

STATE OF NEW JERSEY



MUNICIPAL PUBLIC WORKS

M660000-001

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|--------------------|------------------------|-------------------------------|-------------------------|
| Department: | MUNICIPAL PUBLIC WORKS | Agency Representative: | GEORGE E. FOILES |
| Division: | | Title: | BUILDING SUPERINTENDENT |
| Bureau: | | Phone #: | |

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: |
| | 8/19/1991 | | 10/16/1991 |

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
|------------------------------------|---|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|------------------|----------|
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| Director's Office | | | | | | | | | | |
| 0001-0000 | Maps, Specifications and Blueprints | | X | | | | Permanent | | Retain at Agency | |
| 0002-0000 | Contracts and Change Orders (Copy) | X | | | | | 10 Years After completion of construction | | Destroy | |
| Division of Public Property | | | | | | | | | | |
| 0050-0000 | Equipment Schematics | | | | | | Until disposition of equipment | | Destroy | |
| 0051-0000 | Seniority Lists | | | | | | As updated | | Destroy | |
| 0052-0000 | Shade Tree File for Tree Removal and Tree Trim Requests | X | | | | | 6 Years | | Destroy | |
| 0053-0000 | Shade Tree Index/Register | | X | | | | Permanent | | Retain at Agency | |
| 0054-0000 | Blueprints and Plans | | X | | | | Permanent | | Retain at Agency | |
| 0055-0000 | Work Orders - Division of Public Property | X | | | | | 6 Years | | Destroy | |
| 0056-0000 | Daily Assignment Sheets | X | | | | | 1 Years | | Destroy | |
| 0057-0000 | Repair Requests | X | | | | | 3 Years | | Destroy | |

* P - Public, C - Confidential

| Records Retention and Disposition Schedule | | | | Agency: M660000 | | | Schedule: 001 | | Page #:2 of 6 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|---------------------------|--------------------------|------------------|----------|
| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| 0058-0000 | Inventory | X | | | | | 2 Years After update | | Destroy | |
| 0059-0000 | Photographs | | | | | | Permanent | | Retain at Agency | |
| 0060-0000 | Contracts, Change Orders, and Building Specifications (Public Buildings) | X | | | | | Permanent | | Retain at Agency | |
| Division of Streets | | | | | | | | | | |
| 0100-0000 | Blueprints and Maps | | | X | | | Permanent | | Retain at Agency | |
| 0101-0000 | Permits - Street Opening and Stubs | X | | | | | 6 Years | | Destroy | |
| 0102-0000 | Complaints | | | | | | 3 Years | | Destroy | |
| 0103-0000 | Daily Work Report | X | | | | | 6 Years | | Destroy | |
| 0104-0000 | Inspector's Report | X | | | | | 6 Years | | Destroy | |
| 0105-0000 | Foreman's Report | X | | | | | 6 Years | | Destroy | |
| Garbage and Trash Removal | | | | | | | | | | |
| 0150-0000 | Radio Dispatcher Log | | | | | | 5 Years After final entry | | Destroy | |
| 0151-0000 | New Jersey Solid Waste Report (Department of Environmental Protection applications and reports) | X | | | | | 6 Years | | Destroy | |
| 0152-0000 | Daily Tonnage Slips | X | | | | | 6 Years | | Destroy | |
| 0153-0000 | Daily Work Sheets (Daily Assignments) | X | | | | | 6 Years | | Destroy | |
| 0154-0000 | Seniority List | | | | | | As updated | | Destroy | |
| 0155-0000 | General Record Series Deleted - See County and Municipal General Schedule. | | | | | | | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: M660000 | | | Schedule: 001 | | Page #:3 of 6 | |
|--|--|-------|-----------------|-----------------|--------------|--------------|------------------------------|--------------------------|---------------|----------|
| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| 0156-0000 | Pick Up Records | X | | | | | 3 Years | | Destroy | |
| 0157-0000 | Special Pick Up Records | X | | | | | 3 Years | | Destroy | |
| 0158-0000 | Inspector's Reports | X | | | | | 6 Years | | Destroy | |
| 0159-0000 | Truck Specifications | | | | | | Until disposition of vehicle | | Destroy | |
| 0160-0000 | Snow Removal Records | | | | | | | | | |
| 0160-0001 | Plow Routes | | | | | | As updated | | Destroy | |
| 0160-0002 | General Record Series Deleted - See County and Municipal General Schedule. | | | | | | | | Destroy | |
| 0161-0000 | General Record Series Deleted - See County and Municipal General Schedule. | | | | | | | | Destroy | |
| 0162-0000 | General Record Series Deleted - See County and Municipal General Schedule. | | | | | | | | Destroy | |
| 0164-0000 | Toll Bridge Commission Records | X | | | | | 7 Years | | Destroy | |
| 0165-0000 | Improvement Authority Dumping Coupon | X | | | | | 7 Years | | Destroy | |
| 0166-0000 | Weather Reports - Garbage and Trash Removal | | | | | | 1 Years | | Destroy | |
| | Recreation Maintenance | | | | | | | | | |
| 0200-0000 | Work Schedules | X | | | | | 6 Years | | Destroy | |
| 0201-0000 | Change Orders | X | | | | | 6 Years | | Destroy | |
| 0202-0000 | Work Orders - Recreation Maintenance | X | | | | | 6 Years | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: M660000 | | | Schedule: 001 | | Page #:4 of 6 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|------------------|----------|
| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| 0203-0000 | Project File | X | | | | | | | | |
| 0203-0001 | Green Acres Project File | X | X | | | | Permanent | | Retain at Agency | |
| 0203-0002 | General Project File | X | X | | | | 10 Years After completion | | Destroy | |
| Maintenance | | | | | | | | | | |
| 0250-0000 | Equipment Brochures | | | | | | Until equipment is replaced | | Destroy | |
| 0251-0000 | Capital Improvement Monthly Status Reports on Projects for all facilities | X | | | | | 10 Years After completion of construction | | Destroy | |
| 0252-0000 | Daily Work Reports | X | | | | | 6 Years | | Destroy | |
| 0253-0000 | Energy Reports --- Records data on electrical, gas, and oil usage. | X | | | | | 6 Years | | Destroy | |
| 0254-0000 | Gas Log | X | | | | | 6 Years After final entry | | Destroy | |
| 0255-0000 | Maintenance Request | X | | | | | 6 Years | | Destroy | |
| 0256-0000 | Oil Bills | X | | | | | 6 Years | | Destroy | |
| 0257-0000 | Sewage Reading Reports | X | | | | | 1 Years | | Destroy | |
| 0258-0000 | Water Pump Readings | X | | | | | 1 Years | | Destroy | |

