

# STATE OF NEW JERSEY



## MUNICIPAL CLERK

**M200000-011**



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Prepared by:  
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609-292-8711

Records Retention and Disposition Schedule		Agency: M200000	Schedule: 011	Page #:1 of 9
<b>Department:</b>	MUNICIPAL CLERK	<b>Agency Representative:</b>	Eileen Gore	
		<b>Title:</b>	Municipal Clerk, Hamilton Township	
		<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		
0001-0000	Abstract Of Ratables (Copy) --- County-issued annual statistical and financial report detailing the associated townships including annual taxes, revenue, expenditure, population, housing, etc. Original maintained by the County Board of Taxation.					P	3 Years		Destroy	
<b>Animal Companion File (Cat And Dog)</b>										
0002-0001	Animal Companion File - Cat And Dog License Tag --- May also be retained by Local Health Department.		X				P	6 Years After expiration		Destroy
0002-0002	Animal Companion File - Bite Cases - Adult --- May also be retained by Local Health Department.						P	6 Years		Destroy
0002-0003	Animal Companion File - Bite Cases - Minor --- May also be retained by Local Health Department.						P	6 Years After age of majority		Destroy
0002-0004	Animal Companion File - Census Report (Copy) --- Original maintained by the Department of Health.		X				P	3 Years After update		Destroy

