

STATE OF NEW JERSEY



COUNTY CLERK/REGISTER OF DEEDS

C100000-009



Prepared by:
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<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Records Retention and Disposition Schedule		Agency: C100000	Schedule: 009	Page #:1 of 18
Department:	COUNTY CLERK/REGISTER OF DEEDS	Agency Representative:	Rita Rothberg	
		Title:	CAPE MAY COUNTY CLERK	
		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	NJ BAR Examination Admissions File --- NJ BAR Examination Admissions File File contains: Notice of Intention to Apply for Admission, Admission to the Bar and supporting documentation. (N.J.S.A. 47:3-9(a))		X			P	1 Years		Destroy	
Alcoholic Beverage File										
0002-0003	Alcoholic Beverage File - Register/Index			X			Permanent		Retain at Agency	
Bond File										
0004-0001	Bond File --- File includes but is not limited to: bonds taken by the Sheriff, original filing instruments, recognizance registers, Sheriff bond books, orders to discharge, and indexes. Note: Docket maintained permanently by the Office of the County Sheriff.	X		X		P			Destroy	*Retention period prescribed by law. (N.J.S.A. 47:3-9(d))
0004-0002	Bond File - Under Order Of Filiation (N.J.S.A. 47:3-9(E))	X		X		P	20 Years		Destroy	
0004-0003	Bond File - Certificate of Examination of Officer's Account --- File includes original filing instruments and indexes.	X					5 Years After termination of office		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 009		Page #:2 of 18	
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		
0004-0004	Bond File - Surety Bond For County And Municipal Officers --- File includes but is not limited to: sheriff and surety bonds and original filing instruments.	X				P	2 Years After termination of office		Destroy	
0004-0005	Bond File - Registry Books and Indexes	X		X			Permanent		Send to Archives	
0004-0006	Bond File - Filed Bond Cancellation or Discharge Warrant						6 Years After discharge and filing		Destroy	
Building Contract File - Public And Nonpublic Buil										
0005-0001	Building Contract File - Nonpublic Buildings And Structures --- File contains contracts, plans, specifications and indexes for construction of nonpublic buildings and structures. (N.J.S.A. 47:3-9(b))	X				P	10 Years After termination of contract		Destroy	
0005-0002	Building Contract File - Public Buildings And Structures --- File contains contracts, plans, specifications and indexes for construction of public buildings and structures. File also contains Registers and Indices.	X		X		P	Permanent		Retain at Agency	
0006-0000	Certificates Of Authority - Insurance And Bonding Companies (N.J.S.A. 47:3-9(F))	X				P	6 Years		Destroy	
Election Records File										
0009-0001	Annual Report (R-2)					P	5 Years After election		Destroy	
0009-0003	Election Records File – Certified Lists - Vote By Mail Ballots/Applications --- Original maintained by either the County Board of Election or the County Clerk.					P	2 Years After election		Destroy	

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 009		Page #:3 of 18	
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		
0009-0004	Election Records File - Certified Statements Of Municipal Clerks And School Boards Public Offices To Be Filled (N.J.S.A. 19:12-6)					P	2 Years After election		Destroy	
0009-0006	Election Records File - Maps Of Election Districts And Re-Adjustments --- Maps and re-adjustments submitted by the County Board of Election or the local government agency.					P	3 Years After election		Destroy	
0009-0007	Election Records File - Election Official's Statements Of Dissent --- Official statement of dissent filed against the County Board of Elections. (N.J.S.A. 19:6-29)			X		P	2 Years After election		Destroy	
0009-0008	Election Records File - Notice From The Office Of The Secretary Of State Of Officers To Be Elected And Public Questions To Be Submitted (N.J.S.A. 19:12-1)					P	2 Years After election		Destroy	
0009-0009	Election Records File - Voter Registry Lists --- Original maintained by the Superintendent of Elections. (N.J.S.A. 19:31-18.3)					P	2 Years		Destroy	(N.J.S.A. 19:31-18.3)
0009-0010	Election Records File - Primary Election Records (Petitions) (N.J.S.A. 47:2-9(M)) ((N.J.S.A. 19:18-7)					P	5 Years After election		Destroy	
0009-0011	Election Records File - Ballots (Master)					P	Permanent		Archival review	
0009-0013	Election Records File - Committees Supporting Candidates Who File A-1 Statements of Campaign Managers and Treasurers (C-1)						5 Years After election		Destroy	*Retention period prescribed by law. (N.J.S.A. 47:3-9(m))
0009-0014	Election Records File - Ballots (Master)			X			Permanent		Retain at Agency	
0009-0015	Election Records File - Ballots (Copy)						Periodic review		Destroy	
0009-0016	Election Records File - Statements Of Canvass, Primary Elections (N.J.S.A. 47:3-9(M)), (N.J.S.A. 19:19-2)					P	5 Years After election		Destroy	

