

STATE OF NEW JERSEY



MUNICIPAL POLICE DEPARTMENTS

M900000-004

Department:	MUNICIPAL POLICE DEPARTMENTS	Agency Representative:	DONALD R. MCCANN
Division:		Title:	CHIEF, LAW ENFORCEMENT STANDARDS SECTIO
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:
	3/17/2003		5/15/2003

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		
Alarm File										
0001-0001	Correspondence --- Letters requesting hookup and emergency phone number update.						3 Years		Destroy	
0001-0002	Accidental Alarm Log --- Lists: time of call, location, and case number. Information is also found in event cards and in the false alarm card index. Logged by date.						3 Years After final entry		Destroy	
0002-0000	Alcoholic Beverage Control Permits (Copy)	X					1 Years		Destroy	
Annual Departmental Report										
0003-0001	Annual Report Record Copy, Chief's Office		X				Permanent		Retain at Agency	
0003-0002	Annual Departmental Report (Duplicates)						5 Years		Destroy	
0004-0000	Applications for Emergency Lights File --- Applications for civilian, first aid, fire tow truck and other emergency lights.	X					3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:2 of 22	
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		
0005-0000	Applicants Log Book --- Lists: name, date, and reason-employment or licensing, excluding firearms. Fingerprint fee is involved.	X					3 Years After final entry		Destroy	
0006-0000	Arrest Card File --- Lists: name, address, date of birth, social security number, fingerprints, photograph, dates of arrest, FBI number, SBI number, arrest number, offense number, and complaint number of all persons arrested.		X				75 Years		Destroy	
0007-0000	Arrest File (Copy) --- Copy of arrest report, including: copies of fingerprints, mug shots, negative, and state and federal rap sheets.						Until final disposition of case		Destroy	
Arrest Listings										
0008-0000	Arrest Listings									
0008-0001	Arrest Listings --- Lists: arrest number, date, name, sex, race, and offense.						1 Years After final entry			
0008-0002	Juvenile Fingerprint and Picture Listings --- Lists: date, charge, and assigned number of printed and photographed juveniles.						5 Years After all juveniles assigned numbers have reached age of majority		Destroy	
0009-0000	Assigned Investigation Listings --- Lists who is assigned to an investigation, complaint number, date assigned, location, type of incident, and date report was completed.						1 Years After final entry		Destroy	

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	Audio Tapes --- Tape recordings of police dispatches and citizen's calls. Information is logged into the Event/Dispatcher's Log Book.						31 Days		Destroy	
0011-0000	Auctioned-Scrapped Vehicles File --- File containing information and returns of yearly auction of abandoned vehicles.	X					6 Years		Destroy	
0012-0000	Blotter Sheets/Daily Assignment Sheets --- Daily entry of all police employees, listing all personnel assigned to specific shifts including; name of dispatcher, date, hours, assignments, and other related information. Serves as a time record.						3 Years		Destroy	
0013-0000	Breath Test Instrument Inspection Certificate (Copy) --- Original maintained by the State Police until disposal of equipment.						2 Years After next periodic inspection		Destroy	
0014-0000	Broken Streetlights File						1 Years		Destroy	
0015-0000	Communications File --- Monthly state computer printouts and quarterly NCIC/SCIC computer records concerning verification of accuracy of entries and crime statistics.						1 Years		Destroy	
0016-0000	Community Relations Files --- Consists of public relations information, crime prevention information and requests for public speaking.						As updated		Destroy	
0017-0000	Confidential Informant Report File --- Contains names; address; confidential informant number issued to ensure confidentiality; and, monies dispersed.						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:4 of 22	
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	Crime Reports --- Annual crime report prepared the Department for internal use to determine staff and location assignments.						5 Years		Destroy	
0019-0000	Criminal History Control Listing --- Listing of computer entry information containing the criminal history of convicted individual. Includes date, location, violations, and convictions of individual and date of transaction, name of operator, and type of search requested. This listing is required to be kept by the State Police as a measure to supervise the access to this information. The State Police maintains a copy of the entry information.		X				Permanent		Retain at Agency	
0020-0000	Crossing Guard Files --- Log of guards daily activities prepared by supervisor of crossing guards.						1 Years		Destroy	
0021-0000	Daily Activity/Tally Sheets/Vehicle Logs --- Daily activity sheet completed by police officers, listing: time of assignment and type of work assignments, summaries of assignments equipment.	X					3 Years		Destroy	
0022-0000	Daily Bulletins --- Informational reports used by patrol officers on criminal activities which have happened in the previous twenty-four hours.						1 Years		Destroy	
