



UNION COUNTY IMPROVEMENT AUTHORITY

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Rahway, New Jersey, 07065
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(732) 382-9400 (732) 382-5862 fax

Resolution No. 59-2018

Date: December 5, 2018

RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY AUTHORIZING THE DISPOSAL OF CERTAIN AUTHORITY FILES

APPROVED AS TO FORM:
Lisa M. da Silva, RMC
Clerk of the Authority

APPROVED AS TO SUFFICIENCY OF FUNDS
☐ YES ☐ NO ☒ NONE REQUIRED
UNION COUNTY IMPROVEMENT AUTHORITY

Lisa M. da Silva

Michael B. ...

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Barnett</i>		✓					
<i>D'Elia</i>		✓					
<i>Gunderman</i>		✓					
<i>Hockaday</i>	✓		✓				✓
<i>Huff, Treasurer</i>	✓		✓				
<i>Lattimore</i>		✓					
<i>Salerno, Secretary</i>	✓		✓				
<i>Bornstad, Vice Chair</i>	✓		✓			✓	
<i>Rountree, Chairwoman</i>	✓		✓				

RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY AUTHORIZING THE DISPOSAL OF CERTAIN AUTHORITY FILES

WHEREAS, the Union County Improvement Authority (the "Authority") has been duly created by an Ordinance of the Board of Chosen Freeholders of the County of Union, New Jersey), as a public body and corporate and politic of the State of New Jersey pursuant to and in accordance with the County Improvement Authorities Law, N.J.S.A. 40:37A-44, *et seq.*; 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 have been approved by the Director of the Division of Revenue and Enterprise Services – Record Management Services in the New Jersey Department of Treasury.

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

Section 1. The Union County Improvement Authority Board of Commissioners has reviews and acknowledges the attached list of records to be disposed, as approved by Suplee Clooney & Company and, have 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 Authority's Clerk or her designee.

Section 2. This Resolution shall take effect immediately.

Disposition Management Retention Schedule Reports

View Disposition Request

Request Id : 95555

Status : Authorized

Request Date: 11/30/2018 Submit Date: 12/03/2018 Submission Type: Web
Type: C County: Union Municipality: N/A Agency: COUNTY UTILITIES & AUTHORITIES
Schedule #: C820000-013 Archival Review Required: No Requester Name: Melanie Slowik
Requester Title: Administrative Assistant Custodian Name: Lisa Dasilva Agency Comment:
Microfilm Present: No Digital Image Present: No Damaged Records Certificate: No
Location: on site RIM Request Id: RMS Comments: JJ - 12/4/2018

Disposition Request Details

S.#	Record Series #	Title	Retention Period	From (MM/yyyy)	To (MM/yyyy)	Medium Type	Agency Comment	Dispose After (MM/yyyy)	Volume (Cu. ft.)	Arch. Volume (Cu. ft.)	Status	RMS Comments
1	0002 - 0000	Bank Statements	6 Years	03/ 2010	06/ 2010	Paper			1.00		Authorized	
2	0309 - 0001	Invoice File - Invoices	6 Years	01/ 2001	12/ 2009	Paper			1.00		Authorized	
3	0302 - 0002	Bond File (Copy)	6 Years	01/ 1999	12/ 2005	Paper			1.00		Authorized	
4	0318 - 0002	Requisition File (Agency Copy)	3 Years	01/ 2005	12/ 2007	Paper			0.50		Authorized	
5	0318 - 0003	Requisition File (Additional Copy)	1 Years	01/ 2005	12/ 2007	Paper			0.50		Authorized	
6	0318 - 0002	Requisition File (Agency Copy)	3 Years	01/ 2004	12/ 2010	Paper			0.50		Authorized	
7	0318 - 0003	Requisition File (Additional Copy)	1 Years	01/ 2004	12/ 2010	Paper			0.50		Authorized	
8	0503 - 0003	Correspondence - Routine Requests for Information		01/ 2006	12/ 2008	Paper			1.00		Authorized	
9	0501 - 0004	Governing Body Meeting - Workpapers and Supporting Documentation (County and Municipal Clerk)		01/ 2004	12/ 2007	Paper			0.25		Authorized	
10	0319 - 0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	6 Years	01/ 2004	12/ 2007	Paper			0.25		Authorized	
11	0303 - 0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	6 Years	01/ 2004	12/ 2007	Paper			0.50		Authorized	
12	0318 - 0001	Requisition File (Original)	6 Years	01/ 2004	12/ 2010	Paper			0.50		Authorized	
13	0318 - 0002	Requisition File (Agency Copy)	3 Years	01/ 2004	12/ 2010	Paper			0.50		Authorized	
14	0319 - 0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	6 Years	01/ 2004	12/ 2010	Paper			0.50		Authorized	
15	0303 - 0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	6 Years	01/ 2004	12/ 2010	Paper			0.50		Authorized	
16	0503 - 0003	Correspondence - Routine Requests for Information		01/ 2008	12/ 2009	Paper			0.50		Authorized	
17	0318 - 0001	Requisition File (Original)	6 Years	01/ 2005	12/ 2008	Paper			1.00		Authorized	
18	0318 - 0002	Requisition File (Agency Copy)	3 Years	01/ 2005	12/ 2008	Paper			0.50		Authorized	
19	0002 - 0000	Bank Statements	6 Years	10/ 2008	12/ 2009	Paper			1.00		Authorized	
20	0302 - 0002	Bond File (Copy)	6 Years	01/ 1998	12/ 2007	Paper			1.00		Authorized	
21	0002 - 0000	Bank Statements	6 Years	10/ 2007	09/ 2008	Paper			1.00		Authorized	
22	0319 - 0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or	6 Years	01/ 2001	12/ 2006	Paper			0.50		Authorized	

