



**MORRIS COUNTY
AGRICULTURE DEVELOPMENT BOARD**

Policy: P-14

RETENTION OF RECORDINGS

Purpose:

To establish a policy addressing the retention and destruction of electronic recordings of the Morris CADB meetings.

Policy:

Pursuant to the State of New Jersey “County and Municipal Agencies General Records Retention Schedule M100000-905” (Records Series #0511-0000; Record Title & Description: Recordings of Public Meetings – Public Officials – Audio/Video (Analog and Digital)), unless the CADB is notified in writing that a Board matter is in litigation, the CADB shall retain recordings of proceedings (audio/video) for a period of 80 days after summary or verbatim transcripts have been approved by the CADB whichever is later. The recordings will be destroyed by being erased.

(Source: N.J. Division of Archives and Records Management [NJDARM]
[<http://www.njarchives.org/links/pdf/m100000-905.pdf>]).

Adopted:	Effective:	Revision #:	Last Revised:
3-10-05	3-10-05	1	4-10-08