## **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 Police

See Exhibit A

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

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

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

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

President of Council

ATTEST:

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

City Clerk

## EXHIBIT A

## **DEPARTMENT OF POLICE Records to be approved for Destruction**

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE L x W x H	# OF BOXES	RECORD S MANUAL SECTION
Arrests (19034 to 38375)	5/4/17 - 9/3/17	15 x 12 x 10	1	PO-8
Retired Employee Records	2015 - 2016	15 x 12 x 10	1	PS-8
Incident Report Forms	5/17 - 8/17	15 x 12 x 10	1	PO-6
Incident Report Forms	9/17 – 12/17	15 x 12 x 10	1	PO-6
Juvenile Records (Filed by Last Name)				
G - M	Individuals now over 18	15 x 12 x 10	1	PO-8
Offense Report Forms	1/18 – 4/18	15 x 12 x 10	1	PO-6
Offense Report Forms	5/18 – 8/18	15 x 12 x 10	1	PO-6
Status Sheets	5/29/17 - 8/20/17	15 x 12 x 10	1	PO-10
Status Sheets	8/21/17 - 11/12/17	15 x 12 x 10	1	PO-10
Status Sheets	11/13/17 - 3/4/18	15 x 12 x 10	1	PO-10
Status Sheets	3/5/18 - 6/10/18	15 x 12 x 10	1	PO-10
Status Sheets	10/1/18 - 1/6/19	15 x 12 x 10	1	PO-10
Status Sheets	1/7/19 – 4/14/19	15 x 12 x 10	1	PO-10
Status Sheets	4/15/19 - 7/21/19	15 x 12 x 10	1	PO-10
Status Sheets	6/11/19 – 9/30/19	15 x 12 x 10	1	PO-10