

# CITY OF BETHLEHEM

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## DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

**SUBJECT:** Records Destruction Resolution  
**TO:** Michael G. Colon, Council President  
**FROM:** Michael Alkhal, P.E., Director of Public Works  
**DATE:** March 25, 2024

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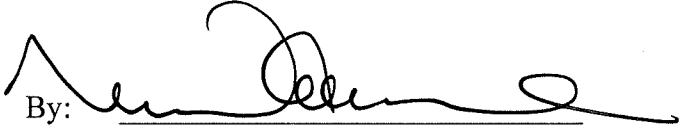
Attached to this memorandum is a proposed resolution for Council's consideration. Council previously adopted the Municipal Records Retention Act. That Act contains a schedule for the destruction of records. By adopting the Act, Council obligated the City to follow that schedule.

The Public Works 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 require a further explanation.

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Copies To: File/xc

By:   
Title: Public Works Director/City Engineer

**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 Public Works

See Exhibit A

Sponsored by: \_\_\_\_\_

\_\_\_\_\_

ADOPTED by Council this                      day of                      2024.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

**EXHIBIT A**

**DEPARTMENT OF PUBLIC WORKS  
Records to be Approved for Destruction**

<b>Description of Records</b>	<b>Year(s)</b>	<b>Box Size</b>	<b>Number of Boxes</b>	<b>Records Manual Section Code</b>
Public Works Permits Engineering Box #1	2001-2004	28x12x9	1	PW-1
Public Works Permits Engineering Box #2	2005-2009	28x12x9	1	PW-1
Public Works Permits Engineering Box #3	2010-2014	28x12x9	1	PW-1
Public Works Permits Forestry Box #4	2005-2006	28x12x9	1	PW-1
Public Works Permits Forestry Box #5	2007-2008	28x12x9	1	PW-1
Public Works Permits Forestry Box #6	2009-2011	28x12x9	1	PW-1
Public Works Permits Forestry Box #7	2011-2013	28x12x9	1	PW-1
Public Works Permits Forestry Box #8	2014-2016	28x12x9	1	PW-1
Public Works Engineering Sidewalk Complaints Box #9	2004-2014	28x12x9	1	PW-2
Public Works Engineering Sidewalk Complaints Box #10	1998-2004	28x12x9	1	PW-2
Public Works Permits Engineering Box #11	2007-2016	28x12x9	1	PW-1
Public Works Engineering Sidewalk Complaints Box #12	1992-1997	28x12x1997	1	PW-2
Public Works Engineering Routine Trench Repair Box#13	1995-2005	28x12x9	1	PW-8
Public Work's Engineering COPIES SD & LD Meno's B#14	2000-2014	28x12x9	1	No Retention Required by PW
Public Work's Engineering COPIES SD & LD Meno's B#15	2000-2014	28x12x9	1	No Retention Required by PW
Public Work's Engineering COPIES SD & LD Meno'sB#16	2000-2014	28x12x9	1	No Retention Required by PW