

RESOLUTION 2023-48

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 April 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: M. Ellen Gulbinsky
M. Ellen Gulbinsky, Chairwoman

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 101 E. Park Street Bordentown NJ 08505 (609) 298-0604 Extn: 2			
					1.A Agency Retention Schedule Number M910000 - 007			
2. Request Id/Date 163987 4/3/2023		3. Requested By (Signature) Elizabeth Kwely Administrative Manager		4. Request Approved By (Signature) Thomas Redwood		5. Records Manager		
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)			
1	0207-0000	Raw Data File (Bench Books) - Sewerage - Monitoring	5 Years	01/1991	12/2016	Paper		16.00
2	0200-0000	Discharge Monitoring Report (DMR) File	5 Years	01/1994	12/2016	Paper		1.00
3	0202-0000	Sludge Quality Assurance Report (SQAR) File	5 Years	01/1994	12/2016	Paper		1.00

LABORATORY RECORDS

For Records Management Services Use Only :				Total Volume :		18.00	
15. Audit Verification		16. Authorization			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