

RESOLUTION 2019-89

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 approved 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.

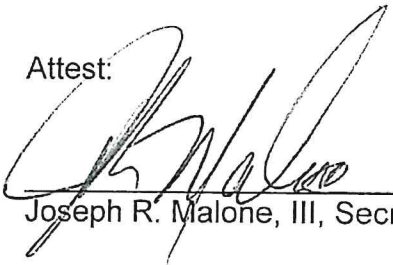
NOW THEREFORE BE IT RESOLVED by The Bordentown Sewerage Authority this 21st day of October 2019 that the public records indicated on the attached authorization forms be and the same are hereby directed to be destroyed in a manner consistent with all legal requirements.


THE BORDENTOWN SEWERAGE AUTHORITY

By:


James E. Lynch, Jr., Vice-Chairman

Attest:


Joseph R. Malone, III, Secretary

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		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 Burlington-Bordentown City MUNICIPAL UTILITIES & AUTHORITIES 954 Farnsworth Ave Bordentown NJ 08505	
2. Request Id/Date 106068 10/10/2019		3. Requested By (Signature) Elizabeth Kwelty 		5. Records Manager Elizabeth Kwelty	
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	

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	To (MM/YYYY)		
1	10352-0000	Cashier Receipt Stubs - Sewerage: Finance and Customer Service	6 Years	12/2011	11/2012	Paper	2.00
2	0350-0000	Customer Billing Register - Sewerage: Finance and Customer Service	6 Years	12/2011	11/2012	Paper	1.00
3	0351-0000	Customer Consumption Register - Sewerage: Finance and Customer Service	6 Years	12/2011	11/2012	Paper	0.25

For Records Management Services Use Only :		Total Volume :		3.25
15. Audit Verification		17. Disposition		
15.A Auditor (Signature)	16.A Authorization Date	16.B Authorization Number		
15.B Date	16.C Authorizing Signature, Records Management Services		17.A Verification Signature	17.B Date

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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
106069
10/10/2019

3. Requested By
Elizabeth Kwelley

4. Request Approved By (Signature)
Richard D. Eustace
RICHARD D. EUSTACE

5. Records Manager
Elizabeth Kwelley

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	12/2011	11/2012	Paper	1.00
2	10304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original) * Auditor Verification Required	6 Years	12/2009	11/2012	Paper	6.00
3	10101-0000	Daily Cash Journal * Auditor Verification Required	6 Years	12/2011	11/2012	Paper	1.75
4	10416-0001	Time Records File (Agency Original) * Auditor Verification Required	6 Years	12/2005	11/2012	Paper	1.50

For Records Management Services Use Only :

15. Audit Verification

15.A Auditor (Signature)
Bruce Walden

15.B Date
10/10/19

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

Total Volume : 10.25

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL

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 Burlington-Bordentown City
 MUNICIPAL UTILITIES & AUTHORITIES
 954 Farnsworth Ave Bordentown NJ 08505

1.A Agency Retention Schedule Number
 M100000 - 013

2. Request Id/Date
 106069
 10/10/2019

3. Requested By
 Elizabeth Kwelty

4. Request Approved By (Signature)
Elizabeth Kwelty

5. Records Manager
 Elizabeth Kwelty

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)		
5	0304-0004	Purchase Order File - Log * Auditor Verification Required	6 Years	12/2011	11/2012	Paper	0.25
6	0005-0000	Deposit Slips (Agency Original) * Auditor Verification Required	6 Years	12/2011	11/2012	Paper	0.25
7	0312-0001	Mailing and Postage File - Postage Bill Log * Auditor Verification Required	6 Years	12/2011	11/2012	Paper	0.25
8	0004-0001	Check File - Checks * Auditor Verification Required	6 Years	12/2000	11/2006	Paper	0.50

For Records Management Services Use Only :

Total Volume : 1.25

15. Audit Verification

15.A Auditor (Signature)
Bryan Walden

15.B Date
 10/10/19

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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<p>2. Request Id/Date 106069 10/10/2019</p>	<p>3. Requested By Elizabeth Kwelty</p>	<p>4. Request Approved By (Signature) <i>Elizabeth Kwelty</i></p>	<p>5. Records Manager Elizabeth Kwelty</p>	<p>1.A Agency Retention Schedule Number M100000 - 013</p>	
<p>6. Archival Review Not Required</p>		<p>7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate</p>		<p>8. Comments - Document Conversion or Damage</p>	

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				From	To(MM/YYYY)		
9	0102-0002	Journal/Ledger - Subsidiary * Auditor Verification Required	6 Years	12/2000	11/2011	Paper	0.25

<p>For Records Management Services Use Only :</p>		<p>Total Volume :</p>		0.25
<p>15. Audit Verification</p>		<p>17. Disposition</p>		
<p>15.A Auditor (Signature) <i>Bryan Walden</i></p>	<p>16.A Authorization Date</p>	<p>16. Authorization</p>		<p>17.A Verification Signature</p>
<p>15.B Date 10/10/19</p>	<p>16.B Authorization Number</p>	<p>16.C Authorizing Signature, Records Management Services</p>		<p>17.B Date</p>

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<p>2. Request Id/Date 106068 10/10/2019</p>	<p>3. Requested By (Signature) Elizabeth Kwelty <i>Elizabeth Kwelty</i></p>	<p>4. Request Approved By (Signature) Richard O. Eversice <i>Richard O. Eversice</i></p>	<p>5. Records Manager Elizabeth Kwelty</p>	<p>1.A Agency Retention Schedule Number M910000 - 006</p>	
<p>6. Archival Review Not Required</p>		<p>7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm _____ Digital Image _____ Damaged Records Certificate _____</p>		<p>8. Comments - Document Conversion or Damage</p>	

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2	0350-0000	Customer Billing Register - Sewerage: Finance and Customer Service	6 Years	12/2011	11/2012	Paper	1.00
3	0351-0000	Customer Consumption Register - Sewerage: Finance and Customer Service	6 Years	12/2011	11/2012	Paper	0.25

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<p>15.B Date 10/10/19</p>	<p>16.C Authorizing Signature, Records Management Services</p>	<p>17.A Verification Signature</p>	<p>17.B Date</p>