

# CITY OF BETHLEHEM

## 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.

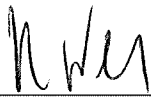
The Bethlehem Health Bureau would like to destroy the records listed on the attached exhibit. I have reviewed the Act and the records fall within categories where destruction is permitted.

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: February 22, 2023

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

**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: Health Bureau

See Exhibit A

Sponsored by: \_\_\_\_\_  
\_\_\_\_\_

ADOPTED by Council this      day of      2023.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
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                               |                |                                 |
|                 |                   |  |                |                                 |
| 2               | 2013- 2016        | HIV/STD Consent forms/charts   | 10Hx15Wx24L    | HD-64 (2)                       |
| 1               | 2015              | Orasure Rapid HIV Test consent forms                                 | 10Hx12Wx15L    | HD-64 (2)                       |
| 1               | 2004-2008         | Discharged TB cases  | 10Hx12Wx24L    | HD 63 (2)                       |
| 2               | 2015-2016         | Referral forms for Cribs for Kids program                            | 10Hx12Wx15L    | HD-69                           |
| 2               | 2016-2019         | Copy of our P card reports (copies of receipts/report)               | 10Hx12Wx15L    | HD-4                            |
| 1               | 2009              | Flu Consent Forms  | 10Hx12Wx15L    | HD-65                           |
| *               | 2019              | Animal Bites Report Forms  | 10Hx12Wx15L    | HD-66                           |
| 1               | 2001,2002         | Discharged TB cases  | 10Hx12Wx15L    | HD63 (2)                        |
| 1               | 2007, 2009, 2010  | Discharged TB cases  | 10Hx12Wx24L    | HD 63 (2)                       |
| 1               | 2010, 2011, 2012, | Discharged TB cases  | 10Hx12Wx15L    | HD 63 (2)                       |
| *               | 2013, 2014        | Discharged TB cases  | 10Hx12Wx15L    | HD 63 (2)                       |
| *               | 2015-2016         | Communicable Disease Investigations(Norovirus, Flu) at Nursing Homes | 10Hx12Wx15L    | HD 62                           |
| *               | 2010              | Communicable Disease Investigation perinatal Hep B closed cases      | 10Hx12Wx15L    | HD64                            |

\*For some of the items being shredded I did not mark how many boxes and this is because some of the items are combined with other boxes already noted above.