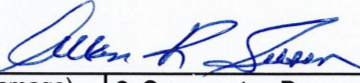
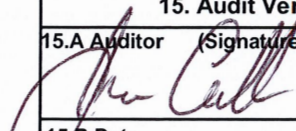


REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.		1. Requesting Agency Name and Address MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103			
		1.A Agency Retention Schedule Number M200000 - 007					
2. Request Id/Date 28832 8/19/2015		3. Requested By (Requesting Agency Signature) Leena Abaza		4. Request Approved By (Custodian of Public Record Signature) Allan Susen			
5. Records Manager							
6. Archival Review Not Required		7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate					
8. Comments - Document Conversion or Damage							
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.							
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		13. Dispose After	14. Volume (in Cubic Feet)
				From (MM/YYYY)	To (MM/YYYY)		
1	0003-0007	License File – Alcoholic Beverage Control (ABC) * Auditor Verification Required	5 Years	01/1991	01/2009		1.00
2	0003-0007	License File – Alcoholic Beverage Control (ABC) * Auditor Verification Required	5 Years	01/2007	01/2009		1.00
3	0002-0001	Animal Companion File - Cat and Dog Tags * Auditor Verification Required	3 Years	01/2004	01/2012		0.25
4	0002-0006	Animal Companion File - Cat and Dog License * Auditor Verification Required	3 Years	01/2004	01/2012		0.25
For Records Management Services Use Only :						Total Volume :	2.50
15. Audit Verification		16. Authorization			17. Disposition		
15.A Auditor's Signature		16.A Authorization Date		16.B Authorization Number			
15.B Date 8/24/15		16.C Authorizing Signature, Records Management Services			17.A Verification Signature		17.B Date

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REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.				1. Requesting Agency Name and Address Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103		
		1.A Agency Retention Schedule Number M200000 - 009						
2. Request Id/Date 90844 6/22/2018	3. Requested By (Signature) Vanessa Nienhouse	4. Request Approved By (Signature) 				5. Records Manager Allan Susen		
6. Archival Review Not Required	7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate				8. Comments - Document Conversion or Damage			
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.								
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		Medium	13. Dispose After	14. Volume (in Cubic Feet)
				From	To (MM/YYYY)			
1	0030-0000	Governing Body Meeting Workpapers And Supporting Documentation - Municipal Clerk Notes	Periodic review	01/2009	12/2014	Paper		2.00
2	0002-0006	Animal Companion File - Cat And Dog License * Auditor Verification Required	3 Years	01/2004	12/2012	Paper		0.25
3	0003-0009	License File - Livery, Taxi, Tow Truck, And Wrecker * Auditor Verification Required	3 Years	01/2000	12/2012	Paper		0.25
4	0003-0003	Application File - Legalized Games Of Chance, Bingo, And Raffle * Auditor Verification Required	5 Years	01/1996	12/2012	Paper		0.50
For Records Management Services Use Only :						Total Volume :		3.00
15. Audit Verification		16. Authorization				17. Disposition		
15.A Auditor (Signature) 		16.A Authorization Date		16.B Authorization Number				
15.B Date 7/5/18		16.C Authorizing Signature, Records Management Services				17.A Verification Signature		17.B Date

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103								
		1. A Agency Retention Schedule Number: M200000 - 009								
2. Request ID 90844	3. RIM Request ID	4. Request Date 6/22/2018	5. RMS Review Status Disposition Completed		6. Authorization Number 551342		7. Authorization Date 12/19/2018			
8. Agency Review Comments:										
9. Review Comments: jb 12.18.18										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0030-0000	01/2009	12/2014	Paper				2.00	0.00
2	Authorized	0002-0006	01/2004	12/2012	Paper				0.25	0.00
3	Authorized	0003-0009	01/2000	12/2012	Paper				0.25	0.00
4	Authorized	0003-0003	01/1996	12/2012	Paper				0.50	0.00
5	Authorized	0003-0006	01/2009	12/2012	Paper				0.25	0.00
Total:									3.25	0.00

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103								
		1. A Agency Retention Schedule Number: M200000 - 009								
2. Request ID 90832	3. RIM Request ID	4. Request Date 6/22/2018	5. RMS Review Status Disposition Completed		6. Authorization Number 551337		7. Authorization Date 12/19/2018			
8. Agency Review Comments:										
9. Review Comments: jb 12.18.18										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0002-0006	01/2004	01/2012	Paper				1.00	0.00
Total:									1.00	0.00

