

CITY OF BETHLEHEM

DEPARTMENT OF WATER AND SEWER RESOURCES INTEROFFICE MEMORANDUM

SUBJECT: Records Destruction Resolution

TO: Mr. Michael Colon, City Council President

FROM: Mr. Edward J. Boscola, P.E., Director of Water and Sewer Resources

DATE: March 26, 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.

The Water and Sewer Resources Department would like to destroy the paper records listed on the attached exhibit. I have reviewed the Act and the records fall within categories where destruction is permitted. Most records are now kept electronically.

I would request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

Thank you.

Copies to: J. Davis

By:



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 1/04/2010, 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 Water and Sewer Resources

See Exhibit A

Sponsored by: _____

ADOPTED by Council this day of 2024.

President of Council

ATTEST:

City Clerk

DEPARTMENT OF WATER SEWER RESOURCES

Records to be Approved for Destructions

<u>DESCRIPTION OF RECORD</u>	<u>YEAR(S)</u>	<u>CODE</u>	<u># OF BOXES</u>	<u>BOX SIZE</u>
Administrative and Subject Files	2004-2012	AL-1	1	12 1/2 X 21 1/5 X 10
Customer Correspondence	1988-2013	AL-1	7	12 X 18 X 10
NSF/Liens Correspondence	1998-2012	AL-25	2	12 X 18 X 10
Meter Cards	1991-2014	WQ-6	6	12 X 18 X 10
Billing Journals/Water Certs/Tenant forms	1989-2014	AL-1	2	12 X 18 X 10
Miscellaneous Invoicing	1986-1997	WQ-6	1	12 X 18 X 10
Back Flow Reports	2008-2011	WQ-6	1	12 X 18 X 10
Supervisor Files	2006-2011	PS-8	1	12 X 18 X 10
Work Order Cards	1986-1997	WQ-6	1	12 X 18 X 10