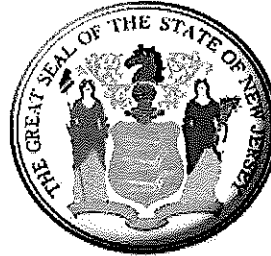


# STATE OF NEW JERSEY



## MUNICIPAL CLERK

**M200000-012**



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Prepared by:  
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33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661  
<https://www.nj.gov/treasury/revenue/rms/>  
609-292-8711

<b>Department:</b>	MUNICIPAL CLERK	<b>Agency Representative:</b>	Nancy Bretzger
		<b>Title:</b>	Municipal Clerk, Acting President MCANJ
		<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>
<i>Nancy A. Bretzger</i>	<i>5-20-2025</i>		

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.						3 Years		Destroy	
<b>Animal Companion File (Cat And Dog)</b>										
0002-0001	Animal Companion File - Cat And Dog License Tag (Unused) --- May also be retained by Local Health Department.						6 Years After expiration		Destroy	
0002-0002	Animal Companion File - Bite Cases - Adult --- May also be retained by Local Health Department.						6 Years		Destroy	
0002-0003	Animal Companion File - Bite Cases - Minor --- May also be retained by Local Health Department.						6 Years After age of majority		Destroy	
0002-0004	Animal Companion File - Damage Report --- May also be retained by Local Health Department.						6 Years After update		Destroy	

0002-0005	Animal Companion File - Census Report --- May also be retained by Local Health Department.					3 Years After inactive		Destroy	
0002-0006	Animal Companion File - Cat And Dog License And Application (Copy) --- Original maintained by cat and dog owner.					6 Years After expiration		Destroy	
0003-0000	License And Permit File							Destroy	
	<b>Application File- License, Permit And Certificate</b>								
0003-0001	License And Permit File – Permits And Applications 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, Limousine Owner and Operator and Beach/Community Pool/Recreation Center Badge. File contains application, license, stub, monthly reports, permit and supporting documentation.					6 Years		Destroy	
0003-0002	License And Permit File – Alcoholic Beverage Control (ABC) File --- File pertaining to the license to sell and serve alcoholic beverages. File contains application, index, register, identification card application, ad interim permit (daily, one-time, event, catering) and supporting documentation. (N.J.A.C. 13:47-4.6)					6 Years After license is expired, sold or revoked		Destroy	
0003-0003	License And Permit File - Legalized Games Of Chance, Bingo, And Raffle Application 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					5 Years After expiration		Destroy	

	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)								
0003-0005	License And Permit File - Stubs					6 Years		Destroy	
0003-0006	License And Permit File - General					6 Years		Destroy	
0003-0007	License And Permit File – Alcoholic Beverage Control (ABC) License					6 Years After license is expired, sold or revoked		Destroy	
0003-0008	License And Permit File – Mercantile/Tourism					6 Years		Destroy	
0003-0009	License And Permit File - Livery, Taxi, Tow Truck And Wrecker Owner And Operator					6 Years		Destroy	
0003-0010	License And Permit File – License (Copy), Docket Book And Spreadsheet For Legalized Games Of Chance, Bingo And Raffle --- File contains but is not limited to: Legalized Games of Chance, Bingo and Raffle Operations Docket Book, Spreadsheet and supporting documentation. Original license maintained by the licensee and a copy by the Local Police Department. (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)					6 Years After final entry		Destroy	
0003-0013	License And Permit File - Stream Encroachment (Copy) Issued By The Municipal Clerk --- 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.					6 Years After expiration of permit		Destroy	
0003-0014	License And Permit File - Fresh Water Wetlands File (Copy) Issued By The Municipal Clerk --- File contains Fresh Water Wetlands Application (copy) and Permit					6 Years After expiration of permit		Destroy	

	(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)								
0003-0015	License And Permit File – Health Spa, Massage Therapy And Somatic Therapy						6 Years		Destroy
0003-0016	License And Permit File - General --- All permits issued by the Municipal Clerk and accepted by the Municipality which are not specified elsewhere.						6 Years		Destroy
	<b>Certificate File</b>								
0004-0000	Certificate File - General --- All certificates issued by the Municipal Clerk and accepted by the Municipality which are not specified elsewhere.						6 Years		Destroy
0004-0001	Certificate File - Availability Of Funds (Copy) --- Original is attached to the Resolution.						3 Years		Destroy
0004-0002	Certificate File - Table Of Equalized Valuations (Copy) --- Original retained by Department of the Treasury, Division of Taxation.						3 Years		Destroy
0004-0003	Certificate File - Certificate Of Insurance And Public Official Bonds						6 Years		Destroy
0004-0004	Certificate File - Average Ratios And Common Level Range (Copy) --- Original retained by Department of the Treasury, Division of Taxation.						3 Years		Destroy
0005-0000	Deeds And Easements File - Municipal Property Acquisitions --- File includes Final Appraisal used for purchase.						Permanent		Archives
	<b>Election Records File</b>								
	Note: Sample Ballots are to be returned to the County Commissioner of Registration. NJSA 19:49-4b(1),(2)								

