

STATE OF NEW JERSEY



MUNICIPAL UTILITIES & AUTHORITIES

M910000-001

Records Retention and Disposition Schedule					Agency: M910000		Schedule: 001		Page #:1 of 23	
Department:		MUNICIPAL UTILITIES & AUTHORITIES			Agency Representative:		HARRY MANSAMANN			
Division:					Title:		SUPERVISING ADMINISTRATIVE ANALYST			
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:	
			10/17/2002						11/20/2002	
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		
	Water - Monitoring									
0001-0000	Contract and Specifications File -Construction						Permanent		Retain at Agency	
0002-0000	Chart File - Daily Pumping and Chlorine Rate						6 Years		Destroy	
0003-0000	Emergency Operating Procedures Report						Permanent		Retain at Agency	
0004-0000	Water Reports File --- Reports reflecting all aspects of water treatment, usage, and analysis; flow, pressure, treatment, quality, filtration, chlorination, and consumption.						30 Years		Destroy	
0005-0000	Water Level Register - Water Tank and Reservoir						30 Years		Destroy	
0006-0000	Pumpage Log - Flow, Level, Pumpage, and Pressure						30 Years		Destroy	
0007-0000	Reservoir Status Report File (Copy) --- Reservoir status reports reflecting water, environmental, and structural conditions. Original maintained by the Department of Environmental Protection.						Permanent		Retain at Agency	
0008-0000	Raw Data File (Bench Books) - Water - Monitoring --- A data collection file of laboratory test sample results which serve as the source for self-monitoring reports. NJAC 7: 18-4.8.						5 Years		Destroy	NJAC 7: 18-4.8.

Records Retention and Disposition Schedule						Agency: M910000			Schedule: 001		Page #:2 of 23	
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				
0009-0000	Lab Analysis Records Regarding an Epidemiological or Public Health Concern.						10 Years		Destroy	NJAC 7:18-4.6(a)		
	Water - Facility											
0050-0000	Water Meter Report File --- Reports reflecting meter installation, registration, inspection, replacement, and loss.						Permanent		Retain at Agency			
0051-0000	Field Book						10 Years		Destroy			
0052-0000	Construction File --- Includes: plans, specifications, maps, and blueprints.						Permanent		Retain at Agency			
0053-0000	Work Orders - Water Plant						6 Years		Destroy			
0054-0000	Operator(s) Shift Conditions Report						6 Years		Destroy			
0055-0000	Water Hydrant History File --- Contains documentation regarding water hydrant locations, inspections, repairs, replacements, and supporting documentation.						30 Years		Destroy			
0056-0000	Water Service Shut-Off at Water Main Report						6 Years		Destroy			
0057-0000	Water Service History File --- History file documenting the water service from plant inception to present.						Permanent		Retain at Agency			
0058-0000	Pavement Replacement File - Water - Facility						10 Years		Destroy			
0059-0000	Daily Statistics - Water Filtration --- Includes amounts filtered daily for surface, raw, and excess water.						6 Years		Destroy			
0060-0000	Daily Statistics - Water Pumpage						6 Years		Destroy			

Records Retention and Disposition Schedule						Agency: M910000			Schedule: 001		Page #:3 of 23	
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				
0061-0000	Instrument Service/Calibration Report						6 Years		Destroy			
0062-0000	Instrument Shut-off Report						6 Years		Destroy			
0063-0000	Off-Site Conditions List File (Copy) - Water - Facility --- List of above and underground sites that may effect the value of surrounding residential property. Copies also kept by the municipal clerk, and the Departments of Environmental Protection and Community Affairs.						10 Years		Destroy	NJAC 5:38		
	Water - Finance and Customer Service											
0100-0000	Daily Meter Reading Sheet - Water - Finance and Customer Service --- Form used to take daily meter readings for water.						6 Years		Destroy	NJAC 14: 3-7.8		
0101-0000	Customer Billing Register - Water - Finance and Customer Service --- Register reflecting customer billing for water usage.						6 Years		Destroy	NJAC 14: 3-7.8		
0102-0000	Customer Consumption Register - Water - Finance and Customer Service --- Register reflecting customer water usage.						6 Years		Destroy	NJAC 14: 3-7.8		
0103-0000	Cashier Receipt Stubs - Water - Finance and Customer Service						6 Years		Destroy	NJAC 14: 3-7.8		
0104-0000	Customer Ledger Cards - Water - Finance and Customer Service						6 Years		Destroy	NJAC 14: 3-7.8		
0105-0000	Customer Complaint File - Water - Finance and Customer Service						6 Years		Destroy	NJAC 14: 3-7.8		

