

# STATE OF NEW JERSEY



## COUNTY WEIGHTS AND MEASURES

**C400000-001**

Records Retention and Disposition Schedule				Agency: C400000		Schedule: 001		Page #:1 of 3		
<b>Department:</b>	COUNTY WEIGHTS AND MEASURES			<b>Agency Representative:</b>		MICHAEL HENDRICKS				
<b>Division:</b>				<b>Title:</b>						
<b>Bureau:</b>				<b>Phone #:</b>						
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.										
<b>Agency Representative Signature:</b>			<b>Date:</b>		<b>Secretary, State Records Committee Signature:</b>			<b>Date:</b>		
			8/9/1991					10/16/1991		
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	Annual Report to State Government						Permanent		Retain at Agency	
0002-0000	Application for Appointment as Certified Weigh Master (Copy)						3 Years		Destroy	
0003-0000	Application for Renewal of Weigh Master Certification (Copy)						3 Years		Destroy	
0004-0000	Application for Certificate of Designation to Weigh Solid Fuel (Copy)						3 Years		Destroy	
0005-0000	Certificate of Approval of Standards - Inspection						7 Years		Destroy	
0006-0000	Complaints						5 Years After disposition		Destroy	
0007-0000	General Records Series Deleted - See County and Municipal General Schedule									
0008-0000	Daily Log of Field Visitation						5 Years After final entry		Destroy	
<b>Equipment File</b>										
0009-0001	Equipment Inventory						2 Years		Destroy	
0009-0002	Equipment Installed or Repaired						2 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		
0009-0003	Equipment Stolen						2 Years After recovery		Destroy	
0010-0000	Inspector's Daily Report						7 Years		Destroy	
0011-0000	Inspection Card File						2 Years		Destroy	
0012-0000	Investigation File						7 Years After completion of investigation		Destroy	
0013-0000	Monthly Report of Superintendents of Weights and Measures - to State Government						5 Years		Destroy	
0014-0000	Receipts						6 Years		Destroy	
0015-0000	Record of Re-weights on Packaged Foods						7 Years		Destroy	
0016-0000	Report of Liquid Meter Test						7 Years		Destroy	
0017-0000	Report of Liquid Meter Test and Tank Truck Calibration						7 Years		Destroy	
0018-0000	Report of Test or Inspection of Solid Fuel						7 Years		Destroy	
0019-0000	Report of Test or Inspection of Liquid Fuel						7 Years		Destroy	
0020-0000	Summons						7 Years		Destroy	
0021-0000	Warning Report						7 Years		Destroy	
0022-0000	Weigh Masters Training Certification and License File						7 Years After expiration of license		Destroy	
0023-0000	Weights and Measures of Service Station and Inspection						7 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		
0024-0000	Reports of Weighing and Measuring Devices						7 Years		Destroy	
0025-0000	Court Case Reference Cards						5 Years After disposition of case		Destroy	