



# CITY OF ALLENTOWN

No. 9

**RESOLUTION**

**R - 2022**

*Introduced by the Administration on January 19, 2022*

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**Authorizes Disposition of Certain Records**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, by the virtue of Resolution No. 24363, adopted September 20, 1978, the City of Allentown declared its intent to follow the provisions of the Municipal Records Act approved by the Local Government Records Committee of Pennsylvania Historical and Museum Commission with respect to the retention and disposition of all public records; and

**WHEREAS**, in accordance with this enabling legislation, City Council shall officially act by Resolution on each individual item submitted for disposition.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Allentown, in accordance with the retention and disposal schedules approved by the local Records Committee of Pennsylvania Historical and Museum Commission, hereby authorizes the disposition of the following public records noted on said attachment.

**RECORDS RETENTION  
TO BE DESTROYED LIST**

**DEPARTMENT OF FINANCE**

| <u>Item</u>  | <u>Destruction Date</u> |
|--|-------------------------|
| 2000 Municipal Reports                                       | 2011                    |
| School Real Estate 8/17/2006-8/13/2007                       | 2013                    |
| 2006 ET1 Receipts 2/22/06 – 5/11/06                          | 2013                    |
| 2007/2008 Return Mail  | 2013                    |
| Claims Answered 2/2008                                       | 2018                    |
| ET1 Receipts 1/3/06 – 2/21/06                                | 2013                    |
| 1999 FR1s Claimed  | 2013                    |
| 2007 Water Receipts  | 2014                    |
| ET1 Receipts April 19-10/13/06                               | 2013                    |
| ET1 Receipt 10/16/06 – 12/30/06                              | 2013                    |
| Water Receipts 2007 June 18 – 7/5                            | 2013                    |
| Water Receipts 2007 5/31/ - 6/5                              | 2013                    |
| 2007 Refunds   | 2014                    |
| Per Capita Maintenance Return Mail                           | 2014                    |
| School Real Estate 2006-2007 8/8 – 8/16                      | 2013                    |
| School Real Estate 2006-2007 7/10 – 8/7                      | 2013                    |
| 2007 Water Receipts 8,7,9                                    | 2014                    |
| 2006 EMST Refunds  | 2013                    |
| 2007 Water Receipts 12/07 thru 12/07                         | 2014                    |
| Per Capita 7/13/07 – 8/1/07                                  | 2014                    |
| School Real Estate 2, 3, 4 Installments                      | 2014                    |
| Per Capita 8/28/07 – 10/30/07                                | 2014                    |
| 2007 Water Receipts 11/1/07 – 11/20/07                       | 2014                    |
| 2007 Water Receipts  | 2014                    |
| 2007 Per Capita 8/2 – 8/27                                   | 2014                    |
| Per Capita Reports   | 2014                    |
| Per Capita 7/1/07 – 7/12/07                                  | 2014                    |
| 2007 Water Receipts  | 2014                    |
| Per Capita Reports   | 2014                    |
| Per Capita Reports 10/31/07 – 6/30/08                        | 2014                    |
| 2004 Distribution Book – all quarter log – full distribution | 2015                    |
| Water Receipts 4/20/07 – 5/9/07                              | 2013                    |
| Water Receipts 4/15/07 – 4/19/07                             | 2013                    |
| 2000 Distribution by Account                                 | 2012                    |
| 1099 G Reports   | 2013                    |
| Water Receipts 3/21/2007 – 4/3/2007                          | 2013                    |
| Water Receipts 7/5/2007 – 7/28/2007                          | 2013                    |
| 1999 Distribution by Account                                 | 2011                    |
| 2006/2007 School Real Estate 9/1 – 9/8                       | 2013                    |
| Water Receipts 1/19/2007 – 2/12/2007                         | 2014                    |
| 2007 Water Receipts  | 2014                    |
| 2007/2008 School Real Estate Returned Mail                   | 2014                    |
| 2001 Distribution by Vendor Books 1 and 2                    | 2012                    |
| Water Receipts 3/5 – 3/20                                    | 2013                    |

