

STATE OF NEW JERSEY



COUNTY CLERK/REGISTER OF DEEDS

C100000-008

Department:	COUNTY CLERK/REGISTER OF DEEDS	Agency Representative:	Rita Fulginiti
Division:		Title:	CAPRE MAY COUNTY CLERK
Bureau:		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:

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	Admissions To The Bar, Notices Of Intention To Apply For Such Admissions		X			P	1 Years		Return to State Department of Health	*Retention period prescribed by law. (NJSA 47:3-9(a))
Alcoholic Beverage File										
0002-0001	Application for an Identification Card						3 Years		Destroy	
0002-0002	Alcoholic Beverage File - Certified Copy of Retail Sales Referendum Resolution --- Document pertains to a referendum to a resolution regarding the retail sale of alcoholic beverages. (NJSA 33:1-47.1)						3 Years After submission		Destroy	(NJSA 33:1-47.1)
0002-0003	Alcoholic Beverage File - Register/Index						Permanent		Retain at Agency	
0003-0000	Appeals --- Notices from local criminal courts, and other papers incidental thereto, where such appeals were not disposed of by specific court action.						5 Years		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(b))

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:2 of 20	
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		
Bond File										
0004-0001	Bond File - Bond Given as Bail and Recognizance in Connection With or in Lieu of Bail (Prior to 1948) --- 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.	X		X			6 Years After docketing		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(d))
0004-0002	Bond File - Under Order of Filiation	X		X			20 Years		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(e))
0004-0003	Bond File - Certificate of Examination of Officer's Account --- File includes original filing instruments and indexes.	X					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.	X					2 Years After termination of office		Destroy	
0004-0005	Bond File - Registry Books and Indexes	X		X			Permanent		Send to 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 and Structures										
0005-0001	Building Contract File - Nonpublic Buildings and Structures --- File contains contracts, plans, specifications, and indexes for construction of public and Nonpublic buildings and other structures.	X					10 Years After termination of contract		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(b))

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:3 of 20	
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		
0005-0002	Building Contract File - Public Buildings and Structures --- File contains contracts, plans, specifications, and indexes for construction of public and Nonpublic buildings and other structures. File also contains Registers and Indices.	X		X			Permanent		Retain at Agency	
0006-0000	Certificates of Authority Filed by Insurance and Bonding Companies --- *Retention period prescribed by law.(NJSA 47:3-9(f))	X					6 Years		Destroy	*Retention period prescribed by law.(NJSA 47:3-9(f))
0007-0000	Convictions of Disorderly Persons						5 Years		Destroy	*Retention period prescribed by law.(NJSA 47:3-9(i))
0008-0000	Depositions Which are Not Within the Scope of any Applicable Court Rule and Which do not Pertain to any Pending Court Action or Proceeding.						10 Years		Destroy	*Retention period prescribed by law.(NJSA 47:3-9(k))
Election Records File										
0009-0001	Annual Report (R-2)						5 Years After election		Destroy	
0009-0003	Election Records File – Sent And Received Certified Lists Of Vote By Mail Ballots --- Original maintained by the County Board of Election or the County Clerk.					P	2 Years After election		Destroy	
0009-0004	Election Records File - Certified Statements From Municipal Clerks and School Boards of Public Offices to be Filled						2 Years After election		Destroy	(NJSA 19:12-6)
0009-0005	Election Records File - Designations of Campaign Treasurer and Depository (D-1) and (D-2)						5 Years After election		Destroy	*Retention period prescribed by law.(NJSA 46:3-9(m))

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:4 of 20	
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		
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.			X			2 Years After election		Destroy	(NJSA 19:6-29)
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						2 Years After election		Destroy	(NJSA 19:12-1)
0009-0009	Election Records File - Original Voter Registry Lists --- Original maintained by the County Boards of Election.(NJSA 19:31-18.3)						2 Years		Destroy	(NJSA 19:31-18.3)
0009-0010	Election Records File - Primary Election Records (Petitions)						5 Years After election		Destroy	*Retention period prescribed by law.(NJSA 47:2-9 (m)), (NJSA 19:18-7)
0009-0011	Election Records File - Report of Contribution and Expenditures 7 Days, 15 Days, 25 Days, and 60 Days Before Election (R-1)						5 Years After election		Destroy	*Retention period prescribed by law.(NJSA 47:3-9 (m))
0009-0013	Election Records File - Committees Supporting Candidates Who File A-1 Statements of Campaign Managers and Treasurers (C-1)						5 Years After election		Destroy	*Retention period prescribed by law.(NJSA 47:3-9 (m))
0009-0014	Election Records File - Ballots (Master)						Permanent		Retain at Agency	
0009-0015	Election Records File - Ballots (Copy)						Periodic review		Destroy	