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		
0009-0017	Election Records File - Voting Machine "0" Beginning And Ending Results Strips Submitted By Clerks Of Election, Primary Elections (N.J.S.A. 47:3-9 (M)), (N.J.S.A. 19:16-8)					P	5 Years After election		Destroy	
0009-0018	Election Records File - Voting And Vote Permit Records --- File includes but is not limited to the Certified Statements of Results of Vote Counts. *Retention period prescribed by law. (N.J.S.A. 19:17-2), (N.J.S.A. 47:3-9(m))					P	5 Years After election		Destroy	
Incorporation and Trade Name File										
0010-0000	Firemen's Exempt Registers --- Register listing firefighters and their entitled health and pension benefits. (N.J.S.A. 40A:14-59) Recommend digital imaging.		X			P	75 Years		Destroy	Recommend digital imaging.
0011-0000	In Rem Foreclosure File - Municipal Lien Foreclosure --- File pertaining to property liens foreclosed upon by the governing body of the municipality and filed by the Office of the County Clerk. Documents originate in the Municipal Tax Assessor's Office.		X	X		P	Permanent		Retain at Agency	
0012-0001	Incorporation and Trade Name File - Bank Mergers/Merger Agreements --- Original filed with the Department of Banking and Insurance.		X				1 Years After dissolution		Destroy	
0012-0002	Incorporation and Trade Name File - Bottle Register, Including Descriptions		X	X			Permanent		Retain at Agency	
0012-0003	Incorporation And Trade Name File - Certified Copy Of Petition In Bankruptcy Or Adjudication And Recorded In Deeds Grantor And Grantee (N.J.S.A. 46:16-4)		X			P	1 Years After Recording		Destroy	
0012-0005	Incorporation And Trade Name File - Certified Copy Of Petition In Bankruptcy Or Adjudication And Recorded In Deeds Grantor And Grantee (N.J.S.A. 46:16-4)		X			P	1 Years After Recording		Destroy	

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Records Retention and Disposition Schedule				Agency: C100000			Schedule: 009		Page #:5 of 18	
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		
0012-0006	Incorporation And Trade Name File - Change Of Name Records/Mergers - Original Filing Instruments (N.J.S.A. 17:12B-46)		X			P	7 Years After dissolution		Destroy	
0012-0008	Incorporation And Trade Name File – Clergical Societies Or Confraternities And Religious Corporations - Original Certificate Of Incorporation And Record Book (N.J.S.A. 16:4-1)		X	X		P	Permanent		Retain at Agency	(N.J.S.A. 16:4-1)
0012-0011	Incorporation And Trade Name File - Firemen's Relief Associations Certificate Of Incorporation And Record Book (Copy) --- Original filed with the Department of the Treasury. (N.J.S.A. 43:17-2)		X			P	1 Years After dissolution		Destroy	
0012-0012	Incorporation And Trade Name File - Firms And Partnerships Using The Designation -And Company- Or “And Co. --- File includes: notarized statements of nature or business, full names and residences of all members, power of attorney of non-residents, certificates of true names, original processes, certificates, and records of dissolution. Duplicates filed with the Department of the Treasury. (N.J.S.A. 56:1)					P	7 Years After dissolution		Destroy	
0014-0000	Inheritance Tax Waivers - Recording Statement Of Payment Or Exemption --- Contains: filing instruments, registry books, and indexes. (N.J.S.A. 54:35-9) Recommend digital imaging.		X	X		P	Permanent		Retain at Agency	Recommend digital imaging.
License File										
0016-0003	License File - Hawkers and Peddlers (Veterans) License Applications and Indexes		X	X			75 Years		Destroy	(N.J.S.A. 45:24-9, 10)
0016-0004	License File - License To Practice Medicine And/Or Perform Surgery --- File contains license certified copies and supporting documentation.		X	X		P	75 Years		Destroy	**Microfilm recommended. (N.J.S.A. 45:9-17)

