



CITY OF ALLENTOWN

No. __

RESOLUTION

R18 - 2024

Introduced by the Administration on February 7, 2024

Authorizes the disposition of certain records within Public Works.

Resolved by the Council of the City of Allentown, That

WHEREAS, by the virtue of Resolution No. 24363, adopting 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?

Public Works

- Summary and facts of the bill.

This bill is needed for the authorization of document destruction for records within Public Works per Resolution No. 24363, adopted September 20, 1978. It requires the City to do a Resolution and include each individual item to be destroyed.

- 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 will allow Public Works to destroy the documents listed in this Resolution that date back to 1996 through 2016.

- Financial Impact – Please include the following in your explanation:
 - a. Cost (initial and ongoing)

There is no financial impact of this resolution.

- Why should Council unanimously support this bill?

This bill should be supported so we can destroy documents that date back to 1996 through 2016 within the Streets Bureau and the Bureau of Recycling & Solid Waste.

RECORDS RETENTION

TO BE DESTROYED LIST

DEPARTMENT OF PUBLIC WORKS

Bureau of Recycling & Solid Waste Items

Destruction Date

1996	Trash Bids	2003
1996	Grants	2003
1997	Grants	2004
2001	Trash Bids	2008
2001	Grant Documents	2008
2002	Employee's work log	2009
2002	Equipment Logs and Quotes	2009
2004	Trash Bids	2011
2004	Grants	2011
2005	Commercial Documents	2012
2008	Employee Documents	2013
2008	Grants	2013
2012	Grants	2019
2013	904 Grant	2018
2013	RFP Proposals	2018
2014	Animal Control Logs	2021
2014	Animal APD reports	2021
2015	904 Grant	2022
2015	Animal Control Logs	2022
2015	Animal APD reports	2022
2016	RTS Sweep tickets	2023
2016	SWEEP tickets	2023

Streets Items

Destruction Date

2013	Vehicle Checks	2020
2013	Decommissioned Vehicles	2020
2002	Daily Logs	2009
2003-2013	Street Program Work	2020
2004-2013	Biweekly Reports	2020
2004-2013	Activity Reports	2020
2004-2013	Timesheets/cards	2020
2004-2013	Daily work slips	2020
2004-2013	Accuweather Reports	2020
2004-2013	Standby sheets	2020
2004-2013	Traffic disruptions	2020
2004-2013	Fuel Reports	2020
2004-2013	Accident Reports	2020
2004-2013	PA1's	2020
2004-2013	Work orders	2020
2004-2013	Posting	2020
2004-2013	Purchase orders	2020
2004-2013	Blanket orders	2020
2004-2013	Invoices	2020

2004-2013	Employee balances	2020
2004-2013	Med Cert memos	2020
2004-2013	PTO requests	2020
1980-2000	Miscellaneous streets documents	2007