|  |      |
|--|------|
| 2001 Distribution by Vendors #1  | 2012 |
| School Real Estate 2006/2007 11/15 – 12/13                               | 2013 |
| ET1 Receipts 5/12/06 – 7/18/06   | 2013 |
| 2008 School Real Estate Tax Billing Register Wards 1-11, 12-19           | 2012 |
| Water Receipts 2/13 – 3/2/2007   | 2013 |
| 2007 Water Receipts 8/1/07 – 8/30/07                                     | 2014 |
| 2006 City Maint January – May  | 2013 |
| 2007 Refunds   | 2014 |
| 2007 Per Capita Reports  | 2014 |
| FR1s 5/29 – 6/2/2002   | 2010 |
| School Real Estate 2006/2007 9/11 – 9/29                                 | 2013 |
| 2001/2002 FR1 Register   | 2009 |
| 2006 4 <sup>th</sup> quarter, 2007 2 <sup>nd</sup> quarter Returned Mail | 2014 |
| 2007 Water Receipts 8/27/07 – 10/24/07                                   | 2014 |
| Completed Letters, Corrections   | 2015 |
| 2007 Water Receipts  | 2014 |
| 2006/2007 School Real Estate 10/2 – 11/14                                | 2013 |
| 2006/2007 1099s  | 2014 |
| ET2s Supplemental Distribution   | 2017 |
| 2006/2007 09 Accounts NFP Accounts and Billing                           | 2014 |
| 2006 Blanket Orders  | 2012 |
| 2011 Monthly Reconciliations   | 2018 |
| Water 12/24/2008 – 12/31/2008  | 2015 |
| 2000 Billing Register  | 2007 |
| Certifications – Real Estate – Portnoff                                  | 2017 |
| 2010 Budget  | 2017 |
| Billing Records 8/10/2007 – 12/25/2007                                   | 2014 |
| 1995 Detailed Budget   | 2012 |
| 2005-2006 Mass Retirement  | 2020 |
| ET2 Turned Over to Audit   | 2012 |
| 2002-2003 Claims, Supplement, 5/2002,11/2002,2/2003,5,2001/11/2001       | 2012 |
| 2004 Finance Tax Records   | 2020 |
| 2009 Mailing Register  | 2016 |
| 13588 – 13675  | 2021 |
| NHS Loan Expired 2010  | 2017 |

## **REVENUE AND AUDIT**

| <u>Item</u>                      | <u>Destruction Date</u> |
|----------------------------------|-------------------------|
| 2011, 2012 Water Shut Off        | 2020                    |
| 2005 Closed Bankruptcy – A-K     | 2012                    |
| 2005 Closed Bankruptcy – L-Z     | 2012                    |
| 2005 Tax Certs, Aps              | 2012                    |
| 2004 Health Reports/2004 Posting | 2012                    |
| 2012 BPT 3/13/13 – 4/9/13        | 2020                    |
| 2005 Resolved A-Bab     Box 1    | 2012                    |
| 2005 Resolved Bac-Cap   Box 2    | 2012                    |
| 2005 Resolved Caq-Cz    Box 3    | 2012                    |
| 2005 Resolved D-FI      Box 4    | 2012                    |
| 2005 Resolved FI-Ha     Box 5    | 2012                    |
| 2005 Resolved Mc-Mz     Box 9    | 2012                    |
| 2005 Resolved N-Pe      Box 10   | 2012                    |
| 2005 Resolved Se-St     Box 13   | 2012                    |

|   |        |      |
|---|--------|------|
| 2005 Resolved Su-Vz                                       | Box 14 | 2012 |
| 2005 Resolved W-Z   | Box 15 | 2012 |
| 1978 City Tax Report – Auto/WC Cases 1970s                |        | 2021 |
| 2010 BPT 4/14/11 – 4/18/11                                |        | 2020 |
| 2010 BPT 4/18/11 – 4/19/11                                |        | 2020 |
| 2010 BPT 4/20/11 – 4/21/11                                |        | 2020 |
| 2010 BPT 4/26/11 – 6/16/11                                |        | 2020 |
| 2012 BPT 4/30/13 – 7/12/13                                |        | 2020 |
| 2010 BPT 6/17/11 – 7/7/11                                 |        | 2020 |
| 2010 BPT 3/8/20 – 3/20/10                                 |        | 2020 |
| 2012 Resolved Lp-MA Box 10 of 17                          |        | 2019 |
| 2012 Resolved Wilm-Z Tax Certs Box 16 of 17               |        | 2019 |
| Audits 2009 – 2011 A-Ha                                   |        | 2018 |
| 2013 City Real Estate 3/5/13 – 4/1/13                     |        | 2020 |
| Resolved 2005-2011  |        | 2016 |
| 2010 Resolved Gon-Jab                                     |        | 2017 |
| 2005-2011 Resolved  |        | 2018 |
| Audits 2009-2011 N-Z                                      |        | 2018 |
| Audits 2009-2011 Ha-Leh                                   |        | 2018 |
| City Real Estate June 10, 2014 – July 14, 2014            |        | 2021 |
| 2014 Resolved – D-E                                       |        | 2021 |
| City Real Estate April 8, 2014 – May 9, 2014              |        | 2021 |
| 2014 Resolved Jon-Lez                                     |        | 2021 |
| City Real Estate March 25, 2014 – April 7, 2014           |        | 2021 |
| 2014 Resolved So-U  |        | 2021 |
| 2014 Resolved Rod-Sn                                      |        | 2021 |
| 2014 Resolved V-Z   |        | 2021 |
| City Real Estate May 12, 2014 – June 9, 2014              |        | 2021 |
| 2014 LCM  |        | 2021 |
| 2014 Billing Register                                     |        | 2021 |
| 2014 Health Reports                                       |        | 2021 |
| 2014 Resolved Bp-C  |        | 2021 |
| 2014 Resolved Mo-Paz                                      |        | 2021 |
| 2014 Resolved Pd-Roc                                      |        | 2021 |
| 2014 Monthly Reports, Tax Certs, City Real Estate Reports |        | 2021 |
| 2014 Resolved H-Jom                                       |        | 2021 |
| 2014 Resolved A-Bo  |        | 2021 |
| 2014 Resolved Li-Miz                                      |        | 2021 |
| City Real Estate 2/4/2014 – 3/24/2014                     |        | 2021 |
| 2014 Resolved Bb-C  |        | 2021 |
| 2014 Resolved Com-Do                                      |        | 2021 |
| 2013 Misc   |        | 2021 |
| 2013 Resolved V-Will                                      |        | 2021 |
| 2012-2013 LCM   |        | 2021 |
| 2013 Resolved Ca-Col                                      |        | 2021 |
| 2013 Resolved Pc-R  |        | 2021 |
| 2013 Resolved Ra-Roc                                      |        | 2021 |
| 2013 City Real Estate Billing Register                    |        | 2021 |
| 2012 Account Adjustments                                  |        | 2021 |
| 2012 Change of Address                                    |        | 2021 |
| 2013 Resolved Dod-Sez                                     |        | 2021 |
| 2013 Resolved Business Licenses 12/3/2012 – 3/31/2013     |        | 2021 |

