

STATE OF NEW JERSEY



MUNICIPAL PROSECUTOR'S OFFICE

M170000-001

Records Retention and Disposition Schedule				Agency: M170000		Schedule: 001		Page #:1 of 1		
Department:	MUNICIPAL PROSECUTOR'S OFFICE			Agency Representative:		DEBRA L. STONE				
Division:				Title:		DEPUTY DIRECTOR, OPERATIONS				
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:		
			1/27/1999					3/18/1999		
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	Municipal Prosecutor's Case File --- File may include but is not limited to: Traffic, Motor Vehicle, Disorderly Persons, Petty Disorderly Persons, and Ordinance Violations; Drinking Driving Report; Alcohol Influence Report; Marine Police Drinking Operator Report; Waived Indictable Offense; Discovery Documents; and Court Complaints, Pleadings and Decisions. *Note: Recommend transfer of these records, 6 months after closed, to the custody of the municipality for storage for the term of the retention period. However, legal custody and control of these records will remain with the Office of the Municipal Prosecutor.						15 Years		Destroy	