

STATE OF NEW JERSEY



COUNTY SHERIFF'S OFFICE

C210000-002

Records Retention and Disposition Schedule		Agency: C210000	Schedule: 002	Page #:1 of 13
Department:	COUNTY SHERIFF'S OFFICE	Agency Representative:	Jason Hunter	
Division:		Title:	Passaic County Sheriff's Office	
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:
	5/17/2012		6/21/2012

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		
Civil Process										
0001-0000	Chancery Execution Docket Books --- Docket of every writ of execution received by the sheriff's office showing case name, court, and final disposition of writ. Used for reference and follow-up to see that requirements of writ are carried out.		X			P	Permanent		Retain at Agency	
0002-0000	Daily Entry Docket Book --- Every writ received in the sheriff's office is recorded in this book. It shows the type of writ, court of issue, title of case, sheriff's docket number, attorney's name, and date received.		X				Permanent		Retain at Agency	NJSA 2A:17-2 et seq.
0003-0000	Law and Chancery Execution File --- File includes: writs, levies, and correspondence related to every writ of execution received by the sheriff's office involving levies on goods and chattels, rights and credits, wages and real estate. Reference is made daily on same writs for the purpose of keeping an up-to-date status regarding collection and completion of writ. When judgment is completed in any way, the original and one copy of the writ and levy are filed with Superior Court and a copy of the levy and all correspondence involving writ is kept in the sheriff's files.						7 Years After completion of judgment		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		
0004-0000	<p>Law and Chancery Personal Property Sales Book ---</p> <p>Information on writs of execution under which personal property is to be sold. Lists execution docket numbers; name of attorney for plaintiff; amount of judgment and interest date; conditions of sale; dates of posting of sale notices; locations posted; deputization of deputy conducting sale; copy of Sheriff's Sale notice; written listing of inventory for sale; acknowledgment of purchaser; and amount paid by purchaser. Used as proof of or cancellation of sale and as reference material of sale information when needed.</p>	X	X				Permanent		Retain at Agency	
0005-0000	<p>Law Execution Docket Books ---</p> <p>Docket of every writ of execution received by the sheriff's office showing case name; court, county, and Superior Court docket number; amount of judgment; cost; and final disposition of writ. Provides a concise record of action taken on each writ. Used for reference and follow-up to see that requirements of writs are carried out.</p>	X	X				Permanent		Retain at Agency	
0006-0000	<p>Proof of Advertising and Posting of Sales ---</p> <p>Newspaper clipping of advertised sale containing address of property, name of deputy who posted sale, date of posting, address of premises posted, notarization of deputy's signature. Used for reference referring to address of property and serves as actual proof of advertising and posting sales.</p>		X				10 Years		Destroy	
0007-0000	<p>Sales Book ---</p> <p>Conditions of sale read prior to sheriff's sales including title of case, advertising of time and place of sale, amount and date of sale, name and address of purchaser, signed by purchaser, and assignment of bid, if any, which is stapled in book. Used for reference and lookups of sales.</p>	X	X				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		
0008-0000	Sheriff's Sales Book --- Date of advertising, title of case, docket page, amount and costs of judgment, amount and date of sale, name of purchaser, amount of sheriff's fees, where deed was mailed and when it was delivered. Used for reference and follow-up to see that requirements of sale are carried out.		X				Permanent		Retain at Agency	
0009-0000	Sheriff's Process Book --- All returns of civil process are docketed. Returns document proof of service on defendants and show title of case, docket number, name of attorney, deputization, and description of when, where, and how paper was served.		X				Permanent		Retain at Agency	
0010-0000	Sheriff's Proof of Advertising --- First day of advertising, name of newspapers, costs of and date paid for advertising. Used for reference and follow-up to see that printers have been paid.	X	X				10 Years From date of advertising		Destroy	
0011-0000	Subpoenas and Witness Fees --- Paid to various officers and members of the public for appearing at Grand Jury hearings. Used to account for cash disbursements made.	X					6 Years		Destroy	
0012-0000	Summons and Complaint Docket Books --- List officer, date and time, unit received, particular court of issuance, action, fee, and docket number.	X					6 Years After last entry		Destroy	
0013-0000	Warrant Log Book --- Lists file number, name of defendant, crime detective assigned to case, date, warrant number, whether apprehended or not, date apprehended, by whom, location of arrest (Juvenile Delinquent, non-support, civil for other authorities, fugitives, etc.)		X				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		
0014-0000	Detective's File Folders - Fugitive Cases --- Consists of warrant, case number, criminal history information, detective's worksheet, and disposition of warrant.						6 Years After fugitive is found		Destroy	
0015-0000	Restraining and Protective Orders From Family Court (Copy) --- Copies of restraining and protective orders which may include documentation of removal of a parent from home in conjunction with the serving of the order.									
0015-0001	Restraining and Protective Orders From Family Court - Final --- Copies of restraining and protective orders which may include documentation of removal of a parent from home in conjunction with the serving of the order.						50 Years		Destroy	
0015-0002	Restraining and Protective Orders From Family Court - Temporary and Final Dismissal --- Copies of restraining and protective orders which may include documentation of removal of a parent from home in conjunction with the serving of the order.						1 Years		Destroy	
0016-0000	Child Support Warrant						23 Years		Destroy	
0017-0000	Daily Log Sheets --- Used for statistical purposes. Daily record of miles and stops made by process servers and detectives. Includes a description of the type of paper(s) served and location.	X					3 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		
	Law Enforcement									
0100-0000	Criminal Investigation And Arrest Reports Files - Investigations Performed For Sheriff's Office Cases --- May include but not limited to: the account of reported incident and follow up investigation report for all incidents; the initial event card of event report, arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers. May also include: animal bite, drunkenness, fire, disorderly conduct, department service and assistance reports, and other related reports of this nature.									
0100-0001	Criminal, Excluding Homicide - Arrest (Record Copy)		X				75 Years		Destroy	
0100-0002	Criminal, Excluding Homicide, Missing Persons, And Stolen Weapons - No Arrest (Record Copy)						7 Years From date of crime		Destroy	
0100-0003	Non-Criminal, Excluding Drunk Driving (Record Copy)						2 Years		Destroy	
0100-0004	Drunk Driving (Record Copy)						6 Years		Destroy	
0100-0005	Homicide (Record Copy)		X				Permanent		Retain at Agency	
0100-0006	Sudden And Accidental Deaths (Record Copy)		X				Permanent		Retain at Agency	
0100-0007	Incident Reports (Copy)						1 Years		Destroy	
0101-0000	Autopsy Reports - Not Included In Specific Case File					P	10 Years After receipt		Destroy	
0102-0000	Confidential Informant File						1 Years		Destroy	
0103-0000	Confiscated Property Files --- Documents related to seized, abandoned or surrendered property.									