|   |      |
|---|------|
| 2013 Resolved Fp-Gr                                   | 2021 |
| 2013 Resolved Ki-Mah                                  | 2021 |
| 2013 Business License 4/1/2013 – 12/30/2013           | 2021 |
| 2013 Returned Mail Adj                                | 2021 |
| 2013 Resolved Suo-Tz                                  | 2021 |
| 2013 Resolved Gs-Hi                                   | 2021 |
| 2014 Resolved F-G                                     | 2021 |
| 2013 Resolved Sh-Sun                                  | 2021 |
| 2013 Resolved Hj-Kh                                   | 2021 |
| 2013 Misc   | 2021 |
| 2013 Resolved Health Letters City Real Estate Billing | 2021 |
| 2013 Resolved Ne-Pa                                   | 2021 |
| 2013 Resolved A-AL                                    | 2021 |
| 2013 Resolved Mai-Nd                                  | 2021 |
| 2013 Resolved AMA-AMYS (Nils-Z)                       | 2021 |
| 2013 Resolved Am-Ba                                   | 2021 |

### **PURCHASING**

| <u>Item</u>                            | <u>Destruction Date</u> |
|--|-------------------------|
| Bids 2001 – 70 Mascaro/Solid Waste     | 2020                    |
| Purchase Orders 57600 – 58199          | 2011                    |
| RFP 2004 – 60 Box 27                   | 2011                    |
| LVPC Bids #5                           | 2008                    |
| 2008 Bid Tabulation Sheets 1991 Box #3 | 2008                    |
| Bids #34 2004-2005 81-86               | 2012                    |
| Auditions 1996-2000 Box 1 of 20        | 2008                    |
| 2012 Purchasing Bids 2004 66-80        | 2012                    |
| 1997-1998 Energy Deregulation          | 2008                    |
| 2005 Bids 46-65                        | 2013                    |
| 1997-1998 Electric Deregulation Box #2 | 2008                    |
| Bids 000-02                            | 2008                    |
| RFP 2008 01 through 2008 – 10          | 2015                    |

### **TREASURER'S OFFICE**

| <u>Item</u>                                     | <u>Destruction</u> |
|---|--------------------|
| Invoices and Check Postings 1/2/2010 – 5/5/2010 | 2017               |
| 2007 June Daily Desk Sheets                     | 2014               |
| 2013 A/P Reports                                | 2020               |
| 2013 February Desk Sheets                       | 2020               |
| 2007 Payroll June/August                        | 2014               |
| 2006 A/P Invoices – Checks March/May            | 2013               |
| Check Posting/Invoices                          | 2014               |
| Check Posting/Invoices                          | 2014               |
| 2006 A/P Invoices – December Check posting      | 2014               |
| Final Check List 2006 Open/Closed               | 2013               |
| 2001 A/P  | 2008               |
| Check Posting/Invoices                          | 2014               |
| 2005 Tax Certs – Sheriff Sale                   | 2015               |
| 2006 A/P Invoices Check posting                 | 2013               |
| 2006 A/P Checks 52998-53560                     | 2013               |

