



CITY OF ALLENTOWN

No. 6

RESOLUTION

R - 2020

*Introduced by the Administration on January 15, 2020*

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**Authorizes Disposition of Certain Records pursuant to State Law**

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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>
2001 Business Privilege Tax	2008
2009 Business Privilege Tax 1/2/2010 – 3/11/2010	2018
2009 Business Privilege Tax 3/15/2010 – 4/6/2010	2018
2009 Business Privilege Tax 4/7/2010 – 4/13/2010	2018
2009 Business Privilege Tax 6/16/2010 – 8/20/2010	2018
July 2008 Claims Run	2018
Water Billing 10/26 – 11-16-2010	2017
2002-2004 EIT Distribution	2014
2007 ET1 Nov 8 – Dec 31	2015
QW1003000 – QW11650 QW50000 – QW50156	2009
1993 FR1s Oct 11 – Dec 4	2007
Claims Run 11/97	2007
Claims Run July 2008	2018
2006, 2007, 2008 LST Letters A-O	2018
Bus License Receipts Misc. Paperwork 4/5/10	2017
2005, 2006, 2007 FR1s N-Z	2018
2008-2009 School Real Estate Receipts 12/8 – ½	2017
Water 2011 4/11 – 4/27	2018
Water Billing 3/8 – 3/25/2010	2018
Water Billing 8/2 – 9/12/2011	2019
2007 County Assessment Changes	2014
2012 City Real Estate Jan – March 13 Box 2 of 7	2019
2012 City Real Estate 4/5 – 5/7 Box 4 of 7	2019
2012 City Real Estate 5/3 – 6/5 Box 5 of 7	2019
2012 City Real Estate 6/6 – 7/10 Box 6 of 7	2019
2012 City Real Estate 7/11 – 12/31 Box 7 of 7	2019
Water Billing 9/13 – 9/29/2011	2018
Claims Books 1999-200	2010
Water Billing 11/16 – 12/7/2011	2018
Water Billing 6/8 – 6/27/2011	2018
Water Billing 12/22/11 – 1/11/2012	2019
Misc Invoice Receipts 11/1/2010 to 5/5/2011	2018
Business License Receipts 10/30/2009 – 12/8/2009	2016
Water 5/18/2012 – 6/6/2012	2019
Water 3/16/2012 – 4/4/2012	2019

**REVENUE AND AUDIT**

<u>Item</u>	<u>Destruction Date</u>
2011 A&E Resolved Thrn – Z	2018
2018 Business License 9/1/2011 – 10/20/2011	2018
2011 A&E Resolved A-BAQ	2018
2011 A&E Resolved Pri-Sans	2018
2012 A&E Resolved Bar-Ci Box 2 of 17	2019
2012 A&E Resolved CJ-Dia Box 3 of 17	2019

2012 A&E Resolved Dib – E Box 4 of 17	2019
2012 A&E Resolved Es-F Box 5 of 17	2019
2012 A&E Resolved Hj – Joh Box 7 of 17	2019
2012 A&E Resolved MB-MN Box 11 of 17	2019
2012 A&E Resolved Rb-Se Box 13 of 17	2019
2012 A&E Resolved Sf-Ti Box 14 of 17	2019
2012 A&E Resolved Tj – Will Box 15 of 17	2019
2012 Monthly Reports Box 17 of 17	2019
2012 Bankruptcy Closed Accounts	2019
2010 Resolved 2010 Health 2010 Water Sewer	2019
2010 Resolved E-Gom Box 4/16	2017

## **PURCHASING**

<u>Item</u>	<u>Destruction Date</u>
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## **TREASURER'S OFFICE**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2011/2012 ANUIT Back-Up	2019
2011 AP checks 114388 to 114919	2018
Daily Desk Sheets March 2013	2018
2011 AP checks 118091-118556	2018
2007 AP Checks 785 to 78813	2014
Final Check List 2007 Positive Reg List	2014
2011 AP checks 118557 – 118975	2018
2008 Tax Certs 83301 – 84400	2015
2010 Daily Desk Sheets	2017
April 2013 Daily Desk Sheets 1 of 2	2019
2008 Tax Certs 822014 – 83300	2015
PR Report 11/07 – 2/8/2008	2017
2012 Bank Statements	2019
Water 12/11/2012 – 12/31/2012	2019
2008 AP Checks 93321 – 93396	2015
Water 6/29/2012 – 7/9/2012	2019
Water 8/15/2012 – 9/6/2012	2019
Water 11/20/2012 – 12/10/2012	2019
Tax Certs 102801 – 103600	2017
2007 Payroll	2014
Water 2/3/2012 – 2/27/2012	2019
2009 AP Checks 95056 – 95662	2016
Water 9/27/2012 – 10/10/2012	2019
Water 11/1/2012 – 11/19/2012	2019
Water 9/7/2012 – 9/27/2012	2019
Water 7/20/2012 – 8/14/2012	2019
Payroll 1996-1997	2000
Water 1/12/2012 – 2/2/2012	2019
2012 Golf Receipts	2019
2012 Golf Receipts	2019
2009-2010 Payroll	2017
2012 April Daily Desk Sheets	2019
2007, 2008, 2009 Labor Dist Reports	2016

2009 Misc Inv Conversion	2017
2009 – 2010 Payroll	2017
2012 Jan/Sept Licensing Reports	2019
Byer Notification Program 2012	2019
2012 May Daily Desk Sheets	2019
2012 March Daily Desk Sheets	2019
Water 6/6/2012 – 6/28/2012	2019
Budget Adj, Find check List, Change Orders	2019
A/P Checks 125324 – 125894	2019
2012 Tax Certs 115200 to 115999	2019
AP Checks 122898 123278	2019
2012 Tax Certs 116800 to 117599	2019
2012 Wires Change Orders	2019
A/P Checks 124337 – 124824	2019
2009 Bank Reports Correction	2018
A/P Checks 2012 126279 – 126720	2019
A/P Checks 2012 128036 – 128462	2019
A/P Checks 2012 126721 – 127141	2019
2012 Tax Certs 116000 – 116741	2019
2012 Tax Certs Responses May to Aug	2019
2012 Tax Certs Certs 114400 – 151199	2019
A/P Checks 2012 125895 – 126278	2019
A/P Checks 2012 123783 – 124336	2019
A/P Checks 2012 120862 – 121350	2019
2012 CDBG, CDEBG Budget entry, towing APA Daily Bank Statements	2019
2012 Pension reports – 2010, 2011, 2012	2019
2012 Journal Entries, 2012 daily bank statements	2019
2012 Desk Sheets – December	2019
2012 Desk Sheets – December	2019
A/R Inv Adj posting	2018
List 2009, 2010, 2011	2010

## **HUMAN RESOURCES**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2008 – 2009 Police Appeals Test Scan Sheets	2019

## **POLICE/EMS**

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

## **FIRE**

## **COMMUNITY & ECONOMIC DEVELOPMENT**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
ARA Bank Statements Box 5	2019
ARA Bank Statements Box 6	2019

Eden Invoices Box 3 of 4	2019
Eden Invoices Box 4 of 4	2019

## **CDBG**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2004 – 2010 Audit Paperwork	2008

## **BUILDING MAINTENANCE**

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

## **BUREAU OF BUILDING STANDARDS AND SAFETY**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2011 Rental Inspections 4/19 – 12/31 2 of 2	2018
2012 Rental Inspections Jan/March 30	2019

## **POLICE**

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

## **CONTROLLERS**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
2012 Contracts A-C #17	2019
2012 Contracts D-L #18	2019
2002 Contracts A-CR	2013

## **PUBLIC WORKS**

<u>Item</u>	<u>Destruction Date</u>
2012 Water Meter Read List	2015
2011 – 2012 High Consumption	2015
2004 Returned Mail	2009
2004 Meter Repair	2009
2011 Water Meter/High Consumption	2018
2004-2005 Maint Billing Records	2015
2010 Earlier – Water High Consumption	2015
2004 High Consumption W/O	2008
Water Bills 9/17 – 10/6/10	2017
2013 Billing Records	2019

## **RECYCLING**

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

## **HEALTH BUREAU**

<u>Item</u>	<u>Destruction</u>
<u>Date</u>	
<u>Administration</u>	
Administrative Value Only Files One Box	2019
Timesheets and Time Off Requests 5 Boxes	2019

LEP Logs/Vehicle Reports/Logs One Box	2019
<u>Clinical Services</u>	
Immunization Record 3 Boxes	2019
Maternal Child Health Records 1 Box	2019
Lead Cases 1 Box	2019
Clerical Files 1 Box	2019
<u>Environmental Health</u>	
Community Health Complaints 1 Box	2019
Facility Files 3 Boxes	2019
Clerical Files 1 Box	2019
<u>Chronic Disease</u>	
Cancer Files 12 Boxes	2019
Nutrition and Physical Activity Files 0.5 Box	2019
Clerical Files 1.25 Box	2019
<u>Injury Prevention</u>	
Account Files 1 Box	2019
Safety Surveys 2 Boxes	2019
Bed Risk Billing 1 Box	2019
Car Seat Distribution 1 Box	2019
<u>Communicable Disease</u>	
Sexually Transmitted Disease Patient Files 2 Boxes	2019
Animal Bites 2 Boxes	2019
Clerical Files 2 Boxes	2019
Tuberculosis 2 Boxes	2019