



**AGENDA
STATE RECORDS COMMITTEE
March 16, 2023
10:00 AM**

Location: Online/Teleconference
(<https://www.state.nj.us/treasury/revenue/rms/srcpackets.shtml>)

Announcement of Open Public Meeting

I. Review of December 15, 2022 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request: # 587390 - 590336

**B. Registered Imaging Systems / Amendments / Annual Reviews:
Report to the State Records Committee**

III. New Business:

A. Records Retention Schedule:

1. **County General County (C100000)** - Presented by Karen Perry
2. **Municipal Clerk Schedule (M200000)** – Presented by Karen Perry
3. **County Counsel Schedule (C350000)** – Presented by Karen Perry

IV. Other Business:

**A. Report from DORES: Guidelines for Scheduling Records Created by
Electronic Messaging Systems**



MINUTES
STATE RECORDS COMMITTEE
December 15, 2022

Amanda Truppa, Secretary, called the 452th meeting of the State Records Committee to order at 10:01 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act. This meeting was conducted virtually.

Ms. Truppa stated there was a quorum present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, designee
Department of Community Affairs, Division of Local Government Services, Jason Martucci, designee
State Archives, Joe Klett
State Auditor, Ken Kramli, designee
Attorney General, Susan Scott, designee

Staff: Donald Cornelius, Archivist, State Archives
Marcella Campbell, Records Analyst 3, Records Management Services
Virma Guzman-Reyes, Records Analyst 3, Records Management Services
Karen A. Perry, Records Analyst 1, Records Management Services
Terricka Page, Records Analyst 3, Records Management Services
Robert Herrick, Records Analyst 2, Records Management Services
John Berry, Records Analyst 1, Records Management Services
Jenkins, Records Analyst 2, Records Management Services
Tara Maharjan, Electronic Archivist, State Archives
Danielle Marchetti, Electronic Archivist, State Archives

Other: Michelle Everly, Gloucester County - CARMA
Sylvia Allen, DCA Housing and Finance
Argean Cook, NJ Transit
Daniel Corpeno, NJ Transit
Joan DePaolo, NJ Transit
Toi Fisher, NJ Transit
Adolfo Guerrero, NJ Transit
Kasandra Reid, NJ Transit
Mary Miller, DCA Housing and Finance
Christopher Medina, NJ Transit
Michelle McKnight, DCA Housing and Finance
Dan Freed, Sussex County - CARMA

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee (one 1 abstention- DCA) voted to approve the minutes of the October 20, 2022.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 583358 - 587389

B. Report to the State Records Committee

Imaging Certification Amendments/Annual Reviews/Administrative Actions

II. New Business:

A. Records Retention Schedule:

1. County General Schedule and Municipal General Schedule (C820000 and M100000) – Presented by Karen Perry

Schedules presented by Karen Perry, Records Analyst 1. Both approved. The SRC thanks Michele Everly, Records Manager of Gloucester County and Secretary of CARMA for bringing this to DORES RMS so schedules could be adjusted appropriately. Her diligence is noted and appreciated.

III. Other Business:

A. 2023 Meeting Dates announced - approved

B. Report from the State Archives:

Mr. Klett, Director of the New Jersey State Archives, announced and welcomed electronic archivists, Danielle Marchetti and Tara Maharjan. Both will be working with a system already in progress that will intake photographs, documents, and catalog them. Archives will continue to work with state government to ingest electronic records. Mr. Klett further stated this is a huge milestone.

There being no further business, the Committee adjourned at 10:09 a.m.

Amanda Truppa
Secretary
State Records Committee

Certification #	Agency	AmendmentType
22122001-MP	Dumont Public School District	Annual Review
22122002-MP	Bergen New Bridge Medical Center-Ntracts	Annual Review
22122004-MP	Borough of Mantoloking	Annual Review
21020401-MP	Byram Township	Annual Review
06092107-MP	Township of Egg Harbor	Amendment
19081501-MP	Bergen County Technical Schools and Special	Annual Review
13032105-MP	Burlington County Institute of Technology	Annual Review
21072101-MP	Pennsauken Public Schools	Annual Review
15052104-MP	Monmouth County Sheriff's Office	Annual Review
13121211-NM	Mercer County Board of Social Services	Annual Review
12062114-MP	Pemberton Township Schools	Annual Review
09052102-MF	Township of Toms River Municipal Clerk's Office	Annual Review
10021805-MP	Township of Bridgewater	Amendment
11012033-MP	Borough of Allenhurst	Annual Review
13121209-NM	Department of Human Services DIMS Enterprise	Annual Review
10021805-MP	Township of Bridgewater	Annual Review
11072101-NM	County of Mercer RIM	Annual Review
06110932-MP	Township of Riverside	Annual Review
06110901-MF	City of Newark	Annual Review
14071701-NM	Union County Division of Social Services	Annual Review
14032011-NM	Somerset County Board of Social Services	Annual Review
07062101-MP	County of Ocean Clerk of the Board	Annual Review
09012219-MF	Borough of Midland Park	Annual Review
21010602-MP	East Amwell Township	Annual Review
09071603-MP	County of Monmouth RIM	Annual Review
00101902-MF	County of Monmouth County Clerk	Annual Review
18122901-MP	Bernards Township	Annual Review
10102118-MP	Town of Dover	Annual Review
09012206-MP	Borough of Edgewater	Annual Review
16020402-MP	Evesham Township Police Department	Annual Review
09101525-MP	Township of Evesham	Annual Review
10102128-MP	Borough of Rockaway	Annual Review

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT County Clerk/Register of Deeds	AGENCY # C100000
DIVISION:	SCHEDULE # 009
BUREAU:	PAGE # OF

