

RESOLUTION

WHEREAS, the Township of West Orange (the “Township”) seeks to engage the services of Total Records Information Management, LLC (“Total Records”) to maintain and store the Township’s hard copy files offsite; and

WHEREAS, Total Records has agreed to the terms of a Master Agreement annexed hereto as **Exhibit “A”** providing the Township with document management and storage.

NOW THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WEST ORANGE, that the Township be and hereby is authorized to execute the Master Agreement annexed hereto as **Exhibit “A”**; and be it further

RESOLVED, that the Mayor be and is hereby authorized to execute the Master Agreement annexed hereto as **Exhibit “A”** and the Township Clerk be and is hereby authorized to attest to the Mayor’s signature; and be it further

RESOLVED that a copy of this resolution shall be made available in the Clerk's Office for reasonable inspection in accordance with applicable law.

Karen J. Carnevale, R.M.C.
Township Clerk

Jerry Guarino
Council President

Adopted: November 26, 2019