|  |      |
|--|------|
| 2006 A/P Checks 63000-63651                                  | 2013 |
| 2006 A/P Checks 62606-62999                                  | 2013 |
| Tax Certs 60,002 – 60,999                                    | 2015 |
| Tax Certs 2005 Sheriff Sale                                  | 2015 |
| 2006 A/P   | 2013 |
| 2006 Check Posting and Invoices                              | 2013 |
| 2006 A/P checks 6515-62055                                   | 2013 |
| 2007 Invoices  | 2014 |
| 2006 A/P Checks 52025 – 52524 Box 2/24                       | 2013 |
| Tax Certs 61,000 – 61,899 Box 2/12                           | 2015 |
| Tax Certs 64,600 – 65,499                                    | 2015 |
| 2014 Golf Reports 7/25 – 12/31                               | 2020 |
| February Daily Desk Sheets                                   | 2017 |
| 2004-2011 Reports  | 2011 |
| October Daily Receipts                                       | 2013 |
| 2009 Checks  | 2013 |
| 2007 T/E January, February, March                            | 2017 |
| 2013 July Daily Desk Sheets                                  | 2020 |
| A/P Documents  | 2020 |
| Treasurer's Office Payroll                                   | 2020 |
| 2008 Bi-Weekly Payrolls/Deposits                             | 2015 |
| 2007 Deed Transfers/Refund Withholding                       | 2014 |
| 2013 Various paperwork Box 2 of 2                            | 2020 |
| 2013 Cleared checks postings Box 1 of 1                      | 2020 |
| 2010 Checks 18962 – 19163                                    | 2018 |
| 2012 Payroll/Department Expenditures                         | 2019 |
| 2012 Payroll   | 2019 |
| 2012 Labor Distribution/Drop Pension                         | 2019 |
| 2013 May Desk Sheets   | 2020 |
| 2012 Payroll   | 2019 |
| 2010-2011 Journal Entries                                    | 2016 |
| 2011 Bank Statements   | 2017 |
| A/R Invoices Adj posting List 2012, 2013                     | 2020 |
| 2013 March Daily Desk Sheets                                 | 2020 |
| 2012 Payroll   | 2019 |
| Water 4/5/2012 – 4/24/2012                                   | 2019 |
| Budget Summary Reconciliations                               | 2019 |
| AP Checks 2012 120315-120861                                 | 2019 |
| CDBG Misc Files 1982-1999                                    | 2006 |
| 2012 Tax Cert Responses September to December 2012           | 2019 |
| AP Checks 127601-128035 Box 16/17                            | 2019 |
| 2012 Tax Certs 113643-114399                                 | 2019 |
| 2000-2010 Taxes  | 2020 |
| A/P Checks 123279-123782 Box 7/17                            | 2019 |
| 2012 Tax Certs 117600-118286                                 | 2019 |
| 2012 Tax Certs Response Box 1 of 4                           | 2019 |
| A/P Checks 2012 122418-122897 Box 5/17                       | 2019 |
| 2012 Invoice Postings – Check posting 11/1/2012 to 12/3/2012 | 2019 |
| June 2012 Daily Desk Sheets                                  | 2019 |
| 2013 Bank Statements   | 2020 |
| 2007 Bank Reconciliations                                    | 2014 |
| Water 2/28/2012 to 3/15/2012                                 | 2019 |

|   |      |
|---|------|
| 2007 Bi-Weekly Payrolls                                     | 2014 |
| 2011 Journal Entries  | 2018 |
| Pools 2011-2012   | 2019 |
| Payroll   | 2019 |
| 2012 January Desk Sheets                                    | 2019 |
| 2012 February Desk Sheets                                   | 2019 |
| 2012 October Desk Sheets                                    | 2019 |
| 2012 November Desk Sheets                                   | 2019 |
| 2012 Golf Receipts  | 2019 |
| A/R Reports January-September 2012                          | 2019 |
| 2014 Audit Work Filing Papers                               | 2021 |
| 2013 Audit Report Papers                                    | 2020 |
| A/R Receipts 1/12/2013                                      | 2020 |
| Payroll Processing Reports January/October 2014             | 2021 |
| 2012 Audit Papers   | 2019 |
| November/December Desk Sheets                               | 2021 |
| 2010 Payroll  | 2017 |
| September/October Desk Sheets                               | 2021 |
| Return Mail   | 2021 |
| 1998 SEIU (O&E, Seq, Police, Police Seq Box 313)            | 2021 |
| 2002 Pension Contribution, Golf Course, various payroll     | 2009 |
| Cash management   |      |
| CDBG, ARA, Water/Sewer 1994-1944                            | 2016 |
| 1999 CDBG Disb/Receipts                                     | 2016 |
| 1979-1987 CDBG Various Correspondence                       | 2021 |
| 1989-1999 CDBG APA Taxes                                    | 2016 |
| Misc Invoices Dec 1, 2011 – December 12, 2012               | 2019 |
| 1985-1991 CDBG Receipts                                     | 2000 |
| CDBG Desk Receipts  | 2000 |
| 1988-1994 CDBG ARA Deposits                                 | 2000 |
| 1992-1993 CDBG Distribution and Receipts                    | 2000 |
| 2006-2014 Pension Payroll Check Register                    | 2021 |
| Water Bills Box 2 of 13 1/25/2013 – 2/20/2013               | 2021 |
| Water Bills Box 3 of 13 2/21/2013 – 3/14/2013               | 2021 |
| Water Bills Box 4 of 13 3/15/2013 – 4/4/2013                | 2021 |
| Water Bills Box 5 of 13 4/5/2013 – 4/30/2013                | 2021 |
| Water Bills Box 9 of 13 7/8/2013 – 8/9/2013                 | 2021 |
| Water Bills Box 10 of 13 8/1/2013 – 8/26/2013               | 2021 |
| 2014 A/P Reports  | 2021 |
| 2014 A/P Reports  | 2021 |
| 2014 – Jan/Sept – Eden Cash Receipts Permits/Insp/Licensing | 2021 |
| A/P 141707 – 142119 Box 14 of 16                            | 2021 |
| A/P Reports   | 2021 |
| 2013 Contributions/2013 Drop Pension                        | 2021 |
| 2013 Payroll Reports  | 2021 |
| 2005-2009 Liquid Fuels, Municipal Tax Commonwealth Utility  | 2021 |
| Return Checks 2012-2014 Bank Correction 2013-2014           | 2021 |
| 2008-2014 Pension Payroll – Register 2006-2011              | 2021 |
| 2014 A/P 138579-139023 Box 7 of 16                          | 2021 |
| 2014 A/P 136840-137324 Box 3 of 16                          | 2021 |
| 2014 A/P 136388-136839 Box 2 of 16                          | 2021 |
| 2014 A/P 141261-141706 Box 13 of 16                         | 2021 |

