

STATE OF NEW JERSEY



MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT

M140000-003

Records Retention and Disposition Schedule				Agency: M140000			Schedule: 003		Page #:1 of 8		
Department:		MUNICIPAL PLANNING AND ZONING BOARDS OF AD			Agency Representative:			ILENE CUTRONEO			
Division:					Title:			PRESIDENT, NJ ASSOCIATION OF PLANNING AND			
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:
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	Aerial Photographs					P	Permanent		Retain at Agency		
0002-0000	Affidavits - Board Members --- Used to verify that board members have heard and/or have read the Transcripts.						7 Years		Destroy	(NJSA 40:55D-10.2)	
0003-0000	Certificate - Approval of a Land Subdivision		X				Permanent		Retain at Agency	(NJSA 40: 55D-56)	
0004-0000	Certificates For Non-Conforming Structures and Uses		X				Permanent		Retain at Agency		
0005-0000	Easements		X				Permanent		Retain at Agency		
Lot Consolidation Case File											
0006-0001	Lot Consolidation Case File (Original) --- File includes copies of applications and surveys. Documents are used for property tax assessments.						Permanent		Retain at Agency		
0006-0002	Lot Consolidation Case File (Copy) --- File includes copies of applications and surveys.						3 Years After final approval		Destroy		
0007-0000	Master Plan		X				Permanent		Retain at Agency		

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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		
	Minutes File									
0008-0001	Minutes File - Including Agendas and Resolutions (Original)						Permanent		Retain at Agency	
0008-0002	Minutes File - Including Draft Minutes (Copy)						Periodic review		Destroy	
0009-0000	Transcripts of Hearings - Appeal Filed		X				Permanent		Retain at Agency	
0010-0000	Tape Recordings of Public Proceedings and Item Notes (Audio and Video - Digital and Analog)						1 Years After deleted or Until summary of minutes is approved or transcript of meeting where an appeal has been taken Whichever is later		Destroy	
0011-0000	Notice of Hearings and Decision(s) File --- File includes County Planning Board and Zoning Boards; Municipal Board; and other State, County, and Federal agencies.						3 Years		Destroy	
0012-0000	Land Use Regulations File - Site Plan, Subdivision and Zoning Ordinances						As updated		Destroy	
0013-0000	Planning Studies		X				Permanent		Retain at Agency	

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							Total Retention Period	Minimum Period in Agency		
Site Plan Application Case File - Municipal and County Planning Boards										
0014-0001	Site Plan Application Case File - Municipal and County Planning Boards - Approved (Original) --- Includes major and minor, changes of use and/or tenancy applications including Preliminary and Superseded Plans.						Permanent		Retain at Agency	
0014-0002	Site Plan Application Case File - Municipal and County Planning Boards - Approved (Copy) --- Includes major and minor, changes of use and/or tenancy applications.						Periodic review		Destroy	
0014-0003	Site Plan Application Case File - Municipal and County Planning Boards - Denied --- Includes major and minor, changes of use and/or tenancy applications.						3 Years		Destroy	
0014-0004	Site Plan Application Case File - Municipal and County Planning Boards - Exempt --- Includes major and minor, changes of use and/or tenancy applications.						3 Years		Destroy	
0014-0005	Site Plan Application Case File - Municipal and County Planning Boards - Excluding Original Plan - Approved --- Includes major and minor, changes of use and/or tenancy applications.						7 Years After final approval		Destroy	
Soil Removal Application File										
0015-0001	Soil Removal Application File - Approved						7 Years		Destroy	
0015-0002	Soil Removal Application File - Denied						3 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
Subdivision Application Case File - Major and Minor										
0016-0001	Subdivision Application Case File - Excluding Original Plan - Approved --- Includes: Application, Project Acknowledgment, Sewer Permit, sketch plat, letter of transmittal, correspondence, Publisher's Affidavit, Proof of Publication, proof of taxes paid, Review Board comments, Minutes (copy), Resolutions (copy), copy of preliminary and final approval plan, Affidavit of Proof Services, variance list, Environmental Protection Department Permit, Certificate of Approval by local agency, engineer's report, hydrological studies, Environmental Impact Statements, Public Notice List, notice of authorization, performance bond, letter of credit, time extension, County Planning Board Approval, engineering review and approval.						7 Years		Destroy	
0016-0002	Subdivision Application Case File -Approved (Original) Plan		X				Permanent		Retain at Agency	
0016-0003	Subdivision Application Case File - Approved (Copy) --- Includes: Application, Project Acknowledgment, Sewer Permit, sketch plat, letter of transmittal, correspondence, Publisher's Affidavit, Proof of Publication, proof of taxes paid, Review Board comments, Minutes (copy), Resolutions (copy), copy of preliminary and final approval plan, Affidavit of Proof Services, variance list, Environmental Protection Department Permit, Certificate of Approval by local agency, engineer's report, hydrological studies, Environmental Impact Statements, Public Notice List, notice of authorization, performance bond, letter of credit, time extension, County Planning Board Approval, engineering review and approval.						Periodic review		Destroy	

