

Department Interoffice Memo

July 14, 2023

Subject: Records Destruction Resolution
 To: Michael Colon, Council President
 From: Sophia Vitoroulis, Director of Financial Services

Exhibit A

The Financial Services Bureau is requesting permission to destroy previous years' records that are currently stored in the basement of City Hall. Below is a detailed list of the records that we would like to dispose of at this time:

<u># of items</u>	<u>Type of Container</u>	<u>Years of Records</u>	<u>Description of Documents</u>
52	9 x 4 x 24	2015	Utilities/City Tax receipts
15	9 x 4 x 24	031207-052814	Clearing Checks
1	12 x 10 x 24	2014	Various Types of City Receipts Revenue codes 141 – Magistrate
1	12 x 10 x 24	2014	Various Types of City Receipts Revenue code 113-128
2	12 x 10 x 24	2014	Various types of City permits/receipts
1	12 x 10 x 24	2011-2014	Various Bank Statements/Audit Papers 911/Ambulance/Bond Note/2013 Go Bond
1	12 x 10 x 24	2011-2014	Various Bank Statements/Reconciliation Recreation/Payroll/Water/Consolidated /Payroll
1	12 x 10 x 24	2011	Various Bank Statements/Reconciliation Escrow/CDBG
1	12 x 10 x 24	2005	Various Bank Statements/Reconciliation EIT/Escrow/Refund Account Info

1	12 x 10 x 24	2015	Various types of City Receipts 118; 200-800;911 and Golf
1	12 x 10 x 24	2015	Various types of City Receipts Magistrate/Medical/CDBG
1	12 x 10 x 24	2015	Various types of City Receipts/Permits
1	12 x 10 x 24	2005	Various types of city receipts Revenue codes 016-199
2	12 x 10 x 24	2011-2012	Pension Statements
1	12 x 10 x 24	2014-2015	Pension Statements
1	12 x 10 x 24	2015	Various types of city receipts Revenue codes 058-117; Moving Permits
1	12 x 10 x 15	2012-2013	P-Card Reports
1	12 x 10 x 15	2015	Tax reconciliation/Miscellaneous Billing documentation/Portnoff activity
1	12 x 10 x 15	2015	Various Bank Statements/Reconciliation Clearing/Payroll/Water-Sewer
1	12 x 10 x 15	2015	Various Bank Statements/Reconciliation FSA/Workers Comp/Medical/AP Entries
1	12 x 10 x 15	2012	Cashier Settlements
1	12 x 10 x 15	2015	Real Estate Tax Credit/Refund reports
1	12 x 10 x 15	2015	Various Bank Statements/Reconciliation
1	12 x 10 x 15	2012	Audit Work papers
1	12 x 10 x 15	2015	Various Bank Statements/Reconciliation Escrow and Trustee accounts
1	12 x 10 x 15	2014	Miscellaneous Billing Activity/Audit Work papers/Journal entries/Nat'l Penn Medical statements/Bank Statements- Fred-Hoop-Façade-Rehab with w/ reconciliation

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: Financial Services

See Exhibit A

Sponsored by /s/ _____

/s/ _____

ADOPTED by Council this day of , 2023.

/s/ _____

President of Council

ATTEST:

/s/ _____

City Clerk