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #5 of 20	
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		
0009-0016	Election Records File - Statements of Canvass, Primary Elections						5 Years After election		Destroy	*Retention period prescribed by law.(NJSA 47:3-9(m)), (NJSA 19:19-2)
0009-0017	Election Records File - Voting Machine "0" Beginning and Ending Results Strips Submitted by Clerks of Election, Primary Elections						5 Years After election		Destroy	*Retention period prescribed by law.(NJSA 47:3-9(m)), (NJSA 19:16-8)
0009-0018	Election Records File - Voting and Vote Counting Records --- File includes but is not limited to the Certified Statements of Results of Vote Counts. *Retention period prescribed by law. (NJSA 19:17-2), (NJSA 47:3-9(m))						5 Years After election		Destroy	*Retention period prescribed by law. (NJSA 19:17-2), (NJSA 47:3-9(m))
0009-0019	Election Records File - Designation of Deputy Treasurer and/or Additional Depository (DX)						5 Years After election		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(m))
0009-0020	Election Records File - Supplemental Expenditure (E-1)						5 Years After election		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(m))
0010-0000	Firemen's Exempt Registers --- Original filing instruments and indexes.		X				75 Years		Destroy	**Microfilm recommended. (NJSA 40A:14-59)
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.		X				Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:6 of 20	
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		
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.		X				1 Years After dissolution		Destroy	
0012-0002	Incorporation and Trade Name File - Bottle Register, Including Descriptions		X				Permanent		Retain at Agency	
0012-0003	Incorporation and Trade Name File - Bridge Companies - Certificates of Incorporation (Copy) --- Original filed with the Department of the Treasury.		X				1 Years After dissolution		Destroy	(NJSA 48:5-3)
0012-0004	Incorporation and Trade Name File - Certificate of Transfer of Assets --- Original Filing Instrument and Record Book Duplicate filed with Department of Banking and Insurance. (NJSA 17:12B-205)		X				7 Years After dissolution		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)		X				1 Years After recording in deeds		Destroy	
0012-0006	Incorporation and Trade Name File - Change of Name Records/Mergers - Original Filing Instruments		X				7 Years After dissolution		Destroy	(NJSA 17:12B-46)
0012-0007	Incorporation and Trade Name File - City Health Department Pension Fund Corporations Certificate of Incorporation, and Record Book (Copy) --- Original filed with the Department of Banking and Insurance.		X				1 Years After dissolution		Destroy	(NJSA 43:18-2)
0012-0008	Incorporation and Trade Name File - Clergymen's Societies or Confraternities and Churches - Original Certificate of Incorporation and Record Book		X				Permanent		Retain at Agency	(NJSA 16:4-1)

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:7 of 20	
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		
0012-0009	Incorporation and Trade Name File - Credit Union Certificate of Incorporation and Record Book --- Original filed with the Department of Banking and Insurance		X				1 Years After dissolution		Destroy	(NJSA 19:13-29)
0012-0010	Incorporation and Trade Name File - Development Companies Certificate of Incorporation (Copy) --- Original filed with the Department of the Treasury.		X				1 Years After dissolution		Destroy	
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.		X				1 Years After dissolution		Destroy	(NJSA 43:17-2)
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.						7 Years After dissolution		Destroy	(NJSA 56:1)
0012-0013	Incorporation and Trade Name File - Hospitals and Similar Institutions - Joint Agreements and Modifications For Merger or Consolidation and Record Book (Copy) --- Original maintained by the Department of the Treasury.		X				1 Years After dissolution		Destroy	(NJSA 15:10-6)
0012-0014	Incorporation and Trade Name File - Limited Partnerships --- Contains: original certificate of corporation, amendments, cancellation, and renewals.		X				7 Years After dissolution		Destroy	(NJSA 42:2-6)
0012-0015	Incorporation and Trade Name File - Private Schools Certificate of Incorporation and Record Book (Copy) --- Original filed with the Department of the Treasury.						1 Years After dissolution		Destroy	(NJSA 15:11-10) (NJSA 15A:16-2)