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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				
	Water - Federal, State, and Local Government Reports											
0150-0000	Toxic Catastrophy Prevention Act (TCPA) File --- Reports generated in compliance with the TCPA, denoting preventative measures performed. Reports denote water and chemical monitoring; equipment inventory, inspection, repair, and modification; accident drills; and safety inspections. Original documents are maintained by the State Department of Environmental Protection.						Permanent		Retain at Agency			
0151-0000	Monitoring Report File --- Reports generated in compliance with the New Jersey State Department of Environmental Protection regarding the monitoring of water and the chemical treatments used. File contains water and chemical treatment monitoring and safety inspections. Original documents are maintained by the State Department of Environmental Protection.						Permanent		Retain at Agency			
0152-0000	Safe Drinking Water Act File --- Reports generated in compliance with the Safe Drinking Water Act monitoring water quality. File contains water and chemical analysis logs; water quality test results; and bacteria, solids, and trace metals analysis. Original documents are maintained by the State Department of Environmental Protection.						Permanent		Retain at Agency			
	Sewerage - Monitoring											
0200-0000	Discharge Monitoring Report (DMR) File --- Federal document which is used by the facility as a self monitoring report. DMRs may be issued daily, weekly, quarterly, or once per permit cycle depending upon permit cycle depending upon permit requirements.						5 Years		Destroy	40 CFR 403		
0201-0000	Well Groundwater Monitoring Report File --- A self monitoring report used to track groundwater quality in wells.						5 Years		Destroy	40 CFR 403		

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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			
0202-0000	Sludge Quality Assurance Report (SQAR) File --- A self monitoring report used to track sludgewater quality.						5 Years		Destroy	(40 CFR 403	
0203-0000	Bioassay Report File --- Record of affluent toxicity and its effect upon species growth and mortality rates.						5 Years		Destroy	40 CFR 403	
0204-0000	River Inspection Report File --- Record of analysis of the surface waters for rivers and tributaries.						5 Years		Destroy		
0205-0000	User Charge Self-Monitoring Report File --- Record of user fees in accordance with the Sewer Connection Permit.						6 Years		Destroy		
0206-0000	Pretreatment Self-Monitoring Report File --- Reports prepared and submitted by industrial users, documenting the pretreatment conditions of the wastewater.						5 Years		Destroy	40 CFR 403	
0207-0000	Raw Data File (Bench Books) - Sewerage - Monitoring --- A data collection file of laboratory testing sample results for areas such as: chlorine, ph levels, toxicity, etc. which serve as the source of the discharge and self-monitoring reports.						5 Years		Destroy	40 CFR 403 NJAC 7: 18-4.8	
0208-0000	Certificate of Annual Charges --- Certificate reflecting charges levied by the authority for facility usage.						6 Years		Destroy		

