

Records Retention Schedule - Public Safety

Office: Public Safety

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
HS-PS01-01	C270501/0001-0000	Appeal File - Motor Vehicle Violation Citation	Includes Appeal Application, Appeal Notice, Appeal Information, Final Decision and Supporting Documentation	Appeals Committee (Who is this???)	3 years	3 years	N/A	
HS-PS02-01	C270501/0002-0000	Call Log		Public Safety	3 years	3 years	N/A	
HS-PS03-01	C270501/0004-0000	Duty Assignments		Public Safety	3 years	3 years	N/A	
HS-PS04-01	C270501/0007-0000	Daily Patrol Report		Public Safety	3 years	3 years	N/A	
HS-PS05-01	C270501/0008-0000	Decal and Card Key File		Public Safety	3 years	3 years	N/A	
HS-PS06-01	C270501/0009-0000	Overnight Parking List		Public Safety	1 year	1 year	N/A	
HS-PS07-01	C270501/0012-0000	Fire and Fire Alarm Report		Public Safety	7 years	7 years	N/A	
HS-PS08-01		Incident File Report		Public Safety	7 years	7 years	N/A	
HS-PS09-01	C270501/0019-0000	Key Sign Out Log		Public Safety	3 years	3 years	N/A	
HS-PS10-01	C270501/0022-0000	Motor Vehicle Violation Citation File	Vehicle Parking Violation List, Ticket Fact Sheet, Ticket Payment/ Appeal/ Waiver documentation	Public Safety	7 years	7 years	N/A	
HS-PS11-01	C270501/0020-0000	Motor Vehicle Accident File	Accident Report, Relevant Forms and supporting documentation	Public Safety	6 years	6 years	N/A	
HS-PS12-01	C270501/0026-0000	Pre-Billed Student File Clearance Form		Public Safety	7 years	7 years	N/A	
HS-PS13-01	C270501/0029-0000	Vehicle Maintenance File	Includes Vehicle Maintenance Schedules and reports, and supporting documentation	Public Safety	3 years after disposal of vehicle	3 years after disposal of vehicle	N/A	
HS-PS14-01	C270501/0030-0000	Visitor Register		Public Safety	2 years	2 years	N/A	