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**MUNICIPAL
AGENCIES
GENERAL
RECORDS
RETENTION
SCHEDULE**

Clark Twp.- dmdelvecchio -
M100000 | **LOGOUT**

Disposition Management **Retention Schedule** System Management Reports

View Retention Schedule

Organization: M - Municipality / JIF Agency: M100000 - MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

Division: -N/A- Bureau: -N/A-

Schedule Number: 014 Status: Published Date Approved: 12/16/2021

Agency Representative Name: Stacy Spera Job Title: Confidential Assistant, Local Gov't Services, DCA Phone: 609-666-6696 Ext: -N/A-

Record Series Details

Record Series #

0304-0001

Record Series Number: 0304-0001 Section Header Record: No Status: Active

Title: Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original)

Description: -N/A-

Group Name: Miscellaneous Financial Records

Superseded: -N/A-

Permanent Record: No

Total Retention: 6 Years

Additional Info (Retention): -N/A-

Minimum At Agency: -N/A-

Additional Info (Agency): -N/A-

Final Disposition: Destroy

Archival Review Required: No Alternate Media Recommended: No Audit Verification Required: Yes

Confidential: Public Vital Record: No

Citations: -N/A-

Agency Representative Name: Job Title: -N/A- Phone: -N/A- Ext: -N/A-

Show All Record Series

Back to Search Results

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Developed by Sunrise Systems Inc. TY-ARTW20-H1-E

Artemis (RELEASE) (3.2.1.18)

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Union-Clark Twp. MUNICIPAL TREASURER 430 Westfield Avenue Clark NJ 07066 (732) 388-3600 Extn: 3019								
		1. A Agency Retention Schedule Number: M100000 - 013								
2. Request ID 138383	3. RIM Request ID	4. Request Date 1/6/2022	5. RMS Review Status Disposition Completed		6. Authorization Number 578273		7. Authorization Date 1/10/2022			
8. Agency Review Comments:										
9. Review Comments: TP 1-10-2022										
#	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	0304-0001	01/2015	12/2015	Paper				6.00	0.00
Total:									6.00	0.00

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Union-Clark Twp. MUNICIPAL TREASURER 430 Westfield Avenue Clark NJ 07066 (732) 388-3600 Extn: 3019								
		1. A Agency Retention Schedule Number: M100000 - 013								
2. Request ID 127529	3. RIM Request ID	4. Request Date 1/7/2021	5. RMS Review Status Disposition Completed		6. Authorization Number 569335		7. Authorization Date 1/13/2021			
8. Agency Review Comments:										
9. Review Comments: TP 1-13-2021										
#	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	0304-0001	01/2014	12/2014	Paper				6.00	0.00
Total:									6.00	0.00

DISPOSITION REQUEST REVIEW SUMMARY SHEET			1. Requested Agency Name (Name, Address and Telephone No) Union-Clark Twp. MUNICIPAL TREASURER 430 Westfield Avenue Clark NJ 07066 (732) 388-3600 Extn: 3019							
			1. A Agency Retention Schedule Number: M100000 - 013							
2. Request ID 119097	3. RIM Request ID	4. Request Date 1/23/2020	5. RMS Review Status Disposition Completed	6. Authorization Number 562490			7. Authorization Date 1/31/2020			
8. Agency Review Comments:										
9. Review Comments: 1.30.2020										
#	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	0304-0001	01/2013	12/2013	Paper				6.00	0.00
Total:									6.00	0.00

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Union-Clark Twp. MUNICIPAL TREASURER 430 Westfield Avenue Clark NJ 07066 (732) 388-3600 Extn: 3019								
		1. A Agency Retention Schedule Number: M100000 - 013								
2. Request ID 99765	3. RIM Request ID	4. Request Date 3/27/2019	5. RMS Review Status Disposition Completed	6. Authorization Number 554546		7. Authorization Date 3/28/2019				
8. Agency Review Comments:										
9. Review Comments: VGR 3/28/19										
#	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	0304-0001	01/2012	12/2012	Paper				6.00	0.00
Total:									6.00	0.00