

FOI # 13938

Duffy, Daniel

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**From:**  
**Sent:** Friday, April 19, 2013 2:21 PM  
**To:** Duffy, Daniel  
**Cc:** Torres Rojas, Genara; Van Duyne, Sheree  
**Subject:** Freedom of Information Online Request Form

Information:

First Name: Michelle  
Last Name: McCarthy  
Company: Graduate School Student  
Mailing Address 1:  
Mailing Address 2:  
City:  
State:  
Zip Code:  
Email Address:

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Phone:

Required copies of the records: No

List of specific record(s):

To Whom It May Concern, I am a graduate student that is currently seeking information as to the records management policies and practices of the Port Authority of New York and New Jersey. I am particularly interested in the PANYNJ's retention practices and programs, as well as any advanced records management initiatives. I would very much appreciate any information that could be sent to me in regards to any of the above descriptions. Thank you for your help in this matter. Kind regards, Michelle McCarthy

**THE PORT AUTHORITY OF NY & NJ**

*FOI Administrator*

May 13, 2013

Ms. Michelle McCarthy

Re: Freedom of Information Reference No. 13938

Dear Ms. McCarthy:

This is a response to your 4/19/2013 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy attached) for copies of records related to the records management policies and practices of the Port Authority.

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/13938-O.pdf>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Daniel D. Duffy  
FOI Administrator

Attachment

225 Park Avenue South, 17th Floor  
New York, NY 10003  
T: 212 435 3642  
F: 212 435 7555



**THE PORT AUTHORITY OF NY & NJ**

**AI 15-2.02**

**Office of the Executive Director**

Revised: June 16, 1994

**PORT AUTHORITY RECORDS PROGRAM**

**I. Definitions**

- A. A record is defined as all information collected, prepared, generated, or received by an organization and needed in connection with the transaction of business. This information can have any physical form or characteristic (e.g., tab cards, tapes, micro-recorded format). Such information is retained as evidence of the organization, function, policies, decisions, procedures, operations, or other Port Authority activities.
- B. A form is any authorized printed or reproduced record or worksheet used regularly by any organization unit, containing spaces for the insertion of information.
- C. A vital record is any record necessary to the life or the continuity of the business functions of the Port Authority.

**II. Instruction**

- A. Port Authority records are maintained in subject classification order in accordance with the procedures spelled out in the Port Authority's Records Manual to assure that they are available when needed for legal, informational, or management purposes. To assure that they are maintained cost effectively, records are stored in a medium and format that minimizes storage and retrieval costs, protects the records, and allows for rapid retrieval. They are destroyed according to the records retention schedule unless organizational or legal reasons dictate otherwise.
- B. Forms are managed to enhance the ease of doing business with and for the Port Authority. Development of unnecessary forms is to be avoided. The classification and retention of forms is consistent with the Records Retention Manual and the Port Authority's various businesses, and forms are clear and simple to fill out.

- C. Vital records of the Port Authority are managed so that, in the event of a disaster, the agency can access its records and continue to conduct its operations without significant disruption.

### III. Organizational Responsibility

- A. The General Services Department is responsible for the design and implementation of the Port Authority Records Program, including management of departmental records, development and issuance of the Records Manual and Records Retention Manual, training of staff, and provision of central microfilming and records storage facilities.
- B. The Secretary of the Port Authority maintains the Official Files of the Port Authority and approves Records Retention schedules.
- C. The Law Department advises the General Services Department on the legal issues associated with retention periods and storage media.
- D. The Information Services Department assures that documents stored via electronic media can be destroyed according to the Port Authority's retention schedule, and provides advice on technical aspects of emerging records storage technologies.

#### **DISCLAIMER**

Although issued in revised format, the information contained in these Administrative Instructions (AIs) reflects the content of previously issued Administrative Policy Statements (APs) and, in certain limited instances, Port Authority Instructions (PAIs). The rules set forth in these AIs will remain in effect until changing conditions require their revision. This body of instructions is not intended to be exhaustive with respect to all the responsibilities of employees and it does not constitute a contract. These AIs will be updated from time to time to reflect changes or additions as appropriate, at the direction of the Executive Director.

**THE PORT AUTHORITY  
OF  
NY & NJ**

**RECORDS  
RETENTION  
MANUAL**

**Re-Issued January 2007  
By  
The Office of the Secretary**

Volume 1

## **General Information**

**Please review this Manual carefully.**

You may use classifications and retention periods for only those records listed in All Locations and your own departmental listing.

You may not use classifications, and retention periods for any other department.

If you wish corrections and/or additions, because of changing operational needs, the Departmental Compliance Officer must forward the request to the Office of the Secretary.

### **COPYRIGHTS AND PATENTS**

Copyrights and patents obtained by the Port Authority have a permanent retention. All Official records shall be transferred to the Office of the Secretary.

**The Port Authority of New York & New Jersey**

**GENERAL RETENTION SCHEDULE  
INDEX**

- A - ADMINISTRATION**  
Authorizations  
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Supervision
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Nuisances  
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- F - FISCAL MATTERS**  
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**P - PROPERTY**

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Construction  
Earthwork  
Energy/Fuel  
Equipment  
Floor Layout  
Groundways  
Maintenance  
Project Areas  
Real Estate  
Space  
Space Units  
Structures  
Systems  
Tenants  
Utilities  
Zoning

**S - SECURITY**

Accidents  
Dangerous Articles  
Emergencies  
Pests  
Protection  
Safety  
Sanitation

**TR - TRANSPORTATION**

Baggage

Carriers

Customs

Mail

Navigation

Passengers

Shipments

Traffic

Travel

Warehousing

Weather

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION	ALL LOCATIONS RETENTION PERIOD
<p><b>DESCRIPTION</b></p> <p><b>AUTHORIZATIONS*</b>- <i>Kinds:</i> <u>1/</u> <i>Federal</i></p> <ul style="list-style-type: none"> <li>- <i>Municipal</i></li> <li>- <i>State</i></li> <li>- <i>Safe Combinations</i></li> </ul> <p><u>2/</u> <i>Delegated</i></p> <ul style="list-style-type: none"> <li>- <i>Recess</i></li> </ul> <p><b>Signatures</b></p>	<p><b>Until Superseded</b></p>

\* Authority to approve: Expense Accounts, Leases, Pool vehicle use, Port Authority Helicopter use, Requisitions, Travel Requests, etc.





THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<p><b>CORPORATE</b></p> <p>Agents (<i>by name</i>)</p> <p>Commissioners Board</p> <p style="padding-left: 40px;">- Meetings* Minutes</p> <p style="padding-left: 80px;">Committees - <i>Kinds</i>: - <i>Construction</i> - <i>Finance</i> - <i>Operations</i> - <i>Port Planning</i> - <i>Special</i></p> <p style="padding-left: 40px;">- Meetings* Minutes</p> <p>Subsidiaries</p>	<p>6 years after termination</p> <p>Subject copy Life of subject Chrono copy 10 years</p> <p>Subject copy Life of subject Chrono copy 10 years</p> <p>Filed by subject</p>
<p>* Agendas are not a record; May be kept informally.  As of November, 1981 Board and Committee meetings were consolidated.</p>	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**A - ADMINISTRATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>DOCUMENTS - Kinds:</b> <u>1/</u> <i>Agreements</i></p> <ul style="list-style-type: none"> <li>- Agency</li> <li>- Appraiser</li> <li>- Broker</li> <li>- Consultant</li> <li>- Cooperating or joint operating agreements</li> <li>- Employment agreements</li> <li>- Operation of Port Authority facilities</li> <li>- Port Authority operation of its own facilities</li> </ul> <p><u>1/</u> <i>Contracts</i></p> <ul style="list-style-type: none"> <li>- Concession</li> <li>- Construction</li> <li>- Maintenance</li> <li>- Plant Sanitation Engineering</li> </ul> <p><u>1/</u> <i>Leases, Licenses, Permits (Consents) and Space Permits*</i></p> <p style="padding-left: 40px;">-Correspondence pertaining thereto  <i>May Include - Alterations  Amendments  Assignments  Condition Survey in Vacating  Modifications  Supplements  Tenants  Terminations</i></p> <p><u>2/</u> <i>Form Subcontractor</i></p> <p><u>3/</u> <i>Clauses</i></p>	<p>All records unless otherwise noted: 10 years after final payment, then review</p> <p>Filed alphabetically by name and numerically by number</p> <p>Responsible Negotiating Unit  NY Properties:  10 years after expiration of lease, then review by Law Department  NJ Properties:  16 years after expiration of lease, then review by Law Department  Other Departments  1 year after expiration of lease</p>
<p>* <b>NOTE: Consents and Permits are terms used interchangeably. They cover permission to do the following types of things on, over, and under Port Authority property:</b></p> <ul style="list-style-type: none"> <li>- Curb cuts – on</li> <li>- Scaffold hanging – on/over</li> <li>- Signs hung or painted – on/over</li> <li>- Cables – over/under</li> <li>- Telephone, electric poles or guy wires – on</li> <li>- Any other permissive agreements</li> </ul>	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p><b>DOCUMENTS (cont'd)</b></p> <p>All paper relating to the above documents is filed with the corresponding agreement, contract, lease, license, permit or consent, and takes the 10-year retention period unless noted otherwise.</p> <p>The following list of subject classifications is illustrative only and may be amended as needed. You may use any or all classifications as needed.</p> <p style="padding-left: 40px;">Advertising</p> <p style="padding-left: 40px;">Bids - (Awards and Quotations)                          Proposals of unsuccessful bidders</p> <p style="padding-left: 80px;">Purchase Orders</p> <p style="padding-left: 40px;">Change Orders</p> <p style="padding-left: 40px;">Drawings</p> <p style="padding-left: 80px;">Originals</p> <p style="padding-left: 80px;">Microfilm</p> <p style="padding-left: 120px;">Field use diazo copies                          (aperture card mounted)</p> <p style="padding-left: 80px;">Prints</p> <p style="padding-left: 120px;">Field use copy</p> <p style="padding-left: 40px;">Extensions</p> <p style="padding-left: 40px;">Exhibits</p> <p style="padding-left: 40px;">Extra Work Orders</p> <p style="padding-left: 40px;">Forms</p> <p style="padding-left: 40px;">Identification</p> <p style="padding-left: 40px;">Inspections</p> <p style="padding-left: 40px;">Lists</p> <p style="padding-left: 40px;">Payments</p> <p style="padding-left: 40px;">Performance Bonds</p> <p style="padding-left: 40px;">Printing</p>	<p>All records unless otherwise noted: 10 years after final payment, then review</p> <p>10 years</p> <p>Responsible Department          2 years after award          of contract</p> <p>10 years</p> <p>Responsible Department          10 years then review</p> <p>Facility          Life of installation</p> <p>Facility          Life of installation</p> <p>Until superseded</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A-

**A - ADMINISTRATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>DOCUMENTS (cont'd)</b></p> <ul style="list-style-type: none"> <li>Recordings</li> <li>Records Transfer</li> <li>Renegotiation</li> <li>Renewals</li> <li>Reports                             <ul style="list-style-type: none"> <li>Completion 10 years</li> <li>Preliminary 5 years</li> <li>Final 10 years</li> <li>Status Reports</li> <li>Monthly listing of document's status Until superseded</li> </ul> </li> <li>Revocations</li> <li>Riders</li> <li>Routing</li> <li>Specifications</li> <li>Standardization</li> </ul>	<p>All records unless otherwise noted: 10 years after final payment, then review</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

A-4

A - ADMINISTRATION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>HISTORY</b>	<p>Nothing of a historical nature may be destroyed regardless of retention period that may be established for subject matter.</p> <p>When there is no longer an operational need forward all paper to the Office of the Secretary.</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>ISSUANCES</b>	
<i>Departmental Bulletins</i>	Issuing Department Life of subject Other Departments 2 years
Development Paper	Issuing Department Next issue or until superseded Other Departments 2 years
<i>Departmental Instructions</i> General Data Section	Until superseded
Development paper	Issuing Department Next issue or until superseded Other Departments 2 years
<i>Departmental Orders</i>	Issuing Department Life of Subject Other Departments until superseded
Development paper	Issuing Department Next issue or until superseded Other Departments 2 years
<i>General Circulars</i>	Until superseded
Development paper	2 years
<i>Office Memoranda issued by Executive Director</i>	Until superseded or cancelled
<i>Port Authority Instructions (PAI's)</i>	Until superseded
Development paper	Current, plus one previous
<i>SPI's (BTI's, OPI's, PDI's, TBI's)</i>	Issuing Department Next issue or until superseded

