

Ocean Township Stormwater Recordkeeping Protocol:

In accordance with Part IV.J of the MS4 Permit, Ocean Township is responsible for maintaining its own records generated by trainings associated with the MS4 permit for at least five years after it generates those records. The Township Council, Planning Board, and Zoning Board records are kept on file in the Township Clerk's Office and Planning Board Secretary's Office for at least five years. The Stormwater Program Coordinator (SPC) and Department of Public Works (DPW) records are kept on file at the Public Works Office at 390 Beecroft Place and online through SharePoint on Township computers for at least five years. In the event of a change in Township Clerk, Planning Board Secretary, SPC, or DPW director, this protocol and the location of the maintained records will be passed on to the appropriate party. The new Township Clerk, Planning Board Secretary SPC, and/or DPW director will receive training appropriate for their position and ensure Township DPW, Planning Board, and Council staff continue to receive training as needed with documentation.