

STATE OF NEW JERSEY



COUNTY HUMAN SERVICES: VETERANS SERVICES

C390000-002

Department:	COUNTY HUMAN SERVICES: VETERANS SERVICES	Agency Representative:	Joseph Nitzberg
Division:		Title:	Records Manager, Burlington County
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:
	6/23/2010		7/15/2010

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	Cemetery List					P	Permanent		Send to Archives	
0002-0000	Grave Registration Records						Permanent		Send to Archives	
0003-0000	County Cemetery Veterans Plots						Permanent		Send to Archives	
0004-0000	General Record Series Deleted - See County and Municipal General Schedule									
0004-0001	General Record Series Deleted - See County and Municipal General Schedule									
0004-0002	General Record Series Deleted - See County and Municipal General Schedule									
0005-0000	General Record Series Deleted - See County and Municipal General Schedule									
0006-0000	General Record Series Deleted - See County and Municipal General Schedule					P				
0007-0000	General Record Series Deleted - See County and Municipal General Schedule									
0008-0000	General Record Series Deleted - See County and Municipal General Schedule									

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C390000			Schedule: 002		Page #:2 of 2	
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		
0009-0000	General Record Series Deleted - See County and Municipal General Schedule									
0010-0000	General Record Series Deleted - See County and Municipal General Schedule									
0011-0000	General Record Series Deleted - See County and Municipal General Schedule									
0012-0000	Veterans Case Files									
0012-0001	Veteran Case Files-Federal Case Files (Cards) --- Reference for active and closed case files. Lists: name, social security number, address, date of discharge, and first benefits received					P	5 Years From Date Case Closed		Destroy	
0012-0002	Veterans Case Files - Federal Case Files (Copy) --- Contains information supplied by Veterans Administration concerning federal programs. Includes applications appropriate for various veterans programs such as burial benefits, education, medical services and pensions. Also, contains discharge information, interview, and review records, and change of address. Veterans Administration maintains the records copy.					P	3 Years After Benefits Discontinued		Destroy	