



# CITY OF ALLENTOWN

No. R107

## RESOLUTION

R - 2018

*Introduced by the Administration on September 5, 2018*

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Authorizes Disposition of Certain Records in accordance with the retention and disposal schedules approved by the local Records Committee of Pennsylvania Historical and Museum Commission,

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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> |
|----------------------------------------------------------------------------|-------------------------|
| ET1 2/9/2009 Feb 11 – September 8 2009 – 1/7 – 2/2/2009                    | 2016                    |
| A/P 2004 Rollovers                                                         | 2010                    |
| 2008 BPT 4/22/09 – 4/22/09                                                 | 2016                    |
| 2008 BPT 1/2/09 – 3/24/09                                                  | 2016                    |
| 2008-2010 Misc Business Files                                              | 2017                    |
| Oct 6-Oct 25 2010 Water Billing                                            | 2017                    |
| 2000-2008 EIT PSD 0101                                                     | 2015                    |
| 1/20/10 – 2/5/2010 Water                                                   | 2017                    |
| EMST Refunds                                                               | 2014                    |
| 2009 Lehigh County Maintenance                                             | 2017                    |
| 2011 Cash Sheets                                                           | 2017                    |
| Claims Run 2017                                                            | 2017                    |
| Water Billing April 18-May 20, 2010                                        | 2017                    |
| Claims Out Reports, Nov. 04, May 05, Nov. 05, Feb06<br>April 06, & Aug. 06 | 2017                    |
| Water Billing Dec. 10-31, 2010                                             | 2017                    |
| 2004 Dist. By Vendor                                                       | 2014                    |
| County Assessment Changes                                                  | 2017                    |
| Water Feb 8 – March 1, 2010                                                | 2017                    |
| Finance/Treasury, 2009 March Desk Sheets                                   | 2017                    |
| 2010 CRE/SRE MagTape                                                       | 2017                    |
| CRE/SRE – Interim Reports 2008-2010                                        | 2017                    |
| Misc. Invoice Recpts 2009                                                  | 2016                    |
| 2009 Dist EIT                                                              | 2016                    |
| 2010 Dist/Ward 2008 RER                                                    | 2017                    |
| 2008 CRE/SRE Reg/2010 SRE Reg                                              | 2017                    |
| 2009 EIT Supplemental                                                      | 2017                    |
| 2003 Business Privilege Tax 4/28/04-8/2/04 Box 4 of 5                      | 2010                    |
| 2010/2011 School Real Estate Receipts 8/27 – 9/3                           | 2017                    |
| 2009/2010 School Real Estate Receipts 11/10 – 12/14                        | 2016                    |
| 2010 City Real Estate Billing Register                                     | 2017                    |
| City School Refunds                                                        | 2017                    |
| 2009/2010 School Real Estate Receipts 12/15/ - 1/6                         | 2016                    |
| 2009 Rental Inspection Fees 1/1 – 4/22                                     | 2016                    |
| Transfer Tax Various Years and Maps                                        | 2017                    |
| 2009 Lehigh County Assessments                                             | 2017                    |
| 2008/2009 School Real Estate Receipts 9/2 – 9/9                            | 2017                    |
| 2008/2009 School Real Estate Receipts 9/10 – 10/29                         | 2017                    |
| 2009/2010 Homestead                                                        | 2017                    |
| 2010 City Real Estate Billing Register                                     | 2017                    |
| 2009 Distribution by Account # EIT tape PSD 13 08 quarter                  | 2016                    |
| 2010 EIT Supplemental                                                      | 2017                    |
| 2009 Water Distribution Reports                                            | 2016                    |
| 2010 Misc Invoice Receipts                                                 | 2017                    |
| R&A 2010 resolved 8 of 16                                                  | 2017                    |

|                                             |      |
|---------------------------------------------|------|
| R&A 2010 resolved 6 of 16                   | 2017 |
| R&A 2010 resolved RI-SD 10 of 16            | 2017 |
| R&A 2010 resolved BB-CT 2 of 16             | 2017 |
| Per Cap 2006-2009 letters/moving permits    | 2016 |
| 2010 Supplemental EIT                       | 2017 |
| 2007-2008 Per Cap Reports                   | 2016 |
| 2010-11 SRE/CRE Delinquent/Reg              | 2017 |
| 2010-11 SRE register                        | 2017 |
| 2010-11 Homestead/Non reg.                  | 2017 |
| 2010-11 SRE receipt Oct. 27-Dec. 3          | 2017 |
| 2010 Prior Year Interim CRE                 | 2017 |
| 2010-11 SRE receipt July 12-Aug.9           | 2017 |
| 2008 Garbage Exon, 2008 CRE/SRE, 2008 Misc. | 2017 |
| R&A 2010 CRE 1/31-3/23                      | 2017 |
| R&A 2010 Interim & 2010 Trash               | 2017 |
| R&A 2010 Rental Fees                        | 2017 |
| R&A 2010 CRE 6/09-7/13                      | 2017 |
| R&A 2010 July 14-Jan. 6                     | 2017 |
| R&A 2010 May 06-June 08                     | 2017 |
| R&A 2010 Rental Fees Jan. – April 21        | 2017 |
| Billing Utility 2009 July/Sept.             | 2016 |
| Supplemental Desk ET2s                      | 2017 |