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 009		Page #:6 of 18	
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		
0016-0005	License File - Real Estate Brokers and Salesman List						1 Years		Destroy	*Retention period prescribed by law. (N.J.S.A. 45:15-22)
0016-0006	License File - Hawkers and Peddlers (Firemen Exempt) License Applications						3 Years After issuance		Destroy	(N.J.S.A. 45:24-12)
Liens File										
0017-0001	Liens File --- File includes: original filing instruments; claims and notices; registry books; reimbursements; certificates of discharge; release of lien claims; lien docket; and indexes for physicians liens, hospital liens, instructional liens, welfare house liens, mechanic's liens, (including original filing instruments, claims, notices of intention, stop notices, excluding papers related to court proceedings and actions), and condominium liens. (N.J.S.A. 47:3-9(y)(bb))					P	6 Years After expiration		Destroy	*Retention period prescribed by law. (N.J.S.A. 47:3-9(y)(bb))
0017-0002	Liens File - Federal Tax --- Recommend digital imaging.		X			P	60 Years		Destroy	
Maps And Atlases File										
0018-0000	Lis Pendens --- Includes: original filing instruments, registry books and indexes. Recommend digital imaging.		X			P	60 Years		Destroy	
0020-0001	Maps And Atlases File - Commercially Prepared Atlases For County Reference --- Recommend digital imaging.		X	X		P	As updated		Destroy	
0020-0002	Maps and Atlases File - Cloth Print Duplicate Maps Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)			X			Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 009		Page #:7 of 18	
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		
0020-0003	Maps and Atlases File - Indexes of Maps Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)			X			Permanent		Retain at Agency	
0020-0004	Maps and Atlases File - Maps Original Tracings Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						3 Years After update		Destroy	
0020-0005	Maps and Atlases File - Maps Prints Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						As updated		Destroy	
0020-0006	Maps And Atlases File- Road Vacation Maps Approved For Filing (Utility, Easement, Right-Of-Way, And Statement Maps)			X		P	Permanent		Retain at Agency	
Municipal Records File										
0022-0000	Medical License Registers File - Register Of Licenses To Practice Medicine And/Or Perform Surgery --- Register file pertaining to the licenses issued to practice medicine and/or perform surgery. File contains the following: license register, license certified additional copies, and associated indexes. (N.J.S.A. 45:9-17) Recommend digital imaging.		X	X		P	75 Years		Archival Review	
0023-0000	Military Discharge Records --- Honorable discharge certificate (copy), in lieu of, records of service, notices of separation, and indexes.		X	X			75 Years		Send to Archives	**Microfilm recommended. (N.J.S.A. 38:25-5)
Municipal Records File										
0024-0001	Municipal Records File - Municipal Land Annexation Ordinances (Certified Copy)		X	X			Permanent		Retain at Agency	**Microfilm recommended.
0024-0002	Municipal Records File -Change of Municipal Name Certified Copy of Municipal Minutes (Copy)			X			Permanent		Retain at Agency	(N.J.S.A. 40:43-2 to 43-5)

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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		
0024-0003	Municipal Records File -Municipal Incorporation Records --- File includes: incorporations, consolidations, change of corporate names, original filing instruments, registry books, official minutes, certified abstracts, certificates of referendum results, and indexes.		X	X			Permanent		Retain at Agency	
Naturalization Records File										
0025-0001	Naturalization Records File - Naturalization Records --- File includes: petition of intention, military petitions (original filing instruments), register book and indexes. Retained by the US Department of State (N.J.S.A. 2A:53) Recommend digital imaging.		X	X		P	Permanent		Archival review	
0025-0002	Naturalization Records File - Naturalization Certificate Stub (N-550) --- Retained by the US Department of State					P	1 Years After naturalization		Destroy	
0025-0003	Naturalization Records File - Notice Of Preliminary Naturalization Hearing --- Documentation used to generate a Certificate of Naturalization. Retained by the US Department of State					P	2 Months After naturalization or after release by court order		Destroy	
0026-0000	Notary Public File - Certificates, Qualifying Papers, And Registers --- File contains but is not limited to: Certificates, Oaths, Qualifying documents and Registers. (N.J.S.A. 47:3-9(cc))					P	5 Years		Destroy	*Retention period prescribed by law. (N.J.S.A. 47:3-9(cc))
0027-0000	Notices And Other Papers - Authorized Or Required By Law To Be Filed But Not Recorded And Not Involving Title To Real Or Personal Property Or To Proceedings Or Actions In Any Court --- File may include but not limited to Bankruptcies, Vacation of Streets, etc. (N.J.S.A. 47:3-9(dd))					P	10 Years		Destroy	*Retention period prescribed by law. (N.J.S.A. 47:3-9(dd))

