

STATE OF NEW JERSEY



MUNICIPAL LOCAL BUILDING OFFICIAL

M190000-003

Records Retention and Disposition Schedule		Agency: M190000	Schedule: 003	Page #:1 of 6
Department:	MUNICIPAL LOCAL BUILDING OFFICIAL	Agency Representative:	MARYANN BORHUCK	
Division:		Title:	MANAGER	
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:
	11/30/2004		1/20/2005

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		
Applications and Permits										
0001-0000	Construction Permit Application (F-100) (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
0002-0000	Building Subcode Technical Section (F-110)						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
0003-0000	Electrical Subcode Technical Section (F-120)						Life of the structure		Destroy	
0004-0000	Plumbing Subcode Technical Section (F-130)						Life of the structure		Destroy	
0005-0000	Fire Subcode Technical Section (F-140)						Life of the structure		Destroy	
0006-0000	Elevator Subcode Technical Section (F-150)						Life of the structure		Destroy	
0007-0000	Elevator Subcode Multiple Devices (F-155)						Life of the structure		Destroy	
0008-0000	Application for Variations (F-160B)						Life of the structure		Destroy	

Records Retention and Disposition Schedule				Agency: M190000			Schedule: 003		Page #:2 of 6	
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		
0009-0000	Construction Permit, Required Inspection (F-170) (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
0010-0000	Construction Permit Notice (F-180) (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
0011-0000	Permit Update (F-190) (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
0012-0000	Inspection Notice (F-200A)						3 Years		Destroy	
0013-0000	Notice of Violation and Order to Terminate/Notice Order to Pay Penalty (F-210)						3 Years		Destroy	
0014-0000	Notice of Unsafe Structure/Imminent Hazard (F-240A) (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
0015-0000	Unsafe Structure Notice (F-245A)						Life of the structure		Destroy	
0016-0000	Stop Construction Order (F-250)						6 Years		Destroy	
0017-0000	Stop Construction Notice (F-255A)						6 Years		Archival Review	
0018-0000	Certificate (F-260) --- This certificate is issued for the following actions: Certificate of Occupancy, Certificate of Approval, Temporary Certificate of Occupancy/ Compliance, Certificate of Continued Occupancy, Certificate of Habitability, and Certificate of Compliance. (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
0019-0000	Application for Certificate (F-270) --- This application for certificate is used for the following actions: Certificate of Occupancy, Certificate if Approval, Temporary Certificate of Occupancy/Compliance, Certificate of Continued Occupancy, Certificate of Habitability and Certificate of Compliance.						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M190000			Schedule: 003		Page #:3 of 6	
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		
0020-0000	Temporary Certificate of Occupancy (T.C.O.)						3 Years		Archival Review	
0021-0000	Ongoing Inspections Control Card (F-290A) (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
0022-0000	Ongoing Inspections Schedule (F-300A)						6 Years After last inspection		Destroy	
0023-0000	Elevator Inspection (F-310) (NJSA 5:23-2.16A(a)) --- (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	
0024-0000	Elevator Notice (F-320A)						Life of the structure		Destroy	
0025-0000	Notice of Elevator Device Sealed Out of Operation (F-325)						Life of the structure		Destroy	
0026-0000	Application to Construction Board of Appeals (F-330A)						3 Years After case closed		Archival Review	
0027-0000	Decision of Construction Board of Appeals (F-340A) (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
0028-0000	Out-In Card (F-350B) --- Card from local inspector for any utility company installation service that must be performed on a building.						Life of the structure		Destroy	
0029-0000	Denial of Permit (F-360A) (NJSA 5:23-2.16A(b))						3 Years Until building is demolished, whichever is sooner		Destroy	(NJSA 5:23-2.16A(b))
0030-0000	Tickler/X-Reference Card (F-375)						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M190000			Schedule: 003		Page #:4 of 6	
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		
