



**AGENDA
STATE RECORDS COMMITTEE
February 17, 2022
10:00AM**

Location: Online/Teleconference
(<https://www.state.nj.us/treasury/revenue/rms/srcpackets.shtml>)

Announcement of Open Public Meeting

I. Review of December 16, 2021 Minutes

II. Administrative Actions:

- A. Announcement of Approval of Destruction Authorization:**
Artemis Request: # 577870 - 579726
- B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See attached)
- C. Report to State Records Committee:** (See attached)

III. New Business:

- A. Records Retention Schedules:** (See attached)
 - 1. Department of the Treasury- Division of Pensions and Benefits – S821106 –**
Presented by Karen Perry
- B. Special Request for Authorization for Records Disposal:** (See attached)
 - 1. North Brunswick Township Police Department – Damaged Records – Presented by**
Karen Perry

IV. Other Business: None



MINUTES
STATE RECORDS COMMITTEE
December 16, 2021

Amanda Truppa, Secretary, called the 448th meeting of the State Records Committee to order at 10:04 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act. This meeting was conducted virtually.

Ms. Truppa stated there was a quorum present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, designee
Department of Community Affairs, Division of Local Government Services, Jason Martucci, designee
State Archives, Joseph Klett
Attorney General, Valentina DePippo, designee
State Auditor, Ken Kramli, designee

Staff: Liz Hartmann, Administrative Analyst 3, Records Management Services
Marcella Campbell, Records Analyst 3, Records Management Services
Virma Guzman-Reyes, Records Analyst 3, Records Management Services
Karen A. Perry, Records Analyst 1, Records Management Services
Terricka Page, Records Analyst 3, Records Management Services
Donald Cornelius, Archivist, State Archives

Other: Michele Everly, CARMA, Gloucester County
Argean Cook, NJ Transit
Joan DePaolo, NJ Transit
Mary Miller, DCA – Housing and Finance
MariaLisa Bazela, Bergen County
Art Staerk, Accuscan
Rhonda Pisano, Bernards Township
Ellanore Leong, NJ Transit
Jamie O'Donnell, NJEFA
Laura Wooding, NJ Transit
Torri Thompson, DCA – Housing and Finance
Robert Porreca, MVC
Toi Fisher, NJ Transit
Christopher Medina, NJ Transit
Daniel Corpeno, NJ Transit
Dina Antinoro, Department of Transportation

Amalia McShane, Department of Transportation
Diana Gonzalez, NJ Transit
Bradley Tishman
Diana Gonzalez

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the October 21, 2021 meeting all present approved.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 576959 - 577869

B. Imaging Certification Amendments/Annual Reviews/Administrative Actions:

Report to the State Records Committee

II. New Business

A. Records Retention Schedule:

- 1. Department of Transportation – S870001 – Approved with change, “\$” to “§”**
- 2. Municipal Health Department – M640000 Approved with the additional language to include “requests” after “voided”**
- 3. State General Schedule – G100000 – Approved**
- 4. County and Municipal General Schedule – C820000 and M100000 – Approved**
- 5. Board of Education Administration – M700101 – Approved**
- 6. Board of Education Student – M700106 – Approved**

B. Special Request for Authorization for Records Disposal:

- 1. Northern Valley High School – Damaged Records – Approved**

III. Old Business:

A. Records Retention Schedules:

- 1. Community Affairs – NJ Housing and Mortgage Finance – S221509 -
Approved**

There being no further business, the Committee adjourned at 10:45 a.m.

