



CITY OF ALLENTOWN

No. 89

RESOLUTION

R - 2018

Introduced by the Administration on July 18, 2018

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.

RECORDS RETENTION
TO BE DESTROYED LIST

DEPARTMENT OF FINANCE

<u>Item</u>	<u>Destruction Date</u>
2008 Tenant Listing Wards 12-19	2016
2008 Tenant Listing Wards 01-11	2016
2008 Business Privilege Tax 4/16, 4/17, 4/29, 5/28	2016
2008 Business Privilege Tax 7/15/2009	2016
2008 Business Privilege Tax 5/29 – 7/14	2016
2008 Business privilege Tax 4/22/09	2016
EWS QW00445	2016
April 07	2016
2005 EIT Distribution	2012
2009 Water – February to March 4	2016
1998 Mailroom Records	2016
2009 Water September 10 – Sept 22	2016
2009 Water November 19 – December 14	2016
2009 Water October 28 – November 18	2016
2009 Water October 6 – October 27	2016
2007 School Real Estate 8/31 – 9/11	2015
2008 ETI 9/4 – 11/7/2007	2015
2007-2008 Refunds	2015
2007-2008 School Real Estate 9/12 – 10/31	2015
2007-2008 Refunds	2015
2008 Corrections	2015
2009 Business License Return Mail	2016
2005-2009 Misc. Business Files	2016
2006-2007 Per Capita Receipts	2014
2008 Business License 1/2/2008 – 8/15/2008	2015
2008 Business License 12/1/2008 – 12/31/2008	2015
2006-2007 School Real Estate Returned Mail	2016
2009 Business License Receipts 12/8/2009 – 12/31/2009	2016
2009-2010 School Real Estate Receipts 8/14 – 9/1	2016
O & E Pension Files; Pension reports	2014
2002 Jan to Dec Bank Reconciliations	2009
2002 Sheriff Tax Sales	2009
2007 FR1s 2/8/2008 – 2/21/2008	2015
2008-2009 Tax Receipts 7/8/2008 – 7/17/2008	2016
2008-209 Per Cap and Tenant Listing	2016
ET1 06,07,08 Reports	2015
2009 School Real Estate 7/10 – 8/13	2016
2008-2009 Per Cap 7/29 – 9/2	2016
2008-2009 Per Cap	2016
2006 Claims Distribution	2016
2009 Water Distribution Report	2016
2008-2009 Per Cap	2016
2009 School Real Estate 9/15 – 11/9	2016
2008-2009 Per Cap Receipts 7/18 – 7/29	2016

2009 Billing Utility Sept/Oct/November/December	2016
2008 ET2 QW 02000 – QW13249	2015
2008 Per Cap	2016
2007 Batch Process 5/25/2007 – 7/20/2007	2015
Completed FR1s	2016
2009 Billing Utility	2016
2006 ET1 4 th Quarter	2015
2009 Water Billing 8/4/09 – 8/14/09	2016
2009 Water Billing 7/9/09 – 7/21/09	2016
2009 City Real Estate 3/20 – 4/3	2016
2009 Water Billing 5/1/09 – 5/16/09	2016
2009 Water Billing 5/18/09 – 6/1/09	2016
2009 Magnetic Tape	2016
2009 Water Billing 8/28/09 – 9/9/09	2016
2006 FR1 200-578	2013
2009 Water Billing 7/22/09 – 8/3/09	2016
2009 School Real Estate Billing/Delinq	2016
2009 City Real Estate 4/6 – 4/28/	2016
2009 Water Billing 6/15/09 – 6/26/09	2016
2009 City Real Estate 2/2 – 3/19	2016
2009 Water Billing 6/2/09 – 6/12/09	2016
2009 Water Billing 8/7/09 – 8/27/09	2016
2009 City Real Estate 6/24 – 9/1	2016
2009 City Real Estate 6/3 – 6/23	2016
2007 FR1s 8/22/08 – 9/5/08	2014
EMST Letters – Moving Permits	2016
2009 Water Billing 1/21 – 1/30	2016
2009 checks and interim 9/15 – 12/31	2016
2009 Water Billing 6/30 – 7/8	2016
2009 Water Billing 1/1/ - 1/20	2016
2009 City Real Estate Tax Register	2016
2009 Tax Certs	2016
2009 City Real Estate Billing Register	2016
2008-2009 School Real Estate Tax Homestead	2016
ET1 third quarter LST 3 rd Quarter 2008	2015
2008 Water Billing Register	2015
2007 4 th Quarter ET1 EMST Detail	2014
2006 ET1 Detail 2 nd quarter	2013

AUDIT AND ENFORCEMENT

<u>Item</u>	<u>Destruction Date</u>
2009 Resolved A-Am	2016
2009 Resolved An-Bo	2016
2009 Resolved Bp – Cah	2016
2009 Resolved Cor-Dr	2016
2009 Resolved Dv-Gd	2016
2009 Resolved Ge-H	2016
2009 Resolved I-Lan	2016
2009 Resolved Lap-Mari	2016
2009 Resolved Mark-Mo	2016
2009 Resolved Mr-Pen	2016
2009 Resolved Peo-Rod	2016

2009 Resolved Roe-Sn	2016
2009 Resolved So-Va	2016
2009 Resolved Ve-Z	2016
2009 Tax Certs	2016
2009 Bankruptcy Closed	2016
2009 Bankruptcy Closed	2016

PURCHASING

<u>Item</u>	<u>Destruction Date</u>
Box #21 Purchase Orders 085-75000 to 085-75249	2016
RFP 2008-42 – 2008-52	2016
BID 2008-20 – 2008-29	2016
Purchase Orders 085-76050 – 085-76349	2016
Purchase Orders 085-76350 – 085-76649	2016
RFPs 2008-11 – 2008-19	2016

