

STATE OF NEW JERSEY



MUNICIPAL CLERK

M200000-007

Records Retention and Disposition Schedule		Agency: M200000	Schedule: 007	Page #:1 of 9
Department:	MUNICIPAL CLERK	Agency Representative:	Joanne Kwasniewski	
Division:		Title:	Municipal Clerk, Fair Lawn	
Bureau:		Phone #:		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Abstract Of Ratables (Copy) --- Original retained by County Taxation Board.					P	3 Years		Destroy	
Animal Companion File (Cat and Dog)										
0002-0001	Animal Companion File - Cat and Dog Tags --- May also be retained by Local Health Department.	X					3 Years		Destroy	
0002-0002	Animal Companion File - Bite Cases - Adult --- May also be retained by Local Health Department.						3 Years		Destroy	
0002-0003	Animal Companion File -Bite Cases -Minor --- May also be retained by Local Health Department.					P	3 Years After age of majority		Destroy	
0002-0004	Animal Companion File - Damage Report --- May also be retained by Local Health Department.	X					6 Years		Destroy	
0002-0005	Animal Companion File - Census Repot --- May also be retained by Local Health Department.	X					3 Years After inactive		Destroy	

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							Total Retention Period	Minimum Period in Agency		
0002-0006	Animal Companion File - Cat and Dog License --- May also be retained by Local Health Department.	X					3 Years		Destroy	
Application File- License, Permit, And Certificate										
0003-0001	Application File General --- General Application File for Licenses, Permits, and Certificates regulated and issued by the Local Authority for a licensed business including Solicitor, Vendor, Peddler, and Hawker.	X				P	3 Years		Destroy	
0003-0002	Application File – Alcoholic Beverage Control (ABC)					P	5 Years		Destroy	
0003-0003	Application File – Legalized Games Of Chance, Bingo, And Raffle --- File contains: License Applications for Legalized Games of Chance, Bingo and Raffle; Report of Legalized Games of Chance, Bingo, and Raffle Operations; Organization Name, Address, and Members; gross and net receipts; expenses; games schedule; and list of prizes. A copy is maintained by the Legalized Games of Chance Control Commission, Division of Consumer Affairs, Department of Law and Public Safety. (NJSA 5: 8-26, 37) (NJSA 5: 8-52, 64) (NJAC 13:47-2.5)	X				P	5 Years		Destroy	
0003-0004	Application File - Summer Camp	X				P	3 Years		Destroy	
0003-0005	License File - Stubs	X				P	3 Years		Destroy	
0003-0006	License File - General	X				P	3 Years		Destroy	
0003-0007	License File – Alcoholic Beverage Control (ABC)	X				P	5 Years		Destroy	
0003-0008	License File – Mercantile/Tourism	X				P	3 Years		Destroy	
0003-0009	License File - Livery, Taxi, Tow Truck, And Wrecker	X				P	3 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
0003-0010	License File – License (Copy), Docket Book, And Spreadsheet For Legalized Games Of Chance, Bingo, And Raffle --- Original license maintained by the licensee and a copy by the Local Police Department. (NJAC 13:47-4.6)	X	X			P	6 Years After final entry		Archival Review	
0003-0011	Permit File - Beach, Community Pool, And Recreation Center Badges	X				P	Until audit		Destroy	
0003-0012	Permit File - Street Opening	X				P	6 Years		Destroy	
0003-0013	Permit File - Stream Encroachment (Copy) --- File contains Stream Encroachment Application (copy) and Permit (copy), Letter of Interpretation, Letter of Hazardous Substance, and supporting documentation. Original maintained by the Department of Environmental Protection and additional copies by the Local Engineer and/or Local Health Department.					P	3 Years After expiration		Destroy	
