

Torres-Rojas, Genara

From: bradracino@gmail.com
Sent: Tuesday, June 30, 2015 1:35 AM
To: Olivencia, Mildred
Cc: Torres-Rojas, Genara; Van Duyne, Sheree; Ng, Danny
Subject: Freedom of Information Online Request Form

Information:

First Name: Brad
Last Name: Racino
Company: inewssource
Mailing Address 1: 1242 Lincoln Avenue
Mailing Address 2:
City: San Diego
State: CA
Zip Code: 92103
Email Address: bradracino@gmail.com
Phone: 845-553-4170
Required copies of the records: No

List of specific record(s):

To Whom It May Concern: Pursuant to the New York State Freedom of Information Law 1977 N.Y. Laws ch. 933, I hereby request the following records: The Port Authoritys record retention schedule in digital form. The requested documents will be made available to the general public, and this request is not being made for commercial purposes. In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not. Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

THE PORT AUTHORITY OF NY & NJ

FOI Administrator

July 7, 2015

Mr. Brad Racino
inewsourc
1242 Lincoln Avenue
San Diego, CA 92103

Re: Freedom of Information Reference No. 16123

Dear Mr. Racino:

This is in response to your June 30, 2015 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy enclosed) for a copy of the Port Authority's record retention schedule in digital form.

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/16123-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,



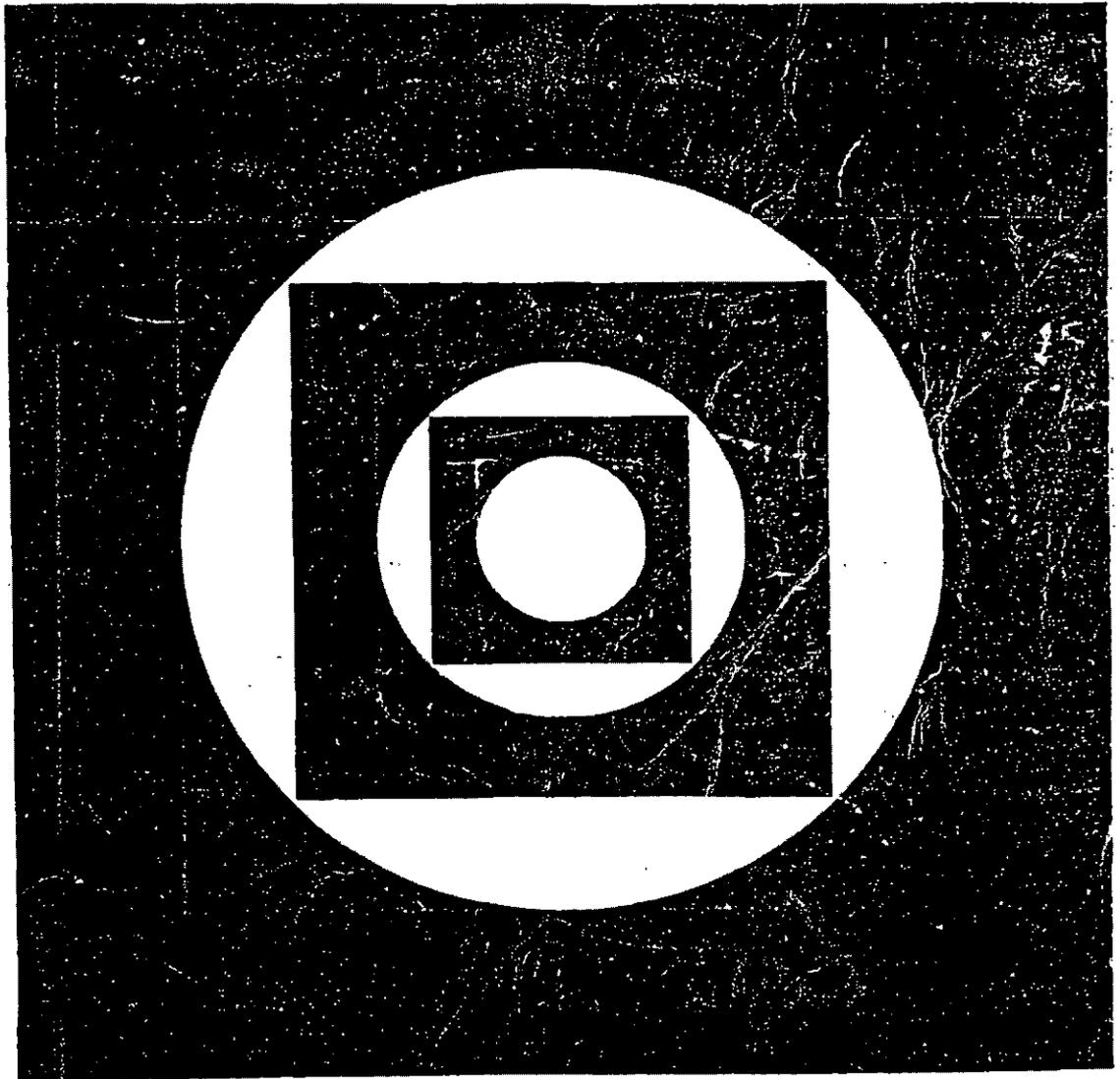
Danny Ng
FOI Administrator

Enclosure

4 World Trade Center, 18th Floor
150 Greenwich Street
New York, NY 10007
T: 212 435 7348 F: 212 435 7555

THE PORT AUTHORITY OF NY & NJ

Records Retention Manual



Records Retention Manual Retention Schedules

Part I - The PAI (Last revised July 28, 1971)

Part II - Preface and Definition of Terms

Part III - General Retention Schedule - These records are arranged by subject classification. They may include alphabetic (e.g., personnel folders) or numeric (e.g., claims) files and may also include one or more different numbered forms.

Part IV - Retention Schedule X-Forms - These were forms previously reproduced internally by the Port Authority and assigned form numbers prefixed by an X - to differentiate them from printed forms. X-form numbers have been eliminated and the forms assigned regular form numbers if they are in current use.

Part V - Retention Schedule P.A. Numbered Forms - All Port Authority numbered forms. Additions are made to it as new forms are created. Obsolete P.A. numbered forms are designated as part V-A.

Part VI - Retention Schedule, Non P.A. Forms - Forms are used by, but not issued by, the Port Authority. They originate outside the Port Authority, and have record value because of operational requirements.

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

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A - ADMINISTRATION	ALL LOCATIONS	SEE ALSO: EXCEPTIONS BY DEPARTMENT
Authorizations	A-1	Office of the Secretary
Communications	A-2	Engineering
Contractors and Consultants	A-3	Engineering
Corporate	A-4	Engineering Law Office of the Secretary
Documents	A-5	Aviation Comptroller Engineering Law Office of the Secretary Port Rail World Trade
History	A-8	-
Issuances	A-9	Audit Comptroller Engineering Management Services Office of the Secretary
Legal	A-10	Comptroller Engineering Law Office of the Secretary Police Port

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A - ADMINISTRATION (cont'd)	ALL LOCATIONS	SEE ALSO: EXCEPTIONS BY DEPARTMENT
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Planning	A-13	Aviation Comptroller Engineering Management Services Planning and Development World Trade
Promotion	A-15	-
Publications	A-16	Office of the Secretary
Publicity	A-17	General Services Office of the Secretary Public Affairs World Trade
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Supervision	A-31	Aviation Comptroller Management Services

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E - ENVIRONMENTAL PROTECTION	ALL LOCATIONS	SEE ALSO: EXCEPTIONS BY DEPARTMENT
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Pollution	E-2	Aviation Law Office of the Secretary Planning and Development

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F - FISCAL MATTERS	ALL LOCATIONS	SEE ALSO: EXCEPTIONS BY DEPARTMENT
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Costs	F-2	Aviation Comptroller Engineering World Trade
Economics	F-3	Aviation Comptroller Planning and Development Port
Finance	F-4	Comptroller General Services Law Management Services Office of the Secretary Planning and Development Treasury
Income	F-5	Comptroller
Insurance	F-6	Comptroller
Securities	F-7	Comptroller Law Office of the Secretary Treasury

