

STATE OF NEW JERSEY



COUNTY ADJUSTER

C260000-001

Department:	COUNTY ADJUSTER	Agency Representative:	FRANK MOORE
Division:		Title:	PRESIDENT, SANJ
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:
	4/29/1983		3/25/1983

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	General Record Series Deleted - See County and Municipal General Schedule									
0002-0000	General Record Series Deleted - See County and Municipal General Schedule									
0003-0000	General Record Series Deleted - See County and Municipal General Schedule									
0004-0000	Monthly Reports to Treasurer						6 Years		Destroy	
0005-0000	General Record Series Deleted - See County and Municipal General Schedule									
0006-0000	General Record Series Deleted - See County and Municipal General Schedule									
0007-0000	General Record Series Deleted - See County and Municipal General Schedule									
0008-0000	General Record Series Deleted - See County and Municipal General Schedule									
0009-0000	Notices and Correspondence - Courts, State Officials, and Agencies						6 Years		Destroy	
0010-0000	Budget and Appropriation Requests						6 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C260000			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		
0011-0000	Office Supplies and Printing Requests						6 Years		Destroy	
0012-0000	General Record Series Deleted - See County and Municipal General Schedule									
0013-0000	Case Records - Inactive and Dead						6 Years		Destroy	
0014-0000	General Record Series Deleted - See County and Municipal General Schedule									
0015-0000	General Record Series Deleted - See County and Municipal General Schedule									
0016-0000	Uniform Reciprocal Enforcement Support Act Cases - Master Cardex File						Permanent		Retain at Agency	
0017-0000	Uniform Reciprocal Enforcement Support Act Cases - Index Cards						5 Years From date case is closed		Destroy	
0018-0000	Uniform Reciprocal Enforcement Support Act Cases - Case File						5 Years From date case is closed		Destroy	
0019-0000	Uniform Reciprocal Enforcement Support Act Cases - Ledger - Record of Cases Received						Permanent		Retain at Agency	
0020-0000	Consent for Mental Health Records Search						3 Years		Destroy	
0021-0000	Institutions and Agencies, Commitments Other Than in Criminal or Lunacy Cases, Reports, and Other Papers						30 Years		Destroy	NJSA 47:3-9(aa)