

**CITY OF BETHLEHEM, PENNSYLVANIA
DEPARTMENT OF POLICE**

	INTER-DEPARTMENTAL MEMORANDUM	
	TO:	Michael Colon, Council President
	FROM:	Michelle L. Kott, Chief of Police
	DATE:	January 23, 2024
	RE:	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 Police Department 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 have any questions.

Thank You.

Copies To:

By: Michelle L. Kott

RESOLUTION NO. 2024-_____

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: Department of Police

See Exhibit A

Sponsored by _____

ADOPTED by Council this day of , 2024.

President of Council

ATTEST:

City Clerk

EXHIBIT A**DEPARTMENT OF POLICE
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>
Fatal Crashes & Suicides	1964 to 2003	15x12x10	1	PO-18
Community Services Daily Logs	2000	15x12x10	1	PO-10
Community Services Daily Logs	2002	15x12x10	2	PO-10
Community Services Daily Logs	2001-2002	15x12x10	1	PO-10
Crime Prevention Daily Logs	2005	15x12x10	2	PO-5
Crime Prevention Daily Logs	2006-2007	15x12x10	2	PO-5
Faulty Notices	2007	15x12x10	1	PO-4
Faulty Notices	2008	15x12x10	1	PO-4
Police Surveys	2007-2008	15x12x10	1	PO-5
Arrest Files	10903-10918	15x12x10	1	PO-8
Arrest Files	10236-10298	15x12x10	1	PO-8
Arrest Files	7500-8935	15x12x10	1	PO-8
Arrest Files	12994A-13059	15x12x10	1	PO-8
Arrest Files	4875-7177	15x12x10	1	PO-8
Arrest Files	12895-12993	15x12x10	1	PO-8
Arrest Files	11066-11151	15x12x10	1	PO-8
Arrest Files	10979-11065	15x12x10	1	PO-8
Arrest Files	10398-10499B	15x12x10	1	PO-8
Arrest Files	11384-11441	15x12x10	1	PO-8
Arrest Files	10126-10235	15x12x10	1	PO-8
Arrest Files	11192-11232	15x12x10	1	PO-8
Arrest Files	9217-10579	15x12x10	1	PO-8
Arrest Files	12070-12161	15x12x10	1	PO-8
Arrest Files	11710-11798C	15x12x10	1	PO-8
Arrest Files	11975-12069	15x12x10	1	PO-8
Arrest Files	10684-10737	15x12x10	1	PO-8
Arrest Files	10047-10124	15x12x10	1	PO-8
Arrest Files	11308-11381	15x12x10	1	PO-8
Arrest Files	10632-10693	15x12x10	1	PO-8
Arrest Files	11233-11307	15x12x10	1	PO-8
Arrest Files	11894-11974	15x12x10	1	PO-8
Arrest Files	9306-9397	15x12x10	1	PO-8
Arrest Files	9202C-9303A	15x12x10	1	PO-8
Arrest Files	9100-9202B	15x12x10	1	PO-8
Arrest Files	11442-11526	15x12x10	1	PO-8

DEPARTMENT OF POLICE
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[illegible]