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F - FISCAL MATTERS <i>(cont'd)</i>	ALL LOCATIONS	SEE ALSO: EXCEPTIONS BY DEPARTMENT
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Taxes	F-9	Aviation Comptroller Law Office of the Secretary
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I INDUSTRIAL RELATIONS	ALL LOCATIONS	SEE ALSO: EXCEPTIONS BY DEPARTMENT
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Labor	I-3	Engineering Law Personnel Port
Personnel	I-4	Aviation Comptroller Engineering Law Medical Personnel Office of the Secretary World Trade
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L - LINKS AND ROUTES	ALL LOCATIONS	SEE ALSO: EXCEPTIONS BY DEPARTMENT
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P — PROPERTY (<i>cont'd</i>)	ALL LOCATIONS	SEE ALSO: EXCEPTIONS BY DEPARTMENT
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Emergencies	S-3	Police
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TR - TRANSPORTATION	ALL LOCATIONS	SEE ALSO: EXCEPTIONS BY DEPARTMENT
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Carriers	TR-2	Aviation Comptroller General Services Planning and Development Port Office of the Secretary World Trade
Customs	TR-5	-
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Navigation	TR-7	Port
Passengers	TR-8	Aviation Planning and Development
Shipments	TR-9	Planning and Development Port
Traffic	TR-11	Aviation Comptroller Engineering Planning and Development Tunnels, Bridges, Terminals
Travel	TR-13	-
Warehousing	TR-14	-
Weather	TR-15	-

PORT AUTHORITY RECORDS PROGRAM

I. Introduction

This instruction describes the Port Authority Records Program and assigns responsibilities for its operation. The Port Authority Records Program consists of decentralized files with centralized records services. A detailed description of the system is contained in the Records Manual which is issued under separate cover and is considered a part of this instruction. This instruction applies to all Port Authority records except the legal files of the General Counsel.

II. Definitions

A. Records

1. "Records" or "record" means all information, regardless of physical form or characteristics (e.g., tab cards, tapes, microrecord formats) collected, prepared, generated or received by any organization unit of the Port Authority and needed in connection with the transaction of business and retained as evidence of the organization, functions, policies, decisions, procedures, operations or other Port Authority activities.
2. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, and stocks of publications and/or processed documents are not included within the definition of records.

B. Records Series

Records Series are groups of related records which are normally used and filed as a unit and which permit evaluation as a unit for disposition purposes. A records series may contain both forms and correspondence.

C. Records Retention Schedule

A Records Retention Schedule is an authorized published list of records series establishing an approved timetable for their maintenance and for their ultimate destruction. The official copy of the Port Authority Records Retention Schedule is maintained in the Office of the Secretary.

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D. Vital Records Schedule

Vital Records are those necessary to the life or continuity of the Port Authority. A Vital Records Schedule is a published list of vital records by department or organization unit together with instructions establishing the method and frequency of protection.

E. File of Record

The Port Authority file of record is that of the department assigned responsibility for the activity, program, or projects as outlined in PAI's, Series 10, covering organization functions; PAI 45-1.01.1, "Planning Responsibilities for Construction or Acquisition Projects," where the concept and designation of responsible departments appears; and all other PAI's or related instructions in which specific responsibilities are assigned to the various departments.

III. Responsibility for Records Retention

The Secretary of the Port Authority is responsible for assuring that records retention schedules are established and implemented to fulfill the needs of the Port Authority in accordance with sound management practices.

IV. Responsibility for Records Operations

A. The General Services Department, via the Records Management Unit, provides centralized services to assure the maintenance of filing standards and practices by: preparing the Records Manual; controlling the subject file classification system; developing procedures for filing and retrieving records in accordance with the operating requirements of departments; and conducting operational audits of departmental records activities. The Department also operates the Records Center.

B. The Career Development Division of the Personnel Department develops and conducts records training programs with the assistance, as required, from technical and subject matter specialists in the Port Authority.

C. The various departments maintain their respective records in accordance with the policies and procedures established in the Records Manual and makes these records available, upon request, to other Port Authority units which may require them.

V. Responsibility for Recordskeeping

- A. Each staff member who creates or receives correspondence or other records to be retained for the conduct of Port Authority business is required to route this material to his records unit once he has completed action on it. Transitory material not of record value should be discarded by the user as soon as possible.
- B. Records material may be maintained locally, stored in the Records Center, or disposed of in accordance with the provisions of the Records Manual.
- C. Organization Unit Files
 - 1. The files in individual units are under the supervision of a departmental records specialist who is trained in Port Authority records management practices. When the filing volume does not justify a full-time records specialist, other staff is trained to conform to Port Authority recordskeeping practices.
 - 2. Records specialists or other clerical staff assigned filing duties are responsible to the senior departmental records specialist for the operation of their individual file units and records activities. The senior departmental records specialist reports to the departmental records administrator who has overall operating responsibility for the records management activity.
 - 3. Records personnel comply with standards and procedures as detailed in the Port Authority Records Manual. The Manual may be supplemented by departmental instructions for use by local files personnel for their own guidance. A copy of all departmental instructions that supplement the Records Manual should be forwarded to the Records Management Unit of the General Services Department.
 - 4. Requests for information are made to the local records unit serving the requestor. The local files staff fills the request from its own files or obtains the material from other file units as required.

V

D. Role of the Records Center

1. The Records Center is a centralized area for housing departmental semi-active and inactive records. These records are systematically transferred to the Records Center in accordance with established schedules.
2. Records transferred to the Records Center are retained in the form in which they are received. They remain under the jurisdiction of the department and are safeguarded to prevent release of information to unauthorized persons.
3. Requests for information and records housed in the Records Center are made through the responsible departmental records specialist.

VI. Responsibility for Records Retention Schedules and Vital Records Schedules.

A. Approvals

All records, as defined in Par. II A above, are the property of the Port Authority. The operating, financial, legal or historical usefulness of individual records series for organization units is established by records retention schedules designed to meet these Port Authority requirements in accordance with sound management practices. Final approval and authorization for publication of official Records Retention and Vital Records Schedules rests with the Secretary of the Port Authority. The responsibility for assuring that records retention schedules safeguard Port Authority interests and needs rests with the following:

<u>Responsible Department/Unit</u>	<u>Approves For</u>
Organization Unit Head	operating requirements
Department Director	departmental administrative requirements
Comptroller	financial requirements
General Counsel	legal requirements
The Secretary	official, historical and Port Authority administrative requirements

B. Coordination and Issuance

The Records Management Unit of the General Services Department coordinates the preparation, issuance and implementation of Records Retention Schedules and Vital Records Schedules, and obtains the necessary clearances and approvals.

C. Updating

Changes affecting the Port Authority's operating, legal, financial, historical or administrative requirements are reported to the Records Management Unit by the responsible party (see Par. VI, A above) and/or by the Organization and Procedures Department for clearance and incorporation into the Records Retention Schedules. The Records Management Unit also performs a continuing review of established retention schedules to recommend modifications on the basis of findings.

VII. Records Audit Program

- A. The Records Management Unit of the General Services Department periodically reviews and appraises unit records management installations to ascertain the extent of compliance with established records policies and practices, and keeps Port Authority management informed of the effectiveness of local files operations.**
- B. Detailed audit procedures are contained in the Records Manual including procedures for reporting significant variances from established policies and procedures which may affect or impair the Records Management Program.**
- C. The Secretary of the Port Authority is advised of all findings which indicate a department is not complying with established Records Retention Schedules, or where failure to comply with established Retention Schedules may impair the integrity of the official Port Authority records.**
- D. The Records Management Unit will work with departmental staff to correct deficiencies revealed by audits and should keep the Secretary of the Port Authority advised.**

Definition of Terms
and
General Instructions

Please review this Manual carefully. You will note several basic changes to reflect current usage.

Among these are:

- Omission of P-Chattels and P-Commodities.
- Reclassification of P-Fuel to P-Energy to reflect expanded energy sources.
- Expanded A-Organization and A-Planning.
- Simplified A-Documents and A-Publications
- An Index of A-Rates; A-Regulations; and A-Reports
- Addition of a new "E - Environmental Protection" category, consisting of "Nuisances" and "Pollution" (formerly covered under "S - Security")

This manual will supersede all previous records issuances, memoranda, and manuals. In addition, the Relative Subject Classification Card Index, consisting of 3 X 5 cards of major and secondary captions, kinds, and all subject subdivisions contained in the classification system, will no longer be valid and should not be used. A revised Index will be issued in the near future. In the meantime, the Manual revisions are comprehensive enough to allow for classification of records.

If a record is not listed in All Locations or for a department individually, it is not a record. Such records, if desired, may be kept for information purposes only for up to 23 months.

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, you must request approval in Agenda Item form to the Supervisor, Records Systems Unit, who will review all change requests prior to submission to the Secretary of the Port Authority.

