

STATE OF NEW JERSEY



MUNICIPAL TAX ASSESSOR

M120000-001

Department:	MUNICIPAL TAX ASSESSOR	Agency Representative:	
Division:		Title:	
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:
	6/2/2003		7/24/2008

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	Assessor's Field Book (Workbook)						3 Years		Destroy	
0002-0000	Building Permit (Assessor's Copy)						1 Years Beyond reassessment determination		Destroy	
0003-0000	Certification of School District Requirements (A4F-Form A) --- Maintained by the School Board for 10 years.						1 Years		Destroy	
Data Entry										
0004-0001	Data Entry - Accepted/Rejected List (Computer Printout)						After posting		Destroy	
0004-0002	Data Entry Proof Book (Computer Printout)						After posting		Destroy	
0004-0003	Data Entry - Property Record Change Form						After posting		Destroy	(N.J.P.T.-19)
0004-0004	Data Entry - Property Record Change Form Supplement						After posting		Destroy	(N.J.P.T.-20)
County Tax Board										
0005-0001	County Tax Board - Appeals						3 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M120000			Schedule: 001		Page #:2 of 5	
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		
0005-0002	County Tax Board - Judgments						5 Years		Destroy	
0005-0003	County Tax Board - Stipulation						3 Years		Destroy	
0005-0004	County Tax Board - Income Statement Form						3 Years		Destroy	
Home Improvement Exemptions										
0006-0001	Home Improvement Exemptions - Claim for Home Improvement Exemption (H.I.E.-1)						1 Years Beyond lapse in exemption		Destroy	
0006-0002	Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E.-2)						3 Years		Destroy	
0006-0003	Home Improvement Exemptions - Multiple Dwelling Forms (MD-EA, MD-EA-1)						1 Years Beyond lapse in exemption		Destroy	
Deeds and or Abstracts (Assessor's Copy)										
0007-0000	Deeds and or Abstracts (Assessor's Copy)						As updated		Destroy	
Exempt Property										
0008-0001	Exempt Property - Exempt Property Initial Statement (Form I.S.)						1 Years Beyond lapse in exemption		Destroy	
0008-0002	Exempt Property - Exempt Property Further Statement (Form F.S.)						As updated		Destroy	
Farmland Assessment										
0009-0001	Farmland Assessment - Farmland Assessment (Form F.A.-1)						3 Years		Destroy	
0009-0002	Farmland Assessment - Denial Notice						3 Years		Destroy	
0009-0003	Farmland Assessment - Rollback Complaint						3 Years		Destroy	
0009-0004	Farmland Assessment - Rollback Judgment						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M120000			Schedule: 001		Page #:3 of 5	
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		
0009-0005	Farmland Assessment - Income/Use Verification						3 Years		Destroy	
0010-0000	Tax Maps (Assessor's Copy)						As updated		Destroy	
0011-0000	Property Record Cards						As updated		Destroy	NJSA 47:1A-1 et.seq.
0012-0000	Return of Tangible Personal Property by Telephone, Telegraph Companies, etc. (PT-10)						5 Years		Destroy	
	Sales Ratio									
0013-0001	Sales Ratio - Sales Ratio Forms (SR1-A)						3 Years		Destroy	
0013-0002	Sales Ratio - Useable Non-useable Listing-Monthly						Until cumulative listing received		Destroy	
0013-0003	Sales Ratio - Useable Non-useable Listing-Cumulative						Until annual listing received		Destroy	
0013-0004	Sales Ratio - Useable Non-useable Listing-Annual						2 Years		Destroy	
0013-0005	Sales Ratio - Sales Ratio Change Form (SR-6)						3 Years		Destroy	
0014-0000	State Tax Court									
0014-0001	State Tax Court - Complaints						3 Years		Destroy	
0014-0002	State Tax Court - Notice of Hearings						3 Years		Destroy	
0014-0003	State Tax Court – Withdrawal Letter						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M120000			Schedule: 001		Page #:4 of 5	
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		
0015-0000	Deduction Applications	X								
0015-0001	Deduction Applications - Senior Citizen's Deduction Application (P.D.-1)	X					3 Years After transfer of title		Destroy	
0015-0002	Deduction Applications - Permanently Disabled Deduction Application (P.D.-2)	X					3 Years After transfer of title		Destroy	
0015-0003	Deduction Applications - Surviving Spouse Deduction Application (P.D.-3)	X					3 Years After transfer of title		Destroy	
0015-0004	Deduction Applications - Notice of Disallowance (P.D.-4)	X					3 Years After transfer of title		Destroy	
0016-0000	Solar Energy Exemption Forms (S.E.E.-1)	X					1 Years Beyond lapse in exemption		Destroy	
0017-0000	Subdivision Plans	X					1 Years Beyond reassessment determination		Destroy	
0018-0000	Veterans Exemption and/or Deduction /Certificates	X								
0018-0001	Veterans Exemption and/or Deduction Certificates - Veteran's Claim for Property Tax Deduction (V.E.)	X					3 Years After transfer of title		Destroy	
0018-0002	Veterans Exemption and/or Deduction Certificates - Veteran's Widow's Claim for Property Tax Deduction (W.V.E.)	X					3 Years After transfer of title		Destroy	
0018-0003	Veterans Exemption and/or Deduction Certificates - Disabled Veteran's Claim For Property Tax Exemption (D.V.E.)	X					3 Years After transfer of title		Destroy	
0018-0004	Veterans Exemption and/or Deduction Certificates - Disabled Veteran's Widow's Claim for Property Tax Exemption (W.D.V.E.)	X					3 Years After transfer of title		Destroy	

Records Retention and Disposition Schedule				Agency: M120000			Schedule: 001		Page #:5 of 5	
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		
0019-0000	Notice of Property Tax Assessment Required by N.J.S.A. 54:4-38.1						2 Years		Destroy	N.J.S.A. 54:4-38.1
0020-0000	Annual Statement of Income and Expenses for Income Producing Properties --- Used for property valuation by the Tax Assessor.	X					As updated		Destroy	N.J.S.A. 54:4-34

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