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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			
0209-0000	Permit File --- File pertaining to permits issued to ensure the elimination of pollution a facility might otherwise generate as a result of wastewater discharge. Includes: maps, plans, engineering drawings, permit, permit application, renewals, amendments, and comments; Bioassay/Chronic Characterization studies; laboratory, industrial monitoring, and surveillance reports; correspondence; and supporting documentation relating to permit issuance.						Permanent		Retain at Agency		
0210-0000	Permit Fee File --- Annual fee required for obtaining a permit that regulates a facility whose operations may involve the pretreatment and discharge of wastewater into state waterways.						6 Years		Destroy		
0211-0000	Septage Disposal Manifest --- Record of the treatment of a residential or industrial septic tank. Copies are maintained by the local health department, the hauler, and the owner.						6 Years		Destroy		
0212-0000	Lab Analysis Records Regarding an Epidemiological or Public Health Concern						10 Years		Destroy	NJAC 7: 18-4.6 (a)	
	Sewerage - Legal										
0250-0000	Formal Enforcement Action File (Internal) --- File reflecting enforcement actions taken for environmental violations and the remediation procedures taken to ensure an agency's compliance with state and federal environmental regulations. Includes: Civil Actions, Administrative Consent Orders (ACO's), Penalty Assessments, and Administrative Orders.						Permanent		Retain at Agency		

Records Retention and Disposition Schedule					Agency: M910000			Schedule: 001		Page #:7 of 23	
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			
0251-0000	Site-Related Notice of Violation and Communication File --- File regarding permits issued to facilities. Contains: formal notices, notices of violation response to violation, correspondence, acknowledgment letters, site inspection reports regarding; ph and LEI, levels, flow meter calibration, pretreatment compliance, annual site inspections, permit applicability investigation, and spill/pollution investigation.						30 Years		Destroy		
0252-0000	Litigation File – Open and Closed Cases --- Litigation file involving the authority and public/private facilities and agencies. Original maintained by Superior Court. (NJSA 2A: 14-5)						20 Years After final payment		Destroy	NJSA 2A: 14-5	
0253-0000	Federal and State Loan File --- File pertaining to federal and state loans issued to facilities for site remediation.						10 Years After final payment		Destroy		
0254-0000	Contract File - Private Developers --- Contracts from private developers for residential and industrial construction. Copies also maintained by the municipality.						10 Years After completion of contract		Destroy		
0255-0000	Conveyances File - Deeds, Easements, and Developments --- Documents pertaining authority-owned land.						Permanent		Retain at Agency		
	Sewerage - Facility										
0300-0000	Municipal Sewage Pipeline Connection File --- Records diagramming sewage pipeline connections throughout a municipality. Includes: monitoring and compliance reports, copies of various plans as mandated by federal and state agencies, and schematics and diagrams.						Permanent		Retain at Agency		

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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			
0301-0000	Facility Operational Report File --- Contains reports pertaining to foreman, treatment plant, connection, operating expenses, engineering, and other associated areas concerned with facility operations.						6 Years		Destroy		
0302-0000	Final Cost Estimates File - Facility Construction Projects						Permanent		Retain at Agency		
0303-0000	As-Built Plans File – Facility Construction Projects						Permanent		Retain at Agency		
0304-0000	Work Orders File (Laboratory and Industrial) --- Orders are prepared for water sampling and for proof of inspection. Documents serve as an audit trail for permit disputes.						6 Years		Destroy		
0305-0000	Off-Site Conditions List File (Copy) - Sewerage - Facility --- List of above and underground sites that may effect the value of surrounding residential property. Copies also kept by the municipal clerk, and the Departments of Environmental Protection and Community Affairs.						10 Years		Destroy	(NJAC 5:38)	
0306-0000	Sewage Meter Report File --- Reports reflecting meter installation, registration, inspection, replacement, and loss.						30 Years		Destroy		
0307-0000	Sewage Meter Reading File						6 Years		Destroy		
0308-0000	Pavement Replacement File - Sewerage - Facility						10 Years		Destroy		
0309-0000	Daily Statistics - Sewage						6 Years		Destroy		
0310-0000	Daily Statistics - Sewage Pumpage						6 Years		Destroy		