Records Retention and Disposition Schedule				Agency: M200000			Schedule: 011		Page #:2 of 9	
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		
0002-0005	Animal Companion File - Cat And Dog License Application And License (Copy) --- Original maintained by the cat and dog owner.	X				P	6 Years After expiration		Destroy	
<b>Application File- License, Permit, And Certificate</b>										
0003-0001	License And Permit File – Issued By The Municipal Clerk - Permits And Applications --- License and Permit File – Issued by the Municipal Clerk File pertaining to license and permits issued by the Municipal Clerk including but not limited to: Street Opening, Notice of Appeal to a Governing Body for Board of Adjustment Decision, Unofficial Search for Liens or Improvements, Peddlers, Solicitors, Canvassers and Transient Merchants, Theaters, Outdoor Drive-In Theaters, Towing Owners and Operators, Code Subscription, Teen Nights, Secondhand Automobile Dealer, Junk Dealers and Operators, Dance or Nightclub, Jewelry and Precious Metals Dealer, Secondhand Goods, Firearm, Bow/Arrow Hunting and Trapping - Fish and Game, Health Spa, Mercantile, Limousine Owner and Operator, Taxicab Owner and Operator, Tow Truck and Wrecker Owner and Operator, Tourism, Beach Badge, Massage Therapy and Somatic Therapy. File contains application, license, stub, monthly reports, permit and supporting documentation.	X				P	6 Years		Destroy	
0003-0002	License And Permit File – Issued By The Municipal Clerk Weapons And Firearms File - Register Entries For Sale, Lease Or Transfer (N.J.S.A.:58-2)	X				P	Permanent		Archival review	
0003-0003	Application File – Legalized Games Of Chance, Bingo, And Raffle --- File contains: License Applications for Legalized Games of Chance, Bingo and Raffle; Report of Legalized Games of Chance, Bingo, and Raffle Operations; Organization Name, Address, and Members; gross and net receipts; expenses; games schedule; and list of prizes. A copy is maintained by the Legalized Games of Chance Control Commission, Division of Consumer Affairs, Department of Law and Public Safety. (N.J.S.A. 5: 8-26, 37) (N.J.S.A. 5: 8-52, 64) (N.J.A.C. 13:47-2.5)	X				P	5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M200000			Schedule: 011		Page #:3 of 9	
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		
0003-0004	Alcoholic Beverage Control (ABC) File --- File pertaining to the license to sell and serve alcoholic beverages. File contains application, license, permit, index, register, identification card application, ad interim permit (daily, one-time, event, catering) and supporting documentation. (N.J.A.C. 13:47-4.6)	X				P	6 Years After license is expired, sold or revoked		Destroy	
0003-0005	Legalized Games Of Chance, Bingo And Raffle File --- File contains but is not limited to: License Applications, License (Copy) for Legalized Games of Chance, Bingo and Raffle; Report of Legalized Games of Chance, Bingo and Raffle Operations; Spreadsheet for Legalized Games Of Chance, Bingo, and Raffle, Organization Name, Address and Members; gross and net receipts; expenses; games schedule and list of prizes. A copy is maintained by the Legalized Games of Chance Control Commission, Division of Consumer Affairs, Department of Law and Public Safety. (N.J.S.A. 5: 8-26, 37) (N.J.S.A. 5: 8-52, 64) (N.J.A.C. 13:47-2.5) (N.J.A.C. 13:47-4.6)	X				P	5 Years After expiration		Destroy	
0003-0013	Permit File - Stream Encroachment (Copy) --- File contains Stream Encroachment Application (copy) and Permit (copy), Letter of Interpretation, Letter of Hazardous Substance, and supporting documentation. Original documents maintained by the Department of Environmental Protection and the Office of the County Clerk and additional copies by the Local Engineer and/or Local Health Department.					P	3 Years After expiration of permit		Destroy	
0003-0014	Permit File - Fresh Water Wetlands File (Copy) --- File contains Fresh Water Wetlands Application (copy) and Permit (copy), Letter of Interpretation, documentation regarding Brownfields and Fresh Water Wetlands, and supporting documentation. Original maintained by the Department of Environmental Protection and additional copies by the Local Engineer and/or Local Health Department. (N.J.S.A. 13:9B-9)					P	3 Years After expiration of permit		Destroy	N.J.S.A. 13:9B-9
	<b>Certificates File</b>									
0004-0000	Certificates File						3 Years		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		
0004-0001	Certificates File - Availability Of Funds (Copy) --- Original is attached to the Resolution.	X	X	X		P	3 Years		Destroy	
0004-0002	Certificates Files - Table Of Equalized Valuations (Copy) --- Original retained by Department of the Treasury, Division of Taxation.	X				P	3 Years		Destroy	
0004-0003	Certificates Of Insurance And Public Official Bonds	X				P	6 Years		Destroy	
<b>Election Records File</b>										
0005-0000	Deeds And Eassments (Municipal Property Acquisitions) --- File includes final appraisal used for purchase.		X	X		P	Permanent		Archives	
0006-0001	Election Returns --- Certificate of Election; petitions; tally statements of election results; primary general, recall, special, and school board elections returns and statements of candidates, campaign managers, and treasurers.					P	5 Years		Destroy	
0006-0002	Ballots - (Irregular) - Write-In						2 Years		Destroy	
0006-0003	Election Records File – Acceptance Form --- Includes machine-generated documentation.					P	2 Years After election		Destroy	
0006-0004	Election Records File - Receipt For Supplies For Municipal And Special Election					P	2 Years		Destroy	
0006-0005	Election Records File - Receipt For Supplies For Federal Election					P	2 Years		Destroy	
0006-0009	Petition - Referendum And Repeal					P	5 Years After submission		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0006-0010	Certified List Of Polling Places - All Elections (Copy) --- Original maintained by the County Board of Elections					P	2 Years		Destroy	
0006-0011	Election District Maps (Copy) --- Original filed with County Board of Elections					P	5 Years As updated		Destroy	
0006-0012	Election Records File - Voter Registration List (Copy) --- Original kept by the County Superintendent of Elections. (N.J.S.A. 19:31-18.3)					P	1 Years		Destroy	N.J.S.A. 19:31-18.3
0006-0013	Election Records File - Certified List Of Public Offices To Be Filled (Copy) --- Original maintained by the County Clerk.					P	2 Years After election		Destroy	
0007-0000	Foreclosure, Condemnation, Eminent Domain, And Declaration Of Taking File – Residential And Commercial Properties --- File pertaining to properties foreclosed, condemned, or taken for a public purpose such as sewer lines, street widening, etc. Contains: intent to foreclose, condemnation document, copies of pleadings; order to show cause; order of lies pen dens; correspondence; and copies of plans, deeds, easements and Notice of Foreclosure, Condemnation, Eminent Domain and Declaration of Taking. Documents may also be maintained by the Municipal Departments of Law and Inspections, the Office of the County Clerk and the Office of the County Counsel. (N.J.S.A. 46:10B-51)			X		P	Permanent		Archives	
0008-0000	Municipal Master Plan					P			Destroy	
	<b>Municipal Master Plan</b>									
0009-0001	Municipal Master Plan (Original)		X	X		P	Permanent		Archives	
0009-0002	Municipal Master Plan (Copy)					P	As updated		Destroy	

