STATE OF NEW JERSEY



COUNTY ENGINEERING DEPARTMENT

C910000-003



tention a	and Disposition Schedule		Agen	٠٠٠.	C_0	100	$\overline{\Omega}$			Cala	-ll 000		D	" 4 . 6 . 4
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t:	COUNTY ENGINEERING D	DEPARTMENT	Agency F	Rep	res	sen	tati	ive:		7				
			Title:											
			Phone #:											
PPROVAL indicated	.: Unless in litigation, the records co in accordance with the law and regu	vered by this schedule, upon expiration ulations of the State Records Committe	n of their rete ee. This sche	ntio dule	n pe wil	eriod I bec	s, w	vill be e effe	e deeme ective or	d to have the date	no continuing very	value to the Stat e State Record	e of Nev s Comm	w Jersey and will be nittee.
present	ative Signature:	Date:	Secratary	, S	tat	e R	ec	ord	s Com	mittee	Signature:		Date:	
		7/15/2004											7/15/2	2004
Record	Title and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Reten Period	etention tion	Minimum Period in Agency	Disposition	1	Citation
Recor	Record Drawings - As-Built Drawings				Х				Perma	anent		Retain at Aq	gency	
Bids and Bid Tabulation Sheets				Х	Х				After b	oid		Destroy		
Contra	acts			Х	Х				6 Yea After b	rs oid		Destroy		
Corre	spondence - Engineering													
Corres	spondence - Routine								3 Yea	rs		Destroy		
Corres	spondence - Design, Structu	ral and Engineering			Х				Perma	anent		Retain at Aç	gency	
						_		_	_			1		<u> </u>
Corres	spondence - Legal Easemen	ts, Right of Way (ROW), Surve	eys		Х				Perma	anent		Retain at Aç	gency	
Filed I	Maps				Х				Perma	anent		Retain at A	gency	
File in	cludes Site Plans and Surve	ys.												
	Record Record Corre Corre Corre: Corre: Filed I	PPROVAL: Unless in litigation, the records co indicated in accordance with the law and register presentative Signature: Record Title and Description Record Drawings - As-Built Drawing Bids and Bid Tabulation Sheets Contracts Correspondence - Engineering Correspondence - Routine Correspondence - Design, Structure Correspondence - Legal Easement Filed Maps	PPROVAL: Unless in litigation, the records covered by this schedule, upon expiration indicated in accordance with the law and regulations of the State Records Committee presentative Signature: Date: 7/15/2004	Title: Phone #: PPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their rete indicated in accordance with the law and regulations of the State Records Committee. This sche presentative Signature: Date: 7/15/2004 Record Title and Description Record Drawings - As-Built Drawings Bids and Bid Tabulation Sheets Contracts Correspondence - Engineering Correspondence - Routine Correspondence - Design, Structural and Engineering Correspondence - Legal Easements, Right of Way (ROW), Surveys Filed Maps	Title: Phone #: PPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retentio indicated in accordance with the law and regulations of the State Records Committee. This schedule presentative Signature: Date: Secratary, S 7/15/2004 Record Title and Description Record Drawings - As-Built Drawings Bids and Bid Tabulation Sheets Contracts X Correspondence - Engineering Correspondence - Routine Correspondence - Design, Structural and Engineering Correspondence - Legal Easements, Right of Way (ROW), Surveys Filed Maps	Title: Phone #: PPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention prindicated in accordance with the law and regulations of the State Records Committee. This schedule will presentative Signature: Date: 7/15/2004 Record Title and Description Record Drawings - As-Built Drawings Bids and Bid Tabulation Sheets Contracts Correspondence - Engineering Correspondence - Routine Correspondence - Design, Structural and Engineering Correspondence - Legal Easements, Right of Way (ROW), Surveys Filed Maps	Record Title and Description Record Title and Description Record Drawings - As-Built Drawings Bids and Bid Tabulation Sheets Contracts Correspondence - Engineering Correspondence - Design, Structural and Engineering Correspondence - Legal Easements, Right of Way (ROW), Surveys Filed Maps Title: Phone #: PPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention period indicated in accordance with the law and regulations of the State Records Committee. This schedule will be the State Records Committee This schedul	Title: Phone #: P	Title: Phone #: PPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be indicated in accordance with the law and regulations of the State Records Committee. This schedule will become eff 7/15/2004 Record Title and Description Record Title and Description Record Drawings - As-Built Drawings Bids and Bid Tabulation Sheets Contracts Correspondence - Engineering Correspondence - Routine Correspondence - Design, Structural and Engineering Correspondence - Legal Easements, Right of Way (ROW), Surveys Filed Maps	Record Title and Description Record Title and Description Record Drawings - As-Built Drawings Bids and Bid Tabulation Sheets Contracts Correspondence - Engineering Correspondence - Routine Correspondence - Design, Structural and Engineering Correspondence - Legal Easements, Right of Way (ROW), Surveys Title: Phone #: Phone	PPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date presentative Signature: Date: Secratary, State Records Committee	Title: Phone #: Ph	Title: Phone #: PPROVAL: 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 Record and the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Record presentative Signature: Date: Secratary, State Records Committee Signature: Date: T/15/2004	Title: Phone #: P

