

**Resolution 2014-048**

WHEREAS, The Bordentown Sewerage Authority has secured from the Division of Archives and Records Management in the Department of State authorization to destroy certain public records in accordance with the provision of the New Jersey Destruction of Public Records Law, N.J.S.A. 47:3-17 and N.J.A.C. 15:3.

NOW THEREFORE BE IT RESOLVED by The Bordentown Sewerage Authority this 21st day of July 2014 that the public records indicated on the attached authorization forms be and the same are hereby directed to be destroyed in a manner consistent with all legal requirements.

THE BORDENTOWN SEWERAGE AUTHORITY

By:   
Ronald L. Marino, Chairman

Attest:

  
Nancy A. Liberman, Secretary

**1. Requested Agency Name (Name, Address and Telephone No)**

MUNICIPAL UTILITIES & AUTHORITIES  
954 Farnsworth Ave Bordentown NJ 08505

**1. A Agency Retention Schedule Number:** M100000 - 008

<b>2. Request ID</b> 21739	<b>3. RIM Request ID</b> 21739	<b>4. Request Date</b> 7/8/2014	<b>5. RMS Review Status</b> Disposition Completed	<b>6. Authorization Number</b> 516314	<b>7. Authorization Date</b> 7/14/2014
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**8. Agency Review Comments:**

**9. Review Comments:** jb 7/14/2014

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0304-0001	01/2007	12/2007				0.50	0.00
2	Authorized	0002-0000	01/2007	12/2007				0.50	0.00
3	Authorized	0304-0004	01/2007	12/2007				0.50	0.00
4	Authorized	0416-0001	01/2007	12/2007				0.50	0.00
5	Authorized	0003-0000	01/2007	12/2007				0.50	0.00
6	Authorized	0102-0002	01/2007	12/2007				0.75	0.00
7	Authorized	0313-0001	01/2007	12/2007				0.75	0.00
8	Authorized	0314-0001	01/2007	12/2007				0.25	0.00
9	Authorized	0313-0004	01/2007	12/2007				0.50	0.00
10	Authorized	0327-0001	01/2007	12/2007				0.50	0.00
11	Authorized	0321-0000	01/2007	12/2007				0.25	0.00
12	Authorized	0406-0001	01/2007	12/2007				0.25	0.00
13	Authorized	0101-0000	01/2007	12/2007				0.75	0.00
14	Authorized	0005-0000	01/2007	12/2007				0.75	0.00
15	Authorized	0511-0000	01/2013	11/2013				0.25	0.00
16	Authorized	0503-0001	01/2007	12/2007				0.50	0.00
<b>Total:</b>								<b>8.00</b>	<b>0.00</b>

**Instructions:**  
 This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.

**1. Requesting Agency Name and Address**  
 MUNICIPAL UTILITIES & AUTHORITIES  
 954 Farnsworth Ave Bordentown NJ 08505

**1.A Agency Retention Schedule Number**  
 M100000 - 008

**2. Request Id/Date**  
 21739  
 7/8/2014

**3. Requested By**  
 Judith Wilson

**4. Request Approved By**  
 Richard D. Eustace

**5. Records Manager**  
 Judy Wilson

**6. Archival Review**  
 Not Required

**7. Early Records Disposal** (Due to Document Conversion or Damage)  
 Microfilm  
 Damaged Records Certificate

**8. Comments - Document Conversion or Damage**  
 Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.

#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		13. Dispose After	14. Volume (in Cubic Feet)
				From (MM/YYYY)	To (MM/YYYY)		
1	10304-0001	Purchase Order File (Original) * Auditor Verification Required	6 Years	01/2007	12/2007		0.50
2	10002-0000	Bank Statements * Auditor Verification Required	6 Years	01/2007	12/2007		0.50
3	10304-0004	Purchase Order File - Log * Auditor Verification Required	6 Years	01/2007	12/2007		0.50
4	10416-0001	Time Records File (Agency Original) * Auditor Verification Required	6 Years	01/2007	12/2007		0.50

**For Records Management Services Use Only:**

**Total Volume:** 2.00

**15. Audit Verification**

**15.A Auditor's Signature**  
 [Signature]

**15.B Date**  
 7/19/14

**16. Authorization**

**16.A Authorization Date**

**16.B Authorization Number**

**16.C Authorizing Signature, Records Management Services**

**17. Disposition**

**17.A Verification Signature**

**17.B Date**

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**1.A Agency Retention Schedule Number**  
 M100000 - 008