Since many subject folders are set up with a two-year break, i.e. 1982-1983, 1984-1985, we have eliminated odd-year retentions - 1-year, 3-year, 5-year, and listing of 90-day paper, which is basically informational, short-term paper. Such short-term paper now carries a two-year retention. All other retentions, where practicable, are even-numbered. However, such odd-year retentions as mandated by law or custom, such as the 11-year rates, are retained.

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.

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DEFINITION OF TERMS

The ordinary and usual meanings are to be given to the terms used in the Schedules. The following, however, may be helpful.

Insurance - May be classified as either:

F - Insurance

This classification is used primarily by the Comptroller and Personnel Departments to classify paper generated for the administration of the Port Authority insurance policies i.e. the policies themselves, records of premiums, claims, etc.

I - Personnel - Programs - Insurance

This classification is used for programmatic paper generated by those policies i.e. notice of insurance benefits, reimbursement procedures, etc.

"Kinds" - Classifications:

You will note extensive lists of "Kinds" modifying the major and secondary captions of classifications. (i.e. "Kinds" of P - Equipment; S - Protection; A - Public Relations, etc.) These "Kinds" are illustrative only, and are not all-inclusive. New "Kinds" may be added as desired, by the Agenda Item procedure.

Years (Months)(Days)Plus Current

"2 Years plus current (year)" means retain for 2 years after day of calendar year in which prepared.

For records retained 2 years or less, destroy at the expiration of the period named, on authority of the organization unit head (Division head or Facility Manager). Record Destruction Certificate Form 283 should be used.

For records retained more than 2 years, destroy at the expiration of the period named on authority of the Secretary of the Port Authority. Record Destruction Certificate Form 283 should be used.

MICROFILM

The Port Authority has in-house microfilm and microfiche capabilities. Those interested in applicability of such procedures for both long and short-term paper may contact the Records System Unit.

NON-PORT AUTHORITY RECORDS

(a) For those activities and events which have Port Authority participation, i.e. World's Fair: retention periods have been established, or in the case of future activities, should be established through the Agenda Item Review Method.

(b) For those records which are of interest to the Port Authority because of similar activities, i.e. information on ports, national and international, etc.:

A - Publications - Items of Interest

PATH RECORDS

All departments follow the Interstate Commerce Commission Regulations governing the destruction of records of electric railway companies, effective September 1, 1946.

Port Authority Trans-Hudson Corp. records which are not covered by either PA or ICC retention schedules are to be reviewed and schedules established.

The Records Center will accept for storage Port Authority Trans-Hudson Corp. records which are covered by ICC or PA retention schedules. All Port Authority Trans-Hudson Corp. records should be maintained in filing equipment, separate from PA records.

Listings of Port Authority Trans-Hudson Corp. records to be destroyed must be typed on a PATH Records Destruction Certificate Form (TH283).

RESPONSIBILITY FOR RECORDSKEEPING

See PAI 15-2.02, Part V

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

A - ADMINISTRATION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p>AUTHORIZATIONS* - Kinds: <u>1/</u> Federal - Municipal - State - Safe Combinations</p> <p><u>2/</u> Delegated - Recess</p>	<p><i>Until superseded</i></p>
<p>Signatures</p>	<p>Until superseded</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
DESCRIPTION		RETENTION PERIOD
COMMUNICATIONS -	<i>Kinds: 1/ Correspondence</i> <i>- Telegraph</i> <i>- Telephone</i> <i>2/ Call Letters</i> <i>- Confidential</i>	All records take a 2-year retention period, unless otherwise noted
Addresses		Until superseded
Deliveries		
Follow-up Systems		
Mailings		
Routings		
Terminology		

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>A - ADMINISTRATION</p> <p>CONTRACTORS & CONSULTANTS</p> <p>Lists</p> <p>Prospective</p> <p>Ratings</p>	<p>2 years unless otherwise noted</p> <p>See Also: A - Planning (if part of a planning project) - 25 years</p>

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

A - ADMINISTRATION	ALL LOCATIONS RETENTION PERIOD
<p>CORPORATE</p> <p><i>Agents (by name)</i></p> <p>Commissioners Board</p> <p>- Meetings* Minutes</p> <p>Committees - <i>Kinds:</i> - <i>Construction</i> - <i>Finance</i> - <i>Operations</i> - <i>Port Planning</i> - <i>Special</i></p> <p>- 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	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p>DOCUMENTS - Kinds: <u>1/</u> <i>Agreements</i></p> <ul style="list-style-type: none"> - Agency - Appraiser - Broker - Consultant - Cooperating or joint operating agreements - Employment agreements - Operation of Port Authority facilities - Port Authority operation of its own facilities <p><u>1/</u> <i>Contracts</i></p> <ul style="list-style-type: none"> - Concession - Construction - Maintenance - Plant Sanitation Engineering <p><u>1/</u> <i>Leases, Licenses, Permits (Consents) and Space Permits*</i></p> <p>-Correspondence pertaining thereto May Include - <i>Alterations</i> <i>Amendments</i> <i>Assignments</i> <i>Condition Survey in Vacating</i> <i>Modifications</i> <i>Supplements</i> <i>Tenants</i> <i>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>* 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:</p> <ul style="list-style-type: none"> - Curb cuts - on - Scaffold hanging - on/over - Signs hung or painted - on/over - Cables - over/under - Telephone, electric poles or guy wires - on - Any other permissive agreements 	

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

A - ADMINISTRATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>DOCUMENTS (cont'd)</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>All records unless otherwise noted: 10 years after final payment, then review</p>
<p>Advertising</p>	<p>10 years</p>
<p>Bids - (Awards and Quotations) Proposals of unsuccessful bidders</p>	<p>Responsible Department 2 years after award of contract</p>
<p>Purchase Orders</p>	
<p>Change Orders</p>	<p>10 years</p>
<p>Drawings Originals</p>	<p>Responsible Department 10 years then review</p>
<p>Microfilm Field use diazo copies (aperture card mounted)</p>	<p>Facility Life of installation</p>
<p>Prints Field use copy</p>	<p>Facility Life of installation</p>
<p>Extensions Exhibits Extra Work Orders</p>	
<p>Forms</p>	<p>Until superseded</p>
<p>Identification Inspections</p>	
<p>Lists</p>	
<p>Payments Performance Bonds Printing</p>	

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

A - ADMINISTRATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>DOCUMENTS (cont'd)</p> <ul style="list-style-type: none">RecordingsRecords TransferRenegotiationRenewalsReports<ul style="list-style-type: none">CompletionPreliminaryFinalStatus ReportsMonthly listing of document's status RevocationsRidersRouting SpecificationsStandardization	<p>All records unless otherwise noted: 10 years after final payment, then review</p> <p>10 years</p> <p>5 years</p> <p>10 years</p> <p>Until superseded</p>

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

A - ADMINISTRATION

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

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

A - ADMINISTRATION	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<p>LEGAL</p> <p>Claims and Litigation All copies of correspondence referring to accident or damage resulting from accident</p> <p>Hearings Specifically concerned with the Port Authority i.e., The Celler Hearings</p> <p>Legislation - <i>Kinds:</i> <u>1/</u> <i>Federal, Municipal, State</i> <u>2/</u> <i>Committees</i></p> <p>Bills introduced/enacted</p> <p>Conferences</p> <p>Investigations</p> <p>Programs</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	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p>ORGANIZATION</p> <p>Charts</p> <p> Port Authority</p> <p> Departmental</p> <p>Committees - <i>(by name, alphabetically)</i></p> <p> Kinds: - departmental</p> <p> - interdepartmental</p> <p> Port Authority policy statements and issuances</p> <p> If chairman or other officer of committee</p> <p> Routine correspondence and reports</p> <p> Studies and Surveys</p> <p> Department <i>(by name)</i></p> <p> Staff Meetings</p> <p> Structure</p> <p> (For permanent retention of records on genesis and development of department, division, or unit. Such records may be:</p> <ul style="list-style-type: none"> - Staffing (position requests, staffing patterns, etc.) - Organization charts - Department missions, etc., 	<p>Until superseded Current plus 1 previous See Also: A - Issuances -PAI's and A - Organization -Department Structure</p> <p>Permanent</p> <p>6 years after expiration of term of office</p> <p>2 years after expiration of term of office</p> <p>6 years</p> <p>Permanent</p> <p>2 years</p> <p>Permanent</p>

