

# STATE OF NEW JERSEY



## COUNTY COUNSEL

**C350000-001**

<b>Department:</b>	COUNTY COUNSEL	<b>Agency Representative:</b>	
<b>Division:</b>		<b>Title:</b>	
<b>Bureau:</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>
			1/18/1984

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	Bail Bond Forfeitures - Closed						21 Years Subject to further review		Destroy	
0002-0000	General Record Series Deleted - See County and Municipal General Schedule									
0003-0000	Civil Service Hearings File/Disciplinary Hearings						6 Years		Destroy	
0004-0000	Condemnation Case File --- Contains: of copies of pleadings, correspondence, plans, deeds, and easements						7 Years		Destroy	
0005-0000	General Record Series Deleted - See County and Municipal General Schedule									
0006-0000	General Record Series Deleted - See County and Municipal General Schedule									
0007-0000	Desk Calendar						1 Years		Destroy	
0008-0000	Insurance Claims						7 Years After settlement		Destroy	
0009-0000	Lease Agreements						7 Years After termination		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C350000			Schedule: 001		Page #:2 of 2	
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	Litigation File - Closed and Index						21 Years Subject to further review		Destroy	
0011-0000	Motions or Orders for the Return of Monies Confiscated						7 Years		Destroy	
0012-0000	Public Employment Relations Committee File (PERC) - Petitions Concerning Unfair Practices						7 Years Unless in litigation		Destroy	
0013-0000	General Record Series Deleted - See County and Municipal General Schedule									
0014-0000	General Record Series Deleted - See County and Municipal General Schedule									
0015-0000	Request for Legal Opinion and Opinion Rendered						Permanent		Retain at Agency	
0016-000	Telephone Message Pad						1 Years		Destroy	
0017-0000	Transcript and Witness Fee File and Index --- Contains: correspondence, copies of orders, and affidavits						3 Years After payment		Destroy	
0018-0000	General Record Series Deleted - See County and Municipal General Schedule									
0019-0000	General Record Series Deleted - See County and Municipal General Schedule									
0020-0000	Notice of Foreclosure						3 Years		Destroy	
0021-0000	Tort Claim File						7 Years After final judgment unless in litigation		Destroy	