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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			
	Sewerage: Finance and Customer Service										
0350-0000	Customer Billing Register - Sewerage: Finance and Customer Service --- Register reflecting customer billing.						6 Years		Destroy	NJAC 14:3-7.8	
0351-0000	Customer Consumption Register - Sewerage: Finance and Customer Service --- Register reflecting customer usage.						6 Years		Destroy	NJAC 14:3-7.8	
0352-0000	Cashier Receipt Stubs - Sewerage: Finance and Customer Service --- Receipt of billing/payment.						6 Years		Destroy	NJAC 14:3-7.8	
0353-0000	Customer Ledger Cards - Sewerage: Finance and Customer Service						6 Years		Destroy	(NJAC 14:3-7.8)	
0354-0000	Customer Complaint File - Sewerage: Finance and Customer Service						6 Years		Destroy	NJAC 14:3-7.8	
0355-0000	Sewer Bill Appeal --- Consists of appeals presented to the Sewage Usage Charge Board of Appeals as appointed by the Council. The Board can hear and correct any error or inequity.						6 Years After final payment		Destroy		
	Electric - Monitoring										
0400-0000	Excess Emissions and Monitoring Performance (EEMPR) Statements and Reports File (Copy) --- Self monitoring air pollution control annual and quarterly reports. Originals are maintained by the Department of Environmental Protection.						5 Years From due date		Destroy	N.J.A.C. 7:27-21.6	
0401-0000	Sludge Quality Assurance Report (SQAR) File (Copy) --- A self monitoring report used to track sludge wastewater quality. Originals are maintained by the Department of Environmental Protection.						5 Years From date of report		Destroy	N.J.A.C. 7:14A-2.5	

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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			
0402-0000	Discharge Monitoring Report (DRM) File (Copy) --- Document which is used by the facility as a self monitoring water pollution control report. DMRs may be issued daily, weekly, quarterly, or once per permit cycle depending upon permit requirements. Originals are maintained by the Department of Environmental Protection.						5 Years After facility is closed		Destroy	N.J.A.C. 7:14A-6.11	
0403-0000	Permit and Certificate File - Air Pollution Control Equipment (Copy) --- File pertaining to permits issued to control air pollution discharge. Includes: permit, permit application, renewals, amendments, and comments; certificates; equipment operation and modification reports; and supporting documentation relating to permit issuance. Originals are maintained by the Department of Environmental Protection.						5 Years After disposition of equipment		Destroy	N.J.A.C. 7:27-21.6	
0404-0000	Permit File (Copy) - Water Pollution Control --- File pertaining to permits issued to ensure the control of water pollution discharge. Includes: permit, permit application, renewals, amendments, and comments and supporting documentation relating to permit issuance. Originals are maintained by the Department of Environmental Protection.						5 Years After facility is closed		Destroy	N.J.A.C. 7:14A-2.5	
0405-0000	Laboratory Reports File - Water and Air Pollution --- Records of laboratory tests, raw data, sample results which serve as the source for all self-monitoring reports.						5 Years		Destroy	N.J.A.C. 7:18-4.8	
0406-0000	Laboratory Classification Reports – Hazardous Waste --- Records of laboratory tests, raw data, sample results which serve as the source for hazardous waste classification.						3 Years From transport		Destroy	40 CFR 262.40 N.J.A.C. 7:26-8.5	
0407-0000	Hazardous Waste Manifests (Copy) --- Original document maintained by hazardous waste hauler and an additional copy is kept by the Department of Environmental Protection.						3 Years From transport		Destroy	40 CFR 262.40 N.J.A.C. 7:26-7.4	

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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			
0408-0000	Hazardous Waste Generator Report (Copy) --- Copy is kept by the Department of Environmental Protection.						3 Years From due date		Destroy	40 CFR 262.40 N.J.A.C. 7:26-7.4	
	Electric - Facility										
0450-0000	Equipment File --- File containing inspection, maintenance, confirmation, and repair records for equipment used for pollution and discharge detection, monitoring, prevention, and safety. Copy maintained by the Department of Environmental Protection.						Life of equipment		Destroy	N.J.A.C. 7:1E-2.15	
0451-0000	Storage Tank File --- File containing inspection, maintenance, and repair records for equipment used for pollution and discharge detection, monitoring, prevention, and safety. Copy maintained by the Department of Environmental Protection.						3 Years After completion of permanent closure or removal		Destroy	40 CFR 280.74	
0452-0000	Facility Inspection File --- File containing inspection and maintenance reports of the facility. Copy maintained by the Department of Environmental Protection.						3 Years		Destroy	N.J.A.C. 7:26-9.4f6	
0453-0000	Off-Site Condition List File (Copy) --- List of above and underground sites that may effect the value of surrounding residential property. Copies also kept by the municipal clerk, and the Departments of Environmental Protection and Community Affairs.						10 Years		Destroy	NJAC 5:38	
0454-0000	Electric Peak Load and Time Report (Copy) --- Report of the cost, quantity, and time of electric consumption. Original maintained by the Department of Environmental Protection.						6 Years		Destroy		

