

**BOARD OF FIRE COMMISSIONERS
PENNINGTON BOROUGH DISTRICT NO. 1**

**RESOLUTION # 2013-12
ADOPTING POLICY OF RECORD RETENTION AND DISPOSITION
IN ACCORD WITH NJ DIVISION OF ARCHIVES AND
RECORDS MANAGEMENT SCHEDULES**

WHEREAS, the Board of Fire Commissioners, Pennington Borough Fire District No. 1, is a local government unit within the purview of the State of New Jersey's statutes and policies regarding the retention and destruction of public records; and

WHEREAS, the NJ State Records Committee and the NJ Division of Archives and Records Management have established schedules setting forth the minimum legal and fiscal time periods for which public records should be retained and acceptable methods of record destruction;

IT IS HEREBY RESOLVED that the Board of Fire Commissioners, Pennington Borough Fire District No. 1, hereby adopts a policy of retaining and safeguarding its public records and authorizing the destruction of outdated public records in accord with law and the schedules and regulations of the NJ State Records Council and Division of Archives and Records Management.

Dated: April 16, 2013

Roll Call Vote:	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Chairperson Blackwell	X			
Commissioner Meytrott	X			
Commissioner Naylor	X			
Commissioner Timperman	X			
Commissioner Tredrea	X			