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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		
0103-0001	Confiscated Property Files - Firearms Court Orders or Notice of Intent (NOI) to Surrender --- Documents related to seized, abandoned or surrendered property.						10 Years After issuance of court order or NOI		Destroy	
0103-0002	Confiscated Property Files - Firearms Destruction and Disposition Forms --- Documents related to seized, abandoned or surrendered property.						Permanent		Retain at Agency	
0103-0003	Confiscated Property Files - Other Property --- Documents related to seized, abandoned or surrendered property.						7 Years After disposition of property		Destroy	
0104-0000	Forensic Services File --- Documents forensic investigation services provided by Sheriff's Office, including but not limited to crime scene investigation, arson investigation, and forensic art. These materials are forwarded to the respective investigative unit or municipality.									
0104-0001	Forensic Service Files --- If it is being performed for a Sheriff's Office case it is transferred into the Criminal Investigation File and Arrest Reports File.						Retain with case		Transfer Special Procedure	
0104-0002	Forensic Service Files (Copy)						10 Years		Destroy	
	Law Enforcement									
0105-0000	K-9 and Horse Management Files --- Documents management of the office's dogs (K-9) and horses. May include, but is not limited to: acquisition, health, and training records.						3 Years After end of animal's service		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		
0106-0000	In-Car Monitoring Tapes --- Video and/or audio tapes (analog or digital) that monitor activities of officers and possible offenders.									
0106-0001	In-Car Monitoring Tapes - Routine --- Video and/or audio tapes (analog or digital) that monitor activities of officers and possible offenders.						31 Days		Destroy	
0106-0002	In-Car Monitoring Tapes - Incident Related --- Video and/or audio tapes (analog or digital) that monitor activities of officers and possible offenders.						Keep with incident case file		Destroy	
0107-0000	Summons (Copy) --- Records Copy is maintained by the municipal court						30 Days After disposition		Destroy	
Identification										
0200-0000	Criminal Jackets and History Record Files --- Consists of county criminal history sheet, identification picture, fingerprint sheet, visitor's sheets, lawyer's cards, prosecutor's/jail's dockets, correspondence.						30 Years After last disposition or upon the individual's decease or reaching age 80, whichever is later		Destroy	
0201-0000	Fingerprint Cards --- Master copy of fingerprint classification.						Until individual attains the age 100		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		
0202-0000	Index to Photographs/Jail and Court Photograph Books --- Contains the negative number, name of person and crime. Also indexes photographs taken in jail, in court, and of the scene of the crime.									
0202-0001	Index to Photographs/Jail and Court Photograph Books - Negative --- Contains the negative number, name of person and crime. Also indexes photographs taken in jail, in court, and of the scene of the crime.						10 Years After disposition of case		Send to Archives	
0202-0002	Index to Photographs/Jail and Court Photograph Books - Prints --- Contains the negative number, name of person and crime. Also indexes photographs taken in jail, in court, and of the scene of the crime.						Until disposition of case		Destroy	
0203-0000	Indictments						5 Years After final disposition		Destroy	NJSA 47:3-9
0204-0000	Name Card File --- Contain personnel, criminal, and wanted cards, cross-referenced to numerical criminal history. Lists negative number, jail photo and/or court photograph number, address and vital statistics of defendant, FBI and state number, fingerprint classification, and charges.		X				30 Years After last disposition or upon the individual's decease or reaching age 80, whichever is later		Destroy	
Court Services										
0301-0000	Transportation of Inmates --- Daily log sheets recording dates, destination, and names of prisoners transported to various institutions by sheriff's officers in county vehicles. Used for statistical purposes and court inquiries.						5 Years		Destroy	NJSA 47:3-9(gg)

