

**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