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0002-0001	Alcoholic Beverage File - Identification Card Application	Removed - Retained by Municipal Clerk		
0002-0002	Alcoholic Beverage File - Retail Sales Referendum Resolution (Certified Copy) (N.J.S.A. 33:1-47.1)	Removed - Retained by Municipal Clerk		
0003-0000	Appeals (NJSA 47:3-9(b))	Removed - Courts' Records separated from counties effective 1/1/1995, under the Bifurcation Act		
0004-0001	Bond File - Bond Given as Bail and Recognizance in Connection With or in Lieu of Bail (Prior to 1948) (N.J.S.A. 47:3-9(d))	Removed - Courts' Records separated from counties effective 1/1/1995, under the Bifurcation Act		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE # 2 OF 7
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0007-0000	Convictions of Disorderly Persons (N.J.S.A. 47:3-9(i))	Removed - Courts' Records separated from counties effective 1/1/1995, under the Bifurcation Act		
0008-0000	Depositions - Excluding Court Rule and Pending Court Action or Proceeding (N.J.S.A. 47:3-9(k))	Removed - Courts' Records separated from counties effective 1/1/1995, under the Bifurcation Act		
0009-0001	Annual Report (R-2)	Removed - Retained by NJ Election Law Enforcement Commission (NJELEC)		
0009-0005	Election Records File – Single Candidate Committee Certificate of Designations of Campaign Treasurer and Depository (D-1) and Joint Candidate Committee Certificate of Designations of Campaign Treasurer and Depository (D-2) (N.J.S.A. 46:3-9(m))	Removed - Retained by NJ Election Law Enforcement Commission (NJELEC)		
0009-0011	Election Records File - Report of Contributions and Expenditures (R-1) (N.J.S.A. 47:3-9(m))	Removed - Retained by NJ Election Law Enforcement Commission (NJELEC)		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

AGENCY #

SCHEDULE #

PAGE #

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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0009-0013	Election Records File - Supplemental Contributor Information Form to be filed by candidates and/or /committees who receive contributions in excess of \$300 from one source and are qualified to file "Candidate Sworn Statement" (A-1), Joint Candidates Committee Sworn Statement" (A-2) or Recall Committee Sworn Statement" (A-4). (N.J.S.A. 47:3-9(m))	Removed - Retained by NJ Election Law Enforcement Commission (NJELEC)		
0009-0019	Election Records File - Designation of Deputy Treasurer and/or Additional Depository (DX) (N.J.S.A. 47:3-9(m))	Removed - Retained by NJ Election Law Enforcement Commission (NJELEC)		
0009-0020	Election Records File - Supplemental Expenditure Information Report 48-hour Expenditure Notices (E-1) (N.J.S.A. 47:3-9(m))	Removed - Retained by NJ Election Law Enforcement Commission (NJELEC)		
0012-0003	Incorporation and Trade Name File - Bridge Companies - Certificates of Incorporation (Copy) NJSA 48:5-3)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

AGENCY #

SCHEDULE #

PAGE #

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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0012-0004	Incorporation and Trade Name File - Certificate of Transfer of Assets Original Filing Instrument and Record Book Duplicate filed with Department of Banking and Insurance. (N.J.S.A. 17:12B-205)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0012-0007	Incorporation and Trade Name File - City Health Department Pension Fund Corporations Certificate of Incorporation, and Record Book (Copy) Original filed with the Department of Banking and Insurance. (NJSA 43:18-2)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0012-0009	Incorporation and Trade Name File - Credit Union Certificate of Incorporation and Record Book Original filed with the Department of Banking and Insurance (NJSA 19:13-29)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0012-0010	Incorporation and Trade Name File - Development Companies Certificate of Incorporation (Copy)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

AGENCY #

SCHEDULE #

PAGE #

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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0012-0013	Incorporation and Trade Name File - Hospitals and Similar Institutions - Joint Agreements and Modifications For Merger or Consolidation and Record Book (Copy) (NJSA 15:10-6)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0012-0014	Incorporation and Trade Name File - Limited Partnerships (NJSA 42:2-6)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0012-0015	Incorporation and Trade Name File - Nonpublic Schools Certificate of Incorporation and Record Book (Copy) (N.J.S.A. 15:11-10) (N.J.S.A. 15A:16-2)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0012-0016	Incorporation and Trade Name File - Safe Deposit Companies Record Book (Copy) Original filed with the Department of Banking and Insurance. (N.J.S.A. 17:14-4)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

AGENCY #

SCHEDULE #

PAGE #

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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0012-0017	Incorporation and Trade Name File - Savings and Loan Associations Record Book (Copy) Original filed with the Department of Banking and Insurance. (N.J.S.A. 17:12B-22)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0012-0018	Incorporation and Trade Name File - Street and Water Employees' Pension Fund Corporations Certificate and Record Book (Copy) Original filed with the Department of Banking and Insurance. (N.J.S.A. 43:19-2)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0012-0019	Incorporation and Trade Name File - Tunnel Companies Certificate of Incorporation and Record Book (Copy)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0012-0020	Incorporation and Trade Name File - Volunteer Fire Companies (N.J.S.A. 15:8-11)	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0013-0000	Indictments, Accusations, information and Complaints in the Nature Thereof, if Prosecution is Discontinued by Entering a Nolle Prossed or if the Defendant Charged Thereby Has Been convicted or acquitted (NJSA 47:3-9(p))	Removed - Effective 1983, Incorporations are no longer a function of the Office of the County Clerk – it is a function of the Department of the Treasury.		
0015-0000	Institutions and Agencies - Commitments Reports and Other Papers Relating to Institutions and Agencies Excluding Criminal or Psychiatric Cases (NJSA 47:3-9(s))	Removed - Retained by the County Adjuster		
0016-0001	License File - Fish and Game Stubs (NJSA 23:3-6)	Removed - Retained by the Municipal Clerk		
0016-0002	License File - Fish and Game Monthly Report (NJSA 23:3-6) (N.J.S.A. 47:3-9(x))	Removed - Retained by the Municipal Clerk		
0019-0000	Psychiatric Proceedings for Commitments to Institutions (NJSA 47:3-9(aa))	Removed - Retained by the County Adjuster		
0038-0001	Weapons and Firearms File - Register Entries for Sale, Lease or Transfer (Copy) (NJSA 58-2)	Removed - Retained by the Municipal Clerk		
0038-0002	Weapons and Firearms File - Permits and Applications	Removed - Retained by the Municipal Clerk		

STATE OF NEW JERSEY



COUNTY CLERK/REGISTER OF DEEDS

C100000-009



Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Department:	COUNTY CLERK/REGISTER OF DEEDS	Agency Representative:	
		Title:	
		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:

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	NJ BAR Examination Admissions File File contains: Notice of Intention to Apply for Admission, Admission to the Bar and supporting documentation. (NJSA 47:3-9(a))						1 year		Destroy	
0002-0000	Alcoholic Beverage File – Register and Index						Permanent		Permanent	
0003-0000	Bond File									

