

CITY OF BETHLEHEM

Administration Department – Financial Services INTEROFFICE MEMORANDUM

SUBJECT: Records Destruction Resolution

TO: Mr. Michael Colon, City Council President

FROM: Mr. Joseph Vlossak, Director of Financial Services

DATE: 06/20/2025

Attached to this memorandum is a proposed 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 Financial Services Bureau 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 would request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

Thank you.

Copies to:

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: Administration Department – Financial Services

See Exhibit A

Sponsored by: _____

ADOPTED by Council this day of 2024.

President of Council

ATTEST:

City Clerk

Administration Department – Financial Services

Records to be Approved for Destruction

<u># of items</u>	<u>Type of Container</u>	<u>Years of Records</u>	<u>Description of Documents</u>
51	9 x 4 x 24	2017	Utilities/City Tax receipts
1	12 x 10 x 24	2017	Various Types of City Receipts Revenue codes 116A-911
1	12 x 10 x 24	2017	Various Types of City Receipts Revenue code 016-116A
1	12 x 10 x 18	2017	Philadelphia Trust Pension and Penn Capital Pension Statements
1	12 x 10 x 18	2017	Accounts Payable check registers
3	12 x 10 x 24	2017	Various Types of City Receipts/Permits
1	12 x 10 x 24	2017	Bank Reconciliation -Consolidated and Medical Accounts
1	12 x 10 x 18	2017	P-Card Registers
1	12 x 10 x 24	2012-2017	2017 Utility Billing Adjustment Reports; 2016-2017 CDBG Bank Statements 2017 Bank Statements: Clearing and Escrow 2012-2017 Bank Statements- Capital Fund
1	12 x 10 x 24	2011-2017	2017 Bank Statements: Flexible Spending; Workmen's Comp; Payroll; Participation And Medical accounts 2017-Accounts Payable Journal Entries 2015-2017: 2015 Bond Bank Statements 2015-2017: 2013 Bond Bank Statements 2015- Wells Fargo 911 Bank Statements 2015-2017-Bank Statements-Ambulance; 911 Emergency System 2011-2017-Bank Statements – Legal 2017-Sewer Bank Statements 2015-2017 EMS-Fire Pumper Bank Statements
1	12 x 10 x 18	2017	Tax Certification Requests