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:8 of 20	
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		
0012-0016	Incorporation and Trade Name File - Safe Deposit Companies Record Book (Copy) --- Original filed with the Department of Banking and Insurance.		X				1 Years After dissolution		Destroy	(NJSA 17:14-4)
0012-0017	Incorporation and Trade Name File - Savings and Loan Associations Record Book (Copy) --- Original filed with the Department of Banking and Insurance.		X				1 Years After dissolution		Destroy	(NJSA 17:12B-22)
0012-0018	Incorporation and Trade Name File - Street and Water Employees Pension Fund Corporations Certificate and Record Book (Copy) --- Original filed with the Department of Banking and Insurance.						1 Years After dissolution		Destroy	(NJSA 43:19-2)
0012-0019	Incorporation and Trade Name File - Tunnel Companies Certificate of Incorporation and Record Book (Copy) --- Original filed with the Department of the Treasury.		X				1 Years After dissolution		Destroy	
0012-0020	Incorporation and Trade Name File - Volunteer Fire Companies --- Contains: original instrument, record book, and Certificates of Revival or Extension.		X	X			7 Years After dissolution		Destroy	(NJSA 15:8-11)
0013-0000	Indictments, Accusations, information and Complaints in the Nature Thereof, if Prosecution is Discontinued by Entering a Nolle Prossed or if the Defendant Charged Thereby Has Been convicted or acquitt						5 Years After disposition		Destroy	*Retention period prescribed by law.(NJSA 47:3-9 (p))
0014-0000	Inheritance Tax Waivers - Recording Statement of Payment or Exemption --- Contains: filing instruments, registry books, and indexes.		X				Permanent		Retain at Agency	Microfilming recommended. (NJSA 54:35-9)
0015-0000	Institutions and Agencies - Commitments Reports and Other Papers Relating to Institutions and Agencies Excluding Criminal or Lunacy Cases			X			30 Years		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(s))

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:9 of 20	
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		
License File										
0016-0001	License File - Fish and Game Stubs --- License stubs file pertaining to firearm hunting, bow and arrow hunting, trapping, fishing, and family fishing.						3 Years		Destroy	(NJSA 23:3-6)
0016-0002	License File - Fish and Game Monthly Report --- License monthly report file pertaining to firearm hunting, bow and arrow hunting, trapping, fishing, and family fishing.						2 Years		Destroy	(NJSA 23:3-6), (NJSA 47:3-9(x))
0016-0003	License File - Hawkers and Peddlers (Veterans) License Applications and Indexes		X	X			75 Years		Destroy	(NJSA 45:24-9, 10)
0016-0004	License File - License to Practice Medicine and/or Perform Surgery --- File contains license certified copies and supporting documentation.		X	X			75 Years		Destroy	**Microfilm recommended. (NJSA 45:9-17)
0016-0005	License File - Real Estate Brokers and Salesman List						1 Years		Destroy	*Retention period prescribed by law. (NJSA 45:15-22)
0016-0006	License File - Hawkers and Peddlers (Firemen Exempt) License Applications						3 Years After issuance		Destroy	(NJSA 45:24-12)
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 docket; 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.						6 Years After expiration		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(y)(bb))
0017-0002	Liens File - Federal Tax		X				60 Years		Destroy	**Microfilm recommended.

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:10 of 20	
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		
0018-0000	Lis Pendens --- Includes: original filing instruments, registry books, and indexes.		X				60 Years		Destroy	**Microfilm recommended.
0019-0000	Lunacy Proceedings for Commitments to Institutions --- Including medical reports and supporting documentation.			X			30 Years		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(aa))
Maps and Atlases File										
0020-0001	Maps and Atlases File - Commercially Prepared Atlases for County Reference		X	X			As updated		Destroy	**Microfilm recommended.
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	
0021-0000	Marriage Records File --- File contains: original filing instruments, registry books and indexes. **Microfilm recommended.		X				Permanent		Send to Archives	**Microfilm recommended. (NJSA 26:8-41)

