2014			AL-1(2)
files				
- Contracts	1969-2001			AL-8(2)
- Lease	1988			AL-8(2)
- Use Permit Agreements	2005-2014			AL-8(2)
- Litigation Case File	2001			AL-19(1)
Administrative and Subject Files,		24"x15"x10"	1 Box	
Contracts and Litigation Case Files				
- Miscellaneous general and subject	1988-2009			AL-1(2)
files				
- Contracts	2009-2014			AL-8(2)
- Lease	1978-2007			AL-8(2)
- Litigation Case File	2000			AL-19(1)
Administrative and Subject Files and		15"x12"x 10"	1 Box	
Contracts				
- Miscellaneous general and subject	1994-2014			AL-1(2)
files				
- Contracts	2000-2014			AL-8(2)
- Lease	2000-2013			AL-8(2)
- Use Permit Agreements	2012			AL-8(2)
Administrative and Subject Files		15"x12"x 10"	1 Box	
- Miscellaneous general and subject	1995-2014			AL-1(2)
files				
Municipal Lien Files (satisfied/closed)	2014-2018	15"x12"x 10"	1 Box	AL-25
Litigation Case Files	2013-2018	24"x15"x10"	2 Boxes	AL-19(1)
Administrative and Subject Files	2014-2016	24"x15"x10"	2 Boxes	AL-1(2)
- Miscellaneous general and subject		24"x12"x10"		
files				