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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		
0016-0004	Subdivision Application Case File - Denied --- Includes: Application, Project Acknowledgment, Sewer Permit, sketch plat, letter of transmittal, correspondence, Publisher's Affidavit, Proof of Publication, proof of taxes paid, Review Board comments, Minutes (copy), Resolutions (copy), copy of preliminary and final approval plan, Affidavit of Proof Services, variance list, Environmental Protection Department Permit, Certificate of Approval by local agency, engineer's report, hydrological studies, Environmental Impact Statements, Public Notice List, notice of authorization, performance bond, letter of credit, time extension, County Planning Board Approval, engineering review and approval.						3 Years		Destroy	
0016-0005	Subdivision Application Case File - Lapsed --- Includes: Application, Project Acknowledgment, Sewer Permit, sketch plat, letter of transmittal, correspondence, Publisher's Affidavit, Proof of Publication, proof of taxes paid, Review Board comments, Minutes (copy), Resolutions (copy), copy of preliminary and final approval plan, Affidavit of Proof Services, variance list, Environmental Protection Department Permit, Certificate of Approval by local agency, engineer's report, hydrological studies, Environmental Impact Statements, Public Notice List, notice of authorization, performance bond, letter of credit, time extension, County Planning Board Approval, engineering review and approval.						3 Years		Destroy	
0016-0006	Subdivision Application Case File Exempt --- Includes: Application, Project Acknowledgment, Sewer Permit, sketch plat, letter of transmittal, correspondence, Publisher's Affidavit, Proof of Publication, proof of taxes paid, Review Board comments, Minutes (copy), Resolutions (copy), copy of preliminary and final approval plan, Affidavit of Proof Services, variance list, Environmental Protection Department Permit, Certificate of Approval by local agency, engineer's report, hydrological studies, Environmental Impact Statements, Public Notice List, notice of authorization, performance bond, letter of credit, time extension, County Planning Board Approval, engineering review and approval.						3 Years		Destroy	

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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		
Variance Application Case File And Zoning Board Of										
0017-0001	Variance Application Case File/Zoning Board Of Adjustment Case File (Excluding Original Plan) - Approved (Original) --- File contains but is not limited to: Plan (copy) development application, Variance Relief, Residential Variance, Zoning Variance List, tax map (copy), Proof of Publication and Affidavit, Resolution (copy), Petitions of Appeal, Re-Zoning Application, Waivers for Irregular Shaped Lots, and Applications.					P	7 Years After final approval		Destroy	
0017-0002	Variance Application Case File/Zoning Board Of Adjustment Case File (Final Plan) - Approved (Original)		X			P	Permanent		Retain at Agency	
0017-0003	Variance Application Case File/Zoning Board Of Adjustment Case File - Approved (Copy) --- File contains but is not limited to: Plan (copy) development application, Variance Relief, Residential Variance, Zoning Variance List, tax map (copy), Proof of Publication and Affidavit, Resolution (copy), Petitions of Appeal, Re-Zoning Application, Waivers for Irregular Shaped Lots, and Applications.					P	Periodic review		Destroy	
0017-0004	Variance Application Case File/Zoning Board Of Adjustment Case File - Denied --- File contains but is not limited to: Plan (copy) development application, Variance Relief, Residential Variance, Zoning Variance List, tax map (copy), Proof of Publication and Affidavit, Resolution (copy), Petitions of Appeal, Re-Zoning Application, Waivers for Irregular Shaped Lots, and Applications.					P	3 Years		Destroy	
0018-0000	Case Register and Index Cards - Subdivisions, Variances, Zoning, Soil Mining, Site Plan and Appeal, and Applications		X				Permanent		Retain at Agency	
0019-0000	Sign Application File - Approved and Denied						3 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
Zoning Permit File (Original)										
0020-0001	Zoning Permit File - Approved --- File may include but is not limited to: Application for Zoning Permit, background information, and correspondence. Copies are maintained in the Building/Construction Inspection Office						10 Years		Destroy	
0020-0002	Zoning Permit File - Denied --- File may include but is not limited to: Application for Zoning Permit, background information, and correspondence. Copies are maintained in the Building/Construction Inspection Office						3 Years		Destroy	
0020-0003	Zoning Permit File - Lapsed --- File may include but is not limited to: Application for Zoning Permit, background information, and correspondence. Copies are maintained in the Building/Construction Inspection Office						3 Years		Destroy	
0021-0000	Continued Certification of Occupancy/Certificate of Habitability Rental and Resale						10 Years After update		Destroy	

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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		
0022-0000	School District Long-Range Facility Plan (LRFP) Case File --- The Long-Range Facility Plan (LRFP) File pertains to public school and private school facility construction and/or renovation in compliance with facilities efficiency standards (including handicapped renovations) as per the New Jersey Land Use Law (NJSA 40:55D-31(b)), the Facilities and Financing Act (PL 2000, c. 72), the Department of Education (DOE), the Department of Community Affairs (DCA), the New Jersey Economic Development Authority (EDA), the New Jersey Commerce and Economic Growth Commission (NJCEGC), the Americans with Disabilities Act (ADA), and the Uniform Construction Code (UCC). The School District must submit, to the Local Planning and Zoning Board, a revised Plan every five (5) years for review and approval. Upon acceptance, the Board sends a Letter of Approval to the Department of Education. File contains the Long-Range Facility Plan, Plan Amendments, Local Planning Board Letter of Approval to DOE, correspondence to/from the school district, and supporting documentation. The Plan's approval is recorded permanently in the Board Minutes and by Resolution and is retained by the School District for life of the structure as part of the School Facility Construction File.									
0022-0001	School District Long-Range Facility Plan (LRFP) Case File – Excluding The Original Plan/Map - Approved					P	7 Years After final approval		Destroy	
0022-0002	School District Long-Range Facility Plan (LRFP) Case File – Including The Original Plan/Map – Approved (Original) --- File includes Preliminary and Superseded Plans.					P	10 Years After update		Destroy	
0022-0003	School District Long-Range Facility Plan (LRFP) Case File – Approved (Copy)					P	Periodic review		Destroy	
0022-0004	School District Long-Range Facility Plan (LRFP) Case File – Denied					P	3 Years		Destroy	