

Department Interoffice Memo

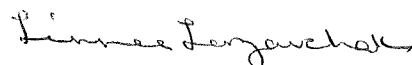
Subject: Records Destruction Resolution
To: Adam R. Waldron, Council President
From: Linnea Lazarchak, Director of Financial Services
Date: July 16, 2021

The Financial Services Bureau is requesting permission to destroy previous years' records that are currently stored in basement of City Hall. Below is a detailed list of the records that we would like to dispose of at this time:

<u># Of Items</u>	<u>Type Of Container</u>	<u>Years Of Records</u>	<u>Description Of Documents</u>
49	Banker Box 706	2014	Utilities/City Tax/School Tax receipts.
51	Banker Box 706	2013	Utilities/City Tax/School Tax receipts.
1	12x10x24	2013	Various Types of City permits – receipts.
1	12x10x24	2013	Various types of 2013 receipts: magistrate fines Portnoff delinquent taxes, Miscellaneous Water receipts, Miscellaneous Sewer receipts, Golf receipts, Non-utility receipts, Liquid Fuel receipts, Water capital receipts and Sewer Capital receipts.
1	12x10x24	2013	2013 Philadelphia Trust Bank statements.
1	9x11x18	2013	2013 Wells Fargo Bank statements: Workers Compensation and Flexible Spending accounts.
1	12/10x24	2013	General fund miscellaneous receipts- Codes 061 to 116, Moving permits.
1	12x10x24	2013	Various Types of City Receipts – Code 116 to 400 911 revenue.
1	12x10x24	2013	2013 National Penn Bank statements and reconciliations for the following: Escrow, Trustee, Fred, Façade, and EIT accounts.
1	12x10x24	2013	Wells Fargo Bank Consolidated and Medical account statements and reconciliations. Loan monthly reconciliation for Fred/Façade/Hoop/Rehab/ Home Hoop.
1	9x11x18	2014	Wells Fargo Bank Escrow statements and reconciliations.
1	12x10x24	2013	Various Types of City permits/receipts.
1	12x10x24	2014	Wells Fargo Bank statements and reconciliations: Treasurer Trustee, Community Development & EIT. National Penn Bank statements and reconciliations: Fred, Façade, Home Hoop, Hoop, Rehab, Supplemental Housing. Cashier settlement sheets: January – April. 911 receipts and Community development receipts and memos.
1	12x10x24	2012	Wells Fargo Consolidated Bank statements and reconciliation.

1	12x10x24	2012	Various Types of City receipts Revenue Code 061-116.
1	12x10x24	2012	KNBT Bank statements and reconciliations: Participation, Enterprise Revolving Loan, Best Front Forward, Fred, Façade, Hoop, Home/Hoop, Rehab and Housing Supplemental Journal Entries, Wells Fargo bank account and reconciliation for Medical, Wells Fargo Client analysis statements, Quarterly Pension reconciliation, Annual Portnoff reconciliation.
1	12x10x24	2012	Various Types of City receipts: Revenue Code 116 to 400 and Magistrate reports.
1	12x10x24	2012	Cashier Settlement Sheets.
1	12x10x24	2011-2012	Bethlehem Area School District Refunds.
1	12x10x24	2011-2012	City Refunds and Wells Fargo transfer Reports.
1	12X10X24	2012	Bank of New York Bond activity statements.
1	12X10X24	2012	Magistrate reports.
1	12X10X24	1990's	Summit Bank Bond Activity statements.
1	9X11X18	2010	Escrow receipt activity.
1	12X10X24	2014	National Penn Bank statements and Reconciliations.

Thank you,



Linnea Lazarchak

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: Financial Services

See Exhibit A

Sponsored by /s/ _____

/s/ _____

ADOPTED by Council this day of , 2021.

/s/ _____
President of Council

ATTEST:

/s/ _____
City Clerk

Department Interoffice Memo

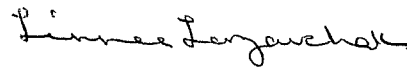
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