



CITY OF ALLENTOWN

No. _____

RESOLUTION

R207 - 2023

Introduced by the Administration on December 6, 2023

Authorizes Disposition of Certain Records

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.

Legislative Template

- What department or bureau is this bill originating from? Where did the initiative for the bill originate?

This bill originates from the Health Bureau, Department of Community and Economic Development.

- Summary and facts of the bill.

The Allentown Health Bureau has documents & files that need to be destroyed per their legally required date(s) of destruction.

- Purpose – Please include the following in your explanation:
 - a. What does the bill do? What are the specific goals or tasks the bill seeks to accomplish?

This bill seeks to accomplish shredding of documents.

- b. What are the benefits of doing this? What are the drawbacks?

Documents must be held and destroyed after a certain number of years.

There are no drawbacks to the timely destruction of documents when following the Municipal Record Retention Guidelines.

This is a normally occurring administrative function.

- Priority status – Are there any deadlines to be aware of?

As soon as possible

- Why should Council unanimously support this bill?

The support of this bill will allow organization of documents within the Allentown Health Bureau.