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A-1

**A - ADMINISTRATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>LEGAL</b></p> <p><b>Claims and Litigation</b>  All copies of correspondence referring to accident or damage resulting from accident</p> <p><b>Hearings</b>  Specifically concerned with the Port Authority  i.e., The Celler Hearings</p> <p><b>Legislation - Kinds:</b> <i>1/ Federal, Municipal, State</i>  <i>2/ Committees</i></p> <p><b>Bills introduced/enacted</b></p> <p><b>Conferences</b></p> <p><b>Investigations</b></p> <p><b>Programs</b></p>	<p>12 months, then to Law Department for review and destruction</p> <p>Responsible Department  25 years, then review for microfilm</p> <p>25 years, then review</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**A - ADMINISTRATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>ORGANIZATION</b>	
Charts	
Port Authority Departmental	Until superseded Current plus 1 previous See Also: A - Issuances -PAI's and A - Organization -Department Structure
Committees - <i>(by name, alphabetically)</i>	
Kinds: - <i>departmental</i> - <i>interdepartmental</i>	
Port Authority policy statements and issuances	Permanent
If chairman or other officer of committee	6 years after expiration of term of office
Routine correspondence and reports	2 years after expiration of term of office
Studies and Surveys	6 years
Department <i>(by name)</i>	Permanent
Staff Meetings	2 years
Structure	Permanent
(For permanent retention of records on genesis and development of department, division, or unit. Such records may be:	
- Staffing (position requests, staffing patterns, etc.)	
- Organization charts	
- Department missions, etc.,	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<b>ORGANIZATION (cont'd)</b>	
Filing	
Audits	
Departments and Records Systems	Until superseded
Freedom of Information	
Requests	2 years
Policy	Permanent
Indexing	
Relative Subject Classification System	Until superseded
Microfilm, Microfiche	4 years
Name File - Filed Alphabetically	Department - 4 years*
Associations in which Port Authority staff have participated as regular members, committee or executive members, or as observers,	
<i>May Include:</i>	
- <i>Notices and proceedings of meetings</i>	
- <i>Selection and election of officers</i>	
- <i>Establishment and preparation for functions such as conventions, dinners, exhibitions and receptions</i>	
Conventions	
- Held in New York City	Department - 7 years
- Held in other cities	Department - 4 years
- Minutes and Reports	Department - 4 years
- Statements for or against Port Authority policies	Permanent
	*If officer, 6 years after completion of term of office

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**A - ADMINISTRATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>PLANNING -</b>    <i>Kinds:</i>    <u>1/</u> <i>Comprehensive</i></p> <ul style="list-style-type: none"> <li>- <i>Construction</i></li> <li>- <i>Development</i></li> <li>- <i>Environmental Impact Analysis</i></li> <li>- <i>Finance</i></li> <li>- <i>Operational</i></li> <li>- <i>Rehabilitation</i></li> <li>- <i>Research</i></li> <li>- <i>Strategic</i></li> <li>- <i>Urban Renewal</i></li> </ul> <p>                  <u>2/</u> <i>Marketing</i></p> <p>                  <u>3/</u> <i>Federal, State, Municipal, Foreign</i></p>	<p>All records take a 25-year retention period, unless otherwise noted, followed by review for microfilm</p>
<p><b>NOTE:</b> The following subject classifications may be amended as needed.</p>	
<p>Area Usage            Capacity            Committees            Consultants            Design            Drawings, Schemes, Sketches, Tracings            Expansion            Finance            Layouts</p>	
<p>                  ex. A department's own floor plan</p>	<p>See: A - Organization Department structure</p>
<p>Marketing Promotion            Master Plan            Nomenclature - Definitions, Titles            Objectives            Operations            Projects -           <i>Kinds:</i>    - <i>Infrastructure</i>            Programs            Proposals -       <i>Kinds:</i>    - <i>Outside, Port Authority</i>            Regional            Reports</p>	
<p>                  Final                              Preliminary</p>	<p>25 years            10 years</p>
<p>Research</p>	



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<p><b>PROMOTION</b></p> <p>Programs - <i>Kinds:</i> - <i>Civic</i>  - <i>Community</i>  - <i>Government</i>  - <i>School</i>  - <i>Speakers' Bureau</i>  - <i>Trade</i></p> <p>Arrangements</p> <p>Assignments</p> <p>Commendations</p> <p>Payments - <i>Kinds:</i> - <i>Compensated</i>  - <i>Non-compensated</i></p> <p>Reports</p>	<p>All records take a 6-year retention period, unless otherwise noted</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

A.

A - ADMINISTRATION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>PUBLICATIONS</b>	
<p>Port Authority Development*</p>	7 years after payment for printing
<p>“Development” paper is defined as:</p>	
<ul style="list-style-type: none"> <li>- Correspondence on decision to publish</li> </ul>	
<ul style="list-style-type: none"> <li>- Manner of publication</li> </ul>	
<ul style="list-style-type: none"> <li>- Format</li> </ul>	
<ul style="list-style-type: none"> <li>-shape, size, and general make-up; articles and visual presentation</li> </ul>	
<p>Distribution</p>	2 years
<p>Published Document</p>	Permanent
<p>Except</p>	Until superseded
<p>-Regularly issued information and house organs (i.e., The Diary; Insight, Port Authority Telephone Directory, etc.)</p>	
<p>Policy Correspondence</p>	7 years
<p>Non-Port Authority Articles of Interest</p>	Departmental discretion; not to exceed 2 years

\* Includes authorization, acquisition, and printing

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

A-1\*

A - ADMINISTRATION	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<b>PUBLICITY - Kinds:</b> * - <i>Address/Speeches and articles</i> Reproduction privileges	Permanent
If the paper contains Port Authority policy statements	Permanent
Speeches and articles of a routine nature: i.e., ceremonies, dinners	7 years, then review
- <i>Advertising</i>	7 years, except as noted
except - <i>Contracts</i> - <i>Employee</i>	See: A - Documents See: I - Jobs—Recruitment
<i>Arrangements</i>	2 years
<i>Purchases</i>	7 years
- <i>Contests</i>	2 years
Not sponsored by Port Authority	Permanent
Port Authority sponsored	See: A - Public Relations
- <i>Displays/Models</i>	Originating Unit - 2 years
- <i>Exhibitions</i>	7 years
<i>Arrangements</i>	7 years
- <i>Films</i>	Return to General Services
Original print	Permanent
Reproduction privileges	
- <i>Meets</i>	4 years
<i>Arrangements</i>	4 years
- <i>Paintings</i>	2 years
- <i>Photographs</i>	Until superseded
Reproduction privileges	Permanent
- <i>Press</i>	
<i>Conferences</i>	Permanent
* Where applicable, all paper on Acquisition (except by purchase or contract), Arrangements, Distribution and Showings, unless otherwise noted.	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**A - ADMINISTRATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>PUBLICITY - (cont'd)</b>	
<i>Kinds:*</i> - Radio	
Broadcasts	
- Scripts	6 years
except - Controversial**	Permanent
- Sketches	
Biographical	Until superseded
- Slogans	2 years
- Souvenirs	2 years
<i>Kinds:</i> - Blotters	
- Coins	
- Flags	
- Key tags	
- Matches	
- Medals	
- Nail Files	
- Paperweights	
- Postal Stamps	
- Safety Knives	
- Tie Clasps	
Acquisition	7 years
Reproduction privileges	Permanent
- Television	
Broadcasts	
- Scripts	6 years
except - Controversial**	Permanent
* Where applicable, all paper on Acquisition (except by purchase or contract), Arrangements, Distribution and Showings, unless otherwise noted.	2 years
** The person writing or delivering the broadcast script is to determine whether a particular script is controversial.	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>PUBLIC RELATIONS - Kinds:</b> - <i>Awards</i>  except -Port Authority to Staff  - <i>Ceremonies</i> <i>Kinds:</i> - <i>Christenings</i> - <i>Commemorations</i> - <i>Corner-stone Laying</i> - <i>Dedications</i> - <i>Flag Flying</i> - <i>Ground Breaking</i> - <i>Unveiling</i>  - <i>Conferences</i> except -Port Authority sponsored  - <i>Commendations</i> except -Personnel commendatory letters  except -Governmental agency correspondence  - <i>Cooperation</i> except -Governmental agencies  - <i>Courtesy</i>  - <i>Dinners</i>  - <i>Discrimination</i>  - <i>Donations</i> except -Port Authority -Policy-Procedural paper  - <i>Endorsements</i>  - <i>Enforcements</i>  - <i>Fact Sheets</i>  - <i>Gratuities</i>  - <i>Luncheons</i>  - <i>Memorials</i>	Unless otherwise noted, retention is for Originating Unit  See: I - Personnel Motivation  4 years        4 years Permanent  4 years See: I - Personnel Motivation   Permanent  4 years Permanent  4 years  4 years  4 years  4 years 10 years Permanent  4 years  4 years  Until new edition  4 years  4 years  4 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**A - ADMINISTRATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>PUBLIC RELATIONS - Kinds: (cont'd)</b>	
- <i>Receptions</i>	4 years
- <i>Solicitations</i> Free Speech Activities	4 years 5 years
- <i>Suggestions</i> except -Port Authority to its staff -Government agencies	4 years See: I - Personnel Suggestion Permanent
- <i>Tours</i>	4 years
- <i>Visitors</i>	4 years
<b>Arrangements</b>	2 years
<b>Complaints</b>	4 years
- Government agencies	Permanent
- Those leading to charges against Port Authority individuals	See: I - Personnel Discipline I - Personnel Employee Records

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<b>RATES - Includes:</b> <ul style="list-style-type: none"> <li>- Fees</li> <li>- Schedule of Charges</li> <li>- Tariffs</li> </ul>	
<b>NOTE:</b> This is an Index only. All Rate records will continue to be filed under the appropriate classifications as indicated	
<b>SEE</b>	
Appurtenances Fees Rates	P - Property  2 years 11 years*
Baggage Rates Handling	TR - Transportation  7 years
Carriers Fees Handling Servicing Rates Handling Servicing	TR - Transportation  7 years  11 years* 7 years
Concessions Rates	P - Property  11 years*
Construction Rates Inspection Testing	P - Property  11 years* 10 years
Consumer Services Rates Inspection Testing	P - Property  11 years* 10 years
Equipment Rates Usage	P - Property  11 years
*11-year retention indicates action by Board of Commissioners or outside regulatory body	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION	DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>RATES - (cont'd)</b>		
	SEE	
Fuel	P - Property - Energy	
Fees		
Handling		7 years
Storage		7 years
Groundways	P - Property	
Rates		11 years*
Income	F - Fiscal Matters	
Fees		See: Income - Kinds
Insurance	F - Fiscal Matters	
Rates		7 years
Mail	TR - Transportation	
Fees		7 years
Handling		
Services	A - Administration	
Fees		7 years
Rates		7 years
Shipments	TR - Transportation	
Fees		7 years
Processing		
Rates		11 years*
Point-to-point designation		
Classifications		
Demurrage		
Handling		
Pick-up-and-delivery		
Storage		10 years
Space	P - Property	
Rates		11 years*
Space Units	P - Property	
Fees		7 years
Rates		11 years*

\*See footnote, page A-21

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**A - ADMINISTRATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>RATES (cont'd)</b>	
Structures Rates	SEE P - Property 11 years*
Systems Rates	P - Property 11 years*
Tenants Fees Rates	P - Property 7 years 11 years*
Tolls Rates Classification Increases Reduction Surcharges	F - Fiscal Matters  See: TBT Department exceptions
Travel	TR - Transportation Until superseded
Utilities Rates	P - Property 11 years*
Warehousing Rates	TR - Transportation 11 years*

\*See footnote, page A-21

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

A - ADMINISTRATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD																					
<p><b>A. REGULATIONS -</b> <i>Kinds:</i> <u>1/</u> <i>Policies, Rules, Standards</i></p> <p><u>2/</u> <i>Federal, State, Municipal Port Authority</i> <i>(Aviation, Port Department, Rail, Tunnels, Bridges, and Terminals)</i></p> <p><u>3/</u> <i>Employee, Operating, Public, Tenant</i></p> <p><b>NOTE:</b> Regulations under "A" Category (above) are overall, non-specific, i.e., Port Authority, Municipal, State, or Federal and are classified as "A-Regulations"</p> <p>Specific regulations, i.e., Traffic, Accounts, Police, etc., will continue to be filed under the appropriate categories of "TR-Traffic, F-Accounts, and S-Protection, etc." and are classified accordingly. The following is an INDEX only.</p>	<p><b>NOTE:</b> Overall operating regulations are valid until superseded</p> <p>For Regulations with specific retentions, See: B below</p>																					
<p><b>B. REGULATIONS -</b></p> <table border="0"> <tr> <td>Accounts -</td> <td>F - Accounts</td> <td>Permanent</td> </tr> <tr> <td>Carriers - Aircraft, Buses, Pipelines, Rails, Taxis, Trucks, Vessels</td> <td>TR - Carriers</td> <td>Until superseded</td> </tr> <tr> <td>Code of Ethics -</td> <td>I - Personnel</td> <td>Until superseded</td> </tr> <tr> <td>Dangerous Articles - Transporting</td> <td>S - Dangerous Articles</td> <td>Until superseded</td> </tr> <tr> <td>Equipment -</td> <td>P - Equipment</td> <td>Permanent</td> </tr> <tr> <td>Financial Disclosure - Procedural</td> <td>I - Personnel</td> <td>Permanent</td> </tr> <tr> <td>Freedom of Information - Requests Policy</td> <td>A - Organization Filing</td> <td>2 years Permanent</td> </tr> </table>	Accounts -	F - Accounts	Permanent	Carriers - Aircraft, Buses, Pipelines, Rails, Taxis, Trucks, Vessels	TR - Carriers	Until superseded	Code of Ethics -	I - Personnel	Until superseded	Dangerous Articles - Transporting	S - Dangerous Articles	Until superseded	Equipment -	P - Equipment	Permanent	Financial Disclosure - Procedural	I - Personnel	Permanent	Freedom of Information - Requests Policy	A - Organization Filing	2 years Permanent	
Accounts -	F - Accounts	Permanent																				
Carriers - Aircraft, Buses, Pipelines, Rails, Taxis, Trucks, Vessels	TR - Carriers	Until superseded																				
Code of Ethics -	I - Personnel	Until superseded																				
Dangerous Articles - Transporting	S - Dangerous Articles	Until superseded																				
Equipment -	P - Equipment	Permanent																				
Financial Disclosure - Procedural	I - Personnel	Permanent																				
Freedom of Information - Requests Policy	A - Organization Filing	2 years Permanent																				

