

CITY OF BETHLEHEM

Administration Department – Human Resources INTEROFFICE MEMORANDUM

SUBJECT: Records Destruction Resolution
TO: Rachel Leon, City Council President
FROM: Michelle Cichocki, Director of Human Resources
DATE: January 12, 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 Human Resources 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.

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

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) |