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		
0028-0000	Oaths Of Office - Signed Oaths And Indexes --- (N.J.S.A. 47:3-9(ee))					P	5 Years After termination of office		Destroy	*Retention period prescribed by law. (N.J.S.A. 47:3-9(ee))
0029-0000	Certificate Of Assistance – Filing, Collection, Satisfaction Or Tax Levy --- Certificate of Assistance – Filing, Collection, Satisfaction or Tax Levy File includes: certificate of amount of assistance advanced, notice of reimbursement agreement, record of certificates in reimbursement, agreement, and agreement books and indexes. (N.J.S.A. 44:7-15)			X		P	20 Years After reimburseme nt		Destroy	(N.J.S.A. 44:7-15)
0030-0000	Passport File								Destroy	
0030-0001	Passport File - Passport File - Passport Records Register						10 Years After final entry		Destroy	
0030-0002	Passport File - Passport Application Transmittal/Description Sheet						24 Months		Destroy	
Personal Property Records And Title File										
0031-0001	Personal Property Records And Title File - Attachments --- Includes: original filing documents, registry books and indexes. Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	**Microfilm recommended.
0031-0002	Personal Property Records And Title File - Disclaimers --- Includes: original filing documents, books of disclaimers and indexes. (N.J.S.A. 46:2E-2) Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	
Real Property Records And Title File										
0032-0001	Real Property Records And Title File - Ancient Deeds --- Records reflect deeds back to original incorporations of counties, towns, cities, villages, townships, boroughs, etc. (N.J.S.A. 46:19-1) Recommend digital imaging.	X	X	X		P	Permanent		Archival review	

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		
0032-0002	Real Property Records And Title File - Deeds --- Includes: deed (copy), conveyance, release, declarations of trust, letters of attorneys and supporting documentation. (N.J.S.A. 46:19-1) Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	
0032-0003	Real Property Records and Title File - Deeds (Copy)	X					Periodic review		Destroy	
0032-0004	Real Property Records And Title File - Disclaimers --- Includes: original filing instruments, books of disclaimers and indexes. (N.J.S.A. 46:2E-2) Recommend digital imaging	X	X	X		P	Permanent		Retain at Agency	
0032-0005	Real Property Records And Title File - Judgments --- Includes: certified copies of final decrees of the former Court of Chancery, final judgments, certified copies of Declarations of Taking and Condemnation Commissioners filed with the Clerk of the Superior Court of the United States District Court. (N.J.S.A. 46:16-1) Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	
0032-0006	Real Property Records and Title File - Judgments (Copy)	X					Periodic review		Destroy	
0032-0007	Real Property Records And Title File - Settlement Notices --- Recommend digital imaging.	X	X			P	40 Years		Destroy	**Microfilm recommended.
Real Property Securities Record File										
0033-0001	Real Property Securities Record File - Assignments Of Mortgages --- Includes: original filing instruments, registry books and indexes. (N.J.S.A. 46 et seq.) Recommend digital imaging.	X	X	X		P	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		
0033-0002	Real Property Securities Record File - Attachments --- Includes: original fining instruments, registry books and indexes. (N.J.S.A. 46:19-91) Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	
0033-0003	Real Property Securities Record File - Discharges Of Mortgages --- Registry books and indexes. (N.J.S.A. 46:18-11.6) Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	
0033-0004	Real Property Securities Record File - Mortgage Cancellation Book --- Real Property Securities Record File - Mortgage Cancellation Book of cancelled mortgages. (N.J.S.A. 46:18-11.56)	X	X			P	3 Years		Destroy	
0033-0005	Real Property Securities Record File - Mortgages --- Abstract books and indexes. (N.J.S.A. 46 et seq.) Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	
0033-0006	Real Property Securities Record File - Real Property Securities --- Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	
0033-0007	Real Property Securities Record File - Release --- Registry books and indexes. (N.J.S.A. 46 et seq.) Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 009		Page #:12 of 18	
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		
0033-0008	Real Property Securities Record File - Tax Sales Records --- File includes but not limited to: original filing instruments, registry books and indexes. (N.J.S.A. 54:5-50 – 5-55) Recommend digital imaging.	X	X	X		P	Permanent		Retain at Agency	
Road Records File										
0034-0001	County Road File - Improvement Costs (Copy) --- (N.J.S.A. 27:16-29)	X				P	3 Years After termination of contract		Destroy	(N.J.S.A. 27:16-29)
0034-0002	Road Records File - Ordinances Relating to public Roads or Streets Annexed by Municipalities (Copy)						1 Years After submission		Destroy	
0034-0003	County Road File – Resolutions And Maps Designating Roads And Real Estate --- Recommend digital imaging.		X	X		P	Permanent		Archival review	
0034-0004	County Road File –Surveyor Reports, Maps And Books --- Recommend digital imaging.		X	X		P	Permanent		Archival review	
0034-0005	County Road File - Vacation Of Unused Roads Book --- (N.J.S.A. 27:4-1) Recommend digital imaging.		X	X		P	Permanent		Archival review	
0034-0006	Road Records File - Roads And Bridges Records --- Recommend digital imaging.		X	X		P	Permanent		Archival review	
0034-0007	County Road File - Ordinances Of Street Name Changes (Copy)		X			P	1 Years After submission		Destroy	

