

# CITY OF BETHLEHEM

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## Department of Community and Economic Development

### Interoffice Memo

**TO:** Michael Colon, Council President

**FROM:** Kristen Wenrich, Director Bureau of Health

**SUBJECT:** Records Destruction Resolution

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Attached to this memorandum is a proposed 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.

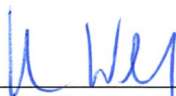
The Bethlehem Health Bureau would like to destroy the records listed on the attached exhibit. I have reviewed the Act and the records fall within categories where destruction is permitted.

I would request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation at extension x7913.

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Copies To: File

Date: March 25, 2022

  
\_\_\_\_\_  
Kristen Wenrich  
Director, Bureau of Health

**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 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: Department of Community and Economic Development  
Health Bureau

See Exhibit A

Sponsored by: /s/ \_\_\_\_\_

/s/ \_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

/s/ \_\_\_\_\_  
President of Council

ATTEST:

/s/ \_\_\_\_\_  
City Clerk

Number of boxes	Year(s)	Description	Box Dimensions	State document page and section
		EXHIBIT A		
		DEPARTMENT OF HEALTH		
		Records to be approved for Destruction		
8	2011- 2014	HIV/STD Consent forms/charts	10Hx15Wx24L	HD-64 (2)
1	2012	HIV/std client charts	10Hx12Wx15L	HD-64 (2)
5	22012-2013	Family Planning patient files	10Hx12Wx24L	HD 60
5	2014	environmental inspection reports/licensing application	10Hx12Wx15L	HD-28
1	2014	HIV results and consent forms	10Hx12Wx15L	HD-64 (2)
3	1999-2009	TB charts	10Hx15Wx24L	HD-63 (2)
2	2016-2018	Animal Bites Report Forms	10Hx12Wx15L	HD-66
1	2015-2017	Animal Bites Report Forms	10Hx12Wx15L	HD-66