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**A - ADMINISTRATION**

DESCRIPTION		ALL LOCATIONS RETENTION PERIOD
<b>B. REGULATIONS (cont'd)</b>		
	<b>SEE:</b>	
Health - Personnel -	I - Personnel	Until superseded
Police - Protection -	S - Protection	Originating Unit Permanent Other Departments Until superseded
Security - Protection -	S - Protection	Originating Unit Permanent Other Departments Until superseded
Shipments -	TR - Shipment	Until superseded
Structures -	P - Structures	Until superseded
Supervision -	A - Supervision	Permanent
Systems -	P - Systems	Until superseded
Tenants -	P - Tenants	Until superseded
Traffic -	TR - Traffic	Until superseded
Aircraft, Motor Pedestrian Rail Vessel		
Traffic Rules, Regulations, and Toll Rates		Until superseded
Zoning	P - Zoning	Until superseded

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p><b>REPORTS</b></p> <p><b>NOTE:</b> This section is divided into two parts:            A. Departmental Activities            B. Specific Activities</p> <p>Section "A" Reports are progress and status updates of overall functions of individual departments, and will continue to be classified under A-Reports.</p> <p>Section "B" Reports are specific in subject, i.e., Security, Transportation, Finance, etc., and will continue to be classified under appropriate designations</p> <p><b>A. Departmental Activities - Kinds:</b> <i>1/ Operational</i>            - <i>Promotional</i>            - <i>Statistical</i></p> <p><i>2/ Periodic -</i>  <i>Annual</i>  <i>Semi-annual</i>  <i>Quarterly</i>  <i>Monthly</i>  <i>Semi-weekly</i>  <i>Bi-weekly</i>  <i>Weekly</i>  <i>Daily</i></p> <p><i>3/ Progress/Status</i></p> <p><b>Organizational Units to Department Heads</b></p> <p><b>Staff to Executive Director</b>  <i>Monthly</i>    <i>Annual</i>    <i>Quarterly</i></p> <p><b>Committee</b></p> <p><b>Unusual Happenings</b></p>	<p><b>Originating Unit - 2 years</b></p> <p><b>Originating Unit - 7 years</b></p> <p><b>Permanent</b></p> <p><b>2 years</b></p> <p><b>See: A - Organization - Committees</b></p> <p><b>Unit - 2 years</b></p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>REPORTS (cont'd)</b>	
<i>Annual</i>	
Departmental	Permanent
Port Authority Annual Report	Permanent
<b>B. Specific Activities*</b>	
<b>A - Administration</b>	
<b>A - Documents</b>	
Completion	10 years after final payment
Preliminary	5 years
Final	10 years
Status	
Monthly Listing of Document's Status	Until superseded
<b>A - Planning</b>	
Final	25 years
Preliminary	10 years
<b>A - Services</b>	7 years
<b>F - Fiscal Matters</b>	
<b>F - Accounts - Expense Reports</b>	2 years
<b>F - Economics</b>	
Preliminary	5 years
Final	7 years
<b>F - Finance</b>	
Facility Operating Monthly	4 years
Performance	
Expenditure	2 years
Monthly	2 years
Revenues	2 years
Year-End	10 years
Revisions	2 years

\*See also departmental listings

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

A - ADMINISTRATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>REPORTS (cont'd)</b>	
<b>B. Specific Activities* (cont'd)</b>	
<b>I - Industrial Relations</b>	
<b>I - Personnel</b>	
<b>Transfers</b>	
<b>Employee Status &amp; Transfer Record</b>	2 years after transfer of employee
<b>I - Time</b>	
<b>Absence</b>	2 years
<b>Absence Control</b>	2 years
<b>Attendance</b>	2 years
<b>Perfect Attendance</b>	8 years
<b>S - Security</b>	
<b>S - Accidents</b>	
<b>Safety Progress</b>	Until next report
<b>S - Emergencies</b>	7 years
<b>Those involving crashes, explosions, and fires created by either</b>	50 years
<b>S - Protection</b>	
<b>Reports</b>	Facility - 2 years
<b>TR - Transportation</b>	
<b>TR-Weather</b>	2 years
*See also departmental listings	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

<b>A - ADMINISTRATION</b>		<b>ALL LOCATIONS</b>
DESCRIPTION		RETENTION PERIOD
<p><b>SERVICES -</b></p> <p><i>Kinds:</i></p> <ul style="list-style-type: none"> <li>- <i>Audio Visual</i></li> <li>- <i>Binding</i></li> <li>- <i>Blueprinting</i></li> <li>- <i>Board Room</i></li> <li>- <i>Chauffeur</i></li> <li>- <i>Data Processing</i></li> <li>- <i>Delivery</i></li> <li>- <i>Federal Inspections</i></li> <li>- <i>Food (CDR)</i></li> <li>- <i>Graphic Work</i></li> <li>- <i>Guides</i></li> <li>- <i>Helicopter</i></li> <li>- <i>Information (multi-lingual)</i></li> <li>- <i>Library</i></li> <li>- <i>Lost and Found</i></li> <li>- <i>Medical Ambulances</i></li> <li>- <i>Microfilm</i></li> <li>- <i>Microfiche</i></li> <li>- <i>Notary Public</i></li> <li>- <i>Office machine repairs</i></li> <li>- <i>Ozalid, Multilith</i></li> <li>- <i>Patron</i></li> <li>- <i>Porter</i></li> <li>- <i>Projection</i></li> <li>- <i>Parking (valet)</i></li> <li>- <i>Records Indexing</i></li> <li>- <i>Redcaps</i></li> <li>- <i>Reporting</i></li> <li>- <i>Reproduction</i></li> </ul>		<p>See subject classifications for retentions, except as noted below</p> <p>2 years</p> <p>2 years</p> <p>See: I - Personnel Health            See: A - Public Relations - Cooperation</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**A - ADMINISTRATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>SERVICES -</b>                    <i>Kinds (cont'd)</i></p> <ul style="list-style-type: none"> <li>- <i>Skycaps</i></li> <li>- <i>Storage</i></li>   <li>- <i>Taxi</i></li> <li>- <i>Telephone (Port Authority and Public)</i></li> <li>- <i>Translating</i></li> <li>- <i>Travel (Port Authority)</i></li>   <li>- <i>Uniforms</i></li>   <li>- <i>Visitors</i>                   <i>by name and date</i></li>   <li>- <i>Weather</i></li> </ul>	<p>See subject classifications for retentions, except as noted below</p>
<p>Arrangements</p>	<p>Up to 2 years</p>
<p>Charge backs</p>	<p>2 years</p>
<p>Complaints</p>	<p>4 years</p>
<p>Fees</p>	<p>7 years</p>
<p>Inspections</p>	<p>7 years</p>
<p>Purchases</p>	<p>7 years</p>
<p>Rates</p>	<p>7 years</p>
<p>Reports</p>	<p>7 years</p>
<p>Requirements                   except - Specific Requisitions</p>	<p>7 years</p>
<p>Specifications</p>	<p>Life of subject</p>
<p>Studies/Surveys</p>	<p>7 years</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

A-31

A - ADMINISTRATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>SUPERVISION</b>	
Check Lists	7 years
Observation Programs	7 years
Policies	Permanent

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

E-1

E - ENVIRONMENTAL PROTECTION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
NUISANCES - <i>Kinds:</i> - <i>Animals</i> - <i>Noise</i> - <i>Odors</i>	
Complaints	10 years
Programs	7 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

E - ENVIRONMENTAL PROTECTION	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<p><b>POLLUTION - Kinds:</b> <i>1/</i> Air</p> <ul style="list-style-type: none"> <li>- Dust</li> <li>- Fog</li> <li>- Fumes</li> <li>- Smog</li> <li>- Smoke</li> <li>- Steam</li> <li>- Soil</li> <li>- Water</li> </ul> <p><i>2/</i> <i>Clean Air Act (CAA)</i></p> <ul style="list-style-type: none"> <li>- <i>Clean Water Act (CWA)</i></li> <li>- <i>Comprehensive Environmental Response Conservation and Liability Act (Superfund)</i></li> <li>- <i>Resources Conservation and Recovery Act (RCRA)</i></li> <li>- <i>Toxic Substance Control Act - PCB's (TSCA)</i></li> </ul> <p><b>Programs</b></p>	<p>All records take a 7-year retention period, unless otherwise noted</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

F-1

F - FISCAL MATTERS		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
ACCOUNTS -	<i>Kinds:</i> - <i>Administrative</i> - <i>Bank</i> - <i>Expense</i>	Originating Unit - 2 years
	-Advances	File with Expense Accounts
	-Reports	2 years
	- <i>Payable</i>	
	-Accrued Liabilities	5 years
	- <i>Payroll</i>	
	-Checks	2 years
	- <i>Petty Cash</i>	
	-Reconciliation	Originating Unit - 2 years
Audits -	<i>Kinds:</i> - <i>Internal</i> - <i>Outside</i>	Until next audit
Credit Cards		5 years
Deposits		2 years
Automatic		

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**F - FISCAL MATTERS**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>COSTS -</b></p> <p><i>Kinds:</i></p> <ul style="list-style-type: none"> <li>- <i>Administrative</i></li> <li>- <i>Capital</i></li> <li>- <i>Construction</i></li> <li>- <i>Engineering</i></li> <li>- <i>Maintenance</i></li> <li>- <i>Real Estate</i></li> </ul> <p><b>Allocation</b></p> <p><b>Centers</b></p> <p><b>Estimate</b></p> <p><b>Evaluation</b></p> <p><b>Overhead</b></p> <p><b>Project Control</b></p> <p><b>Studies/Surveys</b></p>	<p>All records take a 7-year retention period, unless otherwise noted</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

F - FISCAL MATTERS		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
<b>ECONOMICS -</b>	<i>Kinds:</i> <u>1/</u> <i>Agricultural products</i> - <i>Construction</i> - <i>Employment</i> - <i>Forestry products</i> - <i>Industrial</i> - <i>Minerals</i> - <i>Population</i> - <i>Regional</i> - <i>Trade</i>  <u>2/</u> <i>Export</i> - <i>Import</i> - <i>Gross National Product (GNP)</i> - <i>Trade offerings</i>	All records take a 7-year retention period, unless otherwise noted
Analysis  Carloading Cartels Census Consumption  Financing  General Cargo  Marketing  Payments -Balance of Prices  Re-evaluation Reports -Preliminary -Final	5 years 7 years	
Statistics Studies/Surveys - <i>Kinds:</i> - <i>Port Authority</i> - <i>Outside</i>		

**THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE**

<b>F - FISCAL MATTERS</b>		<b>ALL LOCATIONS RETENTION PERIOD</b>
<b>DESCRIPTION</b>		
<b>FINANCE -</b>	<i>Kinds:</i> 1/ <i>Aid (Federal, State, Local)</i> 2/ <i>Highways</i> - <i>Mass Transportation</i> - <i>Urban Renewal</i> - <i>Waterways</i> 1/ <i>Budgets</i> 2/ <i>Capital</i> - <i>Expenditure</i> - <i>Expense</i> - <i>Revenue</i>	Originating Unit - 25 years  Including Background and workpaper: Departmental - 10 years; Division and/or Unit - 4 years
	<b>NOTE: "Budget" paper may include any and all of the following subject classifications:</b>  <b>Actual Expenditures vs. Revised Advances</b>  <b>Basic Assumptions</b>  <b>Estimates</b>  <b>Facility Performance vs. Financial Plan Financial Plan</b> <b>Financial Summary vs. Financial Plan</b> <b>Forecasts -Long-range</b>  <b>Preparation Presentation</b>  <b>Reimbursements Reports</b>	
	<b>Facility Operating             Monthly</b>	4 years
	<b>Performance</b>	
	<b>Expenditure</b>	2 years
	<b>Monthly</b>	2 years
	<b>Revenue</b>	2 years
	<b>Year-End</b>	10 years
	<b>Revisions</b>	2 years
	<b>Statements</b>	
	<b>Facility Operating</b>	
	<b>Monthly</b>	2 years
	<b>Quarterly</b>	4 years
	<b>Financial</b>	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

F-5

F - FISCAL MATTERS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
INCOME	See exceptions

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**F - FISCAL MATTERS**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>INSURANCE -</b></p> <p><i>Kinds:</i></p> <ul style="list-style-type: none"> <li>- <i>Automobile</i></li> <li>- <i>Bonding, boiler, building risks, burgler</i></li> <li>- <i>Comprehensive</i></li> <li>- <i>Fire, flood</i></li> <li>- <i>Hospitalization</i></li> <li>- <i>Liability, life</i></li> <li>- <i>Major medical, marine, mortgage, multiple risk</i></li> <li>- <i>Parcel post, plate glass, property damage</i></li> <li>- <i>Rent, retirement, revenue</i></li> <li>- <i>Social security, self</i></li> <li>- <i>Title, travel</i></li> <li>- <i>Wind, workmen's compensation</i></li> <li>- <b>Claims</b></li> </ul>	<p>All records take a 4 year retention*</p>
<p><b>*NOTE:</b> Retention schedules do not apply in cases where a claim is pending under an insurance policy, surety bond or agreement. The Law Department will determine the retention period for the policy and any applicable inventory and valuation records.</p>	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

F-7

**F - FISCAL MATTERS**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>SECURITIES</b>	See exceptions

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

F - FISCAL MATTERS	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
TARIFFS	See exceptions

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

F - FISCAL MATTERS	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
TAXES	See exceptions