|  |      |
|--|------|
| Audit Workpapers 2006 annual audit                         | 2021 |
| 2014 A/P 142120-142496 Box 15 of 16                        | 2021 |
| Water Bills 10/9/2013 – 12/31/2013                         | 2021 |
| Permits 1/2/2013 – 12/31/2013 – Box 13 of 13               | 2021 |
| Monthly Receipt Balancing paperwork 6/13 – 7/14            | 2021 |
| 2014 Tax Certs 14046 – 141192 Box 2 of 10                  | 2021 |
| 2014 Tax Certs 139024 – 139524 Box 8 of 16                 | 2021 |
| 2014 Tax Certs 139525 – 139986 Box 9 of 16                 | 2021 |
| 2014 Bank Statement, check register                        | 2021 |
| 2014 A/P 140428 – 140840 Box 11 of 16                      | 2021 |
| 2014 City Real Estate 7/15/2014 – end of 2014              | 2021 |
| 2014 June to October Tax Cert Response                     | 2021 |
| 2014 Tax Certs 143396 – 144237                             | 2021 |
| 2010-2014 Sheriff Sales/judicial sales                     | 2021 |
| 2007-2012 Portnoff Records 2007-2012                       | 2021 |
| 2014 Tax Certs 144238 – 144933                             | 2021 |
| 2014 Tax Certs Responses Jan/May                           | 2021 |
| 2014 Tax Certs 142638-143395                               | 2021 |
| 2014 Journal Entries 30270-31198                           | 2021 |
| 2014 Tax Certs 135100-140460                               | 2021 |
| 2013 Tax Certs 13954                                       | 2021 |
| 2014 Journal Entries 31205-32791                           | 2021 |
| 2013 Payroll Reports                                       | 2021 |
| 2014 Journal Entries 32800-33533                           | 2021 |
| Water Bills 5/1/2013 – 5/28/2013                           | 2021 |
| 2014 Journal Entries 139987-140427                         | 2021 |
| Water Bills 8/27/13 – 9/3/2013                             | 2021 |
| Health Licenses 2012, 2013                                 | 2021 |
| 2014 Journal Entries 137325-137727                         | 2021 |
| 2014 Journal Entries 137728-138153                         | 2021 |
| 2014 A/P 142497-142536                                     | 2021 |
| 2014 A/P 138154-138578                                     | 2021 |
| 2014 Tax Certs 141917-142637                               | 2021 |
| 2014 Tax Certs 141193-141916                               | 2021 |
| 1999 to 2003 Corp Ex 2003/Parrs Footware/Trexler Fund/1999 | 2021 |
| 2014 Journal Entries 29149-30206                           | 2021 |
| 2014 Golf Reports 1/1/2014 – 7/24/2014                     | 2021 |
| 2014 Oct Dec Eden Cash Receipts                            | 2021 |
| Water Bills 5/29/2013 – 6/17/2013                          | 2021 |
| Water Bills 6/24/2013 – 7/7/2013                           | 2021 |
| 2014 A/P 136018-131387                                     | 2021 |
| 2014 A/P 140841-147260                                     | 2021 |
| 2014 Water Bills 1/2/2013 – 1/24/2013                      | 2021 |
| Nov Dec 2014 Tax Cert Responses                            | 2021 |
| 2014 Treasury A/P 137325-137727                            | 2021 |
| 2014 Treasury A/P 138154-138578                            | 2021 |
| 2014 Treasury A/P 142497-142536                            | 2021 |
| 2014 Treasury A/P 137728-138153                            | 2021 |