### **AUDIT AND ENFORCEMENT**

| <u>Item</u>                             | <u>Destruction Date</u> |
|-----------------------------------------|-------------------------|
| 1/1/2010 – 11/29/2010 Business Licenses | 2017                    |
| 11/3/10 – 12/29/2010 Business Licenses  | 2017                    |

### **PURCHASING**

| <u>Item</u>                      | <u>Destruction Date</u> |
|----------------------------------|-------------------------|
| 2005 Bids 67-81                  | 2013                    |
| 2005 Purchase Orders 62300-62649 | 2012                    |

### **TREASURER'S OFFICE**

| <u>Item</u>                                    | <u>Destruction Date</u> |
|------------------------------------------------|-------------------------|
| 2010 UB Reports                                | 2017                    |
| Invoice and Checking posting 8/14 – 12/31/2010 | 2017                    |
| 2010 Bank Statements                           | 2017                    |
| 2011 UB Reports                                | 2017                    |
| Holding Accounts Fee                           | 2017                    |
| AP Reports 2013 Box 5-5                        | 2013                    |
| 2000, 2001, 2002 Payroll Pension PRIAP         | 2011                    |
| 2003 Bank Reconciliations Jan-Dec              | 2010                    |
| April Daily Desk Sheets – 2008                 | 2016                    |
| January Daily Desk Sheets – 2008               | 2016                    |
| September Daily Desk Sheets – 2008             | 2016                    |
| November Daily Desk Sheets – 2008              | 2016                    |
| 2009 Desk Sheets April                         | 2017                    |
| 2005 PPL Electric Petty Cash & Misc. Checks    | 2014                    |
| Payroll 2010                                   | 2017                    |
| Allentown Parking Authority – 2010             | 2017                    |
| Pension Reports 2009-2010                      | 2017                    |

|                                                                        |      |
|------------------------------------------------------------------------|------|
| Golf- Final Ck Lists Jan. to Dec.                                      | 2017 |
| April Desk Sheets 2010                                                 | 2017 |
| 2009 Journal Entries                                                   | 2017 |
| 2009 Journal Entries                                                   | 2017 |
| Tax Certs 10002 – 102800                                               | 2017 |
| 2008 payroll Reports February – April                                  | 2017 |
| Tax Certs Responses Jan-July                                           | 2017 |
| 2009 February Desk Sheets                                              | 2017 |
| 2006 December Desk Sheets                                              | 2016 |
| 2009 January Desk Sheets                                               | 2017 |
| 2010 Tax Certs 104501 – 105399                                         | 2017 |
| 2009 P/R Final                                                         | 2017 |
| 2010 Utility Billing                                                   | 2017 |
| 2008 Payroll Reports                                                   | 2017 |
| 2010 March Desk Sheets                                                 | 2017 |
| 2010 Payroll                                                           | 2017 |
| 2009 Pension P/R Reports                                               | 2017 |
| 2010 December Desk Sheets                                              | 2017 |
| 2006 September Desk Sheets                                             | 2016 |
| 2010 May Desk Sheets                                                   | 2017 |
| 2010 Utility Billing                                                   | 2017 |
| 2010 Journal Entries                                                   | 2017 |
| 2010 September Desk Sheets                                             | 2017 |
| 2010 Journal Entries                                                   | 2017 |
| 2010 Payroll                                                           | 2017 |
| 2010 Bank Statements                                                   | 2017 |
| 2009 Utility Billing                                                   | 2016 |
| 2010 Departmental Expenditure Report                                   | 2017 |
| 2010 Golf Receipts                                                     | 2017 |
| 2010 August Daily Desk Sheets                                          | 2017 |
| 2010 November Desk Sheets                                              | 2017 |
| AR Receipt Posting List 3/10/2010-2/28/11                              | 2017 |
| 2009 Clear Ck Posting, AP/PR 2009 Golf, 2009 Pool, 2009 Manual Ck File | 2016 |
| 2010-2011 SRE Receipts Sept. 8-Oct. 26                                 | 2017 |
| 2010 July Desk Sheets                                                  | 2017 |
| 2010 June Desk Sheets                                                  | 2017 |
| 2007-2008 Golf Records                                                 | 2017 |
| 2011 Golf                                                              | 2016 |