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**F - FISCAL MATTERS**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>TOLLS</b></p> <p><b>Passes -</b></p> <p style="padding-left: 40px;"><i>Kinds:</i></p> <ul style="list-style-type: none"> <li>- <i>Annual</i></li> <li>- <i>Business</i></li> <li>- <i>Employee</i> <ul style="list-style-type: none"> <li>- <i>Commutation</i></li> <li>- <i>Personal</i></li> </ul> </li> <li>- <i>Port Authority</i></li> <li>- <i>Vehicle</i></li> </ul> <p style="padding-left: 40px;"><b>Issue -</b></p> <ul style="list-style-type: none"> <li>To employees</li> <li>-Passbook Distribution</li> </ul> <p style="padding-left: 40px;"><b>Missing</b></p> <ul style="list-style-type: none"> <li>-Notice of lost or stolen passes</li> </ul> <p style="padding-left: 40px;"><b>List of Annual Pass holders</b></p>	<p style="text-align: center;"><b>Originating Unit - 2 years</b></p> <p style="text-align: center;"><b>2 years</b></p> <p style="text-align: center;"><b>Until superseded</b></p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

I - INDUSTRIAL RELATIONS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
EMPLOYMENT	See exceptions



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**I - INDUSTRIAL RELATIONS**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>LABOR -</b> <i>Kinds: (by name)</i> <ul style="list-style-type: none"> <li>- <i>Commissions</i></li> <li>- <i>Employee Associations</i></li> <li>- <i>Unions</i></li> </ul>	Originating Unit - 4 years unless otherwise noted
Grievances	2 years
Strikes	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**I - INDUSTRIAL RELATIONS**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>PERSONNEL</b>	Retention is for Originating Unit, unless otherwise noted
<p><i>Assignments - Kinds: Mobility Special</i></p>	2 years
<p>Code of Ethics Financial Disclosure</p>	<p>Until superseded Until superseded</p>
<p>Classifications</p>	6 years
<p>Discipline except -Confidential paper of specific cases</p>	6 years
<p>Employee Records -Facility and department files</p>	<p>Upon termination of employee, file must be destroyed within 6 months of termination, with approval of organization head on appropriate form</p>
<p><b>NOTE:</b> Facilities and departments may set up personnel folders for their staff. The following records only are to be maintained:</p>	
<p>Personnel Card Form, and copies of:</p> <ul style="list-style-type: none"> <li>- Accident reports</li> <li>- Anniversary letters</li> <li>- Certification to use special equipment</li> <li>- Commendations</li> <li>- Disciplinary actions (involving loss of pay or time)</li> <li>- Emergency call record</li> <li>- Letter of Termination</li> <li>- Local disciplinary actions (not involving loss of pay or time)</li> <li>- Property record</li> <li>- Requests for leave of absence</li> <li>- Short-term medical restrictions</li> </ul>	
<p>Employee Types - <i>Kinds: Casuals, excess, physically handicapped, probationary, project, provisional, temporary</i></p>	Originating Unit - 2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

I - INDUSTRIAL RELATIONS DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>PERSONNEL (cont'd)</b>	Retention is for Originating Unit unless otherwise noted
Expense Allowance - <i>Kinds:</i> - <i>Carfare, employee meals</i> - <i>Housing</i> - <i>Moving (new hires)</i> - <i>Telephone</i> - <i>Uniforms</i>	2 years
Freedom of Information - Requests for information	A - Organization-Filing Freedom of Information
Health	2 years
Annual Medical Schedules	Until superseded
Medical Care	
Check-ups	2 years
Precautions	2 years
Medical Restrictions	6 years
Programs	I - Personnel Programs Health ( <i>by name</i> )
Licenses - <i>Kinds:</i> - <i>Air conditioning</i> - <i>Drivers</i> - <i>Engineers</i> - <i>Law Practice</i> - <i>Notaries Public</i> - <i>Pilots</i> - <i>Radio Operators</i> - <i>Radio - Telephone Operators</i> - <i>Real Estate</i> - <i>Weigh masters</i>	2 years
Military Service Leaves	2 years
Short-term	



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**I - INDUSTRIAL RELATIONS**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>PERSONNEL (cont'd)</b></p> <p>Programs -      <i>Kinds: (cont'd)</i></p> <ul style="list-style-type: none"> <li>- Health</li> <li>- <sup>2/</sup> Alcoholism</li> <li>- Drug addiction</li> <li>- Occupational exposure*</li> <li>- Health Care Cost Containment</li>   <li>- Incentive Compensation</li> <li>- Insurance</li> <li>- <sup>2/</sup> Long-term disability</li> <li>- Port Authority Group Health Plan -Includes: <ul style="list-style-type: none"> <li>Dental</li> <li>Health</li> <li>Major Medical</li> <li>Life</li> </ul> </li> <li>- Retirement</li> <li>- Social Security</li> <li>- Travel Accident</li> <li>- Unemployment</li> <li>- Workmen's Compensation</li>   <li>- Medal Awards</li> <li>- Mobility</li>   <li>- Orientation</li>   <li>- Port Authority Records Review</li>   <li>- Reduction in Force</li>   <li>- Service A Vacation Buy back</li> <li>- Service Awards</li> <li>- Special Incentive Awards</li> <li>- Severance Allowance (Involuntary)</li> <li>- Severance Allowance (Voluntary)</li> <li>- Suggestion System</li>   <li>- Termination Control</li> <li>- Training -Port Authority</li>   <li>- Vacation Exchange Program</li> </ul>	<p>Retention is for Originating Unit unless otherwise noted</p> <p>6 years</p>

\* Review with Medical Department before destruction.

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

I - INDUSTRIAL RELATIONS DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>PERSONNEL (cont'd)</b>	Retention is for Originating Unit unless otherwise noted
Promotions	2 years
Requirements	2 years
Resignations	2 years
Retirements	2 years
Studies/Surveys - <i>Kinds:</i> - <i>Classifications</i> - <i>Employee Attitude</i> - <i>Employee Opinion</i>	Until superseded
Seniority	2 years
Suggestions*	7 years from date of final disposition
Tenure of Office Resolution	Until superseded
Terminations	2 years
Training - <i>Kinds:</i> - <i>Cooperative</i> - <i>Indoctrination</i> - <i>Instructor</i> - <i>Job</i> - <i>Outside</i> - <i>Port Authority</i> - <i>Safety</i> - <i>Supervisory</i> - <i>Vocational</i>	4 years
Certificate of Completion	Termination of Employment
Course - Prospective Syllabuses	Responsible Unit - 10 years
Transfers - <i>Kinds:</i> - <i>Interdepartmental</i> - <i>Intradepartmental</i>	2 years after transfer of employee
Report Employee Status & Transfer Record	
Lists	
*Only those suggestions handled on a departmental level	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

I - INDUSTRIAL RELATIONS	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<b>SALARIES</b>	Retention is for Originating Unit unless otherwise noted
Adjustments	6 years
Deductions - <i>Kinds: - Bonds, dues, credit union, CDR, withholding (FICA), charity, library, others</i>	2 years
Increases (Merit Salary Adjustments)	6 years
Withheld	6 years
Payment	2 years
Premium Payments - <i>Kinds: Shift differential</i>	6 years
Request for change in destination of paycheck	2 years
Scales	2 years
Special Compensation <i>Kinds: FICA, vacation conversion, insurance, vacation buyback</i>	6 years
Surveys	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

I - INDUSTRIAL RELATIONS		ALL LOCATIONS RETENTION PERIOD
DESCRIPTION		
TIME -	<p><i>Kinds:</i> - <i>Absence</i>  Reports  Long-term  Unauthorized</p> <p>- <i>Compensatory - Individuals &amp; Lists</i>  Cash payments  Non-cash payments</p> <p>- <i>Excused</i></p> <p>- <i>Holidays</i></p> <p>- <i>Leaves - Kinds:</i> - <i>Jury Duty</i>  - <i>Maternity</i>  - <i>Short-term</i>  - <i>Sick</i>  Except military leave</p> <p>- <i>Overtime</i>  Punch card tab runs</p> <p>- <i>Regular Day Off</i></p> <p>- <i>Shifts</i></p> <p>- <i>Tardiness</i></p> <p>- <i>Vacations</i>  Cash Payments  Deferred - over 5 days  Schedules</p> <p>- <i>Working Hours</i>  Staggered</p> <p>Reports - <i>Kinds:</i> - <i>Absence Control</i>  - <i>Attendance</i>  - <i>Daily</i>  - <i>Perfect Attendance</i>  - <i>Police</i>  - <i>Ratings</i>  - <i>Time</i>  - <i>Temporary Employees</i></p> <p>Studies/Surveys</p>	<p>Originating Unit - 2 years  unless otherwise noted</p> <p>See: I - Personal-Military  Leave</p> <p>6 years</p> <p>6 years</p> <p>7 years</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

I - INDUSTRIAL RELATIONS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
WELFARE	See Exceptions

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

<b>P - PROPERTY</b>	<b>ALL LOCATIONS</b>
<b>DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>APPROACHES</b>	See exceptions

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

<b>P - PROPERTY</b> <b>DESCRIPTION</b>	<b>ALL LOCATIONS</b> <b>RETENTION PERIOD</b>
<p><b>APPURTENANCES - Kinds:</b> 1/ <i>Arcades</i></p> <ul style="list-style-type: none"> <li>- <i>Barriers (logs, sound)</i></li> <li>- <i>Bins (baggage)</i></li> <li>- <i>Booths</i>  2/ <i>change, concession, dispatchers, firearms, information, loading, police, sales, telephone, telegraph, toll</i></li> <li>- <i>Bulkheads</i></li>   <li>- <i>Canopies</i></li> <li>- <i>Carwalks (handrails)</i></li> <li>- <i>Ceilings (hung, chimneys)</i></li> <li>- <i>Chutes (mail)</i></li> <li>- <i>Closets</i></li> <li>- <i>Copings</i></li> <li>- <i>Counters</i>  2/ <i>baggage, insurance sales, tickets</i></li> <li>- <i>Curbs</i></li>   <li>- <i>Dividers</i></li> <li>- <i>Dolphins</i></li> <li>- <i>Doors</i>  2/ <i>baggage, cargo, electric-eye operated, fire, garage, hangar, niche, overhead, revolving, tailgate, treadle-operated</i></li> <li>- <i>Dumbwaiters</i></li>   <li>- <i>Elevators</i>  2/ <i>automatic, baggage, freight, passenger, sidewalk</i></li> <li>- <i>Entrances</i>  2/ <i>lobbies, sky lobbies, subway, vestibules</i></li>   <li>- <i>Fences</i>  2/ <i>boundary, crash, sand, snow</i></li> <li>- <i>Fenders</i></li> <li>- <i>Fire</i>  2/ <i>curtains, exits, towers</i></li> <li>- <i>Floors</i>  2/ <i>loads</i></li> <li>- <i>Foot Bridges</i></li> <li>- <i>Fountains</i>  2/ <i>drinking</i></li> </ul>	<p>See following subject classifications for specific retentions</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

<p><b>P - PROPERTY</b></p> <p><b>DESCRIPTION</b></p>	<p><b>ALL LOCATIONS</b></p> <p><b>RETENTION PERIOD</b></p>
<p><b>APPURTENANCES - Kinds: (cont'd)</b></p> <ul style="list-style-type: none"> <li>- Galleries     <u>2/</u> dispatchers</li> <li>- Gangplanks</li> <li>- Gates     <u>2/</u> barrier, flood, loading, turnstiles</li> <li>- Gutters</li>   <li>- Handrails</li> <li>- Hatchways</li> <li>- Headhouses</li>   <li>- Islands     <u>2/</u> traffic</li>   <li>- Mailboxes</li> <li>- Manholes     <u>2/</u> covers, guards</li> <li>- Moldings</li> <li>- Mooring Racks</li> <li>- Moving Stairs</li>   <li>- News Stands</li>   <li>- Observation Decks</li>   <li>- Parapets</li> <li>- Partitions     <u>2/</u> "Kordarooms"</li> <li>- Penthouses</li> <li>- Platforms     <u>2/</u> hinged, loading, passenger, work</li> <li>- Poles     <u>2/</u> barber, flag, light, telegraph</li> <li>- Posts     <u>2/</u> lampposts, signs</li> <li>- Racks     <u>2/</u> bicycle</li> <li>- Ramps</li> <li>- Roof</li> <li>- Rotary Dispositories</li> </ul>	<p>See classifications for specific retention periods</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p><b>APPURTENANCES - Kinds: (cont'd)</b></p> <ul style="list-style-type: none"> <li>- Sills</li> <li>- Skylights</li> <li>- Smokestacks</li> <li>- Speakers' Stands</li> <li>- Stair Towers</li> <li>- Stairways 2/ guards</li>   <li>- Turntables</li>   <li>- Wainscoting</li> <li>- Walkways 2/ handrails</li> <li>- Walls 2/ fire, mural, party</li> <li>- Winchhouses</li> <li>- Windows 2/ guards, sashes</li> </ul>	<p>See classifications for specific retention periods</p>
<p><b>Alterations</b>  ex. Alterations made by tenant with responsibility to restore to original condition</p>	<p>2 years  Sec: P- Tenant Lease.</p>
<p><b>Assignment</b></p>	<p>2 years</p>
<p><b>Demolition</b></p>	<p>7 years</p>
<p><b>Evaluation</b></p>	<p>Term of agreement</p>
<p><b>Fees</b></p>	<p>2 years</p>
<p><b>Inspections</b></p>	<p>4 yrs or until next inspection, whichever is sooner</p>
<p><b>Installations</b></p>	<p>2 years</p>
<p><b>Inventories</b></p>	<p>Until superseded</p>
<p><b>Loads</b></p>	<p>Life of appurtenance</p>
<p><b>Location</b></p>	<p>7 years</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**P . PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>APPURTENANCES (cont'd)</b>	
<b>Marking -</b> <i>Kinds:</i> - <i>Lettering</i> - <i>Numbering</i> - <i>Striping</i>	2 years
<b>Modifications</b>	7 years
<b>Priorities</b>	7 years, except when control agency requires different retention period
<b>Programs</b>	7 years
<b>Purchases</b>	7 years
<b>Bids</b> successful unsuccessful	7 years
<b>Cancellations</b>	2 years
<b>Deliveries</b>	2 years
<b>Ratifications</b>	7 years
<b>Rates</b>	11 years after action by Board of Commissioners or outside regulatory body
<b>Rehabilitation</b>	7 years
<b>Removal</b>	2 years
<b>Repairs</b>	4 years
<b>Replacements</b>	2 years
<b>Requirements</b>	2 years
<b>Restricted</b>	2 years
<b>Resurfacing</b>	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

