

STATE OF NEW JERSEY



MUNICIPAL LOCAL BUILDING OFFICIAL

M190000-007



Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Records Retention and Disposition Schedule		Agency: M190000	Schedule: 007	Page #:1 of 4
Department:	MUNICIPAL LOCAL BUILDING OFFICIAL	Agency Representative:	Raymond Lumio	
		Title:	Local Building Official	
		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:
			4/15/2021

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										
0026-0000	Application to Construction Board of Appeals (F-330A)			X			3 Years After case closed		Archival Review	
0027-0000	Decision Of Construction Board Of Appeals (F-340A) (N.J.A.C. 5:23-2.16A (A))						Life of the structure		Destroy	(N.J.A.C. 5:23-2.16A(a))
Logs										
0050-0000	Permit Fee Log (L-700B)	X				P	6 Years After final entry		Destroy	
0051-0000	Inspection Log (L-710A) (N.J.A.C. 5:23-2.16A (c)2)						10 Years		Destroy	(N.J.A.C. 5:23-2.16A (c)2)
0052-0000	Certificate Log (L-720A) (N.J.A.C. 5:23-2.16A (c)2)						10 Years		Destroy	(N.J.A.C. 5:23-2.16A (c)2)
0053-0000	Ongoing Inspection Log (L-730) (N.J.A.C. 5:23-2.16A (c)2)						10 Years		Destroy	(N.J.A.C. 5:23-2.16A (c)2)
Reports										
0100-0000	Inspector's Report (R-800A)	X				P	6 Years		Destroy	
0101-0000	Municipal Monthly Activity Report Certificates (R-811B)	X				P	6 Years		Destroy	
0102-0000	Municipal Monthly Activity Report Permits (R-812B)	X				P	6 Years		Destroy	

* P - Public, C - Confidential

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		
0103-0000	State Training Fee Report (R-840)	X				P	6 Years		Destroy	
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) (N.J.A.C. 5:23-2.16A (c))
0150-0001	Building/Site Plans and Survey Maps Class I and II Structures - Approved (N.J.A.C. 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	(N.J.A.C. 5:23-2.16A (c))
0150-0002	Building/Site Plans and Survey Maps Class I and II Structures - Denied (N.J.A.C. 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	(N.J.A.C. 5:23-2.16A (c))
0150-0003	Building/Site Plans and Survey Maps Class III Structures - Approved (N.J.A.C. 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	(N.J.A.C. 5:23-2.16A (c))
0150-0004	Building/Site Plans and Survey Maps Class III Structures - Denied (N.J.A.C. 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	(N.J.A.C. 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)			X			Life of the structure		Archival Review	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M190000			Schedule: 007		Page #:3 of 4	
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. (N.J.A.C. 5:23-2.16A (c)1)			X			Life of the structure		Archival Review	(N.J.A.C. 5:23-2.16A (c)1)
0153-0000	Application For Contractor's Registration --- Includes Certificate of Liability Insurance, license (copy) Performance Bond and background information.					P	10 Years After expiration of registration		Destroy	
0200-0000	Construction File - Residential And Commercial --- Construction file for residential and commercial structures maintained and referenced by Block and Lot numbers. The documents reflect the pre and post phases of a construction project. File contains but is not limited to: Construction Permit Application (F-100); Building Subcode Technical Section (F-110); Electrical Subcode Technical Section (F-120); Plumbing Subcode Technical Section (F-130); Fire Subcode Technical Section (F-140); Elevator Subcode Technical Section (F-150); Elevator Subcode Multiple Devices (F-155); Application for a Variation (F-160B); Construction Permit Notice (F-180); Permit Update (F-190); Notice of Unsafe Structure/Imminent Hazard (F-240A); Unsafe Structure Notice (F-245A); Certificate (F-260)/Certificate of Occupancy/Certificate of Approval/Temporary Certificate of Occupancy/Compliance/Certificate of Continued Occupancy/Certificate of Compliance; Ongoing Inspections Control Card (F-290A); Ongoing Inspections Control Card (F-290A); Elevator Inspection (F-310); Elevator Notice (F-320A); Notice of Elevator Device Sealed Out of Operation (F-325); Out-In Card- Utility Company Installation(F-350B); Denial of Permit/Letter of NonCompliance (F-360A);					P	Life of the structure		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		
0201-0000	NJ One Call/Call Before You Dig File (Hardcopy Or Electronic) --- Documentation between the NJ Board of Public Utilities' NJ One Call/Call Before You Dig, contractor, home and/or business owner, and municipality (when applicable) pertaining to site inspections for existing underground utility lines performed by utility companies prior to construction, markout records and other reports. (N.J.S.A. 48:2-73, N.J.A.C. 14:2)					P	7 Years		Destroy	<u>N.J.S.A. 48:2-73,</u> <u>N.J.A.C. 14:2</u>