

# STATE OF NEW JERSEY



## MUNICIPAL PUBLIC, EDUCATION, AND GOVERNMENT (PEG) TELEVISION

**M220000-001**

Records Retention and Disposition Schedule				Agency: M220000		Schedule: 001		Page #:1 of 2		
<b>Department:</b>	MUNICIPAL PUBLIC, EDUCATION, AND GOVERNMENT			<b>Agency Representative:</b>		EILEEN BURCH				
<b>Division:</b>				<b>Title:</b>		MUNICIPAL CLERK				
<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>		
			7/12/2007					8/16/2007		
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		
0001-0000	Appearance Release --- Release signed by person(s) to allow their likeness and/or voice to be recorded and broadcast in a program.						1 Years		Destroy	(NJSA 2A:14-3)
0002-0000	Crew Work Sheet --- Crew work sheet for broadcasting an event. May also be used to schedule additional staff for coverage and broadcast for a large event.	X					3 Years		Destroy	
0003-0000	Bulletin Board Channel File --- Daily hardcopy, email, and fax announcements received for local of events to be posted on the public and nonpublic event bulletin board channel.						1 Years		Destroy	
0004-0000	Cable Television Service Hotline Complaint --- Daily hardcopy, email, and fax complaints received from cable television subscribers regarding cable service. Local station collects complaints and forwards them to the cable provider.						3 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		
<b>Programming File</b>										
0005-0001	Programming File - Weekly and/or Daily Program Schedule --- Weekly and/or daily printout of the programs being aired, used as a reference.						1 Years		Destroy	
0005-0002	Programming File - Programming Report --- Programming report generated for programs run for a 24 hour time frame. Report contains: program title, date, start and end times, and program schedule.						1 Years		Destroy	
0005-0003	Programming File - Master Digital and Tape Production - Routine Production --- Digital and tape file of in-house productions. Programming should be routinely assessed for historical value and all necessary actions and compliance should be taken to ensure its archival preservation.						Periodic review		Erase	
0005-0004	Programming File - Master Digital and Tape Production - Historical Value Production --- Digital and tape file of in-house productions. Programming should be routinely assessed for historical value and all necessary actions and compliance should be taken to ensure its archival preservation.			X			Periodic review		Archival Review	