0023-0000	Daily Statistical Sheets --- Record of daily police calls and incidents on Uniform Crime Report (UCR) reportable crimes. This information is compiled into the monthly UCR report.						1 Years		Destroy	
0024-0000	Dog Licenses (Copy) --- Record copy at municipal clerk's office.	X					1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:5 of 22	
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		
0025-0000	Educational Programs File --- Safety programs for grades K-12 and adult driver improvement.						Periodic review		Destroy	
0026-0000	Event Cards/Complaints Cards --- Record of a police, fire, and first aid call listing the time of call, dispatch, arrival, and completion; number of the officer assigned; the vehicle; the district; tax area; assisting officers; dispatcher's number; name, address, and phone number of the caller; and the location of the incident. If it is a major incident, this information along with further investigative information will be found in the incident report.						5 Years		Destroy	
0027-0000	Event Log/Dispatcher's Log Book --- Lists: name of dispatcher, desk officer, road supervisors for each day and shift; names of patrol officers; their assigned vehicle; districts; and, time and location of all calls received for police, fire, and first-aid services. This information is logged in for each call received by the police department and is also found on the event card and daily assignment sheets.						5 Years After completion of log		Destroy	
0028-0000	False Alarm Card Index --- Lists: time of call, location, and case number each time there is a false alarm. Information is recorded on the event card and in the false alarm log. Indexed by name.						1 Years		Destroy	
Field Contract Cards										
0029-0001	Field Contact Cards - Department/Bureau Copy --- List: name, age, date of birth, social security number of suspicious persons, etc. These are given to the detective(s) assigned to that particular area and are used for informational purposes on crime activity in that area.						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:6 of 22	
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		
0029-0002	Field Contact Cards - Detective's Copy --- List: name, age, date of birth, social security number of suspicious persons, etc. These are given to the detective(s) assigned to that particular area and are used for informational purposes on crime activity in that area.						6 Months		Destroy	
0030-0000	Financial Log Operating Budget --- Log book for running account budget. Used in preparation of the Quarterly Administrative Services Report.	X					6 Years		Destroy	
0031-0000	Firearms Applicant Log Listing --- Lists: name, date, officer, and business address for firearms, pistol, and permit to carry applicants.						3 Years After final entry		Destroy	
0032-0000	Firearms Applications File (Copy) --- Contains: state and federal returns of finger prints, reference letters, mental health report, and copy of application. (Application for Firearms Purchaser Identification Card, Application for Permit to Purchase Handgun, Application for a Duplicate Firearms Purchaser Identification Card). Original is with the State Police. Fee involved.	X					3 Years After final expiration date		Destroy	
0033-0000	Forms Control Book --- Copies of all forms developed and used by the municipal police department.						As updated		Destroy	
Grants and Grant Applications										
0034-0001	Signed Originals and Support Material	X					7 Years After termination of grant		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:7 of 22	
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		
0034-0002	Signed Originals and Support Material (Duplicates)	X					1 Years After termination of grant		Destroy	
0035-0000	Handicapped Parking Permits	X					1 Years		Destroy	
0036-0001	Criminal, Excluding Homicide - Arrest (Record Copy) --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers.		X				75 Years		Destroy	
0036-0002	Criminal, Excluding Homicide, Missing Persons, and Stolen Weapons - No Arrest (Record Copy) --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers.						7 Years From date of crime		Destroy	
0036-0003	Non-Criminal, Excluding Drunk Driving (Record Copy) --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers. May include: animal bite, drunkenness, fire, disorderly conduct, department service and assistance reports, and other related reports of this nature.						2 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:8 of 22	
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		
0036-0004	Drunk Driving (Record Copy) --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers.						6 Years		Destroy	
0036-0005	Homicide (Record Copy) --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers.		X				Permanent		Retain at Agency	
0036-0006	Sudden and Accidental Deaths (Record Copy) --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers.		X				Permanent		Retain at Agency	
0036-0007	Incident Reports (Copy) --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers.						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:9 of 22	
