

**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.