## **HUMAN RESOURCES**

| <u>Item</u>                             | <u>Destruction Date</u> |
|-----------------------------------------|-------------------------|
| Fire Promotion Test Materials 2003-2007 | 2017                    |
| Job Postings Box 2 of 4 (8-16-13)       | 2015                    |
| 2007 Fire Applications                  | 2017                    |
| HR/Risk Fire Report 2002                | 2006                    |
| HR/Risk – Fire Report 2002-2001         | 2006                    |
| HR – Abatements 1987-1996               | 2017                    |
| 2011 Summer Golf Hires                  | 2016                    |
| 2012 Summer Hires                       | 2017                    |
| 2011 W2 & 1099 Rs                       | 2015                    |
| 2012 W2 & 1099 Rs                       | 2016                    |

**COMMUNITY & ECONOMIC DEVELOPMENT**

| <u>Item</u>                          | <u>Destruction Date</u> |
|--------------------------------------|-------------------------|
| 2006-2007 Document Housing Authority | 2013                    |
| IDIS 2004-2005                       | 2016                    |
| Brownfield Development               | 2015                    |
| 29 <sup>th</sup> Year Coper Riep     | 2016                    |
| Miscellaneous Files                  | 2016                    |
| 2004-2005 Arts RFP                   | 2012                    |
| Miscellaneous Files                  | 2016                    |
| IDIS 2003-2004                       | 2016                    |
| Miscellaneous Files                  | 2016                    |
| 2010 Executive Secretary             | 2017                    |
| 2010 Executive Secretary             | 2017                    |
| 2010 Executive Secretary             | 2017                    |
| 30 <sup>th</sup> Year Prep Box 1     | 2016                    |

**CDBG**

| <u>Item</u>                    | <u>Destruction Date</u> |
|--------------------------------|-------------------------|
| Loan Records                   | 2016                    |
| 30th Year CDBG                 | 2016                    |
| 5 years 29th Year CDBG         | 2016                    |
| 5 years CDBG 29th Year         | 2016                    |
| 5 years CDBG 29th Year         | 2016                    |
| 28th Year CDBG                 | 2016                    |
| 29th Year CDBG                 | 2016                    |
| 29th Year CDBG                 | 2016                    |
| 28th Year CDBG                 | 2016                    |
| 28th Year CDBG                 | 2016                    |
| Destruction Date30th Year CDBG | 2016                    |

**BUILDING MAINTENANCE**

|                      |      |
|----------------------|------|
| 2009 Daily Work Logs | 2017 |
|----------------------|------|

**BUREAU OF BUILDING STANDARDS AND SAFETY**

| <u>Item</u>                      | <u>Destruction Date</u> |
|----------------------------------|-------------------------|
| 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 Date</u> |
|-----------------------------------------------------------|-------------------------|
| 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                    |

**CONTROLLERS**

| <u>Item</u>                   | <u>Destruction Date</u> |
|-------------------------------|-------------------------|
| 1992 Contract IAF Ron Box #29 | 1999                    |
| 1999 Contracts C-JCI Box #24  | 2016                    |

|                                     |      |
|-------------------------------------|------|
| 1994 Contracts A-Conrail Box #23    | 2001 |
| 1994 Contracts K-S Box #28          | 2001 |
| 1990 Contracts A-Digi               | 1997 |
| 1982 Contracts Box #27              | 1989 |
| 1999 Contracts Jao-Z Box #25        | 2016 |
| 1982 Contracts Box #26              | 1989 |
| 1985 Contracts Nor-Wal Box #36      | 1992 |
| 1989 Contracts A-Cros Box #38       | 1996 |
| 1993 Contracts L-R Box #39          | 2000 |
| 1986 Contracts Mir-Union Box #32    | 1993 |
| 1987 Contracts So-Z Box #43         | 1994 |
| 1988 Contracts M-Sal Box #44        | 1995 |
| 1990 Contracts Pro-Yan Box #35      | 1998 |
| 1984 Contracts Op-Z Box #42         | 1991 |
| 1998 Contracts Mi-Z Box #31         | 2005 |
| 1986 Contracts Wal-Yar Box #33 (1)  | 1993 |
| 1985 Contracts War-Wood Box #33 (2) | 1993 |
| 2007 Contracts A-L Box #5           | 2014 |
| 1998 Contracts A-C Box #40          | 2005 |
| 1993 Contracts A-D Box #34          | 2000 |

