


**Resolution 2012-045**

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 30th day of May 2012 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

# REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL RECEIVED

INSTRUCTIONS: Please type or print. This request must be submitted prior to the disposition of any public records. State agencies must complete items 1. through 9., county and municipal agencies must also complete items 10. A and 10. B, if fiscal records are listed. Return intact form (all four parts) to: DISPOSAL REQUESTS, Department of State, Division of Archives and Records Management (DARM), 2300 Stuyvesant Avenue, P.O. Box 307, Trenton, N.J. 08625. For questions or assistance, call (609) 530-3208. Please include self-addressed envelope for expedited service.

1. REQUESTING AGENCY NAME (Name, Address, and Telephone)  
**Bordentown Sewerage Authority**  
954 Farnsworth Avenue  
P.O. Box 396  
Bordentown, NJ 08605

1. A. AGENCY RETENTION SCHEDULE NUMBER  
**1006**

3. REQUESTED BY (Signature and Title)  
*W. Klim*  
**W. Klim**  
Administrative Manager

2. REQUEST DATE  
**4/20/12**

4. REQUEST APPROVED BY (Custodian of Public Record Signature and Title) - The Request Approved By signature may not be the same as the Requested By signature in Item 3.  
*Richard V. Ender*  
**Richard V. Ender**  
Sewerage Authority

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 litigation and are not required for a present or future audit. NOTE: Items 5., 6., and 8. must be completed as they appear on an approved records retention schedule.

5. SERIES NUMBER	6. RECORD SERIES TITLE	7. INCLUSIVE DATES		8. RETENTION PERIOD	9. VOLUME (Cubic Feet, Boxes, or File Cabinets)
		From (Mo/Yr)	To (Mo/Yr)		
0304-0001	Purchase Orders	1/12/05	12/31/05	6 Years	1 Box
1401	Bank Records	1/1/05	12/31/05	6 Years	1 Box
1006	PO Register	1/1/05	12/31/05	6 Years	1 Box
1404-0001	Water Consumption Agreement	1/1/05	12/31/05	6 Years	1 Box
0409	Leave Requests	1/1/05	12/31/05	6 Years	3 Boxes
1356	Time Cards w/ Timesheets	1/1/05	12/31/05	6 Years	3 Boxes
0352	Cashier Receipt Stubs	1/1/05	12/31/05	6 Years	2 Boxes
0350	Accts Receivable Journals	1/1/05	12/31/05	6 Years	4 Boxes
0350	Accts Payable Journals	1/5/05	12/31/05	6 Years	4 Boxes
1006	Agreements (misc.)	1/1/05	12/31/05	6 Years from Term.	3 Boxes
0503	General Correspondence	1/1/03	12/31/03	Periodic Review	3 Boxes

FOR DIVISION USE ONLY:  
 TOTAL VOLUME: **(21)**

10. AUDIT VERIFICATION		11. AUTHORIZATION		12. DISPOSITION	
10. A. AUDITOR'S SIGNATURE <i>[Signature]</i>	11. A. AUTHORIZATION DATE <b>5-3-2012</b>	11. B. AUTHORIZATION NUMBER <b>80-157</b>	<input type="checkbox"/> SHRED	<input type="checkbox"/> RECYCLE	<input type="checkbox"/> TRANSFER TO ARCHIVES
10. B. DATE <b>4/20/12</b>	11. C. DIRECTOR'S SIGNATURE, DIVISION OF ARCHIVES & RECORDS MANAGEMENT <i>[Signature]</i>		<input type="checkbox"/> OTHER:	12. A. VERIFICATION (Signature)	
				12. B. DATE	