

# STATE OF NEW JERSEY



## MUNICIPAL LAW DEPARTMENT

**M150000-002**

|                    |                          |                               |                                    |
|--------------------|--------------------------|-------------------------------|------------------------------------|
| <b>Department:</b> | MUNICIPAL LAW DEPARTMENT | <b>Agency Representative:</b> | Lindsay L. Burbage, Esq.           |
| <b>Division:</b>   |                          | <b>Title:</b>                 | Director Of Law, Township Attorney |
| <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> |
|   |              |  |              |

| 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       | Acquisition Of Property (Copy)<br>---<br>Original documents are maintained by the Office of the Municipal Clerk.                     | X     |                 |                 |              | P            | 3 Years                         |                          | Destroy     |          |
| 0004-0000       | Contracts - General (Copy)<br>---<br>Original documents are maintained by the Office of the Municipal Clerk.                         | X     |                 |                 |              | P            | 3 Years                         |                          | Destroy     |          |
| 0005-0000       | Contracts - Building (Copy)<br>---<br>Original documents are maintained by the Office of the Municipal Clerk.                        | X     |                 |                 |              | P            | 3 Years                         |                          | Destroy     |          |
| 0006-0000       | Codification Of Ordinances - Proof Sheets  |       |                 |                 |              | P            | Until Adopted                   |                          | Destroy     |          |
| 0007-0000       | Deeds - Township-Owned Property (Copy)<br>---<br>Original documents are maintained permanently by the Office of the Municipal Clerk. |       |                 |                 |              | P            | 3 Years                         |                          | Destroy     |          |
| 0008-0000       | Easements (Copy)<br>---<br>Original documents are maintained permanently by the Office of the Municipal Clerk.                       |       |                 |                 |              | P            | 3 Years                         |                          | Destroy     |          |
| 0010-0000       | Law Suits - General  |       |                 |                 |              | P            | 20 Years After final settlement |                          | Destroy     |          |

\* P - Public, C - Confidential

| Records Retention and Disposition Schedule |  |       |                 | Agency: M150000 |              |              | 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 |               |          |
| 0011-0000                                  | General Record Series Deleted - See Municipal General Schedule   |       |                 |                 |              |              |  |                          |               |          |
| 0012-0000                                  | General Record Series Deleted - See Municipal General Schedule   |       |                 |                 |              |              |  |                          |               |          |
| 0013-0000                                  | Tort Claims File   |       |                 |                 |              |              |  |                          |               |          |
| 0013-0001                                  | Tort Claims File – Without Litigation  |       |                 |                 |              | P            | 7 Years After Dismissal Or Settlement      |                          | Destroy       |          |
| 0013-0002                                  | Tort Claims File – With Litigation   |       |                 |                 |              | P            | 20 Years After final settlement            |                          | Destroy       |          |
| 0013-0003                                  | Tort Claims File - Insurance Claim   |       |                 |                 |              | P            | 7 Years After settlement                   |                          | Destroy       |          |
| 0014-0000                                  | Foreclosure/Condemnation/Eminent Domain/Declaration Of Taking File (Copy)<br>---<br>File pertaining to properties foreclosed, condemned, or taken for a public purpose such as sewer lines, street widening, etc. Contains: intent to foreclose, condemnation notice, copies of pleadings; order to show cause; order of lis pendens; correspondence; and copies of plans, deeds, and easements. Original Eminent Domain/Declaration of Taking/Foreclosure/Condemnation documents maintained permanently by the Office of the Municipal Clerk. |       |                 |                 |              | P            | 7 Years After closing unless in litigation |                          | Destroy       |          |
| 0015-0000                                  | Lease Agreement<br>---<br>Lease agreement file pertaining to municipal lease for Ballparks, Recreation Centers, Gardens, Communications Towers, etc.   |       |                 |                 |              | P            | 7 Years After termination                  |                          | Destroy       |          |
| 0016-0000                                  | Legal Opinion File - Request For Legal Opinion And Legal Opinion Rendered  |       |                 |                 |              | P            | 20 Years                                   |                          | Destroy       |          |