



UNION COUNTY UTILITIES AUTHORITY

1499 US Highway One, Rahway, New Jersey 07065

(732) 382-9400

FAX (732) 382-5862

RESOLUTION NO.: 69-2014

DATED: August 20, 2014

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

By: Joseph C. Bodek

APPROVED AS TO SUFFICIENCY OF FUNDS

YES NO NONE REQUIRED
UNION COUNTY UTILITIES AUTHORITY

By: [Signature]

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Badri</i>		X					
<i>Eastman</i>	X		X				X
<i>Jackus</i>	X		X				
<i>Kahn</i>	X		X			X	
<i>Kennedy, Secretary</i>	X		X				
<i>Kulish</i>	X		X				
<i>People, Treasurer</i>		X					
<i>ErDOS, Vice Chairman</i>		X					
<i>Huff, Chairman</i>		X					
<i>Bonanno, Alternate No. 1</i>	X		X				
<i>Lombardo, 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.

**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
C820000 - 009

2. Request Id/Date
21813
7/14/2014
3. Requested By (Requesting Agency Signature) Lisa Da Silva
Dep Clerk/Office Manager
4. Request Approved By (Custodian of Public Record Signature) Joseph Bodek
Records Manager
5. Records Manager Lisa Da Silva

5. Archival Review
Not Required
7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm
8. Comments - Document Conversion or Damage Digital Image
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/YYYY)	To (MM/YYYY)		
1	01000-0003	Cash Disbursements - Monthly History	3 Years	01/1995	12/2010		10.00
		* Auditor Verification Required					
2	0301-0001	Bids and Proposals (Original)	6 Years	01/1995	12/2007		20.00
		* Auditor Verification Required					
3	0301-0002	Bids and Proposals (Copy)	3 Years	01/1995	12/2010		10.00
		* Auditor Verification Required					
4	0304-0001	Purchase Order File (Original)	6 Years	01/1995	12/2007		3.00
		* Auditor Verification Required					
Total Volume :							43.00

For Records Management Services Use Only :

15. Audit Verification
15.A Auditor's Signature [Signature]
15.B Date 7-16-14
16. Authorization
16.A Authorization Date
16.B Authorization Number
16.C Authorizing Signature, Records Management Services [Signature]
17. Disposition
17.A Verification Signature
17.B Date

**DISPOSITION REQUEST
REVIEW SUMMARY SHEET**

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

1.A Agency Retention Schedule Number: C820000 - 009

2. Request ID 21813	3. RIM Request ID	4. Request Date 7/14/2014	5. RMS Review Status Authorized	6. Authorization Number 516469	7. Authorization Date 7/28/2014
-------------------------------	--------------------------	-------------------------------------	---	--	---

8. Agency Review Comments:

9. Review Comments: AC

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0100-0003	01/1995	12/2010				10.00	0.00
2	Authorized	0301-0001	01/1995	12/2007				20.00	0.00
3	Authorized	0301-0002	01/1995	12/2010				10.00	0.00
4	Authorized	0304-0001	01/1995	12/2007				3.00	0.00
5	Authorized	0327-0001	01/1995	12/2007				3.00	0.00
6	Authorized	0511-0000	01/2013	12/2013				1.00	0.00
7	Authorized	0503-0001	01/1995	12/2010				3.00	0.00
8	Authorized	0503-0002	01/1995	12/2010				5.00	0.00
9	Authorized	0517-0001	01/2004	12/2007				1.50	0.00
10	Authorized	0517-0002	01/2004	12/2010				1.50	0.00
11	Authorized	0601-0001	01/2004	12/2010				1.00	0.00
12	Authorized	0607-0000	01/2004	12/2007				1.00	0.00
13	Authorized	0703-0001	01/1999	12/2006				1.00	0.00
14	Authorized	0309-0001	01/2003	12/2007				12.00	0.00
15	Authorized	0002-0000	01/2005	12/2007				12.00	0.00
16	Authorized	0409-0001	01/2002	12/2007				1.00	0.00
Total:								86.00	0.00

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 Ext: 228
1.A. Agency Retention Schedule Number
C550000 - 002

2. Request ID/Date 21873 7/16/2014	3. Requested By Lisa Da Silva Deputy Clerk/Office Manager	4. Request Approved By Joseph Bodek	5. Records Manager Lisa Da Silva
6. Archival Review Not Required	7. Early Records Disposal Microfilm	8. Comments - Document Conversion or Damage Digital Image	9. Record Series # 10801-0000

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 OP/PA 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	10801-0000	New Jersey Solid Waste Report - Department of Environmental Protection Applications and Reports	6 Years	01/1995	12/2007		6.00
2	0608-0000	Inspector's Reports	6 Years	01/2000	12/2007		12.00
3	0620-0003	Hauler File - Waste Origin And Waste Disposal Form	6 Years	01/2000	12/2007		6.00
4	0752-0000	Incident Case File	6 Years	01/1995	12/2007		12.00
5	0753-0000	Tonnage Reports - County Improvement - Enforcement	6 Years	01/1995	12/2007		12.00