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:11 of 20	
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		
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.		X	X			75 Years		Archival Review	**Microfilm recommended. (NJSA 45:9-17)
0023-0000	Military Discharge Records --- Honorable discharge certificate (copy), in lieu of, records of service, notices of separation, and indexes.		X				75 Years		Send to Archives	**Microfilm recommended. (NJSA 38:25-5)
Municipal Records File										
0024-0001	Municipal Records File - Municipal Land Annexation Ordinances (Certified Copy)		X				Permanent		Retain at Agency	**Microfilm recommended.
0024-0002	Municipal Records File -Change of Municipal Name Certified Copy of Municipal Minutes (Copy)						Permanent		Retain at Agency	(NJSA 40:43-2 to 43-5)
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.		X				Permanent		Retain at Agency	
Naturalization Records File										
0025-0001	Naturalization Records File - Naturalization Records --- File includes: petition record of intention, military petitions (original filing instruments), register books, and indexes.		X	X			Permanent		Send to Archives	**Microfilm recommended. (NJSA 2A:53)
0025-0002	Naturalization Records File - Naturalization Certificate Stub (N-550)						1 Years After naturalization		Destroy	

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:12 of 20	
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		
0025-0003	Naturalization Records File - Notice Of Preliminary Naturalization Hearing --- Documentation used to generate a Certificate of Naturalization.						2 Months After naturalization or after release by court order		Destroy	
0026-0000	Notary Public File - Certificates, Qualifying Papers, and Registers						5 Years		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(cc))
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						10 Years		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(dd))
0028-0000	Oaths of Office - Signed Oaths and Indexes						5 Years After termination of office		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(ee))
0029-0000	Old Age Assistance Records -Pledge of Real or Personal Property as a Guarantee for the Reimbursement of Funds --- File includes: certificate of amount of assistance advanced, notice of reimbursement agreement, record of certificates in reimbursement, agreement, and agreement books and indexes.			X			20 Years After reimburseme nt		Destroy	(NJSA 44:7-15)
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						24 Months		Destroy	

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:13 of 20	
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		
Personal Property Records and Title File										
0031-0001	Personal Property Records and Title File - Attachments --- Includes: original instruments, registry books, and indexes thereto.	X	X				Permanent		Retain at Agency	**Microfilm recommended.
0031-0002	Personal Property Records and Title File - Disclaimers --- Includes: original instruments, books of disclaimers, and indexes thereto.	X	X				Permanent		Retain at Agency	**Microfilm recommended. (NJSА 46:2E-2)
Real Property Records and Title File										
0032-0001	Real Property Records and Title File - Ancient Deeds --- **Microfilm recommended.	X	X				Permanent		Send to Archives	(NJSА 46:19-1)
0032-0002	Real Property Records and Title File - Deeds --- Includes: conveyances, releases, declarations of trust, letters of attorney for any sale, conveyance, assurance, acquittance or release, leases for life or any term not less than two years, or any assignment thereof absolute, or by way of mortgage or security; agreements for the sale of real estate; written consent of any person to the execution by an executor, administrator with the annexed or trustee of a power to sell, convey, acquit or release, writings which declare or direct any use or trust of real estate, or which, through made for some other use or purpose, are yet, by the terms of any recordable deed or will which refers to such writing, made to operate as declaration or direction and including subdivisions, original filing instruments, record books and indexes thereto.	X	X				Permanent		Retain at Agency	**Microfilm recommended. (NJSА 46:19-1)
0032-0003	Real Property Records and Title File - Deeds (Copy)	X					Periodic review		Destroy	
0032-0004	Real Property Records and Title File - Disclaimers --- Includes: original filing instruments, books of disclaimers, and indexes thereto.	X	X				Permanent		Retain at Agency	**Microfilm recommended. (NJSА 46:2E-2)

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0032-0005	Real Property Records and Title File - Judgments --- Includes: certified copies of final decrees of the former Court of Chancery, final judgments of courts of record of this state and of the United States and certified copies of declarations of taking and of reports of Condemnation Commissioners which have been filed with the Clerk of the Superior Court, or with the Clerk of the United States District Court relating to or in any way affecting title to real estate. Original filing instruments, record books and indexes thereto.	X	X				Permanent		Retain at Agency	**Microfilm recommended. (NJSA46:16-1)
0032-0006	Real Property Records and Title File - Judgments (Copy)	X					Periodic review		Destroy	
0032-0007	Real Property Records and Title File - Settlement Notices --- Includes original instruments filed in Notices of Settlement books and indexes thereto.	X	X				40 Years		Destroy	**Microfilm recommended.
Real Property Securities Record File										
0033-0001	Real Property Securities Record File - Assignments of Mortgages --- Includes: original filing instruments, registry books, and indexes thereto. **Microfilm recommended.	X	X				Permanent		Retain at Agency	(NJSA 46:19-1)
0033-0002	Real Property Securities Record File - Attachments --- Includes: original fining instruments, registry books, and indexes thereto.	X	X				Permanent		Retain at Agency	**Microfilm recommended. (NJSA 46: 19-1)
0033-0003	Real Property Securities Record File - Discharges of Mortgages --- Registry books and indexes thereto.	X	X				Permanent		Retain at Agency	**Microfilm recommended. (NJSA 46:19-1)
0033-0004	Real Property Securities Record File - Mortgage Cancellation Dailies --- Day book of mortgages cancelled, for reference.	X	X				3 Years		Destroy	

