

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

Phone: (610) 865-7085

Fax: (610) 865-7330

TDD: (610) 865-7086

INTEROFFICE MEMORANDUM

SUBJECT: Records Destruction Resolution

TO: Rachel Leon, City Council President

FROM: Tiffany Wismer-DCED Business Manager

DATE: March 6, 2026

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 Department of Community and Economic Development 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.

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.



EXHIBIT A

Number of boxes	Year(s)	Description	Box Dimensions	State document page and section
2	2017 & 2018	CDBG/HOME Payment Vouchers & Revolving Loan Fund Bank Statements	15X12X10	FN-25
9	2014-2022	Fully satisfied housing rehab client files	12X24X10	AL-14