

RESOLUTION NO. 2023-_____

BE IT RESOLVED by the Council of the City of Bethlehem, Northampton County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. 2023-_____, adopted April 4, 2023, 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> BOXES	<u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u>
Fire Drill Reports	1981-2013	26”X15.5”X10”	20	FR-5
Inspection Records				FR-9
Incident Reports	1981-2020	17.5”X12”X10”	4	FR-6
Expired Permits				FR-13