

RECORDS RETENTION SCHEDULE

NJSP Retention Schedule Legend:			
CC: (Case Closed)	COR: (Custodian of Record)		
BT: (Beyond Term of Employment)	LOE: (Life of Equipment)		
BGT: (Beyond Grant Term)	PR: (Periodic Review)		
BLE: (Beyond life of Equipment)	NH: (Not Hired)		
BPC: (Beyond Projected Completion)			

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
SP 161	ADMIN	FISCAL	PURCHASING	PURCHASE APPLICATION	3 YEARS	2 YEARS
SP 161A	ADMIN	FISCAL	PURCHASING	PURCHASE APPLICATION CONT.	3 YEARS	2 YEARS
SP 163	ADMIN	FISCAL		EXPENSE ACCOUNT VOUCHER	3 YEARS	NONE
SP 199	ADMIN	FISCAL		APPROPRIATION & EXPEND. RECORD	3 YEARS	NONE
DPFHR-1	ADMIN	FISCAL		TUITION REIMBURSEMENT APPLICATION	3 YEARS	NONE
SLE PA 107	ADMIN	FISCAL		DETAILED COST STATEMENT	3 YEARS	NONE
ARAP- 2	ADMIN	FISCAL		APPROPRIATION TRANSACTION	1 YEAR/BGT	3 YEARS
C1/CR/OR/TC	ADMIN	FISCAL		CASH RECEIPT	NONE	3 YEARS
TA	ADMIN	FISCAL		TRANSFER OF APPROPRIATION	NONE	3 YEARS
AL	ADMIN	FISCAL		ALLOTMENT TRANSACTION	NONE	3 YEARS
AV/UAJ	ADMIN	FISCAL		INTRA-GOVERNMENTAL PAYMENT VOUCHER	NONE	3 YEARS
AO	ADMIN	FISCAL		AGENCY CONTRACT ORDER	NONE	3 YEARS
DO	ADMIN	FISCAL		DBC ORDER	NONE	3 YEARS
PB- 2	ADMIN	FISCAL		AGENCY PURCHASE ORDER/INVOICE	NONE	3 YEARS
PB- 3	ADMIN	FISCAL		AGENCY APPLICATION TO OBLIGATE FUNDS	3 YEARS	NONE
KM-1	ADMIN	FISCAL		REQUEST FOR TRAVEL/CONFERENCE	3 YEARS	NONE
SP 608A	ADMIN	FISCAL	PAYROLL	SHIFT DIFFERENTIAL PAY REPORT (PRU)	1 YEAR	NONE
SP 697	ADMIN	PERSONNEL		MEMORANDUM-PERSONNEL BUREAU	NONE	10 YEARS/BT
P25-61-973	ADMIN	FISCAL	PAYROLL	LOAN APPLICATION FOR WITHDRAWAL (CIVILIAN)	NONE	10 YEARS/BT
P26-11-877	ADMIN	FISCAL	PAYROLL	LOAN APPLICATION	NONE	5 YEARS/BT
PER S ED 7-59	ADMIN	HRMB	PAYROLL	NOTICE OF WITHDRAWAL FROM CONTRIBUTORY GROUP INSURANCE	3 YEARS	3 YEARS
S	ADMIN	FISCAL		SALARY BILLING FROM NJ TURNPIKE (P.R.)	3 YEARS	3 YEARS
S	ADMIN	FISCAL		SALARY BILLING FROM NJ EXPRESSWAY	3 YEARS	3 YEARS
S	ADMIN	FISCAL		SALARY BILLING FROM PARKWAY	3 YEARS	3 YEARS
NJ	ADMIN	FISCAL	PAYROLL	STATE HEALTH BENEFITS PROGRAM ACT-ENROLLMENT & AUTHORIZATION	NONE	5 YEARS/BT
NJ	ADMIN	FISCAL	PAYROLL	STATE DENTAL BENEFITS PROGRAM ACT-ENROLLMENT & AUTHORIZATION	NONE	5 YEARS/BT
SP 346	ADMIN	LOGISTICS		PROPERTY DISPOSAL REPORT	5 YEARS	NONE
SP 347	ADMIN	LOGISTICS		TRANSFER INVENTORIED ITEMS REPORT	5 YEARS	NONE
S	ADMIN	LOGISTICS		STATE POLICE FORMS FILE-DIV. LOGISTICS	INDEF	NONE
SP 164	ADMIN	LOGISTICS	WAREHOUSE	CLOTHING CARD	2 YEARS/BT	2 YEARS
SP 164C	ADMIN	LOGISTICS	WAREHOUSE	CLOTHING REQUEST	3 YEARS	NONE
SP 540	ADMIN	LOGISTICS	PRINTING	SUPPLY ORDER FORM	3 YEARS	NONE
SP 160	ADMIN	FISCAL	PURCHASING	CREDIT CARD PURCHASE REPORT	1 YEAR	1 YEAR
SP 314	ADMIN	LOGISTICS	TRANSPORT	VEHICLE WARRANTY REPORT	1 YEAR	NONE
SP 379A	ADMIN	LOGISTICS	TRANSPORT	MONTHLY REPORTS OF TIRES ISSUED	3 YEARS	NONE
SP 378	ADMIN	LOGISTICS	TRANSPORT	TIRE REQUEST FORM	2 YEARS	2 YEARS
SP 379	ADMIN	LOGISTICS	TRANSPORT	TIRE CONTROL REPORT	5 YEARS	3 YEARS
SP 622	ADMIN	LOGISTICS	TRANSPORT	AUTO REPAIR ACCEPTANCE REPORT	VEHICLE LIFE	NONE
F	ADMIN	LOGISTICS	TRANSPORT	FUEL CONSUMPTION RECORD	60 DAYS	30 DAYS
P	ADMIN	LOGISTICS	TRANSPORT	POOL-CAR ASSIGNMENT SHEETS	3 YEARS/BLE	NONE
SP 438	ADMIN	PLANNING		OPERATIONS ORDER	INDEF	INDEF
SP 149	ADMIN	PLANNING		DRUG ARREST STATISTICS (NOMAD)	10 YEARS	NONE
SP 439	ADMIN	PLANNING		OPERATIONS INSTRUCTION	INDEF	INDEF
RPR -1	ADMIN	LOGISTICS	MAINTENANCE	REQUEST FOR REAL PROPERTY REVIEW	1 YEAR	INDEF
SPR -2	ADMIN	LOGISTICS	FAC MNGMT	SPACE PLANNING REQUEST	INDEF	NONE
BBB- 104	ADMIN	BUDGET OP		EVALUATION & POSITION DATA	NONE	4 YEARS
IBN3110R	ADMIN	BUDGET OP		APPROPRIATION DATA-MAJOR OBJECT DETAIL	NONE	4 YEARS
IBS6140R	ADMIN	BUDGET OP		PERSONNEL DATA/SALARY ANALYSIS AND FUNDED POSITIONS	NONE	4 YEARS
SP 59	ADMIN	BUDGET OP		NJSP PHYSICAL TESTING FILE	INDEF	NONE

RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
SP 60	ADMIN	BUDGET OP		NJSP PHYSICAL NONPARTICIPANT ACKNOWLEDGEMENT	INDEF	NONE
SP 61	ADMIN	BUDGET OP		NJSP PHYSICAL HEIGHT/WEIGHT SCREENING TABLE	INDEF	NONE
F	ADMIN	FISCAL		FINANCIAL STATUS REPORT	NONE	1 YEAR/BGT
GSA 600G	ADMIN	LOGISTICS	FAC MNGMT	GENERAL PROJECT DESCRIPTION	1 YEAR	INDEF
WP 1	ADMIN	LOGISTICS	FAC MNGMT	SPACE PLANNING REQUEST DATA SHEET	INDEF	NONE
SP 113	ADMIN	LOGISTICS	FAC MNGMT	SPACE ALLOCATION REQUEST	INDEF	NONE
SP 162	ADMIN	LOGISTICS	TRANSPORT	RECEIVING REPORT	2 YEARS	2 YEARS
SP 347	ADMIN	LOGISTICS	TRANSPORT	TRANSFER REPORT INVENTORIED ITEMS	2 YEARS	2 YEARS
SP 203	ADMIN	HRMB		EXECUTIVE ORDER #204 ACKNOWLEDGEMENT	TERM OF EMPLOYMENT	PR
SP 204	ADMIN	HRMB		EXECUTIVE ORDER #204	TERM OF EMPLOYMENT	PR
SP 652A	ADMIN	PLANNING		TROOP TRANSPORTATION CONTACT LOG-MONTHLY SUMMARY REPORT	10 YEARS	1 YEAR
PV-3	ADMIN	FISCAL		PAYMENT VOUCHER	3 YEARS	3 YEARS
PD 1	ADMIN	BUDGET OP		MAJOR CATEGORY DESCRIBES FUNCTION	NONE	5 YEARS
PD 2A	ADMIN	BUDGET OP		BUDGET INITIATIVES, INCREASES/DECREASES	NONE	5 YEARS
BB-104-2	ADMIN	BUDGET OP		APPROPRIATIONS LANGUAGE	NONE	4 YEARS
EB	ADMIN	FISCAL		EXPENSE BUDGET TRANSACTION	NONE	3 YEARS
MW/QN	ADMIN	FISCAL		MANUAL WARRANT	NONE	3 YEARS
EM	ADMIN	FISCAL		EXPENDITURE MODIFICATION	NONE	3 YEARS
TA	ADMIN	FISCAL		TRANSFER OF EXPENSE BUDGET TRANSACTION	NONE	3 YEARS
A1/PV/U1	ADMIN	FISCAL		PAYMENT VOUCHER	NONE	3 YEARS
R8	ADMIN	FISCAL		REVENUE BUDGET TRANSACTION	NONE	3 YEARS
RM	ADMIN	FISCAL		REVENUE MODIFICATION	NONE	2 YEARS
SP70	ADMIN	FISCAL		NJSP-SUPPLY ORDER FORM	2 YEARS	2 YEARS
SP186	ADMIN	FISCAL		POLICE EQUIPMENT ORDER FORM	2 YEARS	2 YEARS
SP381	ADMIN	FISCAL		JANITORIAL SUPPLY ORDER FORM	2 YEARS	2 YEARS
SP384	ADMIN	FISCAL		MEDICAL SUPPLY ORDER FORM	2 YEARS	2 YEARS
SP385	ADMIN	FISCAL		FIRST AID KIT REFILL ORDER FORM	2 YEARS	2 YEARS
SP 783	ADMIN	FISCAL		AUTO RACING LICENSE APPLICATION	3 YEARS	3 YEARS
SP 590	ADMIN	PLANNING		SOP REVIEW FORM	NONE	NONE
IDS	ADMIN	LOGISTICS	FAC MNGMT	INFORMATION DOCUMENT FOR SPACE	INDEF	NONE
SLE PA 106	ADMIN	FISCAL		QUARTERLY NARRATIVE REPORT	NONE	1 YEAR/BGT
SLE PA A F02	ADMIN	FISCAL		QUARTERLY EXPENDITURE WORKSHEET	NONE	1 YEAR/BGT
TR. FORM B	ADMIN	FISCAL		REQUEST FOR TRAVEL AUTHORIZATION	3 YEARS	NONE
SP 132C	COMM PART			ENLISTMENT FORM	1 YEAR/BT/FILM	NONE
SP 140	COMM PART			DISCHARGE CERTIFICATE	8 YEARS/BT	NONE
SP 141	COMM PART			DISCHARGE FORM	1 YEAR/BT/FILM	NONE
SP 227	COMM PART			NJSP ORAL EXAM & FINAL RATING	10 YEARS/BT 3 YEARS/NH	NONE
SP 228	COMM PART			MEDICAL EXAM	10 YEARS/BT 3 YEARS/NH	NONE
SP 229A	COMM PART			PHYSICAL FITNESS TEST (FEMALE)	10 YEARS/BT 3 YEARS/NH	NONE
SP 230	COMM PART			MEDICAL QUESTIONNAIRE	10 YEARS/BT 3 YEARS/NH	NONE
SP 241	COMM PART			AUTHORIZATION RELEASE DOCTORS REPORT	10 YEARS/BT 3 YEARS/NH	NONE
SP 242	COMM PART			AUTHORIZATION RELEASE MILITARY & MEDICAL RECORDS	10 YEARS/BT 3 YEARS/NH	NONE
SP 243	COMM PART			AUTHORIZATION RELEASE SCHOOL RECORDS	10 YEARS/BT 3 YEARS/NH	NONE
SP 245	COMM PART			RECRUIT WITHDRAWAL REQUEST	10 YEARS/BT 3 YEARS/NH	NONE
SP 266	COMM PART			NJSP SELECTION PROCESS	10 YEARS/BT 3 YEARS/NH	NONE
SP 692	COMM PART			DISCLOSURE & RELEASE FORM	75 YEARS	NONE
SP 693	COMM PART			PHYSICAL AGILITY TEST	10 YEARS/BT	NONE
SP 699	COMM PART			PHYSICAL AGILITY TEST (FEMALE)	10 YEARS/BT	NONE
SP 693A	COMM PART			RELEASE AUTHORIZATION	10 YEARS/BT	NONE
SP 767	COMM PART			SELECTION PROCESS PARTICIPANT STATS	10 YEARS/BT	NONE
SP 771	COMM PART			MEDICAL CONDITIONAL	10 YEARS/BT	NONE
SP 774	COMM PART			RECRUITING MAILING LIST FORMS	3 YEARS/NH	NONE
SP 78	COMM PART			NJSP APPLICANT CARD	10 YEARS/BT 3 YEARS/NH	NONE
SP 28	COMM PART			AFFIRMATIVE ACTION MONTHLY REPORT	INDEF	NONE
SP 108	DHR	TRAINING		S.P. PERIODIC FIREARMS QUALIFICATION	75 YEARS	NONE
SP 350C	DHR	TRAINING		MASTER TRAINING REGISTRATION FORM	75 YEARS	NONE