0003-0014	Permit File - Fresh Water Wetlands (Copy) --- File contains Fresh Water Wetlands Application (copy) and Permit (copy), Letter of Interpretation, Letter of Hazardous Substance, documentation regarding Brownfields and Fresh Water Wetlands, and supporting documentation. Original maintained by the Department of Environmental Protection and additional copies by the Local Engineer and/or Local Health Department. (NJSA 13:9B-9)					P	3 Years After expiration		Destroy	NJSA 13:9B-9
0003-0015	License File – Health Spa/Massage Therapist					P	3 Years		Destroy	
	Certificates File									
0004-0000	Certificates File						3 Years		Destroy	
0004-0001	Certificates File - Availability of Funds --- Certificate is attached to resolution.	X	X				Permanent		Retain at Agency	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0004-0002	Certificates Files - Table of Equalized Valuations (Copy) --- Original retained by Department of the Treasury, Division of Taxation.	X					3 Years		Destroy	
0004-0003	Certificates Files - Insurance and Bonding Companies	X					6 Years		Destroy	
0004-0004	Certificates File - Average Ratios and Common Level Range (Copy) --- Original retained by Department of the Treasury, Division of Taxation.	X					3 Years		Destroy	
Election Records File										
0005-0000	Deeds and Easements (Municipal Property Acquisitions) --- File may also include appraisals.		X				Permanent		Retain at Agency	
0006-0001	Election Returns --- Election Certificates and supporting documentation including: primary petitions; tally statements of election results; primary general, recall, special, and school board elections returns; and statements of candidates, campaign managers, and treasurers.						5 Years		Destroy	
0006-0002	Ballots - (Irregular) - Write-In						2 Years		Destroy	
0006-0003	Ballot (Used and Unsued) - Municipal and Special Election --- Includes machine-generated documentation.						2 Years After election		Destroy	
0006-0004	Receipt for Ballots and/or Supplies - Municipal and Special Election						1 Years		Destroy	
0006-0005	Receipt for Ballots and Supplies - Federal Election						2 Years		Destroy	
0006-0009	Petition - Referendum and Repeal						5 Years After submission		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0006-0010	Certified List of Polling Places - All Elections (Copy) --- Original maintained by the County Superintendent of Elections						1 Years		Destroy	
0006-0011	Election District Maps (Copy) --- Original filed with County Board of Elections						3 Years As updated		Destroy	
0006-0012	Voter Registration List (Copy) --- Original kept by County Clerk.						1 Years		Destroy	NJSA 19:31-18.3
0007-0000										
0007-0000	Foreclosure/Condemnation/Eminent Domain/Declaration Of Taking File --- File pertaining to properties foreclosed, condemned, or taken for a public purpose such as sewer lines, street widening, etc. Contains: intent to foreclose, condemnation document, copies of pleadings; order to show cause; order of lis pendens; correspondence; and copies of plans, deeds, and easements. Copies of Foreclosure/Condemnation/Eminent Domain/Declaration of Taking documents are maintained by the Municipal Law Department.					P	Permanent		Retain at Agency	
0008-0000	Municipal Aid Schedule						3 Years		Destroy	
Municipal Master Plan										
0009-0001	Municipal Master Plan (Original)		X				Permanent		Retain at Agency	
0009-0002	Municipal Master Plan (Copy)						As updated		Destroy	
0010-0000										
0010-0000	Municipal Court Financial Report (Obsolete)	X					3 Years		Destroy	
Ordinance File										
0011-0001	Ordinance File - Ordinance Book (Original)		X				Permanent		Retain at Agency	

