

RESOLUTION 2025-05-17

**RESOLUTION APPROVING AND AUTHORIZING THE ADOPTION OF THE
UPDATED RECORD RETENTION AND DISPOSITION POLICY**

WHEREAS, the Housing Authority of the Town of Dover (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of updating its Record Retention and Disposition Policy to ensure continuing compliance with all applicable Federal and State of New Jersey legal requirements; and

WHEREAS, the Record Retention and Disposition Policy is an integral document which is necessary for the orderly operation of the Housing Authority; and

WHEREAS, the Executive Director and the Board of Commissioners (“Board”) are committed to ensuring continuing compliance with all Federal and State of New Jersey legal requirements; and

WHEREAS, consistent with this commitment, the Executive Director has prepared an updated Record Retention and Disposition Policy; and

WHEREAS, the Board was provided with the updated Record Retention and Disposition Policy in advance of this open public meeting; and

WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income families to approve and authorize the adoption of the updated Record Retention and Disposition Policy;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Dover hereby approves and authorizes the adoption of the updated Record Retention and Disposition Policy; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Executive Director to take any and all administrative actions necessary to implement this resolution.

This Resolution shall take effect immediately.

PASSED and adopted this 6th day of May, 2025.

Motion by Chairman Toohey

Second by Commissioner Santiago

Original Signed By:

Maria Tchinchinian, Secretary