Records Retention and Disposition Schedule					Agency: M910000			Schedule: 001		Page #:12 of 23	
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			
0455-0000	Monthly Report of Cost and Quality of Fuels for Electric Plants (Copy) --- Report listing fuel contractor, fuel type, purchase price, and quantity received and used. Original maintained by the Federal Department of Energy.						6 Years		Destroy		
0456-0000	Monthly Power Plant Report (Copy) --- Report of monthly fuel generated, consumed, and supply remaining. Original maintained by the Federal Department of Energy.						6 Years		Destroy		
0457-0000	Electric Distribution Reports File --- Reports that pertain to the distribution of electrical power throughout the region.										
0457-0001	Electric Distribution Reports File - Jointly-Owned Street Lights and Poles Annual reports of jointly-owned poles/street lights between electric companies and municipal government.						30 Years		Destroy		
0457-0002	Electric Distribution Reports File- Voltage --- Annual reports of electrical voltage cables, switches, and cutouts.						30 Years		Destroy		
0457-0003	Electric Distribution Reports File - Customer Lighting --- Annual reports of customer ornamental and traditional lighting and the associated maintenance, charges, and rate structure.						30 Years		Destroy		
0457-0004	Electric Distribution Reports File - Utility Poles --- Annual reports of poles setting and removal, main and guy poles, recreation poles, service poles, and pole-tops.						30 Years		Destroy		
0457-0005	Electric Distribution Reports File - Street Lights --- Annual reports of street lights setting and removal, ornamental street lights, standards, and rates.						30 Years		Destroy		

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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			
0457-0006	Electric Distribution Reports File - Non-Revenue Lighting --- Annual reports of mandatory lighting throughout the region.						30 Years		Destroy		
0457-0007	Electric Distribution Reports File - Electrical Transformers --- Annual reports of electrical transformers set and removed, maintenance, activity, manufacturer, and transformer type code.						30 Years		Destroy		
0457-0008	Electric Distribution Reports File - Electrical Wires --- Annual reports of electrical wiring removal and installation throughout the region.						30 Years		Destroy		
0457-0009	Electric Distribution Reports File - Electrical Meters --- Daily status reports of electrical meters throughout the region.						6 Years		Destroy		
0457-0010	Electric Distribution Reports File- Ornamental and Underground Connection Charges --- Annual reports of ornamental and underground electrical connection sites and the associated charges.						30 Years		Destroy		
0457-0011	Electric Distribution Reports File - Service Locations --- Annual reports of the various electrical service locations.						30 Years		Destroy		
0457-0012	Electric Distribution Reports File - List of Assigned Street Names						Permanent		Retain at Agency		
	Electric - Finance and Customer Service										
0500-0000	Daily Meter Reading Sheet - Electric - Finance and Customer Service --- Form used to take electrical meter readings.						6 Years		Destroy	NJAC 14:3-7.8	
0501-0000	Customer Billing Register - Electric - Finance and Customer Service --- Register reflecting customer billing for electric usage.						6 Years		Destroy	NJAC 14:3-7.8	