NEW JERSEY STATE POLICE

RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
SP 564	DHR	HRMB	LABOR RELATIONS	REQUEST FOR RESOLUTION OF GRIEVANCE PHASE I	10 YEARS/BT	2 YEARS/BJPC
SP 564A	DHR	HRMB	LABOR RELATIONS	REQUEST FOR RESOLUTION OF GRIEVANCE PHASE II	10 YEARS/BT	2 YEARS/BJPC
SP 564B	DHR	HRMB	LABOR RELATIONS	REQUEST FOR RESOLUTION OF GRIEVANCE PHASE III	10 YEARS/BT	2 YEARS/BJPC
SP 209	DHR	HRMB	REC MNGMT	ENLISTED PERSONNEL INFORMATION	1 YEAR FILM	NONE
SP 209A	DHR	HRMB	REC MNGMT	CIVILIAN PERSONNEL INFORMATION	5 YEARS/BT	NONE
SP 209B	DHR	HRMB	REC MNGMT	CODE OF ETHICS	1 YEAR/BT/FILM	NONE
SP 261	DHR	HRMB	REC MNGMT	ID CARDS ENLISTED	UNTIL REVISED	NONE
SP 261C	DHR	HRMB	REC MNGMT	ID CARDS CIVILIAN	UNTIL REVISED	NONE
SP 261D	DHR	HRMB	REC MNGMT	FORMER TROOPERS ASSOCIATION	UNTIL REVISED	NONE
SP 261E	DHR	HRMB	REC MNGMT	RETIRED STATE POLICE	UNTIL REVISED	NONE
SP 370	DHR	HRMB	REC MNGMT	REQUEST TO ENGAGE OUTSIDE EMPLOYMENT	1 YEAR/BT/FILM	NONE
SP 527	DHR			SEPARATION FORM (CIVILIAN)	5 YEARS/BT	NONE
SP 712	DHR			IDENTIFICATION CARD INFORMATION CARD	10 YEARS/BT	NONE
R	DHR			ROSTERS PERSONNEL	PERMANENT	75 YEARS
SP 190	DHR	HRMB	MEDICAL SERVICES	INITIAL A&S	10/BT	NONE
SP 191	DHR	HRMB	MEDICAL SERVICES	SECONDARY/FINAL A&S	10 YEARS/BT	NONE
SP 193	DHR	HRMB	MEDICAL SERVICES	ATTENDING PHYSICIAN	10 YEARS/BT	10 YEARS/BT
SP 194	DHR	HRMB	MEDICAL SERVICES	CONSULTATION SHEET	10 YEARS/BT	NONE
SP 194B	DHR	HRMB	MEDICAL SERVICES	MEDICAL DUTY STATUS CARD	10 YEARS/BT	NONE
SP 248	DHR	HRMB	MEDICAL SERVICES	HEALTH CENTER REGISTER	2 YEARS	NONE
SP 368	DHR	HRMB	REC MNGMT	TRANSFER REQUEST FORM	10 YEARS/BT	NONE
SP 369A	DHR	HRMB	REC MNGMT	PERSONNEL TRANSFER FORM	10 YEARS/BT	NONE
SP 334	DHR	HRMB	REC MNGMT	EVALUATION REPORT	1 YEAR	NONE
SP 704	DHR	O&S		PROMOTIONAL APPLICATION	10 YEARS	NONE
SP 261A	DHR	HRMB	REC MNGMT	ID CARD DETECTIVES	UNTIL REVISED	NONE
SP 261B	DHR	HRMB	REC MNGMT	ID CARDS CAPITOL POLICE	UNTIL REVISED	NONE
SP 261G	DHR	HRMB	REC MNGMT	MARINE LAW ENFORCEMENT BUREAU ID CARD	UNTIL REVISED	NONE
SP 261H	DHR	HRMB	REC MNGMT	ABC RETIREMENT ID CARD	UNTIL REVISED	NONE
SP 327	DHR	TRAINING		FIREARMS MALFUNCTION REPORT	1 YEAR	NONE
SP 340	EMS			INVENTORY SHEET (DIV)	7 YEARS	NONE
SP 432	EMS			CIVIL DISTURBANCE FIELD REPORT	10 YEARS	NONE
SP 433	EMS			CIVIL DISTURBANCE DAILY CONSOLIDATED REPORT	10 YEARS	NONE
SP 524	EMS			CIVIL DISTURBANCE PREPARATION SURVEY GUIDE	INDEF	NONE
SP 679	EMS			SURPLUS PROPERTY INVENTORY RECORD	3 YEARS AFTER AUDIT	NONE
SP 750	EMS			EMERGENCY OPERATING CENTER PADS	2 YEARS	90 DAYS
SP 793	EMS			PIO MESSAGE FORM	2 YEARS	90 DAYS
SP 799	EMS			CONSIGNMENT OF RADIOLOGICAL EMERGENCY RESPONSE EQUIPMENT	INDEF	NONE
SP 156	EMS	COMM	OPER DISP	RADIO LOGS	1 YEAR	NONE
SP 412A	EMS	COMM	OPER DISP	ELECTRONIC EQUIPMENT REPAIR REPORT	3 YEARS	NONE
SP 412B	EMS	COMM	REMU	ELECTRONIC PARTS ORDER FORM	3 YEARS	NONE
P	EMS	COMM	OPER DISP	PRELIMINARY REPORT(TT MSG)	1 YEAR	NONE
SP 20	EMS			NJ RAD. EMERG RESPONSE REQUEST FOR SERVICE OR EQUIPMENT	10 YEARS	INDEF
SP 47	EMS			RADIO EMERG. RESPONSE PLANNING AND REQUEST FORM	10 YEARS	INDEF
OEM 1-82	EMS			ROUTING CARD (TELEPHONE)	2 YEARS	INDEF
SP 690C	EXEC OFF			EXECUTIVE OFFICER'S ACTION MEMO	BPC	NONE
SP 754	FOS	TROOPS		OPERATIONS INSPECTION REPORT	2 YEARS	2 YEARS
SP 755	FOS	TROOPS		ADMINISTRATION INSPECTION REPORT	2 YEARS	2 YEARS
SP 756	FOS	TROOPS		TRAFFIC INSPECTION REPORT	2 YEARS	2 YEARS
SP 757	FOS	TROOPS		CIS INSPECTION REPORT	2 YEARS	2 YEARS
SP 758	FOS	TROOPS		TROOP LIEUTENANT'S VISIT REPORT	2 YEARS	2 YEARS
SP 139	FOS	TROOPS		MONTHLY ACCIDENT RECORD	3 YEARS	3 YEARS
U	FOS	TROOPS		UNIFORM TRAFFIC TICKET/SUMMONS (YELLOW COPY)	6 YEARS	NONE
SP 111	FOS	TRAFFIC		ALCOHOL INFLUENCE REPORT	1 YEAR	1 YEAR
SP 115	FOS	TRAFFIC		DAILY REPORT OF TRUCKS WEIGHED	5 YEARS	NONE
SP 122	FOS	TRAFFIC		FATAL ACCIDENT REPORT (FAU)	INDEF	NONE
SP 293F	FOS	TRAFFIC		DRIVING WHILE INTOXICATED COURSE CERTIFICATE	INDEF	NONE

