

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: October 8, 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: D. Beatty

By: _____



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 1/04/2010, 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: Department of Water and Sewer Resources

See Exhibit A

Sponsored by: /s/_____

Sponsored by: /s/_____

ADOPTED by Council this day of , 2026.

/s/_____
President of Council

ATTEST:

/s/_____
City Clerk

EXHIBIT A				
Department of Water and Sewer Resources				
Records to be Approved for Destruction				
DESCRIPTION OF RECORD	YEARS	CODE	# OF BOXES	BOX SIZE
Water Quality Records (Chemical Analyses)	1981 - 2013	WQ-4	7	18"D x 9¼"H x 11½"W
Water Quality Records (Chemical Analyses)	1976 - 2013	WQ-4	1	18¼"D x 12¾"H x 13¼"W
Water Quality Records (Chemical Analyses & DMRs)	2000 - 2009	WQ-4	2	18"D x 9¼"H x 11½"W
Budget & Purchasing	1992 - 2013	AL-8, FN-5, FN-18, FN-19	1	18"D x 9¼"H x 11½"W
Monitoring Plans, Lab Accreditation, Annual Water Reports (CCRs)	1991 - 2018	§109.701(g)(2)(iv)B, WM-4, WQ-1	1	18"D x 9¼"H x 11½"W
Compliance Plan, Customer Complaints, Vehicle Maint. Records, Mileage Reimbursement	1991 - 2008	WQ-4, §109.701(b)(3), PO-3, PS-8	1	18"D x 9¼"H x 11½"W
SOPs, Water Quality Records (Chemical Analyses & QC)	1982 - 2013	WQ-4	1	18"D x 9¼"H x 11½"W
SOPs, WWTP ERP, MIPP Annual Reports, obsolete EPA Guidances	1980 - 2015	WM-4, ES-2, WQ-4, AL-1	1	18"D x 9¼"H x 11½"W
Budget Books, WSR Strategic Plan, LVWS, HydroMania, and AWWA Program Files	1989 - 2020	FN-5, WQ-1, AL-1	1	24"D x 11"H x 13¼"W

TOTAL # OF BOXES: 16