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		
0036-0008	Latent Prints, Photographs, and Negatives Except in Cases of Fatalities and Sudden Deaths --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers.						Retain with case		Destroy	
0036-0009	Latent Prints, Photographs, and Negatives in Cases of Fatalities and Sudden Deaths --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers.						Permanent		Retain at Agency	
0036-0010	Drunk Driving Video Tape --- Contains account of reported incident and follow up investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers. Consists of a video tape of drunk drivers who have been arrested. Used in court as evidence for conviction of drunken drivers.						30 Days After final disposition		Destroy	
0037-0000	Investigations Log Book, Bureau Level --- Lists name, address of victim, nature of incident, case number, detective assigned, description of stolen property, and status of case.						1 Years After case closed		Destroy	
0038-0000	Juvenile Case Files --- Contains basic information on each juvenile, intake form, client contact form, juvenile release form, counselor's comments, and referrals.						5 Years After age of majority		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:10 of 22	
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		
0039-0000	Juvenile File Cards, Reference --- List: name, address, phone number, birthdate, referral date, and referral source. Juvenile are referred by courts, schools, and the Juvenile Conference Committee to Juvenile Bureau. This information is also contained in the case file.						Periodic review		Destroy	
0040-0000	Juvenile Log Book --- Contains: name, date and type of offense, complaint number, and date. Information also found in daily and incident log books.						25 Years After final entry		Destroy	
0041-0000	Juvenile Pictures and Fingerprints --- Fingerprints and photographs of juveniles arrested and photographs of juveniles who have runaway.						5 Years After age of majority		Destroy	
0042-0000	Juvenile Records Cards --- Contains: name, address, phone, physical description, date of birth, offense, and description of case. These Cards are maintained on juveniles arrested or handled and serve as background checks on juveniles.						5 Years After age of majority		Destroy	
0043-0000	Master Card File/Information Card File --- Lists: names, addresses, phone numbers, and case numbers of those individuals and businesses who have had contact with the police department as a suspect, offender, victim, or witness.						Permanent		Retain at Agency	
0044-0000	Master Index to Orders --- Index to operations and policy orders, general/special orders, and personnel orders. Lists: title of order, order number, date, and code.						As updated		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:11 of 22	
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		
0045-0000	Missing Persons Log --- Lists: name, complaint number, missing person number, date missing, date of location, and age of subject. This information will also be found in the incident log book.						3 Years After final entry		Destroy	
0046-0000	Missing Persons Report - Juveniles (Copy) --- Report of missing juveniles only. Record copy is in incident report file.						1 Years After case closed		Destroy	
0047-0000	Money Log Book --- Log of all money collected for applications fees.	X					6 Years After final entry		Destroy	
0048-0000	Monthly Bureau Reports --- Monthly activity reports submitted by each bureau.						3 Years		Destroy	
Monthly Finance Report										
0049-0001	Monthly Finance Reports, Records Bureau (Record Copy) --- Totals of money collected from counter and mail for each case title.	X					6 Years		Destroy	
0049-0002	Monthly Finance Reports, Records Bureau (Duplicates) --- Totals of money collected from counter and mail for each case title.	X					1 Years		Destroy	
0050-0000	Motor Vehicle Abstracts Log --- Lists: request number, driver's name and license number, officer, and complaint number. This information is sent from the State Division of Motor Vehicles to be used to prove revocation of license in court.						Until final disposition of case		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:12 of 22	
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		
0051-0000	Motor Vehicle Accident Listing --- Lists: case number, date, time, location and driver's and vehicle owner's name for all motor vehicle accidents.						3 Years After final entry		Destroy	
0052-0000	Motor Vehicle Accident Location Log --- Log of all accidents that have occurred within the municipality.						3 Years		Destroy	
Motor Vehicle Accident Reports										
0053-0001	Reportable and Non-Reportable Accident Report --- Consists of: major and minor accidents, including police motor vehicle accident reports and hit and run investigations.						3 Years		Destroy	
0053-0002	Fatal Accident Report Files - Closed						Permanent		Retain at Agency	
0053-0003	Police Motor Vehicle Accident File --- Contains: Chiefs final recommendation, review board's investigation and recommendations, and copy of accident report.						6 Years		Destroy	