**POLICE**



| <u>Item</u> | <u>Date</u>             | <u>Destruction</u> |
|-------------|-------------------------|--------------------|
|             | 2009-2011 9-1-1 Records | 2018               |

### **FIRE/EMS**

| <u>Item</u> | <u>Date</u>          | <u>Destruction</u> |
|-------------|----------------------|--------------------|
|             | 2005 Payroll 1 box   | 2021               |
|             | 2006 Payroll 1 box   | 2021               |
|             | 2007 Payroll 1 box   | 2021               |
|             | 2011 Payroll 3 boxes | 2021               |
|             | 2012 Payroll 3 boxes | 2021               |
|             | 2013 Payroll 3 boxes | 2021               |
|             | 2014 Payroll 3 boxes | 2021               |

### **COMMUNITY & ECONOMIC DEVELOPMENT**

| <u>Item</u> | <u>Date</u>  | <u>Destruction</u> |
|-------------|--|--------------------|
|             | ARA – AP Invoices Various Years #8                                   | 2019               |
|             | CED Box 2/11 Home Closeouts  | 2007               |
|             | CED Box 3/11 Home Closeouts  | 2007               |
|             | CED Box 6/11 Home Closeouts  | 2007               |
|             | CED Box 8/11 Home Closeouts  | 2007               |
|             | RACA/Payroll 2008-2011   | 2018               |
|             | 2000 LIP, Holiday Print Greeting Card, ADIDA Files 1998-2002         |                    |
|             | Video Tapes, other displays Box 3/4                                  | 2010               |
|             | 1999-2003 Millennium Files, Sculpture, Arts Files, PA Council on Art |                    |
|             | United Way 1998-2002 Box 4/4   | 2010               |
|             | Box 10 of 11 Community Development                                   | 2021               |
|             | Box 11 of 11 Community Development                                   | 2021               |

### **CDBG**

| <u>Item</u> | <u>Date</u>                              | <u>Destruction</u> |
|-------------|--|--------------------|
|             | 2004 – 2010 Audit Paperwork              | 2008               |
|             | CED 28 <sup>th</sup> Year CDBG           | 2016               |
|             | 5 Years 28 <sup>th</sup> Year CDBG Files | 2016               |
|             | 5 Years 30 <sup>th</sup> Year CDBG Files | 2016               |
|             | CDBG – 1994-1999 ARA, Water & Sewer      | 2016               |
|             | 1998 CDBG Distribution and Receipts      | 2015               |
|             | HUD 312 1989                             |                    |
|             | CDBG                                     | 2007               |

### **PLANNING AND ZONING**

| <u>Item</u> | <u>Date</u>  | <u>Destruction</u> |
|-------------|--|--------------------|
|             | HARB – North 8 <sup>th</sup> Street, North 9 <sup>th</sup> Street prior to 2000                | 2021               |
|             | 420 North Lumber, Monroe, Nagle, Newton, North, Oak, Peach and Pine Streets                    |                    |
|             | Director's Log 2006-2007   | 2014               |
|             | Director's Log 1997-2005   | 2012               |
|             | HARB – prior to 2000 North 11 <sup>th</sup> Street, 00&100 Block of North 12 <sup>th</sup> St. | 2021               |
|             | HARB – prior to 2000, Amanda, 200 block North 12 <sup>th</sup> Street, Broom, Brush            | 2021               |

|  |      |
|--|------|
| Chestnut, Court, Chew, Edison, Egge and Emmett Streets               |      |
| HARB – prior to 2000 – Howard, Liberty, Linden and 419 N. Lumber St. | 2021 |
| HARB – prior 2000 213-338 North Fountain, Gordon, North Hall Streets | 2021 |
| HARB – prior to 2000 North 10 <sup>th</sup> Street                   | 2021 |

### **BUILDING MAINTENANCE**

| <u>Item</u>                                   | <u>Destruction</u> |
|---|--------------------|
| <u>Date</u>                                   |                    |
| 2011 Payroll                                  | 2018               |
| 2012 Payroll                                  | 2019               |
| 2013 Payroll                                  | 2020               |
| 2013 Work Orders Daily Sheets                 | 2020               |
| Bridgeworks Renovations 3 <sup>rd</sup> Floor | 2020               |
| 2011 and 2012 Payroll                         | 2019               |
| 2001 HVAC Book                                | 2008               |
| LMI 1/11 9/2011                               | 2018               |
| Budget Books                                  | 2021               |
| 2009, 2010, 2011 Budget                       | 2018               |
| Work Orders 2008/871 – 2009/675               | 2016               |
| LMI 4/12 10/2012                              | 2019               |
| Building Maint Construction Letters 2004/2005 | 2012               |
| 2010 Daily Work Orders                        | 2017               |
| 1998-2001 Payroll                             | 2008               |
| 1994-2001 Timecards                           | 2008               |

