

STATE OF NEW JERSEY



COUNTY PARK COMMISSION

C300000-002

Department:	COUNTY PARK COMMISSION	Agency Representative:	Jack James Kabrel
Division:		Title:	Records Manager-Clifton
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:
	5/12/2008		3/19/2008

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	General Record Series Deleted - See County And Municipal General Schedule.									
0002-0000	Applications and Registration Cards	X					3 Years		Destroy	
0003-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0004-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0005-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0006-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0007-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0008-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0009-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0010-0000	Deeds and Agreements		X				Permanent		Retain at Agency	

* 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		
0011-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0012-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0013-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0014-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0015-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0016-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0017-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0018-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0019-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0020-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0021-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0022-0000	Registration Sheets - Golf	X					6 Years		Destroy	
0023-0000	General Record Series Deleted - See County and Municipal General Schedule.									

Records Retention and Disposition Schedule				Agency: C300000			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		
0024-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0025-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0026-0000	Tickets - Golf, Tennis, Boating, Skating, Locker, etc. (Audited Yearly)	X					3 Years		Destroy	
0027-0000	Ticket Control Sheets	X					3 Years		Destroy	
0028-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0029-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0030-0000	Pesticide Maintenance Log		X				40 Years		Destroy	
0031-0000	Chemical Inventory		X				40 Years		Destroy	
0032-0000	Park Plans		X				Permanent		Retain at Agency	
0033-0000	Equipment Specifications						3 Years After disposition of equipment		Destroy	
0034-0000	Equipment Maintenance Log						3 Years After disposition of equipment		Destroy	
0035-0000	Fuel Meter Readings/Fuel Activity Report	X					2 Years		Destroy	
0036-0000	Accident Reports – Involving Minors					P	Until Age 23		Destroy	