

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: May 12, 2025

Attached to this memorandum is a proposed resolution for Council's consideration. Council previously adopted the Municipal Records Retention Act which includes 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 respectfully request Council pass the resolution so that the records can be destroyed.

Thank you.

Copies to: J. Davis

By: _____



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 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 2025.

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	2000-2016	AL-1	2	12x25x10
Day to Day Correspondence	2016-2018	AL-1	3	12x18x10
Purchase Orders	2018	FN-18	1	12x18x10

TOTAL # OF BOXES: 6