### **BUREAU OF BUILDING STANDARDS AND SAFETY**

| <u>Item</u>  | <u>Destruction</u> |
|--|--------------------|
| <u>Date</u>  |                    |
| BBSS Permits (Boxes scanned) (9 Boxes)                   | 2020               |
| Miscellaneous TPC Grants (2006-2009)                     | 2016               |
| 335 North 7 <sup>th</sup> Street 1999 (Code Enforcement) | 2016               |
| 2013 Rental Inspection Records                           | 2020               |
| 2014 Permits   | 2021               |
| 2014 Folder Plans  | 2020               |
| 1988 – 500/600 blocks Hamilton Mall                      | 2021               |
| 1989 Center Square                                       | 2021               |
| 1990 – 700 Hamilton Mall                                 | 2021               |
| 1994-1995 Projects-Building Improvements                 | 2012               |
| 2016 Tax Certs LCM                                       | 2021               |
| 2013-2014 Rental Inspection Records                      | 2021               |
| 2014 Rental Inspection Records                           | 2021               |

### **CONTROLLER**

| <u>Item</u>                 | <u>Destruction</u> |
|-----------------------------|--------------------|
| <u>Date</u>                 |                    |
| #46 1980 Contracts A-HUN    | 1987               |
| #59 1963-1967 Contracts A-I | 1974               |
| 1985 Contracts A-HIS #30    | 1992               |
| 1963-1967 Contracts J-Z #60 | 1974               |
| 2008 Bank Reconciliation #4 | 2015               |
| 2001 Contracts New Eng-YMYW | 2008               |
| 1993 A/P Garden to Hershey  | 2000               |

|   |      |
|---|------|
| 1991 Contracts Rahenkemp to Z (2 boxes) | 1998 |
| 2013 Contracts A-G                      | 2020 |
| 2013 Contracts H-P                      | 2020 |
| 2013 Contracts Q-Z                      | 2020 |
| 2014 Contracts A-D                      | 2021 |
| 2014 Contracts E-L                      | 2021 |
| 2014 Contracts M-Z                      | 2021 |

## **PUBLIC WORKS**

| <u>Item</u>   | <u>Destruction</u> |
|---|--------------------|
| <u>Date</u>   |                    |
| Stormwater Meter Reading                                | 2018               |
| Sewer Billings/Bus Charges                              | 2010               |
| Water Receipts 5/9 5/30                                 | 2013               |
| 2007 Water Receipts 10/2/07 – 10/9/07                   | 2014               |
| 2007 Water Receipts 12/07                               | 2014               |
| 2011 Meter Reports                                      | 2016               |
| 2009 Solar and Electrical                               | 2017               |
| 2011-2012 Work Order Logs                               | 2019               |
| 2004 Meter Readings                                     | 2009               |
| 2005-2006 Billing Register                              | 2011               |
| 2009 Service Repairs                                    | 2015               |
| 2005/2006 Billing Register                              | 2011               |
| 2004 Numbered Streets Service Orders                    | 2005               |
| 1982 Sewer Invoices                                     | 2021               |
| 2002-2003 Stormwater Rebates/Maint                      | 2004               |
| 2006 High Consumption                                   | 2007               |
| 2006 Service Orders                                     | 2007               |
| 2003 Service Orders                                     | 2004               |
| 2009 High Consumption R to end                          | 2010               |
| 2010 Meter Reading Adjustments                          | 2016               |
| 2004 Billing Register                                   | 2006               |
| 2012 Returned Mail                                      | 2014               |
| 2012-2013 Billing Receipts                              | 2018               |
| 2006-2007 Billing Service Orders                        | 2012               |
| 2007 Meter Reports                                      | 2014               |
| 2009 Billing Register                                   | 2012               |
| 2002-2003 Water Meter Information                       | 2008               |
| 2012 Returned Mail                                      | 2017               |
| 2006-2007 Emergency Works Server                        | 2013               |
| 2003 Mailroom Supply Records                            | 2010               |
| 2011-2012 Returned Mail                                 | 2017               |
| 2009 Work Orders, Meter Reports, 2007 Rehab Claim Forms | 2014               |
| 2008 Returned Mail                                      | 2013               |
| 2008-2009 Water Sewer Cash Receipts                     | 2016               |
| 2007-2008 Service Orders Water Sewer                    | 2014               |
| 2010-2011 High Consumption                              | 2018               |
| 2009 Service Orders High Consumption                    | 2014               |
| 2006 Returned Mail/Bills                                | 2007               |
| 2011 Returned Mail                                      | 2012               |
| 2013 Water Cuts   | 2015               |
| 2013 PA One Call  | 2015               |

|   |      |
|---|------|
| 2006 Water High Consumption                 | 2012 |
| 2012 Service Calls                          | 2018 |
| 2004 Billing Records                        | 2006 |
| 2012 Meter Read List                        | 2018 |
| 2005 Service Orders                         | 2011 |
| 2008-2009 Service Orders/Water Distribution | 2016 |
| 2007-2011 Purchase Orders                   | 2017 |
| 2016 Public Works Special Events            | 2021 |
| 2014 Water and Sewer                        | 2021 |

