

**RESOLUTION 2023-7**

**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 17th day of January 2023 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:



Aneka Miller, 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**

M100000 - 016

**2. Request Id/Date**

160533  
1/16/2023

**3. Requested By (Signature)**

Elizabeth Kweley Administrative Manager  
*Elizabeth Kweley*

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

*Thomas Ledwood*

**5. Records Manager**

Elizabeth Kweley

**6. Archival Review**

Not Required

**7. Early Records Disposal (Due to Document Conversion or Damage)**

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)		
9	0328-0000	Withholding Tax File * Auditor Verification Required	7 Years	01/2014	12/2015	Paper	0.50
10	0312-0001	Mailing and Postage File - Postage Bill Log * Auditor Verification Required	6 Years	12/2014	11/2016	Paper	0.25

**For Records Management Services Use Only :**

		<b>Total Volume :</b>		0.75
<b>15. Audit Verification</b>		<b>17. Disposition</b>		
<b>15.A Auditor (Signature)</b>		<b>16. Authorization</b>		
		<b>16.A Authorization Date</b>	<b>16.B Authorization Number</b>	
<b>15.B Date</b>		<b>16.C Authorizing Signature, Records Management Services</b>		<b>17.A Verification Signature</b>
				<b>17.B Date</b>

**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 - 016

**2. Request Id/Date**  
 160533  
 1/16/2023

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

**4. Request Approved By (Signature)**  
*Thomas Lambert*

**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.

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				From	To (MM/YYYY)		
5	0304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original) * Auditor Verification Required	6 Years	12/2014	11/2016	Paper	4.00
6	0416-0001	Time Records File (Agency Original) * Auditor Verification Required	6 Years	12/2014	11/2016	Paper	0.75
7	0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger * Auditor Verification Required	6 Years	01/2015	12/2015	Paper	0.50
8	0335-0000	Unclaimed Mail File	6 Years	12/2014	11/2016	Paper	0.50

**For Records Management Services Use Only :**

**Total Volume :** 5.75

**15. Audit Verification**

**15.A Auditor (Signature)**

**16.A Authorization Date**

**16.B Authorization Number**

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

**17.A Verification Signature**

**17.B Date**

**17. Disposition**

**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 - 016

**2. Request Id/Date**  
 160533  
 1/16/2023

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

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

**5. Records Manager**  
 Elizabeth Kweley

**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.

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				From	To (MM/YYYY)		
1	0503-0001	Correspondence - General External	3 Years	12/2014	11/2016	Paper	2.00
2	0101-0000	Daily Cash Journal * Auditor Verification Required	6 Years	12/2014	11/2016	Paper	6.00
3	0304-0004	Purchase Order File - Log * Auditor Verification Required	6 Years	12/2014	11/2016	Paper	0.75
4	0005-0000	Deposit Slips (Agency Original) * Auditor Verification Required	6 Years	12/2014	11/2016	Paper	0.50

**For Records Management Services Use Only :**

**Total Volume :** 9.25

**15. Audit Verification**

**15.A Auditor (Signature)**

**15.B Date**

**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**

<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>2. Request Id/Date</b> 160532 1/16/2023</p>		<p><b>3. Requested By (Signature)</b> Elizabeth Kweleby Administrative Manager <i>Elizabeth Kweleby</i></p>		<p><b>4. Request Approved By (Signature)</b> <i>Thomas Ledwood</i></p>	
<p><b>5. Archival Review</b> Not Required</p>		<p><b>6. Early Records Disposal (Due to Document Conversion or Damage)</b> Microfilm Digital Image Damaged Records Certificate</p>		<p><b>5. Records Manager</b> Elizabeth Kweleby</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	10352-0000	Cashier Receipt Stubs - Sewerage: Finance and Customer Service	6 Years	12/2014	11/2016	Paper	4.00
2	0350-0000	Customer Billing Register - Sewerage: Finance and Customer Service	6 Years	12/2014	11/2016	Paper	2.50
3	0351-0000	Customer Consumption Register - Sewerage: Finance and Customer Service	6 Years	12/2014	11/2016	Paper	0.75

<b>For Records Management Services Use Only :</b>		<b>Total Volume :</b>		7.25
<b>15. Audit Verification</b>		<b>17. Disposition</b>		
<b>15.A Auditor (Signature)</b>		<b>16.A Authorization Date</b>		<b>16.B Authorization Number</b>
<b>15.B Date</b>		<b>16.C Authorizing Signature, Records Management Services</b>		<b>17.A Verification Signature</b>
				<b>17.B Date</b>