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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		
0301-0001	Jurors Lists --- Used for statistical purposes and court inquiries. Computer printout lists of Grand, Petit, and Standby Jurors						5 Years		Destroy	NJSA 47:3-9
0302-0000	Photographs-Evidence									
0302-0001	Photographs-Evidence - Negatives						10 Years After disposition of case		Destroy	
0302-0002	Photographs-Evidence - Prints						Until disposition of case		Destroy	
0303-0000	Pleading Books --- Lists all pleadings, case number, offense, defendant, and court.						30 Years After last disposition		Destroy	
0304-0000	Sentencing Books --- Lists all sentences, case number, offense, defendant, and court.		X	X			Permanent		Retain at Agency	
0305-0000	Pleas, Sentences, and Dismissals (Copy)						2 Years		Destroy	
	General Administrative									
0400-0000	Monthly Statistical Reports --- Record of monthly statistics, consisting of arrests, warrants, and subpoenas served transportation and vehicle miles, extraditions, hours of hospital guards, overtime hours and money.	X					3 Years		Destroy	
0401-0000	Personnel Criminal History Check Records --- Consist of personnel history sheets, fingerprint cards, and photographs.						6 Years After termination of employment		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0402-0000	Lawyer Ledger Cards --- Ledger cards of lawyers' accounts reflecting postings of monies received and sheriff's fees charged for civil process services rendered.	X					7 Years After final payment		Destroy	
0403-0000	Press Releases						Periodic review		Destroy	
0404-0000	Radar and Turning Fork Calibration --- A file on the accuracy of police radar and tuning forks.						2 Years		Destroy	
0405-0000	Radar Log Sheet --- Reports prepared by operator including the vehicle number, radar unit number calibration, vehicles stopped, location, and direction of travel.						2 Years		Destroy	
0406-0000	Criminal History Request and Response File --- Requests for criminal history reports by employers about potential employees						6 Months		Destroy	
0407-0000	Radio Equipment File --- Documents the operation, maintenance and repair history of radio equipment.						3 Years After disposition of equipment		Destroy	
0408-0000	Litigation File --- Correspondence and legal records concerning cases in which the county sheriff's office is a party.						20 Years After conclusion of litigation		Destroy	
0409-0000	Property Listings --- Date, description, location, and disposition on all property that enters the department. Recorded by complaint number.	X					Until final disposition of all entries		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		
	Communications									
0500-0000	911/Dispatch Tapes						31 Days		Destroy	
	Community Services									
0600-0000	Defensive Driving Course Registration									
0600-0001	Defensive Driving Course Registration Card - Data Entry Form						1 Years After input and verification		Destroy	
0600-0002	Defensive Driving Course Registration - Employees --- Employees must renew every three years.						6 Years After termination of employment		Destroy	
0600-0003	Defensive Driving Course Registration Public --- Can be renewed after 3 yrs for insurance reduction or every 5 years for 2 pt reduction.						10 Years		Destroy	
0601-0000	Senior Photo Identification Registration --- Photo ID cards are furnished to seniors (age 50 +) providing medical information in case of emergency and serves as official identification. ID does not expire.									
0601-0001	Senior Photo Identification Registration - Data Entry Form						1 Years After input and verification		Destroy	
0601-0002	Senior Photo Identification Registration						50 Years		Destroy	
0602-0000	Senior Home Security Assistance									

