

STATE OF NEW JERSEY



MUNICIPAL AIRPORTS

M670000-001

Records Retention and Disposition Schedule		Agency: M670000	Schedule: 001	Page #:1 of 2
Department:	MUNICIPAL AIRPORTS	Agency Representative:	SAMUEL WEINWORTH	
Division:		Title:	ADMINISTRATOR	
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:
	2/15/1984		3/21/1984

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		
Administration										
0001-0000	Accident Reports	X					6 Years		Destroy	
0002-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0016-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0017-0000	Runway Check List - Weather Report and Runway Conditions						6 Years		Destroy	
0018-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0019-0000	General Record Series Deleted - See County and Municipal General Schedule.									
Safety and Security										
0050-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0051-0000	Daily Log Book/Daily Blotter						6 Years		Destroy	
0052-0000	Equipment-Annual Inspection Reports						7 Years		Destroy	
0053-0000	Fire Reports						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		
0054-0000	Guard Report Sheet --- Daily reports which include guard's time of duty, airport conditions, vehicle mileage, weather, and guard's signature.	X					6 Years		Destroy	
0055-0000	Guard Clock Tapes --- Daily paper tape time sheets	X					1 Years		Destroy	
0056-0000	Incident Report File									
0056-0001	Incident Report File - Criminal						7 Years		Destroy	
0056-0002	Incident Report File - Non-Criminal - Minor Incident						2 Years		Destroy	
0057-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0060-0000	General Record Series Deleted - See County and Municipal General Schedule.									