Amanda Truppa
Secretary
State Records Committee

Certification #	Agency	Amendment Type
220101401-MP	Borough of Closter	New Registration
221010402-MP	Township of Hillsborough	New Registration
22010403-MP	Borough of Lopatcong	New Registration
221010404-MP	Township of Howell	New Registration
22012601-MP	Warren Hills Regionall School District	New Registration
22012602-MP	Millburn Township Public School District	New Registration
22012603-MP	Township of Livingston	New Registration
22012604-MP	Borough of Kenilworth	New Registration
22020401-MP	Borough of Bayhead	New Registration
11072104-MP	Township of Robbinsville	Annual Review/Amendment
12021601-MP	Borough of Roselle Park	Annual Review
11012034-MP	Borough of Fanwood	Annual Review
09082004-MP	County of Union Engineering	Annual Review
12021602-MP	Township of Union	Annual Review
07031501-MP	County of Union	Annual Review/Amendment
06061506-MP	Township of Brick Enterprise	Annual Review/Amendment
16032403-MP	Township of Denville	Annual Review
13121209-NM	Department of Human Services DIMS Enterprise System	Annual Review/Amendment
06092107-MP	Township of Egg Harbor	Annual Review/Amendment
07062101-MP	County of Ocean Clerk of the Board	Annual Review
15052104-MP	Monmouth County Sheriff's Office	Annual Review
18122901-MP	Bernards Township	Annual ReviewAmendment
11102001-MP	NJ Transit	Annual Review
13071805-MP	Hopewell Valley Regional School District	Annual Review
11051905-MP	Upper Saddle River Schools	Annual Review
13012404-MP	City of Burlington Board of Education	Annual Review
16112301-MP	Clinton-Glen Gardner School District	Annual Review
17030902-MP	South Hunterdon Regional School District	Annual Review
18030801-MP	Department of Community Affairs	Annual Review
11072106-MP	City of Millville	Annual Review
11012018-NM	Township of Wall	Annual Review
10102108-MP	Borough of Rutherford	Annual Review/Amendment
17062201-MP	Woodbury Heights Borough	Annual Review/Amendment
11072101-NM	County of Mercer RIM	Annual Review/Amendment
13032101-MP	Upper Freehold Regional School District	Annual Review
15071602-MP	Clearview Regional High School	Annual Review

**PROPOSED
STATE RECORDS COMMITTEE MEETINGS
2022**

January 20*

February 17

March 17*

April 21

May 19*

June 16

July 21*

August 18

September 15*

October 20

November 17*

December 15

*Indicates meeting may be called for emergency or special purpose

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	Treasury	AGENCY # S821106		
DIVISION:	Pensions and Benefits	SCHEDULE #	003	
BUREAU:	Records	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0011-0001	Loan Application File - Approved	Records Retention Period	7 yrs. after final payment or termination of the loan agreement, whichever is later	50 yrs. after the last monetary value is paid against the membership account

STATE OF NEW JERSEY



Treasury-Pensions & Benefits-Records

S821106-003



Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Records Retention and Disposition Schedule		Agency: S821106	Schedule: 003	Page #:1 of 4
Department:	Treasury-Pensions & Benefits-Records	Agency Representative:		
		Title:		
		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		
0001-0000	TPAF, PERS & PFRS: Master Membership Card File (3x5 Cards) --- Contains membership number, vital information, enrollment date, social security number and separation numbers (withdrawal, retirement, and death). Used as a cross-reference when a membership number is unknown.						50 yrs after the last monetary value is paid against the membership account	50 yrs after the last monetary value is paid against the membership account	Destroy	
0002-0000	TPAF, PERF & PFRS: Active Retired and Withdrawal Registers --- Consists of: Active Register containing brief history of each member, Withdrawal Register containing the date the contribution paid and the check date and number, and Retirement Register containing statistical data on retirement benefits. *Microfilm and Destroy Hard Copy Upon Termination of Account.						*50 yrs after the last monetary value is paid against the membership account	*50 yrs after the last monetary value is paid against the membership account	Destroy	

Records Retention and Disposition Schedule				Agency: S821106			Schedule: 003		Page #:2 of 4	
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		
0003-0000	TPAF, PERS, PFRS, SPRS, SACT, DCP, ABP, and JRS - Active and Retired Membership Folders --- Contains correspondence and forms, which relate to the history of each member. Used for establishing the members account. ***Imaged.						*** 50 yrs after the last monetary value is paid against the membership account	*** 50 yrs after the last monetary value is paid against the membership account	Destroy	
0004-0000	TPAF: Allowance Terminated; Withdrawal Contributions For Deceased Members Registers --- Contains: termination date, death date, check date and check number. Used as a cross-reference file.						50 yrs after the last monetary value is paid against the membership account	50 yrs after the last monetary value is paid against the membership account	Destroy	
0005-0000	TPAF, PERS and PFRS - Unclaimed Accounts (Suspense Folders) --- Consists of the original membership folder, which includes member contributions and interest; unpaid. *Microfilm and Destroy Hard Copy Upon Termination of Account.						*50 yrs after the last monetary value is paid against the membership account	*50 yrs after the last monetary value is paid against the membership account	Destroy	
0006-0000	TPAF, PERS and PFRS - Paid Withdrawals --- Original Membership folders and members withdrawal of contributions. *Microfilm and Destroy Hard Copy Upon Termination of Account.						*50 yrs after the last monetary value is paid against the membership account	*50 yrs after the last monetary value is paid against the membership account	Destroy	

