



# UNION COUNTY UTILITIES AUTHORITY

1499 US Highway One, Rahway, New Jersey 07065

(732) 382-9400

FAX (732) 382-5862

RESOLUTION NO.: 52-2013

DATED: August 21, 2013

## 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>		✓					
<i>Eastman</i>	✓		✓				✓
<i>Erdos</i>		✓					
<i>Huff</i>		✓					
<i>Kennedy, Secretary</i>	✓		✓				
<i>Kulish</i>	✓		✓			✓	
<i>People, Treasurer</i>		✓					
<i>Kahn, Vice Chairman</i>	✓		✓				
<i>Jackus, Chairman</i>	✓		✓				
<i>Bonanno, Alternate No. 1</i>		✓					
<i>Lombardo, Alternate No.2</i>	✓		✓				

**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.

**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**  
 COUNTY UTILITIES & AUTHORITIES  
 1499 US Highway One Railway NJ 07065  
 (732) 382-9400 Extn: 228  
**1.A Agency Retention Schedule Number**  
 C550000 - 002

<b>2. Request Id/Date</b> 16995 8/5/2013	<b>3. Requested By</b> Lisa Dasilva Deputy Clerk/Office Manager	<b>4. Request Approved By</b> Joseph Bodek	<b>5. Records Manager</b> Lisa Da Silva
<b>6. Archival Review</b> Not Required	<b>7. Early Records Disposal</b> Microfilm	<b>8. Comments - Document Conversion or Damage</b> Digital Image	<b>9. Records Manager Signature</b> <i>Lisa Dasilva</i>

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	0601-0000	New Jersey Solid Waste Report -Department of Environmental Protection Applications and Reports	6 Years	01/2000	12/2006		8.00
2	0608-0000	Inspector's Reports	6 Years	01/2004	12/2006		10.00
3	0752-0000	Incident Case File	6 Years	01/2004	12/2006		40.00

**For Records Management Services Use Only :** Total Volume : 58.00

<b>15. Audit Verification</b>		<b>16. Authorization</b>		<b>17. Disposition</b>	
<b>15.A Auditor's Signature</b>	<b>16.A Authorization Date</b>	<b>16.B Authorization Number</b>			
<b>15.B Date</b>	<b>15.C Authorizing Signature, Records Management Services</b>		<b>17.A Verification Signature</b>	<b>17.B Date</b>	

**REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL**

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**1. Requesting Agency Name and Address**  
COUNTY UTILITIES & AUTHORITIES  
1499 US Highway One Rahway NJ 07065  
(732) 382-9400 Extn: 228  
**1.A Agency Retention Schedule Number**  
CG20000 - 009

<b>2. Request (d)/Date</b> 17041 8/8/2013	<b>3. Requested By</b> Lisa Da Silva Deputy Clerk/Off Manager	<b>4. Request Approved By</b> Joseph Bodex	<b>5. Records Manager</b> Lisa Da Silva
<b>5. Archival Review</b> Not Required	<b>7. Early Records Disposal</b> Microfilm	<b>8. Comments - Document Conversion or Damage</b> Damaged Records Certificate	

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. Disposal Method	14. Volume (in Cubic Feet)
				From (MM/YYYY)	To (MM/YYYY)		
1	0304-0001	Purchase Order File (Original)	6 Years	01/2000	12/2006		6.00
		* Auditor Verification Required					
2	0304-0002	Purchase Order File (Copy)	3 Years	01/2000	12/2009		6.00
		* Auditor Verification Required					
3	0304-0003	Purchase Order File (Additional Copy)	1 Year	01/2000	12/2011		0.25
		* Auditor Verification Required					
4	0309-0001	Invoice File - Invoices	6 Years	01/2000	12/2006		2.00
		* Auditor Verification Required					

**For Records Management Services Use Only:**

**Total Volume:** 14.25

<b>15. Auditor's Signature</b>	<b>16.A Authorization Date</b>	<b>16.B Authorization Number</b>	<b>17. Disposition</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>

**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**  
COUNTY UTILITIES & AUTHORITIES  
1499 US Highway One Rahway NJ 07065  
(732) 382-9400 Extn. 228  
**1.A Agency Retention Schedule Number**  
CB20000 - 009