Orders Notebooks/Rules and Regulations										
0054-0001	Orders Notebooks/Rules and Regulations --- Contains all personnel orders, memoranda, instructional material, personnel information, general/special orders, operational memos and orders, and rules and regulations governing the police department. Signed or Issued by department or division head. (Record Copy)		X				Permanent		Retain at Agency	
0054-0002	Orders Notebooks/Rules and Regulations (Copy)						As updated		Destroy	
0055-0000	Overtime Reports --- Completed by officer; listing: name, date, and overtime hours worked.	X					6 Years		Destroy	

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		
0056-0000	Patrol Direction Listing --- Weekly sheets containing criminal activity by time and district.						3 Years		Destroy	
0057-0000	Patrol Look-Out Listing --- Information to patrol shifts concerning criminal activity in specific districts and shifts.						1 Years		Destroy	
0058-0000	Pawnshop Dealers/Precious Metals Files --- Contain police reports and other related papers.	X					1 Years		Destroy	
0059-0000	Peddlers/Solicitors License Applications	X					3 Years		Destroy	
0060-0000	Photo Mug File --- Photographs of person each time arrested.						After death or 75 yrs		Destroy	
Police Applications										
0061-0001	Police Applications (Accepted) --- Contain application, fingerprint card of person hired, and copy of identification card of each person hired. Copy of application is held in personnel file.						6 Years After termination of employment		Destroy	
0061-0002	Police Applications (Rejected) --- Contain application, fingerprint card of person hired, and copy of identification card of each person hired. Copy of application is held in personnel file.						3 Years		Destroy	
0062-0000	Prisoner Log Book/Turnkey Record --- Lists: name of prisoner, date of arrest, reason for arrest, cell number, and disposition. Required to be kept by State Department of Corrections.						5 Years After final entry		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:14 of 22	
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		
0063-0000	Property Listings --- Date, description, location, and disposition on all property that enters the department. Recorded by complaint number.	X					Until final disposition of all entries		Destroy	
0064-0000	Property Sheet/Receipt --- Lists: complaint number, date, description of item, and patrolman's initials of property transfer.	X					3 Years After final disposition		Destroy	
0065-0000	Quarterly Administrative Services Report --- Report contains a running quarterly account of operating budget for the police department.						3 Years		Destroy	
0066-0000	Radar and Turning Fork Calibration --- A file on the accuracy of police radar and tuning forks.						2 Years		Destroy	
0067-0000	Radar Log Sheet --- Reports prepared by operator including the vehicle number, radar unit number calibration, vehicles stopped, location, and direction of travel.						2 Years		Destroy	
0068-0000	Raffle Reports --- Reports of returns of raffles approved by a municipal agency.	X					3 Years		Destroy	
0069-0000	Receipt Book/Counter Money Log --- Daily listing of record number, money amount, balance, and initials of clerk (for copies made, etc).	X					6 Years After final entry		Destroy	
0070-0000	Release Forms --- Form completed by citizen authorizing police to gain entry into locked automobiles or home, releasing police from damage or injury claims and for release of individual information.	X					2 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:15 of 22	
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		
Request and Approval for Secondary Employment										
0071-0000	Request and Approval for Secondary Employment									
0071-0001	Request and Approval for Secondary Employment (Original) --- Original maintained in Chief's Office.	X					6 Years		Destroy	
0071-0002	Request and Approval for Secondary Employment (Division Copy) --- Copy maintained by Division.	X					1 Years		Destroy	
0071-0003	Request and Approval for Secondary Employment (Supervisor Copy) --- Copy maintained by Officer/Supervisor.	X					1 Years		Destroy	
0071-0004	Request and Approval for Secondary Employment Daily Log	X					6 Years After final entry		Destroy	
Requisition Log Book										
0072-0000	Requisition Log Book --- Record of all police requisitions. Does not contain actual requisitions.	X					1 Years		Destroy	
Restraining Orders From Family Court (Copy)										
0073-0001	Restraining Orders From Family Court - Final		X				50 Years		Destroy	
0073-0002	Restraining Orders From Family Court - Temporary						1 Years		Destroy	
0073-0003	Restraining orders From Family Court - Temporary and Final Dismissed						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:16 of 22	
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		
	Slide Film File									
0074-0001	Slide Film File – Fatalities and Sudden Deaths --- Contain 35mm slides of crime scenes and investigations. These are cross-referenced to the case files by complaint number.						Permanent		Retain at Agency	
