

# STATE OF NEW JERSEY



## COUNTY BOARD OF TAXATION

**C250000-002**

Records Retention and Disposition Schedule				Agency: C250000		Schedule: 002		Page #:1 of 4		
<b>Department:</b>	COUNTY BOARD OF TAXATION			<b>Agency Representative:</b>						
<b>Division:</b>				<b>Title:</b>						
<b>Bureau:</b>				<b>Phone #:</b>						
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.										
<b>Agency Representative Signature:</b>			<b>Date:</b>		<b>Secretary, State Records Committee Signature:</b>			<b>Date:</b>		
			5/10/2002					6/20/2002		
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						Permanent		Retain at Agency	
0002-0000	Annual Tax Appeal - Reports of the Board President (TAS)						Permanent		Retain at Agency	
<b>Appeal case files</b>										
0003-0000	Appeal Case File									
0003-0001	Appeal Case File --- Includes appraisals, photos, correspondence, complaints						3 Years After filing of final judgement		Destroy	
0003-0002	Appeal Case File - Judgments --- NJSA 54:3-26						Permanent		Retain at Agency	NJSA 54:3-26
0004-0000	NJ Tax Court Appeals - Filed With County --- Includes complaints and Judgments						3 Years After filing		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		
0005-0000	Tax Appeals Register						3 Years After county judgement or After final entry Whichever is sooner		Destroy	
0006-0000	Appeal Schedules/Log List --- Consists of a calendar of scheduled appeals						3 Years After final entry		Destroy	
0007-0000	Judgment proof lists --- Consists of lists of judgments of appeals heard. Used as an internal cross reference file						3 Years		Destroy	
0008-0001	General Record Series Deleted - See County and Municipal General Schedule									
0008-0002	General Record Series Deleted - See County and Municipal General Schedule									
0009-0000	New Construction Cap Report (JDC-1, JDC-2)						3 Years		Destroy	
0010-0000	Equalization Tables - Preliminary and Final Equalization						Permanent		Retain at Agency	
0011-0000	Exempt Property --- Includes Initial Statements and Further Statements that are used to determine an exemption						3 Years		Destroy	
0012-0001	Meeting Records File - Minutes of the Board of Taxation		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		
0012-0002	Meeting Records File - Recordings of Meetings of the Board of Taxation (Audio and Video)						1 Years Or until summary or verbatim transcript is approved as minutes		Erase	
0013-0001	Omitted Assesment and Farmland Rollback Assesments File - Complaints --- File includes: Complaints , Hearing Notice, and proof of service						3 Years After filing of final judgement		Destroy	
0013-0002	Omitted Assesment and Farmland Rollback Asesments File - Judgments (NJSA 54:3-26)						Permanent		Retain at Agency	NJSA 54:3-26
0014-0000	Sales Ratio Form (SRIA) and Usable/Nonusable Sales Listing						3 Years		Destroy	
0015-0000	Exemption and Abatment Form (E/AI)						3 Years		Destroy	
0016-0000	Tax Lists --- Includes: Regular Assesment, Added Aassesment, Table of Aggregates of Taxable and Exempt Property and tax lists		X				Permanent		Retain at Agency	
0017-0000	Tax Maps - Municipal (Copy)						As updated		Destroy	
0018-0000	Schedule of Tax Assessor's Office Hours						As updated		Destroy	
0019-0000	Certificate of Mailing of Notice of Assesment						1 Years		Destroy	
0020-0000	Aggregate Assessed Valuation by Class (SR3A)						3 Years		Destroy	
0021-0000	Senior Citizens and Disabled and Surviving Spouse Ddeduction Form (PD 65.15)						3 Years		Destroy	
0022-0000	Veterans and Surviving Spouse Deduction Forms (VE/WVE2)						3 Years		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		
0023-0000	Summary of Added/Omitted Assessments as Promulgated by Director, Division of Taxation						1 Years		Destroy	
0024-0000	Compliance Plan (CP-1) - Chapter - 101						3 Years		Destroy	
0025-0000	Revaluation Contract File --- Includes: Application, Progress Report, Plan of Work (POW), and correspondence						6 Years After termination of contract		Destroy	
0026-0000	Re Assessment Application File --- Includes: Application, Progress Report, Plan of Work (POW) and correspondence						6 Years After termination of contract		Destroy	
0027-0000	Urban Enterprise Zone (UEZ) - Exemption Report						3 Years		Destroy	
0028-0000	Regional Efficiency Aid Program (RFAP) - Certification Report						3 Years		Destroy	
0029-0000	Tax Rate Certification		X				Permanent		Retain at Agency	