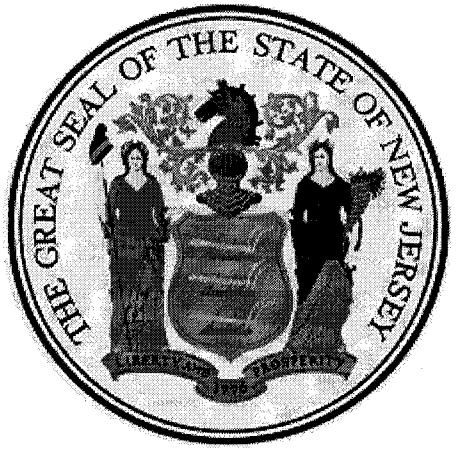
State of New Jersey



Local Housing & Development Records Retention Schedule

M500000-999

DIVISION of ARCHIVES & NJDARM RECORDS MANAGEMENT

Prepared by:
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FORM NO CR-AA-0004-(4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M500000	999	1 OF 10

DEPARTMENT Local

DIVISION Housing and Development

BUREAU

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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
[illegible]	11-1-99	[illegible]	16 DEC 1999

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
	Directors's Office			
0001-0000	Project Files	10 yrs after completion of construction		Destroy
0002-0000	Blueprints & Maps	10 yrs after completion of construction		Destroy
0003-0000	Federal Grants Agreements & Supporting Documentation, Financial Records & Statistical Records			
0003-0001	Agreements	6 yrs after termination of agreement provided all litigation, claims, or audit findings are resolved and all non-expendable property has been disposed		Destroy

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M500000	999	2 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Director's Office (continued)			
0003-0002	Supporting Documentation, Financial Records & Statistical Report	6 yrs after submission of final expenditure report or annual financial status report, provided all litigation claims, or audit findings are resolved and all non-expendable property has been disposed		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M500000	999	3 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Economic Development			
0050-0000	Economic Development Studies & Surveys	Permanent		Permanent
0051-0000	Urban Renewal Files	10 yrs after completion of construction		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M500000	999	4 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Neighborhood Development			
0120-0000	Project Files and Correspondence	10 yrs after completion of construction		Destroy
0121-0000	Affordable Housing Agreement Files Consist of: Application, income verification correspondence, deed (copy) etc.			
0121-0001	Affordable Housing Agreement Files - Approved	30 yrs		Destroy
0121-0002	Affordable Housing Agreement Files - Denied/ Withdrawn	2 yrs		Destroy
0122-0000	List of Approved and Denied Applicants	6 yrs		Destroy
0123-0000	Affordable Housing Annual Monitoring Reports	10 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Neighborhood Planning			
0150-0000	Environmental Assessment Files	Permanent		Permanent
0151-0000	Housing Project Files	10 yrs after completion of construction		Destroy
0152-0000	General Planning Project Files	10 yrs after completion of construction		Destroy
0153-0000	Green Acres Project Files	Permanent		Permanent
0154-0000	Urban Renewal Files	10 yrs after completion of construction		Destroy
0155-0000	Flood Control Files	Permanent		Permanent
0156-0000	Rent Stabilization Files	7 yrs		Destroy
0157-0000	Recreation Recovery Action Plan	Permanent		Permanent

RECORDS RETENTICN AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M500000	999	6 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Property Improvement			
0200-0000	Financial, construction & loan data for each Property assisted by Property Improvement Program.	10 yrs after completion of construction/or repayment of loan whichever is later		Destroy
0201-0000	Estimator's Records	10 yrs		Destroy
0202-0000	Delinquent Accounts	6 yrs after final payment		Destroy
0203-0000	Program Accounts	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M500000	999	7 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Property Management			
0250-0000	Sold Properties & Indices	7 yrs unless in litigation		Destroy
0251-0000	Redeemed Properties	7 yrs unless in litigation		Destroy
0252-0000	Inspection Files	7 yrs unless in litigation		Destroy
0253-0000	Relocation Files	7 yrs after settlement		Destroy
0254-0000	Owned Properties & Indices	Permanent		Permanent
0255-0000	Bonds	7 yrs after maturity or cancellation		Destroy
0256-0000	Title Foreclosures	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M500000	999	8 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Property Maintenance			
0300-0000	Work Orders	6 yrs		Destroy
0301-0000	Housing Plans	Permanent		Permanent
0302-0000	Utility Bills	6 yrs		Destroy
0303-0000	Quarterly Reports	3 yrs		Destroy
0304-0000	City Owned Properties & Lots	7 yrs after disposal of property		Destroy
0305-0000	Seniority List	As updated		Destroy
0306-0000	Police Reports	3 yrs		Destroy
0307-0000	Gas Usage Reports	2 yrs		Destroy
0308-0000	Solid Waste Transport Records	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Traffic & Parking			
0350-0000	Street Closings	6 yrs		Destroy
0351-0000	Resolutions & Ordinances (copies) record copy maintained in Clerk's Office	Periodic Review		Destroy
0352-0000	Traffic Reports	3 yrs		Destroy
0353-0000	Project Files	6 yrs		Destroy
0354-0000	Work Orders-Street Sweeping & Street Lighting	6 yrs		Destroy
0355-0000	Barricade Data	3 yrs		Destroy
0356-0000	Crosswalk Data	3 yrs after update		Destroy
0357-0000	Yellow Curb Painting Work Orders	3 yrs after update		Destroy
0358-0000	Signal Requests	6 yrs unless in litigation		Destroy
0359-0000	Building Plans (Public Building)	Permanent		Permanent
0360-0000	Vehicle Use Data	3 yrs after disposal of vehicle		Destroy
0361-0000	Daily Work Report	6 yrs		Destroy
0362-0000	Signing, Government Marking	Permanent		Permanent
0363-0000	Special Signing (Non-traffic) & Lettering	Permanent		Permanent
0364-0000	Damage Reports/Billings	6 yrs		Destroy
0365-0000	Drawings/Plans/Maps	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M500000	999	10 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Community Affairs			
0400-0000	Relocation Hearings	7 yrs after settlement		Destroy
0401-0000	Condemnation Hearings	Permanent		Permanent
0402-0000	Demolition Files	Permanent		Permanent
0403-0000	Project Case Files	10 yrs after completion of construction		Destroy
0404-0000	Inspection Reports	7 yrs unless in litigation		Destroy
0405-0000	Rental Assistance Certification/Recreation of Tenance Eligibility	6 yrs unless in litigation		Destroy
0406-0000	Notice of Rent Increase	7 yrs after termination of lease		Destroy