

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
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RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY AUTHORIZING THE DISPOSPAL 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 UT ITIES AUTHORITY

By: Minh Vern

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	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
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Eastman	7	#P (7				1
Erdos		7					
Huff		7					
Kennedy, Secretary			7				
Kulish	7		1	Dec.		7	
People, Treasurer		7					
Kahn, Vice Chairman	7		7				
Jackus, Chairman	7		7				
Bonanno, Alternate No. 1		7					
Lombardo, Alternate No.2	7		7				

RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY AUTHORIZING THE DISPOSPAL 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.

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

AUTHORIZATION FOR RECORDS DISPOSAL REQUEST AND Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491. scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of and 15.B signed for fiscal records. NOTE: In the event of an unexpected 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 instructions:

2. Request Id/Date

3. Requested By

(Requesting Agency Signature) 4. Request Approved By

Joseph Bodek

8/5/2013 16995

Deputy Clerk/Office ManagOvaca M. AnSi.

1.A Agency Retention Schedule Number

1499 US Highway One Rahway NJ 07065 (732) 382-9400 Extn: 228 COUNTY UTILITIES & AUTHORITIES Requesting Agency Name and Address

(Custodian of Public Record Signature) Bookh C550000 - 002

5. Records Manager isa Da Silva

Not Required 6.Archival Review 7. Early Records Disposal Microfilm Digital Image (Due to Document Conversion or Damage) Damaged Records Certificate 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.

40.00		12/2006	01/2004	6 Years	3 0752-0000 Incident Case File	0752-0000 1	£43
10.00		12/2006	01/2004	6 Years	2 0608-0000 Inspector's Reports	0608-0000	Ń
8.00		12/2006	01/2000	6 Years	New Jersey Solid Waste Report -Department of Environmental Protection Applications and Reports	0601-0000 N	_
(in Cubic Feet)	After	To (MM/YYYY)	From (MM/YYYY) To	Period		Series #	
14.Volume	13.Dispose	ve Dates	12.Inclusive Da	11.Retention	10. Record Series Title	9, Record	#

17.B Date	17.A Verification Signature	gement Services	15.C Authorizing Signature, Records Management Services	15.B Date
		16.B Authorization Number	16.A Authorization Date	15.A Auditor's Signature
sition	17. Disposition	16. Authorization	16. Au	15. Audit Verification
58.00	Total Volume :		Only:	For Records Management Services Use Only :

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For Records Management Services Use Only:

15.A Auditor's Signature

16.A Authorization Date

16. Authorization

16.B Authorization Number

15. Audit Verification

15.B Date

15,C Authorizing Signature, Records Management Services

P.003/005 Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services **AUTHORIZATION FOR** RECORDS DISPOSAL REQUEST AND הששים מחשבו מחשב

2. Request Id/Data

3. Requested By

Lisa Da Silva Deputy Ciert/Off Manger

and Sup Chair

oseph Bodek

(Due to Document Conversion or Damage)

Damaged Records-bertificate-

8/8/2013 17041

Not-Required : 6.Archival Review

Microfilm

Digital-Image

7. Early Records Disposal

DISPOSAL REQUESTS, Department of the Treasury, Division of scanning failure, until the problem is resolved, the form may be sent to: and 15.5 signed for fiscal records. NOTE: In the event of an unexpected records, items 1, through 14 must be completed in full and items 15.A This request must be submitted prior to the disposition of any public Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491 Revenue and Enterprise Services, Records Management Services, P.O.

