



CITY OF BETHLEHEM  
OFFICE OF THE CITY SOLICITOR

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INTEROFFICE MEMORANDUM


To: Adam R. Waldron, Council President  
From: William P. Leeson, Esq., City Solicitor  
Re: Records Destruction Resolution  
Date: July 1, 2021

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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



**EXHIBIT A**

**Law Bureau  
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>
Administrative and Subject Files - Sheriff's Sales - Subpoena Files - Right to Know Requests	2015-2016 2015-2016 2017	17"x11"x9"	1 Box	AL-1(2) AL-1(2) AL-46
Contracts Use Permit Agreements	1990-2001 2012-2014	15"x12"x 10"	1 Box	AL-8(2) AL-8(2)
Contracts	1984-1998	24"x15"x10"	1 Box	AL-8(2)
Administrative and Subject Files, Contracts and Litigation Case Files - Miscellaneous general and subject files - Contracts - Lease - Use Permit Agreements - Litigation Case File	1991-2014 1969-2001 1988 2005-2014 2001	24"x12"x10"	1 Box	AL-1(2) AL-8(2) AL-8(2) AL-8(2) AL-19(1)
Administrative and Subject Files, Contracts and Litigation Case Files - Miscellaneous general and subject files - Contracts - Lease - Litigation Case File	1988-2009 2009-2014 1978-2007 2000	24"x15"x10"	1 Box	AL-1(2) AL-8(2) AL-8(2) AL-19(1)
Administrative and Subject Files and Contracts - Miscellaneous general and subject files - Contracts - Lease - Use Permit Agreements	1994-2014 2000-2014 2000-2013 2012	15"x12"x 10"	1 Box	AL-1(2) AL-8(2) AL-8(2) AL-8(2)
Administrative and Subject Files - Miscellaneous general and subject files	1995-2014	15"x12"x 10"	1 Box	AL-1(2)
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 - Miscellaneous general and subject files	2014-2016	24"x15"x10" 24"x12"x10"	2 Boxes	AL-1(2)