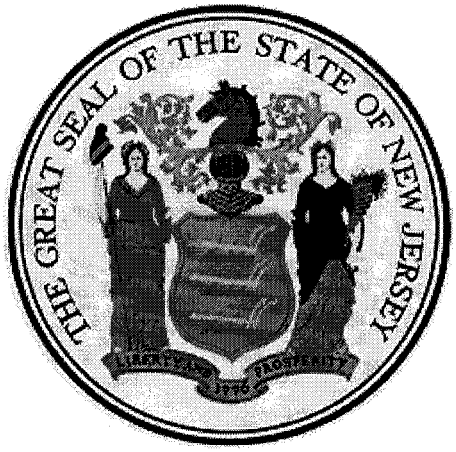
State of New Jersey



Municipal Law Department Records Retention Schedule

M150000-999

DIVISION of ARCHIVES & NJDARM RECORDS MANAGEMENT

Prepared by:
Division of Archives and Records Management
2300 Stuyesant Avenue, PO Box 307 Trenton, NJ 08625-0307
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609.530.3200

Bureau of Archives and History
Records Management Section

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

1. AGENCY NO.	2. DEPARTMENT	3. DIVISION	4. BUREAU, OFFICE, ETC.
P150000	Municipal Law Department		

5. AGENCY REPRESENTATIVE	6. TITLE	7. TELEPHONE NO.
William M. Cox	W M Cox President, NJ Institute of Municipal Attorneys	201-383-1600

8. SCHEDULE APPROVAL

THE RECORDS COVERED BY THIS SCHEDULE, UPON EXPIRATION OF THE RETENTION PERIODS, SHALL 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 SHALL BECOME EFFECTIVE ON THE DATE APPROVED BY THE STATE RECORDS COMMITTEE.

9. SIGNATURE OF AGENCY REPRESENTATIVE	DATE	10. SIGNATURE OF SECRETARY, STATE RECORDS COMMITTEE	DATE APPRV'D
W M Cox		William C Wright	6/22/83

11. ITEM NO.	12. RECORD TITLE AND DESCRIPTION	13. AUD (X)	14. RETAIN IN AGENCY	RECORDS CTR.	15. DISPOSITION (DESTROY/ ARCHIVES)
1-00.	Acquisition of Property		3 yrs.		Destroy
2-00.	Attendance Records - Copies*		3 yrs.		Destroy
3-00.	Budget-Municipal & County - Copies*		3 yrs.		Destroy
4-00.	Contracts-General - Copies*		3 yrs.		Destroy
5-00.	Contracts-Building - Copies*		3 yrs.		Destroy
6-00.	Correspondence Re: Codification of Ordinances - Galley Sheets		3 yrs.		Destroy
7-00.	Deeds - Copies*		3 yrs.		Destroy
8-00.	Easements - Copies*		3 yrs.		Destroy
9-00.	Minutes - Copies*		3 yrs.		Destroy
10-00.	Miscellaneous Law Suits		20 yrs. after conclusion of litigation		Destroy
11-00.	Records Retention Schedule		As Updated		Destroy
12-00.	Request and Authorization for Records Disposal (ED-6) forms		Permanent		Permanent

*"provided originals are maintained by the municipal clerk"