

STATE OF NEW JERSEY



MUNICIPAL ENGINEERING DEPARTMENT

M630000-003

Records Retention and Disposition Schedule				Agency: M630000		Schedule: 003		Page #:1 of 4		
Department:	MUNICIPAL ENGINEERING DEPARTMENT			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:		
			7/15/2004					7/15/2004		
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	Record Drawings - As-Built Drawings		X				Permanent		Retain at Agency	
0002-0000	Bids and Bid Tabulation Sheets	X	X				6 Years After bid award		Destroy	
0003-0000	Contracts	X	X				6 Years After bid award		Destroy	
Correspondence - Engineering										
0004-0001	Correspondence - Routine						3 Years		Destroy	
0004-0002	Correspondence - Design, Structural and Engineering		X				Permanent		Retain at Agency	
0005-0000	Correspondence - Legal Easements, Right of Way (ROW), Surveys		X				Permanent		Retain at Agency	
0006-0000	Filed Maps --- File includes Site Plans and Surveys.		X				Permanent		Retain at Agency	

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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		
Flood Hazard Areas										
0007-0001	Flood Hazard Areas - Request for Flood Hazard Area Certificate --- Consists of form letter sent to the City Engineer requesting certification that a certain property is within a flood area. A fee is collected for the certificate.	X					6 Years		Destroy	
0007-0002	Flood Hazard Areas - Certificate for Flood Hazard Areas --- Certificate is used to inform insurance and/or lending companies when property is being erected. A fee is paid by the requestor for this certificate and the certificate is signed by the City Engineer. Information is obtained from maps from the Corp of Engineers.	X	X				Permanent		Retain at Agency	
Plans - Engineering										
0008-0000	Lab Reports		X				Permanent		Retain at Agency	
0009-0000	Materials Tickets						10 Years		Destroy	
0010-0000	Performance Bonds						10 Years After termination of contract		Destroy	
0011-0001	Plans - Record Drawing - Official File Copy Print --- Includes: Bridge, Road, Drainage, etc.		X				Permanent		Retain at Agency	
0011-0002	Plans - Prints --- Includes: Bridge, Road, Drainage, etc.						Periodic review		Destroy	
0011-0003	Plans - Index --- Includes: Bridge, Road, Drainage, etc.		X				Permanent		Retain at Agency	

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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		
0012-0000	Tax Maps (Original)		X				Permanent		Retain at Agency	
0013-0000	Topographic Maps and Planemetric Maps - Dimension Plan		X				Permanent		Retain at Agency	
0014-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0015-0000	Field Survey Books --- Information is used to create plans and maps.		X				10 Years		Destroy	
0016-0000	Road Signage File						2 Years After sign is removed or changed		Destroy	
0017-0000	Bridge Computations		X				Permanent		Retain at Agency	
0018-0000	Bridge Inspection Reports						2 Years After last inspection		Destroy	
0019-0000	Stream Encroachment, Wetlands Permits, and CAFRA File		X				Permanent		Retain at Agency	
0020-0000	Project Files - Roads, Bridges, Drainage - Public Structures --- Includes: Contracts, Job Reports, Inspector's Daily Record of Work Progress, and Lab Reports.	X	X	X			Permanent		Retain at Agency	
0021-0000	Traffic Survey Studies --- Includes: correspondence, maps, bids, news articles, cost breakdown, title insurance appraisals, resolutions (copy), agreements, and traffic signal cost breakdown.						10 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		
0022-0000	Single Family Home Application File --- Includes: Development Record Card, Application for Development Permit, Residential Soil Erosion and Sediment Control Form, and Grading Plan. Also maintained by Construction Inspection Office.						10 Years After completion		Destroy	
0023-0000	Road Opening and Road Access Permits File --- Prepared by utility companies to describe the type of work done at a particular street location.						10 Years After completion		Destroy	
0024-0000	Street Data Master File Card --- Includes all relevant information about a street, measurements, and traffic volume.						Permanent		Retain at Agency	
0025-0000	Easements (Copy) --- Original Easement and Deeds maintained permanently by the Office of the County Clerk.						Periodic review		Destroy	
0026-0000	Aerial Photos						Permanent		Retain at Agency	