

RESOLUTION 2021-86
BORDENTOWN SEWERAGE AUTHORITY
COUNTY OF BURLINGTON

**RESOLUTION AUTHORIZING DESTRUCTION OF PUBLIC
RECORDS**

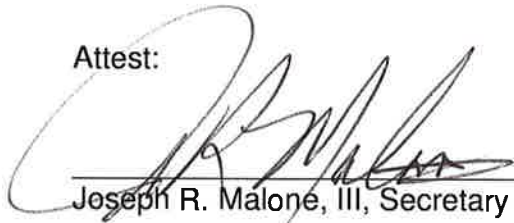
WHEREAS, The Bordentown Sewerage Authority has secured from the Division of Archives and Records Management in the Department of State authorization to destroy approved public records in accordance with the provision of the New Jersey Destruction of Public Records Law, N.J.S.A. 47:3-17 and N.J.A.C. 15:3.

NOW THEREFORE BE IT RESOLVED by The Bordentown Sewerage Authority this 18th day of October 2021 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: *M. Ellen Gulbinsky*
M. Ellen Gulbinsky, Chairwoman

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

1.A Agency Retention Schedule Number

M910000 - 006

2. Request Id/Date

135626
9/7/2021

3. Requested By (Signature)

Elizabeth Kwelty Administrative Manager

Elizabeth J Kwelty

4. Request Approved By (Signature)

Thomas Redwood

Thomas Redwood

5. Records Manager

Elizabeth Kwelty

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	To (MM/YYYY)		
1	0352-0000	Cashier Receipt Stubs - Sewerage: Finance and Customer Service	6 Years	12/2013	11/2014	Paper	2.00
2	0350-0000	Customer Billing Register - Sewerage: Finance and Customer Service	6 Years	12/2013	11/2014	Paper	1.50
3	0351-0000	Customer Consumption Register - Sewerage: Finance and Customer Service	6 Years	12/2013	11/2014	Paper	0.25

For Records Management Services Use Only :

Total Volume :		3.75
15. Audit Verification		
15.A Auditor (Signature)	16. Authorization	
<i>Michael Holt</i>	16.A Authorization Date	16.B Authorization Number
15.B Date	17. Disposition	
9-28-21	16.C Authorizing Signature, Records Management Services	17.A Date

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

1.A Agency Retention Schedule Number
 M100000 - 013

2. Request Id/Date
 135627
 9/7/2021

3. Requested By (Signature)
 Elizabeth Kwelty Administrative Manager
Elizabeth Kwelty

4. Request Approved By (Signature)
 Thomas Redwood
Thomas Redwood

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		Medium	13. Dispose After	14. Volume (in Cubic Feet)
			From	To (MM/YYYY)	From	To (MM/YYYY)			
1	0503-0001	Correspondence - General External	3 Years		12/2013	11/2014	Paper		1.00
2	0101-0000	Daily Cash Journal * Auditor Verification Required	6 Years		12/2013	11/2014	Paper		2.00
3	0304-0004	Purchase Order File - Log * Auditor Verification Required	6 Years		12/2013	11/2014	Paper		0.25
4	0005-0000	Deposit Slips (Agency Original) * Auditor Verification Required	6 Years		12/2013	11/2014	Paper		0.25

For Records Management Services Use Only :

Total Volume : 3.50

15. Audit Verification

15.A Auditor (Signature)
Michael Holt

15.B Date
 9-28-21

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

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

1.A Agency Retention Schedule Number
M100000 - 013

2. Request Id/Date 135627 9/7/2021	3. Requested By (Signature) Elizabeth Kwely Administrative Manager <i>Elizabeth J Kwely</i>	4. Request Approved By (Signature) Thomas Redwood <i>Thomas Redwood</i>	5. Records Manager Elizabeth Kwely
---	--	--	--

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		Medium	13. Dispose After	14. Volume (in Cubic Feet)
				From	To (MM/YYYY)			
5	0304-0001	Purchase Order, Invoice, Voucher/Warrant; And Requisition File (Original) * Auditor Verification Required	6 Years	12/2013	11/2014	Paper		3.00
6	0416-0001	Time Records File (Agency Original) * Auditor Verification Required	6 Years	12/2012	11/2014	Paper		0.50
7	0335-0000	Unclaimed Mail File	6 Years	12/2013	11/2014	Paper		0.25
8	0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger * Auditor Verification Required	6 Years	12/2013	11/2014	Paper		0.50

For Records Management Services Use Only :	Total Volume : 4.25
---	----------------------------

15. Audit Verification	17. Disposition
15.A Auditor (Signature) <i>Michael Holt</i>	16. Authorization
15.B Date 9-28-21	16.A Authorization Date
	16.B Authorization Number
	16.C Authorizing Signature, Records Management Services
	17.A Verification Signature
	17.B Date

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL	<p>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.</p>		<p>1. Requesting Agency Name and Address Burlington-Bordentown City MUNICIPAL UTILITIES & AUTHORITIES 954 Farnsworth Ave Bordentown NJ 08505</p>	
<p>2. Request Id/Date 135627 9/7/2021</p>	<p>3. Requested By (Signature) Elizabeth Kwely Administrative Manager <i>Elizabeth Kwely</i></p>	<p>4. Request Approved By (Signature) Thomas Redwood <i>Thomas Redwood</i></p>	<p>5. Records Manager Elizabeth Kwely</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>	

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)		
	9 0002-0000	Bank Statements ***** * Auditor Verification Required	6 Years	12/2013	11/2014	Paper	0.50

For Records Management Services Use Only :		Total Volume :	0.50
15. Audit Verification		17. Disposition	
15.A Auditor (Signature) <i>Michael Holt</i>	16.A Authorization Date	16. Authorization	
15.B Date 9-28-21	16.C Authorizing Signature, Records Management Services	16.B Authorization Number	
	17.A Verification Signature	17.B Date	