**P - PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>APPURTENANCES (cont'd)</b>	
<b>Sales</b> <b>Personal Property</b>	2 years
<b>Servicing</b>	2 years
<b>Specifications</b>	7 years
<b>Storage</b>	2 years
<b>Surveys/Studies</b>	7 years
<b>Testing</b>	4 years
<b>Transfers</b>	2 years
<b>Usage</b>	4 years
<b>Vendors' Offerings</b>	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

<b>P - PROPERTY</b> DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>CONCESSIONS and/or CONSUMER SERVICES -</b></p> <p><i>Kinds:</i></p> <ul style="list-style-type: none"> <li>- Advertising</li> <li>- Automotive Wrecking</li> <li>- Baggage</li> <li>- Brokerage</li> <li>- Checking</li> <li>- Clock</li> <li>- Drugstores</li> <li>- Florist</li> <li>- Food</li> <li>- Gasoline</li> <li>- Guided Tours</li> <li>- Hotels</li> <li>- Insurance</li> <li>- Jewelry</li> <li>- Maintenance</li> <li>- Motels</li> <li>- Observation Decks</li> <li>- Personal Service</li> <li>- Photographers</li> <li>- Recreational</li> <li>- Service Station</li> <li>- Shops</li> <li>- Vehicles</li> <li>- Vending Machines</li> </ul>	<p>See subject classifications for specific retentions</p>
<p>Complaints</p>	<p>4 years</p>
<p>Fees</p> <p>Overages and shortages</p>	<p>7 years</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

<b>P - PROPERTY</b> DESCRIPTION	<b>ALL LOCATIONS</b> RETENTION PERIOD
<b>CONCESSIONS and/or CONSUMER SERVICES (cont'd)</b>	
Inspections	4 yrs or until next inspection whichever is sooner
Insurance	7 years See: F - Insurance
Mailing Lists	Until superseded
Permits	See: A - Documents
Prospective	2 years
Rates	11 yrs after action by Board of Commissioners or outside regulatory agency
Refunds	4 years
Revenues	7 years
Studies/Surveys	7 years
Feasibility	
Proof Listing	20 years
Unauthorized Operators - <i>by name</i>	4 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

<b>P - PROPERTY</b> <b>DESCRIPTION</b>	<b>ALL LOCATIONS</b> <b>RETENTION PERIOD</b>
<p><b>CONSTRUCTION - Kinds:</b></p> <p><i>Elements</i>  <i>Bands, bolts, beams, bearing blocks, bearings</i>  <i>Cables, clamps, clay blankets, columns, cones,</i>  <i>chord supports</i>  <i>Expansion bolts, expansion joints</i>  <i>Supports</i>  <i>Trusses, turnbuckles</i></p> <p><i>Finishes</i>  <i>Enamel</i>  <i>Paint (traffic), preservatives, primers</i>  <i>Varnishes</i>  <i>Whitewash</i></p> <p><i>Forms</i>  <i>Road</i></p> <p><i>Materials</i>  <i>Asphalt bricks</i>  <i>Cement, cinders, concrete (floor hardeners),</i>  <i>crushed stone</i>  <i>Emery agregate</i>  <i>Fill, flooring, fireproofing</i>  <i>Glass, glass beads, granite blocks, gravel, groud,</i>  <i>gypsum (blocks)</i>  <i>Insulating</i>  <i>Lumber</i>  <i>Marble, metals (steel), mortar, mosaics</i>  <i>Panels, partitioning, piling</i>  <i>Rails</i>  <i>Sandstone, sheeting, shingles, slate, stone</i>  <i>Tile</i></p>	<p>See classifications for specific retentions</p>
<p><b>Allotments</b></p>	<p>7 years, except where the control agency specifically requires a different retention period</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - PROPERTY DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>CONSTRUCTION (cont'd)</b>	
<b>Applications</b>	7 years, except where the control agency specifically requires a different retention period
<b>Tenant</b>	See: P - Tenant
<b>Engineering data sheets</b>	10 years
<b>Fireproofing</b>	Life of the construction
<b>Inspections</b>	4 years or until next inspection, whichever is sooner
<b>Rates -including work papers</b>	11 years after action by Board of Commissioners
<b>Inventories</b>	Until superseded
<b>Job Tickets</b>	2 years after completion of project
<b>Patents</b>	Permanent
<b>Photographs</b>	File with subject or program
<b>Priorities</b>	7 years, except where the control agency specifically requires a different retention period
<b>Programs</b>	7 years
<b>Purchases</b>	7 years
<b>Bids - successful or unsuccessful</b>	7 years
<b>Cancellations</b>	2 years
<b>Ratifications</b>	7 years

**THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE**

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>CONSTRUCTION (cont'd)</b>	
Rehabilitation	7 years
Requirements	2 years
Sales Personal Property	7 years
Specifications	7 years
Stockpiling	7 years
Storage	2 years
Stresses - Oscillations	7 years
Studies/Surveys	7 years
Transfers	2 years
Vendors Offerings	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

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**P - PROPERTY**

<b>DESCRIPTION</b>	<b>ALL LOCATIONS RETENTION PERIOD</b>
<b>EARTHWORKS</b>	See exceptions

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

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P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>ENERGY/FUEL -</b> <i>Kinds:</i> - <i>Atomic</i> - <i>Alcohol</i> - <i>Cells</i> - <i>Coal</i> - <i>Gasohol</i> - <i>Gasoline</i> - <i>Kerosene</i> - <i>Oil</i> - <i>Solar</i> - <i>Wind</i>	
<b>Allocations</b> Except where control agency specifically requires a different retention period	7 years
<b>Conservation</b>	7 years
<b>Consumption</b>	2 years
<b>Credit Cards</b>	Life of card
<b>Handling</b>	2 years
<b>Fees</b>	7 years
<b>Inventories</b>	Until superseded
Except inventories supplied when a facility is leased to or otherwise acquired by Port Authority	16 years after expiration of the Agreement
<b>Priorities</b> Except where control agency specifically requires a different retention period	7 years
<b>Programs</b>	7 years
<b>Purchases -</b>	7 years
<b>Bids - Unsuccessful</b> <b>Successful</b>	7 years
<b>Cancellations</b>	2 years
<b>Deliveries</b>	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>ENERGY/FUEL (cont'd)</b>	
<b>Ratifications</b>	7 years
<b>Requirements</b>	4 years
<b>Sales</b> <b>Personal Property</b>	7 years
<b>Seepage</b>	7 years
<b>Specifications</b>	7 years
<b>Storage</b>	7 years
<b>Fees</b>	7 years
<b>Studies/Surveys</b>	7 years
<b>Testing</b>	4 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

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P - PROPERTY	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<p><b>EQUIPMENT - Kinds:</b></p> <ul style="list-style-type: none"> <li>1/ Aircraft</li> <li>2/ Arresting gear, ground power units, helicopters, seaplanes</li> <li>- Attachments               <ul style="list-style-type: none"> <li>- Cables, chains, couplings, ropes, tow masts</li> </ul> </li> <li>- Automotive               <ul style="list-style-type: none"> <li>- Accessories (tire, snow)</li> <li>Batteries, bulldozers</li> <li>Carwalk patrol cars, compacters</li> <li>Graders, Jeeps</li> <li>Motorcycles, mowers (sharpeners)</li> <li>Passengers, pool</li> <li>Scooters, scrapers, sedans, spreaders, stabilizers, sweeper</li> <li>Trailers, trucks (deicing, dumping, emergency- airport, fire, foam, garbage, panel, power, rack, stake, tank, (fuel, flush, solution, water), wrecker</li> </ul> </li> <li>- Communicating               <ul style="list-style-type: none"> <li>- Autocall, buzzers, "Communiphone," "Dictograph," "Executones," "Flexiphones," "Guide-a-phone," Megaphones, message repeaters, microphones</li> <li>Prompters, public address</li> <li>Radio, radio telephones</li> <li>Signals</li> <li>Television, translators (simultaneous)</li> </ul> </li> <li>- Drafting               <ul style="list-style-type: none"> <li>- Stools, tables, tracing cloth, tracing paper</li> </ul> </li> <li>- Electrical               <ul style="list-style-type: none"> <li>- Battery chargers</li> <li>Cables, circuit breakers, controllers, conduits, converters</li> <li>Electric eyes, extension cords, fuses</li> <li>Generators, growlers</li> <li>High voltage, insulators, lenses, outlets</li> <li>Rectifiers, splicing kits, switches</li> <li>Tape, transformer, transmitter</li> <li>Wire</li> </ul> </li> </ul>	<p>See classifications for specific retention periods</p>

**GENERAL RETENTION SCHEDULE**

**P - PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>EQUIPMENT - Kinds: (cont'd)</b></p> <ul style="list-style-type: none"> <li>- <i>Emblems</i></li> <li>- <i>Bunting, cups, flags, insignia, medals, pins, placques, seals, shields, shooting bars</i></li> <li>- <i>Earthworking</i> <ul style="list-style-type: none"> <li>- <i>Soil borers</i></li> </ul> </li> <li>- <i>Emergency</i> <ul style="list-style-type: none"> <li>- <i>Airsickness receptacles, axes, belts</i></li> <li>- <i>Canned water, crash boats, crash kits</i></li> <li>- <i>Door opener</i></li> <li>- <i>Fire extinguisher (foam), fire detectors, fire hydrants, fire pumps</i></li> <li>- <i>Grappling hooks</i></li> <li>- <i>Helicopters, hose hooks, hose cabinets</i></li> <li>- <i>Kit trailers</i></li> <li>- <i>Ladders, lamp changers, life rings</i></li> </ul> </li> <li>- <i>Furniture &amp; Furnishings</i> <ul style="list-style-type: none"> <li>- <i>Air conditioning, ash trays, asphalt tile</i></li> <li>- <i>Banquettes, benches, blankets, book-cases, bulletin boards</i></li> <li>- <i>Carpeting, chairs, cornices, coin boxes, cots, couches, curtains</i></li> <li>- <i>Desks, draperies, display cases</i></li> <li>- <i>File cabinets, flight information boards, frames</i></li> <li>- <i>Habitat, heaters, key cabinets</i></li> <li>- <i>Lamps, lecturns, linoleum, liquor bars, lockers</i></li> <li>- <i>Matting, mirrors</i></li> <li>- <i>Port Authority Art Program</i></li> <li>- <i>Racks, rugs</i></li> <li>- <i>Safes, sand urns, screens, sculpture, seats, settees, shelving, stands, stools, storage cabinets</i></li> <li>- <i>Tables, trays</i></li> <li>- <i>Visible filing cabinets</i></li> <li>- <i>Waste baskets, water cooler</i></li> </ul> </li> <li>- <i>Food</i></li> <li>- <i>Forms</i> <ul style="list-style-type: none"> <li>- <i>Proposed</i></li> </ul> </li> </ul>	<p>See classifications for specific retention periods</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

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<b>P - PROPERTY</b> <b>DESCRIPTION</b>	<b>ALL LOCATIONS</b> <b>RETENTION PERIOD</b>
<p><b>EQUIPMENT - Kinds: (cont'd)</b></p> <ul style="list-style-type: none"> <li>- <b>Handling</b> <ul style="list-style-type: none"> <li>- <i>Bolsters, baggage (rollers), bankers, barrels, trucks</i></li> <li><i>Cable cars, capstans, chain fall &amp; trolleys, "cobey hi-speed wagon," conveyors, carts (baggage), cargo nets, cargo mats, catapults</i></li> <li><i>Davits, derricks, dollies</i></li> <li><i>Electronic, flat trucks, fork-lift trucks</i></li> <li><i>Gang planks, grab hooks, grain blowers, grain hose</i></li> <li><i>Hand trucks, hoists, jacks</i></li> <li><i>Lifts, loaders, loading steps, lofters, lorries, lumber separators, lumber stickers, pallets</i></li> <li><i>Ramps, rol-away, rollers, rolling wing deck</i></li> <li><i>Skids, stevedore plates, straddle trucks</i></li> <li><i>Tailgates, tire demounting racks, tool bags, trailers</i></li> <li><i>Wheel barrows, "whiting plane transfers," winches</i></li> </ul> </li> <li>- <b>Hardware</b> <ul style="list-style-type: none"> <li>- <i>Caster, cinch anchors, clamps</i></li> <li><i>Door knobs</i></li> <li><i>Hinges &amp; hasps</i></li> <li><i>Keys</i></li> <li><i>Nails, nesting boxes</i></li> <li><i>Padlocks</i></li> <li><i>Screws, clings, splice plates, sprockets</i></li> </ul> </li> <li>- <b>Identification</b> <ul style="list-style-type: none"> <li>- <i>Armbands</i></li> <li><i>Badges, brassards</i></li> <li><i>Cards</i></li> <li><i>Dises, decalomanias</i></li> <li><i>Name plates</i></li> <li><i>Photographs</i></li> <li><i>Register keys</i></li> <li><i>Shoulder patches, stickers</i></li> </ul> </li> </ul>	<p>See classifications for specific retention periods</p>



