

STATE OF NEW JERSEY



COUNTY CLERK/REGISTER OF DEEDS


C100000-010



Prepared by:
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Department:	COUNTY CLERK/REGISTER OF DEEDS	Agency Representative:	Steven Peter, President, NJCOANG
		Title:	Somerset 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:
	4/21/2025		

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. (NJSA 47:3-9(a))						1 Year		Destroy	
	Alcoholic Beverage File									
0002-0003	Alcoholic Beverage File - Register/Index						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. (NJSA 47:3-9(d))						20 years		Destroy	

0004-0002	Bond File - Under Order Of Filiation (NJSA 47:3-9(E))					20 Years		Destroy	
0004-0003	Bond File - Certificate of Examination of Officer's Account --- File includes original filing instruments and indexes.					5 Years After termination of office		Destroy	
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.					2 Years after termination of office		Destroy	
0004-0005	Bond File - Registry Books and Indexes					Permanent		Send to NJ State Archives	
0004-0006	Bond File - Filed Bond Cancellation or Discharge Warrant					6 Years after discharge and filing		Destroy	
	Building Contract File - Public And Nonpublic Buildings								
0005-0001	Building Contract File - Nonpublic Buildings And Structures --- File contains contracts, plans, specifications and indexes for construction of nonpublic buildings and structures. (NJSA 47:3-9(b))					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.					Permanent		Retain at Agency	
0006-0000	Certificates Of Authority - Insurance And Bonding Companies (NJSA 47:3-9(F))					6 Years		Destroy	
	Election Records File								
0009-0001	Annual Report (R-2)					5 Years after election		Destroy	
0009-0003	Election Records File – Certified Lists - Vote By Mail Ballots/Applications ---					2 Years		Destroy	

	Original maintained by either the County Board of Election or the County Clerk.								
0009-0004	Election Records File - Certified Statements Of Municipal Clerks And School Boards Public Offices To Be Filled (NJSA 19:12-6)					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.					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. (NJSA 19:6-29)					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 (NJSA 19:12-1)					2 Years After election		Destroy	
0009-0009	Election Records File - Voter Registry Lists --- Original maintained by the Superintendent of Elections. (NJSA 19:31-18.3)					1 Year		Destroy	
0009-0010	Election Records File - Primary Election Records (Petitions) (NJSA 47:3-9(m)) ((NJSA 19:18-7)					5 Years After election		Destroy	
0009-0011	Election Records File - Ballots					Permanent		Archival review	
0009-0013	Election Records File - Committees Supporting Candidates Who File A-1 Statements of Campaign Managers and Treasurers (C-1) (NJSA 47:3-9(m))					5 Years After election		Destroy	
0009-0016	Election Records File - Statements Of Canvass Elections (NJSA 47:3-9(m)), (NJSA 19:19-2)					5 Years After election		Destroy	
0009-0017	Election Records File - Voting Machine "0" Beginning And Ending Results Strips Submitted By Clerks Of Election, Elections (NJSA 47:3-9(m)), (NJSA 19:16-8)					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					5 Years after election		Destroy	

	of Vote Counts. *Retention period prescribed by law. (NJSA 19:17-3), (NJSA 47:3-9(m))								
0009-0021	Ballot Draw					5 years After election		Destroy	
0009-0022	Ballot Draw – Work papers					Periodic review		Destroy	
0010-0000	Firemen's Exempt Registers --- Register listing firefighters and their entitled health and pension benefits. (NJSA 40A:14-59) Recommend digital imaging.					75 Years		Destroy	
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.					Permanent		Retain at Agency	
	Incorporation and Trade Name File								
0012-0001	Incorporation and Trade Name File - Bank Mergers/Merger Agreements --- Original filed with the Department of Banking and Insurance.					1 Year after dissolution		Destroy	
0012-0002	Incorporation and Trade Name File - Bottle Register, Including Descriptions					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 (NJSA 46:16-4)					1 Year 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 (NJSA 46:16-4)					1 Year after Recording		Destroy	
0012-0006	Incorporation And Trade Name File - Change Of Name Records/Mergers - Original Filing Instruments (NJSA 17:12B-46)					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 (NJSA 16:4-1)					Permanent		Retain at Agency	
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. (NJSA 43:17-2)					1 Year 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. (NJSA 56:1)					7 Years after dissolution		Destroy	
0014-0000	Inheritance Tax Waivers - Recording Statement Of Payment Or Exemption --- Contains: filing instruments, registry books, and indexes. (NJSA 54:35-9) Recommend digital imaging.					Permanent		Retain at Agency	
	License File								
0016-0003	License File - Hawkers and Peddlers (Veterans) License Applications and Indexes (NJSA 45:24-9, 10)					75 Years		Destroy	
0016-0004	License File - License To Practice Medicine And/Or Perform Surgery --- File contains license certified copies and supporting documentation. (NJSA 45:9-17) Recommend digital imaging.					75 Years		Destroy	
0016-0005	License File - Real Estate Brokers and Salesman List (NJSA 45:15-22)					1 Year		Destroy	