Records Retention and Disposition Schedule		Agency	: C910000			0	Sche	dule: 003	Page #:2 of 4	
Record Series #	Record Title and Description	Audit	2 2	Alternate Media	Archival Review	Vital Record	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
	Flood Hazard Areas						•			
0007-0001	Flood Hazard Areas - Request for Flood Hazard Area Certificate Consists of form letter sent to the City Engineer requesting certificatio that a certain property is within a flood area. A fee is collected for the certificate.	n X					6 Years		Destroy	
0007-0002	Flood Hazard Areas - Certificate for Flood Hazard Areas Certificate is used to inform insurance and/or lending companies when property is being erected. A fee is paid by the requestor for this certificand the certificate is signed by the City Engineer. Information is obtain from maps from the Corp of Engineers.	n cate	()	K			Permanent		Retain at Ager	ncy
0008-0000	Lab Reports		>	K		T	Permanent		Retain at Ager	псу
0009-0000	Materials Tickets			Ť			10 Years		Destroy	
0010-0000	Performance Bonds						10 Years After termination of contract		Destroy	
	Plans - Engineering									
0011-0001	Plans - Record Drawing - Official File Copy Print Includes: Bridge, Road, Drainage, etc.)	X			Permanent		Retain at Ager	ncy
0011-0002	Plans - Prints Includes: Bridge, Road, Drainage, etc.						Periodic review		Destroy	
0011-0003	Plans - Index Includes: Bridge, Road, Drainage, etc.)	<			Permanent		Retain at Ager	ncy

Records Retention and Disposition Schedule		gency:	y: C91000		000		Sche	dule: 003	Page	#:3 of 4
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0012-0000	Tax Maps (Original)		Х				Permanent		Retain at Agency	
0013-0000	Topographic Maps and Planemetric Maps - Dimension Plan		Х				Permanent		Retain at Agency	
0014-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0015-0000	Field Survey Books Information is used to create plans and maps.		Х				10 Years		Destroy	
0016-0000	Road Signage File						2 Years After sign is removed or changed		Destroy	
0017-0000	Bridge Computations		Х				Permanent		Retain at Agency	
0018-0000	Bridge linspection Reports						2 Years After last inspection		Destroy	
0019-0000	Stream Encroachment, Wetlands Permits, and CAFRA File		Х				Permanent		Retain at Agency	
0020-0000	Project Files - Roads, Bridges, Drainage - Public Structures Includes: Contracts, Job Reports, Inspector's Daily Record of Work Progress, and Lab Reports.	X	Х	Х			Permanent		Retain at Agency	
0021-0000	Traffic Survey Studies Includes: correspondence, maps, bids, news articles, cost breakdown, insurance appraisals, resolutions (copy), agreements, and traffic signa cost breakdown.						10 Years		Destroy	

Records Retention and Disposition Schedule		gency	/: C	910	000	00	Sche	Schedule: 003		e #:4 of 4
Record Series #	Record Title and Description			Alternate Media	Archival Review	Vital Record	Retentio Total Retention Period	Minimum Period in Agency	Disposition	Citation
0022-0000	Single Family Home Application File Includes: Development Record Card, Application for Development Peri Residential Soil Erosion and Sediment Control Form, and Grading Plar Also maintained by Construction Inspection Office.						10 Years After completion		Destroy	
0023-0000	Road Opening and Road Access Permits File Prepared by utility companies to describe the type of work done at a particular street location.						10 Years After completion		Destroy	
0024-0000	Street Data Master File Card Includes all relevant information about a street, measurements, and travolume.	ıffic					Permanent		Retain at Agency	,
0025-0000	Easements (Copy) Original Easement and Deeds maintained permanently by the Office of County Clerk.	the					Periodic review		Destroy	
0026-0000	Aerial Photos						Permanent		Retain at Agency	′