TREASURER'S OFFICE

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2008 February Daily Desk Sheets	2016
2008 May Daily Desk Sheets	2016
2008 June Daily Desk Sheets	2016
2008 July Daily Desk Sheets	2016
Insurance Authorization Cards 09008700-09009899	2016
2002-2007 Loan Base Files	2016
2009 Golf Receipts	2016
2009 Bank Statements	2016
2011 CDBG Reimb – Pension Expense	2016
2009 PR #12,13,14, 15, 16, 17	2016
2009 A/P checks 96886 to 97413	2016
2009 Invoice Posting List	2016
2009 Check Posting List	2016
2009 A/P checks 95663 – 96244	2016
2009 A/P checks 100654 - 101199	2016
2009 A/P checks 945161 – 95055	2016
2009 A/P checks 99424 - 100072	2016
2009 Check posting List – invoices	2016
2009 A/P checks 97414 – 98049	2016
Real Estate Certifications	2016
2010 Golf Receipts	2016
2009 A/P checks 102301 – 102940	2016
2009 Payroll	2016
2009 A/P checks 102941 – 103499	2016
2009 A/P checks 96245 – 96885	2016
2009 Daily Desk Sheets – July	2016
2009 Daily Desk Sheets – Nov	2016
2009 Golf Course Receipts	2016
2009 Daily Desk Sheets – Dec	2016
2005 Desk Sheets Sept 1 – October 1	2012
P/R #2, 3, 4, 18, 19, 20	2016
AP checks 100073-100653	2016

Daily Desk Sheets May 2009	2016
AP checks 98050 to 98734	2016
2006 February Desk Sheets	2016
Desk Sheets August 2009	2016
EMS checks 2006 and 2006 Manual checks	2016
Desk Sheets November 2009	2016
Desk Sheets May 2009	2016
Desk Sheets June 2009	2016
Desk Sheets March 2009	2016
Desk Sheets June 2006	2014
Desk Sheets July 2006	2014
Desk Sheets April 2006	2014
Desk Sheets August 2009	2016
2009 A/P checks 101810 – 102300	2016
Desk Sheets October 2006	2014
2009 A/P checks 98735 – 99423	2016
Desk Sheets January 2009	2016
2009 Budget Adjustments	2016
2009 A/P checks 101200 – 101809	2016
2009 Wire Post Reports	2016
2009 Tax Certs (six boxes)	2016
2009 Guests Services	2016
2009-2010 Monthly Reconciliation	2016
2007 A/P Expenditures	2016
Desk Sheets October 2009	2016
2008 Tax Certs Response 7/1 – 12/30	2015
2005 Automatic Check Register	2014
Tax Certs	2015

HUMAN RESOURCES

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2010 Pay Period Reports	2014

COMMUNITY & ECONOMIC DEVELOPMENT

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2006-2007 Document Housing Authority	2013
IDIS 2004-2005	2016
Brownfield Development	2015
29 th Year Coper Riep	2016
Miscellaneous Files	2016
30 th Year CDBG	2016
5 years 29 th Year CDBG	2016
2004-2005 Arts RFP	2012
Miscellaneous Files	2016
IDIS 2003-2004	2016
5 years CDBG 29 th Year	2016
5 years CDBG 29 th Year	2016
28 th Year CDBG	2016
29 th Year CDBG	2016
29 th Year CDBG	2016

Miscellaneous Files	2016
28 th Year CDBG	2016
28 th Year CDBG	2016
Destruction Date30 th Year CDBG	2016

CDBG

<u>Item</u>	<u>Destruction</u>
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<u>Date</u>	
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Loan Records	2016
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BUREAU OF BUILDING STANDARDS AND SAFETY

<u>Item</u>	<u>Destruction</u>
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<u>Date</u>	
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2008 Invoices/Safety Inspection	2015
2006-2007 Rental License	2014
2005 Rental Licenses	2013
2000-2004 Rental License Billing	2011

POLICE

<u>Item</u>	<u>Destruction</u>
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<u>Date</u>	
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Insurance Authorization Cards 09011100 – 09012398	2016
Police/EMS 2008 EOBs	2016
Police/EMS 2008 EOB First Health Nationwide	2016
Police/EMS Insurance Authorization Cards 09009900 0909099	2016

HEALTH BUREAU

<u>Item</u>	<u>Destruction</u>
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<u>Date</u>	
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Administration

2010-11 Invoices/Deposit Slips/Time Off Requests 1 Box	2016
2012 Timesheets and Time Off Requests 2 Boxes	2016
2007 PO, Revenues, Deposit Slips 1 Box	2016
Terminated Personnel Files 2 Boxes	2016
Printing and Supply Orders/Expired Grants 1 Box	2016

Clinical Services

Nurse Family Partnership 2 Boxes	2016
Immunization 25 Boxes	2016
Maternal Child Health 9 Boxes	2016
Tuberculosis	2016

Environmental Health

Community Health Complaints 1 Box	2016
Facility Files 4 Boxes	2016
Clerical Files 1 Box	2016

Chronic Disease

2009 Cancer Files 3 Boxes	2016
2009 Nutrition and Physical Activity Files 1 Box	2016
2009 Clerical Files 1 Box	2016

Injury Prevention

2009 Cancer Files 3 Boxes

2016

2009 Nutrition and Activity Files 1 Box

2016

2009 Clerical Files 1 Box

2016

Communicable Disease

Sexually Transmitted Diseases 15 Boxes

2016