**2. Request Id/Date**  
 21739  
 7/8/2014

**3. Requested By**  
 Judith Wilson

**4. Request Approved By** (Requesting Agency Signature) *Judith Wilson*

**5. Records Manager**  
 Judy Wilson

**6. Archival Review**  
 Not Required

**7. Early Records Disposal** (Due to Document Conversion or Damage)  
 Microfilm  
 Digital Image  
 Damaged Records Certificate

**8. Comments - Document Conversion or Damage**  
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				From (MM/YYYY)	To (MM/YYYY)		
5	0003-0000	Cashier Stubs * Auditor Verification Required	6 Years	01/2007	12/2007		0.50
6	0102-0002	Journal/Ledger - Subsidiary * Auditor Verification Required	6 Years	01/2007	12/2007		0.75
7	0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger * Auditor Verification Required	6 Years	01/2007	12/2007		0.75

**For Records Management Services Use Only:**

**Total Volume:** 2.00

**15. Audit Verification**

**15.A Auditor's Signature** *[Signature]*

**15.B Date** 7/9/14

**16. Authorization**

**16.A Authorization Date**

**16.B Authorization Number**

**16.C Authorizing Signature, Records Management Services**

**17. Disposition**

**17.A Verification Signature**

**17.B Date**


**Instructions:**  
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**1.A Agency Retention Schedule Number**  
 M100000 - 008

**2. Request Id/Date**  
 21739  
 7/8/2014

**3. Requested By**  
 Judith Wilson

**4. Request Approved By** (Custodian of Public Record Signature)  


**5. Records Manager**  
 Judy Wilson

**6. Archival Review**  
 Not Required

**7. Early Records Disposal** (Due to Document Conversion or Damage)  
 Microfilm  
 Damaged Records Certificate

**8. Comments - Document Conversion or Damage**


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				From (MM/YYYY)	To (MM/YYYY)		
8	0314-0001	Pension File - Quarterly Report of Contributions * Auditor Verification Required	6 Years	01/2007	12/2007		0.25
9	0313-0004	Payroll File - Payroll Reports * Auditor Verification Required	6 Years	01/2007	12/2007		0.50
10	0327-0001	Voucher/Warrant File (Original) * Auditor Verification Required	6 Years	01/2007	12/2007		0.50
11	0321-0000	State Government Quarterly Report of Wages Paid * Auditor Verification Required	6 Years	01/2007	12/2007		0.25

**For Records Management Services Use Only :**

**Total Volume :** 1.50

**15. Audit Verification**

**15.A Auditor's Signature**  


**15.B Date**  
 7/15/14

**16. Authorization**

**16.A Authorization Date**

**16.B Authorization Number**

**16.C Authorizing Signature, Records Management Services**

**17.A Verification Signature**

**17.B Date**

**17. Disposition**

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 Judith Wilson

**4. Request Approved By**  
 (Requesting Agency Signature) *Richard D. Eustach*

**5. Records Manager**  
 Judy Wilson

**6. Archival Review**  
 Not Required

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 Digital Image  
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				From (MM/YYYY)	To (MM/YYYY)		
12	0406-0001	Health Benefits File - Monthly Billing List * Auditor Verification Required	6 Years	01/2007	12/2007		0.25
13	0101-0000	Daily Cash Journal * Auditor Verification Required	6 Years	01/2007	12/2007		0.75
14	0005-0000	Deposit Slips (Agency Original) * Auditor Verification Required	6 Years	01/2007	12/2007		0.75
15	0511-0000	Recordings of Public Meetings - Public Officials - Audio/Video (Analog and Digital)	80 Days	01/2013	11/2013		0.25
16	0503-0001	Correspondence - General External	3 Years	01/2007	12/2007		0.50

**For Records Management Services Use Only :**

**Total Volume :** 2.50

**15. Audit Verification**

**15.A Auditor's Signature**  
*Judy Wilson*

**15.B Date**  
 7/9/14

**16. Authorization**

**16.A Authorization Date**

**16.B Authorization Number**

**16.C Authorizing Signature, Records Management Services**

**17. Disposition**

**17.A Verification Signature**

**17.B Date**