<b>2. Request (d/D) Date</b> 17041 8/8/2013	<b>3. Requested By</b> Lisa Da Silva Deputy Clerk/Off Manager	<b>4. Request Approved By</b> Joseph Bodek	<b>5. Records Manager</b> Lisa Da Silva
<b>6. Archival Review</b> Not-Required	<b>7. Early Records Disposal</b> Microfilm	<b>8. Comments - Document Conversion or Damage</b> Digital Image	<b>9. Records Disposal</b> Damaged Records - Certificate

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)
5	0327-0001	Voucher/Warrant File (Original)	6 Years	01/2000	12/2006	2.00
6	0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics	3 Years	01/1990	12/2009	6.00
7	0500-0000	Administrative Subject File	3 Years	01/1990	12/2008	15.00
8	0501-0003	Official Public Notices In Compliance With the Open Public Meeting Law	3 Years	01/2000	12/2009	0.50
9	0503-0001	Correspondence - General External	3 Years	01/2000	12/2008	10.00

For Records Management Services Use Only :

<b>15. Audit Verification</b>	<b>16.A Authorization Date</b>	<b>16.B Authorization Number</b>	<b>17. Disposition</b>

<b>15.A Auditor's Signature</b>	<b>15.B Date</b>	<b>15.C Authorizing Signature, Records Management Services</b>	<b>17.A Verification Signature</b>	<b>17.B Date</b>

**Total Volume :** 33.50

Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services

**REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL**

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**1. Requesting Agency Name and Address**  
COUNTY UTILITIES & AUTHORITIES  
1489 US Highway One  
Rahway NJ 07065  
(732) 362-9400 Extn. 228

**1.A Agency Retention Schedule Number**  
CR20000 - 009

**2. Request ID/Date** 17041  
8/8/2013

**3. Requested By** (Requesting Agency Signature) Lisa Da Silva  
Deputy Clerk/Off Manager

**4. Request Approved By** (Custodian of Public Record Signature) Joseph Bodek

**5. Archival Review** 8/8/2013

**6. Requested By** (Requesting Agency Signature) Joseph P. Beatty

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

**8. Comments - Document Conversion or Damage** Damaged Records Certificate

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/YY)	To (MM/YY)		
10	0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	6 Years	01/2000	12/2006		0.50
11	0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee	3 Years	01/2000	12/2009		0.50
12	0604-0001	Notice File - Legal Notice	3 Years	01/2000	12/2009		0.50
13	0301-0001	Bids and Proposals (Original) * Auditor Verification Required	6 Years	01/1990	12/2006		6.00

**For Records Management Services Use Only:** Total Volume: 7.50

**15. Audit Verification**

**15.A Auditor's Signature**

**15.B Date**

**16. Authorization**

**16.A Authorizer Date**

**16.B Authorization Number**

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

**17. Disposition**

**17.A Verification Signature**

**17.B Date**

**REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL**

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**1. Requesting Agency Name and Address**  
 COUNTY UTILITIES & AUTHORITIES  
 1499 US Highway One  
 Rahway NJ 07065  
 (732) 382-9400 Ext: 228  
**1.A Agency Retention Schedule Number**  
 C820000 - 009

**2. Request ID/Date** 17041 8/8/2013  
**3. Requested By** Use Da Silva Deputy Clerk/Off Manager Joseph Bodek  
**4. Request Approved By** (Custodian of Public Record Signature) Joseph C. Beall  
**5. Records Manager** Use Da Silva  
**5. Archival Review** 7. Early Records Disposal (Due to Document Conversion or Damage) 8. Comments - Document Conversion or Damage  
**Not Required** Microfilm Digital Image Damaged Records Certificate

Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1963, 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)		
14	0102-0002	Journal Ledger - Subsidiary	6 Years	01/1990	12/2006		6.00
		* Auditor Verification Required					
15	0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	6 Years	01/1990	12/2006		3.00
		* Auditor Verification Required					

**For Records Management Services Use Only:** Total Volume: 9.00

**15. Audit Verification**  
 15.A Auditor's Signature  
 15.B Date  
**16. Authorization**  
 16.A Authorization Date  
 16.B Authorization Number  
**17. Disposition**  
 17.A Verification Signature  
 17.B Date