

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 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: Fire

See Exhibit A

Sponsored by _____

ADOPTED by Council this _____ day of _____, 2023.

President of Council

ATTEST:

City Clerk

EXHIBIT A

**DEPARTMENT OF FIRE
Records to be Approved for Destruction**

<u>DESCRIPTION OF RECORDS</u>	<u>YEAR(S)</u>	<u>BOX SIZE</u> L x W x H	<u># OF</u> <u>BOXES</u>	<u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u>
Inspection Reports	1990-2013	18"x10.5"x9"	1	FR-9
Permits	1989-2019		1	FR-13
Incident Reports	1989-2019			FR-6
Payroll Records	2018-2019		1	PL-14
Invoices	2014-2015		1	FR-13