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		
0035-0000	Soldier, Sailors, And Firemen's Register --- Recommend digital imaging.									
0036-0000	Stream Encroachment File --- Stream Encroachment File Documents may also be maintained by the Office of the Municipal Clerk, the Municipal Engineer and/or Municipal Health Department and the NJ Department of Environmental Protection. (N.J.S.A. 58:16A-12) Recommend digital imaging.		X	X		P	Permanent		Retain at Agency	
0037-0000	Real Property Settlements - Surveys, Land Partitions, Lines And Boundaries			X		P	Permanent		Archival review	
0039-0000	Wetlands File - Applications And Maps (Copy) --- Wetlands File - Applications and Maps (Copy) File includes but is not limited to: Applications, Maps, Wetlands Property Owners List and supporting documentation. Originals are maintained by the Department of Environmental Protection, Division of Coastal Resources. (N.J.S.A. 13:9B)		X	X		P	Permanent		Retain at Agency	
Records of Former Courts Prior to 1948 File										
0041-0000	Records of Former Courts Prior to 1948 File									
0041-0001	Records Of Former Courts Prior To 1948 File - Dockets And Indices		X	X		P	Permanent		Archival review	
0041-0002	Records Of Former Courts Prior To 1948 File - Case File			X		P	25 Years		Archival Review	
0049-0000	County Identification Card File --- Application file for a Photo Identification Card issued for county residents.									

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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		
0049-0001	County Identification Card Application - With Fee	X				P	6 Years		Destroy	
0049-0002	County Identification Card Application - Without Fee					P	3 Years		Destroy	
Historical Records										
0100-0000	Almshouse Register --- (N.J.S.A. 44:1-71)		X	X		P	Permanent		Archival review	
0101-0000	Bills Of Sale File --- (N.J.S.A. 47:3-9 (c))									
Obsolete Records										
0101-0001	Bills of Sale - Under Seal						22 Years		Destroy	*Retention period prescribed by law. (N.J.S.A. 47:3-9 (C))
Historical Records										
0101-0002	Bills Of Sale - Unsealed --- (N.J.S.A. 47:3-9 (c))					P	6 Years After final expiration		Destroy	
Obsolete Records										
0102-0000	Birth Records - Slaves		X	X			Permanent		Send to Archives	
Historical Records										
0103-0000	Costs, Bills Of Costs - Civil And Criminal --- Costs and Bills of Cost- Civil and Criminal (N.J.S.A. 47:3-9(j)) NOTE: Courts' Records separated from the Counties effective 1/1/1995, under the Bifurcation Act (N.J.S.A. 2B:1-2)	X				P	20 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
0104-0000	Election Records File - Notice Of Establishment Of A Political Party (Copy) --- Original maintained by the Office of the Secretary of State. (N.J.S.A. 19:12-1)					P	1 Years After dissolution of party		Destroy	
Historical Records										
0105-0000	Factor Liens --- A file pertaining to a lien held against a property until full payment is received. (N.J.S.A. 47:3-9Y) (N.J.S.A. 2A:44-178)					P	6 Years After expiration		Destroy	
Historical Records										
0106-0000	Hotel Registration File (Certified Copy) --- File contains: Hotel Registration, Petition and Index. The original is maintained by the Office of the Secretary of State. (N.J.S.A. 29:3-5)		X			P	Life of the business		Destroy	
0107-0000	Coroner Inquest File --- Contains Coroner Report and supporting documentation. (N.J.S.A. 47:3-9(q))		X	X		P	10 Years		Archival Review	(N.J.S.A. 47:3-9(q))
0108-0000	Justice Of The Peace File --- File includes Docket Book and supporting documentation. (N.J.S.A. 47:3-9(W))		X	X		P	20 Years		Archival Review	*Retention period prescribed by law. (N.J.S.A. 47:3-9(W))
0109-0000	Marriage Records File --- File contains: original filing instruments, registry books and indexes. (N.J.S.A. 26:8-41) NOTE: Marriage Records are a function of the Municipal Clerk under direction of the State Registrar of Vital Statistics. Recommend digital imaging.					P	Permanent		Archival review	

