

Township of West Milford

Passaic County, New Jersey

~ Resolution 2011 – 009 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY ESTABLISHING A RECORDS COMMITTEE

WHEREAS, the Mayor and Township Council has dedicated resources to improving and updating records management within the Township of West Milford; and

WHEREAS, municipal departments have been informally and actively involved in this process.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Township Council does hereby re-establish a Records Committee comprised of representation from each department within the Township as designated by the respective department heads; and

BE IT FURTHER RESOLVED that the committee shall work with the Records Custodian to develop, implement, and maintain a long-term, strategic and systematic system for records management within the Township; and

BE IT FURTHER RESOLVED that the committee shall seek funding sources to implement and support such record initiatives; and

BE IT FURTHER RESOLVED that the committee shall make recommendations to the Governing Body pertaining to records management as necessary.

Adopted: January 5, 2011

Adopted this 5th day January 2011
and certified as a true copy of an original.

Antoinette Battaglia, Township Clerk

Resolution Book; Administrator; Department Heads; Subject File