

# 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:** July 3, 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

## Exhibit A

### 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>SIZE</u>
Day to Day Correspondence	1955-2016	AL-1	12	12x25x10
Day to Day Correspondence	1955-2016	AL-1	4	12x18x10
Purchase Orders	2014-2017	FN-18	4	12x25x10
Meter Cards	1986-2016	WQ-6	2	12x25x10
UB Accounting/Cash Reports	2000-2016	FN-18	2	12x25x10
UB Accounting/Cash Reports	2000-2016	FN-18	1	12x18x10
WSR Prorates	1992-1999	PS-8	1	12x25x10
Back Flow Reports	2004-2008	WQ-6	2	12x25x10
WSR New Accounts	1966-1990	AL-1	1	12x25x10
Meter Reading Records	2002-2003	WQ-6	1	12x18x10

TOTAL # OF BOXES: 30