



Procedure SSO-013

Record Retention

Current Version: 10/1/2021

Records Retention – 15 Years

Audit Checklists

CAPs

Annual Report

Investigation Reports and all supporting documentation

Updates:

- March 5, 2018 – initial release
- October 1, 2021 – updated the records retention from permanent to 15 years, based on NJDOT S870000-004, dated 10/26/2018