



CITY OF ALLENTOWN

No. 8

RESOLUTION

R8 - 2019

*Introduced by the Administration on February 6, 2019*

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**Authorizes Disposition of Certain Records**

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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>
2009 BPT 4/19/2010 – 4/21/2010	2018
2009 BPT 4/14/2010 – 4/19/2010	2018
2009 BPT 4/22/2010 – 6/15/2010	2018
2009 BPT 8/22/2010 – 12/31/2010	2018
2007 Berkheimer Municipal EIT Tape	2014
Misc Claims from 2002 and before	2009
1997-1998 FR1s	2007
1 <sup>st</sup> Quarter EMS 2007 Detail	2014
LST 3 – EMST 3	2016
2007 3 <sup>rd</sup> Quarter ET1 – EMST	2014
Water Billing 3/24/2011 – 4/8/2011	2018
Water Billing 7/20/2010 – 8/6/2010	2017
Water Billing 12/15/2009 – 12/31/2009	2017
Water Billing 5/2/2011 – 5/18/2011	2018
Water Billing 8/30/2010 – 9/16/2010	2017
OP3 IT1 ET1 2011	2018
Water Billing 1/4/2010 – 1/19/2010	2017
Water Billing 9/23/2009 – 10/5/2009	2016
EMST 1	2017
Water Billing 1/1/2011 – 1/20/2011	2018
Water Billing 1/21/2011 – 2/11/2011	2018
2005-2006 Tax Info	2013
2002 Distribution by Vendor	2014
Water Billing 11/17 – 12/9	2017
Water Billing 2/11/2011 – 3/7/2011	2018
2007 Tax Certs 70006 – 70856	2014
2007/2008 School Real Estate 8/13 – 8/30	2015
2007/2008 School Real Estate 11/1 – 12/6	2015
12/12/2007 – 12/31/2007	2014
2005 IT 3 and ET1	2012
2007 Monthly Reconciliations Cash Sheets	2015
Return Mail 11/10/2008	2015
2003 Distribution by Vendor Account	2014
2006,2007, 2008 LST Letters P-Z EMST A-Z	2018
Portnoff Letters	2018
Return Mail	2017
City Real Estate Prin Years	2017
Water Billing March 2, 2010 to March 16, 2010	2017
Water Billing March 31 – March 17	2017
Water Billing May 10 – May 28	2017
Water Billing June 18 – July 6 2010	2017
Water Billing July 7 – July 19 2010	2017
2008/2009 School Real Estate July 9 – August 13	2017

2005 Claims W2s	2018
Bus Priv Tax Returns 2009	2017
LST3 – 1 <sup>st</sup> Records Forms ET1 ITs	2017
2011 City Real Estate Interim and Trash 1 of 7	2018
2011 City Real Estate 2/4 – 3/3 2 of 7	2018
2011 City Real Estate March 4 – April 6 3 of 7	2018
2011 City Real Estate April 7 – May 12 4 of 7	2018
2011 City Real Estate May 12 – June 15 5 of 7	2018
2011 City Real Estate June 16 – October 31 6 of 7	2018
2011 Rental Inspection 1 of 2	2018
Water Billing 5/19/2011 – 6/7/11	2017
Water Billing 6/28/2011 – 7/14/2011	2017
Water Billing 7/15/2011 – 8/3/2011	2017
Water Billing 8/4/2011 – 8/24/2011	2017
Water Billing 9/30/2011 – 10/21/2011	2017
Water Billing 10/25/2011 – 11/18/2011	2017
2011 City Real Estate Box 7 of 7 9/1 – 12/31	2018
2009/2010 Mailroom Supplies	2017
2011 Misc Inv. Receipts 5/6 – 11/30	2018
Various Refunds	2018
Various Refunds	2018
2008 Batch Process 3/14/08 – 5/9/08	2015
Misc EIT	2018
Monthly Reconciliation	2018
2008 Batch Process 5/23/08 – 7/18/08	2015
Bus License Receipts 1/2/09 – 10/28/09	2016

