

STATE OF NEW JERSEY



COUNTY POLICE ACADEMY

C450000-002

Records Retention and Disposition Schedule				Agency: C450000		Schedule: 002		Page #:1 of 4		
Department:		COUNTY POLICE ACADEMY			Agency Representative:		David I. Morris			
Division:					Title:		Director, Monmouth County Police Academy			
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:		
			6/4/2012					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		
Application										
0001-0001	Application To The Police Academy - Successful						6 Years After graduation		Destroy	
0001-0002	Application To The Police Academy - Unsuccessful						3 Years		Destroy	
0002-0000	Attendance Record for Recruits --- Daily record of attendance kept for each training class.						6 Years After graduation		Destroy	
0003-0000	Basic Training Record Card --- Contains score results of all areas of training. * Recommend microfilming 6 years after graduation.		X				Permanent		Retain at Agency	
0004-0000	Commencement Exercises (Original) --- Contains graduation program for the police academy basic training class.						Permanent		Retain at Agency	
0005-0000	Composite Recruit Disposition Report --- Used to provide explanation why recruit was no present in class.						3 Years After graduation		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		
0006-0000	Drug Screening Package --- Contains: drug screening procedure letter, trainee consent form, and drug screening information form. *Recommend microfilming 1 year after termination or retirement.		X				75 Years		Destroy	
0007-0000	Examination Answer Sheet --- Used for computer scoring of examinations.						3 Years After graduation		Destroy	
0008-0000	Injury/Illness Report --- * Recommend microfilming 3 years after graduation.						75 Years		Destroy	
0009-0000	Instructor's Sign-In Record --- Used for attendance and accountability purposes		X				6 Years		Destroy	
Medical										
0010-0000	Medical Entrance Exam Package - County Police Academy --- Contains requirements that must be met prior to entry into the police academy basic training class.						6 Years After graduation		Destroy	
0010-0001	Medical Entrance Exam Package - County Police Academy - Unsuccessful --- Contains requirements that must be met prior to entry into the police academy basic training class.						3 Years		Destroy	
0011-0001	Medical Screening Package - New Jersey Police Training Commission - Successful --- Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for police officers. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form.						6 Years After graduation		Destroy	

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							Total Retention Period	Minimum Period in Agency		
0011-0002	<p>Medical Screening Package - New Jersey Police Training Commission - Unsuccessful</p> <p>---</p> <p>Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for police officers. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form.</p>						3 Years		Destroy	
0012-0000	<p>Recruit Schedule (Original)</p> <p>---</p> <p>Police academy course syllabus.</p>						3 Years After update		Destroy	
0013-0000	<p>Registration Form - Non-Credit and Summer Session (Copy)</p> <p>---</p> <p>Used to enroll recruits in academy courses that have full time equivalency value. Original maintained at the county college.</p>						6 Years		Destroy	
0014-0000	<p>Rules and Regulations (Original)</p> <p>---</p> <p>Contain the rules and regulations that govern the police academy. *Recommend microfilming 3 years after last update.</p>		X				Permanent		Retain at Agency	
0015-0000	<p>Student Demerit Summary</p> <p>---</p> <p>Lists the accumulation of demerits on a week by week basis for each recruit.</p>						1 Years		Destroy	
Non-Civil Service										
0016-0000	<p>Application - Chief's Exam</p> <p>---</p> <p>May include but limited to: registration form, fee receipt, study guide for physical exam, medical certification form, applicant release agreement, physical exam form, and written exam form.</p>	X					6 Years		Destroy	
0017-0000	Exam Scores - Physical And Written						3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0018-0000	Eligibility List --- May include but not limited to: alphabetical listing of persons who passed both the written exam and physical ability exam.						3 Years		Destroy	
0019-0000	Notification - Chiefs / Directors						3 Years		Destroy	
0020-0000	Notification - Applicant						3 Years		Destroy	