

STATE OF NEW JERSEY



COUNTY ADJUSTER

C260000-002

Department:	COUNTY ADJUSTER	Agency Representative:	Sandra Coleman
Division:		Title:	PRESIDENT, SANJ
Bureau:		Phone #:	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0100-0000	State And County Joint Billing Invoices/Statements – Patient Billing					P	6 Years		Destroy	
0101-0000	County Billing For Inmate Medical Expenses --- Medical billing filed against an inmate for services provided by the County.									
0101-0001	County Billing For Inmate Medical Expenses – Without A Lien Filed					P	10 Years		Destroy	
0101-0002	County Billing For Inmate Medical Expenses – With A Lien Filed					P	20 Years After settlement		Destroy	
0102-0000	Notices And Correspondence - Courts, State Officials, And Agencies					P	6 Years		Destroy	
0103-0000	State Reconciliation Reports					P	6 Years		Destroy	
0150-0000	Master Cardex - State, County, And Private Hospital Commitments And Permanent Docket Books (Electronic And Hardcopy) --- Docket book includes the Client Name/ID, Commitment Date, Hospital, and supporting data.					P	Permanent		Retain at Agency	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C260000			Schedule: 002		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0151-0000	State, County, And Private Hospital Commitments Internal Index Card (Electronic And Hardcopy) --- Index card used for billing purposes, which includes: Client Name/ID, Commitment Date, Hospital, and supporting data.					P	6 Years After discharge or Or Deceased		Destroy	
0152-0000	Commitment Case File --- File may contain but is not limited to the following: original/true copy civil commitment order, temporary order, commitment paper transmittal, clinical screening documents, superior court-civil petitions, docket number, court order, hearing documents, hospital discharge, affidavits, guardianship data, and client rights records. (NJSA 30:4-26 et. seq.)									
0152-0001	Commitment Case File - (Original)					P	70 Years		Destroy	
0152-0002	Commitment Case File - (Copy)					P	Periodic review		Destroy	
0153-0000	Cremation Or Interment Financial Records For Indigent Persons --- File may contain but is not limited to the following: death certificate (copy), cemetery or crematorium financial records, correspondence, and supporting documentation.					P	6 Years After Cremation Or Interment		Destroy	
0154-0000	County, State, And Private Hospital Financial Investigation File --- File may contain but is not limited to the following: civil commitment order (copy); temporary order (copy); commitment paper transmittal (copy); clinical screening documents (copy); investigation report pertaining to residency and financial information including findings, recommendations, and determinations of financial responsibility; superior court-civil petitions; docket number; court order; hearing documents; hospital discharge; affidavits; and client rights records. Original commitment records maintained in the Commitment Case File.					P	6 Years After discharge or Or Deceased		Destroy	
0155-0000	Consent For Mental Health Records Search					P	3 Years		Destroy	