## **REVENUE AND AUDIT**

<u>Item</u>	<u>Destruction Date</u>
Business Licenses 12/30/2010 – 8/31/2011	2018
2011 Resolved CN-EQ 3 <sup>rd</sup> box of 11	2018
2011 Resolved ER- GQ 4 <sup>th</sup> box of 11	2018
2011 Resolved JF-LEH 6 <sup>th</sup> box of 11	2018
2011 Resolved LEI- MZ 7 <sup>th</sup> box of 11	2018
2011 Resolved N- PRE 8 <sup>th</sup> box of 11	2018
2011 Resolved Sast-Thom 10 <sup>th</sup> box of 11	2018
2011 Resolved Change of Addresses & Adj	2018
2011 Resolved Misc 2011 Tax Certs	2018
2008 Resolved Ne-Ph 9 <sup>th</sup> box of 17	2015
2008 Water Sewer Reports	2015
2008 Resolved Hi-Ko 6 <sup>th</sup> box of 17	2015
2010 Resolved A-BA Box 1 of 16	2017
2010 Resolved CJ-D	2017
2010 Resolved LE-ME Box 7 of 16	2017
2010 Resolved PB-RH Box 9 of 16	2017
2010 Resolved SE-T Box 11 of 16	2017
2010 Resolved U-Z	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</u>
<u>Date</u>	
2007 A/P checks 66562 – 67158	2014
2007/2008 Eden Journal	2015
2011 Dept Expenditure Reports	2018
2011 AP checks 112179 to 12771	2018
2011 AP checks 113377 to 115886	2018
2011 Change Orders	2018
2010 Invoice and check postings 5/6/2010 – 8/13/2010	2017
2011 Op checks 116951 – 117552	2018
2011 Invoice check posting receipts 8/3/2011 – 10/22/2011	2018
2011 AP checks 119535 to 119994	2018
2011 AP checks 118976 to 119534	2018
2011 Invoice and check posting reports April 22 to August 1	2018
2011 Invoice and check posting	2018
2011 Closed/open POs report, budget adjustments	2018
2011 AP checks 112772 to 113345	2018
2010 Aflac	2017
2011 Invoice and checks	2018
2008 Sept Daily Desk Sheets	2016
2011 AP checks 116440 – 116950	2018
2011 AP checks 117553 – 11890	2018
2003, 2004 Payroll 2005, 2006	2018
2011 Cancelled PO	2018
2011 OP checks 113346 to 113929	2015
2009 Daily Receipts Jan – Dec	2018
2004 Jan – Jun Internal/Report	2014
2008 AP checks	2015
2005 Petty Cash Checks	2014
2008 Daily Receipts	2015
2004 Jan Internet	2014
2008 AP checks 79363 to 80029	2015
2008 P/R Pen P/R AP Bank Statements	2014
2007 Meridian Statements	2017
Payroll Reports	2017
Tax Certs Responses 2017 Aug/Dec	2017
2008 Daily Desk Sheets September	2016
2010 Daily Desk Sheets October	2017
Worker's Comp 2005-2008 – 2008-2009	2017
2008-2009 Misc Inv Adj	2018
2009 Bank Statements	2017
2005 Bank Statements	2014
Tax Certs 105400 – 106005	2017
1999-2008 Self Ins Auto Workpaper	2015
2012 Desk Sheets Reports June – September	2017
1998 Payroll	2012

Paid Misc Receipt Cards	2010
Pension Reports Dec 2010 – Jan 2011 – Nov	2018
2011 Bank Statement	2018
2011 Journal Entries	2018
1099 Misc 01,04,05,06,09 Budget Summaries 2007,08,09	2017
2011 Upset Sales	2018
2008 AP checks 82896 to 83639	2015
2010 AP checks 107080 – 107640	2017
2011 Payroll Depts 1 box of 4	2018
A/R Invoice Adjustments 2009,2010,2011	2018

## **HUMAN RESOURCES**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2008 Police Promotions/2010 Physical/2008 Disqualifications	2018
2008 Police Applications	2018
10 Years Civil Service/2006-2007 Firefighters	2017
10 Years Civil Service	2018
2008 Police Applications	2018

## **POLICE/EMS**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
Insurance Auth Cards 09012400 – 09013511	2018
Police EMS 1199 SEIU National Benefits 2008 EOBs	2016
Insurance Auth Cards 10000001 – 10001099 2010 1099s	2018
Insurance Auth Cards	2018
2009 Patient Info Forms	2018
Insurance Auth Cards 10002100 – 10003299	2018
Insurance Auth Cards 10003300 – 10004499	2018