0003-0001	Bond File - Under Order of Filiation (N.J.S.A. 47:3-9(e))	X					20 years		Destroy	
0003-0002	Bond File - Certificate of Examination of Officer's Account File includes original filing documents and indexes.	X					5 years after termination of office		Destroy	
0003-0003	Bond File - Surety Bond for County and Municipal Officers File includes but is not limited to: sheriff and surety bonds and original filing documents.	X					2 years after termination of office		Destroy	
0003-0004	Bond File - Registry Books and Indexes	X					Permanent		Permanent	
0003-0005	Bond File - Filed Bond Cancellation or Discharge Warrant						6 years after discharge and filing		Destroy	
0004-0000	Building Contract File - Public and Nonpublic Buildings and Structures									
0004-0001	Building Contract File - Nonpublic Buildings and Structures File contains contracts, plans, specifications and indexes for construction of nonpublic buildings and structures. (N.J.S.A. 47:3-9(b))	X					10 years after termination of contract		Destroy	
0004-0002	Building Contract File - Public Buildings and Structures File contains contracts, plans, specifications and indexes for construction of public buildings and structures. File also contains Registers and Indices.	X					Permanent		Permanent	
0005-0000	Certificates of Authority - Insurance and Bonding Companies (N.J.S.A. 47:3-9(f))	X					6 years		Destroy	
0006-0000	Election Records File									
0006-0001	Election Records File – Certified Lists - Vote By Mail Ballots/Applications Original maintained by either the County Board of Election or the County Clerk.						2 years after election		Destroy	
0006-0002	Election Records File - Certified Statements of Municipal Clerks and School Boards Public Offices to be Filled (N.J.S.A. 19:12-6)						2 years after election		Destroy	
0006-0003	Election Records File - Maps of Election Districts and						3 years after election		Destroy	

	Re-adjustments Maps and re-adjustments submitted by the County Board of Election or the local government agency.								
0006-0004	Election Records File - Election Official's Statements of Dissent Official statement of dissent filed against the County Board of Elections. (N.J.S.A. 19:6-29)						2 years after election		Destroy
0006-0005	Election Records File - Notice From the Office of the Secretary of State of Officers to be Elected and Public Questions to be Submitted (N.J.S.A. 19:12-1)						2 years after election		Destroy
0006-0006	Election Records File - Voter Registry List (Copy) Original maintained by the Superintendent of Elections.(N.J.S.A. 19:31-18.3)						2 years		Destroy
0006-0007	Election Records File - Primary Election Records (Petitions) (N.J.S.A. 47:2-9(m)) ((N.J.S.A. 19:18-7)						5 years after election		Destroy
0006-0008	Election Records File - Ballots (Master)						Permanent		Permanent
0006-0009	Election Records File - Ballots (Copy)						Periodic review		Destroy
0006-0010	Election Records File - Statements of Canvass, Primary Elections (N.J.S.A. 47:3-9(m)), (N.J.S.A. 19:19-2)						5 years after election		Destroy
0006-0011	Election Records File - Voting Machine "0" Beginning and Ending Results Strips Submitted by Clerks of Election, Primary Elections (N.J.S.A. 47:3-9(m)), (N.J.S.A. 19:16-8)						5 years after election		Destroy
0006-0012	Election Records File - Voting and Vote Permit Records File includes but is not limited to the Certified Statements of Results of Vote Counts. *Retention period prescribed by law. (N.J.S.A. 19:17-2), (N.J.S.A. 47:3-9(m))						5 years after election		Destroy
0007-0000	Exempt Firefighter Register Register listing firefighters and their entitled health and pension benefits. (NJSA 40A:14-59) Recommend digital imaging.						75 years		Destroy

0008-0000	In Rem Foreclosure File - Municipal Lien Foreclosure File pertaining to property liens foreclosed upon by the governing body of the municipality and filed by the Office of the County Clerk. Documents originate in the Municipal Tax Assessor's Office.						Permanent		Permanent	
0009-0000	Incorporation and Trade Name File									
0009-0001	Incorporation and Trade Name File - Bank Mergers/Merger Agreements Original filed with the Department of Banking and Insurance.						1 year after dissolution		Destroy	
0009-0002	Incorporation and Trade Name File - Bottle Register, Including Descriptions						Permanent		Permanent	
0009-0003	Incorporation and Trade Name File - Certified Copy of Petition in Bankruptcy or Adjudication and Recorded in Deeds Grantor and Grantee (N.J.S.A. 46:16-4)						1 year after recording		Destroy	
0009-0004	Incorporation and Trade Name File - Change of Name Records/Mergers - Original Filing Instruments (NJSA 17:12B-46)						7 years after dissolution		Destroy	
0009-0005	Incorporation and Trade Name File – Clergical Societies or Confraternities and Religious Corporations - Original Certificate of Incorporation and Record Book (NJSA 16:4-1)						Permanent		Permanent	
0009-0006	Incorporation and Trade Name File - Firemen's Relief Associations Certificate of Incorporation and Record Book (Copy) Original filed with the Department of the Treasury. (NJSA 43:17-2)						1 year after dissolution		Destroy	
0009-0007	Incorporation and Trade Name File - Firms and Partnerships Using the Designation -and Company- or "and Co. File includes: notarized statements of nature or business, full names and residences of all members, power of attorney of non-residents, certificates of true names, original processes, certificates, and records of dissolution. Duplicates filed with the Department of the Treasury. (NJSA 56:1)						7 years after dissolution		Destroy	
0010-0000	Inheritance Tax Waivers - Recording Statement of Payment or Exemption Contains: filing instruments, registry books, and indexes.						Permanent		Permanent	

	(NJSA 54:35-9) Recommend digital imaging.									
0011-0000	License File									
0011-0001	License File - Hawkers and Peddlers (Veterans) License Applications and Indexes (NJSA 45:24-9, 10)					75 years		Destroy		
0011-0002	License File - License to Practice Medicine and/or Perform Surgery File contains license certified copies and supporting documentation. (NJSA 45:9-17) Recommend digital imaging.					75 years		Destroy		
0011-0003	License File - Real Estate Brokers and Salespersons List Records also maintained by the Department of Banking and Insurance (DOBI). (NJSA 45:15-22)					1 year		Destroy		
0011-0004	License File - Hawkers and Peddlers (Firefighter Exempt) License Applications (NJSA 45:24-12)					3 year after issuance		Destroy		
0012-0000	Liens File									
0012-0001	Liens File includes: original filing instruments; claims and notices; registry books; reimbursements; certificates of discharge; release of lien claims; lien dockets; and indexes for physicians liens, hospital liens, instructional liens, welfare house liens, mechanic's liens, (including original filing instruments, claims, notices of intention, stop notices, excluding papers related to court proceedings and actions), and condominium liens. (NJSA 47:3-9(y)(bb))					6 years after expiration		Destroy		
0012-0002	Liens File - Federal Tax Recommend digital imaging.					60 years		Destroy		
0013-0000	Lis Pendens Includes: original filing instruments, registry books and indexes. Recommend digital imaging.					60 years		Destroy		
0014-0000	Maps and Atlases File									

