

**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