

# STATE OF NEW JERSEY



## COUNTY COUNSEL

**C350000-004**



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

Records Retention and Disposition Schedule		Agency: C350000	Schedule: 004	Page #:1 of 3
<b>Department:</b>	COUNTY COUNSEL	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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		
	<b>Legal File</b>									
0001-0000	Legal File --- File contains but is not limited to the following: Litigation documents; Request For Legal Opinion and Legal Opinion Rendered; Testimony (public hearings, public meetings, trials and other official proceedings) and supporting documentation. (N.J.S.A. 2A:14-5)					P			Destroy	
0001-0001	Legal File - Litigation					P	20 Years After final action		Destroy	
0001-0002	Legal File – Index Of Closed Litigation					P	Permanent		Archival review	
0001-0003	Legal File - Request For Legal Opinion And Opinion Rendered					P	Permanent		Archival review	
0001-0004	Legal File – Motion/Order For The Return Of Confiscated Monies					P	6 Years		Destroy	
0001-0005	Legal File - Transcript And Witness Fees --- File contains but is not limited to: fees paid, correspondence, orders (copy) and affidavits.					P	6 Years After payment		Destroy	
0001-0006	Legal File - Transcript And Witness Index					P	6 Years		Destroy	

\* P - Public, C - Confidential

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		
0001-0007	Legal File - Tort Claims File – With Litigation					P	20 Years After final settlement		Destroy	
0001-0008	Legal File - Tort Claims File – Without Litigation					P	6 Years After Dismissal Or Settlement		Destroy	
0001-0009	Legal File - Tort Claims File - Insurance Claim					P	6 Years After settlement		Destroy	
0001-0010	Legal File - Bail Bond Forfeiture --- File pertaining to a defendant's failure to appear and surrender in court resulting in their arrest and their bail bond forfeiture.					P	20 Years After final action		Destroy	
0002-0000	Deed File - County-Owned Property									
0002-0001	Deed File - County-Owned Property (Copy) --- Original documents are maintained permanently by the Office of the County Clerk					P	6 Years After Disposal of Property		Destroy	
0003-0000	Lease File					P			Destroy	
0003-0001	Lease File – Service					P	6 Years After termination of service		Destroy	
0003-0002	Lease File - Property					P	6 Years After Disposal of Property		Destroy	
0003-0003	Lease File – Cancelled					P	6 Years After Notice of Cancellation		Destroy	
0003-0004	Lease File – Voided					P	6 Years After voidance		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C350000			Schedule: 004		Page #:3 of 3	
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		
0003-0005	Lease File – Agreement					P	6 Years After termination of agreement		Destroy	
0004-0000	<p>Notice Of Foreclosure/Notice Of Condemnation/Eminent Domain/Declaration Of Taking/Acquisition Of Property File (Copy)</p> <p>---</p> <p>File pertaining to properties foreclosed, condemned, or taken for a public purpose such as sewer lines, street widening, etc. Contains: intent to foreclose, condemnation notice, copies of pleadings; order to show cause; order of lis pendens; correspondence; and copies of plans, deeds, and easements. Original documents maintained permanently by the Office of the County Clerk.</p>					P	6 Years After Disposal of Property		Destroy	