


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

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|  | INTER-DEPARTMENTAL MEMORANDUM | |
| | TO: | Michael Colon, Council President |
| | FROM: | Michelle L. Kott, Chief of Police |
| | DATE: | April 3, 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: _____

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> MANUAL SECTION |
|--------------------------------------|-----------------------|---|-------------------------------------|--|
| Arrest Files | 4158-4284 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 6480-6596 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 2541-2955 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 6362-6479 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 3900-4157 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 6100-6246 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 6247-6361 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 4571-5041 | 15x12x10 | 2 | PO-8 |
| Arrest Files | 5752-5853 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 2132-2540 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 3504-3719 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 5984-6099 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 3141-3503 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 2956-3140 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 5854-5983 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 4960-5088 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 4685-4829 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 4442-4569 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 5489-5628 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 5629-5751 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 5219-5348 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 4285-4441 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 5349-5485 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 3720-3899 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 4830-4959 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 5090-5218 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 1559-2131 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 7607-7999 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 11491-14169 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 7324-7605 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 6599-8773 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 5106-6598 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 322-5090 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 4-1558 | 15x12x10 | 1 | PO-8 |
| Arrest Files | 1960s-1970s | 15x12x10 | 3 | PO-8 |