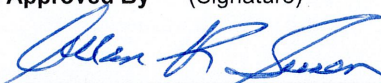
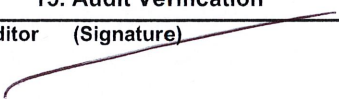
REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.			1. Requesting Agency Name and Address Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103			
		1.A Agency Retention Schedule Number M200000 - 009						
2. Request Id/Date 90832 6/22/2018	3. Requested By (Signature) Vanessa Nienhouse		4. Request Approved By (Signature)		5. Records Manager Allan Susen			
6. Archival Review Not Required	7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate			8. Comments - Document Conversion or Damage				
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.								
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates From To (MM/YYYY)		Medium	13. Dispose After	14. Volume (in Cubic Feet)
1	0002-0006	Animal Companion File - Cat And Dog License * Auditor Verification Required	3 Years	01/2004	01/2012	Paper		1.00

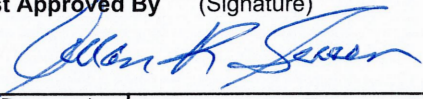
For Records Management Services Use Only :				Total Volume :		1.00	
15. Audit Verification		16. Authorization			17. Disposition		
15.A Auditor (Signature)		16.A Authorization Date		16.B Authorization Number			
15.B Date		16.C Authorizing Signature, Records Management Services			17.A Verification Signature		17.B Date

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103								
		1. A Agency Retention Schedule Number: M200000 - 009								
2. Request ID 90832	3. RIM Request ID	4. Request Date 6/22/2018	5. RMS Review Status Authorized	6. Authorization Number 551337	7. Authorization Date 12/19/2018					
8. Agency Review Comments:										
9. Review Comments: jb 12.18.18										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0002-0006	01/2004	01/2012	Paper				1.00	0.00
Total:									1.00	0.00

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103								
		1. A Agency Retention Schedule Number: M200000 - 009								
2. Request ID 60204	3. RIM Request ID	4. Request Date 7/18/2017	5. RMS Review Status Disposition Completed	6. Authorization Number 540690	7. Authorization Date 10/6/2017					
8. Agency Review Comments:										
9. Review Comments: 10/6/17 mc										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0002-0001	01/2013	12/2013	Paper				0.25	0.00
2	Authorized	0002-0006	01/2013	12/2013	Paper				0.25	0.00
3	Authorized	0003-0016	10/1996	11/2005	Paper				0.25	0.00
4	Authorized	0002-0006	01/2005	12/2005	Paper				0.25	0.00
5	Authorized	0003-0016	01/2009	09/2009	Paper				0.25	0.00
Total:									1.25	0.00

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103								
		1. A Agency Retention Schedule Number: M200000 - 009								
2. Request ID 60204	3. RIM Request ID	4. Request Date 7/18/2017	5. RMS Review Status Authorized	6. Authorization Number 540690	7. Authorization Date 10/6/2017					
8. Agency Review Comments:										
9. Review Comments: 10/6/17 mc										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0002-0001	01/2013	12/2013	Paper				0.25	0.00
2	Authorized	0002-0006	01/2013	12/2013	Paper				0.25	0.00
3	Authorized	0003-0016	10/1996	11/2005	Paper				0.25	0.00
4	Authorized	0002-0006	01/2005	12/2005	Paper				0.25	0.00
5	Authorized	0003-0016	01/2009	09/2009	Paper				0.25	0.00
Total:									1.25	0.00

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.			1. Requesting Agency Name and Address Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103		
		1.A Agency Retention Schedule Number M200000 - 009					
2. Request Id/Date 60204 7/18/2017		3. Requested By (Signature) Vanessa Nienhouse		4. Request Approved By (Signature) 		5. Records Manager Allan Susen	
6. Archival Review Not Required		7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate			8. Comments - Document Conversion or Damage		
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.							
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		13. Dispose After	14. Volume (in Cubic Feet)
				From (MM/YYYY)	To (MM/YYYY)		
1	0002-0001	Animal Companion File - Cat And Dog Tags * Auditor Verification Required	3 Years	01/2013	12/2013		0.25
2	0002-0006	Animal Companion File - Cat And Dog License * Auditor Verification Required	3 Years	01/2013	12/2013		0.25
3	0003-0016	Permit File - General * Auditor Verification Required	6 Years	10/1996	11/2005		0.25
4	0002-0006	Animal Companion File - Cat And Dog License * Auditor Verification Required	3 Years	01/2005	12/2005		0.25
For Records Management Services Use Only :						Total Volume :	1.00
15. Audit Verification		16. Authorization			17. Disposition		
15.A Auditor (Signature) 		16.A Authorization Date		16.B Authorization Number			
15.B Date 9/5/17		16.C Authorizing Signature, Records Management Services			17.A Verification Signature		17.B Date