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							Total Retention Period	Minimum Period in Agency		
0110-0000	Medical Registers --- Registers and indexes pertaining to midwives, nurses and veterinarians. (N.J.S.A. 45:9-17) Recommend digital conversion.		X			P	5 Years		Destroy	
0111-0000	Personal Property Securities Records File --- (N.J.S.A. 47-3-9 (g)(c))									
Historical Records										
0111-0001	Personal Property Securities Records File - Crop Mortgages --- File includes: original filing instruments, assignments, discharges, satisfactions and indexes. N.J.S.A. 47-3-9 (g)(c))		X			P	6 Years After final expiration		Destroy	
Historical Records										
0111-0002	Personal Property Securities Records File - Uniform Commercial Code (UCC) Secured Transactions --- File includes: financing statement and statement of assignment or release. (N.J.S.A. 47-3-9 (g)(c))		X			P	6 Years After lapse or final termination		Destroy	*Retention period prescribed by law. (N.J.S.A. 47-3-9 (g)(c))
Historical Records										
0111-0003	Personal Property Securities Records File - Secured Transactions Indices --- (N.J.S.A. 47-3-9 (g)(c))		X			P	6 Years After lapse or final termination of all entries		Destroy	
0111-0004	Personal Property Securities Records File - Under Seal - Chattel Mortgages --- Including original filing instruments, assignments, discharges, satisfactions, and indexes.(N.J.S.A. 47-3-9 (g)(c))		X			P	22 Years		Destroy	*Retention period prescribed by law. (N.J.S.A. 47-3-9 (g)(c))

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 009		Page #:17 of 18	
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		
0111-0005	Personal Property Securities Records File - Under Seal - Conditional Sale Records --- Includes: original filing instruments, extensions of statement on demand, statements of satisfaction, proofs of entry of judgments, and bills of sale upon condition. (N.J.S.A. 47-3-9 (g)(c))	X				P	22 Years		Destroy	
Obsolete Records										
0111-0006	Personal Property Securities Records File - Unsealed - Chattel Mortgages --- (N.J.S.A. 47-3-9 (g)(c))	X				P	6 Years After final expiration		Destroy	
Historical Records										
0111-0007	Personal Property Securities Records File – Unsealed - Conditional Sales --- File includes: original filing instruments, extensions of statements, proofs of entry of judgments and bills of sale upon condition of unsealed. (N.J.S.A. 47-3-9 (g)(c))	X				P	6 Years After final expiration		Destroy	*Retention period prescribed by law. (N.J.S.A. 47-3-9 (g)(c))
0112-0000	Prison Records File --- (N.J.S.A. 47:3-9(gg))			X		P	5 Years		Archival Review	
0113-0000	War Enlistment Register --- (N.J.S.A. 38:25-7)			X		P	Permanent		Archival review	
0114-0000	Widow's Pension Records --- (N.J.S.A. 38:23-6.7)			X		P	Permanent		Archival review	

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		
0115-0000	Newspaper File (Original) --- Original newspapers published in the retained by the County Clerk for the citizens of the county to have free access to them during business hours. The law was adopted in 1902 and repealed in 1921. (N.J.S.A. 45:9-17) (PL 1092, c. 152), (PL 1921, c.213) Recommend digital imaging.			X		P	75 Years		Archival Review	(N.J.S.A. 45:9-17) (PL 1092, c. 152), (PL 1921, c.213)