

**RESOLUTION NO. 2026-\_\_\_\_\_**

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:

See Exhibit A

Sponsored by: /s/ \_\_\_\_\_

/s/

ADOPTED by Council this            day of            , 2026.

/s/ \_\_\_\_\_  
President of Council

ATTEST:

/s/  
\_\_\_\_\_  
City Clerk

## **EXHIBIT A**

### Administration Department – Human Resources Records to be Approved for Destruction

<u># of Boxes</u>	<u>Type of Container</u>	<u>Years of Records</u>	<u>Description of Documents</u>
4	24" x 12" x 10"	2016 – 2019	Payroll processing records
7	24" x 12" x 10"	1996 – 2016	Workers' Compensation - Duplicate Records
2	17" x 11" x 10"	2012- 2014	Pension Payment Records
1	17" x 11" x 10"	2017, 2019	Applications for Employment (Fire – not hired)
5	24" x 12" x 10"	2018 – 2020	Applications for Employment (Police – note hired)
9	24" x 12" x 10"	1990 – 2020	Personnel Files – Retiree (Deceased 5 + years, benefits done; termed 5+ years, no benefits)