

OFFICE OF THE CITY SOLICITOR
CITY OF BETHLEHEM, PENNSYLVANIA

SUBJECT: Records Destruction Resolution
TO: J. William Reynolds, Council President
FROM: Erin P. Hefferan, Legal Assistant
DATE: January 14, 2016

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 Controller's Office would like to destroy the records listed on the attached exhibit. I have reviewed the Act and the records fall within categories where destruction is permitted.

I would respectfully request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

Copies To: G. Yasso

By: Erin P. Hefferan

EXHIBIT A

See Attached

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE
MEMORANDUM

TO: Erin Hefferan
Legal Department

FROM: George Yasso
City Controller

SUBJECT: Records Destruction

DATE: December 30, 2015

We request permission to destroy the following documents:

<u>QUANTITY</u>	<u>CONTENTS</u>	<u>BOX SIZE</u>
11	2008 AP Wachovia Bank Checks	11"x17"x9"

Please review our request and forward same to City Council for approval.



George Yasso, Controller

12/30/15
Date