

CITY OF BETHLEHEM

Department of Community and Economic Development

Interoffice Memo

To: City Council
From: Tina Roseberry, Housing & Community Development Administrator
Re: Records Destruction

Attached please find a sample resolution and list of documents the Department of Community & Economic Development, Housing & Community Development Bureau is requesting to have destroyed. All included records and documents have been saved for the prescribed time per all guidelines.

Thank you,

DATE: 1 February 2022

RESOLUTION NO. 2022 -

BE IT RESOLVED by the Council of the City of Bethlehem, Northampton County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. 2010-6, adopted 1/4/2010, 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: Office of Community and Economic Development

See Exhibit A

Sponsored by: _____

ADOPTED by Council this ____ day of _____, 2022.

/s/ _____
President of Council

ATTEST:

/s/ _____
City Clerk

EXHIBIT A

**DEPARTMENT OF Community & Economic Development
Records to be Approved for Destruction**

<u>DESCRIPTION OF RECORDS</u>	<u>YEAR(S)</u>	<u>BOX SIZE</u> L x W x H	<u># OF BOXES</u>
CDBG and Home Project Files <i>1964 House Regulations and Requirements</i> <i>1987 Affirmative Action Policy</i> <i>Contractor Compliance Records 2002</i> <i>HOM CHDO Certif. 1996</i> <i>CHDCO Application Neighborhood Housing Services 2003</i> <i>Habitat for Humanity 2007</i> <i>First Time Home Buyer Old ABC Projects 2000</i> <i>502 E 4th Street 2002</i> <i>1345 E 5th Street Early 2000s</i> <i>HUD Monitoring 1983</i> <i>HUD Home Award 1997</i> <i>Lead Based Paint Mandate 2001</i> <i>Financial Statements and Independent Auditor's Report 2009-2010</i> <i>1994 Programmatic Agreement PHMC-SHPO</i> <i>1996 Programmatic Agreement PHMC-SHPO</i> <i>Home Program Affirmative Fair Housing Marketing Plans from Recipients 1999</i> <i>Consolidated Plan Consistency Letters 2005</i> <i>Programmatic Agreement Consultant Agreement 2003-2005</i> <i>Revised Subsidy Layering Review for Forte Apartments</i> <i>202 E 3rd Street New Bethany Ministries 2005</i> <i>202 E 3rd Street New Bethany Ministries 1999-2005</i>	1964-2010	15.88" x 25.38" x 10.25"	1
CDBG and Home Project Files <i>ABC 619 Broadway 2004</i> <i>Housing Rehabilitation Consolidated Plan Listing of Projects 2005</i> <i>ABC 1636 Fairmount Street/1204 Center Street 2006</i> <i>501-503 E 4th Street Home Rental 2007</i> <i>514 Broadway Affordable Housing 2007</i> <i>ABC 619 Broadway 2003-2006</i> <i>Greenway Phase III 2012</i> <i>Alliance for Building Communities 2007-2009</i> <i>Greenway Phase II 2010-2011</i> <i>City Hall Windows Federal Stimulus 2011</i> <i>KNBT Banking Information</i> <i>PHFA Renovate/Repair 2011-2014</i> <i>PHFA Agreement 2007</i> <i>Rising Tide Bd. Mtg. 2013</i> <i>NHS Financial Report 2011-2012</i> <i>Elm Street Expenditure 2010-2012</i> <i>734-735 Shields Street 2006</i>	2003-2014	15.88" x 25.38" x 10.25"	1