

STATE OF NEW JERSEY



MUNICIPAL EMERGENCY MANAGEMENT

M680000-002

Records Retention and Disposition Schedule				Agency: M680000		Schedule: 002		Page #:1 of 3		
Department:	MUNICIPAL EMERGENCY MANAGEMENT			Agency Representative:		RALPH PERSICO				
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:		
			2/23/2000					8/20/2000		
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	Emergency Data Listings Concerning Fallout Shelters - Statistical Report						As updated		Destroy	
0002-0000	Radio Communications --- Equipment acquisitions, manuals and rules and regulations.	X					As updated		Destroy	
0003-0000	Directives, Guides, and Bulletins - Federal, State, and County						As updated		Destroy	
0004-0000	Municipal Plans and Operations						Permanent		Retain at Agency	
0005-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0006-0000	Shelter Location Files and Plans		X				Permanent		Retain at Agency	
0007-0000	Operations and Training Manuals and Booklets - First Aid, Radiological Monitoring, and Auxiliary Police.						3 Years After update		Destroy	
0008-0000	Radio Dispatch Logs/Cards						5 Years		Destroy	
0009-0000	Maps - 911 Designations						2 Years After update		Destroy	

Records Retention and Disposition Schedule				Agency: M680000			Schedule: 002		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		
0010-0000	Emergency Management Exercise Reporting System --- Consists of a report regarding a hazardous scenario/incident which indicates: type of hazard, participants, location, date, functions tested, evaluations, and comments.			X			10 Years		Destroy	
0011-0000	Requests for Assistance --- May also include bills and invoices.	X					10 Years After final settlement		Destroy	
0012-0000	Evacuation Plans		X				Permanent		Retain at Agency	
0013-0000	Coordinator Listing						As updated		Destroy	
0014-0000	Damage Assessment Reports	X					10 Years		Destroy	
0015-0000	Radio Audio Tapes						31 Days		Erase	
Training File - First Aid, Auxiliary Police, Police, Hazardous Material, and Radiological Monitoring										
0016-0001	Training File - Instructional Booklets						3 Years		Destroy	
0016-0002	Training File - Examination Forms						3 Years		Destroy	
0016-0003	Training File - Certificates of Completion		X				45 Years		Destroy	
0016-0004	Training File - Class Rosters						3 Years		Destroy	
0016-0005	Training File - Student Records		X				45 Years		Destroy	
0017-0000	Emergency Operations Center (EOC) File --- Include: radio logs, quarterly reports, correspondence, and disaster alerts.			X			10 Years		Archival Review	

Records Retention and Disposition Schedule				Agency: M680000			Schedule: 002		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		
0018-0000	Federal Emergency Management Agency (FEMA) File --- Consists of correspondence to and from the Federal Emergency Management Agency (FEMA) concerning payment or settlement regarding an incident.	X					10 Years After final settlement		Destroy	
Public Safety Answering Points (PASAP) File										
0019-0001	Public Safety Answering Points - 911 Tape Recordings --- Include: 911 tape recordings, all documents related to 911 calls, and PSAP call-takers listing.						31 Days		Erase	(N.J.A.C/ 13:81-2.4)
0019-0002	Public Safety Answering Points - All Documents Related to 911 Calls --- Include: 911 tape recordings, all documents related to 911 calls, and PSAP call-takers listing.						31 Days		Destroy	(N.J.A.C/ 13:81-2.4)
0019-0003	Public Safety Answering Points - Call-Takers Listing and Substitute Call Takers Listing --- Include: 911 tape recordings, all documents related to 911 calls, and PSAP call-takers listing.						1 Years		Destroy	(N.J.A.C/ 13:81-2.4)
0020-0000	Application to Register a Hazardous Material Facility --- Includes: Name, address, emergency response person(s), chemical inventory, and building plans. Consists of an application and chemical inventory from a private company filed with the emergency management office. Files identify potential residue chemicals at a site as well as chemicals stored on site. Files are separate from the Right-To-Know filings.		X				30 Years After facility is closed		Destroy	