

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # C120000	SCHEDULE # 001	PAGE # 1 3
DEPARTMENT: COUNTY BRIDGE COMMISSION		AGENCY REPRESENTATIVE: STEPHEN O'CONNOR		
DIVISION:		TITLE: Executive Director		
BUREAU:		PHONE #: 609-465-7806		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
<i>Stephen O'Connor</i>		2/8/07	<i>Karl Niederer</i>	19April2007

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<p style="text-align: center;"><u>Acknowledgement</u></p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;"><u>Management of Electronic Records</u></p> <p>This records retention schedule includes some records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records.</p>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<u>SECURITY</u>			
0001-0000	Security Video Camera Tapes The purpose of the tapes is to provide additional security to the toll collectors. They are used to verify vehicle counts if there is a discrepancy in toll collector's reports.			
0001-0001	Security Video Camera Tapes - Criminal Homicide Recorded (Copy) The original is permanently maintained by law enforcement as part of their criminal investigation and/or arrest reports files.	7 yrs		Erase
0001-0002	Security Video Camera Tapes - Criminal Incident, Non-Homicide (Copy) The original is maintained by law enforcement as part of their criminal investigation and/or arrest reports files.	5 yrs		Erase
0001-0003	Security Video Camera Tapes - Routine	45 days		Erase
	<u>ADMINISTRATION</u>			
0025-0000	Boat Accident File (Fatality and Non-Fatality) Consists of accident report, photos, and correspondence.			
0025-0001	Boat Accident File (Fatality)	Permanent		Permanent
0025-0002	Boat Accident File (Non-Fatality)	7 yrs after case closed		Destroy
0026-0000	Special Event File Consists of an application, indemnification agreement, certificates of insurance, and correspondence from organizations whose planned event participants, bikers or runners, use the bridges.	7 yrs		Destroy
	<u>FINANCE</u>			
0050-0000	Toll Collection Report (Shift Summary Report) Includes traffic counts, revenue collected, date, and time.	1 yr after audit		Destroy
0051-0000	Daily Report (Toll Booth) Consists of a Shift Report listing the total money count and signature of toll collector/operator.	1yr after audit		Destroy

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		AGENCY	SRC OR CRC	
0052-0000	Daily Reports - Vehicle Money Count Consists of computer generated reports indicating money counts per vehicle category and totals. The reports are compiled from the Toll Collection Report and from the Daily Report (Toll Booth).	6 yrs		Destroy
0053-0000	Monthly Reports Include, but are not exclusive to: Monthly Traffic Summary, Monthly Case Summary, Three Year Comparison Reports, and other traffic and revenue reports. Reports are generated from the information in the Daily Report.	3 yrs		Destroy
0054-0000	Cash Receipts General Journal Consists of a complete transaction listing by month and indicated amounts, vehicle categories, and dates. *Recommend Microfilming	Permanent*		Permanent