

RESOLUTION 2018-52

BORDENTOWN SEWERAGE AUTHORITY  
COUNTY OF BURLINGTON

RESOLUTION AUTHORIZING DESTRUCTION OF PUBLIC  
RECORDS

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 16th day of July 2018 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: 

James E. Lynch, Jr., Chairman

Attest: 

Joseph R. Malone, III, Secretary

<b>REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL</b>		<p><b>Instructions:</b> 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.</p>		<p><b>1. Requesting Agency Name and Address</b> Burlington-Bordentown City MUNICIPAL UTILITIES &amp; AUTHORITIES 954 Farnsworth Ave Bordentown NJ 08505</p>	
<p><b>3. Requested By (Signature)</b> Elizabeth Kwelly Administrative Manager <i>Elizabeth Kwelly</i></p>		<p><b>4. Request Approved By (Signature)</b> Richard Enslace <i>Richard Enslace</i></p>		<p><b>5. Records Manager</b> Elizabeth Kwelly</p>	
<p><b>7. Early Records Disposal (Due to Document Conversion or Damage)</b> Microfilm Digital Image Damaged Records Certificate</p>		<p><b>8. Comments - Document Conversion or Damage</b></p>			

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)
			6 Years	6 Years	From	To (MM/YYYY)		
5	0101-0000	Daily Cash Journal * Auditor Verification Required	6 Years	6 Years	12/2007	11/2011		6.25
6	0312-0001	Mailing and Postage File - Postage Bill Log * Auditor Verification Required	6 Years	6 Years	01/1998	11/2011		0.25

<p><b>For Records Management Services Use Only :</b></p>		<p><b>Total Volume :</b></p>		6.50
<p><b>15. Audit Verification</b></p>		<p><b>17. Disposition</b></p>		
<p><b>15.A Auditor (Signature)</b> <i>Brian Walsh</i></p>		<p><b>16. Authorization</b></p>		
<p><b>15.B Date</b> 6/28/18</p>		<p><b>16.A Authorization Date</b></p>	<p><b>16.B Authorization Number</b></p>	<p><b>17.A Verification Signature</b></p>
<p><b>16.C Authorizing Signature, Records Management Services</b></p>		<p><b>17.B Date</b></p>		

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<p><b>1. Requesting Agency Name and Address</b> Burlington-Bordentown City MUNICIPAL UTILITIES &amp; AUTHORITIES 954 Farnsworth Ave Bordentown NJ 08505</p>	<p><b>4. Request Approved By (Signature)</b> Richard Eustace <i>Richard Eustace</i></p>
<p><b>2. Request Id/Date</b> 91080 6/28/2018</p>	<p><b>3. Requested By (Signature)</b> Elizabeth Kwelly <i>Elizabeth Kwelly</i></p>
<p><b>5. Records Manager</b> Elizabeth Kwelly</p>	<p><b>8. Comments - Document Conversion or Damage</b> Damaged Records Certificate</p>
<p><b>6. Archival Review</b> Not Required</p>	<p><b>7. Early Records Disposal (Due to Document Conversion or Damage)</b> Microfilm Digital Image</p>

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.

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				From	To (MM/YYYY)		
1	0350-0000	Customer Billing Register - Sewerage: Finance and Customer Service	6 Years	12/2007	11/2011	Paper	4.75
2	0352-0000	Cashier Receipt Stubs - Sewerage: Finance and Customer Service	6 Years	12/2007	11/2011	Paper	10.00
3	0351-0000	Customer Consumption Register - Sewerage: Finance and Customer Service	6 Years	12/2007	11/2011	Paper	1.00

<b>For Records Management Services Use Only :</b>		<b>Total Volume :</b>	15.75
<b>15. Audit Verification</b>		<b>17. Disposition</b>	
<p><b>15.A Auditor (Signature)</b> <i>Bryan Walden</i></p>	<p><b>16.A Authorization Date</b></p>	<p><b>16. Authorization</b></p>	
<p><b>15.B Date</b> 6/28/18</p>	<p><b>16.B Authorization Number</b></p>	<p><b>17.A Verification Signature</b></p>	
<p><b>16.C Authorizing Signature, Records Management Services</b></p>		<p><b>17.B Date</b></p>	



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

**1.A Agency Retention Schedule Number**  
 M100000 - 013

**2. Request Id/Date**  
 91064  
 6/28/2018

**3. Requested By (Signature)**  
 Elizabeth Kwelly Administrative Manager  
*Elizabeth Kwelly*

**4. Request Approved By (Signature)**  
 Richard Eustace  
*Richard Eustace*

**5. Records Manager**  
 Elizabeth Kwelly

**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	To (MM/YYYY)		
1	10503-0001	Correspondence - General External	3 Years	12/2006	11/2011		5.00
2	10304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original) * Auditor Verification Required	6 Years	12/2007	11/2009		5.00
3	10304-0004	Purchase Order File - Log * Auditor Verification Required	6 Years	12/2007	11/2011		1.00
4	10005-0000	Deposit Slips (Agency Original) * Auditor Verification Required	6 Years	12/2007	11/2011		0.75

**For Records Management Services Use Only :**

**Total Volume :** 11.75

**15. Audit Verification**

**15.A Auditor (Signature)**  
*Bryan Wald*

**15.B Date**  
 6/28/18

**16. Authorization**

**16.A Authorization Date**

**16.B Authorization Number**

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

**17.A Verification Signature**

**17.B Date**