## **PUBLIC WORKS**

| <u>Item</u>                                       | <u>Destruction Date</u> |
|---------------------------------------------------|-------------------------|
| 2012 Return Mail                                  | 2013                    |
| 2008 Billing Registers                            | 2013                    |
| 2008-2009 Return Mail                             | 2013                    |
| 2005 Billing Registers                            | 2010                    |
| Water Billing 6/1/2010-6/17/2010                  | 2017                    |
| 2005-2006 Meter Reading/Shut Off                  | 2017                    |
| 2011 Return Mail                                  | 2017                    |
| 2002 Vacation Slips Water & Sewer Service Reports | 2007                    |
| 2008 Meter Reading                                | 2010                    |
| 2004 Returned Mail                                | 2007                    |
| 2005 Billing Records                              | 2010                    |
| 2007 Repairs                                      | 2011                    |
| 2007 Cash Receipts                                | 2011                    |
| 2012 PA One Call                                  | 2014                    |
| 2009 Return Mail                                  | 2014                    |
| 2009 Eden High Reports                            | 2014                    |
| 2006 Return Mail                                  | 2008                    |
| 2011 Return Mail                                  | 2013                    |
| 2009/2010 Meter Reading/Eden High Reports         | 2012                    |
| 2006, 2007, 2008 Service Orders                   | 2011                    |
| 2004 Daily Computer Reports/Meter Tests           | 2007                    |
| 2009 Water Meter Billing Reports                  | 2014                    |
| 2006/2007 Water/Billing Records                   | 2012                    |
| 2009 PA One Calls                                 | 2010                    |
| 2012 PA One Calls                                 | 2014                    |
| 2006/2011 Billing Records                         | 2016                    |
| 2010 One Calls                                    | 2011                    |
| 2013 PA One Calls                                 | 2014                    |
| 2013 PA One Calls                                 | 2014                    |

|                                       |      |
|---------------------------------------|------|
| 2007 Service Orders                   | 2015 |
| 2006 One Call                         | 2008 |
| 2003 One Call                         | 2005 |
| 2007/2008 Maint                       | 2014 |
| 2006/2007 Service Calls               | 2013 |
| 2008 PA One Call                      | 2009 |
| 2007 Billing Records                  | 2011 |
| 2007 Meter Reading                    | 2016 |
| 2010 Service Orders                   | 2016 |
| 2011/2013 Low MVRs                    | 2013 |
| 2002/2003 Water Meter Repairs         | 2008 |
| 2005 Return Mail                      | 2010 |
| 2008 Misc Invoices                    | 2013 |
| 2011 Returned Mail                    | 2016 |
| High Meter Reading                    | 2012 |
| 2007/2008 Billing Registers           | 2013 |
| 2005 Billing Records                  | 2011 |
| 2006 Water Meter Reading              | 2012 |
| 2002 Service Order                    | 2007 |
| 2003 Time Cards                       | 2006 |
| 2008 Cash Receipts                    | 2012 |
| 2010 Service Orders                   | 2012 |
| 2004 PA One Calls                     | 2005 |
| 2010 Daily Sheets, 2009 Leak Notice   | 2015 |
| 2008/2009 Service Orders              | 2014 |
| 2009/2010 Water Service Repairs       | 2016 |
| 2009/2010 Water Shut Off              | 2016 |
| 2007 Service Orders                   | 2012 |
| 2004 PA One Calls                     | 2005 |
| 2004 Payroll                          | 2007 |
| 2010 Time Cards                       | 2013 |
| 2003 Meter Reading Tests              | 2008 |
| 2005 Water Shut Off                   | 2006 |
| 2006 Cash Receipts                    | 2007 |
| 2005 Billing Registers                | 2010 |
| 2009 Meter Readings                   | 2013 |
| 2010 PA One Calls                     | 2015 |
| 2006 Meter Reading                    | 2012 |
| 2006 Payroll                          | 2009 |
| 2008 Water Service Sewer Repairs      | 2014 |
| 2005 PA One Call                      | 2006 |
| 2000 Water Service                    | 2005 |
| Stormwater 2013 Timesheets            | 2017 |
| Billing Register 2007                 | 2017 |
| Stormwater 1992-1994                  | 1997 |
| Stormwater 1991 Payroll/Time Cards    | 1996 |
| Stormwater 1995 Payroll               | 1999 |
| Stormwater Maint. 2008-2009           | 2011 |
| Stormwater 2006 Payroll               | 2009 |
| Stormwater 2008 Service Orders        | 2013 |
| Stormwater 2003 CDL Sheets            | 2004 |
| Stormwater 2003-2004 Rebates/Shutoffs | 2005 |

