

CITY OF BETHLEHEM

DEPARTMENT OF WATER AND SEWER RESOURCES INTEROFFICE MEMORANDUM

SUBJECT: Records Destruction Resolution

TO: Rachel Leon, City Council President

FROM: Edward J. Boscola, P.E., Director of Water and Sewer Resources

DATE: April 13, 2026

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.

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: _____



Exhibit A

DEPARTMENT OF WATER SEWER RESOURCES

Records to be Approved for Destruction

<u>DESCRIPTION OF RECORD</u>	<u>YEAR(S)</u>	<u>CODE</u>	<u># OF BOXES</u>	<u>SIZE</u>
Day to Day Correspondence	2010-2016	AL-1	1	12x25x10
Day to Day Correspondence	2016-2019	AL-1	2	12x25x10
Day to Day Correspondence	2014-2019	AL-1	2	12x18x10
Day to Day Correspondence	1990-2005	AL-1	1	12x25x10
Day to Day Correspondence	2000	AL-1	1	12x25x10
Purchase Orders	2019	FN-18	1	12x25x10
Capital Draw Requests	2010-2019	FN-2	2	12X25X10
Misc Billing	2011-2019	FN-3	1	12X25X10
Meter Cards	2017-2018	WQ-6	1	12x25x10

TOTAL # OF BOXES: 12