

STATE OF NEW JERSEY



URBAN ENTERPRISE ZONE (UEZ)

M930000-001

Records Retention and Disposition Schedule		Agency: M930000	Schedule: 001	Page #:1 of 2
Department:	URBAN ENTERPRISE ZONE (UEZ)	Agency Representative:	Peter Lijoi, Esq.	
Division:		Title:	Executive Director	
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	Urban Enterprise Zone (UEZ) Qualified Business File --- File includes but is not limited to: application, correspondence, reference material, and supporting documentation.									
0001-0001	Urban Enterprise Zone (UEZ) Qualified Business File - Application - Approved (Copy) --- Original maintained by the Department of Community Affairs, Urban Enterprise Zone Program.	X					6 Years After termination of agreement		Destroy	
0001-0002	Urban Enterprise Zone (UEZ) Qualified Business File - Application – Denied (Copy) --- Original maintained by the Department of Community Affairs, Urban Enterprise Zone Program.	X					3 Years		Destroy	
0001-0003	Urban Enterprise Zone (UEZ) Qualified Business File - Application – Withdrawn (Copy) --- Original maintained by the Department of Community Affairs, Urban Enterprise Zone Program.	X					3 Years		Destroy	
0001-0004	Urban Enterprise Zone (UEZ) Qualified Business File - Litigation						20 Years After final settlement		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		
0001-0005	Urban Enterprise Zone (UEZ) Qualified Business File – Business Listing And Mailing List (Copy) (Electronic And Hardcopy) --- Original maintained by the Department of Community Affairs, Urban Enterprise Zone Program.						As updated		Destroy	

* P - Public, C - Confidential