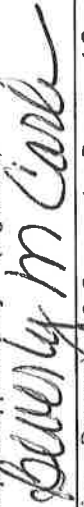


REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the 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 Ocean-Berkeley Twp. MUNICIPAL TAX ASSESSOR P.O. Box B Bayville NJ 08721 (732) 244-7400 Extn: 226 1.A Agency Retention Schedule Number M120000 - 001	
2. Request Id/Date 93622 9/11/2018	3. Requested By (Signature)  Gina Turney Clerk	4. Request Approved By (Signature)  Beverly M. Clark	5. Records Manager Karen Stallings	8. Comments - Document Conversion or Damage	
6. Archival Review Not Required		7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate			

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)		
1	10005-0001	County Tax Board - Appeals	3 Years	From	To (MM/YYYY)				
2	10019-0000	Notice of Property Tax Assessment Required by N.J.S.A. 54:4-38.1	2 Years	01/1999	08/2015	Paper	0.75		
3	10005-0002	County Tax Board - Judgments	5 Years	01/1999	08/2013	Paper	0.75		
4	10013-0002	Sales Ratio - Useable Non-useable Listing-Monthly	Until cumulative listing received	01/1999	12/2017	Paper	0.75		
5	10013-0003	Sales Ratio - Useable Non-useable Listing-Cumulative	Until annual listing received	01/1999	12/2017	Paper	0.75		
6	10005-0003	County Tax Board - Stipulation	3 Years	01/1999	08/2015	Paper	0.75		

For Records Management Services Use Only :		Total Volume : 4.50

15. Audit Verification		17. Disposition	
15.A Auditor (Signature)	16.A Authorization Date	16.B Authorization Number	
15.B Date	16.C	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 Ocean-Berkeley Twp. MUNICIPAL TAX ASSESSOR P.O. Box B Bayville NJ 08721 (732) 244-7400 Extn: 226	
		1.A Agency Retention Schedule Number M120000 - 001			
2. Request Id/Date 93622 9/11/2018	3. Requested By (Signature)  Gina Tumirato Clerk	4. Request Approved By (Signature) 	5. Records Manager Karen Stallings		
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.					
# 7	9. Record Series # 10005-0004	10. Record Series Title County Tax Board - Income Statement Form	11. Retention Period 3 Years	12. Inclusive Dates From 01/1999 To 08/2015	13. Dispose After Paper
				14. Volume (in Cubic Feet) 0.75	

For Records Management Services Use Only :		Total Volume :	0.75
15. Audit Verification		17. Disposition	
15.A Auditor (Signature)	16.A Authorization Date	16.B Authorization Number	
15.B Date	16.C 	17.A Verification Signature	17.B Date

DISPOSITION REQUEST REVIEW SUMMARY SHEET		1. Requested Agency Name (Name, Address and Telephone No) Ocean-Berkeley Twp. MUNICIPAL TAX ASSESSOR P.O. Box B Bayville NJ 08721 (732) 244-7400 Extn: 226								
		1. A Agency Retention Schedule Number: M120000 - 001								
2. Request ID 93622	3. RIM Request ID	4. Request Date 9/11/2018	5. RMS Review Status Authorized	6. Authorization Number 549561	7. Authorization Date 9/17/2018					
8. Agency Review Comments:										
9. Review Comments: JJ - 9/17/2018										
#	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	0005-0001	01/1999	08/2015	Paper				0.75	0.00
2	Authorized	0019-0000	01/1999	08/2016	Paper				0.75	0.00
3	Authorized	0005-0002	01/1999	08/2013	Paper				0.75	0.00
4	Authorized	0013-0002	01/1999	12/2017	Paper				0.75	0.00
5	Authorized	0013-0003	01/1999	12/2017	Paper				0.75	0.00
6	Authorized	0005-0003	01/1999	08/2015	Paper				0.75	0.00
7	Authorized	0005-0004	01/1999	08/2015	Paper				0.75	0.00
Total:									5.25	0.00