

STATE OF NEW JERSEY



COUNTY CONSTRUCTION BOARD OF APPEALS

C470000-001

| Records Retention and Disposition Schedule | | | | Agency: C470000 | | Schedule: 001 | | Page #:1 of 2 | | |
|---|---|--------------------------------------|-----------------|-------------------------------|--|---------------|----------------------------|--------------------------|-------------|----------|
| Department: | | COUNTY CONSTRUCTION BOARD OF APPEALS | | Agency Representative: | | MARY ROLIO | | | | |
| Division: | | | | Title: | | | | | | |
| 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: | | |
| | | | 8/25/1993 | | | | | 10/20/1993 | | |
| 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 | | |
| Construction Board of Appeals Case File | | | | | | | | | | |
| 0001-0001 | <p>Construction Board of Appeals Case File - With Decision/Prior Settlement ---</p> <p>Construction Board of Appeals case file with the municipal construction official or any of the municipal sub-code official who have filed an appeal with the County Construction Board of Appeals. The file may contain appeals with a decision, appeals that were withdrawn, and disputes that were settled prior to an appearance before the Board. File Contains: Decision of the Construction Board of Appeals (Resolution Copy), Extension of Time for Board to Render a decision, letter of acknowledgement of the appeal, Notice of Order of Penalty, filing fee receipt, voting ballot, Application to the Construction Board of Appeals, certified mail receipts, fee acknowledgment letter from the hearing, Rules of Procedure, Public Meeting Legal Notice, Public Meeting Legal Notice voucher and bill, letter of complaint from resident or municipality, correspondence, and supporting documentation. Original Decisions (Resolutions) are maintained by the Construction Board of Appeals and copies are sent to the New Jersey Department of Community Affairs, the Appellant or his/her Attorney, the Construction Official, and the Municipal Attorney.</p> | | | | | | 10 Years After case closed | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: C470000 | | | Schedule: 001 | | 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 | | |
| 0001-0002 | <p>Construction Board of Appeals Case File - Withdrawn ---</p> <p>Construction Board of Appeals case file with the municipal construction official or any of the municipal sub-code official who have filed an appeal with the County Construction Board of Appeals. The file may contain appeals with a decision, appeals that were withdrawn, and disputes that were settled prior to an appearance before the Board. File Contains: Decision of the Construction Board of Appeals (Resolution Copy), Extension of Time for Board to Render a decision, letter of acknowledgement of the appeal, Notice of Order of Penalty, filing fee receipt, voting ballot, Application to the Construction Board of Appeals, certified mail receipts, fee acknowledgment letter from the hearing, Rules of Procedure, Public Meeting Legal Notice, Public Meeting Legal Notice voucher and bill, letter of complaint from resident or municipality, correspondence, and supporting documentation. Original Decisions (Resolutions) are maintained by the Construction Board of Appeals and copies are sent to the New Jersey Department of Community Affairs, the Appellant or his/her Attorney, the Construction Official, and the Municipal Attorney.</p> | | | | | | 1 Years | | Destroy | |
| 0002-0000 | <p>Construction Board of Appeals Case Log Book ---</p> <p>Contains: filing date; case number; name of appellant, municipality, hearing date, and disposition; list of the board members; information on advocates for disabled; and list of fire subcode officials</p> | | | | | | Permanent | | Retain at Agency | |
| 0003-0000 | <p>Construction Board of Appeals Tape Recordings of Proceedings - Audio or Video (Analog and Digital)</p> | | | | | | 1 Years Or until summary or verbatim transcript is approved as minutes | | Erase | |