



CITY OF BETHLEHEM

OFFICE OF THE CITY SOLICITOR

INTEROFFICE MEMORANDUM

To: Michael G. Colón, Council President

From: John F. Spirk, Jr., Esq., City Solicitor

Re: Records Destruction Resolution

Date: September 25, 2024

Attached to this memorandum is a 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 Law Bureau would like to destroy the records contained within the 10 boxes listed on the attached exhibit which cover the period of 2019 through 2021. I have reviewed the Act, and the records fall within categories where destruction is permitted.

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

John F. Spirk, Jr.

John F. Spirk, Jr., Esq., Solicitor

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: Law Bureau

See Exhibit A

Sponsored by _____

ADOPTED by Council this day of , 2024.

President of Council

ATTEST:

City Clerk

EXHIBIT A

**Law Bureau
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> <u>BOXES</u>	<u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u>
Administrative and Subject Files - Right to Know Requests	2019-2021	24"x12"x10" 15"x12"x10" 17"x11"x9"	8 Boxes 1 Box 1 Box	AL-46