

STATE OF NEW JERSEY



MUNICIPAL LAW DEPARTMENT

M150000-001

Records Retention and Disposition Schedule				Agency: M150000		Schedule: 001		Page #:1 of 2		
Department:		MUNICIPAL LAW DEPARTMENT			Agency Representative:		WILLIAM M. COX			
Division:					Title:		PRESIDENT, NJ INSTITUTE OF MUNICIPAL ATTORN			
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:		
								6/22/1983		
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	Acquisition of Property	X					3 Years		Destroy	
0002-0000	Attendance Records (Copy) --- *Provided original documents are maintained by the Municipal Clerk.	X					3 Years		Destroy	
0003-0000	Budget-Municipal and County (Copy) --- *Provided original documents are maintained by the Municipal Clerk.	X					3 Years		Destroy	
0004-0000	Contracts General (Copy) --- *Provided original documents are maintained by the Municipal Clerk.	X					3 Years		Destroy	
0005-0000	Contracts Building (Copy) --- *Provided original documents are maintained by the Municipal Clerk.	X					3 Years		Destroy	
0006-0000	Correspondence Regarding Codification of Ordinances Galley Sheets						3 Years		Destroy	
0007-0000	Deeds (Copy) --- *Provided original documents are maintained by the Municipal Clerk.						3 Years		Destroy	

* P - Public, C - Confidential

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							Total Retention Period	Minimum Period in Agency		
0008-0000	Easements (Copy) --- *Provided original documents are maintained by the Municipal Clerk.						3 Years		Destroy	
0009-0000	Minutes (Copy) --- *Provided original documents are maintained by the Municipal Clerk.						3 Years		Destroy	
0010-0000	Miscellaneous Law Suits						20 Years After conclusion of litigation		Destroy	
0011-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0012-0000	General Record Series Deleted - See County and Municipal General Schedule.									