Records Retention and Disposition Schedule				Agency: S821106			Schedule: 003		Page #:3 of 4	
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		
0007-0000	TPAF, PERS and PFRS - Active and Retired Deaths --- Original membership folder and termination of death benefits payable to survivors or to the estate. *Microfilm and Destroy Hard Copy Upon Termination of Account.						*50 yrs after the last monetary value is paid against the membership account	*50 yrs after the last monetary value is paid against the membership account	Destroy	
0008-0000	Consolidated Police and Firemans and Prison Officers Programs - Retired Membership File --- Contains correspondence and forms which relate to the history of each member. Used for establishing the members account. **Microfilm and Destroy Hard Copy 2 years after termination of account.						**50 yrs after the last monetary value is paid against the membership account	**50 yrs after the last monetary value is paid against the membership account	Destroy	
0009-0000	Employer Files - Pension and Health Benefits --- Consists of correspondence, enrollment, termination, Legal Documents, ERI Resolutions, Employer Resolutions and Internal/External Audit papers. ***Imaged.						***50 yrs after the last monetary value is paid against the membership account	***50 yrs after the last monetary value is paid against the membership account	Destroy	

Records Retention and Disposition Schedule				Agency: S821106			Schedule: 003		Page #:4 of 4	
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		
0010-0000	Health Benefit Membership Files --- Consists of correspondence, enrollment, termination and change forms, which relate to the history of each member. *** Imaged.						***50 yrs after the last monetary value is paid against the membership account	***50 yrs after the last monetary value is paid against the membership account	Destroy	
0011-0000	Loan Application Files --- Includes Loan application and is used when an employee desires to obtain a loan from their pension. Information is also maintained in the membership folder.									
0011-0001	Loan Application File - Approved					P	***50 yrs after the last monetary value is paid against the membership account	***50 yrs after the last monetary value is paid against the membership account	Destroy	
0011-0002	Loan Application File - Denied						3 Years	3 Years	Destroy	

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Report

Agency Name: Township of North Brunswick Police Department
Address: 710 Hermann Road, North Brunswick, NJ 08902
Phone: 732-247-0922 x 380
Email: cbaumg@northbrunswicknj.gov
Contact Person: Cynthia Baumgartner, Police Records Supervisor

Date the Damage Occurred: September 1, 2021

Date the Damage Discovered: September 1, 2021

Complete the following. (Answer field will expand to accommodate all answers)

1. Describe circumstances of how the damage occurred.

On September 1, 2021, Tropical Storm Ida had record amount of rainfall that resulted in approximately 4 feet of flood water entering the North Brunswick Township Police Department building through the basement doors, front doors and up from the drain pipes.

As a result, the sewer system backed-up. The building's mechanical systems failed and hydraulic fluids were released into the floodwater. Rainwater entered the first floor of the North Brunswick Township Police Department and pooled at about 4 inches. The water seeped into the basement and poured down into the Police Records Archives Room. Within a day, mold started appearing on the wet documents.

2. Describe circumstances of how the damage was discovered.

The North Brunswick Township Police Department is a 24-hour operation and the night police sergeant was in the basement, checking on the status of the building and witnessed the basement doors burst open and flood waters enter.

3. What salvage attempts were made?

Once the water had receded and the building was deemed safe to enter, employees went into the basement and carried up any boxes, cabinets and files that had not been soaked.

Once those 'damp' files were removed, the wet files were boxed up and carried upstairs to a cell block, spread out and dried as best they could be.

However, some of the soaked records had swelled so much that they could not be removed from cabinets. The drawers were carried up to dry as well.

Within days, DORES-RMS was contacted and the Damaged Records Submission Reports were provided. The forms were completed by Lisa Russo, Municipal Clerk and returned to DORES-RMS.

Within the first week, Matt DeCirce from the document salvage company, POLYGON US Corporation, (15 Sharpners Pond Road, North Andover, MA) conducted a site visit of the municipal building to assess document damage and destruction. POLYGON US was subsequently contracted to perform document recovery for the North Brunswick Township Administrative Offices' records (see attached POLYGON US Contract copy).

Whereas, upon review, POLYGON US did not deem it necessary to perform document recovery for the North Brunswick Township Police Department's salvaged records. POLYGON US subsequently commended the Department on its timely and expedient efforts in document preservation.

4a. Were any of the records affected by this event salvageable?

- Fatal Accident Report Files - Closed
- Homicide Reports
- Uniform Crime Reports (UCR)
- Background Checks

The documents that have Permanent Records Retention were spread out and dried, afterwards the records were scanned into the DORES-RMS-certified Laserfiche system.

4b. Were any of the records effected by this event unsalvageable?