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

A - ADMINISTRATION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
ORGANIZATION (cont'd)	
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>PLANNING - <i>Kinds:</i> <u>1/</u> <i>Comprehensive</i></p> <ul style="list-style-type: none"> - <i>Construction</i> - <i>Development</i> - <i>Environmental Impact Analysis</i> - <i>Finance</i> - <i>Operational</i> - <i>Rehabilitation</i> - <i>Research</i> - <i>Strategic</i> - <i>Urban Renewal</i> <p> <u>2/</u> <i>Marketing</i></p> <p> <u>3/</u> <i>Federal, State, Municipal, Foreign</i></p> <p>NOTE: The following subject classifications may be amended as needed.</p> <p>Area Usage Capacity Committees Consultants Design Drawings, Schemes, Sketches, Tracings Expansion Finance Layouts ex. A department's own floor plan</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 Final Preliminary Research</p>	<p>All records take a 25-year retention period, unless otherwise noted, followed by review for microfilm</p> <p>See: A - Organization Department structure</p> <p>25 years 10 years</p>



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

A - ADMINISTRATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>PLANNING (cont'd)</p> <p>Schedules Sites Staff* Authorizations Assignments Meetings</p> <p>Studies/Surveys Urban Renewal</p>	
<p>* A department may wish to maintain a complete history on specific projects undertaken, including staff which may have been assigned exclusively to such projects. For this reason we have included "Staff."</p> <p>See Also: A - Organization -Department Structure</p>	

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

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

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

A - ADMINISTRATION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
PUBLICITY - Kinds:* - <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
Arrangements	2 years
Purchases	7 years
- <i>Contests</i>	
Not sponsored by Port Authority	2 years
Port Authority sponsored	Permanent See: A - Public Relations
- <i>Displays/Models</i>	Originating Unit - 2 years
- <i>Exhibitions</i>	7 years
Arrangements	7 years
- <i>Films</i>	
Original print	Return to General Services
Reproduction privileges	Permanent
- <i>Meets</i>	4 years
Arrangements	4 years
- <i>Paintings</i>	2 years
- <i>Photographs</i>	Until superseded
Reproduction privileges	Permanent
- <i>Press</i>	
Conferences	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
PUBLICITY - (cont'd)	
<i>Kinds:*</i> - Radio	
Broadcasts	
- Scripts	6 years
except - Controversial**	Permanent
- <i>Sketches</i>	
Biographical	Until superseded
- <i>Slogans</i>	2 years
- <i>Souvenirs</i>	2 years
<i>Kinds:</i> - <i>Blotters</i>	
- <i>Coins</i>	
- <i>Flags</i>	
- <i>Key tags</i>	
- <i>Matches</i>	
- <i>Medals</i>	
- <i>Nail Files</i>	
- <i>Paperweights</i>	
- <i>Postal Stamps</i>	
- <i>Safety Knives</i>	
- <i>Tie Clasps</i>	
Acquisition	7 years
Reproduction privileges	Permanent
- <i>Television</i>	
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
PUBLIC RELATIONS - Kinds: - <i>Awards</i>	Unless otherwise noted, retention is for Originating Unit
except -Port Authority to Staff	See: I - Personnel Motivation
- <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>	4 years
- <i>Conferences</i> except -Port Authority sponsored	4 years Permanent
- <i>Commendations</i> except -Personnel commendatory letters except -Governmental agency correspondence	4 years See: I - Personnel Motivation Permanent
- <i>Cooperation</i> except -Governmental agencies	4 years Permanent
- <i>Courtesy</i>	4 years
- <i>Dinners</i>	4 years
- <i>Discrimination</i>	4 years
- <i>Donations</i> except -Port Authority -Policy-Procedural paper	4 years 10 years Permanent
- <i>Endorsements</i>	4 years
- <i>Enforcements</i>	4 years
- <i>Fact Sheets</i>	Until new edition
- <i>Gratuities</i>	4 years
- <i>Luncheons</i>	4 years
- <i>Memorials</i>	4 years

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

A - ADMINISTRATION

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

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

A - ADMINISTRATION		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
RATES - (cont'd)		
Fuel	SEE	
Fees	P - Property - Energy	
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		ALL LOCATIONS RETENTION PERIOD
DESCRIPTION		
RATES (cont'd)		
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>A. REGULATIONS - <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>NOTE: 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>NOTE: Overall operating regulations are valid until superseded</p> <p>For Regulations with specific retentions, See: B below</p>																					
<p>B. REGULATIONS -</p> <table border="0"> <tr> <td data-bbox="349 1228 803 1270">Accounts -</td> <td data-bbox="828 1228 998 1270">F - Accounts</td> <td data-bbox="1209 1228 1356 1270">Permanent</td> </tr> <tr> <td data-bbox="349 1291 803 1407">Carriers - Aircraft, Buses, Pipelines, Rails, Taxis, Trucks, Vessels</td> <td data-bbox="828 1291 998 1333">TR - Carriers</td> <td data-bbox="1209 1291 1429 1333">Until superseded</td> </tr> <tr> <td data-bbox="349 1428 560 1470">Code of Ethics -</td> <td data-bbox="828 1428 998 1470">I - Personnel</td> <td data-bbox="1209 1428 1429 1470">Until superseded</td> </tr> <tr> <td data-bbox="349 1501 617 1575">Dangerous Articles - Transporting</td> <td data-bbox="828 1501 1112 1543">S - Dangerous Articles</td> <td data-bbox="1209 1501 1429 1543">Until superseded</td> </tr> <tr> <td data-bbox="349 1606 511 1648">Equipment -</td> <td data-bbox="828 1606 1015 1648">P - Equipment</td> <td data-bbox="1209 1606 1356 1648">Permanent</td> </tr> <tr> <td data-bbox="349 1669 625 1743">Financial Disclosure - Procedural</td> <td data-bbox="828 1669 998 1711">I - Personnel</td> <td data-bbox="1209 1669 1356 1711">Permanent</td> </tr> <tr> <td data-bbox="349 1774 682 1879">Freedom of Information - Requests Policy</td> <td data-bbox="828 1774 1120 1816">A - Organization Filing</td> <td data-bbox="1209 1806 1356 1879">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. REGULATIONS (cont'd)		
	SEE:	
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

A - ADMINISTRATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>REPORTS</p> <p>NOTE: 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>A. Departmental Activities - <i>Kinds:</i> <u>1/</u> <i>Operational</i> - <i>Promotional</i> - <i>Statistical</i></p> <p> <u>2/</u> <i>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> <u>3/</u> <i>Progress/Status</i></p> <p> Organizational Units to Department Heads</p> <p> Staff to Executive Director</p> <p> Monthly</p> <p> Annual</p> <p> Quarterly</p> <p> Committee</p> <p> Unusual Happenings</p>	<p>Originating Unit - 2 years</p> <p>Originating Unit - 7 years</p> <p>Permanent</p> <p>2 years</p> <p>See: A - Organization - Committees</p> <p>Unit - 2 years</p>

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

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

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

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

A - ADMINISTRATION		ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD	
<p>SERVICES -</p> <p><i>Kinds:</i></p> <ul style="list-style-type: none"> - <i>Audio Visual</i> - <i>Binding</i> - <i>Blueprinting</i> - <i>Board Room</i> - <i>Chauffeur</i> - <i>Data Processing</i> - <i>Delivery</i> - <i>Federal Inspections</i> - <i>Food (CDR)</i> - <i>Graphic Work</i> - <i>Guides</i> - <i>Helicopter</i> - <i>Information (multi-lingual)</i> - <i>Library</i> - <i>Lost and Found</i> - <i>Medical Ambulances</i> - <i>Microfilm</i> - <i>Microfiche</i> - <i>Notary Public</i> - <i>Office machine repairs</i> - <i>Ozolid, Multilith</i> - <i>Patron</i> - <i>Porter</i> - <i>Projection</i> - <i>Parking (valet)</i> - <i>Records Indexing</i> - <i>Redcaps</i> - <i>Reporting</i> - <i>Reproduction</i> 	<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>SERVICES -</p> <p><i>Kinds (cont'd)</i></p> <ul style="list-style-type: none"> - <i>Skycaps</i> - <i>Storage</i> - <i>Taxi</i> - <i>Telephone (Port Authority and Public)</i> - <i>Translating</i> - <i>Travel (Port Authority)</i> - <i>Uniforms</i> - <i>Visitors</i> <i>by name and date</i> - <i>Weather</i> 	<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 - ADMINISTRATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
SUPERVISION Check Lists Observation Programs Policies	7 years 7 years Permanent

