

## SEARCHING FOR A RECORDS RETENTION SCHEDULE:

This search will provide you with the published version of an approved New Jersey records retention schedule.

Select Search for a Retention Schedule.

- Choose the Organization Type, i.e. State, County, Municipal, Board of Education or All.
- If you wish to limit your search to a specific Agency and Records Schedule/Series:
  - Select the desired Agency from the Agency Code drop down box.
  - Enter the Schedule Number and Records Series Number you are looking for.
- If you know the exact name of the agency you are searching for, enter that name in the Agency search field. Be aware, however, that the agency name is usually a functional designation – for example, *County Clerk* or *Municipal Clerk*, and **does not** include a specific place name like *Bergen* or *Ewing Township*.
- You can also search by Record Series Title and/or Description.
  - Enter as much of the title and/or description that you know.
  - You can also click the Start With button to develop a broader search or choose the default Contains button to obtain the broadest search result.
- After finding the schedule, select Details.
- To see the schedule in its entirety, select Print.