

Records Retention and Disposition Schedule		Agency: M580000	Schedule: 001	Page #:1 of 1
Department:	MUNICIPAL INSPECTOR GENERAL	Agency Representative:	James Wright	
Division:		Title:	City Of Newark Inspector General	
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	10/25/2010 2:50 PM	9/30/2010	10/21/2010

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	Municipal Inspector General Investigative Case Files --- Include: Complaint, Investigation's Worksheet, Supporting documentation collected and Final Report. The Office of Inspector General is authorized to receive and investigate complaints concerning alleged fraud, waste, abuse or mismanagement of municipal funds of all recipients, including municipal departments, commissions, authorities, and public school districts.									
0001-0001	Municipal Inspector General Investigative Case Files --- Complaint, Investigator's Worksheet, and supporting documentation collected		X			C	10 Years After close of investigation		Destroy	
0001-0002	Municipal Inspector General Investigative Case Files - Final Report		X		X	P	Permanent		Retain at Agency	
0001-0003	Municipal Inspector General Investigative Case Files -Referred --- Complaints referred to other authorities					P	3 Years		Destroy	