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

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

E - ENVIRONMENTAL PROTECTION	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p>POLLUTION - <i>Kinds:</i> <u>1/</u> <i>Air</i></p> <ul style="list-style-type: none">- <i>Dust</i>- <i>Fog</i>- <i>Fumes</i>- <i>Smog</i>- <i>Smoke</i>- <i>Steam</i> <p>- <i>Soil</i></p> <p>- <i>Water</i></p> <p><u>2/</u> <i>Clean Air Act (CAA)</i></p> <ul style="list-style-type: none">- <i>Clean Water Act (CWA)</i>- <i>Comprehensive Environmental Response Conservation and Liability Act (Superfund)</i>- <i>Resources Conservation and Recovery Act (RCRA)</i>- <i>Toxic Substance Control Act - PCB's (TSCA)</i> <p>Programs</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

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

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

F - FISCAL MATTERS		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
COSTS -	<i>Kinds:</i> - <i>Administrative</i> - <i>Capital</i> - <i>Construction</i> - <i>Engineering</i> - <i>Maintenance</i> - <i>Real Estate</i>	All records take a 7-year retention period, unless otherwise noted
Allocation		
Centers		
Estimate		
Evaluation		
Overhead		
Project Control		
Studies/Surveys		

F - FISCAL MATTERS		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
ECONOMICS -	<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 Prices Re-evaluation Reports Statistics Studies/Surveys - <i>Kinds:</i>		
	- <i>Balance of</i> - <i>Preliminary</i> - <i>Final</i>	5 years 7 years
	- <i>Port Authority</i> - <i>Outside</i>	

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

F - FISCAL MATTERS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
INCOME	See exceptions

F - FISCAL MATTERS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>INSURANCE -</p> <p><i>Kinds:</i></p> <ul style="list-style-type: none">- <i>Automobile</i>- <i>Bonding, boiler, building risks, burgler</i>- <i>Comprehensive</i>- <i>Fire, flood</i>- <i>Hospitalization</i>- <i>Liability, life</i>- <i>Major medical, marine, mortgage, multiple risk</i>- <i>Parcel post, plate glass, property damage</i>- <i>Rent, retirement, revenue</i>- <i>Social security, self</i>- <i>Title, travel</i>- <i>Wind, workmen's compensation</i>	<p>All records take a 4 year retention*</p>

*NOTE: 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.

F - FISCAL MATTERS

ALL LOCATIONS

DESCRIPTION

RETENTION PERIOD

SECURITIES

See exceptions

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

F - FISCAL MATTERS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
TARIFFS	See exceptions

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

F - FISCAL MATTERS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
TAXES	See exceptions

F - FISCAL MATTERS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>TOLLS</p> <p> Passes -</p> <p> <i>Kinds:</i> - <i>Annual</i> - <i>Business</i> - <i>Employee</i> - <i>Commutation</i> - <i>Personal</i> - <i>Port Authority</i> - <i>Vehicle</i></p> <p> Issue - To employees - Passbook Distribution</p> <p> Missing - Notice of lost or stolen passes</p> <p> List of Annual Pass holders</p>	<p>Originating Unit - 2 years</p> <p>2 years</p> <p>Until superseded</p>

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

I - INDUSTRIAL RELATIONS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
EMPLOYMENT	See exceptions

I - INDUSTRIAL RELATIONS		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
LABOR -	<i>Kinds: (by name)</i>	Originating Unit - 4 years unless otherwise noted
	- <i>Commissions</i>	
	- <i>Employee Associations</i>	
	- <i>Unions</i>	
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
PERSONNEL	Retention is for Originating Unit, unless otherwise noted
<p>Assignments - <i>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>NOTE: 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"> - Accident reports - Anniversary letters - Certification to use special equipment - Commendations - Disciplinary actions (involving loss of pay or time) - Emergency call record - Letter of Termination - Local disciplinary actions (not involving loss of pay or time) - Property record - Requests for leave of absence - Short-term medical restrictions 	
<p>Employee Types - <i>Kinds: Casuals, excess, physically handicapped, probationary, project, provisional, temporary</i></p>	<p>Originating Unit - 2 years</p>

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

I - INDUSTRIAL RELATIONS DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
PERSONNEL (cont'd)	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	

I - INDUSTRIAL RELATIONS

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
PERSONNEL (cont'd)	Retention is for Originating Unit unless otherwise noted
Motivation Awards	2 years
Except: - Incentive Compensation - sick leave - special compensatory - Fellowships (Howard Cullman) - Medals - Pistol Qualifications - Service	6 years 6 years 6 years 2 years 2 years
Commendations	2 years
Anniversaries	2 years
Letters to employees	2 years
Outside Employment	6 years
Performance Appraisals	4 years
Political Activities	6 years
Programs* - Kinds: <u>1/</u> <i>Absence Control</i> - <i>Affirmative Action</i> - <i>Career Day</i> - <i>Career Service</i> - <i>Crime Prevention</i> - <i>Communications</i> <u>2/</u> <i>Employee lunch time</i> - <i>P A Eye</i> - <i>Port Line System</i> - <i>Round table</i> - <i>Education Refunds</i> - <i>Equal Opportunity</i> - <i>Employee Activities</i> - <i>Employee Financial Counseling</i>	6 years

*Departmental operational paper

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

I - INDUSTRIAL RELATIONS

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

I - INDUSTRIAL RELATIONS	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
PERSONNEL (cont'd)	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 DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
SALARIES	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

DESCRIPTION		ALL LOCATIONS RETENTION PERIOD
TIME -	<p><i>Kinds:</i></p> <ul style="list-style-type: none"> - <i>Absence</i> <ul style="list-style-type: none"> Reports Long-term Unauthorized - <i>Compensatory - Individuals & Lists</i> <ul style="list-style-type: none"> Cash payments Non-cash payments - <i>Excused</i> - <i>Holidays</i> - <i>Leaves - Kinds:</i> <ul style="list-style-type: none"> - <i>Jury Duty</i> - <i>Maternity</i> - <i>Short-term</i> - <i>Sick</i> <p>Except military leave</p> - <i>Overtime</i> <ul style="list-style-type: none"> Punch card tab runs - <i>Regular Day Off</i> - <i>Shifts</i> - <i>Tardiness</i> - <i>Vacations</i> <ul style="list-style-type: none"> Cash Payments Deferred - over 5 days Schedules - <i>Working Hours</i> <ul style="list-style-type: none"> Staggered <p>Reports - Kinds:</p> <ul style="list-style-type: none"> - <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>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

L - LINKS AND ROUTES

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
WATERWAYS	See exceptions

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

L - LINKS AND ROUTES

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
WATERWAYS	See exceptions

P - PROPERTY

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
APPROACHES	See exceptions

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

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

P - PROPERTY

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

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

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

P - PROPERTY

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>CONCESSIONS and/or CONSUMER SERVICES - <i>Kinds:</i> - <i>Advertising</i> - <i>Automotive Wrecking</i> - <i>Baggage</i> - <i>Brokerage</i> - <i>Checking</i> - <i>Clock</i> - <i>Drugstores</i> - <i>Florist</i> - <i>Food</i> - <i>Gasoline</i> - <i>Guided Tours</i> - <i>Hotels</i> - <i>Insurance</i> - <i>Jewelry</i> - <i>Maintenance</i> - <i>Motels</i> - <i>Observation Decks</i> - <i>Personal Service</i> - <i>Photographers</i> - <i>Recreational</i> - <i>Service Station</i> - <i>Shops</i> - <i>Vehicles</i> - <i>Vending Machines</i></p>	<p>See subject classifications for specific retentions</p>
<p>Complaints</p>	<p>4 years</p>
<p>Fees Overages and shortages</p>	<p>7 years</p>



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

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
CONCESSIONS and/or CONSUMER SERVICES (cont'd)	
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 - by name	4 years

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

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

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

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

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

P - PROPERTY	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
CONSTRUCTION (cont'd)	
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

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
EARTHWORKS	See exceptions

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
ENERGY/FUEL - <i>Kinds:</i> <ul style="list-style-type: none"> - Atomic - Alcohol - Cells - Coal - Gasohol - Gasoline - Kerosene - Oil - Solar - Wind 	
Allocations Except where control agency specifically requires a different retention period	7 years
Conservation	7 years
Consumption	2 years
Credit Cards	Life of card
Handling	2 years
Fees	7 years
Inventories	Until superseded
Except inventories supplied when a facility is leased to or otherwise acquired by Port Authority	16 years after expiration of the Agreement
Priorities Except where control agency specifically requires a different retention period	7 years
Programs	7 years
Purchases -	7 years
Bids - Unsuccessful Successful	7 years
Cancellations	2 years
Deliveries	2 years