0014-0001	Maps and Atlases File - Commercially Prepared Atlases for County Reference Recommend digital imaging.						As updated		Destroy	
0014-0002	Maps and Atlases File - Cloth Print Duplicate Maps Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						Permanent		Permanent	
0014-0003	Maps and Atlases File - Indexes of Maps Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						Permanent		Permanent	
0014-0004	Maps and Atlases File - Maps Original Tracings Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						3 years after update		Destroy	
0014-0005	Maps and Atlases File - Maps Prints Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						As updated		Destroy	
0014-0006	Maps and Atlases File- Road Vacation Maps Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						Permanent		Permanent	
0015-0000	Medical License Registers File - Register of Licenses to Practice Medicine and/or Perform Surgery Register file pertaining to the licenses issued to practice medicine and/or perform surgery. File contains the following: license register, license certified additional copies, and associated indexes. (NJSA 45:9-17) Recommend digital imaging.						75 years		Archival review	
0016-0000	Military Discharge Records Honorable discharge certificate (copy) and notices of separation. (NJSA 38:25-5) Recommend digital imaging.						75 years		Archives	
0017-0000	Municipal Records File									
0017-0001	Municipal Records File - Municipal Land Annexation Ordinances (Certified Copy) Recommend digital imaging.						Permanent		Permanent	
0017-0002	Municipal Records File -Change of Municipal Name Certified Copy of Municipal Minutes (Copy) (NJSA 40:43-2 – 43:5)						Permanent		Permanent	
0017-0003	Municipal Records File -Municipal Incorporation Records File includes: incorporations, consolidations, change of						Permanent		Permanent	

	corporate names, original filing instruments, registry books, official minutes, certified abstracts, certificates of referendum results and indexes.								
0018-0000	Naturalization Records File								
0018-0001	Naturalization Records File - Naturalization Records File includes: petition of intention, military petitions (original filing instruments), register book and indexes. (NJSA 2A:53) Recommend digital imaging.					Permanent		Archives	Retained by the US Department of State
0018-0002	Naturalization Records File – Certificate of Naturalization Stub (N-550)					1 year after naturalization		Destroy	Retained by the US Department of State
0018-0003	Naturalization Records File - Notice Of Preliminary Naturalization Hearing Documentation used to generate a Certificate of Naturalization.					2 months after naturalization or after release by court order		Destroy	Retained by the US Department of State
0019-0000	Notary Public File File contains but is not limited to: Certificates, Oaths, Qualifying documents and Registers. (NJSA 47:3-9(cc))					5 years		Destroy	
0020-0000	Notices and Other Papers – (Excluding Real or Personal Property Titles) File may include but not limited to Bankruptcies, Vacation of Streets, etc. (NJSA 47:3-9(dd))					10 years		Destroy	
0021-0000	Oaths of Office - Signed Oaths and Indexes (NJSA 47:3-9(ee))					5 years after termination of office		Destroy	
0022-0000	Certificate of Assistance – Filing, Collection, Satisfaction or Tax Levy File includes: certificate of amount of assistance advanced, notice of reimbursement agreement, record of certificates in reimbursement, agreement, and agreement books and indexes. (NJSA 44:7-15)					20 years after reimbursement		Destroy	
0023-0000	Passport File							Destroy	

0023-0001	Passport File - Passport Register						10 years after final entry		Destroy	
0023-0002	Passport File - Passport Application Transmittal						24 months		Destroy	
0024-0000	Personal Property Records and Title File									
0024-0001	Personal Property Records and Title File - Attachments Includes: original filing documents, registry books and indexes. Recommend digital imaging.	X					Permanent		Permanent	
0024-0002	Personal Property Records and Title File - Disclaimers Includes: original filing documents, books of disclaimers and indexes. (NJSA 46:2E-2) Recommend digital imaging.	X					Permanent		Permanent	
0025-0000	Real Property Records and Title File									
0025-0001	Real Property Records and Title File - Ancient Deeds (NJSA 46:19-1) Records reflect deeds back to original incorporations of counties, towns, cities, villages, townships, boroughs, etc. Recommend digital imaging.	X					Permanent		Archives	
0025-0002	Real Property Records and Title File - Deeds Includes: deed (copy), conveyance, release, declarations of trust, letters of attorneys and supporting documentation. (NJSA 46:19-1) Recommend digital imaging.	X					Permanent		Permanent	
0025-0003	Real Property Records and Title File - Deeds (Copy)	X					Periodic review		Destroy	
0025-0004	Real Property Records and Title File - Disclaimers Includes: original filing instruments, books of disclaimers and indexes. (NJSA 46:2E-2) Recommend digital imaging.	X					Permanent		Permanent	
0025-0005	Real Property Records and Title File - Judgments Includes: certified copies of final decrees of the former Court of Chancery, final judgments, certified copies of Declarations of Taking and Condemnation Commissioners filed with the Clerk of the Superior Court of the United States District Court.	X					Permanent		Permanent	

	(NJSA 46:16-1) Recommend digital imaging.								
0025-0006	Real Property Records and Title File - Judgments (Copy)	X				Periodic review		Destroy	
0025-0007	Real Property Records and Title File – Notices of Settlement Notices Recommend digital imaging.	X				40 years		Destroy	
0026-0000	Real Property Securities File								
0026-0001	Real Property Securities Record File - Assignments of Mortgages Includes: original filing instruments, registry books and indexes. (NJSA 46 et seq.) Recommend digital imaging.	X				Permanent		Permanent	
0026-0002	Real Property Securities Record File - Attachments Includes: original fining instruments, registry books and indexes. (NJSA 46:19-91) Recommend digital imaging.	X				Permanent		Permanent	
0026-0003	Real Property Securities Record File - Discharges of Mortgages Registry books and indexes. (NJSA 46:18-11.6) Recommend digital imaging.	X				Permanent		Permanent	
0026-0004	Real Property Securities Record File - Mortgage Cancellation Book of cancelled mortgages. (NJSA 46:18-11.56)	X				3 Years		Destroy	
0026-0005	Real Property Securities Record File - Mortgages Abstract books and indexes. (NJSA 46 et seq.) Recommend digital imaging.	X				Permanent		Permanent	
0026-0006	Real Property Securities Record File - Real Property Securities Recommend digital imaging.	X				Permanent		Permanent	
0026-0007	Real Property Securities Record File - Releases Registry books and indexes.	X				Permanent		Permanent	

