

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

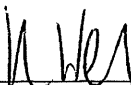
Attached to this memorandum is a proposed resolution for Council's consideration. Council previously adopted the Municipal Records Retention Act. That Act contains a schedule for the destruction of records. By adopting the Act, Council obligated the City to follow that schedule.

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.

Copies To: File

Date: 07/06/2023



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: /s/ _____

/s/ _____

ADOPTED by Council this _____ day of _____, 2023.

/s/ _____
President of Council

ATTEST:

/s/ _____
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		
4	1901-1997	Immunization cards	10Hx12Wx15L	HD-70 (3)
		For patients over the age of 18		
		There is also a small amount of		
		Animal bite closed cases from 2019 in one box as well.		
1	1996-2007	Paper consent forms for vaccinations given to BASD students	10Hx15Wx24L	HD-70 (3)
3	1999-2019	Citations, notice of violations, pictures and general correspondence		
		From landlords for work done on property.	10Hx15Wx24L	HD-42