

**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 \_\_\_\_\_

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ADOPTED by Council this            day of            , 2024.

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President of Council

ATTEST:

City Clerk

**EXHIBIT A****Law Bureau  
Records to be Approved for Destruction**

<b><u>DESCRIPTION OF RECORDS</u></b>	<b><u>YEAR(S)</u></b>	<b><u>BOX SIZE</u> <b>L x W x H</b></b>	<b><u># OF</u> <b>BOXES</b></b>	<b><u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u></b>
Administrative and Subject Files - Right to Know Requests - Miscellaneous general and subject files	2013-2016 2007-2016	15"x12"x10"	1 Box	AL-46 AL-1(2)
Administrative and Subject Files - Miscellaneous general and subject files	1962-1978	17"x13"x12½"	1 Box	AL-1(2)
Municipal Lien Files (satisfied/closed)	2014-2018 2019-2020	15"x12"x10" 17"x11"x9"	1 Box 1 Box	AL-25 AL-25
Administrative and Subject Files - Miscellaneous general and subject files	2012-2013	15"x12"x10"	1 Box	AL-1(2)
Administrative and Subject Files and Contract Files - Leases (vehicles) - Miscellaneous general and subject files	2010-2014 2009-2015	17"x11"x9"	1 Box	AL-8(2) AL-1(2)
Contract Files	2003-2014	15"x12"x10"	1 Box	AL-8(2)
Litigation Case Files	2013-2015	15"x12"x10"	3 Boxes	AL-19(1)
Administrative and Subject Files and Contract Files - Miscellaneous general and subject files - Contracts - Use Permit Agreements - Leases	2001-2011 1972-2014 2005-2014 2000-2012	24"x12"x10"	1 Box	AL-1(2) AL-8(2) AL-8(2) AL-8(2)
Administrative and Subject Files and Contract Files - Miscellaneous general and subject files - Contracts - Leases	1988-2000 2009-2014 1977-2007	24"x15"x10"	1 Box	AL-1(2) AL-8(2) AL-8(2)