	(NJSA 46 et seq.) Recommend digital imaging.										
0026-0008	Real Property Securities Record File - Tax Sales Records File includes but not limited to: original filing instruments, registry books and indexes. (NJSA 54:5-50 – 5-55) Recommend digital imaging.	X						Permanent		Permanent	
0027-0000	County Road File										
0027-0001	County Road File - Improvement Costs (Copy) (NJSA 27:16-29)	X						3 years after termination of contract		Destroy	
0027-0002	County Road File – Ordinance of Public Roads Annexed by Municipalities (Copy)							1 year after submission		Destroy	
0027-0003	County Road File – Resolutions and Maps Designating Roads and Real Estate Recommend digital imaging.							Permanent		Archives	
0027-0004	County Road File – Surveyor Reports, Maps and Books Recommend digital imaging.							Permanent		Archives	
0027-0005	County Road File - Vacation of Unused Roads Book (NJSA 27:4-1) Recommend digital imaging.							Permanent		Archives	
0027-0006	County Road File - Roads and Bridges Recommend digital imaging.							Permanent		Archives	
0027-0007	County Road File - Ordinances of Street Name Changes (Copy)							1 year after submission		Destroy	
0028-0000	Soldiers, Sailors and Firefighters Register Recommend digital imaging.							Permanent		Permanent	
0029-0000	Stream Encroachment File Documents may also be maintained by the Office of the Municipal Clerk, the Municipal Engineer and/or Municipal Health Department and the NJ Department of Environmental Protection. (NJSA 58:16A-12) Recommend digital imaging.							Permanent		Permanent	

0030-0000	Real Property Settlements - Surveys, Land Partitions, Lines and Boundaries						Permanent		Archives	
0031-0000	Wetlands File - Applications and Maps (Copy) File includes but is not limited to: Applications, Maps, Wetlands Property Owners List and supporting documentation. Originals are maintained by the Department of Environmental Protection, Division of Coastal Resources. (N.J.S.A. 13:9B)						Permanent		Permanent	
0032-0000	Court Files Prior to 1948									
0032-0001	Court Files Prior to 1948 - Dockets and Indices						Permanent		Archives	
0032-0002	Courts Files Prior to 1948 - Case File						25 years		Archival review	
0033-0000	County Identification Card File Application file for a Photo Identification Card issued for county residents.									
0033-0001	County Identification Card File - Application With Fee	X					6 years		Destroy	
0033-0002	County Identification Card File - Application Without Fee						3 years		Destroy	
Office of the County Clerk/Register of Deeds - Historical Records										
0100-0000	Almshouse Register (NJSA 44:1-71)						Permanent		Archives	
0101-0000	Bills of Sale File (NJSA 47:3-9(c))									
0101-0001	Bills of Sale - Under Seal (NJSA 47:3-9(c))						22 years		Destroy	
0101-0002	Bills of Sale – Unsealed (NJSA 47:3-9(c))						6 years after final expiration		Destroy	
0102-0000	Birth Records - Slaves						Permanent		Archives	

0103-0000	Costs and Bills of Cost- Civil and Criminal (NJSA 47:3-9(j)) NOTE: Courts' Records separated from counties effective 1/1/1995, under the Bifurcation Act	X					20 years		Destroy	
0104-0000	Election Records File - Notice of Establishment of a Political Party (Copy) Original maintained by the Office of the Secretary of State. (N.J.S.A. 19:12-1)						1 year after dissolution of party		Destroy	
0105-0000	Factor Liens A file pertaining to a lien held against a property until full payment is received. (NJSA 47:3-9Y) (NJSA 2A:44-178)						6 years after expiration			
0106-0000	Hotel Registration File (Certified Copy) File contains: Hotel Registration, Petition and Index. The original is maintained by the Office of the Secretary of State. (N.J.S.A. 29:3-5)						Life of the business		Destroy	
0107-0000	Coroner Inquest File Contains Coroner Report and supporting documentation. (N.J.S.A. 47:3-9(q))						10 years		Archival review	
0108-0000	Justice of the Peace File File includes Docket Book and supporting documentation. (N.J.S.A. 47:3-9(W))						20 years		Archival review	
0109-0000	Marriage Records File File contains: original filing instruments, registry books and indexes. (NJSA 26:8-41) NOTE: Marriage Records are a function of the Municipal Clerk under direction of the State Registrar of Vital Statistics. Recommend digital imaging.						Permanent		Archives	
0110-0000	Medical Registers Registers and indexes pertaining to midwives, nurses and veterinarians. (NJSA 45:9-17) Recommend digital conversion.						5 years		Destroy	
0111-0000	Personal Property Securities Records File (N.J.S.A. 47:3-9 (g)(c))									

0111-0001	Personal Property Securities Records File - Crop Mortgages File includes: original filing instruments, assignments, discharges, satisfactions and indexes. (N.J.S.A. 47-3-9 (g)(c))	X					6 years after final expiration		Destroy	
0111-0002	Personal Property Securities Records File – Uniform Commercial Code (UCC) Secured Transactions File includes: financing statement and statement of assignment or release. (N.J.S.A. 47-3-9 (g)(c))	X					6 years after lapse or final termination		Destroy	
0111-0003	Personal Property Securities Records File - Secured Transactions Indices (N.J.S.A. 47-3-9 (g)(c))	X					6 years after lapse or final termination of all entries		Destroy	
0111-0004	Personal Property Securities Records File - Under Seal - Chattel Mortgages Including original filing instruments, assignments, discharges, satisfactions, and indexes.(N.J.S.A. 47-3-9 (g)(c))	X					22 years		Destroy	
0111-0005	Personal Property Securities Records File - Under Seal - Conditional Sale Records Includes: original filing instruments, extensions of statement on demand, statements of satisfaction, proofs of entry of judgments, and bills of sale upon condition. (N.J.S.A. 47-3-9 (g)(c))	X					22 years		Destroy	
0111-0006	Personal Property Securities Records File – Unsealed - Chattel Mortgages (N.J.S.A. 47-3-9 (g)(c))	X					6 years after final expiration		Destroy	
0111-0007	Personal Property Securities Records File – Unsealed - Conditional Sales File includes: original filing instruments, extensions of statements, proofs of entry of judgments and bills of sale upon condition of unsealed. (N.J.S.A. 47-3-9 (g)(c))	X					6 years after final expiration		Destroy	
0112-0000	Prison Records File (N.J.S.A. 47:3-9(gg))						5 years		Archival review	
0113-0000	War Enlistment Register (NJSA 38:25-7)						Permanent		Archives	
0114-0000	Widow's Pension Records (NJSA 38:23-6.7)						Permanent		Archives	