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0033-0005	Real Property Securities Record File - Mortgages --- Abstract books and indexes thereto.	X	X				Permanent		Retain at Agency	**Microfilm recommended. (NJSA 46:19-1)
0033-0006	Real Property Securities Record File - Real Property Securities --- Real Property Securities	X	X				Permanent		Retain at Agency	**Microfilm recommended.
0033-0007	Real Property Securities Record File - Release --- Registry books and indexes thereto.	X	X				Permanent		Retain at Agency	**Microfilm recommended. (NJSA 46:19-1)
0033-0008	Real Property Securities Record File - Tax Sales Records --- Includes: original filing instruments, registry books, and indexes thereto. **Microfilm recommended.	X	X				Permanent		Retain at Agency	**Microfilm recommended. NJSA 54:5-50 to 5-55
Road Records File										
0034-0001	Road Records File-Itemized Statements Detailing Costs of Improvements (Copy)	X					3 Years After termination of contract		Destroy	(NJSA 27:16-29)
0034-0002	Road Records File - Ordinances Relating to public Roads or Streets Annexed by Municipalities (Copy)						1 Years After submission		Destroy	
0034-0003	Road Records File - Resolutions Designating Roads, Real Estate, or Interest Therein to be Acquired, With Attached Map(s)		X				Permanent		Send to Archives	**Microfilm recommended.
0034-0004	Road Records File - Road Return Books --- Surveyor's reports prior to construction and/or copies of maps prepared by county engineers.		X				Permanent		Send to Archives	**Microfilm recommended.
0034-0005	Road Records File - Road Vacation Books		X				Permanent		Send to Archives	**Microfilm recommended. (NJSA 27:4-1)
0034-0006	Road Records File - Roads and Bridges Records		X				Permanent		Send to Archives	**Microfilm recommended.

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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		
0034-0007	Road Records File - Street Name Change Ordinances (Copy)		X				1 Years After submission		Destroy	
0035-0000	Soldier, Sailors, and Firemen's Register		X							**Microfilm recommended.
0036-0000	Stream Encroachment Records		X				Permanent		Retain at Agency	**Microfilm recommended. (NJSA 58:16A-12)
0037-0000	Surveys, Land Partitions, and Lines and Boundaries Concerning Real Property Settlements			X			Permanent		Send to Archives	
Weapons/Firearms Records File										
0038-0001	Weapons/Firearms Records File - Register Entries for the Sale, Lease or Transfer Thereof (Copy)		X				Permanent		Retain at Agency	(NJSA 2C:58-2)
0038-0002	Weapons/Firearms Records File - Permits and Applications						2 Years After expiration		Destroy	*Retention period prescribed by law.
0039-0000	Wetlands File - Applications and Maps (Copy) --- File includes: Applications, Maps, Wetlands Property Owners List, and supporting documentation. Originals are maintained by the Department of Environmental Protection, Division of Coastal Resources.		X				Permanent		Retain at Agency	(NJSA 13:9B)
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 of Former Courts		X	X			Permanent		Send to Archives	
0041-0002	Records of Former Courts Prior to 1948 File - Case Files and Related Papers of Former Courts			X			25 Years		Archival Review	

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		
0049-0000	County Identification Card Application --- Used to issue photo identification to all county resident									
0049-0001	County Identification Card Application - With Fee	X				P	6 Years		Destroy	
0049-0002	County Identification Card Application - Without Fee					P	3 Years		Destroy	
Obsolete Records										
0100-0000	Almshouse Register		X	X			Permanent		Send to Archives	(NJSA 44:1-71)
0101-0000	Bills of Sale - Upon Conditions and Other Papers in the Nature of Conditional Bills of Sale									*Retention period prescribed by law. (NJSA 47:3-9 (C))
0101-0001	Bills of Sale - Under Seal						22 Years		Destroy	*Retention period prescribed by law. (NJSA 47:3-9 (C))
0101-0002	Bills of Sale - Unsealed						6 Years After final expiration		Destroy	*Retention period prescribed by law. (NJSA 47:3-9 (J))
0102-0000	Birth Records - Slaves		X	X			Permanent		Send to Archives	
0103-0000	Costs, Bills of Costs Taxed by the Clerk - Civil and Criminal	X					20 Years		Destroy	*Retention period prescribed by law. (NJSA 47:3-9(J))
0104-0000	Election Records File (Copy) --- Contains the Office of the Secretary of State's Notice of Establishment of a Political Party. (NJSA 19:12-1)						1 Years After dissolution of party		Destroy	(NJSA 19:12-1)

