

This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected processing failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.

15. Audit Verification		16. Authorization		17. Disposition	
5.A Auditor (Electronically Signed by)		16.A Authorization Date	16.B Authorization Number		
5.B Date		16.C Authorizing Signature, Records Management Services			17.A Verification Signature
					17.B Date

[illegible]

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.		1. Requesting Agency Name and Address Bergen-Woodcliff Lake Boro MUNICIPAL POLICE DEPARTMENTS 188 Pascack Road Woodcliff Lake NJ 07677 (201) 391-4977 Extn: 218		
		1.A Agency Retention Schedule Number M900000 - 009				
2. Request Id/Date 154874 7/6/2022	3. Requested By (Signature) Bridget Jennings Administrative Assistant	4. Request Approved By (Signature)		5. Records Manager Lori Sciara		
6. Archival Review Not Required	7. Early Records Disposal Microfilm	7. Early Records Disposal Digital Image		8. Comments - Document Conversion or Damage Damaged Records Certificate		
	Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.					
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates From To (MM/YYYY)	13. Dispose After	14. Volume (in Cubic Feet)
6						
7						
8	0053-0001	Reportable and Non-Reportable Accident Report	3 Years	01/2013 12/2018	Paper	1.00
9						
10						

For Records Management Services Use Only :		Total Volume :	
15. Audit Verification	17. Disposition		
15.A Auditor (Signature)	16. Authorization	17. Disposition	
	16.A Authorization Date	16.B Authorization Number	
15.B Date	16.C Authorizing Signature, Records Management Services		17.A Verification Signature
			17.B Date

Bergen-Woodcliff Lake Boro
MUNICIPAL POLICE DEPARTMENTS
188 Pascack Road Woodcliff Lake NJ 07677
(201) 391-4977 Extn: 218

1. A Agency Retention Schedule Number: M900000 - 009

2. Request ID 154874		3. RIM Request ID	4. Request Date 7/6/2022	5. RMS Review Status Authorized	6. Authorization Number 583769	7. Authorization Date 7/11/2022
8. Agency Review Comments:						

8. Agency Review Comments:

9. Review Comments: TP

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
8	Authorized	0053-0001	01/2013	12/2018	Paper				1.00	0.00
Total:										