1499 US Highway One Rahway NJ 07065 COUNTY UTILITIES & AUTHORITIES 1.Requesting Agency Name and Address (732) 382-9400 Extr. 228

1.A Agency Retention Schedula Number

C820000 - 009

(Requesting Agency Signature) | 4. Request Approved By (Custodian of Public Record Signature) S S 5. Records Manager Lisa Da Silva

8. Comments - Document Conversion or Damage

Rules of Civil Procedure, December 2006; and are not required for a present or a future audit 8 0501-0003 0401-0000 0327-0001 0500-0000 0503-0001 9. Record Series # Voucher/Warrant File (Original) Affirmative Action Information Card - Annual and Monthly Administrative Subject File Correspondence - General External Official Public Notice in Compliance With the Open Public Statistics Meeting Law Auditor Verification Required 10. Record Spries Title 3 Years 3 Years 3 Years.... 6 Years 3 Years 11.Retention Period From (MM/YYYY) 01/2000 01/2000 01/1990 01/2000 0171990 12.Inclusive Dates 12/2009 ... TO [MM/YYY) 12/2009 12/2009 12/2006 12/2009 13.Dispose APD (in-Cubic-Feet) 14.Volume 10.00 15.8 28 9 200

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 filigation as per the Federal

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17.A Verification Signature

17.B Date

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Total Volume:

17. Disposition

Fax:908-474-8451 CIIX OF LINDEN CLERKS

P.004/005

(FAX)732 382 6557 Department of the Treasury, Division of Revenue and Emerptise Services, Records Management Services 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 issued 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 S.Archival Review Rules of Civil Procedure, December 2006; and are not required for a present or a future audit Not-Required 2. Request id/Date 15.A Auditor's Signature For Records Management Services Use Only: 15.8 Date 6 13 0301-0001 11 0517-0002 12 0801 0001 **AUTHORIZATION FOR** RECORDS DISPOSAL 0517-0001 8/8/2013 9. Record Series # REQUEST AND 15. Audit Verification Notice File Legal Notice Open Public Records Act (OPRA) File - Request Form Open Public Records Act (OPRA) File - Request Form With 6 Years Bids and Proposals (Original) Without Fee Auditor Venfication Required Auditor Verification Required Deputy Clerk/Off Manger (NAC) 1 0050 UT 3. Requested By 7. Early Records Disposal Microfilm 10. Record Series Title Digital Image DISPOSAL REQUESTS, Department of the Treasury, Division of and 15.8 signed for fiscal records. NOTE: In the event of an unexpected Box 661, Tremton, N.J. 08625-0661. Questions, call 609-530-7481. Revenue and Enterprise Services, Records Management Services, P.O. scanning failure, until the problem is resolved, the form may be sent to: records. Items 1, through 14 must be completed in full and Items 15.A This request must be submitted prior to the disposition of any public Length Chang: (Requesting Agency Signature) A. Request Approved By 15.C Authorizing Signature, Records Management Services 16.A Authorization Date (Due to Document Conversion or Damage) Damaged Records Certificate Joseph Bodek 16. Authorization 3 Years 6 Years 3 Years 11.Retention Period 16.8 Authorization Number From (MMMYYYY) 8. Comments - Document Conversion or Damage 01/1990 01/2000 017000 01000 (Custodian of Public Record Signature) 12 Inclusive Dates 1.A Agency Retention Schedule Number C820000 - D09 1499 US Highway One Rahway NJ 07065 COUNTY UTILITIES & AUTHORITIES (732) 382-9400 Extr.: 228 1.Requesting Agency Name and Address To (MM/YYYY) 12/2006 12/2006 12/2009 12/2009 17.A Verification Signature Total Volume: 13.Dispose After 17. Disposition 5. Records Manage Lisa Da Silva (in Cubic Feet) 14.Volume 17.8 Date 7.50 8 8,0 8 0,5

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15.A Auditor's Signature

16 A Authorization Date

16. Authorization

16.8 Authorization Number

15. Audit Verification

15.B Date

18.C Authorizing Signature, Records Management Services

For Records Management Services Use Only:

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

LRequesting Agency Name and Address

(FAX)732 382 6557 はいりこれがず かどし 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 Instructions:

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17.A Verification Signature

17.B Date

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17. Disposition