RECORDS RETENTION SCHEDULE

6/7/2012

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
SP 411	FOS	TRAFFIC	ADTU	BLOOD ALCOHOL CHART (BTU)	NONE	NONE
SP 348	FOS	TRAFFIC	ADTU	CLASS ATTENDANCE CARD (BTU)	NONE	NONE
SP 354	FOS	TRAFFIC	ADTU	DRINKING DRIVING STATION-UNIT LOG SHEET	6 YEARS	3 YEARS
SP 360	FOS	TRAFFIC		TEST YOUR AQ (BTU)	1 YEAR	1 YEAR
SP 360A	FOS	TRAFFIC		INTERSTATE HIGHWAY STAT. SUMMARY OF ACCIDENTS	10 YEARS	10 YEARS
SP 363	FOS	TRAFFIC	ADTU	SUSPENSION NOTICE BREATH TEST	10 YEARS/BT	NONE
SP 221	FOS	TRAFFIC		CERTIFICATE SAFETY POSTER (ESU)	1 YEAR	1 YEAR
SP 224	FOS	TRAFFIC		GROSS & AXLE WEIGHT LIMITATIONS	3 YEARS	3 YEARS
SP 373	FOS	TRAFFIC		CONSOLIDATED MONTHLY TRUCK OVERWEIGHT REPORT	3 YEARS	3 YEARS
SP 398	FOS	TRAFFIC		BICYCLE SAFETY (ESU)	1 YEAR	1 YEAR
SP 457	FOS	TRAFFIC		SOUVENIR FINGERPRINT CARDS (ESU)	NONE	NONE
SP 459	FOS	TRAFFIC		SCHOOL SAFETY BROCHURE (ESU)	NONE	NONE
SP 461	FOS	TRAFFIC		RECORD OF TRAFFIC TICKETS	5 YEARS	5 YEARS
SP 463	FOS	TRAFFIC	ADTU	BREATHALYZER DRAWING FOR LECTURE (BTU)	NONE	NONE
SP 479	FOS	TRAFFIC	ADTU	TROOP CAR ACCIDENT ANALYSIS SHEET	1 YEAR	NONE
SP 492	FOS	TRAFFIC		MOTORIST NAME TAG PRINTED OUTSIDE	1 YEAR	1 YEAR
SP 493	FOS	TRAFFIC		IN-FIELD TRAINING EVALUATION		
SP 501	FOS	TRAFFIC		MONTHLY WARNING REPORT	2 YEARS	2 YEARS
SP 111	FOS	TRAFFIC		BREATHALYZER OPERATIONAL CHECK LIST	1 YEAR	1 YEAR
SP 508	FOS	TRAFFIC		TRACK TEST FIFTH WHEEL-CERT. TO OPERATE & INSPECT	INDEF	NONE
SP 508A	FOS	TRAFFIC		TRACK TEST FIFTH WHEEL CERTIFICATE TO OPERATE	6 YEARS	BT
SP 508C	FOS	TRAFFIC		TRACK TEST FIFTH WHEEL-WALLET TO OPERATE	6 YEARS	BT
SP 508D	FOS	TRAFFIC		TRACK TEST FIFTH WHEEL RECOMMEND FOR OPR & INST. CARD	6 YEARS	BT
SP 509	FOS	TRAFFIC		FIFTH WHEEL CALIBRATION LOG	1 YEAR	1 YEAR/BLE
SP 510	FOS	TRAFFIC		RADAR INSTRUCTOR CERTIFICATION CARD	6 YEARS	BT
SP 510A	FOS	TRAFFIC		RADAR INSTRUCTOR CERTIFICATE	6 YEARS	BT
SP 510B	FOS	TRAFFIC		RADAR INSTRUCTOR WALLET CERTIFICATE	6 YEARS/BT	BT
SP 511	FOS	TRAFFIC		RECOM. FOR RADAR CERTIFICATION	1 YEAR/BLE	NONE
SP 511A	FOS	TRAFFIC		RADAR OPERATOR CERTIFICATE	NONE	NONE
SP 511B	FOS	TRAFFIC		RADAR OPERATOR WALLET CERTIFICATE	BT	BT
SP 512	FOS	TROOPS		RADAR TEST CHART	6 YEARS/BT	3 YEARS/BLE
SP 512A	FOS	TROOPS		RADAR LOG	6 YEARS	3 YEARS/BLE
SP 512B	FOS	TROOPS		RADAR REFRESHER COURSE ATTENDANCE CARD	INDEF	NONE
SP 552	FOS	TRAFFIC		MONTHLY REPORT OF COMMERCIAL VEHICLE INSPECTION FILE	3 YEARS	NONE
SP 553	FOS	TRAFFIC		COMMERCIAL VEHICLE INSPECTION ENFORCEMENT	3 YEARS	3 YEARS
SP 554	FOS	TRAFFIC		COURSE ROSTER (BTU)	75 YEARS	NONE
SP 616	FOS	TRAFFIC		TRAFFIC ENFORCEMENT BULLETIN	1 YEAR	1 YEAR
SP 780	FOS	TRAFFIC		AUTO RACING ACCIDENT REPORT	5 YEARS	5 YEARS
SP 781	FOS	TRAFFIC		INSPECTION-RACE EVENT	3 YEARS	3 YEARS
SP 782	FOS	TRAFFIC		MONTHLY RACETRACK REPORT	3 YEARS	3 YEARS
SP 785	FOS	TRAFFIC		CERTIFICATE OF INSURANCE	3 YEARS AFTER EXPIRATION	3 YEARS
SP 786	FOS	TRAFFIC		PRELIMINARY EXAM OF AUTO RACE TRACK	3 YEARS	3 YEARS
SP 795	FOS	TRAFFIC		CERT. FOR LIC. TO CONDUCT MV RACES & EXHIBITION OF DRIVING	1 YEAR	1 YEAR
SP 795	FOS	TRAFFIC		CERTIFICATE OF LOADOMETER & METRODYNE SCALE CERT	5 YEARS	5 YEARS
C	FOS	TRAFFIC		MUNICIPAL FATAL ACCIDENT PRELIMINARY REPORT (FIU)	1 YEAR	NONE
M	FOS	TRAFFIC		SUMMONS LOG BOOK	10 YEARS	NONE
S	FOS	TRAFFIC		TUNING FORK CERTIFICATIONS	1 YEAR	1 YEAR
T	FOS	TRAFFIC		WARNING LOG BOOK	10 YEARS	NONE
W	FOS	TRAFFIC		BUS VIOLATION FILE	3 YEARS	NONE
SP 145	FOS	TROOPS		RADIO LOG	1 YEAR	1 YEAR
SP 156	FOS	TROOPS		28 DAY MAINTENANCE TIME SHEET (E TROOP)	2 YEARS	NONE
SP 176A	FOS	TROOPS		OPERATIONS REPORT FILE	1 YEAR	NONE
SP 178	FOS	TROOPS		DAILY PATROL LOG	1 YEAR	NONE
SP 179	FOS	TROOPS		TRUCK OVERLOAD INFORMATION	3 YEARS	NONE
SP 183	FOS	TROOPS		TRUCK WEIGHING FORM	3 YEARS	NONE
SP 184	FOS	TROOPS		TROOPER COACH TRAINING CHECK LIST	10 YEARS/BT	NONE
SP 197	FOS	TROOPS				

NEW JERSEY STATE POLICE RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
SP 224	FOS	TROOPS		GROSS & AXLE WEIGHT LIMITATIONS	2 YEARS	2 YEARS
SP 231	FOS	TROOPS		MUNICIPAL COURT INFORMATION FORM	1 YEAR	NONE
SP 354	FOS	TROOPS		DRINKING DRIVING STATION-UNIT LOG SHEET	3 YEARS	3 YEARS
SP 394	FOS	TROOPS		ROUTING SLIPS	NONE	NONE
SP 409B	FOS	TROOPS		COMMAND POST ROUTING FORM	1 YEAR	1 YEAR
SP 417	FOS	TROOPS		SPEEDOMETER TEST	6 YEARS	1 YEAR/BLE
SP 434A	FOS	TROOPS		OVERTIME RECORD	2 YEARS	2 YEARS
SP 559	FOS	TROOPS		NJSP BOMB INCIDENT REPORTING FILE	1 YEAR	NONE
SP 681	FOS	TROOPS		OPERATION REPORT ASSIGN/NO. CONTROL SHEET FILE	1 YEAR	NONE
SP 682	FOS	TROOPS		IR ASSIGN/NO. CONTROL SHEET	1 YEAR	NONE
SP 687	FOS	TROOPS		SELECTIVE ASSIGNMENT REPORT	1 YEAR	NONE
SP 721	FOS	TROOPS		STATION COMMANDERS INSTALLATION REPORT	1 YEAR	NONE
SP 762	FOS	TROOPS		EVIDENCE LOG	75 YEARS	5 YEARS
D	FOS	TROOPS		DAILY ACTIVITY REPORT FOR TROOP D	3 YEARS	2 YEARS
F	FOS	TROOPS		FATAL AIRCRAFT ACCIDENT PRELIMINARY REPORT - TROOP	1 YEAR	NONE
F	FOS	TROOPS		FIREARMS APPLICANT LOG	3 YEARS	3 YEARS
M	FOS	TROOPS		MORNING CALL REPORT	1 YEAR	1 YEAR
M	FOS	TROOPS		MONTHLY CRIMINAL REPORTS	3 YEARS	3 YEARS
N	FOS	TROOPS		NCO MEETING MINUTES	5 YEARS	2 YEARS
O	FOS	TROOPS		OPERATIONS REPORT TROOP D	3 YEARS	3 YEARS
P	FOS	TROOPS		PASS LIST CHANGE TROOP D	2 MONTHS	1 MONTH
S	FOS	TROOPS		SUMMONS ISSUED TROOP D	3 YEARS	3 YEARS
S	FOS	TROOPS		STATION RECORD	PERMANENT	NONE
S	FOS	TROOPS		SUPPLEMENTAL PATROL SCHEDULE	1 YEAR	1 YEAR
S	FOS	TROOPS		S.P. FATAL ACCIDENT PRELIMINARY REPORT	30 DAYS	NONE
S	FOS	TROOPS		STATE HIGHWAY USE PERMIT	1 YEAR	NONE
S	FOS	TROOPS		SCHOOL BUS ACCIDENT PRELIMINARY REPORT	1 MONTH	NONE
S	FOS	TROOPS		SERIOUS MV ACCIDENT PRELIMINARY REPORT	3 YEARS	NONE
S	FOS	TROOPS		SCALE CERTIFICATIONS	1 YEAR	1 YEAR
T	FOS	TROOPS		TROOP CAR MILEAGE REPORT: MONTHLY	5 YEARS	NONE
V	FOS	TROOPS		VEHICLE LOG	2 YEARS	1 YEAR
W	FOS	TROOPS		WEIGH TEAM ACTIVITY SHEET - TROOP D	3 YEARS	2 YEARS
W	FOS	TROOPS		WARNINGS ISSUED SHEET - TROOP D	2 YEARS	NONE
W	FOS	TROOPS		VACATION CHANGE & AL REQUEST	2 YEARS	NONE
SP 769	FOS	USER		WARNINGS	2 YEARS	NONE
W	FOS	TRAFFIC		WARNING LOG BOOK	INDEF	NONE
W	FOS	TROOPS		NJSP ELECTRONIC SURVEILLANCE REPORT	10 YEARS	10 YEARS
SP 30	FOS	TROOPS		OVERTIME PATROL PROJECT REPORT	DESTROY IMMEDIATELY	NONE
SP 608	FOS	TRAFFIC		IMPROVED SOBRIETY SCORING CHECK LIST	3 YEARS	2 YEARS
NONE	FOS	TRAFFIC	ADTU	MONTHLY PATROL ACTIVITY LOG	3 YEARS	NONE
SP 180	FOS	TRAFFIC		UNIFORM TRAFFIC TICKET SUMMONS BOOK COVERS	1 YEAR	1 YEAR
NONE	FOS	TRAFFIC		MONTHLY CONSOLIDATED REPORT OF VOIDED SUMMONSES	NONE	NONE
SP 208	FOS	TRAFFIC	ADTU	H.G.N. SCORING SHEET	INDEF	NONE
SP 17	FOS	TRAFFIC	ADU	BREATHALYZER CERTIFICATE	3 YEARS	2 YEARS
SP 293A	FOS	TRAFFIC		DAILY ACTIVITY REPORT/TROOP D	1 YEAR	NONE
D	FOS	TROOPS		FATAL AIRCRAFT ACCIDENT PRELIMINARY REPORT-TROOP	3 YEARS	3 YEARS
F	FOS	TROOPS		FIREARMS APPLICANT LOG	1 YEAR	1 YEAR
F	FOS	TROOPS		MORNING CALL REPORT	3 YEARS	3 YEARS
M	FOS	TROOPS		MONTHLY CRIMINAL REPORTS	3 YEARS	3 YEARS
O	FOS	TROOPS		OPERATIONS REPORT TROOP D	2 MONTHS	1 MONTH
P	FOS	TROOPS		PASS LIST CHANGE TROOP D	3 YEARS	3 YEARS
S	FOS	TROOPS		SUMMONS ISSUED TROOP D	PERMANENT	NONE
S	FOS	TROOPS		STATION RECORD	1 YEAR	NONE
S	FOS	TROOPS		SUPPLEMENTAL PATROL SCHEDULE	30 DAYS	NONE
S	FOS	TROOPS		S.P. FATAL ACCIDENT PRELIMINARY REPORT		
S	FOS	TROOPS		STATE HIGHWAY USE PERMIT		

RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
S	FOS	TROOPS		SCHOOL BUS ACCIDENT PRELIMINARY REPORT	1 YEAR	NONE
S	FOS	TROOPS		SERIOUS MV ACCIDENT PRELIMINARY REPORT	1 MONTH	NONE
S	FOS	TROOPS		SCALE CERTIFICATIONS	3 YEARS	NONE
SP 278	FOS	TROOPS		STATISTICAL SUMMARY OF FATAL MV ACCIDENTS	10 YEARS	10 YEARS
SP 343	FOS	TRAFFIC		INSPECTION CERTIFICATE-WHITE (BTU)	6 YEARS	NONE
SP 417	FOS	TROOPS		SPEEDOMETER TEST	1 YEAR/BL	1 YEAR/BL
SP 434A	FOS	TROOPS		OVERTIME RECORD	2 YEARS	2 YEARS
SP 499	FOS	TROOPS		COURT APPEARANCE LOG	2 YEARS	2 YEARS
SP 559	FOS	TROOPS		NJSP BOMB INCIDENT REPORTING FILE	1 YEAR	NONE
SP 681	FOS	TROOPS		OPERATION REPORT ASSIGN/NO. CONTROL SHEET FILE	3 YEARS	1 YEAR
SP 682	FOS	TROOPS		IR ASSIGN/NO. CONTROL SHEET	1 YEAR	NONE
SP 687	FOS	TROOPS		SELECTIVE ASSIGNMENT REPORT	1 YEAR	NONE
SP 721	FOS	TROOPS		STATION COMMANDERS INSTALLATION REPORT	1 YEAR	NONE
T	FOS	TROOPS		TROOP CAR MILEAGE REPORT: MONTHLY	1 YEAR	1 YEAR
V	FOS	TROOPS		VEHICLE LOG	5 YEARS	3 YEARS
W	FOS	TROOPS		WEIGH TEAM ACTIVITY SHEET-TROOP D	2 YEARS	1 YEAR
W	FOS	TROOPS		WARNINGS ISSUED SHEET-TROOP D	3 YEARS	2 YEARS
SP 716	INVEST	NARCOTICS		WEEKLY TIME REPORT	1 YEAR	NONE
SP 329A	INVEST	CIB	AUTO	AUTO UNIT SPECIAL REPORT	1 YEAR	NONE
SP 787	INVEST	CIB	MAJOR CRIME	NAME FILE CARD	INDEF	NONE
SP 336A	INVEST	CIB	FUGITIVE	FUGITIVE UNIT INFO LETTER	10 YEARS/80 HOMICIDE	NONE
SP 625	INVEST			POLYGRAPH EXAMINATION (PU)	75 YEARS	NONE
SP 643	INVEST			LICENSE INTERVIEW REPORT	10 YEARS/80 HOMICIDE	NONE
SP 604	INVEST			POLYGRAPH EXAM REPORT (PU)	10 YEARS/80 HOMICIDE	NONE
SP 604A	INVEST			POLYGRAPH EXAM REPORT CONTINUATION PAGE (PU)	75 YEARS	NONE
SP 460	INVEST			REQUEST FOR POLYGRAPH EXAM (PU)	5 YEARS/75 YEARS FILM	NONE
SP 636	INVEST			STATEMENT VOLUNTARY-ABC	3 YEARS	NONE
SP 638	INVEST			ABC ENFORCEMENT CASE RECORD	10 YEARS	NONE
SP 644	INVEST			DISQUALIFICATION APPLICANT CARD	1 YEAR	NONE
SP 651	INVEST			RECORD OF RETAIL INSPECTION & GAUGING	5 YEARS/75 YEARS FILM	NONE
SP 676	INVEST			CASE JACKET LOG	2 YEARS	NONE
SP 677	INVEST			ACTIVITY REPORT	NONE/DESTROYED WITH EVIDENCE	NONE
SP 751	INVEST			ABC BOTTLE SEAL LABELS	5 YEARS	NONE
SP 789	INVEST			DAILY TIME EXPENSE ACCOUNT	3 YEARS	NONE
SP 626	INVEST			SUMMARY SHEET	3 YEARS/FILM	NONE
SP 280	INVEST			APP. FOR REG. AS WHOLESALE DEALER AND MAN OF FIREARMS	3 YEARS/FILM	NONE
SP 280A	INVEST	AI&CB	FIU	APP. FOR REG. AS WHOLESALE DEALER AND MAN OF FIREARMS	75 YEARS	NONE
SP 376	INVEST	AI&CB	FIU	FIREARM RETAIL LICENSE	3 YEARS/FILM	NONE
SP 407	INVEST	AI&CB	FIU	FIREARMS APPLICANT INVEST REPORT	3 YEARS/FILM	NONE
SP 407A	INVEST	AI&CB	FIU	FIREARMS APPLICANT INVEST REPORT PAGE 2	3 YEARS/FILM	NONE
SP 416	INVEST	AI&CB	FIU	FIREARMS REGISTRATION CERTIFICATE	3 YEARS/FILM	NONE
SP 641	INVEST	AI&CB	FIU	APPLICATION FOR EMPLOYEE OF FIREARMS DEALER	3 YEARS/FILM	NONE
SP 642	INVEST	AI&CB	FIU	APPLICATION FOR PERMIT TO CARRY HANDGUN	3 YEARS/FILM	NONE
SP 645	INVEST	AI&CB	FIU	FIREARMS ID CARD	UNTIL ISSUED	NONE
SP 649	INVEST	AI&CB	FIU	APPLICATION FOR RETAIL FIREARMS DEALER LICENSE	3 YEARS/FILM	NONE
SP 649A	INVEST	AI&CB	FIU	APPLICATION FOR RETAIL FIREARMS DEALER LICENSE CORP.	3 YEARS/FILM	NONE
SP 650	INVEST	AI&CB	FIU	VOLUNTARY FORM REGISTER OF FIREARMS	3 YEARS/FILM	NONE
SP 671	INVEST	AI&CB	FIU	PERMIT TO PURCHASE HANDGUN	3 YEARS/FILM	NONE
SP 688	INVEST	AI&CB	FIU	NOTICE OF FAILURE TO SURRENDER ID CARD TO PROBATION DEPT.	3 YEARS/FILM	NONE
SP 689A	INVEST	AI&CB	FIU	PURCHASER ID CARD RECEIPT	3 YEARS/FILM	NONE
SP 777	INVEST	AI&CB	FIU	REVOKED ID CARD NOTIFICATION	3 YEARS/FILM	NONE
SP 777A	INVEST	AI&CB	FIU	DEALER INSPECTION REPORT	INDEF	NONE
F	INVEST	AI&CB	FIU	DEALER INSPECTION REPORT CONTINUATION PAGE 2	INDEF	NONE
F	INVEST	AI&CB	FIU	FIREARMS STATISTICAL FILE	75 YEARS	NONE
F	INVEST	AI&CB	FIU	FIREARMS I.U. ACTIVITY REPORT	1 YEAR	NONE
STS 3	INVEST	AI&CB	FIU	APPLICATION FOR A DUPLICATE FIREARMS PURCHASER ID CARD	3 YEARS/FILM	NONE

RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
STS 31	INVEST	AI&CB	FIU	PERMIT TO PURCHASE A HANDGUN	3 YEARS/FILM	NONE
STS 33	INVEST	AI&CB	FIU	APPLICATION FOR FIREARMS PURCHASER ID CARD	3 YEARS/FILM	NONE
STS 33A	INVEST	AI&CB	FIU	APPLICATION FOR PERMIT TO PURCHASE HANDGUN	3 YEARS/FILM	NONE
STS 3	INVEST	AI&CB	FIU	REQUEST FOR DUPLICATE FIREARMS PURCHASER ID CARD	3 YEARS/FILM	NONE
SBI 19A	INVEST	AI&CB	FIU	FIREARMS APPLICANT FINGERPRINT CARD	DESTROY AFTER CLASSIFICATION	NONE
STS 33	INVEST	AI&CB	FIU	APPLICATION FIREARM PURCHASERS ID CARD	3 YEARS/FILM	NONE
STS 36	INVEST	AI&CB	FIU	WEAPONS & EXPLOSIVE LAW CHAPTER 39 & 58	UNTIL REVISED	NONE
STS 61	INVEST	AI&CB	FIU	FIREARMS DEALER/MANUFACTURER SECURITY FORM	INDEF	NONE
STS 62	INVEST	AI&CB	FIU	REPORT FIREARMS THEFT	NCIC/SCIC	NONE
STS 62A	INVEST	AI&CB	FIU	RETAIL FIREARMS DEALERS TRANSMITTAL LETTER	3 YEARS/FILM	NONE
STS 62B	INVEST	AI&CB	FIU	FIREARMS EMPLOYEE LICENSE TRANSMITTAL LETTER	3 YEARS/FILM	NONE
STS 92	INVEST	AI&CB	FIU	APPLICATION PERMIT TO CARRY HANDGUN	3 YEARS/FILM	NONE
STS 151	INVEST	AI&CB	FIU	FORM LETTER CHANGE OF ADDRESS NJ FIREARMS PURCHASER ID CARD	3 YEARS/FILM	NONE
STS 159A	INVEST	AI&CB	FIU	PERMIT TO CARRY HANDGUN	3 YEARS	NONE
STS 159B	INVEST	AI&CB	FIU	EMPLOYEE LICENSE TO SELL FIREARMS	INDEF AS LONG AS LICENSE IS RENE	NONE
STS 160	INVEST	AI&CB	FIU	APPLICATION FOR RETAIL FIREARM DEALERS LICENSE	3 YEARS/FILM	NONE
STS 160A	INVEST	AI&CB	FIU	APPLICATION CORPORATION/PARTNER-SHIP	3 YEARS/FILM	NONE
STS 160B	INVEST	AI&CB	FIU	APPLICATION FOR EMPLOYEE OF FIREARMS DEALER	3 YEARS/FILM	NONE
STS 166	INVEST	AI&CB	FIU	FIREARMS LETTER	1 YEAR	1 YEAR
STS 168	INVEST	AI&CB	FIU	FIREARMS LETTER	1 YEAR	1 YEAR
STS 169	INVEST	AI&CB	FIU	FIREARMS LETTER	1 YEAR	1 YEAR
STS 173	INVEST	AI&CB	FIU	FIREARMS LETTER	1 YEAR	1 YEAR
SBI 66	INVEST	SSB	FIU	PHOTOGRAPHIC EQUIPMENT REPAIR REQUEST FORM	NONE	NONE
SBI 68	INVEST	SSB	FORENSIC PHOTO	PHOTO UNIT PROCESSING ENVELOPE	NONE	NONE
SP 171	INVEST	AI&CB	PRIV DET	PRIVATE DET. APP. FOR LICENSE BY INDIVIDUAL OR PARTNERSHIP	2 YEARS/FILM	NONE
SP 171A	INVEST	AI&CB	PRIV DET	APPLICATION FOR RENEWAL OF PRIVATE DETECTIVE LICENSE	2 YEARS/FILM	NONE
SP 202	INVEST	AI&CB	PRIV DET	EMPLOYEE STATEMENT	2 YEARS/FILM	NONE
SP 173	INVEST	AI&CB	PRIV DET	BOND BLANK 233 LICENSE BOND	2 YEARS/FILM	NONE
SP 312	INVEST	AI&CB	PRIV DET	DETECTIVE AGENCY LICENSE BOND	2 YEARS/FILM	NONE
SP 312 A	INVEST	AI&CB	PRIV DET	PRIVATE DETECTIVE LICENSE	2 YEARS/FILM	NONE
SP 319	INVEST	AI&CB	PRIV DET	PRIVATE DETECTIVE ACT OF 1939	2 YEARS/FILM	NONE
SP 319A	INVEST	AI&CB	PRIV DET	PRIVATE DET. ACT OF 1939 RULES AND REGULATIONS	75 YEARS	NONE
SP 413	INVEST	AI&CB	PRIV DET	PRIVATE DETECTIVE ID CARD	2 YEARS FROM DATE ISSUED	NONE
SP 462	INVEST	AI&CB	PRIV DET	PRIVATE DETECTIVE SUPPLY REQUEST	2 YEARS	NONE
SP 487	INVEST	AI&CB	PRIV DET	AFFIRMATION IN SUPPORT OF ANSW. TO EXPERIENCE QUALIFICATIONS	2 YEARS/FILM	NONE
SP 487A	INVEST	AI&CB	PRIV DET	EMPLOYEE APPLICATION	2 YEARS	NONE
SP 683	INVEST	CP&CCB	MISSING PERSONS	MASTER NAME INDEX FILE	INDEF	NONE
SP 327	INVEST	SSB	BALLISTICS	FIREARMS MALFUNCTION REPORT	3 YEARS/FILM	2 YEARS/CC
SP 21	INVEST	SSB	BALLISTICS	FIREARMS DESTRUCTION REQUEST	3 YEARS/FILM	2 YEARS/CC
SBI 19	INVEST	AI&CB	PRIV DET	PRIVATE DETECTIVE EMPLOYEE FINGERPRINT	2 YEARS/FILM	NONE
FD 258	INVEST	AI&CB	PRIV DET	PRIVATE DETECTIVE LICENSE F.P. CARD	2 YEARS/FILM	NONE
STS 162	INVEST	AI&CB	FIU	FIREARMS LETTER	1 YEAR	1 YEAR
STS 162A	INVEST	AI&CB	FIU	FIREARMS LETTER	1 YEAR	1 YEAR
STS 162B	INVEST	AI&CB	FIU	FIREARMS LETTER	1 YEAR	1 YEAR
SP 634	INVEST	AI&CB	FIU	CERTIFICATE OF ELIGIBILITY	INDEF	NONE
SP 232	INVEST	AI&CB	FIU	RETIRED LAW ENF. PERMIT TO CARRY FIREARM (RENEWAL)	2 YEARS/FILM	2 YEARS/FILM
SP 232A	INVEST	AI&CB	FIU	RETIRED LAW ENF. PERMIT TO CARRY FIREARM (RENEWAL)	2 YEARS/FILM	2 YEARS/FILM
SP 312 A1	INVEST	AI&CB	PRIV DET	INSPECTION REPORT	2 YEARS/FILM	2 YEARS/FILM
SP 418	ISS	CASINO		SUMMARY REPORT	75 YEARS	NONE
SP 418A	ISS	CASINO		CONTINUATION PAGE	75 YEARS	NONE
SP 725	ISS	INTELLIG		MI-INDIVIDUAL MASTER RECORD	ONCE COMPLETED DESTROYED	NONE
SP 726	ISS	INTELLIG		MA-ALIAS NAME CARD	ONCE COMPLETED DESTROYED	NONE
SP 727	ISS	INTELLIG		S1, S2, S3, SUPPLEMENTAL INDIVIDUAL RECORD	ONCE COMPLETED DESTROYED	NONE
SP 728	ISS	INTELLIG		RP-RESIDENCE/PHONE RECORD	ONCE COMPLETED DESTROYED	NONE
SP 730	ISS	INTELLIG		KA-KNOWN ASSOCIATE RECORD	ONCE COMPLETED DESTROYED	NONE
SP 731	ISS	INTELLIG		EO-EMPLOYER/OWNED BUSINESS RECORD	ONCE COMPLETED DESTROYED	NONE

RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
SP 732	ISS	INTELLIG		OM-OWNER/MANAGEMENT RECORD	ONCE COMPLETED DESTROYED	NONE
SP 734	ISS	INTELLIG		ZY-REPORT SYNOPSIS RECORD	ONCE COMPLETED DESTROYED	NONE
SP 735	ISS	INTELLIG		RB-RELATED BUSINESS RECORD	ONCE COMPLETED DESTROYED	NONE
SP 736	ISS	INTELLIG		BA-BUSINESS ALIAS RECORD	ONCE COMPLETED DESTROYED	NONE
SP 257	ISS			CERTIFICATE OF O.C. INTELLIGENCE ANALYSIS SEMINAR	20 YEARS	NONE
SP 729	ISS	INTELLIG		CA-CRIMINAL ACTIVITY RECORD	ONCE COMPLETED DESTROYED	NONE
SP 733	ISS	INTELLIG		MB-BUSINESS MASTER	ONCE COMPLETED DESTROYED	NONE
E	I&T	SBI	EXPUNGEMENT	EXPUNGEMENT UNIT MONTHLY REPORT	2 YEARS	NONE
SP 121	I&T	CJRB	CRIMINAL	ARREST REPORT	6 YEARS/75 YEARS FILM	2 YEARS/CC
SP 131	I&T	CJRB	CRIMINAL	PROPERTY/VEHICLE REPORT	6 YEARS/75 YEARS FILM	2 YEARS/CC
SP 181	I&T	CJRB	CRIMINAL	WEEKLY ACTIVITY REPORT	2 YEARS	NONE
SP 310	I&T	CJRB	CRIMINAL	INVESTIGATION REPORT	6 YEARS/75 YEARS FILM	6 YEARS/CC
SP 310A	I&T	CJRB	CRIMINAL	INVESTIGATION REPORT-CONTINUATION PAGE	6 YEARS/75 YEARS FILM	6 YEARS/CC
SP 310B	I&T	CJRB	CRIMINAL	INVESTIGATION REPORT-SUPPLEMENTAL INVEST	6 YEARS/75 YEARS FILM	6 YEARS/CC
SP 317	I&T	CJRB	CRIMINAL	DRINKING DRIVING REPORT	6 YEARS	2 YEARS/CC
SP 317-1	I&T	CJRB	TRAFFIC	DRINKING DRIVING CONTINUATION PAGE/RIGHTS	6 YEARS	2 YEARS/CC
SP 317A	I&T	CJRB	TRAFFIC	MARINE POLICE DRINKING OPERATOR REPORT	6 YEARS	2 YEARS/CC
SP 317A-1	I&T	CJRB	TRAFFIC	DRINKING OPERATOR REPORT STANDARD STATEMENT AND CONTINUATION	6 YEARS	2 YEARS/CC
SP 331	I&T	CJRB	FIELD SERVICES	I&T FIELD SERVICES UNIT REPORT	3 YEARS	NONE
SP 455	I&T	CJRB	TRAFFIC	REQUEST FOR ACCIDENT REPORT	6 YEARS	NONE
SP 680	I&T	CJRB	CRIMINAL	VICTIM PROPERTY LOSS REPORT	5 YEARS/75 YEARS FILM	2 YEARS/CC
UCR 370A	I&T	CJRB	UCR	JUVENILE ARRESTS	1 YEAR	6 YEARS
SP 700	I&T	CJRB	TRAFFIC	BOATING ACCIDENT REPORT	6 YEARS	1 YEAR
SP 700A	I&T	CJRB	TRAFFIC	BOATING ACCIDENT REPORT CONTINUATION PAGE	6 YEARS	1 YEAR
SP 701	I&T	CJRB	TRAFFIC	OPERATING BOATING ACCIDENT REPORT	6 YEARS	1 YEAR
SP 702	I&T	CJRB	TRAFFIC	BOATING ACCIDENT REPORT REVIEW	6 YEARS	3 YEARS
SP 724	I&T	SBI	EXPUNGEMENT	REQUEST TO EXPUNGE CRIMINAL RECORDS OF S.P. MEMBER	99 YEARS/DEATH	NONE
SP 111	I&T	CJRB	TRAFFIC	ALCOHOL INFLUENCE REPORT	6 YEARS	2 YEARS/CC
DA 23-S	I&T	CJRB	TRAFFIC	AIRCRAFT ACCIDENT REPORT FILE	6 YEARS	1 YEAR
NJT R 1	I&T	CJRB	TRAFFIC	MOTOR VEHICLE ACCIDENT REPORT	6 YEARS	1 YEAR
NJT R 1A	I&T	CJRB	TRAFFIC	MOTOR VEHICLE ACCIDENT REPORT DESCRIPTION PAGE	6 YEARS	1 YEAR
NJT R 1B	I&T	CJRB	TRAFFIC	MOTOR VEHICLE ACCIDENT REPORT DIAGRAM PAGE	6 YEARS	1 YEAR
UCR 365	I&T	CJRB	UCR	RETURN "A" MO. CO.	1 YEAR	6 YEARS
UCR 366	I&T	CJRB	UCR	RETURN "A" SUPPLEMENT, PAGE 1	1 YEAR	6 YEARS
UCR 366A	I&T	CJRB	UCR	RETURN "A" SUPPLEMENT, PAGE 2	1 YEAR	6 YEARS
UCR 367	I&T	CJRB	UCR	SUPPLEMENTARY HOMICIDE REPORT (1A MURDER)	1 YEAR/FILM	6 YEARS
UCR 367A	I&T	CJRB	UCR	SUPPLEMENTARY HOMICIDE REPORT (16 MANSLAUGHTER)	1 YEAR/FILM	6 YEARS
UCR 368	I&T	CJRB	UCR	SPECIAL POLICE REPORT OF PART I OFFENSE FILE	1 YEAR/FILM	6 YEARS
UCR 369	I&T	CJRB	UCR	NUMBER OF FULL TIME POLICE EMPLOYEES	1 YEAR	6 YEARS
UCR 369A	I&T	CJRB	UCR	POLICE OFFICERS ASSAULTED	1 YEAR	6 YEARS
UCR 370	I&T	CJRB	UCR	ADULT ARRESTS	1 YEAR	6 YEARS
UCR DV1	I&T	CJRB	UCR	DOMESTIC VIOLENCE OFFENSE REPORT	6 YEARS	6 YEARS
UCR 373	I&T	CJRB	UCR	ARSON SUPPLEMENT	1 YEAR	6 YEARS
CDR 1	I&T	SBI	CDR	COMPLAINT SUMMONS	99 YEARS/DEATH	NONE
CDR 2	I&T	SBI	CDR	COMPLAINT WARRANT	99 YEARS/DEATH	NONE
CDR 8	I&T	SBI	CDR	CUSTODY/SUPERVISOR STATUS REPORT	99 YEARS/DEATH	NONE
SBI 15	I&T	SBI	AFIU	CRIMINAL ARREST FINGERPRINT CARD FILE	99 YEARS/DEATH	NONE
SBI 16	I&T	SBI	CDR	DISPOSITION FORM	99 YEARS/DEATH	NONE
SBI 19	I&T	SBI	AFIU	APPLICANT FINGERPRINT CARD FILE	99 YEARS/DEATH	NONE
SBI 24	I&T	SBI	IRU	PHOTO INDEX CARD FILE	99 YEARS/DEATH	NONE
SBI 87	I&T	SBI	IRU	REQUEST FOR IDENT. & INFO. TECHNOLOGY SECTION SUPPLIES FILE	UNTIL USED	NONE
C	I&T	SBI	CDR	CDR REPORT	1 YEAR	NONE
D	I&T	SBI	ADMIN	DAILY ATTENDANCE SHEET-SBI BUREAU	1 YEAR	NONE
T	I&T	SBI	AFIU	TECHNICAL UNIT MONTHLY REPORT	2 YEARS	NONE
DRU 9	I&T	SBI	DRU	DATA REDUCTION UNIT MONTHLY REPORT (PG. 1)	2 YEARS	NONE
DRU 9A	I&T	SBI	DRU	DATA REDUCTION UNIT MONTHLY REPORT (PG. 2)	2 YEARS	NONE