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

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

P - PROPERTY	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
<p>EQUIPMENT - Kinds: <u>1/</u> Aircraft <u>2/</u> Arresting gear, ground power units, helicopters, seaplanes</p> <ul style="list-style-type: none"> - Attachments <ul style="list-style-type: none"> - Cables, chains, couplings, ropes, tow masts - Automotive <ul style="list-style-type: none"> - Assessories (tire, snow) Batteries, bulldozers Carwalk patrol cars, compacters Graders, Jeeps Motorcycles, mowers (sharpeners) Passengers, pool Scooters, scrapers, sedans, spreaders, stabilizers, sweeper Trailers, trucks (deicing, dumping, emergency- airport, fire, foam, garbage, panel, power, rack, stake, tank, (fuel, flush, solution, water), wrecker - Communicating <ul style="list-style-type: none"> - Autocall, buzzers, "Communiphone," "Dictograph," "Executones," "Flexiphones," "Guide-a-phone," Megaphones, message repeaters, microphones Prompters, public address Radio, radio telephones Signals Television, translators (simultaneous) - Drafting <ul style="list-style-type: none"> - Stools, tables, tracing cloth, tracing paper - Electrical <ul style="list-style-type: none"> - Battery chargers Cables, circuit breakers, controllers, conduits, converters Electric eyes, extension cords, fuses Generators, growlers High voltage, insulators, lenses, outlets Rectifiers, splicing kits, switches Tape, transformer, transmitter Wire 	<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>EQUIPMENT - Kinds: (cont'd)</p> <ul style="list-style-type: none"> - <i>Emblems</i> <ul style="list-style-type: none"> - <i>Bunting, cups, flags, insignia, medals, pins, plaques, seals, shields, shooting bars</i> - <i>Earthworking</i> <ul style="list-style-type: none"> - <i>Soil borers</i> - <i>Emergency</i> <ul style="list-style-type: none"> - <i>Airsickness receptacles, axes, belts</i> - <i>Canned water, crash boats, crash kits</i> - <i>Door opener</i> - <i>Fire extinguisher (foam), fire detectors, fire hydrants, fire pumps</i> - <i>Grappling hooks</i> - <i>Helicopters, hose hooks, hose cabinets</i> - <i>Kit trailers</i> - <i>Ladders, lamp changers, life rings</i> - <i>Furniture & Furnishings</i> <ul style="list-style-type: none"> - <i>Air conditioning, ash trays, asphalt tile</i> - <i>Banquettes, benches, blankets, book-cases, bulletin boards</i> - <i>Carpeting, chairs, cornices, coin boxes, cots, couches, curtains</i> - <i>Desks, draperies, display cases</i> - <i>File cabinets, flight information boards, frames</i> - <i>Habitat, heaters, key cabinets</i> - <i>Lamps, lecturns, linoleum, liquor bars, lockers</i> - <i>Matting, mirrors</i> - <i>Port Authority Art Program</i> - <i>Racks, rugs</i> - <i>Safes, sand urns, screens, sculpture, seats, settees, shelving, stands, stools, storage cabinets</i> - <i>Tables, trays</i> - <i>Visible filing cabinets</i> - <i>Waste baskets, water cooler</i> - <i>Food</i> - <i>Forms</i> <ul style="list-style-type: none"> - <i>Proposed</i> 	<p>See classifications for specific retention periods</p>

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

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p>EQUIPMENT - kinds: (cont'd)</p> <ul style="list-style-type: none">- Lights<ul style="list-style-type: none">- ApproachBeacon, boundary, boxes, bulbsChannel, circuit control, courseDisplay, dropFixtures, flashlights, flood, fluorescent, fogHighwayIncondescent, insect repellentLanternsMarker, mercuryObstructionsReflections, runway "Elfaka"Sodium vapor, spot, streetTraffic, threshold- Machines<ul style="list-style-type: none">- Binders, baggingCompressors, cash registers, chip counting, coin (changers, counting), packages, cuttingDrilling, duplicatorEngine, floor finishing, flame throwers, fluorescent, tube dispenser, floor finishingGround effect, greasing, grinders, garbage disposalHand dryers, ice, joint cleaning, key makingMilling, mixingPumps (gasoline), power pipe, presses, postage, paintSeals, steam cleaning, scales, shearing, scrubbing (apron, automobile, floor, wall), sprayers, shredders, sewer cleaning, sifting, sign makingToll ticket punch registering, traffic line remover, tackersValve resetters, vending (food), vacuum cleanersWashers, welding, wheel-skid resisters	<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>EQUIPMENT - Kinds: (cont'd)</p> <ul style="list-style-type: none">- Medical<ul style="list-style-type: none">- <i>Distilled water, drugs</i>- <i>First aid, fluoroscopes</i>- <i>Instruments</i>- <i>Plasma</i>- <i>Tourniquets</i>- <i>X-ray</i> - Monitoring<ul style="list-style-type: none">- <i>Sound</i> - Office Machines<ul style="list-style-type: none">- Adding<ul style="list-style-type: none">- <i>Bags, blueprinting</i>- <i>Calculators, card creating, collators,</i>- <i>cylinder shavings, comptometers,</i>- <i>contract printing</i>- <i>Dictators, duplicators</i>- <i>"Embosograf"</i>- <i>Microfilm, numbering</i>- <i>"Ozolid"</i>- <i>Printing presses, photostat, punch</i>- <i>card, postage</i>- <i>"Thermofax," ticket counting, type-</i>- <i>writers</i>- <i>Verifax</i>- <i>Xerox</i> - Office Stationery<ul style="list-style-type: none">- <i>Cards, Christmas cards, envelopes,</i>- <i>letterheads, memo pads, postcards, tags</i> - Office Supplies<ul style="list-style-type: none">- <i>Binders, bookends, blotters</i>- <i>Carbon paper, catalog, crayons,</i>- <i>copy holders</i>- <i>Desk trays, diaries</i>- <i>File (charge cards, folders, guides)</i>- <i>Graph paper, "grip-a-phone"</i>- <i>Ink, inkwells, index cards</i>- <i>Jogs, ledger trays</i>- <i>Magnetic tapes, mailing tubes</i>- <i>Notebooks</i>	<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>EQUIPMENT - Kinds: -</p> <ul style="list-style-type: none"> - <i>Office Supplies (cont'd)</i> <ul style="list-style-type: none"> - <i>Onion skin paper, "ozolid" paper</i> - <i>Paper (clips, cups, cutters, drills, folders, weights), pencils, pens, pencil sharpeners, punch cards, perforators, "photostat" paper, police blotters, postage stamps</i> - <i>Report covers, rotary indexes, rubber stamp stands, rulers</i> - <i>Scissors, scotch tape, scratch pads, spirit duplicating paper, slide rules, sorters, stenotype (paper, ribbon)</i> - <i>Tissue paper, typewriter (carbon, pads, paper), transfer cases, thermofax paper</i> - <i>Verifax paper</i> - <i>Photographic</i> <ul style="list-style-type: none"> - <i>Albums, cameras, enlargers</i> - <i>Films, film holders</i> - <i>Lamps, projectors</i> - <i>Shoes</i> - <i>Plumbing</i> <ul style="list-style-type: none"> - <i>Bath tubs</i> - <i>Faucets, flushometers</i> - <i>Melting furnaces, nozzles, pipes</i> - <i>Radiators</i> - <i>Showers, sinks</i> - <i>Toilets, toilet seats</i> - <i>Urinals, valves, wash basins</i> - <i>Police</i> <ul style="list-style-type: none"> - <i>Ammunition</i> - <i>Firearms, handcuffs, holsters</i> - <i>Nightsticks</i> - <i>Summons</i> - <i>Uniforms, whistles</i> - <i>Protective</i> <ul style="list-style-type: none"> - <i>Air locks, awnings</i> - <i>Baffle plates, barriers, bird repellants, blowers, breathing apparatus</i> - <i>Coverings</i> - <i>Door closers, door plates</i> - <i>Equipment checks, exhausts</i> - <i>Fans, faceplates, flares, fume collectors</i> 	<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>EQUIPMENT - Kinds: (cont'd)</p> <ul style="list-style-type: none"> - Sundries <ul style="list-style-type: none"> - <i>Bill clips</i> - <i>Cash drawers, coin holders, clothes hangers, coffee service</i> - <i>Decorations, easels, "ear wardens"</i> - <i>Flowers</i> - <i>Gaskets</i> - <i>Key tags, luggage</i> - <i>Markers, mailboxes, masking tape, mobile offices, models</i> - <i>Parking wands, pen & pencil sets, pliofilm</i> - <i>Scrolls, stanchions</i> - <i>Target frames, ticket punches, tokens</i> - Surveying <ul style="list-style-type: none"> - <i>Barometers, computers</i> - <i>Field bags</i> - <i>Level rods, plumb bobs</i> - <i>Sight poles</i> - <i>Tape measures, transits, tripods</i> - Tanks <ul style="list-style-type: none"> - <i>Gasoline, propane, oil separators</i> - Test <ul style="list-style-type: none"> - <i>Analyzers (carbon monoxide)</i> - <i>Chemicals, consolidometers, counting tables</i> - <i>Flowmeters</i> - <i>Metal sorters, metal reflectoscopes</i> - <i>Paving, plate loading</i> - <i>Reflectoscopes, samplers</i> - Toll <ul style="list-style-type: none"> - <i>Automatic collectors (tokens)</i> - <i>Embossers</i> - <i>Measuring sticks, mirrors</i> - <i>Pressure calls</i> - <i>Receipt racks</i> - <i>Ticket date stamps, ticket punches, ticket storage cabinets, ticket racks</i> 	<p>See classifications for specific retention periods</p>

