State of New Jersey

County & Municipal Airports

C970000-999

DIVISION of ARCHIVES & NJDARM RECORDS MANAGEMENT

Prepared by:
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0398D

REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE

AG NUMBER C970000

DEPARTMENT: County & Municipal Airports

DIVISION:

BUREAU:

AGENCY REPRESENTATIVE: Samuel Weinwroth

TITLE: Administrator

(AREA CODE) TELEPHONE NO.: 609 882-1600

SCHEDULE APPROVAL

THE RECORDS COVERED BY THIS SCHEDULE, UPON EXPIRATION OF THE RETENTION PERIODS, SHALL 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 SHALL BECOME EFFECTIVE ON THE DATE APPROVED BY THE STATE RECORDS COMMITTEE.

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 2/15/84

SIGNATURE OF SECRETARY, STATE RECORDS COMMITTEE: [signature]

DATE APPROVED: 3/21/84

ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION (DESTROY/ ARCHIVES)
	Administration			
1-00.	Accident Reports	6 yrs.		Destroy
2-00.	Airport Traffic Record			
2-01.	Monthly Statistical Report	3 yrs.		Destroy
2-02.	Annual Statistical Report	Permanent		Permanent
3-00.	Annual Report	Permanent		Permanent
4-00.	Budget Worksheets	6 yrs.		Destroy
5-00.	Capital Projects			
5-01.	Contracts	7 yrs after termination of contract		Destroy
5-02.	Grant Agreements	7 yrs after termination of agreement		Destroy
5-03.	Checks, cancelled	6 yrs.		Destroy
5-04.	Vouchers	6 yrs.		Destroy

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REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

DEPARTMENT: County & Municipal Airports

DIVISION:

BUREAU:

ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION (DESTROY/ ARCHIVES)
6-00.	Correspondence			
6-01.	General	3 yrs.		Destroy
6-02.	Internal	Periodic Review		Destroy
7-00.	Daily Cash Books - Revenues	6 yrs.		Destroy
8-00.	General Operating Procedures	3 yrs.		Destroy
9-00.	Invoices	6 yrs.		Destroy
10-00.	Leases (copies) (original maintained by Finance Office for 7 yrs. after termination of lease)	1 yr. after termination of lease		Destroy
11-00.	Payroll Records	10 yrs.		Destroy
12-00.	Personnel Files	6 yrs. after termination of employment		Destroy
13-00.	Purchase Orders (copies)	3 yrs.		Destroy
14-00.	Records Retention Schedules	As Updated		Destroy
15-00.	Request and Authorization for Records Disposal	Permanent		Permanent
16-00.	Requisitions	4 yrs.		Destroy
17-00.	Runway Check List - Weather Report and Runway Conditions	6 yrs.		Destroy

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REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

DEPARTMENT: County & Municipal Airports

DIVISION:

BUREAU:

ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION (DESTROY/ ARCHIVES)
18-00.	Timesheets	6 yrs.		Destroy
19-00.	Workmans Compensation Claims	6 yrs. after termination of Employment		Destroy

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REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

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DEPARTMENT: County & Municipal Airports

DIVISION: John R. Lee

BUREAU:

ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION (DESTROY/ ARCHIVES)
	Safety and Security			
50-00.	Annual Statistical Report	Permanent		Permanent
51-00.	Daily Log Book/Daily Blotter	6 yrs.		Destroy
52-00.	Equipment-Annual Inspection Reports	7 yrs. unless in litigation		Destroy
53-00.	Fire Reports	7 yrs. unless in litigation		Destroy
54-00.	Guard Report Sheets Daily reports which include guard's time of duty, airport conditions, vehicle mileage, weather, and guard's signature.	6 yrs.		Destroy
55-00.	Guard Clock Tapes Daily paper tape time sheets	1 yr.		Destroy
56-00.	Incident Reports			
56-01.	Criminal	7 yrs. unless in litigation		Destroy
56-02.	Non-Criminal (minor incidents)	2 yrs.		Destroy
57-00.	Telephone Log	3 yrs.		Destroy
58-00.	Training Records	6 yrs. after termination of employment		Destroy
59-00.	Travel Log	6 yrs.		Destroy
60-00.	Vehicle Gas Charts Consists of a listing of gas purchased daily. Totals are sent to Road Dept. for billing.	6 yrs.		Destroy