

# STATE OF NEW JERSEY



## NEW JERSEY STATE LEAGUE OF MUNICIPALITIES

**M980000-001**

<b>Department:</b>	NEW JERSEY STATE LEAGUE OF MUNICIPALITIES	<b>Agency Representative:</b>	Matthew Weng
<b>Division:</b>		<b>Title:</b>	Staff Attorney
<b>Bureau:</b>		<b>Phone #:</b>	(609) 333-3481 Extn: 137

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>
			6/21/2012

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		
	<b>Court Files</b>									
0001-0000	Court Files									
0001-0001	Amicus Files --- Amicus/Friend of the Court Briefs filed by the League of Municipalities.		X	X			5 Years After Final Decision		Send to Archives	
0001-0002	Supporting Court Files --- Files of actions brought to the League by member municipalities, reviewed by the Amicus Committee, and referred to the Staff Attorney for development. Files may include, but are not limited to: pleadings from lower courts, rulings, appendices, judgments, Administrative Law decisions, motions, samples, correspondence, and associated work papers and research. Records may be a combination of paper based and electronic records.						4 Years After Final Decision		Destroy	
	<b>Legislative Files</b>									
0002-0000	Legislative Committee Files --- Files that track lobbying actions developed by League staff under the direction of four designated committees reviewing proposed legislation. Files may include, but are not limited to: proposed legislation publications, agenda notes, work notes, correspondence, copies of resolutions, meeting minutes (copies), bill summary, program manuals, attendance sheets, phone list, policy and position papers, and follow up research.						4 Years After Legislative Agenda Expires.		Destroy	

Records Retention and Disposition Schedule				Agency: M980000			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		
	<b>Resolution Committee Files</b>									
0003-0000	Resolution Committee Files									
0003-0001	Resolution Committee Files-Official Resolutions		X	X			Permanent		Send to Archives	
0003-0002	Resolution Committee Files-Work Papers --- Files that document the formation of official resolutions of the League on behalf of its members. Files may include, but are not limited to, draft resolutions, amendments, agendas, work notes, recommendations, policies, official resolutions(copies), distribution lists, correspondence, and follow up research.						20 Years		Destroy	