STATE OF NEW JERSEY

COUNTY AIRPORTS

C970000-001

Department:	COUNTY AIRPORTS	Agency Representative:	SAMUEL WEINWORTH
Division:		Title:	ADMINISTRATOR
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:	Secratary, State Records Committee Signature:	Date:
	2/15/1984		3/21/1984

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy Total Retention Period	Minimum Period in Agency	Disposition	Citation
	Administration									
0001-0000	Accident Reports	X					6 Years		Destroy	
0002-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0016-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0017-0000	Runway Check List - Weather Report and Runway Conditions						6 Years		Destroy	
0018-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0019-0000	General Record Series Deleted - See County and Municipal General Schedule.									
	Safety and Security									
0050-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0051-0000	Daily Log Book/Daily Blotter						6 Years		Destroy	
0052-0000	Equipment-Annual Inspection Reports						7 Years		Destroy	
0053-0000	Fire Reports						7 Years		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency	Disposition	Citation
							Retention Policy		**Disposition**	**Citation**
0054-0000	Guard Report Sheet --- Daily reports which include guard's time of duty, airport conditions, vehicle mileage, weather, and guard's signature.	X					6 Years		Destroy	
0055-0000	Guard Clock Tapes --- Daily paper tape time sheets	X					1 Years		Destroy	
0056-0000	Incident Report File									
0056-0001	Incident Report File - Criminal						7 Years		Destroy	
0056-0002	Incident Report File - Non-Criminal - Minor Incident						2 Years		Destroy	
0057-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0060-0000	General Record Series Deleted - See County and Municipal General Schedule.									

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