



UNION COUNTY UTILITIES AUTHORITY

1499 US Highway One, Rahway, New Jersey 07065

(732) 382-9400

FAX (732) 382-5862

RESOLUTION NO.: 40-2016

DATE: April 20, 2016

RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY AUTHORIZING THE DISPOSAL OF CERTAIN ARCHIVED AUTHORITY FILES

APPROVED AS TO FORM:

Joseph C. Bodek
Clerk of the Authority

APPROVED AS TO SUFFICIENCY OF FUNDS

YES NO NONE REQUIRED
UNION COUNTY UTILITIES AUTHORITY

By: Joseph C. Bodek

By: [Signature]

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Badri</i>	X		X				X
<i>Criscione</i>	X		X				
<i>Jackus</i>	X		X				
<i>Kahn</i>		X					
<i>Kennedy</i>		X					
<i>People</i>	X		X				
<i>Scutari</i>	X		X				
<i>ErDOS, Vice Chair</i>		X					
<i>Eastman, Chair</i>	X		X				
<i>Lombardo, Alternate No. 1</i>	X		X			X	
<i>McManus, Alternate No. 2</i>	X		X				

**RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY
AUTHORIZING THE DISPOSAL OF CERTAIN ARCHIVED AUTHORITY FILES**

WHEREAS, the County of Union, New Jersey has previously developed the Union County District Solid Waste Management Plan in accordance with the New Jersey Solid Waste Management Act for the purpose of managing the disposal and/or recycling of solid waste generated in Union County; and

WHEREAS, the Union County Board of Chosen Freeholders has designated the Union County Utilities Authority (the "Authority"), in accordance with the Solid Waste Management Act, as the implementing agency for its Solid Waste Management Plan; and

WHEREAS, the Authority is required to maintain all records as directed by the Division of Revenue and Enterprise Services - Records Management Services in the New Jersey Department of Treasury; and

WHEREAS, the Authority may not dispose of any of its records without the prior approval of the Division of Revenue and Enterprise Services - Records Management Services in the New Jersey Department of Treasury; and

WHEREAS, the files set forth on the attached list have been previously approved for disposition by Suplee Clooney & Company, the Authority's Auditor, and are pending approval by the Director of the Division of Revenue and Enterprise Services - Records Management Services in the New Jersey Department of Treasury.

NOW, THEREFORE, BE IT RESOLVED, by the Union County Utilities Authority as follows:

Section 1. The Union County Utilities Authority Board of Commissioners has reviewed and acknowledges the attached list of records to be disposed, as approved by Suplee Clooney & Company and, pending the Authority's receipt of approval by the Director of the Division of Revenue and Enterprise Services - Records Management in the New Jersey Department of Treasury, hereby authorizes the disposal of said files by the Authority's Comptroller or his designee.

Section 2. This resolution shall take effect immediately.

<p>REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL</p>	<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 COUNTY UTILITIES & AUTHORITIES 1499 US Highway One Rahway NJ 07065 (732) 382-9400 Extn: 228</p> <p>1.A Agency Retention Schedule Number C550000 - 002</p>
<p>2. Request Id/Date 35309 4/7/2016</p>	<p>3. Requested By (Electronically Signed by) <i>Susan Dasovic</i></p>	<p>5. Records Manager <i>Joseph C. Beall</i></p>
<p>6. Archival Review Not Required</p>	<p>4. Request Approved By (Electronically Signed by) <i>[Signature]</i></p>	<p>8. Comments - Document Conversion or Damage Damaged Records Certificate</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 (MM/YYYY)	To (MM/YYYY)		
1	10608-0000	Inspector's Reports	6 Years	01/2005	12/2009		12.00
2	20752-0000	Incident Case File	6 Years	01/2005	12/2009		3.00
3	0620-0003	Hauler File - Waste Origin And Waste Disposal Form	6 Years	01/2005	12/2009		10.00
4	0601-0000	New Jersey Solid Waste Report -Department of Environmental Protection Applications and Reports	6 Years	01/2005	12/2009		10.00

For Records Management Services Use Only :	Total Volume : 35.00
15. Audit Verification	
15.A Auditor (Electronically Signed by)	17. Disposition
16.A Authorization Date	16.B Authorization Number
15.B Date	17.A Verification Signature
16.C Authorizing Signature, Records Management Services	
17.B Date	