0074-0002	Slide Film File – Other Than Fatalities and Sudden Deaths --- Contain 35mm slides of crime scenes and investigations. These are cross-referenced to the case files by complaint number.						Retain with case		Destroy	
0075-0000	Special Reports File --- Multi-purpose reports used to record information or actions for official purposes where such information is an addition to a previously reported event.						5 Years		Destroy	
0076-0000	Special Report Log --- Lists: number, date, complaint number (when applicable), subject, who has prepared the report, and who has received it.						5 Years After final entry		Destroy	
0077-0000	Speedometer Calibration --- A file on accuracy of police speedometers.						2 Years		Destroy	
0078-0000	Statistical Crime Reports --- Monthly computer printout reports on criminal activity within the municipality by time, area, and/or event. This information is incorporated into the annual departmental report.						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:17 of 22	
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		
Statistical Traffic Rreports										
0079-0001	Statistical Traffic Reports (Record Copy) --- Annual statistical reports on traffic accidents.						5 Years		Destroy	
0079-0002	Statistical Traffic Reports (Duplicates) --- Annual statistical reports on traffic accidents.						1 Years		Destroy	
Stolen/Recovered Bicycle Cards										
0080-0000	Stolen/Recovered Bicycle Cards --- List: type (boys/girls), size, color, brand, where stolen/recovered, owner, value, date, and serial number.						2 Years		Destroy	
0081-0000	Subpoena Log --- Contains: name of defendant, officer, issuing authority, court dates, received, date notified, and signature.						1 Years After final entry		Destroy	
0082-0000	Summonses (Copy) --- Record copy is maintained by the municipal court.						30 Days After disposition		Destroy	
0083-0000	Summonses Log Book --- Lists: date, summons number, statute number, officer number, court date, and location. The log keeps a monthly and yearly total of all summonses.						1 Years After all summonses have been returned to court		Destroy	
0084-0000	Taxi Cab Inspections --- Inspections which are in additions to those given by the State Division of Motor Vehicles.						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:18 of 22	
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		
0085-0000	Telephone Toll Listing --- Monthly record of all phones, toll calls, repairs, and additions. Bills are kept separate.	X					6 Years		Destroy	
0086-0000	Three year Crime Comparison Report --- Monthly statistical report comparing current month and previous two years of crimes and motor vehicle accidents within the township.						3 Years		Destroy	
0087-0000	Tow Truck Operators Schedule						2 Years		Destroy	
0088-0000	Towed Vehicle Log --- Lists: date of tow, complaint number, reason for the tow, description of vehicle, and date of release of all motor vehicles towed by the police department.						1 Years After final entry		Destroy	
0089-0000	Township Licensing Criminal History and Motor Vehicle Check --- Contains: fingerprint cards, criminal history check, and computer printout of driving record. This serves as a background check prior to township clerk issuing license. Only the initial application is checked, not renewals. Information is also noted in the information/master card index.						6 Months		Destroy	
	Traffic Surveys									
0090-0000	Traffic Surveys --- Surveys concerning traffic lights, accident rates, and other traffic related areas.									
0090-0001	Traffic Surveys (Record Copy)						3 Years		Destroy	
0090-0002	Traffic Surveys (Copy)						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:19 of 22	
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		
Training File										
0091-0001	Training Materials Created by the Municipal Police Department (Master Copy) --- Contain all training materials, reports, grants, and studies.						Periodic review		Destroy	
0091-0002	Training Materials Received at Outside Conferences (Copy) --- Contain all training materials, reports, grants, and studies.						As updated		Destroy	
Uniform Crime Report (UCR) (Copy)										
0092-0000	Uniform Crime Report (UCR) (Copy) --- Monthly report sent to the State Police listing all major crimes within the township, including arrests and clearances on these crimes. Original is held by the State Police.						3 Years		Destroy	
Vacant/Unoccupied House Listing										
0093-0000	Vacant/Unoccupied House Listing						Upon reoccupancy of house		Destroy	
Vehicle Log Book										
0094-0000	Vehicle Log Book --- Maintains status of stolen cars, mopeds, motorcycles, and license plates. Listed by complaint number.						10 Years After final entry		Destroy	
Video Tapes										
0095-0001	Crime Scene Video Tapes - In Cases of Fatalities and Sudden Deaths						Permanent		Retain at Agency	
0095-0002	Crime Scene Video Tapes - In Case Other Than Fatalities and Sudden Deaths						Retain with case		Recycle	

Records Retention and Disposition Schedule			Agency: M900000			Schedule: 004		Page #:20 of 22		
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		