- Master Card File/Information Card File
- Photo Mug File
- Fatal Accident Report Files – Closed - Photographs
- Money Log Book
- Monthly Finance Reports, Records Bureau
- Restraining Orders from Family Court - Final

5. Why are these records unsalvageable?

- Fatal Accident Report Files Photographs and Photo Mug File - the files in the file drawers were completely soaked and fused together. Attempts to separate these caused total damage.
- Money Log Book and Monthly Finance Reports, Records Bureau. 2016- 2018 – the records were also soaked with flood/sewage water. Attempts to retrieve these were futile, as most of the documents had turned to pulp.
- Master Card File/Information Card File – floodwater-soaked cards swelled in file drawers, ink ran, cards fused together (These cards had not been accessed for 27 years but have permanent retention)
- Restraining Orders -Family Court – Final -floodwater-soaked documents, molded and turned mostly to pulp

6. Who determined that the records could not be salvaged?

- Lisa Russo, Municipal Clerk – North Brunswick Township
- Cynthia Baumgartner, Records Supervisor - North Brunswick Police Department

7. Are there other copies of the damaged records in other locations or are there ways to reconstruct the damaged records (i.e. payroll records could be recovered from your payroll service provider)?

- Monthly Finance Reports – Records Bureau - were copied and the original reports were submitted to North Brunswick Township Finance Department.
- Fatal Accident Report Files – Closed -were dried and copied however the photographs were totally destroyed and could not be recreated.

8. Are there additional records still maintained in the building? If yes, how are these records being protected?

Initially, all of the salvaged North Brunswick Police Department records and file cabinets were removed from the Township Municipal Building and temporarily stored in a secured trailer in the North Brunswick Police Department parking lot.

In October, 2021, the Township Administration and the Police Department records and file cabinets were relocated from the trailer to a temporary office suite at 1460 Livingston Ave, North Brunswick. The Township Municipal Building is currently under major reconstruction and upon completion, the file cabinets and records will be returned.

9. What measures are being taken to prevent future damage to the agency's records?

Moving forward, North Brunswick Police Department documents will be scanned into the DORES-RMS-certified Laserfiche system. The remaining hardcopy documents are being stored offsite with their eventual return to the Township Municipal Building upon the facility restoration.

In addition, the surrounding water retainage ponds have been cleaned and regraded and all storm sewer drains have been cleared.

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08618
Location: 2300 Stuyvesant Ave, Trenton, NJ 08618

Damaged Records Inventory

Agency Name: North Brunswick Township Police Department

Agency Retention Schedule: M900000

Retention Schedule Number: 008

Records Series Number: 0043-0000

Records Series Name: Master Card File/Information Card File

Retention Time: Permanent

Inclusive Years: 1964-1992

Volume (Cubic Feet): 10

Damage Type: Floodwater damage, mold, cards swelled so much they could not be removed from drawers and ink faded – some unreadable

Other copies available? no

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Agency Name: North Brunswick Township Police Department

Agency Retention Schedule: M900000

Retention Schedule Number: 008

Records Series Number: 0060-000

Records Series Name: Photo Mug File

Retention Time: 75 years or death

Inclusive Years: 1964-1992

Volume (Cubic Feet): 12

Damage Type: Floodwater, Mold, fused together

Other copies available? no

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RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Agency Name: North Brunswick Township Police Department

Agency Retention Schedule: M900000

Retention Schedule Number: 008

Records Series Number: 0053-0002

Records Series Name: Fatal Accident Report Files - Closed

Retention Time: Permanent

Inclusive Years: 1964 - 2021

Volume (Cubic Feet): 9

Damage Type: Floodwater soaked, mold, photos fused together

Other copies available? Original crash reports dried, photocopied and scanned into the DORES-RMS certified Laserfiche System.
The photos were completely destroyed.

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Agency Name: North Brunswick Township Police Department

Agency Retention Schedule: M900000

Retention Schedule Number: 008

Records Series Number: 0047-0000

Records Series Name: Money Log Book

Retention Time: 6 Years after final entry

Inclusive Years: 2016-2018

Volume (Cubic Feet): 3

Damage Type: Floodwater, Mold, documents soaked thru and turned to paper pulp!

Other copies available? No

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RECORDS MANAGEMENT SERVICES**
Mailing: PO Box 661, Trenton, NJ 08625
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Agency Name: North Brunswick Township Police Department

Agency Retention Schedule: M900000

Retention Schedule Number: 008

Records Series Number: 0049-0001

Records Series Name: Monthly Finance Reports, Records Bureau

Retention Time: 6 Years

Inclusive Years: 2016-2018

Volume (Cubic Feet): 3

Damage Type: Floodwater, mold, paper disintegrated

Other copies available? Original deposits and reports made to the Finance Department.

**DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES**
Mailing: PO Box 661, Trenton, NJ 08625
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Agency Name: North Brunswick Township Police Department

Agency Retention Schedule: M900000

Retention Schedule Number: 0008

Records Series Number: 0073-0001

Records Series Name: Restraining Orders From Family Court - Final

Retention Time: 50 Years

Inclusive Years: 1983 - 1992

Volume (Cubic Feet): 2

Damage Type: Floodwater, Mold

Other copies available? Middlesex County Family Court

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Lisa Russo, Municipal Clerk

DATE: 1-13-22

SUBJECT: Damaged Records Reports – North Brunswick Township Police Department

I hereby certify that the records listed on the attached *Request and Authorization for Records Disposal* form(s) have sustained significant damage that warrants their disposal. All attempts to salvage said records have proven unsuccessful or not cost-effective. Subsequently, continued retention of said records has been deemed impractical.



1-13-22

Date

Contract:
POLYGON US



GENERAL SCOPE OF DAMAGE AND SERVICES

All aspects of this agreement and scope of work apply to the Township of North Brunswick. (customer/responsible party for payment). Polygon US Corporation will work under the direction of the Township of North Brunswick, who by endorsement of this contract, has agreed to be the party responsible for payment.

SECURITY MEASURES

Polygon takes the following measures to ensure the confidentiality and security of the archives to protect all personal and/or financial data. The Customer will sign-off on what is being transferred to Polygon. A representative of the customer will always be required to be present during the inventory process. Inventory procedures will follow all customer requests. All sensitive files will be transported in a dedicated truck with a dedicated driver. The dedicated truck will be received at the Polygon facility by a Polygon Project Manager. At all times when the archives are being loaded, handled, or unloaded they will be supervised by a Polygon Manager. All Polygon employees are background screened and under constant video surveillance during their shifts at the Polygon Document Center. The Polygon Document Center has indoor and outdoor security cameras with full tape backup that record 24/7. The facility is secured by a motion sensor alarm system. All the interior facility doors are accessible by keypad entry only. Polygon Managers and Supervisors have access to this code.

RESTORATION PROCEDURES AND TERMS

Polygon will provide freezer stabilization, vacuum freeze drying, sterilization (gamma irradiation) and cleaning services to approximately 1000 cubic feet of flood damaged records and 2,660 oversized blueprints.

Estimated Quantity: 1000 cubic feet and 2,660 oversized drawings (prints)

The enclosed cost estimate is based on 1,000 cubic feet of flood damaged records and 2,660 flood damaged oversized drawings/blueprints. This cost estimate is to be considered a time and material proposal. The services provided by Polygon will be charged based on the actual cubic feet of materials processed, actual amount of supplies used, and actual number of labor hours performed. Unit pricing (price per cubic foot) will remain the same regardless of quantity. Polygon reserves the right to confirm the total amount, once all the materials are quantified at a Polygon facility. Supply costs for packaging/housing are subject to change based on specifications provided by the customer.

POLYGON – STABILIZATION AND DRYING

Polygon will provide freezer stabilization and vacuum freeze-drying services for the flood damaged materials. The materials will be packaged at the customer facility and transported to a Polygon facility for processing. The materials will be stabilized at approximately 25 to 30 degrees Fahrenheit. The materials will then be processed inside the vacuum freeze-drying chambers.



POLYGON - STERILIZATION

A Polygon business partner, and third-party vendor will provide gamma irradiation services. Polygon will transport the materials to and from the third-party vendor using a dedicated truck and driver.

POLYGON - CLEANING

Polygon will provide cleaning services for the materials, using a variety of methods including HEPA (High Efficiency Particulate Air) vacuuming and dry-chemical sponges (soot sponges), to remove surface growth and particulate matter. It is understood materials that have been subjected to soot/smoke or grey/black water or mold, may be permanently stained and some small amounts of residual soot or dirt, mold blemishes, may remain, even after proper cleaning. Costs for cleaning are included in our estimate.

POLYGON - CLEANING PROCESS

1) HEPA vacuum, 2) soot sponge 3) HEPA vacuum

Polygon will provide 3-step cleaning process to all outer surface areas of the documents. Included in cleaning cost: Cleaning supplies and expenses, Personal protection equipment, Negative air environment

It is understood that materials, once damaged, can never be restored to their pre-loss condition. Any damage to the paper structure, bleeding of inks and/or staining will not be reversed.

POLYGON - TRANSPORT

Polygon will provide transport of all materials to and from the Polygon facility. This cost proposal does not include unpacking and distribution of the archives upon the return delivery. These services can be arranged for by Polygon for additional charges to the customer. A storage fee of \$84 per month per pallet will be charged to customer who fails to receive the delivery within 75 days of notification from Polygon that the archives are ready to be returned.

