## CITY OF BETHLEHEM, PENNSYLVANIA DEPARTMENT OF POLICE

DEPARTMENT PORTON	INTER-DEPARTMENTAL MEMORANDUM	
	TO:	Michael Colon, Council President
	FROM:	Michelle L. Kott, Chief of Police
	DATE:	January 30, 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

 $\ensuremath{\mathsf{BE}}$  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.
ATTEST:		President of Council
City Clerk		

## EXHIBIT A

## DEPARTMENT OF POLICE Records to be approved for Destruction

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE L x W x H	# OF BOXES	RECORDS MANUAL SECTION
Arrest Files	10933-12089	15x12x10	1	PO-8
Arrest Files	12151-15304	15x12x10	1	PO-8
Arrest Files	15342-16163	15x12x10	1	PO-8
Arrest Files	15509-18796	15x12x10	1	PO-8
Arrest Files	18694-19071	15x12x10	1	PO-8
Arrest Files	18797-18922	15x12x10	1	PO-8
Arrest Files	19072-19299	15x12x10	1	PO-8
Arrest Files	19300-19435	15x12x10	1	PO-8
Arrest Files	19437-19550	15x12x10	1	PO-8
Arrest Files	19551-19820	15x12x10	1	PO-8
Arrest Files	19735-19891	15x12x10	1	PO-8
Arrest Files	19766-20100	15x12x10	1	PO-8
Arrest Files	19882-20120	15x12x10	1	PO-8
Arrest Files	20122-20259	15x12x10	1	PO-8
Arrest Files	20251-20385	15x12x10	1	PO-8
Arrest Files	20386-20453	15x12x10	1	PO-8