

STATE OF NEW JERSEY



COUNTY BRIDGE COMMISSION

C120000-001

Records Retention and Disposition Schedule		Agency: C120000	Schedule: 001	Page #:1 of 2
Department:	COUNTY BRIDGE COMMISSION	Agency Representative:	STEPHEN O'CONNOR	
Division:		Title:	EXECUTIVE DIRECTOR	
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:
	2/8/2007		4/19/2007

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		
Security										
0001-0000	Security Video Camera Tapes --- The purpose of the tapes is to provide additional security to the toll collectors. They are used to verify vehicle counts if there is a discrepancy in toll collector's reports.									
0001-0001	Security Video Camera Tapes - Criminal Homicide Recorded (Copy) --- The original is permanently maintained by law enforcement as part of their criminal investigation and/or arrest reports files.						7 Years		Erase	
0001-0002	Security Video Camera Tapes - Criminal Incident, Non-Homicide (Copy) --- The original is maintained by law enforcement as part of their criminal investigation and/or arrest reports files.						5 Years		Erase	
0001-0003	Security Video Camera Tapes - Routine						45 Days		Erase	
Administration										
0025-0000	Boat Accident File (Fatality and Non-Fatality) --- Consists of accident report, photos, and correspondence.									
0025-0001	Boat Accident File (Fatality)						Permanent		Retain at Agency	

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							Total Retention Period	Minimum Period in Agency		
0025-0002	Boat Accident File (Non-Fatality)						7 Years After case closed		Destroy	
0026-0000	Special Event File --- Consists of an application, indemnification agreement, certificates of insurance, and correspondence from organizations whose planned event participants, bikers or runners, use the bridges.	X					7 Years		Destroy	
Finance										
0050-0000	Toll Collection Report (Shift Summary Report) --- Includes traffic counts, revenue collected, date, and time.	X					1 Years After audit		Destroy	
0051-0000	Daily Report (Toll Booth) --- Consists of a Shift Report listing the total money count and signature of toll collector/operator.	X					1 Years After audit		Destroy	
0052-0000	Daily Reports – Vehicle Money Count --- Consists of computer generated reports indicating money counts per vehicle category and totals. The reports are compiled from the Toll Collection Report and from the Daily Report (Toll Booth).	X					6 Years		Destroy	
0053-0000	Monthly Reports --- Include, but are not exclusive to: Monthly Traffic Summary, Monthly Case Summary, Three Year Comparison Reports, and other traffic and revenue reports. Reports are generated from the information in the Daily Report.	X					3 Years		Destroy	
0054-0000	Cash Receipts General Journal --- Consists of a complete transaction listing by month and indicated amounts, vehicle categories, and dates. *Recommend Microfilming	X					Permanent		Retain at Agency	