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

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

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
EQUIPMENT (cont'd)	
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

P - PROPERTY DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
EQUIPMENT (cont'd)	
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 - Kinds: <ul style="list-style-type: none"> - Allowances - Dry cleaning - Fuel filters - Fueling - Washing 	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

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

P - PROPERTY

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

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

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

P - PROPERTY

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>PROJECT AREAS</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>

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p>REAL ESTATE -</p> <p><i>Kinds: - Commercial</i> <i>- Industrial</i> <i>- Residential</i></p> <p>Acquire - including "Prospective" May include the following paper:</p> <ul style="list-style-type: none"> - Appraisal - Closing papers <ul style="list-style-type: none"> - Escrow Agreements - Affidavit of Title - Etc. - Condemnation, including <ul style="list-style-type: none"> - Damage parcels - Pleadings - Etc. - Consents, including <ul style="list-style-type: none"> - Right of entry - Licenses - Etc. - Easements - Leases - Surveys - Titles <p>Grant/Sell Records may include all of the above except Condemnation</p> <p>Inquiries</p>	<p>Permanent, unless otherwise noted</p> <p>Review after 5 years</p> <p>4 years</p>

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

P - PROPERTY	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
SPACE UNITS (cont'd)	
Assignments	2 years
Availability - Kinds: - Offerings - Requests	2 years
Clearance	2 years
Decor	2 years
Evaluation	10 years
Exhibit	File with documents
Tracings	1 year after termination of lease
Fees	7 years
Inspections	4 years
Marking - Kinds: - Lettering - Numbering - Striping	2 years
Measurements	2 years
Programs	7 years
Photographs	File with subject
Rates -including work papers	11 years after action by Board of Commissioners or outside regulatory body
Relocation	4 years
Requirements	2 years
Repairs	4 years
Rehabilitation	4 years
Revenues	7 years

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

P - <i>PROPERTY</i>	ALL LOCATIONS RETENTION PERIOD
DESCRIPTION	
SPACE UNITS (cont'd)	
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

P - PROPERTY	ALL LOCATIONS RETENTION PERIOD
<p>STRUCTURES - <i>Kinds: 1/ Animal shelters, apartment houses</i></p> <ul style="list-style-type: none">- <i>Barge loading stations, booths, bridges</i>- <i>Central heating & refrigeration plants, chapels, club houses, commissaries</i>- <i>Dams, dikes, distribution buildings</i>- <i>Fire stations, fuel cells</i>- <i>Garages, grandstands</i>- <i>Hangers, hotels</i>- <i>Industrial</i>- <i>Kitchens</i>- <i>Lofts</i>- <i>Medical centers, meter houses, motels</i>- <i>Office buildings</i>- <i>Piers (approach lights, dry docks), pumping stations</i>- <i>Quonset huts</i>- <i>Ramphouses, refreshment stands</i>- <i>Schools, service stations, shelters (bus, fallout), switchhouses</i>- <i>Tanks (gravity, fuel, storage), terminals (brickbulks, coal, container, drybulk, crude oil, grain, L&G, rubber), theatres, toilets, towers (antennae, radar, television), transmitters, wind tunnels</i> <p><i>2/ Pre-fabricated</i></p>	<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
STRUCTURES (cont'd)	
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 RETENTION PERIOD
DESCRIPTION	
STRUCTURES (cont'd)	
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	4 years

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

P - PROPERTY

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>SYSTEMS - <i>Kinds: (cont'd)</i></p> <ul style="list-style-type: none"> - <i>Temperature recording, transformers</i> - <i>Water (potable, dock, hydrants)</i> - <i>Ventilating (air filters, analyzers, air ducts, exhaust fans)</i> <p><i>2/ Mains, meters (BTU)</i></p>	
<p>Alterations</p>	<p>2 years</p>
<p>Assignments</p>	<p>2 years</p>
<p>Bills</p>	<p>7 years</p>
<p>Conversions</p>	<p>2 years</p>
<p>Inspections</p>	<p>4 years or until next inspection, whichever is sooner</p>
<p>Installations</p>	<p>4 years</p>
<p>Interference</p>	<p>10 YEARS</p>
<p>Inventories</p> <p>-inventories supplied when a facility is leased to or otherwise acquired by Port Authority</p>	<p>Until superseded</p> <p>16 years after expiration of agreement</p>
<p>Loads -electrical</p>	<p>Life of system</p>
<p>Marking - <i>Kinds:</i></p> <ul style="list-style-type: none"> - <i>Color codes</i> - <i>Lettering</i> - <i>Numbering</i> - <i>Striping</i> 	<p>2 years</p>
<p>Parts</p>	<p>2 years</p>
<p>Permits</p>	<p>See: A - Documents-Permits</p>
<p>Priorities</p>	<p>7 years, except where control agency specifically requires a different retention period</p>
<p>Programs</p>	<p>7 years</p>

P - PROPERTY DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
SYSTEMS (cont'd)	
Purchases	7 years
Bids -successful, unsuccessful	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 body
Rehabilitation	7 years
Regulations	Until superseded
Relocation	4 years
Repairs	4 years
Requirements	4 years
Sales	
Personal property	2 years
Servicing	2 years
Specifications	7 years
Studies/Surveys	7 years
Transfers	2 years
Vendor's Offerings	2 years

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

P - PROPERTY

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>SYSTEMS (cont'd)</p> <p>Ventilation Charts</p> <p>Carbon Monoxide Reports</p> <p>NOTE: Those departments who are currently classifying INFRASTRUCTURE 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"> 1) Cases in litigation – retain until claim is satisfied 2) Correspondence for which specific retentions are to be recommended <p>See above</p>

P - PROPERTY	ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD
<p>TENANTS</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 DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
TENANTS (cont'd)	
Prospective	2 years
Accommodations	2 years
Auxiliary Services	2 years
Kinds: <ul style="list-style-type: none"> - Apparel shops - Banks - Barber shops - Beauty shops - Bookstores - Candy shops - Cosmetics - Drug stores - Discos - Electronic - Flea markets - Medical supply - Realty brokers - Restaurants 	
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
May Include: <ul style="list-style-type: none"> - Bonus, Expense, Questionnaires, Reports, Sites (by address) 	
Rents	7 years
May Include: <ul style="list-style-type: none"> - Bills, Collection, Control, Delinquents, Deposits, Receipts, Revenues, Rolls 	
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
UTILITIES -	<i>Kinds:</i> - <i>Electricity</i>	
	- <i>Gas</i>	
	- <i>Steam</i>	
	- <i>Water</i>	
Bills (See also: P - Systems-Bills)		7 years
Consumption		2 years
Conservation		7 years
Meter Reading		2 years
Permits		See: A - Documents-Permits
Programs		7 years
Purchases		7 years
Rates - Including work papers		11 years after action by Board of Commissioners or outside regulatory body
Relocations		7 years
Studies/Surveys		7 years
Submetering		7 years

