

STATE OF NEW JERSEY



MUNICIPAL PARK COMMISSION

M240000-003

Department:	MUNICIPAL PARK COMMISSION	Agency Representative:	
Division:		Title:	
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:
			6/21/2012

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		
0001-0000	General Record Series Deleted - See County And Municipal General Schedule.									
0002-0000	Application And Registration File – All Season Events, Activities, Parks, Camps, Gardens, And Recreational Areas --- File contains application and registrations forms, cards, contacts, lists, correspondence, and supporting documentation pertaining to all season events, activities, camps, sporting, and recreational activities.	X							Destroy	
0002-0001	Application And Registration File – All Season Events, Activities, Parks, Camps, Gardens, And Recreational Areas – With A Fee	X					6 Years		Destroy	
0002-0002	Application And Registration File – All Season Events, Activities, Parks, Camps, Gardens, And Recreational Areas – Without A Fee	X					3 Years		Destroy	
0003-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0004-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0005-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0006-0000	General Record Series Deleted - See County and Municipal General Schedule.									

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M240000			Schedule: 003		Page #:2 of 4	
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		
0007-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0008-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0009-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0010-0000	Deeds And Agreements – Parks, Camps, Gardens, And Recreational Areas		X				Permanent		Retain at Agency	
0011-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0012-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0013-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0014-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0015-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0016-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0017-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0018-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0019-0000	General Record Series Deleted - See County and Municipal General Schedule.									

Records Retention and Disposition Schedule				Agency: M240000			Schedule: 003		Page #:3 of 4	
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		
0020-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0021-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0022-0000	Registration Sheet - All Season Events, Activities, Parks, Camps, Gardens, And Recreational Areas (Copy) --- Original maintained in the Application and Registration File.	X					Until audit		Destroy	
0023-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0024-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0025-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0026-0000	Tickets And Badges – Gardens, Parks, Golf, Tennis, Boating, Skating, Pool, Locker	X					Until audit		Destroy	
0027-0000	Ticket And Badge Master List	X					Until audit		Destroy	
0028-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0029-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0030-0000	Pesticide And Chemical Maintenance Log		X				40 Years After final entry		Destroy	
0031-0000	Pesticide And Chemical Inventory		X				40 Years		Destroy	
0032-0000	Plans – Parks, Camps, Gardens, And Recreational Areas		X				Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: M240000			Schedule: 003		Page #:4 of 4	
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		
0033-0000	Equipment Specifications - Sporting, Activity, Recreational, And Maintenance						3 Years After Disposal Of Equipment		Destroy	
0034-0000	Equipment Maintenance Log - Sporting, Activity, Recreational, And Maintenance								Archival Review	
0034-0001	Equipment Maintenance Log - Sporting, Activity, And Recreational						3 Years After Disposal Of Equipment		Destroy	
0034-0002	Equipment Maintenance Log - Maintenance						3 Years After Disposal Of Equipment		Destroy	
0035-0000	Fuel Meter Readings/Fuel Activity Report - Maintenance	X					3 Years		Destroy	
0036-0000	Accident Reports – Adults And Minors					P	6 Years After final payment or settlement or Or age 23, whichever is longer		Destroy	
0037-0000	Child Health Screen - Participation All Season Events, Activities, Parks, Camps, Gardens, And Recreational Areas (Original) --- A copy may also be maintained by the Board of Education.						Until Age 23		Destroy	
0038-0000	Background Check Letter - Employee, Coach, Counselor, Instructor (Copy) --- Original maintained by applicant and copies maintained by the New Jersey State Police, County Police/Sheriff, and Local Police Department.						3 Years After Qualification Or Disqualification		Destroy	
0039-0000	Private Lessons Application File – All Season Sports And Recreation	X					6 Years		Destroy	