## **FIRE**

2007 Budget 2 Boxes	2014
2008 Budget 2 Boxes	2015
2008 Payroll 2 Boxes	2015
2009 Payroll 3 Boxes	2016
2010 Payroll 3 Boxes	2017

## **COMMUNITY & ECONOMIC DEVELOPMENT**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
5 years Brownfields Bus Dev	2017
5 years Executive Secretary	2017
5 years 30 <sup>th</sup> year CDBG 1 of 4	2016
5 years Executive Secretary	2017
29 <sup>th</sup> Year Prep/28 <sup>th</sup> Year Prep	2016
5 years Executive Secretary Box 3 of 6	2017

**CDBG**

<u>Item</u>	<u>Destruction</u>
<u>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**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2009 Daily Work Logs	2017

**BUREAU OF BUILDING STANDARDS AND SAFETY**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2007 Rental Inspections	2015

**POLICE**

<u>Item</u>	<u>Destruction</u>
<u>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</u>
<u>Date</u>	
1975 Contracts A-Z Box #66	1982
1976 Contracts A-P Box #51	1983
1976 Contracts M-W Box #57	1986
1976 Contracts R-Z Box 52	1983
1977 Contracts A-H Box #48	1984
1977 Contracts A-Hask Box #48	1984
1977 Contracts Hib-Sou Box #49	1984
1977 Contracts St-Z Box #71	1990
1979 Contracts A-D Box #59	1986
1979 Contracts E-L Box #58	1986
1979 Contracts M-W Box #57	1986
1980 Contracts Hun-Rob Box #47	1987
1983 Contracts A-C Box #70	1990
1983 Contracts D-I Box #71	1990
1983 Contracts J-P Box #72	1990
1983 Contracts Q-Z Box #73	1990
1984 Contracts Ab-Be Box #56	1991
1984 Contracts Blu-HAD Box #55	1991

1984 Contracts H-Old Box #54	1991
1986 Contracts D-M Box #53	2006
1987 Contracts E-J Box #69	1994
1987 Contracts M-O Box #68	1994
1987 Contracts PP-R Box #67	1994
1987 Contracts SO-Z Box #43	1994
1988 Contracts Sch-Z Box #45	1995
1989 Contracts M-Ron Box #41	2005
1989 Contracts Ros-W Box #64	1996
1990 Contracts I-P Box #61	1997
1991 Contracts Le-Pr Box #63	1998
1992 Contracts Cic-Ins Box #62	1999
1993 Contracts A-D Box #34	2000
1998 Contracts A-C Box #40	2005
2006 Contracts A-J Box #37	2013
2007 Contracts A-L Box #5	2014

## **PUBLIC WORKS**

<u>Item</u>	<u>Destruction Date</u>
2011 DPW Stormwater/Water Meter Installations/Removals	2016
2004 Water Meter repairs Exchanges	2009
2011/2012/2013 Water Shut-Offs	2018
2012 Waterline Notices	2018

## **RECYCLING**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2012 Payroll	2018
2012 Deposits	2018
2012 Requisitions	2018
2012 Invoices	2018
2012-2013 Animal Control Complaints	2018
2015 Missed List	2018
2012 SWEEP tickets (S1000000 – S1118200)	2018
2011-2012 Graffiti Complaints (G06801- G07700)	2018
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</u>
<u>Date</u>	
<u>Administration</u>	
Administrative Value Only Files 4 Boxes	2018
Timesheets and Time Off Requests 2 Boxes	2018
<u>Clinical Services</u>	
Immunization Record 3 Boxes	2018
Maternal Child Health Records 3 Boxes	2018
Lead Cases 2 Boxes	2018
Clerical Files 2 Boxes	2018
<u>Environmental Health</u>	
Community Health Complaints 1 Box	2018
Facility Files 3 Boxes	2018
Clerical Files 1 Boxes	2018
<u>Chronic Disease</u>	
Cancer Files 5 Boxes	2018
Nutrition and Physical Activity Files 1 Box	2018
Clerical Files 1 Box	2018
<u>Injury Prevention</u>	
Account Files 1 Box	2018
Safety Surveys 2 Boxes	2018
Bed Risk Billing 1 Box	2018
Car Seat Distribution 2 Boxes	2018
<u>Communicable Disease</u>	
Sexually Transmitted Disease Patient Files 8 Boxes	2018
Clerical Files 2 Boxes	2018