0031-0000	Revoke of Permit (NJSA 5:23-2.16A(b))						3 Years Until building is demolished, whichever is sooner		Destroy	(NJSA 5:23-2.16A(b))
0032-0000	Framing Inspection Checklist (F-390-1 and F-390-2)						Life of the structure		Destroy	
0033-0000	Decisions on Application for Variations (NJSA 5:23-2.16A(a))						Life of the structure		Destroy	(NJSA 5:23-2.16A(a))
	Logs									
0050-0000	Permit Fee Log (L-700B)						6 Years After final entry		Destroy	
0051-0000	Inspection Log (L-710A) (NJAC 5:23-2.16A (c)2)						10 Years		Destroy	(NJAC 5:23-2.16A (c)2)
0052-0000	Certificate Log (L-720A) (NJAC 5:23-2.16A (c)2)						10 Years		Destroy	(NJAC 5:23-2.16A (c)2)
0053-0000	Ongoing Inspection Log (L-730) (NJAC 5:23-2.16A (c)2)						10 Years		Destroy	(NJAC 5:23-2.16A (c)2)
	Reports									
0100-0000	Inspector's Report (R-800A)						6 Years		Destroy	
0101-0000	Municipal Monthly Activity Report Certificates (R-811B)						6 Years		Destroy	
0102-0000	Municipal Monthly Activity Report Permits (R-812B)						6 Years		Destroy	
0103-0000	State Training Fee Report (R-840)						6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M190000			Schedule: 003		Page #5 of 6	
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		
Additional Uniform Construction Code (UCC) Forms										
0150-0000	Building/Site Plans and Survey Maps – Class I, II, and III Structures --- Class I and II refer to Large-scale and public buildings; whereas, Class III refers to small-scale buildings and residential structures. (UCC 5:23-9.5)									(UCC 5:23-9.5) (NJAC 5:23-2.16A (c))
0150-0001	Building/Site Plans and Survey Maps Class I and II Structures - Approved (NJAC 5:23-2.16A (c)) --- Class I and II refer to Large-scale and public buildings; whereas, Class III refers to small-scale buildings and residential structures. (UCC 5:23-9.5)						10 Years		Destroy	(NJAC 5:23-2.16A (c))
0150-0002	Building/Site Plans and Survey Maps Class I and II Structures - Denied (NJAC 5:23-2.16A (c)) --- Class I and II refer to Large-scale and public buildings; whereas, Class III refers to small-scale buildings and residential structures. (UCC 5:23-9.5)						10 Years		Destroy	(NJAC 5:23-2.16A (c))
0150-0003	Building/Site Plans and Survey Maps Class III Structures - Approved (NJAC 5:23-2.16A (c)) --- Class I and II refer to Large-scale and public buildings; whereas, Class III refers to small-scale buildings and residential structures. (UCC 5:23-9.5)						10 Years		Destroy	(NJAC 5:23-2.16A (c))
0150-0004	Building/Site Plans and Survey Maps Class III Structures - Denied (NJAC 5:23-2.16A (c)) --- Class I and II refer to Large-scale and public buildings; whereas, Class III refers to small-scale buildings and residential structures. (UCC 5:23-9.5)						10 Years		Destroy	(NJAC 5:23-2.16A (c))
0150-0005	Building/Site Plans and Survey Maps Class I, II, and III - Governmental Structures --- Class I and II refer to Large-scale and public buildings; whereas, Class III refers to small-scale buildings and residential structures. (UCC 5:23-9.5)						Life of the structure		Archival Review	

Records Retention and Disposition Schedule				Agency: M190000			Schedule: 003		Page #:6 of 6	
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		
0150-0006	Building/Site Plans and Survey Maps - Approved --- Plans and specifications, including amended drawings for the following specific agencies: Hospitals and Emergency Care Facilities; Fire, Rescue, and Police Stations; Designated Emergency Shelters; Designated Emergency Preparedness, Communication, and Operation Centers; Power Generating Stations; Buildings of Groups H-1 or H-2; Prisons; Casino Hotels; Aviation Control Towers; Air Traffic Control Centers; and Emergency Aircraft Hangers. (NJAC 5:23-2.16A (c)1)						Life of the structure		Archival Review	(NJAC 5:23-2.16A (c)1)
0151-0000	Mechanical Inspection Technical Section (F-145)						Life of the structure		Destroy	
0152-0000	Chimney Certification for Replacement of Fuel Fired Equipment (F-370)						Life of the structure		Destroy	
0153-0000	Application for Contractor's Registration --- Includes Certificate of Liability Insurance, license (copy) Performance Bond and background information.						10 Years After expiration of registration		Destroy	