

STATE OF NEW JERSEY



COUNTY MOSQUITO EXTERMINATION

C430000-001

Department:	COUNTY MOSQUITO EXTERMINATION	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:
			10/15/1986

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	Spray Record						3 Years		Destroy	
0002-0000	Daily Fogging Report						3 Years		Destroy	
0003-0000	Daily Vehicle and Gasoline Usage Report --- Assignment Sheet						3 Years		Destroy	
0004-0000	Daily Helicopter Work Record						3 Years		Destroy	
0005-0000	Inspector's Work Sheet						3 Years		Destroy	
0006-0000	Complaint Record and Inspection Service Card						3 Years		Destroy	
0007-0000	Daily Larviciding Truck Record						3 Years		Destroy	
0008-0000	Mosquito Breeding Area Maps and Surveys			X			7 Years After update		Destroy	
0009-0000	Petition for Survey						3 Years		Destroy	
0010-0000	Notice to Local Authorities of Breeding Place						3 Years		Destroy	
0011-0000	Notice to Landowner to Abate						3 Years		Destroy	
0012-0000	Ditch Maintenance Report						3 Years		Destroy	

* P - Public, C - Confidential