## **RECYCLING**

| <u>Item</u>            | <u>Destruction</u> |
|------------------------|--------------------|
| <u>Date</u>            |                    |
| Sweep 2009 thru 2016   | 2017               |
| Sweep 2006 thru 2013   | 2020               |
| Sweep 2013, 2014, 2016 | 2021               |
| Sweep 2017 and 2018    | 2021               |
| Sweep 2007 thru 2017   | 2021               |

## **GRANTS MANAGER**

| <u>Item</u>  | <u>Destruction</u> |
|--|--------------------|
| <u>Date</u>  |                    |
| 2013 Pipeline Safety, 2021 Cities of Service, 2011 Public Art Grant, 2013 STEM Mentoring Grant Box 1 | 2021               |
| 2010 PA Dept of Environmental Protection Grant   | 2021               |
| 2010 RACP Delta Thermal Energy Box 2   | 2021               |
| 2013 Dept of Energy Waste to Energy Box 3  | 2021               |
| 2012 RACP Casa Guadalupe Box 4   | 2021               |
| 2012 RACP DaVinci Science Center Box 4   | 2021               |
| RACP Cosmopolitan Box 5  | 2021               |
| RACP Community Services for Children Box 5   | 2021               |

## **HEALTH BUREAU**

|  | <u>Destruction</u> |
|--|--------------------|
| <u>Date</u>                              |                    |
| <u>Administration</u>                    |                    |
| Administrative Value Only Files 3 Boxes  | 2021               |
| Timesheets and Time Off Requests 3 Boxes | 2021               |
| LEP/Logs/Vehicle Reports/Logs 1 Box      | 2021               |
| Invoices 2 Boxes                         | 2021               |
| <u>Clinical Services</u>                 |                    |
| Immunization Records 3 Boxes             | 2021               |
| Maternal Child Health Records 2 Boxes    | 2021               |
| Lead Cases 2 Boxes                       | 2021               |
| Clerical Files 3 Boxes                   | 2021               |
| <u>Environmental Health</u>              |                    |
| Community Health Complaints 1 Box        | 2021               |
| Facility Files 7 Boxes                   | 2021               |

|  |      |
|--|------|
| Clerical Files 1 Box                             | 2021 |
| <u>Chronic Disease</u>                           |      |
| Cancer Files 8 Boxes                             | 2021 |
| Nutrition and Physical Activity Files 2 Boxes    | 2021 |
| Clerical Files 1 Box                             | 2021 |
| <u>Injury Prevention</u>                         |      |
| Account Files 2 Boxes                            | 2021 |
| Safety Surveys 3 Boxes                           | 2021 |
| Bed Risk Billing 1 Box                           | 2021 |
| Car Seat Distribution 1 Box                      | 2021 |
| <u>Communicable Disease</u>                      |      |
| Sexually Transmitted Disease Patient Files 1 Box | 2021 |
| Animal Bites 1 Box                               | 2021 |
| Clerical Files 1 Box                             | 2021 |
| Tuberculosis 1 Box                               | 2021 |
| <u>Emergency Preparedness</u>                    |      |
| Clerical Files ½ box                             | 2021 |

## **HUMAN RESOURCES, RISK & SAFETY**

| <u>Item</u>                                       | <u>Destruction</u> |
|---|--------------------|
| <u>Date</u>                                       |                    |
| 2006 Risk Management – Anthony D. – Makem T Box 1 | 2013               |
| 1991 Payroll                                      | 2021               |
| Payroll   | 2021               |
| 1994 Payroll                                      | 2021               |
| Risk/Accidents/4569-4663                          | 2021               |
| Tim-Black Filing Cabinet (Risk)                   | 2021               |
| Tim-Green Filing Cabinet (Risk)                   | 2021               |
| Tim-Green Filing Cabinet (Risk)                   | 2021               |
| 1998 Bi-Weekly Payroll                            | 2015               |
| 1999 Bi-Weekly Payroll                            | 2016               |
| 1997 Flex (2 boxes)                               | 2014               |
| 2006 Payroll Box 1                                | 2019               |
| 2006 Payroll Box 2                                | 2019               |
| 2007 Payroll Box 2                                | 2014               |
| 2008 Batch Payroll 8/1/08 – 9/26/08               | 2015               |
| 2008 Bi-weekly Payroll                            | 2015               |
| 2008 Batch Process Pension Extracts All Quarters  | 2015               |
| 1998 Grievances H. R.                             | 2015               |
| 1990-1995 Terminated Tui-Z                        | 2012               |
| Time Sheets                                       | 2021               |
| 2013/2014 Payroll                                 | 2021               |
| 2017 Workers' Compensation Records                | 2021               |