

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: FACILITIES MANAGEMENT
DIRECTIVE #3-01	DATE: March 16, 2001
This retention schedule has been adopted in accordance with Rule 1:32-2 of the Rules Governing the Courts of the State of New Jersey and N.J.S.A. 2B of the New Jersey Statutes Annotated.	

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
10-01-00	Space Planning Request File (GSA-7 SPR) (Departmental Copy) The file may contain: Space Planning Request, lease (copy), lease floor plans, and correspondence. Original maintained by the Department of the Treasury, Division of Property Management and Construction. Formerly known as a Space Allocation Request (SAR) I, II, III.	3 years after lease expiration	Destroy
10-02-00	Telephone Records File		
10-02-01	Telephone Records File Agency Request for Telephone Service (Departmental Copy). Original retained by Department of the Treasury.	3 years after completion	Destroy
10-02-02	Telephone Records File Monthly Toll Listing Printout - CD-ROM (Departmental Copy) . Printout generated by the Department of the Treasury, Office of Telecommunications and Information Systems (OTIS).	3 years	Destroy

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10-03-00	Public Employees Occupational Safety and Health Act (PEOSHA) File (Copy) Contains the Annual Occupational and Illnesses Survey and supporting documentation. File maintained in accordance with <u>N.J.A.C. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-24-28</u> et seq. Original retained by the Department of Labor.	Retain until superseded.	Destroy
10-04-00	Worker and Community Right to Know Act File (Employer Copy) This file is maintained in accordance with the Worker and Community Right to Know Act, L.1983, c.315, <u>N.J.S.A. 34:5A-1</u> et seq. Originals are kept by the Departments of Health and Senior Services and Environmental Protection for 30 years.		
10-04-01	Right to Know Survey / Inventory	6 years	Destroy
10-04-02	Hazardous Substance List, Hazardous Substance Fact Sheet(s) update(s), Hazardous Substance Training Manual and supporting data and Material Safety Data Sheet (MSDS).	40 years	Destroy

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10-05-00	Emergency Evacuation and Disaster Recovery Plans (Original)	3 years after update	Destroy
10-06-00	Facilities Management Service Request (Form #AD0239)	1 year after problem is corrected	Destroy

HISTORICAL NOTE:

This schedule is a compilation of items from the following schedule(s):
 ? State of New Jersey - General Schedule