Records Retention and Disposition Schedule						Agency: M910000			Schedule: 001		Page #:14 of 23	
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				
0502-0000	Customer Consumption Register - Electric - Finance and Customer Service --- Register reflecting customer electric usage.						6 Years		Destroy	NJAC 14:3-7.8		
0503-0000	Cashier Receipt Stubs - Electric - Finance and Customer Service						6 Years		Destroy	NJAC 14:3-7.8		
0504-0000	Customer Ledger Cards - Electric - Finance and Customer Service						6 Years		Destroy	NJAC 14:3-7.8		
0505-0000	Customer Complaint File - Electric - Finance and Customer Service						6 Years		Destroy	NJAC 14:3-7.8		
	Parking											
0550-0000	Motor Vehicle Accident Records						6 Years After final settlement		Destroy			
0551-0000	Parking Claim Check Stubs						1 Years		Destroy			
0552-0000	Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.						1 Years		Destroy			
0553-0000	Parking Daily Report Forms --- Lists breakdown of daily income.						1 Years		Destroy			
0554-0000	Parking Permits						3 Years		Destroy			
	Solid Waste - Garbage and Trash Removal											
0600-0000	Radio Dispatcher Log						5 Years		Destroy			
0601-0000	New Jersey Solid Waste Report - Department of Environmental Protection Applications and Reports						6 Years		Destroy			
0602-0000	Daily Tonnage Slips						6 Years		Destroy			

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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				
0603-0000	Daily Work Sheets (Daily Assignments)						6 Years		Destroy			
0604-0000	Seniority List - Solid Waste - Garbage and Trash Removal						As updated		Destroy			
0605-0000	Workman's Compensation Reports						6 Years After termination of employment		Destroy			
0606-0000	Pick Up Records						6 Years		Destroy			
0607-0000	Special Pick Up						6 Years		Destroy			
0608-0000	Inspector's Reports						6 Years		Destroy			
0609-0000	Truck Specifications						Until disposition of vehicle		Destroy			
0610-0000	Snow Removal Records											
0610-0001	Snow Removal Records - Plow Routes						As updated		Destroy			
0610-0002	Snow Removal Records - Timesheets						6 Years		Destroy			
0611-0000	Motor Vehicle Registrations						3 Years After expiration		Destroy			
0612-0000	Employee Uniform, Shoe Rain Gear, and Glove Records						6 Years		Destroy			
0613-0000	Employee Driver License - Expiration Dates Recorded						3 Years After expiration		Destroy			
0614-0000	Improvement Authority Dumping Coupon						6 Years		Destroy			
0615-0000	Weather Reports						1 Years		Destroy			

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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				
0616-0000	Hazardous Materials File – Transport and Storage						40 Years		Destroy			
0617-0000	Resource Recovery Study --- Used as a basis for the establishment of a Resource Recovery facility.						Permanent		Retain at Agency			
0618-0000	Solid Waste Facility File --- Includes inspection reports, construction specifications, Engineering Plans/Drawings.						30 Years After facility is closed		Destroy			
0619-0000	Solid Waste Management Plan --- Plans are effective for ten years.						15 Years		Destroy			
0620-0000	Hauler File											
0620-0001	Hauler File - Daily Hauler Waste Tickets						Permanent		Retain at Agency	NJAC 13:47E-2.1		
0620-0002	Hauler File - Monthly Hauler Account Statement						6 Years		Destroy			
0620-0003	Hauler File - Waste Origin and Waste Disposal Form --- Document that details: Transporter’s Registered Name, NJDEP Number, Vehicle License Plate, Trailer and Container Numbers, Waste Type, Municipal or County of Origin and Waste Percentage per Total Load, Transporter’s Signature, Date, Time, and Facility ID Number.						Permanent		Retain at Agency			
0621-0000	Application and Permit for Solid Waste Disposal						6 Years After voidance		Destroy			
0622-0000	Solid Waste Billing Notification and Invoice						6 Years After settlement		Destroy			
	County Improvement - Marketing											
0650-0000	Contracts - Equipment Lease Program						6 Years After termination		Destroy			

