

# RESOLUTION

## OF THE

# UNION COUNTY UTILITIES AUTHORITY

Resolution No.: 29-2024

Date: June 19, 2024

Approved as to form:

*Bianka Vargas*, Clerk

Approved as to sufficiency of funds:

*John Cuffo*

, Acting Comptroller

YES  NO  NONE REQUIRED

### AUTHORIZING THE DISPOSAL OF CERTAIN ARCHIVED AUTHORITY FILES

**WHEREAS**, the Union County Board of County Commissioner 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 the Authority's Custodian of Records, and has been approved 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 and has been approved 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 Custodian of Record or their designee.

**Section 2.** This resolution shall take effect immediately.

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Eastman</i>		✓					
<i>Figueiredo</i>	✓		✓				
<i>Holder</i>	✓		✓				
<i>Jackus</i>	✓		✓				
<i>Kahn</i>	✓		✓				✓
<i>McManus</i>	✓		✓				
<i>Rachlin</i>	✓		✓				
<i>Scutari</i>		✓					
<i>Szpond</i>	✓		✓				
<i>Alma, Alternate No. 1</i>	✓		✓			✓	
<i>Scott-Bey, Alternate No. 2</i>		✓					

**DISPOSITION REQUEST REVIEW SUMMARY SHEET**

**1. Requested Agency Name (Name, Address and Telephone No)**  
 Union  
 COUNTY UTILITIES & AUTHORITIES  
 1499 US Highway One Rahway NJ 07065  
 (732) 382-9400 Extn: 228

**1. A Agency Retention Schedule Number:** C820000 - 018

<b>2. Request ID</b> 247762	<b>3. RIM Request ID</b>	<b>4. Request Date</b> 6/18/2024	<b>5. RMS Review Status</b> Authorized	<b>6. Authorization Number</b> 602571	<b>7. Authorization Date</b> 6/19/2024
--------------------------------	--------------------------	-------------------------------------	---	--	---

**8. Agency Review Comments:** Copied from Request ID: 174490

**9. Review Comments:** VGR 6/19/2024

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0524-0001	01/1998	12/2003	Paper		Decuillo File		6.00	0.00
2	Authorized	0404-0000	01/2017	12/2019	Paper		2017-19 Request for Qualifications		2.00	0.00
3	Authorized	0501-0003	01/2011	12/2016	Paper		2014-2017 Professional Service contracts		0.25	0.00
4	Authorized	0303-0001	01/2015	12/2017	Paper		COPIES of Budgets 2011-2015		0.50	0.00
5	Authorized	0200-0004	01/2011	12/2015	Paper		Bid Specifications Non processible waste		0.25	0.00
6	Authorized	0303-0007	01/2006	12/2013	Paper		1993-2008 Operating Bills List (copies).		0.50	0.00
7	Authorized	0005-0000	01/2016	12/2016	Paper		Former Employees who retires prior to December 31, 2017		1.00	0.00
8	Authorized	0309-0001	01/2016	12/2016	Paper		Canadian Pacific Railway Bid submission		1.00	0.00
9	Authorized	0304-0001	01/2006	12/2009	Paper				1.00	0.00
10	Authorized	0309-0002	01/1993	12/2008	Paper				2.00	0.00
11	Authorized	0407-0000	01/1992	12/2017	Paper				3.00	0.00
12	Authorized	0301-0001	01/2006	12/2006	Paper				1.00	0.00
13	Authorized	0416-0001	01/2000	12/2017	Paper				2.00	0.00

<b>DISPOSITION REQUEST REVIEW SUMMARY SHEET</b>										
<b>1. Requested Agency Name (Name, Address and Telephone No)</b> Union COUNTY UTILITIES & AUTHORITIES 1499 US Highway One Rahway NJ 07065 (732) 382-9400 Extn: 228										
<b>1. A Agency Retention Schedule Number:</b> C820000 - 018										
2. Request ID	247762	3. RIM Request ID	6/18/2024	4. Request Date	6/18/2024	7. Authorization Date				
				5. RMS Review Status	Authorized	6. Authorization Number				
						602571				
<b>8. Agency Review Comments:</b> Copied from Request ID: 174490										
<b>9. Review Comments:</b> VGR 6/19/2024										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
14	Authorized	0317-0000	01/2017	12/2017	Paper				2.00	0.00
15	Authorized	0317-0000	01/1999	12/2003	Paper		Pharmaceutical and industrial tonnage reports (financials for billing)		1.00	0.00
16	Authorized	0504-0002	01/1992	01/2018	Paper				10.00	0.00
17	Authorized	0511-0000	01/2020	12/2023	Electronic record				0.25	0.00
18	Authorized	0517-0002	01/2018	12/2020	Paper		small file of various OPRA request		0.25	0.00
19	Authorized	0503-0001	01/2004	12/2006	Paper		General Correspondence regarding updating of the Solid Waste Management Plan. various correspondences		0.25	0.00
<b>Total:</b>									34.25	0.00

<b>DISPOSITION REQUEST REVIEW SUMMARY SHEET</b>	<b>1. Requested Agency Name (Name, Address and Telephone No)</b> Union COUNTY UTILITIES & AUTHORITIES 1499 US Highway One Rahway NJ 07065 (732) 382-9400 Extn: 228		
<b>1. A Agency Retention Schedule Number:</b> C550000 - 003			
<b>2. Request ID</b> 206830	<b>3. RIM Request ID</b>	<b>4. Request Date</b> 5/16/2024	<b>5. RMS Review Status</b> Authorized
		<b>6. Authorization Number</b> 602496	<b>7. Authorization Date</b> 6/17/2024

**8. Agency Review Comments:**

**9. Review Comments:** jb 6.17.24

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0405-0000	01/1994	12/1998	Paper		Pre-1998 Ash Testing Laboratory reports. No classification specifically for Ash.		3.00	0.00
2	Authorized	0608-0000	01/2012	12/2017	Paper		Complied daily inspection reports		36.00	0.00
3	Authorized	0621-0000	01/1990	12/2015	Paper				3.00	0.00
<b>Total:</b>									42.00	0.00