

City of Bethlehem

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DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

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Subject: Records Destruction Resolution
To: Michael Colon, Council President
From: Tiffany Wismer, DCED Business Manager
Date: February 9, 2024

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.

Community and Economic Development – Administration 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.

Copies To: Robert Vidoni
Laura Collins

By: _____



10 EAST CHURCH STREET, BETHLEHEM, PENNSYLVANIA 18018

RESOLUTION NO. 2024-____

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

WHEREAS, by virtue of Resolution No. _____, adopted _____, 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 _____, 2024, 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: Office of Community and Economic Development

See Exhibit A

Sponsored by: _____

ADOPTED by Council this day of 2024.

President of Council

ATTEST:

City Clerk

EXHIBIT A

**DEPARTMENT OF Community & Economic Development/ Code Enforcement
Records to be Approved for Destruction**

<u>DESCRIPTION OF RECORDS</u>	<u>YEAR (S)</u>	<u>BOX SIZE LxWxH</u>	<u># OF BOXES</u>	<u>RECORDS MANUAL SECTION</u>
CDBG/HOME Payment Vouchers & Revolving Loan Fund Bank Statements	2016	15X12X10	2	FN-25