0006-0001	Election Records File - Election Returns Certificate of Election; petitions; statements of candidates, campaign managers, and treasurers; tally statements of election results; and returns for Primary, General, Recall, Special and School Board Elections.					5 Years		Destroy	
0006-0002	Election Records File - Ballots (Irregular) - Write-In					2 Years		Destroy	
0006-0003	Election Records File - Ballots (Used And Unused) - Municipal And Special Election					2 Years After election		Destroy	
0006-0004	Election Records File - Receipt For Supplies For Municipal And Special Election					2 Years		Destroy	
0006-0005	Election Records File - Receipt For Supplies For Federal Election					2 Years		Destroy	
0006-0009	Election Records File - Petition - Referendum And Repeal					5 Years After submission		Destroy	
0006-0010	Election Records File - Certified List Of Polling Places - All Elections (Copy) --- Original maintained by the County Board of Elections					2 Years		Destroy	
0006-0011	Election Records File - Election District Maps (Copy) --- Original filed with County Board of Elections					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)					1 Year		Destroy	
0006-0013	Election Records File - Certified List Of Public Offices To Be Filled (Copy) --- Original maintained by the County Clerk.					2 Years After election		Destroy	
0006-0014	Election Records File – Acceptance Form --- Includes machine-generated documentation.					2 Years After election		Destroy	
0007-0000	Foreclosure, Condemnation, Eminent Domain And Declaration Of Taking File – Residential And Commercial Properties					Permanent		Archives	

[illegible]

0013-0001	Minutes File (Original) --- Note: The original, hardcopy/paper Minutes cannot be destroyed as they are deemed to be Essential, Historical Records.						Permanent		Archives	
0013-0002	Minutes File (Copy)						Periodic review		Destroy	
0014-0000	Oaths Of Office File						5 Years After Term of office		Destroy	
	<b>Petition File - Citizens (Excluding Elections)</b>									
0015-0001	Petition File - Municipal Incorporations And Annexations						Permanent		Archives	
0015-0002	Petition File - Not Filed Pursuant Statute						1 Year From date of filing		Destroy	
	<b>Petition File - Citizens (Excluding Elections)</b>									
0015-0003	Petition File - Improvements (Approved And Denied)						5 Years		Destroy	
	<b>Petition File</b>									
0015-0004	Petition File - Referendum And Repeal						5 Years After submission		Destroy	
0016-0000	Affidavits Of Publication --- Affidavits of publication pertaining to: open public meetings, contracts, ordinances, budgets, elections, block grants, hearings requirements, etc.						6 Years		Destroy	
0017-0000	Monthly Report Of Trailer Spaces Rented						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						3 Years		Destroy	



	State Tax Court. Additional copies are kept by the petitioner and the Tax Assessor.								
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.					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)					6 Years		Destroy	
0019-0002	Search File – Work papers Special Improvement District And Local Municipal Improvement.					6 Years		Destroy	
0019-0003	Search File - Certificate Liability For Assessment For Municipal Improvement (Assessment Search)					6 Years		Destroy	
0019-0004	Search File - Certificate - Non-Exempt Fireman --- <u>N.J.S.A. 40A: 14-56,57</u>					6 Years After termination of employment or age 85, whichever is sooner		Destroy	
0021-0000	Rental Registration File --- Registration of tenants and landlords. ( <u>N.J.S.A. 2A:42-78</u> ) ( <u>N.J.S.A. 46:8-28</u> )					6 Years		Destroy	
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. ( <u>N.J.S.A. 52:27D-3(e)</u> and <u>46:3C-4</u> and <u>5</u> )					10 Years		Destroy	

0023-0000	<p>Site Remediation Technical Requirements - Notification Of Cleanup Of A Contaminated Site And Letter Of Hazardous Substance</p> <p>---</p> <p>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)</p>					30 Years		Destroy	
0024-0000	<p>Passport Application Transmittal (Copy)</p> <p>---</p> <p>Original maintained by the U.S. Office of Passport Services, U.S. Department of State. (22 CFR Part 51)</p>				P	24 Months		Destroy	
0025-0000	<p>Cable Television Franchise Contract File</p> <p>---</p> <p>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.</p>					6 Years After Expiration Of Franchise Contract		Destroy	
0026-0000	<p>Non-Solicitation List</p> <p>---</p> <p>List of names and addresses of residents and businesses that do not wish to receive solicitors.</p>					3 Years After update		Destroy	
0027-0000	<p>Land Use File</p> <p>---</p> <p>File regarding a change in local land use as adopted through an ordinance. A letter announcing an open public meeting regarding the ordinance adoption is sent to the Office of County Planning and a certified letter is sent to the township residents affected by the land use change. File contains but is not limited to: County Planning Board and township resident(s) correspondence (copy), certified mail receipts, ordinance (copy) and supporting documentation. (N.J.S.A. 40:55D-16)</p>					6 Years		Destroy	
0028-0000	<p>Shoreline Survey</p> <p>---</p> <p>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.</p>					Permanent		Archives	

0029-0000	<p>Best Practices Inventory (Copy)</p> <p>---</p> <p>Annual funding-qualifying inventory/questionnaire evaluating a municipality's compliancy with State Laws, Statutes and Regulations. Areas of Core Competencies and Best Practices include but are not limited to: Personnel; Health Benefits; Budget; Financial Administration; Capital Projects; Transparency; Procurement; Cybersecurity; Shared Services; Tax Services; Housing; Opportunity Zones; Liquor Licensing and Environment. Original maintained by the Department of Community Affairs, Division of Local Government Services.</p>					6 Years		Destroy	
0030-0000	<p>Governing Body Meeting Work papers And Supporting Documentation - Municipal Clerk Notes</p> <p>---</p> <p>Note:</p> <p>1. Refer to the Municipal General Schedule for reference to Original and Copies of documents pertaining to Open Public Meetings, Minutes and Agendas.</p> <p>2. The original, hardcopy/paper Minutes cannot be destroyed as they are deemed to be Essential, Historical Records.</p>					Periodic review		Destroy	