For Records Management Services Use Only : Total Volume : 48.00

15. Audit Verification	16. Authorization		17. Disposition
15.A Auditor's Signature <i>[Signature]</i>	15.A Authorization Date	15.B Authorization Number	
15.B Date 7-17-14	16.C Authorizing Signature, Records Management Services <i>[Signature]</i>		17.A Verification Signature
			17.B Date

**DISPOSITION REQUEST
REVIEW SUMMARY SHEET**

1. Requested Agency Name (Name, Address and Telephone No)

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

1. A Agency Retention Schedule Number: C550000 - 002

2. Request ID 21873	3. RIM Request ID	4. Request Date 7/16/2014	5. RMS Review Status Authorized	6. Authorization Number 516473	7. Authorization Date 7/28/2014
-------------------------------	--------------------------	-------------------------------------	---	--	---

8. Agency Review Comments:

9. Review Comments: AC

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0601-0000	01/1995	12/2007				6.00	0.00
2	Authorized	0608-0000	01/2000	12/2007				12.00	0.00
3	Authorized	0620-0003	01/2000	12/2007				6.00	0.00
4	Authorized	0752-0000	01/1995	12/2007				12.00	0.00
5	Authorized	0753-0000	01/1995	12/2007				12.00	0.00
Total:								48.00	0.00

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

C820000 - 009

2. Request Id/Date

21813
 7/14/2014

3. Requested By

Lisa Da Silva
 Dep Clerk/Office Manager

4. Request Approved By

Joseph Bodey
 Joseph Bodey

5. Records Manager

Lisa Da Silva

6. Archival Review

Not Required

7. Early Records Disposal

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/YYYY)	To (MM/YYYY)		
5	0527-0001	Voucher/Warrant File (Original)	6 Years	01/1995	12/2007		3.00
6	0511-0000	Recordings of Public Meetings - Auditor Verification Required Audio/Video (Analog and Digital)	80 Days after summary or verbal transcript have been approved by the governing body	01/2013	12/2013		1.00
7	0503-0001	Correspondence - General External	3 Years	01/1995	12/2010		3.00
8	0503-0002	Correspondence - Administrative Internal	Periodic review	01/1995	12/2010		5.00
Total Volume :							12.00

For Records Management Services Use Only :

15. Audit Verification		16. Authorization		17. Disposition	
15.A Auditor's Signature	15.A Authorization Date	16.A Authorization Number			
<i>[Signature]</i>					
15.B Date	15.C Authorizing Signature, Records Management Services	17.A Verification Signature	17.B Date		
7-16-14	<i>[Signature]</i>				

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 Ext: 228
1.A Agency Retention Schedule Number
CR20000 - 009

2. Request Id/Date 21813 7/14/2014	3. Requested By (Requesting Agency Signature) Lisa Da Silva Dep Clerk/Office Manager	4. Request Approved By (Custodian of Public Record Signature) Joseph Bodek Joseph M. Bodek	5. Records Manager Lisa Da Silva
5. Archival Review Not Required	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)		
9	0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee * Auditor Verification Required	6 Years	01/2004	12/2007		1.50
10	0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee	3 Years	01/2004	12/2010		1.50
11	0601-0001	Notice File - Legal Notice	3 Years	01/2004	12/2010		1.00
12	0607-0000	Worker and Community Right to Know Act - Employer and County Lead Agency/Local Agency File (Copy)	6 Years	01/2004	12/2007		1.00
13	0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper) * Auditor Verification Required	7 Years	01/1999	12/2006		1.00
Total Volume :							6.00

For Records Management Services Use Only :

15. Audit Verification	16. Authorization
15.A Auditor's Signature RAT [Signature]	16.A Authorization Date
15.B Date 7-16-14	16.B Authorization Number
15.C Authorizing Signature, Records Management Services [Signature]	17. Disposition
17.A Verification Signature	17.B Date

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
CR20000 - 009

2. Request Id/Date 21813 7/14/2014	3. Requested By Lisa Da Silva Dep Clerk/Office Manager	4. Request Approved By Joseph Bodek	5. Records Manager Lisa Da Silva
5. Archival Review Not Required	7. Early Records Disposal 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/YYYY)	To (MM/YYYY)		
14	0309-0001	Invoice File - Invoices	6 Years	01/2003	12/2007		12.00
		* Auditor Verification Required					
15	0002-0000	Bank Statements	6 Years	01/2005	12/2007		12.00
		* Auditor Verification Required					
16	0409-0001	Leave Request (Original)	6 Years	01/2002	12/2007		1.00
		* Auditor Verification Required					

For Records Management Services Use Only :

Total Volume : 25.00

15. Audit Verification	16. Authorization		17. Disposition
15.A Auditor's Signature <i>[Signature]</i>	16.A Authorization Date	16.B Authorization Number	
15.B Date 7-16-14	16.C Authorizing Signature, Records Management Services <i>[Signature]</i>		17.A Verification Signature
			17.B Date

