## 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	<u># OF</u>	RECORDS
		LxWxH	BOXES	MANUAL
				<u>SECTION</u>
Administrative and Subject Files		17"x11"x9"	1 Box	
- Sheriff's Sales	2015-2016		1 DOX	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	15 112 110	1 Don	AL-8(2)
Contracts	1984-1998	24"x15"x10"	1 Box	AL-8(2)
Administrative and Subject Files,	150.1550	24"x12"x10"	1 Box	112 0(2)
Contracts and Litigation Case Files			1 Don	
- Miscellaneous general and	1991-2014			AL-1(2)
subject 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	1988-2009			AL-1(2)
subject 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	1994-2014			AL-1(2)
subject 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	1995-2014			AL-1(2)
subject 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		24"x12"x10"		
subject files				