0016-0006	License File - Hawkers and Peddlers (Firemen Exempt) License Applications (NJSA 45:24-12)						3 Years After issuance		Destroy	
	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 dockets; 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. (NJSA 47:3-9(y)(bb))						6 Years after expiration		Destroy	
0017-0002	Liens File - Federal Tax --- Recommend digital imaging.						60 Years		Destroy	
0018-0000	Lis Pendens --- Includes: original filing instruments, registry books and indexes. Recommend digital imaging.						60 Years		Destroy	
	Maps And Atlases File									
0020-0001	Maps And Atlases File - Commercially Prepared Atlases For County Reference --- Recommend digital imaging.						As updated		Destroy	
0020-0002	Maps and Atlases File - Cloth Print Duplicate Maps Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						Permanent		Retain at Agency	
0020-0003	Maps and Atlases File - Indexes of Maps Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						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)					Permanent		Retain at Agency	
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. (NJSA 45:9-17) Recommend digital imaging.				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. (NJSA 38:25-5) Recommend digital imaging.					75 Years		Send to NJ State Archives	
	Municipal Records File								
0024-0001	Municipal Records File - Municipal Land Annexation Ordinances (Certified Copy) Recommend digital imaging.					Permanent		Retain at Agency	
0024-0002	Municipal Records File -Change of Municipal Name Certified Copy of Municipal Minutes (Copy) (NJSA 40:43-2 to 43-5)					Permanent		Retain at 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.					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 (NJSA 2A:53) Recommend digital imaging.				P	Permanent		Archival review	

0025-0002	Naturalization Records File - Naturalization Certificate Stub (N-550) --- Retained by the US Department of State					1 Year 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					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. (NJSA 47:3-9(cc))					5 Years		Destroy	
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. (NJSA 47:3-9(dd))					10 Years		Destroy	
0028-0000	Oaths Of Office - Signed Oaths And Indexes --- (NJSA 47:3-9(ee))					5 Years after termination of office		Destroy	
0029-0000	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. (NJSA 44:7-15)					20 Years after reimbursement		Destroy	
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 (Copy)					24 Months		Destroy	

	Original maintained by the U.S. Office of Passport Services, U.S. Department of State. (22 CFR Part 51)												
	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.						Permanent			Retain at Agency			
0031-0002	Personal Property Records And Title File - Disclaimers --- Includes: original filing documents, books of disclaimers and indexes. (NJSA 46:2E-2) Recommend digital imaging.						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. (NJSA 46:19-1) Recommend digital imaging.					P	Permanent			Archival review			
0032-0002	Real Property Records And Title File - Deeds --- Includes: deed (copy), conveyance, release, declarations of trust, letters of attorneys and supporting documentation. (NJSA 46:19-1) Recommend digital imaging.					P	Permanent			Retain at Agency			
0032-0003	Real Property Records and Title File - Deeds (Copy)						Periodic review			Destroy			
0032-0004	Real Property Records And Title File - Disclaimers --- Includes: original filing instruments, books of disclaimers and indexes. (NJSA 46:2E-2) Recommend digital imaging						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						Permanent			Retain at Agency			

	Taking and Condemnation Commissioners filed with the Clerk of the Superior Court of the United States District Court. (NJSA 46:16-1) Recommend digital imaging.								
0032-0006	Real Property Records and Title File - Judgments (Copy)					Periodic review		Destroy	
0032-0007	Real Property Records And Title File - Settlement Notices --- Recommend digital imaging.					40 Years		Destroy	
	Real Property Securities Record File								
0033-0001	Real Property Securities Record File - Assignments Of Mortgages --- Includes: original filing instruments, registry books and indexes. (NJSA 46 et seq.) Recommend digital imaging.					Permanent		Retain at Agency	
0033-0002	Real Property Securities Record File - Attachments --- Includes: original fining instruments, registry books and indexes. (NJSA 46:19-91) Recommend digital imaging.					Permanent		Retain at Agency	
0033-0003	Real Property Securities Record File - Discharges Of Mortgages --- Registry books and indexes. (NJSA 46:18-11.6) Recommend digital imaging.					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. (NJSA 46:18-11.56)					3 Years		Destroy	
0033-0005	Real Property Securities Record File - Mortgages --- Abstract books and indexes. (NJSA 46 et seq.) Recommend digital imaging.					Permanent		Retain at Agency	
0033-0006	Real Property Securities Record File - Real Property Securities --- Recommend digital imaging.					Permanent		Retain at Agency	