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

<b>P - PROPERTY</b> <b>DESCRIPTION</b>	<b>ALL LOCATIONS</b> <b>RETENTION PERIOD</b>
<p><b>EQUIPMENT - kinds: (cont'd)</b></p> <ul style="list-style-type: none"> <li>- <b>Lights</b> <ul style="list-style-type: none"> <li>- <b>Approach</b></li> <li><b>Beacon, boundary, boxes, bulbs</b></li> <li><b>Channel, circuit control, course</b></li> <li><b>Display, drop</b></li> <li><b>Fixtures, flashlights, flood, fluorescent, fog</b></li> <li><b>Highway</b></li> <li><b>Incondescent, insect repellent</b></li> <li><b>Lanterns</b></li> <li><b>Marker, mercury</b></li> <li><b>Obstructions</b></li> <li><b>Reflections, runway "Elfaka"</b></li> <li><b>Sodium vapor, spot, street</b></li> <li><b>Traffic, threshold</b></li> </ul> </li> <li>- <b>Machines</b> <ul style="list-style-type: none"> <li>- <b>Binders, bagging</b></li> <li><b>Compressors, cash registers, chip counting, coin (changers, counting), packages, cutting</b></li> <li><b>Drilling, duplicator</b></li> <li><b>Engine, floor finishing, flame throwers, fluorescent, tube dispenser, floor finishing</b></li> <li><b>Ground effect, greasing, grinders, garbage disposal</b></li> <li><b>Hand dryers, ice, joint cleaning, key making</b></li> <li><b>Milling, mixing</b></li> <li><b>Pumps (gasoline), power pipe, presses, postage, paint</b></li> <li><b>Seals, steam cleaning, scales, shearing, scrubbing (apron, automobile, floor, wall), sprayers, shredders, sewer cleaning, sifting, sign making</b></li> <li><b>Toll ticket punch registering, traffic line remover, tackers</b></li> <li><b>Valve resetters, vending (food), vacuum cleaners</b></li> <li><b>Washers, welding, wheel-skid resisters</b></li> </ul> </li> </ul>	<p>See classifications for specific retention periods</p>



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

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**P - PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>EQUIPMENT - Kinds: (cont'd)</b></p> <ul style="list-style-type: none"> <li>- <b>Medical</b> <ul style="list-style-type: none"> <li>- <i>Distilled water, drugs</i></li> <li><i>First aid, fluoroscopes</i></li> <li><i>Instruments</i></li> <li><i>Plasma</i></li> <li><i>Tourniquets</i></li> <li><i>X-ray</i></li> </ul> </li> <li>- <b>Monitoring</b> <ul style="list-style-type: none"> <li>- <i>Sound</i></li> </ul> </li> <li>- <b>Office Machines</b> <ul style="list-style-type: none"> <li>- <b>Adding</b> <ul style="list-style-type: none"> <li><i>Bags, blueprinting</i></li> <li><i>Calculators, card creating, collators,</i></li> <li><i>cylinder shavings, comptometers,</i></li> <li><i>contract printing</i></li> <li><i>Dictators, duplicators</i></li> <li><i>"Embosograf"</i></li> <li><i>Microfilm, numbering</i></li> <li><i>"Ozolid"</i></li> <li><i>Printing presses, photostat, punch</i></li> <li><i>card, postage</i></li> <li><i>"Thermofax," ticket counting, type-</i></li> <li><i>writers</i></li> <li><i>Verifax</i></li> <li><i>Xerox</i></li> </ul> </li> </ul> </li> <li>- <b>Office Stationery</b> <ul style="list-style-type: none"> <li>- <i>Cards, Christmas cards, envelopes,</i></li> <li><i>letterheads, memo pads, postcards, tags</i></li> </ul> </li> <li>- <b>Office Supplies</b> <ul style="list-style-type: none"> <li>- <i>Binders, bookends, blotters</i></li> <li><i>Carbon paper, catalog, crayons,</i></li> <li><i>copy holders</i></li> <li><i>Desk trays, diaries</i></li> <li><i>File (charge cards, folders, guides)</i></li> <li><i>Graph paper, "grip-a-phone"</i></li> <li><i>Ink, inkwells, index cards</i></li> <li><i>Jags, ledger trays</i></li> <li><i>Magnetic tapes, mailing tubes</i></li> <li><i>Notebooks</i></li> </ul> </li> </ul>	<p>See classifications for  specific retention periods</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**P - PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>EQUIPMENT - Kinds: -</b></p> <ul style="list-style-type: none"> <li>- <i>Office Supplies (cont'd)</i> <ul style="list-style-type: none"> <li>- <i>Onion skin paper, "ozolid" paper</i></li> <li>- <i>Paper (clips, cups, cutters, drills, folders, weights), pencils, pens, pencil sharpeners, punch cards, perforators, "photostat" paper, police blotters, postage stamps</i></li> <li>- <i>Report covers, rotary indexes, rubber stamp stands, rulers</i></li> <li>- <i>Scissors, scotch tape, scratch pads, spirit duplicating paper, slide rules, sorters, stenotype (paper, ribbon)</i></li> <li>- <i>Tissue paper, typewriter (carbon, pads, paper), transfer cases, thermofax paper</i></li> <li>- <i>Vertifax paper</i></li> </ul> </li> <li>- <i>Photographic</i> <ul style="list-style-type: none"> <li>- <i>Albums, cameras, enlargers</i></li> <li>- <i>Films, film holders</i></li> <li>- <i>Lamps, projectors</i></li> <li>- <i>Shoes</i></li> </ul> </li> <li>- <i>Plumbing</i> <ul style="list-style-type: none"> <li>- <i>Bath tubs</i></li> <li>- <i>Faucets, flushometers</i></li> <li>- <i>Melting furnaces, nozzles, pipes</i></li> <li>- <i>Radiators</i></li> <li>- <i>Showers, sinks</i></li> <li>- <i>Toilets, toilet seats</i></li> <li>- <i>Urinals, valves, wash basins</i></li> </ul> </li> <li>- <i>Police</i> <ul style="list-style-type: none"> <li>- <i>Ammunition</i></li> <li>- <i>Firearms, handcuffs, holsters</i></li> <li>- <i>Nightsticks</i></li> <li>- <i>Summons</i></li> <li>- <i>Uniforms, whistles</i></li> </ul> </li> <li>- <i>Protective</i> <ul style="list-style-type: none"> <li>- <i>Air locks, awnings</i></li> <li>- <i>Baffle plates, barriers, bird repellants, blowers, breathing apparatus</i></li> <li>- <i>Coverings</i></li> <li>- <i>Door closers, door plates</i></li> <li>- <i>Equipment checks, exhausts</i></li> <li>- <i>Fans, faceplates, flares, fume collectors</i></li> </ul> </li> </ul>	<p>See classifications for specific retention periods</p>



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**P - PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>EQUIPMENT - Kinds: (cont'd)</b></p> <ul style="list-style-type: none"> <li>- <b>Sundries</b> <ul style="list-style-type: none"> <li>- <i>Bill clips</i></li> <li>- <i>Cash drawers, coin holders, clothes hangers, coffee service</i></li> <li>- <i>Decorations, easels, "ear wardens"</i></li> <li>- <i>Flowers</i></li> <li>- <i>Gaskets</i></li> <li>- <i>Key tags, luggage</i></li> <li>- <i>Markers, mailboxes, masking tape, mobile offices, models</i></li> <li>- <i>Parking wands, pen &amp; pencil sets, pliofilm</i></li> <li>- <i>Scrolls, stanchions</i></li> <li>- <i>Target frames, ticket punches, tokens</i></li> </ul> </li> <li>- <b>Surveying</b> <ul style="list-style-type: none"> <li>- <i>Barometers, computers</i></li> <li>- <i>Field bags</i></li> <li>- <i>Level rods, plumb bobs</i></li> <li>- <i>Sight poles</i></li> <li>- <i>Tape measures, transits, tripods</i></li> </ul> </li> <li>- <b>Tanks</b> <ul style="list-style-type: none"> <li>- <i>Gasoline, propane, oil separators</i></li> </ul> </li> <li>- <b>Test</b> <ul style="list-style-type: none"> <li>- <i>Analyzers (carbon monoxide)</i></li> <li>- <i>Chemicals, consolidometers, counting tables</i></li> <li>- <i>Flowmeters</i></li> <li>- <i>Metal sorters, metal reflectoscopes</i></li> <li>- <i>Paving, plate loading</i></li> <li>- <i>Reflectoscopes, samplers</i></li> </ul> </li> <li>- <b>Toll</b> <ul style="list-style-type: none"> <li>- <i>Automatic collectors (tokens)</i></li> <li>- <i>Embossers</i></li> <li>- <i>Measuring sticks, mirrors</i></li> <li>- <i>Pressure calls</i></li> <li>- <i>Receipt racks</i></li> <li>- <i>Ticket date stamps, ticket punches, ticket storage cabinets, ticket racks</i></li> </ul> </li> </ul>	<p>See classifications for specific retention periods</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - PROPERTY	ALL LOCATIONS RETENTION PERIOD
<b>EQUIPMENT - Kinds: (cont'd)</b> <ul style="list-style-type: none"> <li>- <b>Tools</b> <ul style="list-style-type: none"> <li>- <i>Anvils, awls, axes</i></li> <li><i>Carpenter squares, caulking guns, chisels, clawbars, cutting blades</i></li> <li><i>Drills</i></li> <li><i>Gardeners, hammers, kits, planes, Saws, spike drawers, spuds</i></li> <li><i>Trowels, taps &amp; dies</i></li> <li><i>Wood bits, welding rods, wrenches</i></li> <li><i>Vises</i></li> </ul> </li> <li>- <b>Uniforms</b> <ul style="list-style-type: none"> <li>- <i>Cafeteria, chauffeur</i></li> <li><i>Emergency crew</i></li> <li><i>Information clerks</i></li> <li><i>Matron, operations attendants, mail delivery, maintenance</i></li> <li><i>Redcap, skycap</i></li> <li><i>Watchman, waterproof</i></li> <li><i>Toll collectors</i></li> </ul> </li> </ul>	See classifications for specific retention periods
<b>Accessories</b>	2 years
<b>Assignments</b>	2 years
<b>Bills of Sale</b>	7 years
<b>Copyrights</b>	Permanent
<b>Demonstration</b>	2 years
<b>Design</b>	15 years
<b>Engraving</b>	2 years
<b>Inspections</b>	4 years or until next inspection, whichever is sooner
<b>Installations</b>	4 years
<b>Inventories</b>	Until superseded
<b>Issue (to employees)</b>	2 years
<b>Lists</b>	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**P - PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>EQUIPMENT (cont'd)</b>	
Licenses	Life of license
Marking - Kinds: - <i>Color codes</i> - <i>Lettering</i> - <i>Numbering</i> - <i>Striping</i>	2 years
Mileage Reading	2 years
Modification	7 years
Parts	2 years
Patents	Permanent
Permits	Life of permit
Priorities	7 years, except where the control agency specifically requires a different retention period
Programs	7 years
Purchases	7 years NOTE - Purchase order File: All records filed by purchase order number have the same retention period regardless of schedules established for specific correspondence or forms
Bids - successful, unsuccessful	7 years
Cancellations	2 years
Deliveries	2 years
Ratification	7 years
Rationing	7 years except where the control agency specifically requires a different retention period

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P . PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>EQUIPMENT (cont'd)</b>	
Registrations - identification keys	4 years
Regulations	Permanent
Rehabilitation	7 years
Relocation	2 years
Removal	2 years
Rentals	2 years
Replacements	2 years
Repairs	4 years
Requirements Unless part of program	2 years 7 years
Retirements	2 years
Returns	2 years
Sales Personal property	7 years 7 years
Servicing - <i>Kinds:</i> <ul style="list-style-type: none"> <li>- Allowances</li> <li>- Dry cleaning</li> <li>- Fuel filters</li> <li>- Fueling</li> <li>- Washing</li> </ul>	2 years
Specifications	7 years
Standards	7 years
Statement of Transfer	2 years after disposal
Stockkeeping	2 years
Storage	2 years
Studies/Surveys	7 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>EQUIPMENT (cont'd)</b>  Testing  Transfers  Trip Reports except if part of program  Usage Rates, including work papers  Vendor's offerings	4 years  Originating Unit - 2 years  2 years 7 years  4 years 11 years after action by Board of Commissioners or outside regulatory body  2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

P - PROPERTY DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>FLOOR LAYOUT</b></p> <p>Individual departmental floor space including correspondence and floor plan</p> <p>Tenant space</p>	<p>A - Organization -- Depart- ments</p> <p>Sec: P - Tenant Leases</p>





THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p><b>MAINTENANCE (cont'd)</b></p> <p>    <b>Summaries</b></p> <p>    <b>Studies/Surveys</b></p> <p>    <b>Testing</b></p> <p>    <b>Work Orders</b>                  Routine - 2 years                  Non routine - 4 years</p>	<p>7 years</p> <p>7 years</p> <p>7 years</p> <p>Facility - 4 years, except where required in claims and litigation; Law Department will request order and incorporate into claims folder</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

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P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p><b>PROJECT AREAS</b></p> <p>Records on the management of real estate acquired by the Port Authority in anticipation of use as facility sites and/or for use in relocating tenants from buildings demolished for facility sites. These include history of structural maintenance, supply of utilities, tenant usage, tenant rent collection, tenant relocation records and demolition of structure or preparation for sale. This does not include any records on outstanding and collectable claims known to the Law Department, or records of legal value on the acquisition through purchase or condemnation or sale of these properties which had already been transferred to the Office of the Secretary in 1956 and 1957.</p> <p>1951 and later</p> <p>Tenant Relocation Program</p>	<p>7 years after demolition and sale</p> <p>7 years</p>



