CITY OF BETHLEHEM, PENNSYLVANIA DEPARTMENT OF POLICE

AND THE PARTY OF T	INTER-DEPARTMENTAL MEMORANDUM		
	TO:	Michael Colon, Council President	
	FROM:	Michelle L. Kott, Chief of Police	
	DATE:	July 5, 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: Michelle L. Kott

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 January 4, 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 Police

See Exhibit A

Sponsored by

ADOPTED by Council this day of , 2024.

President of Council

ATTEST:

City Clerk

EXHIBIT A

DEPARTMENT OF POLICE Records to be approved for Destruction

DESCRIPTION OF RECORDS	YEAR(S)	BOX SIZE L x W x H	# OF BOXES	RECORDS MANUAL SECTION
Arrest Files	8982-9096	15x12x10	1	PO-8
Arrest Files	8583-8293	15x12x10	1	PO-8
Arrest Files	7563-8212	15x12x10	1	PO-8
Arrest Files	7911-8006	15x12x10	1	PO-8
Arrest Files	7808-7906	15x12x10	1	PO-8
Arrest Files	13291-13392	15x12x10	1	PO-8
Arrest Files	18476-18564	15x12x10	1	PO-8
Arrest Files	13758-13863	15x12x10	1	PO-8
Arrest Files	10299-10397	15x12x10	1	PO-8
Arrest Files	7453-9065	15x12x10	1	PO-8
Arrest Files	8061-9099	15x12x10	1	PO-8
Arrest Files	13168-13265	15x12x10	1	PO-8
Arrest Files	17201-17314	15x12x10	1	PO-8
Arrest Files	14296-14385	15x12x10	1	PO-8
Arrest Files	15680-15769	15x12x10	1	PO-8
Arrest Files	15770-15858	15x12x10	1	PO-8
Arrest Files	7110-7198	15x12x10	1	PO-8
Arrest Files	18187-18292	15x12x10	1	PO-8
Arrest Files	8523-8600	15x12x10	1	PO-8
Arrest Files	6903-7097	15x12x10	1	PO-8
Incident Reports	1940s to 1950s	15x12x10	1	PO-6