0115-0000	<p>Newspapers File (Original) Original newspapers published in the retained by the County Clerk for the citizens of the county to have free access to them during business hours. The law was adopted in 1902 and repealed in 1921. (N.J.S.A. 45:9-17) (PL 1092, c. 152), (PL 1921, c.213) Recommend digital imaging.</p>							75 years		Archival review	
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # M200000	SCHEDULE # 010	PAGE # 2 OF 3
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0003-0000, 0003-0001, 0003-0004, 0003-0005, 0003-0007, 0003-0008, 0003-0009, ,	Application and License File	Consolidated and phrase added "Issued by the Municipal Clerk"		
0003-0002, 0003-0006	Alcoholic Beverage Control (ABC) File	Consolidated		
0004-0002	Certificates File - Availability Of Funds	Retention change	Permanent/Archives	Permanent/Permanent
0005-0000	Deeds And Easements (Municipal Property Acquisitions)	Retention change	Permanent/Archives	Permanent/Permanent
0006-0002	Election Records File – Ballot (Irregular)	Title change	Election Records File – Ballot (Irregular)	Election Records File – Acceptance Form
0007-0000	Foreclosure/Condemnation/Eminent Domain/Declaration Of Taking	Retention change and description enhanced	Permanent/Archives	Permanent/Permanent
0010-0000	Municipal Court Financial Report (Obsolete)	Obsolete		
0011-0000	Ordinance file	Removed, already on the Municipal General Schedule		
0012-0000	Resolution	Removed, already on the Municipal General Schedule		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # M200000	SCHEDULE # 010	PAGE # 3 OF 3
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0018-0004	Search file – Certificate, Non-Exempt Firemen	Removed, part of Personnel file in Municipal General Schedule		
0019-0001	Search File - Application Special And Municipal Assessment/Liability	retention increased due to financial		
0022-0000	Passport Application Transmittal (Copy)	Obsolete, Municipal Clerks no longer process passports – County Clerks process them		
0027-0000	Governing Body Meeting Work papers And Supporting Documentation - Municipal Clerk Notes	Removed, already on the Municipal General Schedule		

STATE OF NEW JERSEY



**MUNICIPAL CLERK
M200000-010**



DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Department:	MUNICIPAL CLERK	Agency Representative:	Eileen Gore
		Title:	Municipal Clerk, Hamilton Township
		Phone #:	609-890-3625

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:

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	Abstract Of Ratables (Copy) County-issued annual statistical and financial report detailing the associated townships including annual taxes, revenue, expenditure, population, housing, etc. Original maintained by the County Board of Taxation.						3 years		Destroy	
0002-0000	Animal Companion File - Cat and Dog Records may also be retained by the Local Health Department.									
0002-0001	Animal Companion File - Cat and Dog License Tag	X					6 years after expiration		Destroy	
0002-0002	Animal Companion File - Cat and Dog Bite Cases - Adult	X					6 years		Destroy	

0002-0003	Animal Companion File - Cat and Dog Bite Cases - Minor	X				6 years after age of majority		Destroy	
0002-0004	Animal Companion File Cat and Dog Census Report (Copy) Original maintained by the Department of Health.	X				3 years after update		Destroy	
0002-0005	Animal Companion File - Cat and Dog License Application and License (Copy) Original maintained by the cat and dog owner.	X				6 years after expiration		Destroy	
0003-0000	License and Permit File – Issued by the Municipal Clerk File pertaining to license and permits issued by the Municipal Clerk including but not limited to: Street Opening, Notice of Appeal to a Governing Body for Board of Adjustment Decision, Unofficial Search for Liens or Improvements, Peddlers, Solicitors, Canvassers and Transient Merchants, Theaters, Outdoor Drive-In Theaters, Towing Owners and Operators, Code Subscription, Teen Nights, Secondhand Automobile Dealer, Junk Dealers and Operators, Dance or Nightclub, Jewelry and Precious Metals Dealer, Secondhand Goods, Firearm, Bow/Arrow Hunting and Trapping - Fish and Game, Health Spa, Mercantile, Limousine Owner and Operator, Taxicab Owner and Operator, Tow Truck and Wrecker Owner and Operator, Tourism, Massage Therapy and Somatic Therapy. File contains application, license, stub, monthly reports, permit and supporting documentation.	X							
0003-0001	License and Permit File – Issued by the Municipal Clerk - Permits and Applications	X				6 years		Destroy	
0003-0002	License and Permit File – Issued by the Municipal Clerk Weapons and Firearms File - Register Entries for Sale, Lease or Transfer (NJSA:58-2)	X				Permanent		Permanent	

0004-0000	Alcoholic Beverage Control (ABC) File File pertaining to the license to sell and serve alcoholic beverages. File contains application, license, permit, index, register, identification card application, ad interim permit (daily, one-time, event, catering) and supporting documentation. (NJAC 13:47-4.6)	X					5 years after license is expired, sold or revoked		Destroy	
0005-0000	Legalized Games Of Chance, Bingo and Raffle File File contains but is not limited to: License Applications, License (Copy) for Legalized Games of Chance, Bingo and Raffle; Report of Legalized Games of Chance, Bingo and Raffle Operations; Spreadsheet for Legalized Games Of Chance, Bingo, and Raffle, Organization Name, Address and Members; gross and net receipts; expenses; games schedule and list of prizes. A copy is maintained by the Legalized Games of Chance Control Commission, Division of Consumer Affairs, Department of Law and Public Safety. (NJSA 5: 8-26, 37) (NJSA 5: 8-52, 64) (NJAC 13:47-2.5) (NJAC 13:47-4.6)	X					5 years after expiration		Destroy	
0006-0000	Stream Encroachment File (Copy) File contains Stream Encroachment Application (copy) and Permit (copy), Letter of Interpretation, Letter of Hazardous Substance, and supporting documentation. Original documents maintained by the Department of Environmental Protection and the Office of the County Clerk and additional copies by the Local Engineer and/or Local Health Department.						3 years after expiration of permit		Destroy	
0007-0000	Fresh Water Wetlands File (Copy) File contains Fresh Water Wetlands Application (copy) and Permit (copy), Letter of Interpretation, documentation regarding Brownfields and Fresh Water Wetlands, and supporting documentation. Original maintained by the Department of Environmental Protection and additional copies by the Local Engineer and/or Local Health Department. (NJSA 13:9B-9)						3 years after expiration of permit		Destroy	
0008-0000	Certificate File									

