

STATE OF NEW JERSEY



MUNICIPAL WEIGHTS AND MEASURES

M620000-001

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| Department: | MUNICIPAL WEIGHTS AND MEASURES | Agency Representative: | MICHAEL HENDRICKS |
| 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.

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|---|--------------|--|--------------|
| Agency Representative Signature: | Date: | Secretary, State Records Committee Signature: | Date: |
| | 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 | |
| Equipment File | | | | | | | | | | |
| 0009-0001 | Equipment Inventory | | | | | | 2 Years | | Destroy | |
| 0009-0002 | Equipment Installed or Repaired | | | | | | 2 Years | | Destroy | |

* P - Public, C - Confidential

| Records Retention and Disposition Schedule | | | | Agency: M620000 | | | Schedule: 001 | | Page #:2 of 3 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|---------------|----------|
| 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 | |

| Records Retention and Disposition Schedule | | | | Agency: M620000 | | | Schedule: 001 | | Page #:3 of 3 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|-----------------------------------|--------------------------|---------------|----------|
| 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 | |