Services provided by Polygon are taxable in all states. Taxes will be added to the final invoice amount at the appropriate rate, if applicable.

Approval

Printed Name: Samantha Sickles Date: 9/16/2021

Signed Name: *Samantha Sickles* Title: 9/16/2021



Estimate

#EST-0030848

15 Sharpners Pond Rd., Building F
North Andover MA 01845
Phone: 800-422-6379

Date: 9/15/2021

Servicing Office

04-National Documents Dept : Allentown Document Center

Bill To

Lisa Russo
Township of North Brunswick
710 Hermann Road
North Brunswick NJ 08902
United States

Ship To

Township of North Brunswick
710 Hermann Road
North Brunswick NJ 08902
United States

Job Description	Sales Rep	Partner
Flood Damaged Records	DeCirce, Matthew	

QTY	Description	Rate	Amount
400	Document Restoration Laborer - Regular Rate	\$55.00	\$22,000.00
1,000	Freezer Stabilization, per cubic foot	\$8.00	\$8,000.00
1,000	Vacuum Freeze Drying, per cubic foot	\$70.00	\$70,000.00
2,660	Blueprint/Map Drying, Each	\$3.00	\$7,980.00
1,000	Gamma Irradiation - Sterilization, per cubic foot	\$18.00	\$18,000.00
1,000	Cleaning Level 1 - Document Per Cubic Foot	\$79.00	\$79,000.00
2,660	Blueprint/Map Cleaning - Level 1, Each	\$1.50	\$3,990.00
833	Boxes-Standard, 1.2 Cubic Feet	\$6.00	\$4,998.00
25	Packaging Supplies Budget-Pallets, Plastic Wrap, Carts	\$50.00	\$1,250.00
1	Freight/Shipping Charges Pick-Up and Delivery	\$950.00	\$950.00
		Subtotal	\$216,168.00
		Tax (%)	\$0.00
		Total	\$216,168.00



15 Sharpners Pond Rd., Building F
North Andover MA 01845
Phone: 800-422-6379

Estimate

#EST-0030848

Date: 9/15/2021

TERMS AND CONDITIONS

The Parties hereby acknowledge and agree that the terms and conditions found at the following website:
<https://drive.google.com/a/polygongroup.com/file/d/0B4BI2MAeRSCa3FGVnp4RGZUWGc/view?usp=sharing>
are hereby incorporated herein; and shall not be amended by the Parties without written amendment.