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|---------------------------|--|-------|-----------------|-----------------|--------------|--------------|--------------------------------------|--------------------------|-------------|----------|
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| Roads and Highways | | | | | | | | | | |
| 0300-0000 | Inspection Sheets | X | | | | | 7 Years Unless in litigation | | Destroy | |
| 0301-0000 | Material Tickets | X | | | | | 6 Years | | Destroy | |
| 0302-0000 | Permits - Machinery Moving | X | | | | | 7 Years | | Destroy | |
| 0303-0000 | Reports - Foreman and Emergency Calls | X | | | | | 6 Years | | Destroy | |
| 0304-0000 | Traffic Signal Damage Claims | X | | | | | 1 Years After settlement | | Destroy | |
| 0305-0000 | Daily Work Schedules | X | | | | | 6 Years | | Destroy | |
| 0306-0000 | Gasoline Daily Log | X | | | | | 2 Years | | Destroy | |
| 0307-0000 | Vehicle Listing (Vehicles in for Maintenance) (Copy) | X | | | | | 1 Years | | Destroy | |
| 0308-0000 | Watchman's Call Log | | | | | | 7 Years | | Destroy | |
| 0309-0000 | Weather Reports - Roads and Highways | | | | | | 1 Years | | Destroy | |
| 0310-0000 | Absence Report List | X | | | | | 1 Years | | Destroy | |
| Motor Pool/Garage | | | | | | | | | | |
| 0350-0000 | Repair Orders | X | | | | | 6 Years | | Destroy | |
| 0351-0000 | Repair Index/Vehicle Log/Vehicle Ledger | X | | | | | 3 Years After disposition of vehicle | | Destroy | |
| 0352-0000 | Daily Vehicle Listing | X | | | | | 3 Years | | Destroy | |

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| Records Retention and Disposition Schedule | | | | Agency: M660000 | | | Schedule: 001 | | Page #:6 of 6 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|------------------|----------|
| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| 0353-0000 | Inspection Notice Listing | X | | | | | As updated | | Destroy | |
| 0354-0000 | Gas Usage Report | X | | | | | 6 Years | | Destroy | |
| 0355-0000 | Record of Vehicles Ordered and Received | X | | | | | 6 Years | | Destroy | |
| 0356-0000 | Vehicle Requests | X | | | | | 1 Years | | Destroy | |
| | Solid Waste | | | | | | | | | |
| 0400-0000 | Hazardous Materials Files - Transport and Storage | | X | | | | 40 Years | | Destroy | |
| 0401-0000 | Resource Recovery Study | | X | | | | Permanent | | Retain at Agency | |
| 0402-0000 | Solid Waste Facility File --- Includes inspection reports, construction specifications, Engineering Plans/Drawings. | | X | | | | 30 Years After facility is closed | | Destroy | |
| 0403-0000 | Solid Waste Management Plan --- Plans are effective for ten years. | | | | | | 15 Years | | Destroy | |