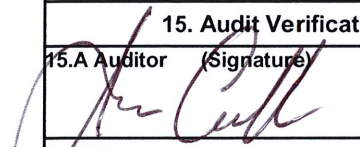
REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.		1. Requesting Agency Name and Address Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103			
		1.A Agency Retention Schedule Number M2000000 - 009					
2. Request Id/Date 60204 7/18/2017	3. Requested By Vanessa Nienhouse	4. Request Approved By (Signature) 		5. Records Manager Allan Susen			
6. Archival Review Not Required	7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate		8. Comments - Document Conversion or Damage				
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.							
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		13. Dispose After	14. Volume (in Cubic Feet)
				From (MM/YYYY)	To (MM/YYYY)		
5	0003-0016	Permit File - General ----- * Auditor Verification Required	6 Years	01/2009	09/2009		0.25

For Records Management Services Use Only :			Total Volume :		0.25
15. Audit Verification		16. Authorization		17. Disposition	
15.A Auditor (Signature) 		16.A Authorization Date		16.B Authorization Number	
15.B Date 7/15/17		16.C Authorizing Signature, Records Management Services		17.A Verification Signature	
				17.B Date	

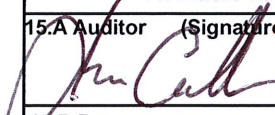
DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103								
		1. A Agency Retention Schedule Number: M200000 - 009								
2. Request ID 79617	3. RIM Request ID	4. Request Date 5/10/2018	5. RMS Review Status Disposition Completed	6. Authorization Number 547049	7. Authorization Date 6/21/2018					
8. Agency Review Comments:										
9. Review Comments: JJ - 6/21/2018										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0002-0006	01/2004	12/2012	Paper				1.00	0.00
2	Authorized	0003-0007	01/1990	12/2004	Paper				1.00	0.00
3	Authorized	0003-0006	01/1995	12/2012	Paper				1.00	0.00
4	Authorized	0003-0009	01/2000	12/2012	Paper				0.25	0.00
5	Authorized	0002-0001	01/2014	12/2014	Paper				0.25	0.00
6	Authorized	0003-0009	01/2011	12/2014	Paper				0.25	0.00
7	Authorized	0003-0016	01/1992	12/2011	Paper				0.25	0.00
8	Authorized	0002-0006	01/2014	12/2014	Paper				0.25	0.00
Total:									4.25	0.00

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103								
		1. A Agency Retention Schedule Number: M200000 - 009								
2. Request ID 79617	3. RIM Request ID	4. Request Date 5/10/2018	5. RMS Review Status Authorized	6. Authorization Number 547049	7. Authorization Date 6/21/2018					
8. Agency Review Comments:										
9. Review Comments: JJ - 6/21/2018										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0002-0006	01/2004	12/2012	Paper				1.00	0.00
2	Authorized	0003-0007	01/1990	12/2004	Paper				1.00	0.00
3	Authorized	0003-0006	01/1995	12/2012	Paper				1.00	0.00
4	Authorized	0003-0009	01/2000	12/2012	Paper				0.25	0.00
5	Authorized	0002-0001	01/2014	12/2014	Paper				0.25	0.00
6	Authorized	0003-0009	01/2011	12/2014	Paper				0.25	0.00
7	Authorized	0003-0016	01/1992	12/2011	Paper				0.25	0.00
8	Authorized	0002-0006	01/2014	12/2014	Paper				0.25	0.00
Total:									4.25	0.00

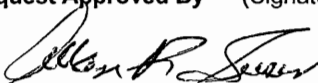
submitted 6/21/18

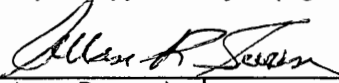
REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.				1. Requesting Agency Name and Address Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103		
		1.A Agency Retention Schedule Number M2000000 - 009						
2. Request Id/Date 79617 5/10/2018	3. Requested By (Signature) Vanessa Nienhouse	4. Request Approved By (Signature) 				5. Records Manager Allan Susen		
6. Archival Review Not Required	7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate				8. Comments - Document Conversion or Damage			
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.								
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		Medium	13. Dispose After	14. Volume (in Cubic Feet)
				From	To (MM/YYYY)			
1	0002-0006	Animal Companion File - Cat And Dog License * Auditor Verification Required	3 Years	01/2004	12/2012	Paper		1.00
2	0003-0007	License File – Alcoholic Beverage Control (ABC) * Auditor Verification Required	5 Years	01/1990	12/2004	Paper		1.00
3	0003-0006	License File - General * Auditor Verification Required	3 Years	01/1995	12/2012	Paper		1.00
4	0003-0009	License File - Livery, Taxi, Tow Truck, And Wrecker * Auditor Verification Required	3 Years	01/2000	12/2012	Paper		0.25
For Records Management Services Use Only :						Total Volume :		3.25
15. Audit Verification		16. Authorization				17. Disposition		
15.A Auditor (Signature) 		16.A Authorization Date		16.B Authorization Number				
15.B Date 6/12/18		16.C Authorizing Signature, Records Management Services				17.A Verification Signature		17.B Date

