



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 21-167

### RESOLUTION AUTHORIZING EXECUTION OF A DEPOSITORY AGREEMENT WITH MONMOUTH COUNTY ARCHIVES

**WHEREAS**, the Monmouth County Archives is a department within the office of the Monmouth County Clerk in the State of New Jersey, having its principal office at 125 Symmes Drive, Manalapan, NJ 07726; and

**WHEREAS**, said institution was established for the purpose of perpetuating knowledge of, and encouraging public interest in, the history of municipalities within the County, and to acquire and preserve materials and information relevant to the social, economic and political history of municipalities within the County; and

**WHEREAS**, it has been recommended to the Borough of Highlands that it would be to the mutual advantage of both the Borough of Highlands and the Monmouth County Archives to enter into a Depository Agreement providing for the transfer of physical custody, but not the legal custody, of certain historical public records to the Monmouth County Archives, to be kept and maintained by Monmouth County Archives; and

**WHEREAS**, the Borough of Highlands has considered said recommendation and is of the opinion that such transfer of said public records, reserving to the Borough of Highlands the right to recall said public records, would be beneficial to the residents of the Borough of Highlands and other persons interested in the history of the Borough of Highlands; and

**WHEREAS**, the *New Jersey Administrative Code*, at 15:3-6.3(e)(3), provides that historically significant public records may be deposited in another institution with the approval of the Division of Archives and Records Management, Department of State; and

**WHEREAS**, it appears that the Monmouth County Archives is able to provide sufficient storage space, environmental controls, and security for the preservation of said public records in its facilities, and to permit public access to said records during its regular business hours; and

**WHEREAS**, the Monmouth County Archives has requested physical custody of said public records, and desires to enter into a Deposit Agreement with the Borough of Highlands stating the terms and conditions of the transfer of custody.

**NOW THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Highlands that the physical custody, but not the legal custody, of the historical public records listed in Exhibit 1 of the proposed Deposit Agreement as attached, and/or any future additions or corrections made to this list under the terms of the said Deposit Agreement, shall be transferred to

the Monmouth County Archives; and that the said records shall be maintained and made publicly accessible by said institution in its facilities for an indefinite period; and that the Deposit Agreement containing the specific terms and conditions of this transfer be executed by authorized officials of both the Borough of Highlands and the Monmouth County Archives.

**BE IT FURTHER RESOLVED** that a copy of this Resolution certified by the Borough Clerk to be a true copy shall be forwarded to the Monmouth County Archives.

Motion to Approve R-21-167:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN			X			
MAZZOLA			X			
MELNYK			X			
OLSZEWSKI		X	X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: August 18, 2021




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Michelle Hutchinson, Municipal Clerk  
Borough of Highlands