|                                                |      |
|------------------------------------------------|------|
| Stormwater 2001 PA1Calls<br>& Accts. Payable   | 2015 |
| Stormwater 2009 Time Cards                     | 2012 |
| Stormwater 2002 Payroll                        | 2005 |
| Stormwater 2003 Payroll                        | 2006 |
| Stormwater Time Cards 2011                     | 2014 |
| Stormwater Old Personel files                  | 2007 |
| Stormwater 2001 Payroll                        | 2004 |
| Stormwater 2005 Payroll                        | 2008 |
| Stormwater 1990s Cross Training Staff Meetings | 1993 |
| Stormwater Emp. Files-Sick Vaca Reports        | 2009 |
| Stormwater 2001 Time Cards                     | 2004 |
| Stormwater 2004-05 Leaks/Pa1 Calls             | 2010 |

## **RECYCLING**

| <u>Item</u>                         | <u>Destruction Date</u> |
|-------------------------------------|-------------------------|
| 1994-2001 Curbside weight Slips     | 2018                    |
| 2004 Libber Basket repair           | 2018                    |
| 2009 Audit Reports                  | 2018                    |
| 2002-2007 Commercial Report         | 2018                    |
| 1996-2000 Report Reforms            | 2018                    |
| 1998-2011 Graffiti                  | 2018                    |
| 2009 Purchase Orders                | 2018                    |
| 2004-2009 Water Monitoring          | 2018                    |
| 2005-2011 SWEEP Tickets             | 2018                    |
| 1993-1996 Performance Grant         | 2018                    |
| 1990-1992 902 Grants                | 2018                    |
| 1990-1993 Solid Waste Bids          | 2018                    |
| 1994-2001 DEP Grants                | 2018                    |
| 2003-2014 SWEEP Officer Logs        | 2018                    |
| 2011 Invoices                       | 2018                    |
| 2011-2012 Tax Certs                 | 2018                    |
| 2008-2010 SWEEP Receipts            | 2018                    |
| Closed and Inactive SWEEP Citations | 2018                    |
| 2011 Returned Email                 | 2018                    |
| 2016 Rejection Slips                | 2018                    |
| 2015 Missed List                    | 2018                    |
| 2005-2006 Claims                    | 2018                    |
| 2008-2010 Paid & Withdrawn Tickets  | 2018                    |

## **HEALTH BUREAU**

| <u>Item</u>                                              | <u>Destruction Date</u> |
|----------------------------------------------------------|-------------------------|
| <u>Administration</u>                                    |                         |
| 2010-11 Invoices/Deposit Slips/Time Off Requests 2 Boxes | 2017                    |
| 2012 Timesheets and Time Off Requests 2 Boxes            | 2017                    |
| 2007 PO, Revenues, Deposit Slips 1 Box                   | 2017                    |
| Terminated Personnel Files 2 Boxes                       | 2017                    |
| Printing and Supply Orders/Expired Grants 1 Box          | 2017                    |
| Accounts Payable/Purchase Orders/Deposits/Revenues 1 Box | 2017                    |
| 2010-12 Invoices/Deposit Slips/Time Off Requests 3 Boxes | 2017                    |
| 2013-2015 Timesheets and Time Off Requests 3 Boxes       | 2017                    |



Clinical Services

|                                       |      |
|---------------------------------------|------|
| Immunization Records 3 Boxes          | 2017 |
| Maternal Child Health Records 2 Boxes | 2017 |
| Lead Cases 3 Boxes                    | 2017 |

Environmental Health

|                                   |      |
|-----------------------------------|------|
| Community Health Complaints 1 Box | 2017 |
| Facility Files 3 Boxes            | 2017 |
| Clerical Files 1 Box              | 2017 |

Chronic Disease

|                                                  |      |
|--------------------------------------------------|------|
| 2009 Cancer Files 3 Boxes                        | 2017 |
| 2009 Nutrition and Physical Activity Files 1 Box | 2017 |
| 2009 Clerical Files 1 Box                        | 2017 |

Injury Prevention

|                                         |      |
|-----------------------------------------|------|
| 2010 Cancer Files 6 Boxes               | 2017 |
| 2010 Nutrition and Activity Files ½ Box | 2017 |
| 2010 Clerical Files 1 Box               | 2017 |

Communicable Disease

|                                       |      |
|---------------------------------------|------|
| Sexually Transmitted Diseases 8 Boxes | 2017 |
|---------------------------------------|------|