

STATE OF NEW JERSEY



MUNICIPAL PUBLIC WORKS

M660000-003



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: M660000	Schedule: 003	Page #:1 of 6
Department:	MUNICIPAL PUBLIC WORKS	Agency Representative:	GEORGE E. FOILES	
		Title:	BUILDING SUPERINTENDENT	
		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:
			12/19/2024

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		
Director's Office										
0001-0000	Maps, Specifications and Blueprints		X	X			Permanent		Retain at Agency	
0002-0000	Contracts and Change Orders (Copy)	X					10 Years After completion of construction		Destroy	
Division of Public Property										
0050-0000	Equipment Schematics						Until disposition of equipment		Destroy	
0051-0000	Seniority Lists						As updated		Destroy	
0052-0000	Shade Tree File for Tree Removal and Tree Trim Requests	X					6 Years		Destroy	
0053-0000	Shade Tree Index/Register		X	X			Permanent		Retain at Agency	
0054-0000	Blueprints and Plans		X	X			Permanent		Retain at Agency	
0055-0000	Work Orders - Division of Public Property	X					6 Years		Destroy	
0056-0000	Daily Assignment Sheets	X					1 Years		Destroy	
0057-0000	Repair Requests	X					3 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		
0058-0000	Inventory	X					2 Years After update		Destroy	
0059-0000	Photographs			X			Permanent		Retain at Agency	
0060-0000	Contracts, Change Orders, And Building Specifications (Public Buildings) --- (N.J.A.C. 13:47E-2.1)	X		X		P	Permanent		Retain at Agency	
Division of Streets										
0100-0000	Blueprints and Maps			X			Permanent		Retain at Agency	
0101-0000	Permits - Street Opening and Stubs	X					6 Years		Destroy	
0102-0000	Complaints						3 Years		Destroy	
0103-0000	Daily Work Report	X					6 Years		Destroy	
0104-0000	Inspector's Report	X					6 Years		Destroy	
0105-0000	Foreman's Report	X					6 Years		Destroy	
Garbage and Trash Removal										
0150-0000	Radio Dispatcher Log						5 Years After final entry		Destroy	
0151-0000	New Jersey Solid Waste Report (Department of Environmental Protection applications and reports)	X					6 Years		Destroy	
0152-0000	Daily Tonnage Slips/Hauler File --- (N.J.A.C. 13:47E-2.1)	X		X		P	6 Years		Destroy	
0153-0000	Daily Work Sheets (Daily Assignments)	X					6 Years		Destroy	
0154-0000	Seniority List						As updated		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		
0155-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0156-0000	Pick Up Records	X					3 Years		Destroy	
0157-0000	Special Pick Up Records	X					3 Years		Destroy	
0158-0000	Inspector's Reports	X					6 Years		Destroy	
0159-0000	Truck Specifications						Until disposition of vehicle		Destroy	
0160-0000	Snow Removal Records									
0160-0001	Plow Routes						As updated		Destroy	
0160-0002	General Record Series Deleted - See County and Municipal General Schedule.									
0161-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0162-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0164-0000	Toll Bridge Commission Records	X					7 Years		Destroy	
0165-0000	Improvement Authority Dumping Coupon	X					7 Years		Destroy	
0166-0000	Weather Reports - Garbage and Trash Removal						1 Years		Destroy	
	Recreation Maintenance									
0200-0000	Work Schedules	X					6 Years		Destroy	
0201-0000	Change Orders	X					6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M660000			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		
0202-0000	Work Orders - Recreation Maintenance	X					6 Years		Destroy	
0203-0000	Project File	X								
0203-0001	Green Acres Project File	X	X	X			Permanent		Retain at Agency	
0203-0002	General Project File	X	X				10 Years After completion		Destroy	
	Maintenance									
0250-0000	Equipment Brochures						Until equipment is replaced		Destroy	
0251-0000	Capital Improvement Monthly Status Reports on Projects for all facilities	X					10 Years After completion of construction		Destroy	
0252-0000	Daily Work Reports	X					6 Years		Destroy	
0253-0000	Energy Reports --- Records data on electrical, gas, and oil usage.	X					6 Years		Destroy	
0254-0000	Gas Log	X					6 Years After final entry		Destroy	
0255-0000	Maintenance Request	X					6 Years		Destroy	
0256-0000	Oil Bills	X					6 Years		Destroy	
0257-0000	Sewage Reading Reports	X					1 Years		Destroy	
0258-0000	Water Pump Readings	X					1 Years		Destroy	

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Roads and Highways										
0300-0000	Inspection Sheets	X					7 Years Unless in litigation		Destroy	
0301-0000	Material Tickets	X					6 Years		Destroy	
0302-0000	Permits - Machinery Moving	X					7 Years		Destroy	
0303-0000	Reports - Foreman and Emergency Calls	X					6 Years		Destroy	
0304-0000	Traffic Signal Damage Claims	X					1 Years After settlement		Destroy	
0305-0000	Daily Work Schedules	X					6 Years		Destroy	
0306-0000	Gasoline Daily Log	X					2 Years		Destroy	
0307-0000	Vehicle Listing (Vehicles in for Maintenance) (Copy)	X					1 Years		Destroy	
0308-0000	Watchman's Call Log						7 Years		Destroy	
0309-0000	Weather Reports - Roads and Highways						1 Years		Destroy	
0310-0000	Absence Report List	X					1 Years		Destroy	
Motor Pool/Garage										
0350-0000	Repair Orders	X					6 Years		Destroy	
0351-0000	Repair Index/Vehicle Log/Vehicle Ledger	X					3 Years After disposition of vehicle		Destroy	
0352-0000	Daily Vehicle Listing	X					3 Years		Destroy	
0353-0000	Inspection Notice Listing	X					As updated		Destroy	

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0354-0000	Gas Usage Report	X					6 Years		Destroy	
0355-0000	Record of Vehicles Ordered and Received	X					6 Years		Destroy	
0356-0000	Vehicle Requests	X					1 Years		Destroy	
Solid Waste										
0400-0000	Hazardous Materials Files - Transport and Storage		X				40 Years		Destroy	
0401-0000	Resource Recovery Study		X	X			Permanent		Retain at Agency	
0402-0000	Solid Waste Facility File --- Includes inspection reports, construction specifications, Engineering Plans/Drawings.		X				30 Years After facility is closed		Destroy	
0403-0000	Solid Waste Management Plan --- Plans are effective for ten years.						15 Years		Destroy	