BOROUGH of
PEAPACK & GLADSTONE
www.peapackgladstone.org
1 School Street, PO Box 218, Peapack, NJ 07977 • 908-234-2250   Ext 100 – nbretzger@peapackgladstone.org

Office of the Borough Clerk/Administrator

Record Management Form for Creating Storage Box Labels

Box # (provided by Clerk): _____

Department:

- o **Clerk**
- o **Construction**
- o **Finance**
- o **Fire**
- o **Planning**

- o **Public Works**
- o **Tax Assessor**
- o **Tax Collector**
- o **Zoning**
- o **Other**

Contents Description: _____

Start and End Dates: _____

Destroy Date (if known):_____

_____

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