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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		
0010-0000	Oaths Of Office File	X				P	5 Years After termination of office		Destroy	
<b>Ordinance File</b>										
0011-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent		Archives	
0011-0002	Ordinance File - Ordinance Book (Copy)						Periodic review		Destroy	
0011-0003	Ordinance File - Workpapers						Periodic review		Destroy	
<b>Resolution File</b>										
0012-0001	Resolution File (Original)			X		P	Permanent		Archives	
0012-0002	Resolution File (Copy)						Periodic review		Destroy	
<b>Minutes File</b>										
0013-0001	Minutes File (Original)		X	X		P	Permanent		Archives	
0013-0002	Minutes File (Copy)						Periodic review		Destroy	
0014-0000	Oaths Of Office File					P	5 Years After term of office		Destroy	
<b>Petition File - Citizens (Excluding Elections)</b>										
0015-0001	Petition File - Municipal Incorporations And Annexations			X		P	Permanent		Archives	

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Records Retention and Disposition Schedule				Agency: M200000			Schedule: 011		Page #:7 of 9	
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		
0015-0002	Petition File - Not Filed Pursuant Statute					P	1 Years From date of filing 1 Year From date of filing		Destroy	
0015-0003	Petition File - Improvements (Approved And Denied)					P	5 Years		Destroy	
0015-0004	Petition File - Referendum And Repeal					P	5 Years After submission		Destroy	
<b>Tax File</b>										
0016-0000	Affidavits Of Publication --- Affidavits of publication pertaining to: open public meetings, contracts, ordinances, budgets, elections, block grants, hearings requirements, etc.					P	6 Years		Destroy	
0017-0000	Monthly Report Of Trailer Spaces Rented	X				P	3 Years		Destroy	
<b>Tax File</b>										
0018-0001	Tax File - Tax Appeal (Copy) --- Original is maintained by either the County Board of Taxation or the State Tax Court. Additional copies are kept by the petitioner and the Tax Assessor.						3 Years		Destroy	
0018-0002	Tax File - Tax Map (Copy) --- Original may be maintained by either the Tax Assessor or Township Engineer and a copy is sent to the County Clerk.					P	As updated		Destroy	
<b>Search File</b>										
0019-0001	Search File - Application Special And Municipal Assessment/Liability --- Assessment/Liability and Certificate of Liability for Assessment for Municipal Improvement (Assessment Search)					P	6 Years		Destroy	



Records Retention and Disposition Schedule				Agency: M200000			Schedule: 011		Page #:8 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0019-0002	Search File - Workpapers Special Improvement District And Local Municipal Improvement.					P	6 Years		Destroy	
0021-0000	Rental Registration File --- Registration of tenants and landlords. (N.J.S.A. 2A:42-78) (N.J.S.A. 46:8-28)	X				P	6 Years		Destroy	N.J.S.A. 2A:42-78 and N.J.S.A. 46:8-28.
0022-0000	New Jersey Residential Construction Off-Site Conditions Disclosure Act Listing Of Off-Site Conditions --- Lists of off-site conditions (e.g. , overhead electrical lines, underground gas lines, electrical and sewer pump stations, wastewater treatment plants, and landfill areas, etc.) that may have detrimental effect on the value of surrounding residential real estate. Forms are annually submitted by the owners of the sites and supporting documentation by the State Departments of Community Affairs and Environmental Protection. (N.J.S.A. 52:27D-3(e) and 46:3C-4 and 5)		X			P	10 Years		Destroy	N.J.S.A. 52:27D-3(e) and 46:3C-4 and 5
0023-0000	Technical Requirements For Site Remediation - Notification Of Cleanup Of A Contaminated Site And Letter Of Hazardous Substance --- Notification from the party concerned to the Municipal Clerk regarding the cleanup of a contaminated site within the Municipality which may or may not be under the oversight of the Department of Environmental Protection. (N.J.S.A. 46:30-1 through 12)		X			P	30 Years		Destroy	N.J.S.A. 46:30-1 through 12
0025-0000	Cable Television Franchise Contract File --- Contract between the municipal agency and a cable television company for the installation of cable television throughout a municipality. File contains but is not limited to the following: application, approval, renewal, and denial documents; Certificate of Approval (copy); contract (copy); fee receipts; copies of associated Minutes, Resolutions, Ordinances, and Public Hearing Notices; and supporting documentation.		X			P	6 Years After Expiration Of Franchise Contract		Destroy	

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0026-0000	Non-Solicitation List --- List of names and addresses of residents and businesses that do not wish to receive solicitors.					P	3 Years After update		Destroy	
0028-0000	Shoreline Survey --- Data collected to evaluate changes on the beach over a period of time. The comparison calculates sand volume and shoreline changes. Data can be used by the United States Army Corp of Engineers and the Department of Environmental Protection.		X	X		P	Permanent		Archives	

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