0008-0001	Certificate File - Availability Of Funds (Copy) Original Certificate is part of the Resolution.						3 years		Destroy	
0008-0002	Certificate File - Table Of Equalized Valuations (Copy) Original retained by Department of the Treasury, Division of Taxation.						3 years		Destroy	
0008-0003	Certificate File - Certificates Of Insurance and Public Official Bonds						6 years		Destroy	
0009-0000	Deeds And Easements - Municipal Property Acquisitions File includes final appraisal used for purchase.						Permanent		Permanent	
0010-0000	Election Records File									
0010-0001	Election Records File - Election Returns Certificate of Election; petitions; tally statements of election results; primary general, recall, special, and school board elections returns and statements of candidates, campaign managers, and treasurers.						5 years		Destroy	
0010-0002	Election Records File - Ballot (Irregular), Write-In						2 years		Destroy	
0010-0003	Election Records File – Acceptance Form Includes machine-generated documentation.						2 years after election		Destroy	
0010-0004	Election Records File - Receipt for Supplies for Municipal and Special Election						2 years		Destroy	
0010-0005	Election Records File - Receipt for Supplies for Federal Election						2 years		Destroy	
0010-0006	Election Records File – Petition, Referendum and Repeal						5 years after submission		Destroy	
0010-0007	Election Records File - Certified List Of Polling Places, All Elections (Copy) Original maintained by the County Board of Elections.						2 years		Destroy	

0010-0008	Election Records File - Election District Maps (Copy) Original filed with County Board of Elections.						5 years as updated		Destroy	
0010-0009	Election Records File - Voter Registration List (Copy) Original kept by the County Superintendent of Elections. (NJSA 19:31-18.3)						1 year		Destroy	
0010-0010	Election Records File - Certified List of Public Offices to be Filled (Copy) Original maintained by the County Clerk.						2 years after election		Destroy	
0011-0000	Foreclosure, Condemnation, Eminent Domain, and Declaration of Taking File – Residential and Commercial Properties File pertaining to properties foreclosed, condemned, or taken for a public purpose such as sewer lines, street widening, etc. Contains: intent to foreclose, condemnation document, copies of pleadings; order to show cause; order of lies pen dens; correspondence; and copies of plans, deeds, easements and Notice of Foreclosure, Condemnation, Eminent Domain and Declaration of Taking. Documents may also be maintained by the Municipal Departments of Law and Inspections, the Office of the County Clerk and the Office of the County Counsel. (NJSA 46:10B-51)						Permanent		Permanent	
0012-0000	Municipal Master Plan									
0012-0001	Municipal Master Plan (Original)						Permanent		Permanent	
0012-0002	Municipal Master Plan (Copy)						As updated		Destroy	
0013-0000	Oaths Of Office File						5 years after term of office		Destroy	
0014-0000	Petition File (Excluding Elections)									

0014-0001	Petition File - Municipal Incorporations and Annexations						Permanent		Permanent	
0014-0002	Petition File - Not Filed Pursuant to Statute						1 year from filing date		Destroy	
0014-0003	Petition File - Improvements (Approved and Denied)						5 years		Destroy	
0014-0004	Petition File - Referendum and Repeal						5 years after submission		Destroy	
0015-0000	Affidavits Of Publication Affidavits of publication pertaining to: open public meetings, contracts, ordinances, budgets, elections, block grants, hearings requirements, etc.	X					6 years		Destroy	
0016-0000	Monthly Report Of Trailer Spaces Rented	X					3 years		Destroy	
0017-0000	Tax File									
0017-0001	Tax File - Tax Appeal (Copy) Original is maintained by either the County Board of Taxation or the State Tax Court. Additional copies are kept by the petitioner, the Tax Assessor and township Engineer.						3 years		Destroy	
0017-0002	Tax File - Tax Map (Copy) Original may be maintained by either the Tax Assessor or Township Engineer and a copy is sent to the County Clerk.						As updated		Destroy	
0018-0000	Search File	X								
0018-0001	Search File - Application Special and Municipal Assessment/Liability and Certificate of Liability for Assessment for Municipal Improvement (Assessment Search)	X					6 years		Destroy	

0018-0002	Search File - Work Papers Special Improvement District and Local Municipal Improvement.	X				6 years		Destroy	
0019-0000	Rental Registration File Registration of tenants and landlords. (NJSA 2A:42-78) (NJSA 46:8-28)	X				6 years		Destroy	
0020-0000	New Jersey Residential Construction Off-Site Conditions Disclosure Act Listing of Off-Site Conditions Lists of off-site conditions (e.g. , overhead electrical lines, underground gas lines, electrical and sewer pump stations, wastewater treatment plants, and landfill areas, etc.) that may have detrimental effect on the value of surrounding residential real estate. Forms are annually submitted by the owners of the sites and supporting documentation by the State Departments of Community Affairs and Environmental Protection. (NJSA 52:27D-3(e) and 46:3C-4 and 5)					10 years		Destroy	
0021-0000	Technical Requirements For Site Remediation - Notification Of Cleanup of a Contaminated Site and Letter of Hazardous Substance Notification from the party concerned to the Municipal Clerk regarding the cleanup of a contaminated site within the Municipality which may or may not be under the oversight of the Department of Environmental Protection. (NJSA 46:30-1 through 12)					30 years		Destroy	
0022-0000	Cable Television Franchise Contract File Contract between the municipal agency and a cable television company for the installation of cable television throughout a municipality. File contains but is not limited to the following: application, approval, renewal, and denial documents; Certificate of Approval (copy); contract (copy); fee receipts; copies of associated Minutes, Resolutions, Ordinances, and Public Hearing Notices; and supporting documentation.	X				6 years after expiration of franchise contract		Destroy	

