

CITY OF BETHLEHEM

Administration Department – Financial Services INTEROFFICE MEMORANDUM

SUBJECT: Records Destruction Resolution

TO: Ms. Rachel Leon, City Council President

FROM: Mr. Joseph Vlossak, Director of Financial Services

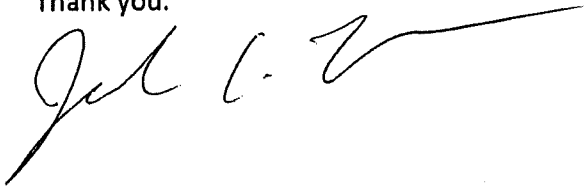
DATE: 05/06/2026

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 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:

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>
35	9 x 4 x 24	2018	Utilities/City Tax receipts
1	12 x 10 x 15	2018	Magistrate Reports May-December; City refunds
1	12 x 10 x 15	2017 -2018	Magistrate Reports – Sept – Dec 2017; Jan - April 2018
1	12 x 10 x 15	2018	Daily Settlement Sheets
1	12 x 10 x 15	2018	Various Types of City Receipts – Permits; recreation
1	12 x 10 x 15	2018	Various Types of City Receipts – Permits;
1	12 x 10 x 24	2018	Various Types of City Receipts – Permits; Cash out reports
1	12 x 10 x 15	2018	Various Types of City Receipts – Permits; 016-073
1	12 x 10 x 15	2018	Various Types of City Receipts - Revenue code 076-118
1	12 x 10 x 15	2018	Various Types of City Receipts - Revenue codes 110-120; Golf; CDBG Capital; Medical
1	12 x 10 x 15	2018	Various Types of City Receipts - Revenue code 122-173; Recreation; Portnoff
1	12 x 10 x 15	2018	Various Types of City Receipts - Revenue code 158-161