

Records Retention and Disposition Schedule		Agency: M260000	Schedule: 001	Page #:1 of 2
Department:	MUNICIPAL CULTURAL AND HERITAGE COMMISSIONS	Agency Representative:		
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.

Status	Last Updated Date/Time	Approved Date	Effective Date
Published	7/28/2008 3:28 PM	8/24/1991	10/16/1991

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	Cultural Calendar of Events						As updated		Destroy	
Grant Project File										
0002-0001	Grant Project File - General	X					6 Years After termination of grant		Destroy	
0002-0002	Grant Project File - Public Structures	X					Permanent		Retain at Agency	
0003-0000	Historic Places Inventory	X	X				Permanent		Retain at Agency	
0004-0000	Mailing Lists/Indices						6 Years After update		Destroy	
Museum Exhibition and Restoration File										
0005-0001	Museum Exhibition and Restoration File - Permanent Exhibit Renovation and Restoration --- Includes: financial work-papers, funding agreements, engineering plans and studies, correspondence, and supporting documentation.	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		
0005-0002	Museum Exhibition and Restoration File - Temporary Exhibit Renovation --- Includes: financial work-papers, funding agreements, engineering plans and studies, correspondence, and supporting documentation.	X					6 Years		Destroy	