Signature: *Semanta Jain*
Date: 9/16/2021

Photos:
North Brunswick Police Department
Damaged Records



Master Card File/Information File

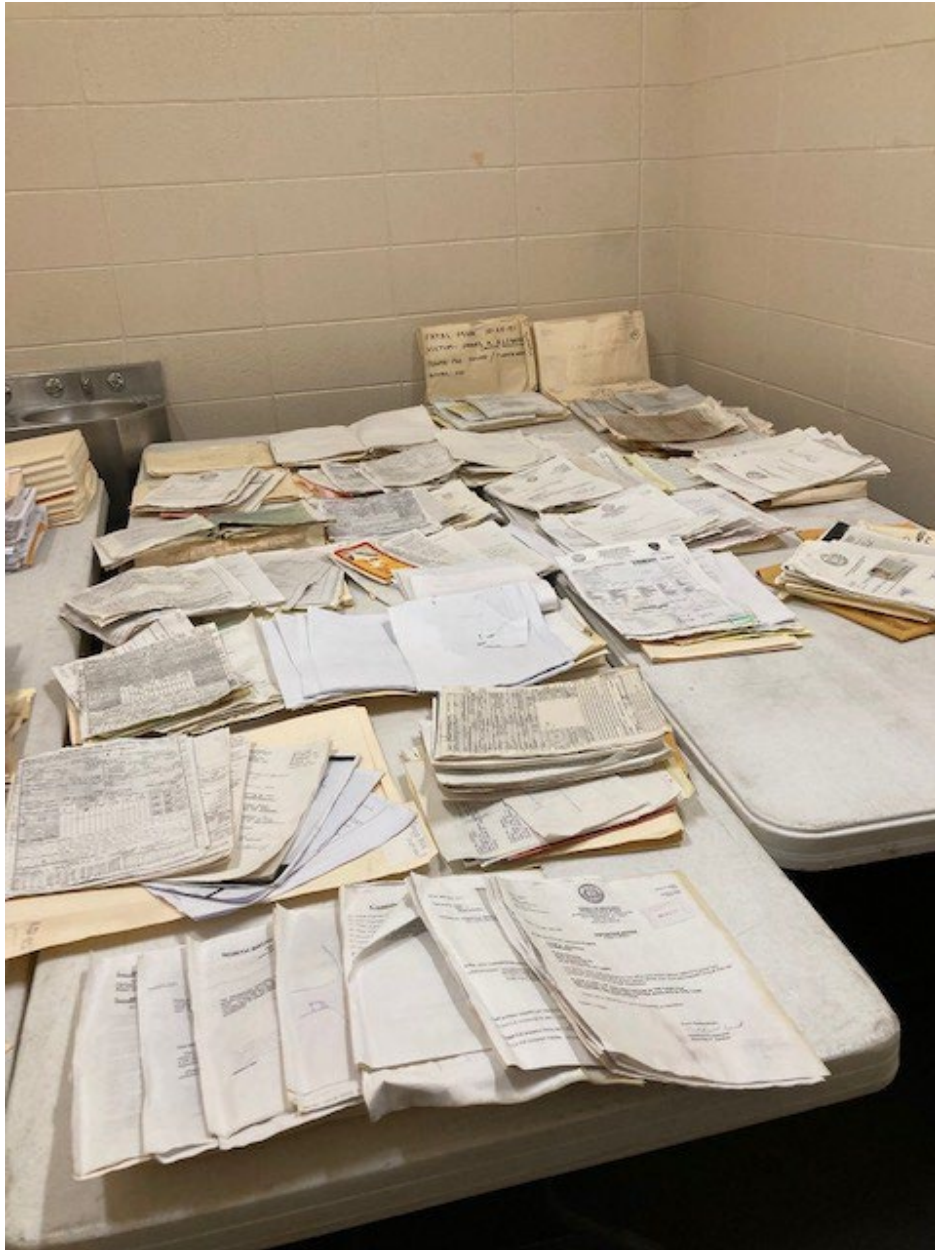


Master Card File/Information File



Grime from high water

Photo Mug File



Fatal Accident Files – Closed (Drying on Tables)



Fatal Accident Report Files - Closed



Fatal Accident Report Files – Closed



Fatal Accident Report Files - Closed (Photos)



Fatal Accident Report Files - Closed (Photos)



Fatal Accident Report Files - Closed (Photos)



Money Log Book



Monthly Finance Reports



Restraining Orders - Family Court



Police Department Basement Stairwell Flood Water Levels



High Flood Waters - North Brunswick Police Department Parking Lot

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Report
Addendum: Disaster Site Evaluation

Agency Name: Township of North Brunswick Police Department
Address: 710 Hermann Road, North Brunswick, NJ 08902
Phone: 732-247-0922 x 380
Email: cbaumg@northbrunswicknj.gov
mpacci@northbrunswicknj.gov
lrusso@northbrunswicknj.gov
Contact Person: Cynthia Baumgartner, Police Records Supervisor
Contact Person: Melanie Pacillo, Police Records Clerk
Contact Person: Lisa Russo, Municipal Clerk Township
North Brunswick
Date the Damage Occurred: September 1, 2021
Date the Damage Discovered: September 1, 2021
Date of DORES-RMS Site Evaluation: February 16, 2022
DORES-RMS Staff: Elizabeth Hartmann, Supervisor
DORES-RMS Staff: Karen A. Perry, Records Analyst 1

Damaged Records Event Recap

On September 1, 2021, the rain from Tropical Storm Ida resulted in approximately 4 feet of flood water in the North Brunswick Township Police Department (NBPD) building. Water entered through the basement, basement doors, front doors and up from drain pipes. The sewer system backed-up. The building's mechanical systems failed and hydraulic fluids were released into the floodwater. Water seeped into the basement and poured down into the Police Records Archives Room. Rainwater entered the first floor of the NBPD and pooled at about 4 inches.

Once the water receded and the building was deemed safe to enter, employees carried up any boxes, cabinets and files that had not been soaked from the basement.

When the “damp” files were removed, the “wet” files were boxed up and taken upstairs to a cell block, spread out and dried as best as possible. During this effort, it was obvious some of the soaked records had swelled so much that they could not be removed from the cabinets.

Document Restoration specialist, Matt DeCirce, POLYGON US Corporation, conducted a site visit of the municipal building to assess document damage and destruction. POLYGON US was subsequently contracted to perform document recovery for the North Brunswick Township Administrative Offices’ records.

Upon review, POLYGON US deemed it not necessary to perform document recovery for the NBPDP’s salvaged records. POLYGON US commended the Department on its timely and expedient efforts in document preservation.

