

City of Bethlehem

INDUSTRY • EDUCATION • RELIGION • MUSIC • RECREATION
AN EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

Phone: (610) 865-7085

Fax: (610) 865-7330

TDD: (610) 865-7086

Subject: Records Destruction Resolution
To: Michael Colon, Council President
From: Tiffany Wismer, DCED Business Manager
Date: February 2, 2023

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.

Community and Economic Development 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.

Copies To: Robert Vidoni
Laura Collins

By: 



10 EAST CHURCH STREET, BETHLEHEM, PENNSYLVANIA 18018

RESOLUTION NO. 2023-

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 2023.

President of Council

ATTEST:

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 LxWxH</u>	<u># OF BOXES</u>	<u>RECORDS MANUAL SECTION</u>
CDBG Payment Vouchers & Revolving Loan Fund Bank Statements	2014-2015	11"x17"x9"	3	FN-25