0023-0000	Non-Solicitation List List of names and addresses of residents and businesses that do not wish to receive solicitors.						3 years after update		Destroy	
0024-0000	Land Use File File regarding a change in local land use as adopted through ordinance. A letter is sent to the County Planning Board regarding the ordinance adoption and a certified letter is also sent to those township residents affected by the land use change, announcing an open public meeting about the introduced ordinance. File contains but is not limited to: County Planning Board and township resident's correspondence (copies), certified mail receipts, ordinance (copy), and supporting documentation. (NJSA 40:55D-16)	X					6 years		Destroy	
0025-0000	Shoreline Survey Data collected to evaluate changes on the beach over a period of time. The comparison calculates sand volume and shoreline changes. Data can be used by the United States Army Corp of Engineers and the Department of Environmental Protection.						Permanent		Permanent	
0026-0000	Best Practices Inventory (Copy) Annual funding-qualifying inventory/questionnaire evaluating a municipality's compliancy with state laws, statutes and regulations. Areas of Core Competencies and Best Practices include but are not limited to: Personnel; Health Benefits; Budget; Financial Administration; Capital Projects; Transparency; Procurement; Cybersecurity; Shared Services; Tax Services; Housing; Opportunity Zones; Liquor Licensing and Environment. Original maintained by the Department of Community Affairs, Division of Local Government Services.						6 years		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT County Counsel	AGENCY # C350000		
DIVISION:	SCHEDULE # 002		
BUREAU:	PAGE #	OF	

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0002-0000	Record Series Deleted - Found in the General Records Retention Schedule	Deleted	Placeholder	_____
0003-0000	Civil Service Hearings	Deleted	Record Series Deleted - Found in the General Records Retention Schedule	_____
0005-0000	Record Series Deleted - Found in the General Records Retention Schedule	Deleted	Placeholder	_____
0006-0000	Record Series Deleted - Found in the General Records Retention Schedule	Deleted	Placeholder	_____
0007-0000	Desk Calendar	Deleted	Record Series Deleted - Found in the General Records Retention Schedule	_____
0012-0000	Record Series Deleted - Found in the General Records Retention Schedule	Deleted	Placeholder	_____

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # C350000	SCHEDULE # 002	PAGE # 2 OF 3
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0013-0000	Record Series Deleted - Found in the General Records Retention Schedule	Deleted	Placeholder	_____
0014-0000	Record Series Deleted - Found in the General Records Retention Schedule	Deleted	Placeholder	_____
0016-0000	Telephone Message Pad	Deleted	Record Series Deleted - Found in the General Records Retention Schedule	_____
0018-0000	Record Series Deleted - Found in the General Records Retention Schedule	Deleted	Placeholder	_____
0019-0000	Record Series Deleted - Found in the General Records Retention Schedule	Deleted	Placeholder	_____
0001-0000	Bail Bond Closure	Grouped into Legal File		
0008-0000	Insurance Claims	Grouped into Legal File		
0010-0000	Index of Closed Litigation	Grouped into Legal File		
0011-0000	Motion/Order for the Return of Confiscated Monies	Grouped into Legal File		
0017-0000	Transcript and Witness Fee File and Index	Grouped into Legal File		
0021-0000	Tort Claim File	Grouped into Legal File		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # C350000	SCHEDULE # 002	PAGE # 3 OF 3
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0004-0000	Condemnation Case File	Combined into Notice of Foreclosure/Condemnation File		
0020-0000	Notice of Foreclosure	Combined into Notice of Foreclosure/Condemnation File		
0009-0000	Lease File - Agreement	Grouped into Lease File		
	Lease File – Service	New Records Series - Grouped into Lease File		
	Lease File - Property	New Records Series - Grouped into Lease File		
	Lease File – Cancelled	New Records Series - Grouped into Lease File		
	Lease File – Voided	New Records Series - Grouped into Lease File		
	Deed File – County-Owned Property (Copy)	New Record Series		

STATE OF NEW JERSEY



COUNTY COUNSEL

C350000-002



DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Department:	COUNTY COUNSEL	Agency Representative:	
		Title:	
		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:

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	Legal File File contains but is not limited to the following: Litigation documents; Request For Legal Opinion and Legal Opinion Rendered; Testimony (public hearings, public meetings, trials and other official proceedings) and supporting documentation. (NJSA 2A:14-5)									
0001-0001	Legal File - Litigation						20 years after final action		Destroy	
0001-0002	Legal File – Index of Closed Litigation						Permanent		Permanent	
0001-0003	Legal File - Request for Legal Opinion and Opinion Rendered						Permanent		Permanent	
0001-0004	Legal File – Motion/Order for the Return of Confiscated Monies						6 years		Destroy	
0001-0005	Legal File - Transcript and Witness Fees File contains but is not limited to: fees paid, correspondence, orders (copy) and affidavits.						6 years after payment		Destroy	
0001-0006	Legal File - Transcript and Witness Index						6 years		Destroy	
0001-0007	Legal File - Tort Claims File – With Litigation						20 years after final settlement		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C350000				Schedule: 002		Page #:0 of 1	
0001-0008	Legal File - Tort Claims File – Without Litigation					6 years after dismissal or settlement		Destroy	
0001-0009	Legal File - Tort Claims File - Insurance Claim					6 years after settlement		Destroy	
0001-0010	Legal File - Bail Bond Forfeiture File pertaining to a defendant's failure to appear and surrender in court resulting in their arrest and their bail bond forfeiture.					20 years after final action		Destroy	
0002-0000	Deed File - County-Owned Property (Copy) Original documents are maintained permanently by the Office of the County Clerk					6 years after disposal of property		Destroy	
0003-0000	Lease File								
0003-0001	Lease File – Service					6 years after termination of service		Destroy	
0003-0002	Lease File - Property					6 years after disposal of property		Destroy	
0003-0003	Lease File – Cancelled					6 years after notice of cancellation		Destroy	
0003-0004	Lease File – Voided					6 years after avoidance		Destroy	
0003-0005	Lease File – Agreement					6 years after termination of agreement		Destroy	
0004-0000	Notice of Foreclosure/Notice of Condemnation/Eminent Domain/Declaration Of Taking/Acquisition of Property File (Copy) 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 documents maintained permanently by the Office of the County Clerk.					6 years after disposal of property		Destroy	