P - PROPERTY

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
ZONING - <i>Kinds: 1/ Air, water, land 2/ Federal, state, municipal</i>	
City Maps	10 years
Interference	10 years
Variance Applications	2 years
Except - relating to facilities	10 years
Regulations	Until superseded
Violations	10 years

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

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

S - SECURITY		ALL LOCATIONS
DESCRIPTION	RETENTION PERIOD	
<p>DANGEROUS ARTICLES - Kinds:</p> <ul style="list-style-type: none"> - Corrosives - Explosions <ul style="list-style-type: none"> - blasting - blasting guns - Gases <ul style="list-style-type: none"> - compressed - liquified - Oxidizing Materials - Poisons - Radioactive - Solids <ul style="list-style-type: none"> - flammable 	<p>All records take an 11-year retention period, unless otherwise noted</p>	
<p>Handling</p>		
<p>Packaging -</p>	<p>Kinds:</p> <ul style="list-style-type: none"> - Containers - Labels 	
<p>Protection</p>		
<p>Storage</p>		
<p>Stowage</p>		
<p>Transporting</p>	<p>7 years</p>	
<p>Permits</p>		
<p>Reports</p>		
<p>Regulations</p>	<p>Until superseded</p>	
<p>Violations</p>		

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

S - SECURITY

DESCRIPTION		ALL LOCATIONS RETENTION PERIOD
EMERGENCIES -	<i>Kinds:</i> - Crashes	50 years
	- Explosions	50 years
	- Fire	4 years
	- ex. if caused by crashes or explosion	50 years
	- Flood	4 years
	- Incidents	4 years
	- Ice	4 years
	- National	4 years
	- Riot	4 years
	- Service Distruptions	4 years
	- Snow	4 years
	- Spillage	4 years
	- Corrosive	
	- Flammable	
	- Toxic	
	- Winds	4 years
	- Hurricanes	
Alarms -	<i>Kinds:</i> - Five Blast	7 years
	- Fog	
	- Whistle	
	except -equipment	
Alerts		7 years
Crews		7 years
Programs -	<i>Kinds:</i> - Civil Defense	7 years or until superseded
	- Outside	
	- Port Authority	
Reports		7 years
	except -those involving crashes, explosions, and fires caused by either	50 years
Rescue		7 years

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

S - SECURITY

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

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

S - SECURITY

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
PROTECTION -	All records take a 10-year retention period, unless otherwise noted
<i>Kinds:</i> 1/ <i>Aided</i> - <i>Arrests</i> - <i>Assists</i> - <i>Clearances</i> - <i>Confiscations</i> - <i>Investigations</i> - <i>Interrogations</i>	7 years 50 years 50 years 50 years
2/ <i>Assaults</i> - <i>Asylum</i> - <i>Counterfeiting</i> - <i>Demonstrations</i> - <i>Embezzlement</i> - <i>Espionage</i> - <i>Extortion</i> - <i>Explosion</i> - <i>Hijacking</i> - <i>Homicide</i> - <i>Hustling</i> - <i>Imposters</i> - <i>Impounding</i> - <i>Loitering</i> - <i>Narcotics (drugs)</i> - <i>Rape</i> - <i>Sabotage</i> - <i>Shooting incidents</i> - <i>Skjacking</i> - <i>Soliciting</i> - <i>Suicide</i> - <i>Terrorists</i> - <i>Thefts</i> <i>Cargo</i> - <i>Trespassing</i> - <i>Vandalism</i>	50 years 50 years 50 years 7 years 20 years
3/ <i>Juvenile</i>	

S - SECURITY

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

S - SECURITY

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
SANITATION	
Cleaning	2 years
Food Handling - <i>Kinds: - Mobile Vendor - Restaurant - Vending Machine</i>	2 years
Fumigation	2 years
Inspections	4 years or until next inspection, whichever is sooner
Programs - <i>Kinds: - Garbage - Trash - 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

TR - TRANSPORTATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
BAGGAGE	
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

ALL LOCATIONS

DESCRIPTION

RETENTION PERIOD

CARRIERS -

- Kinds:* 1/ *Aircraft -*
air taxis, corporate, jets,
STOL, V-STOL, Fighter-
type, seaplanes, turboprop
- *Buses*
 - *Pipelines*
 - *Rails*
 - *Taxis*
 - *Trucks*
 - *Vessels*
- 2/ *Certified, non-certified,*
conference, non-conference,
scheduled, non-scheduled
- 3/ *Domestic (coastwise, inland,*
intercoastal), foreign, long-haul,
over-the-road, pick-up-and-
delivery, rapid, short-haul
- 4/ *Charter, corporate, irregular,*
itinerant (ex. military), military,
private

All records take a 7-year retention period, unless otherwise noted

- Characteristics - Kinds:*
- *Capacity*
 - *Dimensions*
 - *Performance*
 - *Standardization*

Complaints

- Fares - Kinds:*
- *Free Passage*
 - *Refunds*
 - *Tickets*

Franchise

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

TR - TRANSPORTATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
CARRIERS (cont'd)	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 - TRANSPORTATION

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

TR - TRANSPORTATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
<p>MAIL -</p> <p><i>Kinds:</i> <u>1/</u> <i>Aircraft</i> - <i>Motor</i> - <i>Rail</i> - <i>Vessel</i></p> <p><u>2/</u> <i>Air</i> - <i>First class</i> - <i>Parcel post</i></p> <p>Handling</p> <p>Embargoes Fees In Transit Statistics Poundage</p>	<p>2 years</p> <p>7 years</p> <p>7 years</p> <p>7 years</p> <p>7 years</p>

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

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

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

TR - TRANSPORTATION

DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
SHIPMENTS (by relative group)	
<i>Kinds:</i> <u>1/</u> Aircraft - Rail - Motor - Vessel	
<u>2/</u> Domestic - Import - Export	
<u>3/</u> Commodities - Container	
Bills of Lading	2 years
Certification	2 years
Classifications	2 years
Claims	2 years
Clerking and Checking	2 years
Condition	2 years
Complaints	4 years
Delays	2 years
Deliveries (expediting, tracers)	2 years
Demurrage	2 years
Forwarders	2 years
Free Time	2 years
Fumigated	2 years
Handling - <i>Kinds:</i> - Bagging, Baling, Blowing, Boxing - Cartage, Cleaning, Consolidated, Containerization, Cooling, Coopering, Coupling, Crating, - Drumming, Drying, Dunnaging - Elevation - Fumigating - Lighterage, Loading - Platform - Shoring, Stowage - Transfer, Trimming - Unloading - Weighing	7 years
Permits	
Clearance	

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

TR - TRANSPORTATION DESCRIPTION	ALL LOCATIONS RETENTION PERIOD
SHIPMENTS (cont'd)	
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>	Originating Unit - 2 years
- <i>Demurrage</i>	
- <i>Handling</i>	
- <i>Pick-up and delivery</i>	
- <i>Processing rates</i>	
- <i>Storage</i>	
Processing - Mixing Fees	7 years
Rates - <i>Kinds:</i> - <i>Demurrage</i>	11 years after action by Board of Commissioners or outside regulatory body
- <i>Handling</i>	
- <i>Pick-up and delivery</i>	
- <i>Point-to-point designation</i>	
Reconsignments	2 years
Regulations	Until superseded
Routing - Diversions	Originating Unit - 4 years
Statistics Handling	10 years
Stockpiling	4 years
Storage- <i>Kinds:</i> - <i>Auxiliary</i>	2 years
- <i>In transit</i>	
- <i>Placement records</i>	
Tracers	2 years

TR - TRANSPORTATION		ALL LOCATIONS
DESCRIPTION		RETENTION PERIOD
TRAFFIC -	<i>Kinds:</i> <ul style="list-style-type: none"> <u>1/</u> Aircraft - Motor - Pedestrian - Rail - Vessel 	All records take a 2-year retention period, unless otherwise noted
	<ul style="list-style-type: none"> <u>2/</u> Forecasts - Reports - Statistics - Studies/Surveys 	
Assists		10 years
Bulletins		10 years
Clockings		10 years
Control -	<i>Kinds:</i> <ul style="list-style-type: none"> - Radar - Road Blocks 	10 years
Hazards -	<i>Kinds:</i> <ul style="list-style-type: none"> - Curves - Low Flying - Obstructions - Submersions 	10 years
Interference		
Logs		
Patterns		
Peaks -	<i>Kinds:</i> <ul style="list-style-type: none"> - Daily - Days - Hourly 	
Potential		

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

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

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

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

TR - TRANSPORTATION

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

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

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