NEW JERSEY STATE POLICE RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
SP 584	I&T	SBI	DRU	CCH RECORD REVIEW FORM	99 YEARS/DEATH	NONE
SP 763	I&T	SBI	AFIU	FINGERPRINT CLASSIFICATION CHART	NONE	NONE
SBI 40	I&T	SBI	AFIU	LETTER OF REJECT FOR FINGERPRINT CARDS	NONE	NONE
SBI 75B	I&T	SBI	AFIU	FINGERPRINT RECORDS CERTIFICATE	NONE	NONE
SBI 83	I&T	SBI	IRU	LETTER FOR REJECTING FINGERPRINTS	UNTIL USED	NONE
SBI 225	I&T	CJRB	FSU	COURT DISPOSITION REPORTING UNIT FIELD REPORT	80 YEARS	NONE
FD 258	I&T	SBI	IRU	FEDERAL FINGERPRINT CARDS	99 YEARS/DEATH	NONE
I	I&T	SBI	IRU	IDENTIFICATION RECORDS UNIT MONTHLY REPORT	1 YEAR	NONE
SP 263A	I&T	CJRB	CRIMINAL	NOTICE TO DOMESTIC VIOLENCE VICTIMS	5 YEARS/75 FILM	2 YEARS/CC
SP 309	I&T	CJRB	CRIMINAL	REQUEST FOR COPY OF REPORT OF INVEST	6 YRS/TRAFFIC, 5/75 CRIMINAL	NONE
SP 81	I&T	CJRB	CRIMINAL	NJSP INCIDENT/EXPOSURE REPORT	5 YEARS/75 YEARS FILM	2 YEARS CC
SP 610	I&T	CJRB	CRIMINAL	EXPOSURE RECORD CARD FILE	75 YEARS/2 YRS AFTER DEATH	NONE
SP 24	I&T	CJRB	TRAFFIC	DISCOVERY SPEED RESPONSE LETTER	6 YEARS	NONE
SP 24	I&T	CJRB	CRIMINAL	DISCOVERY SPEED RESPONSE LETTER	5 YEARS/75 FILM	NONE
UCR B1	I&T	CJRB	UCR	BIAS INCIDENT OFFENSE REPORT	1 YEAR/MICROFILM	6 YEARS
SP 46	I&T	CJRB	UCR	PROSECUTOR SHEET (HOMICIDE)	99 YEARS/DEATH	NONE
CDR 7	I&T	SBI	CDR	CONDITIONAL DISCHARGE REPORT	UNTIL USED	NONE
SBI 10F	I&T	SBI	CIU	ATTEMPT TO LOCATE LAST REPORTED ADDRESS	99 YEARS/DEATH	NONE
SBI 71-A	I&T	SBI	EXPUNGEMENT	FORM LETTER	5 YEARS/75 YEARS FILM	NONE
SP 275	I&T	CJRB	CRIMINAL	INFORMATION REQUEST FORM	6 YEARS	NONE
SP 275	I&T	CJRB	TRAFFIC	INFORMATION REQUEST FORM	5 YEARS/75 YEARS FILM	NONE
SP 764	I&T	CJRB	CRIMINAL	TELEPHONE REQUEST INFORMATION FORM	2 YEARS	2 YEARS
SP 182	I&T	CJRB	CRIMINAL	CYCLE ACTIVITY REPORT	UNTIL RESCINDED	UNTIL RESCINDED
SP 212	I&T	SBI	CJIS	STATE POLICE SECTION COORDINATOR ASSIGN/APPOINT	UNTIL RESCINDED	UNTIL RESCINDED
SP 213	I&T	SBI	CJIS	STATE POLICE TROOP COORDINATOR ASSIGN/APPOINT	UNTIL RESCINDED	UNTIL RESCINDED
SP 214A	I&T	SBI	CJIS	STATE POLICE TERMINAL AGENCY COORDINATOR ASSIGN/APPOINT	UNTIL RESCINDED	UNTIL RESCINDED
SP 215A	I&T	SBI	CJIS	STATE POLICE NJCIS SERVICE AGREEMENT	UNTIL RESCINDED	UNTIL RESCINDED
SP 67A	I&T	SBI	CJIS	STATE POLICE NJCIS TERMINAL OPERATOR CERTIFICATION	99 YEARS/DEATH	NONE
CDR 3	I&T	SBI	CDR	COUNTY PROSECUTION CRIMINAL DISPOSITION REPORT	99 YEARS/DEATH	NONE
CDR 4	I&T	SBI	CDR	COUNTY CLERK CRIMINAL DISPOSITION REPORT	99 YEARS/DEATH	NONE
CDR 5	I&T	SBI	CDR	COUNTY CLERK CHANGE OF CRIMINAL DISPOSITION REPORT	99 YEARS/DEATH	NONE
CDR 6	I&T	SBI	CDR	COUNTY PROBATION DEPARTMENT DISPOSITION REPORT	99 YEARS/DEATH	NONE
NONE	I&T	SBI	AFIU	REQUEST FOR LATENT FINGERPRINT EXAMINATION	INDEF	INDEF
SBI 212A	I&T	SBI	CIU	REQUEST FOR CRIMINAL HISTORY INFORMATION FOR A NONCRIMINAL JUSTI	UNTIL USED	NONE
SBI 212B	I&T	SBI	CIU	REQUEST FOR CRIMINAL HISTORY INFORMATION FOR A NONCRIMINAL JUSTI	UNTIL USED	NONE
NONE	I&T	SBI	CIU	REQUEST FOR CRIMINAL HISTORY INFORMATION FOR A NONCRIMINAL JUSTI	UNTIL USED	NONE
C	I&T	CJRB	CAD/RMS	CAD INCIDENT ABSTRACT	2 YEARS (ON-LINE)	NONE
SBI 1	I&T	SBI	CIU	CRIMINAL INFORMATION UNIT REPORT	1 YEAR	NONE
SBI 7	I&T	SBI	CIU	CRIMINAL HISTORY SHEET	80 YEARS/DEATH	NONE
SBI 7A	I&T	SBI	EXPUNGEMENT	FORM LETTER	99 YEARS/DEATH	NONE
SBI 7C	I&T	SBI	EXPUNGEMENT	FORM LETTER	80 YEARS/DEATH	NONE
SBI 7C-1	I&T	SBI	EXPUNGEMENT	FORM LETTER	80 YEARS/DEATH	NONE
SBI 7F	I&T	SBI	EXPUNGEMENT	FORM LETTER	80 YEARS/DEATH	NONE
SBI 7G	I&T	SBI	EXPUNGEMENT	FORM LETTER	99 YEARS/DEATH	NONE
SBI 7L	I&T	SBI	EXPUNGEMENT	FORM LETTER	99 YEARS/DEATH	NONE
SBI 7R	I&T	SBI	EXPUNGEMENT	FORM LETTER	99 YEARS/DEATH	NONE
SBI 7R-1	I&T	SBI	EXPUNGEMENT	FORM LETTER	99 YEARS/DEATH	NONE
SBI 7S	I&T	SBI	EXPUNGEMENT	FORM LETTER	99 YEARS/DEATH	NONE
SBI 7T	I&T	SBI	EXPUNGEMENT	FORM LETTER	99 YEARS/DEATH	NONE
SBI 7T-1	I&T	SBI	EXPUNGEMENT	FORM LETTER	99 YEARS/DEATH	NONE
SBI 7U	I&T	SBI	EXPUNGEMENT	FORM LETTER	99 YEARS/DEATH	NONE
SBI 7X	I&T	SBI	EXPUNGEMENT	FORM LETTER	80 YEARS/DEATH	NONE
SBI 7X-1	I&T	SBI	EXPUNGEMENT	FORM LETTER	80 YEARS/DEATH	NONE
SBI 7Y	I&T	SBI	EXPUNGEMENT	FORM LETTER	80 YEARS/DEATH	NONE
SBI 8A	I&T	SBI	CIU	USER FEE REJECTION FORM	2 MONTHS	NONE
SBI 9A	I&T	SBI	RAU	FBI MISS NOTIFICATION	80 YEARS/DEATH	NONE