0096-0000	Warrant Log Book --- Lists all warrants and summonses received by the police department from all courts throughout the state. Also called the Warrants, Court Summonses and Subpoena Log.						1 Years After all summonses have been returned to court		Destroy	
0097-0000	Weekly Jail Inspection Report/Field Report/Daily Detainee Log						2 Years		Destroy	
Voluntary Firearms Surrender File										
0098-0001	Voluntary Firearms Surrender File - Program Forms --- File pertaining to the state-wide voluntary firearms surrender program, conducted in conjunction with the local police department, the County Prosecutor's Office, and the Office of the Attorney General. File contains: Notice of Intent to Voluntarily Surrender a Firearm, Firearms Surrender Information, Voluntary Firearms Surrender Inventory, Request to the County Prosecutor's Office to Conduct a Voluntary Firearms Surrender Program, Authorization From the County Prosecutor's Office to Conduct a Voluntary Firearms Surrender Program, and supporting documentation.						7 Years		Destroy	(N.J.S.A. 2C:1-6B (3)) (N.J.S.A. 2C:39-12)
0098-0002	Voluntary Firearms Surrender File - Project Final Report (Copy) --- File pertaining to the state-wide voluntary firearms surrender program, conducted in conjunction with the local police department, the County Prosecutor's Office, and the Office of the Attorney General. Original retained by the Office of the Attorney General.						Permanent		Retain at Agency	(N.J.S.A. 2C:39-12)
0098-0003	Voluntary Firearms Surrender File - Firearms Destruction and Final Disposition Form --- File pertaining to the state-wide voluntary firearms surrender program, conducted in conjunction with the local police department, the County Prosecutor's Office, and the Office of the Attorney General.						Permanent		Retain at Agency	(N.J.S.A. 2C:39-12)

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:21 of 22	
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		
Public Safety Answering Points (PSAP) File										
0099-0001	PSAP - 9-1-1 Tape Recordings --- Includes: 9-1-1 tape recordings, all documents related to 9-1-1 calls, and PSAP call-takers listing,						31 Days		Erase	N.J.A.C. 13:81-24.
0099-0002	PASP - All Documents Related to 9-1-1 Calls --- Includes: 9-1-1 tape recordings, all documents related to 9-1-1 calls, and PSAP call-takers listing,						31 Days		Destroy	N.J.A.C. 13:81-24.
0099-0003	PSAP - Call-takers Listing and Substitute Call-takers Listing --- Includes: 9-1-1 tape recordings, all documents related to 9-1-1 calls, and PSAP call-takers listing.						1 Years		Destroy	N.J.A.C. 13:81-24.
Internal Affairs Investigative Case File										
0100-0001	Internal Affairs Case Files - Criminal With Arrest		X				75 Years		Destroy	
0100-0002	Internal Affairs Case File - Criminal With No Arrest						5 Years		Destroy	
0100-0003	Internal Affairs Case File- Criminal Charges Cleared/Expunged						5 Years		Destroy	
0100-0004	Internal Affairs Case File - Criminal - Homicide		X				Permanent		Retain at Agency	
0100-0005	Internal Affairs Case File - Non-criminal						5 Years		Destroy	
0100-0006	Internal Affairs Case File - Audio/Video Tapes						5 Years After transcription		Erase	
Warnings - Traffic										
0101-0001	Warnings Traffic - Record Copy						3 Years		Destroy	
0101-0002	Warnings - Traffic - Officer's Copy						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M900000			Schedule: 004		Page #:22 of 22	
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		
0101-0003	Warnings - Traffic - Log						3 Years After final entry		Destroy	
Mobil Video/Audio Recording (MVR) Equipment Tapes (In-Car Camera Video Tapes)										
0102-0001	MVR Equipment Tapes - Criminal - Homicide Recorded --- Used to record information related to motorist contacts and other patrol related activities. Type of incidents recorded include: traffic/criminal enforcement stops, in-progress vehicle/criminal code violations, police pursuits, fatal accident/major crime scenes, operator's situational awareness, and any applicable special projects.						7 Years After case closed		Erase	
0102-0002	MVR Equipment Tapes - Criminal - Incident - Non-Homicide --- Used to record information related to motorist contacts and other patrol related activities. Type of incidents recorded include: traffic/criminal enforcement stops, in-progress vehicle/criminal code violations, police pursuits, fatal accident/major crime scenes, operator's situational awareness, and any applicable special projects.						5 Years After case closed		Erase	*N.J.S.A. 2C:1-6b(1) Time limitations.
0102-0003	MVR Equipment Tapes - Routine --- Used to record information related to motorist contacts and other patrol related activities. Type of incidents recorded include: traffic/criminal enforcement stops, in-progress vehicle/criminal code violations, police pursuits, fatal accident/major crime scenes, operator's situational awareness, and any applicable special projects.						31 Days		Erase	
0103-0000	Station MVR Equipment Tape Log --- Contains all activity associated with the station video tapes.						7 Years After final entry		Destroy	