

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: Please type or print. This request must be submitted prior to the disposition of any public records. State agencies must complete items 1. through 14., county and municipal must also complete items 15. A and 15. B, if fiscal records are listed. Return intact form (all four parts) to: DISPOSAL REQUESTS, Department of State, Division of Archives and Records Management (DARM), 2300 Stuyvesant Avenue. P.O. Box 307, Trenton, N.J. 08625. For questions or assistance, call (609) 530-3208. Please include self addressed envelope for expedited service.		1.Requesting Agency Name			
				Municipal Clerk 2298 Route 33, Robbinsville, NJ 08691 (609) 259-3600 Extn: 103			
				1.A Agency Retention Schedule Number M100000 - 013			
2. Request Id/Date 907 1/22/2020	3. Requested By (Electronically Signed by) Beth Dupnak 01/22/2020	4. Request Approved By (Electronically Signed by) Michele Seigfried 01/23/2020		5. Records Manager (Electronically Signed by)			
6. Archival Review Not Required	7. Premature Records Disposal Microfilm Digital Image Damaged Records Certificate			8. Comments			
Authorization is here by 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 litigation and are not required for present or future audit. NOTE: Items 9.,10., and 11. must be completed as they appear on an approved records retention schedule.							
#	9.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)		
22	0800-0001	E-Mail Records (Seven Years Or Less)	7 Years	01/2012	12/2012		0.25

For Division Use Only :			Total Volume :		0.25
15. Audit Verification		16. Authorization		17. Disposition	
15.A Auditor (Electronically Signed by) Mike Holt 01/23/2020	16.A Authorization Date 1/24/2020	16.B Authorization Number 562221	Shred		
15.B Date	16.C Director's Signature, Division of Archives & Records Management		17.A Verification Signature	17.B Date 1/27/2020	