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:18 of 20	
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		
0105-0000	Factor Liens						6 Years After expiration		Destroy	*Retention period prescribed by law. (NJSA 47:3-9Y), (NJSA 2A:44-178)
0106-0000	Hotel Registration Records (Copy) --- Copy or a certified copy of a petition and indexes. Original kept with the Office of the Secretary of State.		X				Life of business		Destroy	(NJSA 29:3-5)
0107-0000	Inquests Conducted by the Coroner, Reports, and Other Documentation Relating to Sudden Death		X	X			10 Years		Archival Review	(NJSA 47:3-9(q))
0108-0000	Justice of the Peace - Bonds, Docket, Files, and Papers		X	X			20 Years		Archival Review	*Retention period prescribed by law. (NJSA 47:3-9(W))
0110-0000	Medical Registers --- File contains midwifery, nurses, and veterinary registers and indexes.		X				5 Years		Destroy	**Microfilm recommended. (NJSA 45:9-17)
0111-0000	Personal Property Securities Records File									*Retention period prescribed by law. (NJSA 47-3-9 (g)(c))
0111-0001	Personal Property Securities Records File - Crop Mortgages --- Includes: original filing instruments, assignments, discharges, satisfactions, and indexes. *Retention period prescribed by law.	X					6 Years After final expiration		Destroy	*Retention period prescribed by law. (NJSA 47-3-9 (g)(c))
0111-0002	Personal Property Securities Records File - UCC Secured Transactions --- Includes: financing statement and statement of assignment or release.	X					6 Years After lapse or final termination		Destroy	*Retention period prescribed by law. (NJSA 47-3-9 (g)(c))

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:19 of 20	
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		
0111-0003	Personal Property Securities Records File - Secured Transactions Indices	X					6 Years After lapse or final termination of all entries		Destroy	*Retention period prescribed by law. (NJSA 47-3-9 (g)(c))
0111-0004	Personal Property Securities Records File - Under Seal - Chattel Mortgages --- Including original filing instruments, assignments, discharges, satisfactions, and indexes. *Retention period prescribed by law.	X					22 Years		Destroy	*Retention period prescribed by law. (NJSA 47-3-9 (g)(c))
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. *Retention period prescribed by law.	X					22 Years		Destroy	*Retention period prescribed by law. (NJSA 47-3-9 (g)(c))
0111-0006	Personal Property Securities Records File - Unsealed - Chattel Mortgages	X					6 Years After final expiration		Destroy	*Retention period prescribed by law. (NJSA 47-3-9 (g)(c))
0111-0007	Personal Property Securities Records File - Conditional Sales Records - Unsealed --- Includes: original filing instruments, extensions of statements, proofs of entry of judgments, and bills of sale upon condition unsealed. *Retention period prescribed by law.	X					6 Years After final expiration		Destroy	*Retention period prescribed by law. (NJSA 47-3-9 (g)(c))
0112-0000	Prison Records and Reports and Papers Related Thereto			X			5 Years		Archival Review	*Retention period prescribed by law. (NJSA 47:3-9(gg))
0113-0000	War Enlistment Register			X			Permanent		Send to Archives	(NJSA 38:25-7)
0114-0000	Widow's Pension Records			X			Permanent		Send to Archives	(NJSA 38:23-6,7)

Records Retention and Disposition Schedule				Agency: C100000			Schedule: 008		Page #:20 of 20	
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		
0115-0000	Newspaper (Original) --- Original newspaper printed and published in the county in which the Clerk officiates, retained by the County Clerk for the citizens of the associated county to have free access to them during business hours. The law was adopted in 1902 and repealed in 1921. **Microfilm recommended.			X			75 Years		Archival Review	(NJSA 45:9-17) (PL 1092, c. 152), (PL 1921, c.213)