CITY OF BETHLEHEM

Department of Community and Economic Development

Interoffice Memo

| ГО: | Michael Colon, Council President |
|--|--|
| FROM: | Kristen Wenrich, Director Bureau of Health |
| SUBJECT: | Records Destruction Resolution |
| Council prevents chedule for follow that so The Beexhibit. I have permitted. | ed to this memorandum is a proposed resolution for Council's consideration. iously adopted the Municipal Records Retention Act. That Act contains a the destruction of records. By adopting the Act, Council obligated the City to chedule. ethlehem Health Bureau would like to destroy the records listed on the attached we reviewed the Act and the records fall within categories where destruction is destroyed that Council pass the resolution so that the records can be destroyed. Et me should you require a further explanation at extension x7913. |
| Copies To: | File |
| Attach Council prev schedule for follow that so The Be exhibit. I hav permitted. I would Please contact | ed to this memorandum is a proposed resolution for Council's consideration. iously adopted the Municipal Records Retention Act. That Act contains a the destruction of records. By adopting the Act, Council obligated the City to chedule. ethlehem Health Bureau would like to destroy the records listed on the attached reviewed the Act and the records fall within categories where destruction is destroyed that Council pass the resolution so that the records can be destroyed the should you require a further explanation at extension x7913. |

Kristen Wenrich

Director, Bureau of Health

Date: 11/21/2024

RESOLUTION NO. 2025-

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: Health Bureau

| See Exhibit A | A | | |
|-------------------------|---------------|----------------------|--|
| | Sponsored by: | | |
| | | | |
| ADOPTED by Council this | day of | , 2025. | |
| | | President of Council | |
| ATTEST: | | | |
| | | | |

EXHIBIT A

| Number of boxes | Year(s) | Description | Box Dimensions | State document page and section |
|-----------------|-----------|-------------------------------------|-------------------|---------------------------------|
| | | | | |
| | | DEPARTMENT OF HEALTH | | |
| | | Records to be approved for Destr | uction | |
| 2 | 2012-2022 | Former Employees information folder | 10Hx12Wx24L | HD 6-C |
| 2 | 2012-2020 | Employee time/record sheets | 10Hx12Wx15L | HD 6-C |
| 3 | 2017-2022 | Grant Program Invoicing packets | 10Hx15Wx24L | HD 4 |
| 2 | 2018-2019 | Animal Bite reports/Investigations | 10Hx12Wx15L | HD-66 |
| 2 | 2013-2018 | Flu consent forms | 10Hx12Wx15L | HD 65 |
| 2 | 2022 | Copies of Pcard Reports for | 10Hx15Wx15L | HD 4 |
| | | Lisa and Yolanda | | |
| 2 | 2019-2021 | Program grant binders | 10Hx15Wx15L | HD 4 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |