



CITY OF ALLENTOWN

No. 9

RESOLUTION

R - 2021

Introduced by the Administration on January 20, 2021

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>
2005-2006-2007 FR1s A-M	2018
2008 Payroll	2015
2007 County Assessment Changes	2014
2012 City Real Estate (Including trash)	2019
2012 City Real Estate 3/14 – 4/4	2019
2006 Cash Receipts	2013

REVENUE AND AUDIT

<u>Item</u>	<u>Destruction Date</u>
2011 Resolved BAR-CL 2 of 11	2018
2011 Resolved GR-JE 5 of 11	2018
2013 City Real Estate Receipts	2020
2012-2013 Receipts 58801-59000, 51251-56000	2020
2013 Resolved LAM-LO 9/17	2019
2013 City Real Estate Receipts 1/1/13 – 2/17/13	2020
2013 City Real Estate Receipts 2/18/13 – 3/30/13	2020
2013 City Real Estate Receipts 6/14/13 – 10/31/13	2020
2013 City Real Estate Receipts 11/1/13 – 12/31/13	2020
2013 Health Report January/June	2020
2012 Resolved JOI-LAL	2019
2012 Resolved G- Hi 6/17	2019
2012 Resolved No-RA 12/17	2019
Business Licenses 7/12/12 – 12/31/12	2019
Business Licenses 12/29/11 – 7/19/12	2019
2010 BPT January/March 7, 2011	2020
2010 BPT 4/14 – 4/15	2020
2011 BPT 1/1/12 – 3/19/12	2020
2011 BPT 3/20/12 – 4/10/12	2020
2011 BPT 4/11/12 – 4/18/12	2020
2011 BPT 4/18/12 – 4/20/12	2020
2011 BPT 5/11/12 – 7/13/12	2020
2011 BPT 7/15/12 – 11/30/12	2020
2011 BPT 9/8/11 – 12/31/11	2020
2012 BPT 4/14/13 – 4/15/13	2020
2012 BPT 4/15/13 – 4/30/13	2020
2012 BPT 7/12/13 – 9/5/13	2020
2012 BPT 9/6/13 – 12/31/13	2020
Daily Book Statements January/August	2020
2011, 2012 BPT 12/1/12 to 3/12/13	2020
2011 BPT 4/21/12 to 5/10/12	2020

PURCHASING

<u>Item</u>	<u>Destruction Date</u>
2005 Requisitions 49-80 Box #45	2013

Purchase Orders 46600 – 47099
2003 Purchase Order

2007
2010

TREASURER'S OFFICE

<u>Item</u>	<u>Destruction Date</u>
2008 October Daily Desk Sheets	2016
2013 A/P Reports	2020
2013 January Desk Sheets	2020
2013 January Desk Sheets	2020
2013 February Desk Sheets	2020
2013 April Desk Sheets and Daily Reports	2020
2013 May Desk Sheets	2020
2013 June Daily Receipts	2020
2013 June Daily Receipts	2020
2013 July Desk Sheets	2020
2013 August Desk Sheets	2020
2013 November Desk Sheets	2020
2013 December Desk Sheets	2020
2013 Payroll Reports	2020
2013 Payroll Reports	2020
2013 A/P Reports	2020
2013 A/P Reports	2020
2013 Golf July/August	2020
2012 July Daily Desk Sheets	2019
2012 August Daily Desk Sheets	2019
2012 September Daily Desk Sheets	2019
2012 October Daily Desk Sheets	2019
2012 November Daily Desk Sheets	2019
2013 A/P	2020
2013 A/P Misc 135725 – 136016	2020
Single Audit 1994-2001	2020
2011 Labor Dist	2018
A/R Receipts Feb-oct 2011	2018
2013 A/P Receipts	2020
2013 Daily Bank Statement	2018
2012 Water & Sewer January/September	2019
2012 Postings/Check Postings 4/19 – 7/19	2019
2012 A/P Checks 121351 – 121908	2019
2012 A/P Checks 121909 – 122417	2019
2012 A/P Checks 124825 – 125322	2019
2012 A/P Checks 127142 – 127600	2019
A/P Checks 128932-129467 Box #2	2020
A/P Checks 129468-129871 Box #3	2020
A/P Checks 129872-130368 Box #4	2020
A/P Checks 131312-131792 Box #7	2020
A/P Checks 131792-132229 Box #8	2020
A/P Checks 132230-132754 Box #9	2020
A/P Checks 132755-133225 Box #10	2020
A/P Checks 133226-133684 Box #11	2020
A/P Checks 133685-134134 Box #12	2020
A/P Checks 134941-135360 Box #15	2020
A/P Checks 130845-131311	2020

AP Checks 134135-134533 Box #13	2020
A/P Checks 134534-134940	2020
2012 A/P Wires/Change Orders	2019
2012 A/P Final Check List	2019
2009, 2010, 2011 Ordinances	2018
2013 Various Reports (EMS, etc)	2020
2012 Invoice Postings/Check Postings 7/20/12 – 10/29/12	2019
2012 A/P Checks 269000-271008, 271009-272999, 27300-27435 27436-27601, 27602-27706, 27707-27843, 27844-27969	2020
Grants 2005-2010	2020
Department Expenditures Reports	2019
2012 Daily Bank Statements	2019
2013 Tax Certifications 132,800-133599 #5 of 10	2020
2011 October Daily Desk Sheet	2018
2013 Tax Certifications Responses Jan, Feb, March, April	2020
2013 Tax Certifications Responses May, June, July, August, September	2020
2013 Tax Certifications Responses October, November, December	2020
2013 Tax Certifications 130762-131399	2020
2013 Tax Certifications 131400-132099	2020
2013 Tax Certifications 132100-132799	2020
2013 Tax Certifications 130002-130699	2020
2013 Tax Certifications 133600-134399	2020
2013 Tax Certifications 134400-135099	2020
Payroll 2006, 2007, 2008	2015

HUMAN RESOURCES

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

POLICE/EMS

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

<u>Item</u>	<u>Destruction Date</u>
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COMMUNITY & ECONOMIC DEVELOPMENT

<u>Item</u>	<u>Destruction Date</u>
ARA – AP Invoices Various Years #8	2019

CDBG

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

BUILDING MAINTENANCE

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

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

2012 Rental Inspections 4/2/- 12/31	2019
2012 Rental Inspections Jan – March 30	2019
1999 Financial Documents	2006

CONTROLLERS

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

PUBLIC WORKS

<u>Item</u>	<u>Destruction Date</u>
2007 Shut-Offs – Turn Ons, Sewer & Meter Adj.	2012
2002-2003 Meter Read List	2008
2009 Meter Repairs – Misc.	2018
2010 Rebates – Billing 2002-2008, Ward Changes-1990-97, Tenant Changes	2013
2012 Meter Repairs 2012 Daily Report	2017
2012-2013 Bills – Water Meter 2011	2018
2002-2003 Service Orders	2018
2003 Refunds/Correspondence	2020
2008 Billing/Req	2013
2012-2013 Meter Read List	2018
2002 Billing Registers	2007
2011 Water Meter Readings	2017
2010 MVRs Reports	2017
2005 Stand by Service Orders	2006
2005 Billing Reports	2010
2004 Shut Offs	2009
2003 Meter Reading Records	2008
2008 Meter Shop Shut Offs	2009
2004 Billing Registers	2010
2007 Complaint Log	2008
2007 Meter Shut Offs	2008
2007 Billing Reg.	2008
2009 Billing Reg.	2014
2004 Received Copies	2013
SLM Service Order	2004
2010 Billing	2015
2011 Service Order	2012
Payroll	2008
2011 Refunds/Misc. 2012 Bills	2019
Numbered Streets Service Orders	2005
Shut Off Repair Meter	2003
2009 Meter Reports	2013
2006 Shut Offs	2011
2011-2012 Shut Offs	2018
Attendance Reports	2006
2005-2006 Service Order Meter	2011
Rad Service Log	2005

2003 Purchase Orders	2011
2009 Billing Records	2011
2005 Meter Reader	2011
Payroll	2010
Meter Service Orders	2005
2011 Meter Reading	2016
2007 PA 1 – Call	2008
Meter Service Orders	2016
Meter Service Orders	2006
2008 Water Meter Shut Offs	2014
Meter Shop Service Orders	2007
Service Orders	2005
Billing 1/10/12 – 12/25/12	2009
2005 Billing Records	2010
2008 Billing Register	2010
2010, 2012 Invoices-Purchase Orders	2020
2009 Records/2010 Maint	2015
2001 Payroll Vacation Slips	2005
2001 Attendance Reports, 2001 Stand by Sheets	2015
2009 Billing Records	2015
2012-2013 Sewer & Water Readings	2018
Water Billing 12/8 – 12/21/11	2018
2012-2013 Water Meter Reading	2019
2004 Payroll, Vacation, Stand by	2018
2003 Billing Records	2005
2004 Call out Sheets	2008
2002 Service Orders	2007
2010-2011 Water Meter Information	2017
2008 Billing Records	2009
2010/2011 Water Meter Readings	2016
2000 Water/Sewer Meter Readings	2006
2004 Billing Register	2006
2011 Payroll Timecards	2016
2009 Purchase Orders	2015
2005 Service Orders	2011
1998 Timecards	2001
2008 Billing Records	2009
2013 Time Sheets	2017
2012 Water Billing Register Reports	2012
Returned Mail	2006
2007 Returned Mail	2008
2007 Water Billing Register Reports	2012

RECYCLING

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

<u>Item</u>	<u>Destruction Date</u>
Rental Receipts	2018
Rental Receipts	2018
2006 Inspection Invoices	2013

HEALTH BUREAU

Item

Destruction Date

Administration

Administrative Value Only Files 4 Boxes	2020
Timesheets and Time Off Requests 3 Boxes	2020
LEP/Logs/Vehicle Reports/Logs 1 Box	2020
Invoices 1 Box	2020

Clinical Services

Immunization Records 3 Boxes	2020
Maternal Child Health Records 1 box	2020
Lead Cases 1 Box	2020
Clerical Files 3 Boxes	2020

Environmental Health

Community Health Complaints 1 Box	2020
Facility Files 3 Boxes	2020
Clerical Files 1 Box	2020

Chronic Disease

Cancer Files 10 Boxes	2020
Nutrition and Physical Activity Files 1 Box	2020
Clerical Files 2 Boxes	2020

Injury Prevention

Account Files 1 Box	2020
Safety Surveys 2 Boxes	2020
Bed Risk Billing 1 Box	2020
Car Seat Distribution 1 Box	2020

Communicable Disease

Sexually Transmitted Disease Patient Files 2 Boxes	2020
Animal Bites 2 Boxes	2020
Clerical Files 2 Boxes	2020
Tuberculosis 2 Boxes	2020