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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				
0651-0000	News Clippings						Periodic review		Destroy			
0652-0000	Press Releases						Permanent		Retain at Agency			
	County Improvement - Engineering											
0700-0000	Project File - County Improvement - Engineering --- Contain: Bid Specifications, Contracts, correspondence, resolutions, permits and agreements concerning all Authority approved building projects and facilities.						Permanent		Retain at Agency			
	County Improvement - Enforcement											
0750-0000	General Record Series Deleted - See County and Municipal General Schedule											
0751-0000	Enforcement Case File --- Includes: Investigation Report, photos, videos, statements, etc. Investigations are made when a hauler is in violation of franchise laws						30 Years After case closed		Destroy			
0752-0000	Incident Case File --- Includes: Incident Report, and related documentation. Reports are made for minor infractions and when no further action is necessary.						6 Years		Destroy			
0753-0000	Tonnage Reports - County Improvement - Enforcement --- Consists of listings of each hauler and tonnage amounts as reported by the transfer station in regard to solid waste and recycling.						6 Years		Destroy			

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							Total Retention Period	Minimum Period in Agency				
	County Improvement - Planning											
0800-0000	Permit Application File - Resource Recovery Plant --- Consists of : Permit Application, backup files concerning Department of Environmental Protection requirements, studies, correspondence, information from other facilities, plans, plan amendments, reference information, legislation, plan submissions and applicable rules and regulations. Also includes bound permit applications.			X			30 Years After facility is closed		Destroy			
0801-0000	Planning Administrative File --- Consists of : plan submissions, aerial photographs, correspondence studies and feasibility reports, copies of minutes, Interim Reports, Environmental Statements, copies of contracts, copies of bids, legislation, applicable rules and regulations, permits and applications, copies of vouchers, Land appraisals, plans, plan amendments, agreements, site plans, etc. concerning various facilities applying for a permit to operate.			X			30 Years After Closure of facility		Destroy			
0802-0000	Recycling Administrative File --- Includes: correspondence, reference material, studies and related background information concerning the county recycling program.						Permanent		Retain at Agency			
	County Improvement - Operations											
0850-0000	General Record Series Deleted - See County and Municipal General Schedule											
0851-0000	Tonnage Reports - County Improvement - Operations						6 Years		Destroy			
0852-0000	Transfer Station File						6 Years After termination of contract/expiration of permit and/or lease		Destroy			

Records Retention and Disposition Schedule					Agency: M910000			Schedule: 001		Page #:19 of 23		
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				
	Housing - Director's Office											
0900-0000	Project File - Housing - Director's Office --- Consists of financial records, copies of plans and correspondence.			X			10 Years After completion of construction		Destroy			
0901-0000	Blueprints and Maps			X			10 Years After completion of construction		Destroy			
0902-0000	Federal Grants Agreements and Supporting Documentation, Financial Records and Statistical records.											
0902-0001	Agreements						6 Years After audit or After termination of agreement		Destroy			
0902-0002	Supporting Documentation, Financial Records and Statistical Report						6 Years After audit or After submission		Destroy			
	Housing - Economic Development											
0950-0000	Economic Development Studies and Surveys						Permanent		Retain at Agency			
0951-0000	Urban Renewal File - Housing - Economic Development --- Consists of financial records, plans and correspondence.						10 Years After completion of construction		Destroy			
	Housing - Neighborhood Development											
1000-0000	Project File and Correspondence --- Consists of financial records, plans and correspondence.			X			10 Years After completion of construction		Destroy			

Records Retention and Disposition Schedule						Agency: M910000			Schedule: 001		Page #:20 of 23	
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				
1001-0000	Affordable Housing Agreement File --- Consist of: Application, income verification correspondence, deed (copy) etc.											
1001-0001	Affordable Housing Agreement File - Approved						30 Years		Destroy			
1001-0002	Affordable Housing Agreement File - Denied/Withdrawn						2 Years		Destroy			
1001-0003	List of Approved and Denied Applicants						6 Years		Destroy			
	Housing - Neighborhood Planning											
1050-0000	Environmental Assessment File						Permanent		Retain at Agency			
1051-0000	Housing Project File --- Consists of financial records, plans and correspondence.			X			10 Years After completion of construction		Destroy			
1052-0000	General Planning Project File --- Consists of financial records, plans and correspondence.			X			10 Years After completion of construction		Destroy			
1053-0000	Green Acres Project File --- Consists of financial records, plans and correspondence.						Permanent		Retain at Agency			
1054-0000	Urban Renewal File - Housing - Neighborhood Planning --- Consists of financial records, plans and correspondence.			X			10 Years After completion of construction		Destroy			
1055-0000	Flood Control File --- Consists of plans and correspondence regarding flood control projects.						Permanent		Retain at Agency			
1056-0000	Rent Stabilization File						7 Years		Destroy			

