

STATE OF NEW JERSEY



MUNICIPAL HOUSING AND DEVELOPMENT

M500000-002

Department:	MUNICIPAL HOUSING AND DEVELOPMENT	Agency Representative:	BARBARA WALSH
Division:		Title:	DIRECTOR
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		
Director's Office										
0001-0000	Project File - Director's Office	X	X				10 Years After completion of construction		Destroy	
0002-0000	Blueprints and Maps		X				10 Years After completion of construction		Destroy	
0003-0000	Federal Grant File --- File contains but is not limited to Federal Grant Agreements, financial records, statistical records, and supporting documentation.	X								
0003-0001	Federal Grant File - Agreements --- File contains but is not limited to Federal Grant Agreements, financial records, statistical records, and supporting documentation.	X					6 Years After termination of grant		Destroy	
0003-0002	Federal Grant File - Supporting Documentation, Financial Records, and Statistical Records --- File contains but is not limited to Federal Grant Agreements, financial records, statistical records, and supporting documentation.						6 Years After termination of grant		Destroy	

Records Retention and Disposition Schedule				Agency: M500000			Schedule: 002		Page #:2 of 6	
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		
Economic Development										
0050-0000	Economic Development Studies and Surveys						Permanent		Retain at Agency	
0051-0000	Urban Renewal File - Economic Development						10 Years After completion of construction		Destroy	
Neighborhood Development										
0120-0000	Project File and Correspondence	X	X				10 Years After completion of construction		Destroy	
0121-0000	Affordable Housing Agreement File --- Consists of: Application, income verification correspondence, deed (copy), and supporting documentation.	X	X							
0121-0001	Affordable Housing Agreement File - Approved --- Consists of: Application, income verification correspondence, deed (copy), and supporting documentation.	X					30 Years		Destroy	
0121-0002	Affordable Housing Agreement File - Denied/Withdrawn --- Consists of: Application, income verification correspondence, deed (copy), and supporting documentation.	X					2 Years		Destroy	
0122-0000	List of Approved and Denied Applicants	X					6 Years		Destroy	
0123-0000	Affordable Housing Annual Monitoring Reports	X					10 Years		Destroy	
Neighborhood Planning										
0150-0000	Environmental Assessment File	X	X				Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: M500000			Schedule: 002		Page #:3 of 6	
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		
0151-0000	Housing Project File	X	X				10 Years After completion of construction		Destroy	
0152-0000	General Planning Project File	X	X				10 Years After completion of construction		Destroy	
0153-0000	Green Acres Project File	X	X				Permanent		Retain at Agency	
0154-0000	Urban Renewal File - Neighborhood Planning	X	X				10 Years After completion of construction		Destroy	
0155-0000	Flood Control File	X	X				Permanent		Retain at Agency	
0156-0000	Rent Stabilization File	X	X				7 Years		Destroy	
0157-0000	Recreation Recovery Action Plan	X	X				Permanent		Retain at Agency	
	Property Improvement									
0200-0000	Financial, construction and loan data for each Property assisted by Property Improvement Program.	X					10 Years After payment or After completion of construction		Destroy	
0201-0000	Estimator's Records	X					10 Years		Destroy	
0202-0000	Delinquent Accounts	X					6 Years After final payment		Destroy	
0203-0000	Program Accounts	X					6 Years After final payment		Destroy	

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Property Management										
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0250-0000	Sold Properties and Indices	X					7 Years		Destroy	
0251-0000	Redeemed Properties	X					7 Years		Destroy	
0252-0000	Inspection File – Landlord-Tenant Residential And Commercial Structures --- Inspection file for landlord-tenant residential and commercial structures maintained and referenced by Block and Lot numbers. The documents reflect the pre and post phases of an Inspection. File contains but is not limited to: Landlord Application, Landlord Registration, Notice of Violation, Housing Code Certificate of Approval of Occupancy, Certificate of Habitability, Certificate of Conformity, Notice of Code Violation, Complaint Application, Buyer Agreement, Notice of Change of Occupancy, Inspection Request, Inspection Report, correspondence, and supporting documentation.	X					7 Years		Destroy	
0253-0000	Relocation File	X					7 Years		Destroy	
0254-0000	Owned Properties and Indices	X	X				Permanent		Retain at Agency	
0255-0000	General Record Series Deleted - See County and Municipal General Schedule.	X								
0256-0000	Title Foreclosures	X					Permanent		Retain at Agency	

Property Maintenance										
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0300-0000	Work Orders	X					6 Years		Destroy	
0301-0000	Housing Plans	X	X				Permanent		Retain at Agency	
0302-0000	Utility Bills	X					6 Years		Destroy	
0303-0000	Quarterly Reports	X					3 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M500000			Schedule: 002		Page #:5 of 6	
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		
0304-0000	City Owned Properties and Lots	X	X				7 Years After disposal of building		Destroy	
0305-0000	Seniority List - Property Maintenance	X					As updated		Destroy	
0306-0000	Police Reports	X					3 Years		Destroy	
0307-0000	Gas Usage Reports	X					2 Years		Destroy	
0308-0000	Solid Waste Transport Records	X					6 Years		Destroy	
	Traffic and Parking									
0350-0000	Street Closings	X					6 Years		Destroy	
0351-0000	General Record Series Deleted - See County and Municipal General Schedule.	X								
0352-0000	Traffic Reports	X					3 Years		Destroy	
0353-0000	Project File - Traffic and Parking	X					6 Years		Destroy	
0354-0000	Work Orders - Street Sweeping and Street Lighting	X					6 Years		Destroy	
0355-0000	Barricade Data	X					3 Years		Destroy	
0356-0000	Crosswalk Data	X					3 Years As updated		Destroy	
0357-0000	Yellow Curb Painting Work Orders	X					3 Years As updated		Destroy	
0358-0000	Signal Requests	X					6 Years		Destroy	
0359-0000	Building Plans - Public Building	X	X				Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: M500000			Schedule: 002		Page #:6 of 6	
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		
0360-0000	Vehicle Use Data	X					3 Years After disposition of vehicle		Destroy	
0361-0000	Daily Work Report	X					6 Years		Destroy	
0362-0000	Signing and Government Marking	X	X				Permanent		Retain at Agency	
0363-0000	Special Signing (Non-Traffic) and Lettering	X	X				Permanent		Retain at Agency	
0364-0000	Damage Reports and Billings	X					6 Years		Destroy	
0365-0000	Drawings, Plans, and Maps	X	X				Permanent		Retain at Agency	
Community Affairs										
0400-0000	Relocation Hearings	X					7 Years After settlement		Destroy	
0401-0000	Condemnation Hearings	X	X				Permanent		Retain at Agency	
0402-0000	Demolition File	X	X				Permanent		Retain at Agency	
0403-0000	Project Case File	X	X				10 Years After completion of construction		Destroy	
0404-0000	Inspection Reports	X					7 Years		Destroy	
0405-0000	Rental Assistance Certification/Recreation of Tenant Eligibility	X					6 Years		Destroy	
0406-0000	Notice of Rent Increase	X					7 Years After termination of lease		Destroy	