Additionally, The Federal Emergency Management Agency (FEMA) was contacted. At the end of October, Olaf Hansen, FEMA Analyst conducted a site visit and took photos of the municipal complex. Juan Salgado is now the primary FEMA liaison. The Township is waiting on FEMA to submit their site evaluation, report and any supporting documentation.

Salvaged Records

- Fatal Accident Report Files - Closed
- Homicide Reports
- Uniform Crime Reports (UCR)
- Background Checks

Unsalvaged Records

- Master Card File/Information Card File
- Photo Mug File
- Fatal Accident Report Files – Closed - Photographs
- Money Log Book
- Monthly Finance Reports, Records Bureau
- Restraining Orders from Family Court - Final

Initially, all of the salvaged NBPB records and file cabinets were removed from the Township Municipal Building and stored in a secured trailer in the NBPB parking lot.

In October 2021, the Township Administration and the Police Department records and file cabinets were relocated from the trailer to a temporary office suite at 1460 Livingston Ave, North Brunswick. These documents were scanned into a DORES-RMS certified Laserfiche system.

Moving forward, the NBPB will continue to scan documents into the DORES-RMS certified Laserfiche system. The remaining hardcopy documents currently stored offsite will return to the Township Municipal Building upon the completion of the municipal complex-wide restoration.

In addition, the surrounding water retainage basin have been cleaned and regraded and all storm sewer drains have been cleared.

DORES-RMS Site Evaluation

On February 16, 2022, Elizabeth Hartmann, DORES-RMS Supervisor and Karen A. Perry, Records Analyst 1 conducted an evaluation of the municipal complex. They met with township representatives:

- Cynthia Baumgartner, Police Records Supervisor
- Melanie Pacillo, Police Records Clerk
- Lisa Russo, North Brunswick Township Clerk

We conducted a complex-wide tour of the damaged rooms/areas. Presently the complex is undergoing remediation and temporary trailers are used as office to conduct the township's business.

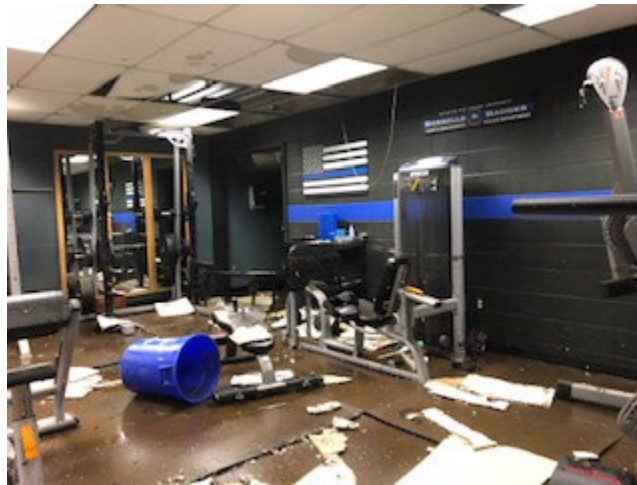
A "yeoperson's" effort has been made in the restoration. The magnitude of the disaster is overwhelming, however, the tremendous restoration efforts underway are equally awe inspiring.

While it may take over a year to fully complete the complex-wide restoration, DORES-RMS will continue to work with NBPB and will provide records and information guidance as needed.

Additional Photos



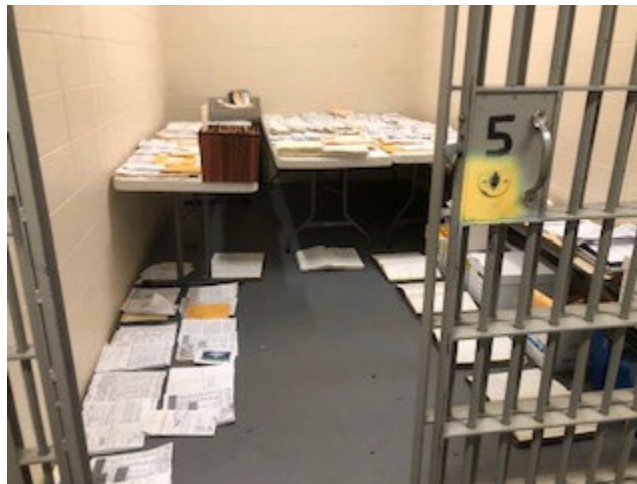
Image showing high water line and soaking floor in basement.



Destroyed basement gym.



Document drying operation in female cells.



Document drying operation in female cells.



Document drying operation in female cells.



Document drying operation in female cells.



Document drying operation in female cells.



Clean documents being wrapped for storage.