Records Retention and Disposition Schedule						Agency: M910000			Schedule: 001		Page #:21 of 23	
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				
1057-0000	Recreation Recovery Action Plan --- Consists of a study which is used as a basis for the creation of a recreational area that was formerly blighted.						Permanent		Retain at Agency			
	Housing - Property Improvement											
1100-0000	Financial, Construction and Loan Data for Each Property Assisted by Property Improvement Program			X			10 Years After completion of construction or After final payment		Destroy			
1101-0000	Estimator's Records						10 Years		Destroy			
1102-0000	Delinquent Accounts						6 Years After final payment		Destroy			
1103-0000	Program Accounts						6 Years		Destroy			
	Housing - Property Management											
1150-0000	Sold Properties and Indices						10 Years		Destroy			
1151-0000	Redeemed Properties						10 Years		Destroy			
1152-0000	Inspection File						10 Years		Destroy			
1153-0000	Relocation File						7 Years After final settlement		Destroy			
1154-0000	Owned Properties and Indices						Permanent		Retain at Agency			
1155-0000	Bonds						7 Years After maturity or cancellation		Destroy			

Records Retention and Disposition Schedule						Agency: M910000			Schedule: 001		Page #:22 of 23	
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				
1156-0000	Title Foreclosures						Permanent		Retain at Agency			
	Housing - Property Maintenance											
1200-0000	Work Orders						6 Years		Destroy			
1201-0000	Housing Plans						Permanent		Retain at Agency			
1202-0000	Utility Bills						6 Years		Destroy			
1203-0000	Quarterly Reports						3 Years		Destroy			
1204-0000	Owned Properties and Lots						10 Years After disposition of property		Destroy			
1205-0000	Seniority List - Housing - Property Maintenance						As updated		Destroy			
1206-0000	Police Reports						3 Years		Destroy			
1207-0000	Gas Usage Reports						2 Years		Destroy			
1208-0000	Solid Waste Transport Records						6 Years		Destroy			
	Housing - Community Affairs											
1250-0000	Relocation Hearings						7 Years After settlement		Destroy			
1251-0000	Condemnation Hearings						Permanent		Retain at Agency			
1252-0000	Demolition File						Permanent		Retain at Agency			
1253-0000	Project Case File --- Consists of financial records, plans and correspondence.			X			10 Years After completion of construction		Destroy			

Records Retention and Disposition Schedule						Agency: M910000				Schedule: 001		Page #:23 of 23	
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					
1254-0000	Inspection Reports						7 Years		Destroy				
1255-0000	Rental Assistance Certification/Recreation of Tenance Eligibility						6 Years		Destroy				
	General Records - Personnel, Administration, and Finance												
1300-0000	General Record Series Deleted - See County and Municipal General Schedule												
1400-0000	General Record Series Deleted - See County and Municipal General Schedule												
1401-0000	General Record Series Deleted - See County and Municipal General Schedule												
1402-0000	General Record Series Deleted - See County and Municipal General Schedule												
1403-0000	General Record Series Deleted - See County and Municipal General Schedule												
1404-0000	General Record Series Deleted - See County and Municipal General Schedule												
1405-0000	General Record Series Deleted - See County and Municipal General Schedule												
1406-0000	General Record Series Deleted - See County and Municipal General Schedule												
1407-0000	General Record Series Deleted - See County and Municipal General Schedule												
1408-0000	General Record Series Deleted - See County and Municipal General Schedule												