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**P - PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>SPACE</b>	
Allocation	2 years
Control	2 years
Inventories	Until superseded
Measurements	2 years
Measuring Conversion Tables	2 years
Non-Rentable	4 years
Occupied	4 years
Permits and Consents	See: A - Documents-Permits
Rates	11 years after action by Board of Commissioners or outside regulatory agency
Rentable	4 years
Requirements	4 years
Forecasts	10 years
Studies/Surveys	7 years
Usage - <i>Kinds:</i> - <i>Unauthorized</i> - <i>Restricted</i>	4 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

<b>P - PROPERTY</b> <b>DESCRIPTION</b>	<b>ALL LOCATIONS</b> <b>RETENTION PERIOD</b>
<p><b>SPACE UNITS -</b>      <i>Kinds:</i>    <u>1/</u> <i>Animal pens, anti-aircraft, apartments, arcade areas, auditoriums</i></p> <ul style="list-style-type: none"> <li>- <i>Back-up areas, banks, baseball diamonds, bathrooms, berths, board rooms, bowling alleys</i></li> <li>- <i>Cafeterias, chapels, clinics, cocktail lounges, conference rooms, control rooms, cooperage rooms, counters (tickets), counting rooms</i></li> <li>- <i>Dining rooms, drier houses, drill (crash, fire)</i></li> <li>- <i>Examination rooms, exhibit</i></li> <li>- <i>Fallout shelters, first-aid rooms, fluoroscope rooms, fuel areas</i></li> <li>- <i>Garbage rooms, golf courses (driving ranges)</i></li> <li>- <i>Hallways, helicopter pads, handball courts, holding pads</i></li> <li>- <i>Information, industrial parks</i></li> <li>- <i>Kitchens (meals aloft)</i></li> <li>- <i>Laboratories (photographic, testing), lavatories, locker rooms, lofter pits, lunch rooms</i></li> <li>- <i>Mail sorting rooms, marking (lettering, numbering), motels, marinas</i></li> <li>- <i>Newstands, nurseries</i></li> <li>- <i>Observation decks, offices</i></li> <li>      <u>2/</u> <i>Accounting, cashiers, dispensers, field, medical, operations, tickets</i></li> </ul>	<p>See subject classifications for specific retention periods</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**P - PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>SPACE UNITS -</b>      <i>Kinds: (cont'd)</i></p> <p>    1/ <i>Parking areas</i>                  <i>aircraft, basement, employee, metered lots, motor, "off-street," "para-park," roof pistol ranges, playgrounds, parks, pools (reflector), post offices, (finance stations), press rooms, projection rooms</i></p> <p>    - <i>Quarantine</i></p> <p>    - <i>Race tracks (automotive, horse), reading, recreation, refueling, restaurants, rest rooms</i></p> <p>    - <i>Scale (pits), service (delivery, pits), shoe shine, shops (radio, service, sign, welding, automotive) shipyards, sleeping rooms, snack bars, sky lobbies, spray rooms, stockrooms, storage (flammable), stores (barber shop), studios (television), swimming pools</i></p> <p>    - <i>Taxi stands, telephone, tennis courts, tie-down, trimmers, truck (pits), turn-arounds</i></p> <p>    - <i>Uplands, utility rooms</i></p> <p>    - <i>Vaults (bank, transformers)</i></p> <p>    - <i>Warm-up pads, waiting rooms</i></p> <p>    2/ <i>Employee, executive, government (army, federal inspection, navy), public</i></p>	
<p>Addresses</p>	<p>Until superseded</p>
<p>Alterations              ex.      Alterations performed under a Tenant Permit where the tenant has a responsibility to restore the space unit to its original condition</p>	<p>2 years          See: P - Tenants Permits</p>
<p>Permits</p>	<p>See: P - Tenants Permits</p>



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - <i>PROPERTY</i>	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<b>SPACE UNITS (cont'd)</b>	
Specifications	7 years
Studies/Surveys - <i>Kinds: - Employee, public</i>	7 years
Proof listing	20 years
Usage - <i>Kinds: - Free, tickets, unauthorized, restricted</i>	4 years



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**P - PROPERTY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>STRUCTURES (cont'd)</b>	
Addresses	Until superseded
Adjacent areas (to structures)	7 years
Alterations -Permits ex. Alterations performed under Tenant Permit where the tenant has a responsibility to restore the structure to its original condition	2 years  See: P - Tenant Leases
Assignments	2 years
Conversion	2 years
Damages	4 years
Decor	2 years
Demolition Crews Payment	7 years
Evaluation	10 years
Inspection	4 years or until next inspection, whichever is sooner
Leaks	25 years
Loads	Life of structure
Marking - <i>Kinds:</i> - <i>Lettering</i> - <i>Numbering</i> - <i>Striping</i>	2 years
Photographs	File with subject
Priorities	7 years, except where a control agency specifically requires a different retention period
Programs	7 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>STRUCTURES (cont'd)</b>	
Proposed	10 years
Purchases	Up to 7 years
Bids -successful, unsuccessful	Up to 7 years
Cancellations	2 years
Deliveries	2 years
Ratifications	7 years
Rates -including work papers	11 years after action by Board of Commissioners or outside regulatory agency
Regulations	Until superseded
Clearance	4 years
Violations	4 years
Relocation	2 years
Removal	4 years
Repair	4 years
Rehabilitation	7 years
Sales	7 years
Personal property	7 years
Prospective purchases	2 years
Specifications	7 years
Studies/Surveys	7 years
Testing	7 years
Transfers	2 years
Usage	4 years
Restricted	



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - PROPERTY		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
<b>SYSTEMS -</b>	<i>Kinds: (cont'd)</i>	
	- Temperature recording, transformers	
	- Water (potable, dock, hydrants)	
	- Ventilating (air filters, analyzers, air ducts, exhaust fans)	
	<u>2/</u> Mains, meters (BTU)	
Alterations		2 years
Assignments		2 years
Bills		7 years
Conversions		2 years
Inspections		4 years or until next inspection, whichever is sooner
Installations		4 years
Interference		10 years
Inventories		Until superseded
	-inventories supplied when a facility is leased to or otherwise acquired by Port Authority	16 years after expiration of agreement
Loads -electrical		Life of system
Marking -	<i>Kinds:</i>	2 years
	- Color codes	
	- Lettering	
	- Numbering	
	- Striping	
Parts		2 years
Permits		See: A - Documents-Permits
Priorities		7 years, except where control agency specifically requires a different retention period
Programs		7 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

<b>P - PROPERTY</b> <b>DESCRIPTION</b>	<b>ALL LOCATIONS</b> <b>RETENTION PERIOD</b>
<b>SYSTEMS (cont'd)</b>	
<b>Purchases</b>	7 years
<b>Bids -successful, unsuccessful</b>	7 years
<b>Cancellations</b>	2 years
<b>Deliveries</b>	2 years
<b>Ratifications</b>	7 years
<b>Rates -including work papers</b>	11 years after action by Board of Commissioners or outside regulatory body
<b>Rehabilitation</b>	7 years
<b>Regulations</b>	Until superseded
<b>Relocation</b>	4 years
<b>Repairs</b>	4 years
<b>Requirements</b>	4 years
<b>Sales</b>	
<b>Personal property</b>	2 years
<b>Servicing</b>	2 years
<b>Specifications</b>	7 years
<b>Studies/Surveys</b>	7 years
<b>Transfers</b>	2 years
<b>Vendor's Offerings</b>	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p><b>SYSTEMS (cont'd)</b></p> <p>Ventilation Charts</p> <p>Carbon Monoxide Reports</p> <p><b>NOTE:</b> Those departments who are currently classifying <b>INFRASTRUCTURE</b> records according to components (sewerage, pipelines, etc.) may wish to continue to do so until such time as new year's folders are prepared. In such cases, a permanent cross-reference should be prepared.</p>	<p>Facility - 7 years, except:</p> <ol style="list-style-type: none"><li>1) Cases in litigation – retain until claim is satisfied</li><li>2) Correspondence for which specific retentions are to be recommended</li></ol> <p>See above</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p><b>TENANTS</b></p> <p>See also: P - Tenants' Leases            For records pertaining to a specific (facility) tenant agreement</p> <p>A - Documents            Port Authority rental of facility leases</p> <p>P - Project Areas            Records pertaining to a site tenant</p> <p>Assignments - <i>Kinds:</i> - <i>Berths</i>            - <i>Charts</i>            - <i>Gates</i>            - <i>Ramphouses</i></p> <p>Building Notices</p> <p>Fees</p> <p>Fixture Claims</p> <p>Leases</p> <p>Assignment</p> <p>Dispossesses</p> <p>Subleasing</p> <p>Memoranda or letter of intent</p> <p>Permits - <i>Kinds:</i> - <i>Alteration</i>            - <i>Ground transportation</i>            - <i>Occupancy</i>            - <i>Privilege</i></p>	<p>2 years</p> <p>Facility - 2 years</p> <p>2 years</p> <p>7 years</p> <p>7 years</p> <p>NY - 10 yrs after termination            NJ - 16 yrs after termination            Hold terminated leases 1 yr in department, then to storage</p> <p>File with tenant lease</p> <p>File with tenant lease</p> <p>File with tenant lease</p> <p>Responsible negotiating department            NY - 10 years after expiration of lease/permit</p> <p>NJ - 16 years after expiration, then review by Law Department</p> <p>Others - Until expiration of lease/permit or one year after premises are vacated</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

P - PROPERTY	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<b>TENANTS (cont'd)</b>	
Prospective	2 years
Accommodations	2 years
Auxiliary Services	2 years
<i>Kinds:</i> - <i>Apparel shops</i> - <i>Banks</i> - <i>Barber shops</i> - <i>Beauty shops</i> - <i>Bookstores</i> - <i>Candy shops</i> - <i>Cosmetics</i> - <i>Drug stores</i> - <i>Discos</i> - <i>Electronic</i> - <i>Flea markets</i> - <i>Medical supply</i> - <i>Realty brokers</i> - <i>Restaurants</i>	
Brokers	See: A - Documents
Ratings	2 years
Solicitations	2 years
Unidentified facility ( <i>alphabetically, by applicant</i> )	2 years
Regulations	Until superseded
Relocation	7 years
<i>May Include:</i> - <i>Bonus, Expense, Questionnaires, Reports, Sites (by address)</i>	
Rents	7 years
<i>May Include:</i> - <i>Bills, Collection, Control, Delinquents, Deposits, Receipts, Revenues, Rolls</i>	
Rates	11 years
Surveys	2 years
Surrender of Possession Except under lease	7 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

P - PROPERTY		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
<b>UTILITIES -</b>	<i>Kinds:</i> - <i>Electricity</i>	
	- <i>Gas</i>	
	- <i>Steam</i>	
	- <i>Water</i>	
<b>Bills</b>	(See also: P - Systems-Bills)	7 years
<b>Consumption</b>		2 years
<b>Conservation</b>		7 years
<b>Meter Reading</b>		2 years
<b>Permits</b>		See: A - Documents-Permits
<b>Programs</b>		7 years
<b>Purchases</b>		7 years
<b>Rates -</b>	<b>Including work papers</b>	11 years after action by Board of Commissioners or outside regulatory body
<b>Relocations</b>		7 years
<b>Studies/Surveys</b>		7 years
<b>Submetering</b>		7 years



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

S-1

S - SECURITY		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
<b>ACCIDENTS -</b>	<i>Kinds:</i> - <i>Personal Injury</i> - <i>Property Damage</i> - <i>Traffic</i>	
<b>Hazards -</b>	<i>Kinds:</i> - <i>Construction</i> - <i>Fire</i> - <i>Radiation</i> - <i>Slipping</i> - <i>Tripping</i> - <i>Tumbleweed</i>	4 years
<b>Police Blotter Referrals</b>		4 years
<b>Prevention Programs -</b>	<i>Kinds:</i> - <i>Awards</i> - <i>Commendations</i> - <i>Contests</i> - <i>Films</i> - <i>Lecturers</i> - <i>Meetings</i> - <i>Posters</i> - <i>Suggestions</i>	4 years
<b>Reports</b>		Until next report
<b>Safety Progress</b>		
<b>Statistics</b>		4 years





THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**S - SECURITY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>PESTS -</b> <i>Kinds:</i> - <i>Birds</i> - <i>Insects</i> - <i>Marine Life</i> - <i>Rodents</i>	
<b>Area Inspection</b>	<b>4 years or until next inspection, whichever is sooner</b>
<b>Complaints</b>	<b>10 years</b>
<b>Control</b>	<b>7 years</b>
<b>Extermination</b>	<b>2 years</b>
<b>Repelling</b>	<b>2 years</b>
<b>Studies/Surveys</b>	<b>7 years</b>
<b>Tests</b>	<b>2 years</b>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