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0011-0002	Ordinance File - Ordinance Book (Copy)						Periodic review		Destroy	
0011-0003	Ordinance File - Workpapers						Periodic review		Destroy	
	Resolution File									
0012-0001	Resolution File (Original)						Permanent		Retain at Agency	
0012-0002	Resolution File (Copy)						Periodic review		Destroy	
	Minutes File									
0013-0001	Minutes File (Original)		X				Permanent		Retain at Agency	
0013-0002	Minutes File (Copy)						Periodic review		Destroy	
0014-0000	Oaths of Office File						5 Years After Term of office		Destroy	
	Petition File - Citizens (Excluding Elections)									
0015-0001	Petition File - Municipal Incorporations and Annexations						Permanent		Retain at Agency	
0015-0002	Petition File - Not Filed Pursuant Statute						1 Years From date of filing		Destroy	
0015-0003	Petition File - Improvements (Approvals and Objections)						5 Years		Destroy	
0015-0004	Petition File - Referendum and Repeal						5 Years After submission		Destroy	

* P - Public, C - Confidential

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0016-0000	Affidavits of Publication --- Affidavits of publication pertaining to: open public meetings, contracts, ordinances, budgets, elections, block grants, hearings requirements, etc.						10 Years		Destroy	
0017-0000	Monthly Report of Trailer Spaces Rented	X					3 Years		Destroy	
Tax File										
0018-0001	Tax File - Tax Appeal (Copy) --- Original is maintained by either the County Board of Taxation or the State Tax Court. Additional copies are kept by the petitioner and the Tax Assessor.						3 Years		Destroy	
0018-0002	Tax File - Tax Map (Copy) --- Original is maintained by the Tax Assessor.						As updated		Destroy	
Search File										
0019-0001	Search File - Application Special and Municipal Assessment/Liability						1 Years		Destroy	
0019-0002	Search File - Workpapers Special Improvement District and Local Municipal Improvement.						7 Years		Destroy	
0019-0003	Search File - Certificate Liability for Assessment for Municipal Improvement (Assessment Search)						7 Years		Destroy	
0019-0004	Search File - Certificate - Non-Exempt Fireman						6 Years After termination of employment or age 85, whichever is sooner		Destroy	(NJSA 40A: 14-56,57)

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							Total Retention Period	Minimum Period in Agency		
0020-0000	Financial and Personal Disclosure Statements	X					6 Years		Destroy	
0021-0000	Rental Registration File --- Registration of tenants and landlords required by NJSA 2A:42-78 and NJSA 46:8-28.	X					6 Years		Destroy	NJSA 2A:42-78 and NJSA 46:8-28.
0022-0000	New Jersey Residential Construction Off-Site Conditions Disclosure Act Listing of Off-Site Conditions --- Lists of off-site conditions (e.g. , overhead electrical lines, underground gas lines, electrical and sewer pump stations, wastewater treatment plants, and landfill areas, etc.) that may have detrimental effect on the value of surrounding residential real estate. Forms are annually submitted by the owners of the sites and supporting documentation by the State Department of Community Affairs and Environmental Protection.		X				10 Years		Destroy	(NJSA 52:27D-3 (e) and 46:3C-4 and 5)
0023-0000	Technical Requirements for Site Remediation - Notification of Cleanup of a Contaminated Site --- Notification from the party concerned, to the municipal clerk regarding the cleanup of a contaminated site within the municipality which may or may not be under the oversight of the Department of Environmental Protection.		X				30 Years		Destroy	(NJSA 46:30-1 through 12)
0024-0000	Passport Application Transmittal (Copy) --- Original maintained by the U.S. Office of Passport Services.						24 Months		Destroy	
0025-0000	Cable Television Franchise Contract File --- Contract between the municipal agency and a cable television company for the installation of cable television throughout a municipality. File contains but is not limited to the following: application, approval, renewal, and denial documents; Certificate of Approval (copy); contract (copy); fee receipts; copies of associated Minutes, Resolutions, Ordinances, and Public Hearing Notices; and supporting documentation.		X			P	7 Years After Expiration Of Franchise Contract		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0026-0000	Non-Solicitation List --- List of names and addresses of residents and businesses that do not wish to receive solicitors.					P	3 Years After update		Destroy	
0027-0000	Land Use File --- File regarding a change in local land use as adopted through ordinance. A letter is sent to the County Planning Board regarding the ordinance adoption and a certified letter is also sent to those township residents affected by the land use change, announcing an open public meeting about the introduced ordinance. File contains but is not limited to: County Planning Board and township resident's correspondence (copies), certified mail receipts, ordinance (copy), and supporting documentation. (NJSA 40:55D-16)					P	6 Years NJSA 40:55D-16		Destroy	
0028-0000	Shoreline Survey --- Data collected to evaluate changes on the beach over a period of time. The comparison calculates sand volume and shoreline changes. Data can be used by the United States Army Corp of Engineers and the Department of Environmental Protection.		X			P	Permanent		Retain at Agency	
0029-0000	Annual Financial And Personal Data Disclosure Forms – Municipal Clerk --- By law, these forms are to be filed with the Offices of the County and the Municipal Clerk.					P	6 Years		Destroy	
0030-0000	Governing Body Meeting Workpapers And Supporting Documentation - Municipal Clerk Notes --- See Municipal General Schedule for reference to original and copies of documents pertaining to Open Public Meetings, Minutes, and Agendas.					P	Periodic review		Destroy	