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103								
		1. A Agency Retention Schedule Number: M200000 - 009								
2. Request ID 79617	3. RIM Request ID	4. Request Date 5/10/2018	5. RMS Review Status Authorized	6. Authorization Number 547049	7. Authorization Date 6/21/2018					
8. Agency Review Comments:										
9. Review Comments: JJ - 6/21/2018										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0002-0006	01/2004	12/2012	Paper				1.00	0.00
2	Authorized	0003-0007	01/1990	12/2004	Paper				1.00	0.00
3	Authorized	0003-0006	01/1995	12/2012	Paper				1.00	0.00
4	Authorized	0003-0009	01/2000	12/2012	Paper				0.25	0.00
5	Authorized	0002-0001	01/2014	12/2014	Paper				0.25	0.00
6	Authorized	0003-0009	01/2011	12/2014	Paper				0.25	0.00
7	Authorized	0003-0016	01/1992	12/2011	Paper				0.25	0.00
8	Authorized	0002-0006	01/2014	12/2014	Paper				0.25	0.00
Total:									4.25	0.00

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.				1. Requesting Agency Name and Address Passaic-Haledon Boro MUNICIPAL CLERK 510 Belmont Ave Haledon NJ 07508 (973) 595-7766 Extn: 103			
		1.A Agency Retention Schedule Number M200000 - 009							
2. Request Id/Date 79617 5/10/2018	3. Requested By (Signature) Vanessa Nienhouse		4. Request Approved By (Signature) 			5. Records Manager Allan Susen			
6. Archival Review Not Required	7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate			8. Comments - Document Conversion or Damage					
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.									
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		Medium	13. Dispose After	14. Volume (in Cubic Feet)	
				From	To (MM/YYYY)				
5	0002-0001	Animal Companion File - Cat And Dog Tags * Auditor Verification Required	3 Years	01/2014	12/2014	Paper		0.25	
6	0003-0009	License File - Livery, Taxi, Tow Truck, And Wrecker * Auditor Verification Required	3 Years	01/2011	12/2014	Paper		0.25	
7	0003-0016	Permit File - General * Auditor Verification Required	6 Years	01/1992	12/2011	Paper		0.25	
8	0002-0006	Animal Companion File - Cat And Dog License * Auditor Verification Required	3 Years	01/2014	12/2014	Paper		0.25	
For Records Management Services Use Only :						Total Volume :		1.00	
15. Audit Verification		16. Authorization				17. Disposition			
15.A Auditor (Signature) 		16.A Authorization Date		16.B Authorization Number					
15.B Date 6/12/18		16.C Authorizing Signature, Records Management Services				17.A Verification Signature		17.B Date	

Sent to Auditor

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				From	To (MM/YYYY)			
5	0002-0001	Animal Companion File - Cat And Dog Tags * Auditor Verification Required	3 Years	01/2014	12/2014	Paper		0.25
6	0003-0009	License File - Livery, Taxi, Tow Truck, And Wrecker * Auditor Verification Required	3 Years	01/2011	12/2014	Paper		0.25
7	0003-0016	Permit File - General * Auditor Verification Required	6 Years	01/1992	12/2011	Paper		0.25
8	0002-0006	Animal Companion File - Cat And Dog License * Auditor Verification Required	3 Years	01/2014	12/2014	Paper		0.25
For Records Management Services Use Only :						Total Volume :		1.00
15. Audit Verification		16. Authorization				17. Disposition		
15.A Auditor (Signature)		16.A Authorization Date		16.B Authorization Number				
15.B Date		16.C Authorizing Signature, Records Management Services				17.A Verification Signature		17.B Date

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#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		Medium	13. Dispose After	14. Volume (in Cubic Feet)	
				From	To (MM/YYYY)				
1	0002-0006	Animal Companion File - Cat And Dog License * Auditor Verification Required	3 Years	01/2004	12/2012	Paper		1.00	
2	0003-0007	License File – Alcoholic Beverage Control (ABC) * Auditor Verification Required	5 Years	01/1990	12/2004	Paper		1.00	
3	0003-0006	License File - General * Auditor Verification Required	3 Years	01/1995	12/2012	Paper		1.00	
4	0003-0009	License File - Livery, Taxi, Tow Truck, And Wrecker * Auditor Verification Required	3 Years	01/2000	12/2012	Paper		0.25	
For Records Management Services Use Only :						Total Volume :		3.25	
15. Audit Verification		16. Authorization				17. Disposition			
15.A Auditor (Signature)		16.A Authorization Date		16.B Authorization Number					
15.B Date		16.C Authorizing Signature, Records Management Services				17.A Verification Signature		17.B Date	