

**STATE OF NEW JERSEY
COUNTY BOARD OF TAXATION
RECORDS RETENTION SCHEDULE C250000-002
EFFECTIVE: 6/20/2002**

Records found in the offices of a County Board of Taxation
within the scope of OPRA include:

PERMANENT RECORDS
ABSTRACT OF RATABLES
ADDED ABSTRACT OF RATABLES
TAS REPORT
APPEAL FILES – JUDGMENTS ONLY
EQUALIZATION TABLE
BOARD MINUTES
OMITTED ASSESSMENT & FARMLAND ROLLBACK ASSESSMENT JUDGMENTS ONLY
TAX LISTS (Regular, Added/Omitted/Omitted Added)
TAX RATE CERTIFICATION

6 YEARS OR LESS	
PETITIONS OF APPEAL Regular, Added/Omitted Assessment & Farmland Rollback Assessment	3 years
NJ STATE COURT (Filed with the County Board of Taxation)	3 years
APPEALS HEARING SCHEDULE	3 years
BUDGETS (Municipal and School)	3 years
EXEMPT PROPERTIES – Initial/Further Statements	3 years
SR1A (sales ratio form – usable/nonusable sales)	3 years
E/A1 (exemption and abatement form)	3 years
SR3A (aggregate assessed valuation by class)	3 years
PD65.15 (Senior, Disabled & Surviving Spouse Deduction Reports)	3 years
VE/WVE2 (Veterans and Surviving Spouse Deduction Reports)	3 years
RFAP Certification Report	3 years
UEZ Exemption Report	3 years
ASSESSOR HOURS	1 year
COMPLIANCE PLANS	6 years
RE-ASSESSMENT APPLICATIONS	6 years
REVALUATION CONTRACT	6 years
TAX MAPS	As updated