S-5

S - SECURITY	ALL LOCATIONS RETENTION PERIOD
<p><b>PROTECTION -</b></p> <p><i>Kinds:</i> <u>1/</u> <i>Aided</i></p> <ul style="list-style-type: none"> <li>- <i>Arrests</i></li> <li>- <i>Assists</i></li> <li>- <i>Clearances</i></li> <li>- <i>Confiscations</i></li> <li>- <i>Investigations</i></li> <li>- <i>Interrogations</i></li> </ul> <p><u>2/</u> <i>Assaults</i></p> <ul style="list-style-type: none"> <li>- <i>Asylum</i></li> <li>- <i>Counterfeiting</i></li> <li>- <i>Demonstrations</i></li> <li>- <i>Embezzlement</i></li> <li>- <i>Espionage</i></li> <li>- <i>Extortion</i></li> <li>- <i>Explosion</i></li> <li>- <i>Hijacking</i></li> <li>- <i>Homicide</i></li> <li>- <i>Hustling</i></li> <li>- <i>Imposters</i></li> <li>- <i>Impounding</i></li> <li>- <i>Loitering</i></li> <li>- <i>Narcotics (drugs)</i></li> <li>- <i>Rape</i></li> <li>- <i>Sabotage</i></li> <li>- <i>Shooting incidents</i></li> <li>- <i>Skyjacking</i></li> <li>- <i>Soliciting</i></li> <li>- <i>Suicide</i></li> <li>- <i>Terrorists</i></li> <li>- <i>Thefts</i></li> <li style="padding-left: 20px;"><i>Cargo</i></li> <li>- <i>Trespassing</i></li> <li>- <i>Vandalism</i></li> </ul> <p><u>3/</u> <i>Juvenile</i></p>	<p>All records take a 10-year retention period, unless otherwise noted</p> <p>7 years</p> <p>50 years</p> <p>50 years</p> <p>50 years</p> <p>50 years</p> <p>50 years</p> <p>7 years</p> <p>20 years</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

S - SECURITY	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<b>PROTECTION (cont'd)</b>	All records take a 10-year retention period, unless otherwise noted
Emergency Garage Log	Facility - 4 years
Passes - <i>Kinds:</i> <u>1/</u> <i>Concessions</i> - <i>Customs</i> - <i>Employee</i> - <i>Parking</i> - <i>Police</i> - <i>Port security</i> - <i>Press</i> - <i>Visitors</i> - <i>Workmen</i>	2 years
<u>2/</u> <i>Magnetic Card</i>	
Cancellations	
Impounding	
Issue	
Lists	
Requests	
Programs	7 years, then review
Police	7 years
Coverage	2 years
Meetings	Originating Unit - Permanent
Regulations	Originating Unit - Permanent Others - Until superseded
Reports	
Criminal	Facility - 2 years
Arrest	Facility - 2 years
Interrogating	Facility - 2 years
Watchman Service	4 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

S-7

**S - SECURITY**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>SAFETY</b>	
Inspections	4 years or until next inspection, whichever is sooner
Programs	7 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

S-8

S - SECURITY		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
<b>SANITATION</b>		
Cleaning		2 years
Food Handling -	<i>Kinds:</i> - <i>Mobile Vendor</i> - <i>Restaurant</i> - <i>Vending Machine</i>	2 years
Fumigation		2 years
Inspections		4 years or until next inspection, whichever is sooner
Programs -	<i>Kinds:</i> - <i>Garbage</i> - <i>Trash</i> - <i>Waste</i>	7 years
Disposal		4 years
Dumping		4 years
Incineration		4 years
Preservation		2 years
Recycling		2 years
Shredding		2 years
Treatment		2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

TR-1

TR - TRANSPORTATION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<b>BAGGAGE</b>	
Handling	7 years
Complaints	7 years
Claim Checks	7 years
Rates, including work papers	11 years after action by Board of Commissioners or outside regulatory body
Studies/Surveys	7 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

TR

**TR - TRANSPORTATION**

DESCRIPTION		ALL LOCATIONS RETENTION PERIOD
<b>CARRIERS -</b>	<p><i>Kinds:</i> 1/ <i>Aircraft -</i>  <i>air taxis, corporate, jets,</i>  <i>STOL, V-STOL, Fighter-</i>  <i>type, seaplanes, turboprop</i></p> <ul style="list-style-type: none"> <li>- <i>Buses</i></li> <li>- <i>Pipelines</i></li> <li>- <i>Rails</i></li> <li>- <i>Taxis</i></li> <li>- <i>Trucks</i></li> <li>- <i>Vessels</i></li> </ul> <p>2/ <i>Certified, non-certified,</i>  <i>conference, non-conference,</i>  <i>scheduled, non-scheduled</i></p> <p>3/ <i>Domestic (coastwise, inland,</i>  <i>intercoastal), foreign, long-haul,</i>  <i>over-the-road, pick-up-and-</i>  <i>delivery, rapid, short-haul</i></p> <p>4/ <i>Charter, corporate, irregular,</i>  <i>itinerant (ex. military), military,</i>  <i>private</i></p>	<p>All records take a 7-year retention period, unless otherwise noted</p>
<b>Characteristics -</b>	<p><i>Kinds:</i></p> <ul style="list-style-type: none"> <li>- <i>Capacity</i></li> <li>- <i>Dimensions</i></li> <li>- <i>Performance</i></li> <li>- <i>Standardization</i></li> </ul>	
<b>Complaints</b>		
<b>Fares -</b>	<p><i>Kinds:</i></p> <ul style="list-style-type: none"> <li>- <i>Free Passage</i></li> <li>- <i>Refunds</i></li> <li>- <i>Tickets</i></li> </ul>	
<b>Franchise</b>		

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

**TR - TRANSPORTATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>CARRIERS (cont'd)</b>	
<p>Handling -            <i>Kinds:</i> <u>1/</u> <i>Berthing</i></p> <ul style="list-style-type: none"> <li>- <i>Clearance</i></li> <li>- <i>Coupling</i></li> <li>- <i>Fitting</i></li> <li>- <i>Lighterage</i></li> <li>- <i>Loading</i></li> <li>- <i>Mooring</i></li> <li>- <i>Piloting</i></li> <li>- <i>Processing</i></li> <li>- <i>Storage</i></li> <li>- <i>Switching</i></li> <li>- <i>Towing</i></li> <li>- <i>Unloading</i></li> </ul> <p style="margin-left: 150px;"><u>2/</u> <i>Demurrage</i></p> <ul style="list-style-type: none"> <li>- <i>Free Time</i></li> <li>- <i>Wharfage</i></li> </ul>	<p>All records take a 7-year retention period, unless otherwise noted</p>
<p>Buses                      Questionnaires</p>	
<p>Fees                        Evaders, waivers</p>	
<p>Integration</p>	
<p>Quarantine</p>	
<p>Rates, including work papers</p>	<p>11 years after action by Board of Commissioners or outside regulatory body</p>
<p>Regulations</p>	<p>Until superseded</p>
<p>Routes</p> <ul style="list-style-type: none"> <li>Discontinued</li> <li>Extensions</li> <li>Stops</li> <li>Test Runs</li> </ul>	

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

TR-4

TR - TRANSPORTATION		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
<b>CARRIERS (cont'd)</b>		All records take a 7-year retention period, unless otherwise noted
Sales		
Salvage		
Scheduling -	<i>Kinds:</i> - Arrivals - Cancellations - Departures	2 years
Servicing -	<i>Kinds:</i> - Air conditioning - Battery charging - Defueling - Deicing - Fueling - Provisioning - Sanitizing - Tire changing - Towing - Welding	2 years
	Fees Permits Rates	
Surveys	Prooflisting	20 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

TR-5

TR - TRANSPORTATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>CUSTOMS</b>	All records take a 2-year retention period, unless otherwise noted
Brokers	
Clearance	7 years
Confiscations	
Declarations	
Duties	
Refunds	
Employees	
Payments	7 years
Point of Entry	25 years or until superseded

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

TR-6

**TR - TRANSPORTATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>MAIL -</b></p> <p><i>Kinds:</i> <u>1/</u> <i>Aircraft</i></p> <ul style="list-style-type: none"> <li>- <i>Motor</i></li> <li>- <i>Rail</i></li> <li>- <i>Vessel</i></li> </ul> <p><u>2/</u> <i>Air</i></p> <ul style="list-style-type: none"> <li>- <i>First class</i></li> <li>- <i>Parcel post</i></li> </ul> <p><b>Handling</b></p> <p><b>Embargoes</b></p> <p><b>Fees</b></p> <p><b>In Transit</b></p> <p><b>Statistics</b></p> <p><b>Poundage</b></p>	<p><b>2 years</b></p> <p><b>7 years</b></p> <p><b>7 years</b></p> <p><b>7 years</b></p> <p><b>7 years</b></p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

TR-7

TR - TRANSPORTATION	ALL LOCATIONS RETENTION PERIOD
<b>NAVIGATION</b>	
Radar	25 years
Tides	2 years
Studies/Surveys	7 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

TR-8

**TR - TRANSPORTATION**

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p><b>PASSENGERS - Kinds:</b></p> <ul style="list-style-type: none"> <li><u>1/</u> <i>Aircraft</i></li> <li>- <i>Motor</i></li> <li>- <i>Rail</i></li> <li>- <i>Vessel</i></li>   <li><u>2/</u> <i>Domestic</i></li> <li>- <i>Inbound</i></li> <li>- <i>Interstate</i></li> <li>- <i>Outbound</i></li> <li>- <i>Overseas</i></li>   <li><u>3/</u> <i>Non-revenue</i></li> <li>- <i>Revenue</i></li>   <p><b>Handling</b></p> <p style="padding-left: 40px;"><b>Segregation</b></p> <p style="padding-left: 40px;"><b>Clearance</b></p>   <p><b>Potential</b></p>   <p><b>Routing</b></p>   <p><b>Statistics</b></p> </ul>	<p>All records take a 7-year retention period, unless otherwise noted</p>



THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

TR - TRANSPORTATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>SHIPMENTS (cont'd)</b>	
In Transit	2 years
Licenses	7 years after expiration
Manifests - ex. Ships Documents file	2 years
Marking	2 years
Movement (Advices)	2 years
Packaging (Labeling)	2 years
Packing	2 years
Paletizing	2 years
Port charges - <i>Kinds:</i> - <i>Classifications</i> - <i>Demurrage</i> - <i>Handling</i> - <i>Pick-up and delivery</i> - <i>Processing rates</i> - <i>Storage</i>	Originating Unit - 2 years
Processing - Mixing Fees	7 years
Rates - <i>Kinds:</i> - <i>Demurrage</i> - <i>Handling</i> - <i>Pick-up and delivery</i> - <i>Point-to-point designation</i>	11 years after action by Board of Commissioners or outside regulatory body
Reconsignments	2 years
Regulations	Until superseded
Routing - Diversions	Originating Unit - 4 years
Statistics	10 years
Handling	
Stockpiling	4 years
Storage- <i>Kinds:</i> - <i>Auxiliary</i> <i>In transit</i> <i>Placement records</i>	2 years
Tracers	2 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

TR-11

TR - TRANSPORTATION		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
TRAFFIC -	<i>Kinds:</i> <u>1/</u> Aircraft	All records take a 2-year retention period, unless otherwise noted
	- Motor	
	- Pedestrian	
	- Rail	
	- Vessel	
	<u>2/</u> Forecasts	10 years
	- Reports	10 years
	- Statistics	10 years
	- Studies/Surveys	10 years
	Assists	
Bulletins		
Clockings		
Control - <i>Kinds:</i>	- Radar	
	- Road Blocks	
Hazards - <i>Kinds:</i>	- Curves	10 years
	- Low Flying	
	- Obstructions	
	- Submersions	
Interference		
Logs		
Patterns		
Peaks - <i>Kinds:</i>	- Daily	
	- Days	
	- Hourly	
Potential		

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

TR - TRANSPORTATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>TRAFFIC (cont'd)</b>	
Registration	4 years
Regulations - <i>Kinds:</i> <ul style="list-style-type: none"> <li>- <i>Altitude</i></li> <li>- <i>Defective Vehicles</i></li> <li>- <i>Line Crossing</i></li> <li>- <i>Load Condition</i></li> <li>- <i>Parking</i></li> <li>- <i>Restricted Items</i></li> <li>- <i>Sizes</i></li> <li>- <i>Smoking Vehicles</i></li> <li>- <i>Speeds</i></li> </ul>	Until superseded
Violations	
Fines	4 years
Summons	5 years
Reports	4 years
Warning Cards	2 years
Relief - <i>Kinds:</i> <ul style="list-style-type: none"> <li>- <i>Delivery Schedules</i></li> <li>- <i>Night Trucking</i></li> <li>- <i>One-way Streets</i></li> <li>- <i>Self-feeding</i></li> <li>- <i>Staggered Hours</i></li> </ul>	10 years
Routing	2 years
Stoppages	4 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
**GENERAL RETENTION SCHEDULE**

TR-13

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>TRAVEL -</b> <i>Kinds:</i> <u>1/</u> <i>Air</i> - <i>Food</i> - <i>Hotels</i> - <i>Motor</i> - <i>Rail</i> - <i>Vessel</i>	
<b>Advances</b>	File with Expense Account - F - Accounts
<b>Authorizations</b>	File with Expense Account - F - Accounts
<b>Cards -</b> <i>Kinds:</i> - <i>Air</i> - <i>Hotel</i> - <i>Rail</i>	2 years or until suspended
<b>Mileage Allowance</b> Employee's car	Originating Unit - 2 years
<b>Pools</b> Employees' cars	Originating Unit - 2 years
<b>Rates</b>	Until superseded
<b>Reservations -</b> <i>Kinds:</i> - <i>Air</i> - <i>Hotel</i> - <i>Rail</i>	2 years
<b>Cancellations</b> <b>Refunds - Includes credit</b>	
<b>Routing</b>	2 years
<b>Trips</b> <b>Check Lists</b> <b>Itineraries</b>	4 years

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

TR-14

TR - TRANSPORTATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>WAREHOUSING - <i>Kinds:</i></p> <ul style="list-style-type: none"><li>- <i>Bonded</i></li><li>- <i>Cold Storage</i></li><li>- <i>General</i></li></ul>	<p>10 years</p>

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
GENERAL RETENTION SCHEDULE

TR-15

TR - TRANSPORTATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<b>WEATHER</b>	
<b>Forecasts</b>	2 years
<b>Reports</b>	2 years
<b>Stations</b>	10 years
<b>Wind</b>	
<b>Data</b>	2 years
<b>Graphs</b>	5 years