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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		
0602-0001	Senior Home Security Assistance- Data Entry Form						1 Years After input and verification		Destroy	
0602-0002	Senior Home Security Assistance	X					6 Years After final payment		Destroy	
0603-0000	Community Educational and Services Programs --- Documents Sheriff's office participation in community based educational programs. These may include but are not limited to: community based crime prevention, home security and gun safety training, DARE, GREAT, TRIAD and other senior services, and McGruff the Crime Dog.						3 Years After participation in program		Destroy	
0604-0000	Sheriff's Labor Assistance Program --- Document the convict community service program.						3 Years After participation in program		Destroy	
0605-0000	Project Lifesaver --- Documents participation in Project Lifesaver (tracking bracelets for mentally impaired persons).						3 Years After end of participation in program		Destroy	
0606-0000	Crime Stoppers --- Document activities of the Crime stoppers anonymous tips line.									
0606-0001	Crime Stoppers - Action Taken						Retain with case		Transfer Special Procedure	
0606-0002	Crime Stoppers - No Action Taken						2 Years		Destroy	
Emergency Management										
0700-0000	Emergency Action Drill File --- Response plans and procedures used in the event of an emergency.						Until update		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		
Megan's Law										
0800-0000	Megan's Law Registrant And Community Notification File --- Includes but not limited to: Risk Assessment Scale, Tier notification, registration and re-registration forms, community notification materials, etc.						After Confirmed Death of Registrant		Destroy	
Communications File										
0900-0000	Communications File --- Includes but not limited to: monthly state computer printouts, daily and quarterly NCIC/SCIC computer records concerning verification of accuracy of entries and crime statistics, information entered by the agency such as stolen vehicles, bicycles, other criminal occurrences; fingerprint results; information entered by an outside agency that may impact your agency; statewide information such as weather, training, etc.									
0900-0001	NCIC/SCIC Computer Printout (Agency Created)						Retain with case		Destroy	
0900-0002	NCIC/SCIC Computer Printout (Agency Related)						1 Years		Destroy	
0900-0003	NCIC/SCIC Computer Printout (Information Only)						31 Days		Destroy	