

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 CLERK P.O. Box B 627 Pinewald-Keswick Road Bayville NJ 08721 (732) 244-7400 Extn: 208					
		1.A Agency Retention Schedule Number M200000 - 009					
2. Request Id/Date 96452 1/8/2019	3. Requested By (Signature)  Karen Stallings Deputy Clerk	4. Request Approved By (Signature)  Beverly Carle	5. Records Manager Karen Stallings				
6. Archival Review Not Required		8. Comments - Document Conversion or Damage					
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 From To (MM/YYYY)	Medium	13. Dispose After	14. Volume (in Cubic Feet)
1	0003-0001	Application File - General * Auditor Verification Required	3 Years	01/2015 12/2015	Paper		1.00
2	0003-0002	Application File - Alcoholic Beverage Control (ABC) * Auditor Verification Required	5 Years	01/2013 12/2013	Paper		1.00
3	0003-0003	Application File - Legalized Games Of Chance, Bingo, And Raffle * Auditor Verification Required	5 Years	01/2013 12/2013	Paper		1.00

For Records Management Services Use Only :		Total Volume :		3.00
15. Audit Verification		17. Disposition		
15.A Auditor (Signature) 	16.A Authorization Date	16.B Authorization Number		
15.B Date 1/14/19	16.C Auditor Signature 	17.A Verification Signature		17.B Date