NEW JERSEY STATE POLICE

RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
SBI 9B	I&T	SBI	CDR	D.O.A. VERIFICATION	80 YEARS/DEATH	NONE
SBI 9C	I&T	SBI	CDR	FBI/SID CORRECTION	80 YEARS/DEATH	NONE
SBI 9D	I&T	SBI	RAU	SID CORRECTION FORM (ONE PRINT)	80 YEARS/DEATH	NONE
SBI 9E	I&T	SBI	RAU	SID CORRECTION FORM (MULTIPLE PRINTS)	80 YEARS/DEATH	NONE
SBI 9F	I&T	SBI	CDR	D.O.B. VERIFICATION	80 YEARS/DEATH	NONE
SBI 10A	I&T	SBI	CIU	REJECTION NOTIFICATION	UNTIL USED	NONE
SBI 10B	I&T	SBI	IRU	DEATH NOTIFICATION	UNTIL USED	NONE
SBI 10C	I&T	SBI	CIU	ASSIGNING ORI NUMBER	UNTIL USED	NONE
SBI 10G	I&T	SBI	CIU	REJECTION NOTIFICATION INDIVIDUAL MAKING REQUEST	UNTIL USED	NONE
SBI 15A	I&T	SBI	CIU	INSTITUTIONAL FINGERPRINT CARD FILE	80 YEARS/DEATH	NONE
SBI 228	I&T	SBI	CIU	CHARGE OUT SLIPS (BLUE)	6 MONTHS	NONE
SP 395	OCs	PUB INFO	CIU	PRESS INFO-CRIME & GENERAL NEWS	1 WEEK	NONE
SP 396	OCs	PUB INFO		PRESS INFO-TRAFFIC ACCIDENT NEWS	1 WEEK	NONE
SP 410	OCs	PUB INFO		DISTINGUISHED SERVICE CERTIFICATE	UNTIL RETIREMENT/75 YEARS FILM	NONE
SP 410A	OCs	PUB INFO		MERITORIOUS SERVICE CERTIFICATE	UNTIL RETIREMENT/75 YEARS FILM	NONE
SP 410B	OCs	PUB INFO		COMMENDATION AWARD CERTIFICATE	UNTIL RETIREMENT/75 YEARS FILM	NONE
SP 410C	OCs	PUB INFO		CERTIFICATE OF APPRECIATION	NONE	NONE
SP 40D	OCs	R&EOB		MEDICAL HISTORY FORM	10 YEARS/BT 3 YEARS/NH	NONE
SP 102	OCs	R&EOB	RECRUITING	OCULAR EXAMINATION	10 YEARS/BT 3 YEARS/NH	NONE
SP 137A	OCs	R&EOB	RECRUITING	CRITICAL TASKS AND FITNESS STANDARDS FORM	10 YEARS/BT 3 YEARS/NH	NONE
SP 693B	OCs	R&EOB	RECRUITING	PHYSICAL AGILITY TEST MEDICAL CERTIFICATE	10 YEARS/BT 3 YEARS/NH	NONE
SP 717	OCs	R&EOB	RECRUITING	SELECTION PROCESS INFORMATION CARD	10 YEARS/BT 3 YEARS/NH	NONE
SP 690B	ODSI			DEPUTY SUPERINTENDENT ACTION MEMO	BPC	NONE
SP 127A	ODSI			LAB REPORT (OIL 1)	3 YEARS/FILM	NONE
SP 127B	ODSI			LAB REPORT (OIL 2)	3 YEARS/FILM	NONE
SP 630	ODSI			LAB REPORT	3 YEARS/FILM	NONE
SP 630D	ODSI			LAB REPORT DRUGS	3 YEARS/FILM	NONE
SP 630T	ODSI			LAB REPORT TOXICOLOGY	3 YEARS/FILM	2 YEARS/CC
SP 631	ODSI			REQUEST FOR EXAMINATION OF EVIDENCE	3 YEARS/FILM	2 YEARS/CC
SP 631A	ODSI			REQUEST FOR EXAMINATION OF EVIDENCE	3 YEARS/FILM	2 YEARS/CC
SP 635	ODSI			ABC LABORATORY REPORT	3 YEARS/FILM	2 YEARS/CC
SP 640	ODSI			BALLISTICS LAB RECEIPT	3 YEARS/FILM	2 YEARS/CC
SP 646	ODSI			BIOCHEMISTRY LAB REPORT (BLOOD)	3 YEARS/FILM	2 YEARS/CC
SP 647	ODSI			BALLISTICS LAB REPORT	3 YEARS/FILM	2 YEARS/CC
SP 648	ODSI			BIOCHEMICAL ANALYSIS QUESTIONNAIRE	3 YEARS/FILM	2 YEARS/CC
SP 670	ODSI			REQUEST FOR EXAMINATION OF EVIDENCE	3 YEARS/FILM	2 YEARS/CC
SBI 55	ODSI			INTER-INTRA LABORATORY REQUEST	3 YEARS/FILM	2 YEARS/CC
SBI 42	ODSI			HAIR WORKSHEET	3 YEARS/FILM	NONE
SBI 101	ODSI			PHYSICAL EVIDENCE MANUAL	UNTIL UPDATED	NONE
SBI 214	ODSI			ANTIGEN BLOODSTAIN ANALYSIS SHEET	3 YEARS/FILM	NONE
SBI 226	ODSI			EVIDENCE SPECIMAN LOG	3 YEARS/FILM	NONE
CT 1	ODSI			DAILY REPORT OF CHEMICAL SAMPLES TAKEN	3 YEARS/FILM	NONE
CT 5	ODSI			PURSE RELEASE FORM	3 YEARS/FILM	NONE
SU 2	ODSI			BLOOD-URINE DELIVERY SHEET	3 YEARS/FILM	NONE
CT 2	ODSI			7 DAY REPORT OF CHEMICAL SAMPLES TAKEN	3 YEARS/FILM	NONE
ETB 1	ODSI			MONTHLY WORKLOAD REPORT	3 YEARS/FILM	NONE
SP 630N	ODSI			LABORATORY REPORT	3 YEARS/FILM	NONE
ETB 2	ODSI			DRIVER/JOCKEY DRUG TESTING PROGRAM REPORT	3 YEARS/FILM	NONE
SP 7	ODSI			SEMINAL STAIN ANALYSIS RESULTS	3 YEARS/FILM	2 YEARS/CC
SP 675	ODSI			EVIDENCE SEALING TAG	USED AS NEEDED	NONE
SP 3	ODSI			BIO CHEM LAB REPORT (SEMINAL)	3 YEARS/FILM	NONE
SP 3A	ODSI			BIO CHEM LAB REPORT	3 YEARS/FILM	NONE
SP 127	ODSI			LAB REPORT (OIL 1 & 2)	3 YEARS/FILM	NONE
SP 346A	ODSI		LABS	EVIDENCE DISPOSAL REPORT	3 YEARS/FILM	NONE
SP 660	ODSI		LABS	EVIDENCE RECEIPT LOG	3 YEARS/FILM	NONE
ETB 4	ODSI			THOROUGHbred ROSTER FORM	PR	1 DAY

RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
ETB 6	ODSI			PRE-RACE WORK SHEET	31 DAYS	31 DAYS
SP 86	OOS	GIB	SIU	BACKGROUND INVESTIGATION AUDIT CARD	2 YEARS/75 YEARS FILM	NONE
SP 87	OOS	GIB	SIU	BACKGROUND INVESTIGATION PRELUDE REPORT	2 YEARS/75 YEARS FILM	NONE
SP 87A	OOS	GIB	SIU	BACKGROUND INVESTIGATION CONTINUATION PAGE	2 YEARS/75 YEARS FILM	NONE
SP 88	OOS	GIB	SIU	BACKGROUND INVESTIGATION REPORT (BALLPOINT)	2 YEARS/75 YEARS FILM	NONE
SP 136	OPS	I&AB	AIPU	REPRIMAND SLIP	10 YEARS/IBT	NONE
SP 135A	OPS	I&AB	AIPU	CHARGE SHEET WITH REVISIONS	10 YEARS/IBT	NONE
SP 135S	OPS	I&AB	AIPU	GENERAL/SUMMARY CHARGE SHEET	10 YEARS/IBT	NONE
SP 251	OPS	I&AB	INTAKE	INTERNAL COMPLAINT FORM	10 YEARS/IBT	NONE
SP 251A	OPS	I&AB	INTAKE	COMPLIMENT/COMPLAINT FORM (ENGLISH)	10 YEARS/IBT	NONE
SP 251B	OPS	I&AB	INTAKE	COMPLIMENT/COMPLAINT FORM (SPANISH)	10 YEARS/IBT	NONE
SP 299	OPS	I&AB	SIU	INSPECTION REPORT	2 YEARS	2 YEARS
SP 353	OPS	IAIB		NCO AS PRINCP WITNESS FORM	10 YEARS/IBT	NONE
SP 605	OPS	IAIB		PRINCIPAL ACKNOWLEDGEMENT FORM	10 YEARS/IBT	NONE
SP 605A	OPS	IAIB		WITNESS ACKNOWLEDGEMENT FORM	10 YEARS/IBT	NONE
SP 605B	OPS	IAIB		WEINGARTEN REPRESENTATIVE ACKNOWLEDGEMENT FORM	10 YEARS/IBT	NONE
SP 605C	OPS	IAIB		MIRANDA WARNING SHEET	10 YEARS/IBT	NONE
SP 607	OPS	IAIB		NEW PRINCIPAL/ALLEGATION FORM	10 YEARS/IBT	NONE
SP 609	OPS	IAIB		INVESTIGATION PLAN FORM	10 YEARS/IBT	NONE
SP 694	OPS	IAIB		INTERNAL INVESTIGATION REVIEW	10 YEARS/IBT	NONE
SP 695	OPS	I&AB	SIU	INSPECTION REPORT	2 YEARS	2 YEARS
SP 698	OPS	I&AB	SIU	ANNUAL INVENTORY INSPECTION REPORT	2 YEARS	2 YEARS
SP 753	OPS	I&AB	SIU	STAFF INSPECTION REPORT	10 YEARS/IBT	NONE
SP 525	OPS	I&AB	INTAKE	REPORTABLE INCIDENT FORM	10 YEARS/IBT	NONE
SP 588	OPS	I&AB	INTAKE	PERFORMANCE INCIDENT DISPOSITION	10 YEARS/IBT	NONE
SP 591	OPS	IAIB		SUPPLEMENTAL INTERNAL INVESTIGATION REPORT	10 YEARS/IBT	NONE
SP 599	OPS	IAIB		INTERNAL INVESTIGATION REPORT FORM	10 YEARS/IBT	NONE
SP 139	SOS	SGSB		MONTHLY ACCIDENT RECORD	5 YEARS	NONE
SP 178-1	SOS	SGSB		SGSB INCIDENT REPORT	3 YEARS	NONE
SP 624	SOS	SGSB		SGSB ASSIGNMENTS	1 YEAR	NONE
SP 481	SOS	SGSB		AREA ACCESS ID TAGS-ALL AREAS	BT	NONE
SP 101C	SOS	SGSB		MONTHLY SUMMARY OF CRIMINAL ARRESTS	1 YEAR	NONE
SP 124B	SOS	TECH RESP	BOMB	LETTER AND PARCEL BOMB RECOGNITION POINTS	NONE	NONE
SP 534	SOS	AVIATION	AVIATION	FLIGHT LOG	5 YEARS	NONE
SP 519	SOS	AVIATION	AVIATION	AIRCRAFT INSPECTION & MAINTENANCE RECORD	1 YEAR/BL	3 YEARS
SP 578	SOS	AVIATION	AVIATION	HELICOPTER ACTS REPORT	3 YEARS	2 YEARS
SP 420	SOS	MSB		NJ MARINE POLICE STOCK CARD	LOE	LOE
SP 703	SOS	MSB		FORFEITURE SEIZURE FORM	6 YEARS	2 YEARS/CC
SP 723	SOS	MSB		MSB DAILY ACTIVITY PATROL LOG	3 YEARS	NONE
SP 749	SOS	MSB		DAILY WORK SHEET	2 YEARS	NONE
SP 792	SOS	MSB		MSB AWARD FORM	GIVEN TO STUDENTS AFTER COMPLI	NONE
SP 796	SOS	MSB		RACE TEST PERMIT	2 YEARS	2 YEARS
SP 169	SOS	MSB		DAILY WORK REPORT	1 YEAR	NONE
SP 597	SOS	SGSB		PERMIT TO DEMONSTRATE/GATHER	3 YEARS	3 YEARS
SP 711	SOS	SGSB		EXPENSE ACCOUNT FORM	3 YEARS	NONE
SP 165A	SOS	MSB		MARINE SHOP REPORT	LOE	LOE
SP 698A	SOS	MSB	REPAIR & SUPPLY	ANNUAL INSPECTION REPORT	3 YEARS	3 YEARS
SP 521	SOS	AVIATION	AVIATION	HELICOPTER CARD FILE	3 YEARS AFTER AUDIT	NONE
SP 484	SOS	AVIATION	AVIATION	NEW JERSEY STATE POLICE HELICOPTER MEDEVAC REPORT	3 YEARS	3 YEARS
SP 686	SOS	MSB		UTILITY REPORT	3 YEARS	3 YEARS
SP 698A	SOS	MSB		ANNUAL INSPECTION REPORT	3 YEARS	3 YEARS
SP 705	SOS	MSB		OVERDUE REPORT	2 YEARS	NONE
SP 706	SOS	MSB		AIDS TO NAVIGATION REPORT	2 YEARS	NONE
SP 707	SOS	MSB		BOARDING REPORT/ASSISTANCE REPORT	2 YEARS	NONE
SP 737	SOS	MSB		MSB FINAL EXAM SAFETY COURSE	GIVEN TO STUDENTS AFTER COMPLI	NONE
SP 737A	SOS	MSB		TEST A NJ STATE BOATMANS TEST	GIVEN TO STUDENTS AFTER COMPLI	NONE

RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR GIVEN TO STUDENTS AFTER COMPL	RETAINED BY USER
SP 737B	SOS	MSB		TEST B NJ STATE BOATMANS TEST	LOE	NONE
SP 773	SOS	MSB		STOCK CARD	BPC	NONE
SP 690A	SUPERI			SUPERINTENDENT'S ACTION MEMO	10 YEARS	NONE
SP 372				NJSP SURVEILLANCE ACTIVITY LOG	10 YEARS	NONE
SP 575				ELECTRONIC SURVEILLANCE TAPE COMPOSITE LOG	INDEF	NONE
SP 797				TAPE PROCESSING REQUEST FORM	75 YEARS	NONE
SP 124				BOMB THREAT CHECKLIST	3 YEARS	NONE
SP 124A				BOMB THREATS AND SEARCH TECHNIQUES	10 YEARS	NONE
SP 316				INDEX CARD-CORRUPTION CONTROL	BPC	NONE
SP 690				ACTION MEMO	3 YEARS	NONE
SP 562				VOUCHER AUDIT REPORT	5 YEARS/CC	NONE
SP 532				RECEIPT FOR CONFISCATED MONEY	7 YEARS	3 YEARS
SP 546				INVESTIGATORS EXPENSE REPORT	3 YEARS	3 YEARS
SP 547				INVESTIGATORS FEE RECEIPT	2 YEARS	2 YEARS
SP 587				RECORD SEARCH REPORT	3 YEARS	NONE
SP 596				DETECTIVE ACCOUNTABILITY RECEIPT	1 YEAR	NONE
SP 598				CIS-CRIME INFO BULLETIN	5 YEARS	NONE
SP 122C				FATAL ACCIDENT REPORT CHECK OFF LIST	2 YEARS	NONE
SP 249				SUBPOENA TO TESTIFY IN TRAFFIC CASE FILE	3 YEARS	NONE
SP 317B				DRINKING OPERATOR ARREST LOG SHEET	6 YEARS	6 YEARS
SP 391				IMPOUNDED VEHICLE REPORT	5 YEARS/75 YEARS FILM	6 YEARS
SP 414				SEARCH WARRANT	5 YEARS/75 YEARS FILM	6 YEARS
SP 414A				SEARCH WARRANT APPLICATION	5 YEARS/75 YEARS FILM	6 YEARS
SP 414B				SEARCH WARRANT APPLICATION	5 YEARS/75 YEARS FILM	6 YEARS
SP 414S				SEARCH WARRANT-SHORT FORM	5 YEARS/75 YEARS FILM	6 YEARS
SP 533				RECEIPT FORMS	5 YEARS	NONE
SP 613				AFFIDAVIT	5 YEARS/CC	5 YEARS/CC
SP 614				CONSENT TO SEARCH	5 YRS/CC (OTHER), 5 YRS/75 YRS. FIL 2 YEARS/CC	5 YRS/CC (OTHER), 5 YRS/75 YRS/FIL 2 YEARS/CC
SP 614A				CONSENT TO SEARCH-SPANISH	2 YEARS	NONE
SP 696				SUBPOENA TO TESTIFY	6 YEARS	6 YEARS
SP 791				RELEASE OF EVIDENCE	UNTIL CASE CLOSED	2 YEARS/CC
R				RETURN OF SEARCH WARRANT	NONE	NONE
SP 778				FINGERPRINT PERMISSION WAIVER FOR MINORS	NONE	NONE
SBI 75				SBI CERTIFICATES	2 YEARS	2 YEARS
SP 499				COURT APPEARANCE LOG	6 MONTHS	NONE
SP 205				PERFORMANCE NOTICE	2 YEARS	NONE
SP 769				VACATION CHANGE & AL REQUEST	3 YEARS	3 YEARS
SP 286				MEMORANDUM TO:	6 YEARS	NONE
SP 122C				FATAL ACCIDENT CHECK LIST	INDEF	NONE
SP 385A				MASTER INDEX FILE CARD BUSINESS (BLUE)	INDEF	INDEF
SP 465				ELECTRONIC SURVEILLANCE FINAL PLANT REPORT	UNTIL EXPIRATION OF STATUTE OF I	NONE
SP 468				CONSENSUAL INTERCEPTION AUTHORIZATION REQUEST	UNTIL EXPIRATION OF STATUTE OF I	NONE
SP 138				EVIDENCE LABELS	ONCE REQUESTED FORM DESTROYED	NONE
SP 138A				EVIDENCE TAG ORDER & ISSUED	1 YEAR	1 YEAR
SP 522				REQUEST FOR CORPORATE INFORMATION	5 YEARS/75 FILM	2 YEARS/CC
SP 329				SPECIAL REPORT	2 YEARS	NONE
SP 10				RELEASE FORM	1 YEAR	1 YEAR
SP 652				TROOP TRANSPORTATION CONTACT LOG	1 YEAR	1 YEAR
SP 273				INITIAL FICTITIOUS REGISTRATION DATA SHEET	1 YEAR	1 YEAR
SP 273A				FICTITIOUS DRIVER (APPLICANT)	1 YEAR	1 YEAR
SP 273B				FICTITIOUS DRIVER (PURGE)	2 YEARS	2 YEARS
SP 129				NEW JERSEY STATE POLICE PASS CHART	5 YEARS	NONE
SP 533				RECEIPT FORMS	75 YEARS	5 YEARS
SP 762				EVIDENCE LOG	1 YEAR	NONE
SP 419A				CASE RECORD CIS/ADMIN FILE	5 YEARS/75 YEARS FILM	5 YEARS/75 YRS FILM
SP 397A				EVIDENCE RECEIPT		

RECORDS RETENTION SCHEDULE

FORM NUMBER	SECTION	BUREAU	UNIT	FORM NAME	RETAINED BY COR	RETAINED BY USER
SP 494				RECEIPT FORM EVIDENCE-SAFEKEEPING	5 YEARS	5 YEARS
SP 790				DESTRUCTION OF EVIDENCE	6 YEARS/CC	2 YEARS/CC
SP 138B				EVIDENCE TAG	UNTIL EXPIRATION OF STATUTE OF LIMITATIONS	NONE
SP 308				IDENTIFICATION REPORT	75 YEARS	NONE
SP 308A				IDENTIFICATION REPORT CONTINUATION PAGE	75 YEARS	NONE
SP 311				COMPOSITE DRAWING UNIT INVEST FILE	75 YEARS	NONE
SP 629				EVIDENCE CASE LOG SHEET	5 YEARS/75 YEARS FILM	NONE
SBI 190				PHOTO UNIT SUPPLY ORDER FILE	3 YEARS	NONE
SBI 65				FORENSIC PHOTOGRAPHY WORK ORDER	7 YEARS	NONE
SBI 75A				CRIME SCENE INVEST CERTIFICATE	UNTIL ISSUED	NONE
SP 149				DRUG ARREST STATISTICS (NOMAD)	10 YEARS	NONE
NONE				ADVANCE SHEET	INDEF	NONE
NONE				DAILY WORKSHEET	PR	NONE
NONE				EPB PERSONNEL FORM	BT	NONE
NONE				ORIENTATION SHEET	BT	NONE
NONE				UNAUTHORIZED PERSON REPORT	INDEF	NONE
NONE				CANVASS REPORT	PR	NONE
NONE				VPI/ESCORT REPORT	INDEF	NONE
NONE				P.O.T. INSPECTION REPORT	INDEF	NONE
SBI 65A				FORENSIC PHOTOGRAPHY TECHNICAL WORK SHEET	7 YEARS	NONE
SBI 112A				FORENSIC PHOTOGRAPHY MONTHLY STATISTICAL COMPILATION WORK SHEET	3 YEARS	NONE
SP 482				LATENT PRINT LOG ENVELOPE	75 YEARS	NONE
SBI 75F				CRIME SCENE INVEST CERTIFICATE	UNTIL USED	NONE