



CITY OF ALLENTOWN

No. __

RESOLUTION

R10 - 2025

Introduced by the Administration on February 5, 2025

Authorizes the disposition of certain records within the Allentown Health Bureau.

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?

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. A total of 101 boxes of files need to be destroyed. A complete list with descriptions is attached.

- 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?

Documents must be held and destroyed after a certain number of years. This is a timely destruction of documents that follows 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 for organization of documents within the Allentown Health Bureau.