



CITY OF ALLENTOWN

No. 29701

RESOLUTION

R107 - 2018

Introduced by the Administration on September 5, 2018

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,

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 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 th 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 th 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
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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-Contrail 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 & 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
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	Yea	Nay
Candida Affa	X	
Julio A. Guridy	X	
Daryl Hendricks	X	
Cynthia Mota	X	
Courtney Robinson	X	
Ed Zucal	X	
Roger MacLean, Pres.	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 29701 was adopted by the City Council of Allentown on the 5th day of September, 2018, and is on file in the City Clerk's Office.


 City Clerk