0033-0007	Real Property Securities Record File - Release --- Registry books and indexes. (NJSA 46 et seq.) Recommend digital imaging.						Permanent		Retain at Agency	
0033-0008	Real Property Securities Record File - Tax Sales Records --- File includes but not limited to: original filing instruments, registry books and indexes. (NJSA 54:5-50 – 5-55) Recommend digital imaging.						Permanent		Retain at Agency	
	Road Records File									
0034-0001	County Road File - Improvement Costs (Copy) --- (NJSA 27:16-29)						3 Years After termination of contract		Destroy	
0034-0002	Road Records File - Ordinances Relating to public Roads or Streets Annexed by Municipalities (Copy)						1 Year After submission		Destroy	
0034-0003	County Road File – Resolutions And Maps Designating Roads And Real Estate --- Recommend digital imaging.						Permanent		Archival review	
0034-0004	County Road File –Surveyor Reports, Maps And Books --- Recommend digital imaging.						Permanent		Archival review	
0034-0005	County Road File - Vacation Of Unused Roads Book --- (NJSA 27:4-1) Recommend digital imaging.						Permanent		Archival review	
0034-0006	Road Records File - Roads And Bridges Records --- Recommend digital imaging.						Permanent		Archival review	
0034-0007	County Road File - Ordinances Of Street Name Changes (Copy)						1 Year after submission		Destroy	

0035-0000	Soldier, Sailors, And Firemen's Register --- Recommend digital imaging.						Permanent		Retain at Agency	
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. (NJSA 58:16A-12) Recommend digital imaging.						Permanent		Retain at Agency	
0037-0000	Real Property Settlements - Surveys, Land Partitions, Lines And Boundaries						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. (NJSA 13:9B)						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						Permanent		Archival review	
0041-0002	Records Of Former Courts Prior To 1948 File - Case File						25 Years		Archival review	
0049-0000	County Identification Card File --- Application file for a Photo Identification Card issued for county residents.									
0049-0001	County Identification Card Application - With Fee						6 Years		Destroy	

0049-0002	County Identification Card Application - Without Fee						3 Years		Destroy	
	Historical Records									
0100-0000	Almshouse Register --- (NJSA 44:1-71)						Permanent		Archival review	
0101-0000	Bills Of Sale File --- (NJSA 47:3-9 (c))									
	Historical Records									
0101-0001	Bills of Sale - Under Seal (NJSA 47:3-9 (C))						22 Years		Destroy	
	Historical Records									
0101-0002	Bills Of Sale - Unsealed --- (NJSA 47:3-9 (c))						6 Years after final expiration		Destroy	
	Historical Records									
0102-0000	Birth Records - Slaves						Permanent		Send to NJ State Archives	
	Historical Records									
0103-0000	Costs, Bills Of Costs - Civil And Criminal --- Costs and Bills of Cost- Civil and Criminal (NJSA 47:3-9(j)) NOTE: Courts' Records separated from the Counties effective 1/1/1995, under the Bifurcation Act (NJSA 2B:1-2)						20 Years		Destroy	
0104-0000	Election Records File - Notice Of Establishment Of A Political Party (Copy) --- Original maintained by the Office of the Secretary of State. (NJSA 19:12-1)						1 Year 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. (NJSA 47:3-9Y) (NJSA 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. (NJSA 29:3-5)							Life of the business		Destroy
0107-0000	Coroner Inquest File --- Contains Coroner Report and supporting documentation. (NJSA 47:3-9(q))							10 Years		Archival review
0108-0000	Justice Of The Peace File --- File includes Docket Book and supporting documentation. (NJSA 47:3-9(W))							20 Years		Archival review
0109-0000	Marriage Records File --- File contains: original filing instruments, registry books and indexes. (NJSA 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.							Permanent		Archival review
0110-0000	Medical Registers --- Registers and indexes pertaining to midwives, nurses and veterinarians. (NJSA 45:9-17) Recommend digital conversion.							5 Years		Destroy
0111-0000	Personal Property Securities Records File --- (NJSA 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. NJSA 47-3-9 (g)(c))					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. (NJSA 47-3-9 (g)(c))						6 Years After lapse or final termination		Destroy	
	Historical Records									
0111-0003	Personal Property Securities Records File - Secured Transactions Indices --- (NJSA 47-3-9 (g)(c))						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.(NJSA 47-3-9 (g)(c))						22 Years		Destroy	
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. (NJSA 47-3-9 (g)(c))						22 Years		Destroy	
	Historical Records									
0111-0006	Personal Property Securities Records File - Unsealed - Chattel Mortgages --- (NJSA 47-3-9 (g)(c))						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. (NJSA 47-3-9 (g)(c))						6 Years after final expiration		Destroy	
0112-0000	Prison Records File --- (NJSA 47:3-9(gg))						5 Years		Archival review	
0113-0000	War Enlistment Register --- (NJSA 38:25-7)						Permanent		Archival review	
0114-0000	Widow's Pension Records --- (NJSA 38:23-6.7)						Permanent		Archival review	
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. (NJSA 45:9-17) (PL 1092, c. 152), (PL 1921, c.213) Recommend digital imaging.						75 Years		Archival review	