

**Resolution 2013-048**

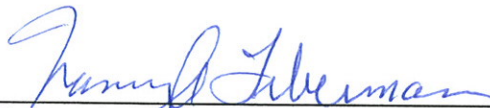
WHEREAS, The Bordentown Sewerage Authority has secured from the Division of Archives and Records Management in the Department of State authorization to destroy certain public records in accordance with the provision of the New Jersey Destruction of Public Records Law, N.J.S.A. 47:3-17 and N.J.A.C. 15:3.

NOW THEREFORE BE IT RESOLVED by The Bordentown Sewerage Authority this 15th day of July 2013 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**

1. REQUESTING AGENCY NAME (Name, Address, and Telephone No.)  
**Bordentown Sewerage Authority**  
 954 Farnsworth Avenue  
 P.O. Box 396

1. A AGENCY RETENTION SCHEDULE NUMBER **08505**

1. REQUESTING AGENCY NAME (Name, Address, and Telephone No.)  
 Bordentown Sewerage Authority  
 954 Farnsworth Avenue  
 P.O. Box 396

1. A AGENCY RETENTION SCHEDULE NUMBER **08505**

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.

3. REQUESTED BY (Signature and Title)  
*Judith Wilson*  
 Judith Wilson Admin. Mgr.

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.)  
*[Signature]*

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	1/1/06	12/31/06	6 yrs	1 Box
1401	Bank Records	1/1/06	12/31/06	6 yrs	1 Box
1406	PO Register	1/1/06	12/31/06	6 yrs	1 Box
<del>2400-0000X</del>	1				
0409	Leave Requests	1/1/06	12/31/06	6 yrs	
1356	Time Cards w/ Timesheets	1/1/06	12/31/06	6 yrs	
0352	Cashier Receipt Stubs	1/1/06	12/31/06	6 yrs	1 Box
0350	Accts Receivable Journals & Customer Billing Registers	1/1/08	12/31/06	6 yrs	10 Boxes
0350	Accts Payable Journals	1/1/06	12/31/06	6 Years	4 Boxes
0503	General Corresp.	1/1/06	12/31/06	Periodic Rev	3 Boxes
0512	Meetin Cassettes	1/1/08	12/31/12		
0328	Payroll Tax Records	1/1/2000	12/31/09	7 Yrs	2 Boxes

FOR DIVISION USE ONLY:

TOTAL VOLUME	

10. AUDIT VERIFICATION		11. AUTHORIZATION		12. DISPOSITION	
10.A. AUDITOR'S SIGNATURE <i>[Signature]</i>	11.A. AUTHORIZATION DATE	11.B. AUTHORIZATION NUMBER	<input type="checkbox"/> SHRED	<input type="checkbox"/> RECYCLE	<input type="checkbox"/> TRANSFER TO ARCHIVES
10.B. DATE <i>6/6/13</i>	11.C. DIRECTOR'S SIGNATURE, DIVISION OF ARCHIVES & RECORDS MANAGEMENT		<input type="checkbox"/> OTHER:		12. B. DATE