



**AGENDA
STATE RECORDS COMMITTEE
October 20, 2022
10:00 AM**

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

Announcement of Open Public Meeting

- I. Review of June 16, 2022 Minutes**
- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
Artemis Request: # 583148 - 586358
 - 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 Schedule:** (See attached)
 - 1. Treasury - Corrections Ombudsperson – S822617-001 – Presented by Liz Hartmann**
- IV. Old Business:**
 - A. Records Retention Schedule:** (See attached)
 - 2. Community Affairs – NJ Housing and Mortgage Finance S221500-004 – retire S5221500-003 – Presented by Marcella Campbell**
- V. Other Business: None**



MINUTES
STATE RECORDS COMMITTEE
June 16, 2022

Amanda Truppa, Secretary, called the 450th meeting of the State Records Committee to order at 2:06 p.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
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
Diane Sirachi – Somerset
Torri Thompson, DCA – Housing and Finance
Sylvia Allen, DCA – Housing and Finance
Tori Fisher, NJ Transit
Christopher Medina, NJ Transit
Daniel Corpeno, NJ Transit
Adolfo Guerrero, NJ Transit
Denise Scheible, Treasury – Pensions
Barbara Staats, Treasury – Pensions
Mark Szemple – Sunrise Systems
Michelle McKnight, DCA – Housing and Finance

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the February 17, 2022 meeting all present approved.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 579727 - 583147

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

Report to the State Records Committee

C. Report to State Records Committee

II. New Business

A. Records Retention Schedule:

- 1. Community Affairs – NJ Housing and Mortgage Finance Agency – S221506 and S221514 – approved with changes**
- 2. State General Schedule – approved with changes add “documentation” to records series title for records series 1426-0000 and 1427-0000.**
- 3. County and Municipal General Schedules – C820000 and M100000 - approved with changes add “documentation” to records series title for records series 0522-0000 and 0523-0000.**
- 4. Board of Education – Administration M700101 – approved with changes add “documentation” to records series title for records series 0163-0000 and 0164-0000.**

B. Special Request for Authorization for Records Disposal:

- 1. Upper Saddle River Township – Damaged Records – Approved with the notation at the request of Mr. Klett, these records were stored in a building that was not owned by the Township and were not overseen by the Custodian of Records.**

III. Other Business: None

There being no further business, the Committee adjourned at 3:03 p.m.

Amanda Truppa
Secretary
State Records Committee

Certification #	Agency	AmendmentType
14071701-NM	Union County Division of Social Services	Annual Review
01092001	New Jersey Department of Transportation	Annual Review
02071801-NM	Township of Montgomery Office of the Clerk	Annual Review/Amendment
10021803-MP	County of Sussex EDMS	Annual Review
11012032-MP	Monroe Township Public Schools (Gloucester)	Annual Review
06121404-MF	County of Bergen Office of the County Clerk	Annual Review
09012236-MF	County of Bergen Office of the County Clerk, LRMS	Annual Review
14032014-NM	Bergen County Board of Social Services	Annual Review
09012205-MF	Borough of Demarest	Annual Review/Amendment
18042602-MP	Borough of Allendale	Annual Review
14051504-NM	Atlantic County Department of Family and Community Development	Annual Review
09121710-MP	Township of Wayne	Annual Review
18020801-MP	Rowan College at Burlington County	Annual Review/Amendment
14121801-MP	City of Clifton	Annual Review
16122201-MP	Gateway Regional School District	Annual Review
09121702-MP	County of Camden Prosecutor's Office	Annual Review/Amendment
08121804-MP	NJ Transit Corporation Accounts Payable Department	Annual Review
06121405-MF	County of Bergen Office of the Clerk of the Board	Annual Review
14051506-NM	Hudson County Department of Family Services Division of Welfare	Annual Review
00121401-MP	County of Middlesex Office of the County Clerk	Annual Review/Amendment
01071901-MP	County of Somerset County Clerk	Annual Review
18072601 MP	Woodbury Public School	Annual Review
17042003-MP	Monmouth Regional High School District	Annual Review
20090102-MP	Hackensack Public School District	Annual Review
03051501-MP	Township of Brick Municipal Utilities Authority Accounting	Annual Review/Amendment
11072110-NM	Woodbridge Fire Department	Annual Review
10021801-MF	Medford Township Police	Annual Review
20112001-MP	Howell Township Police Department	Annual Review
18042601-MP	Paramus School District	Annual Review
02012401-MP	Township of Bernards Office of Municipal Clerk Systems Administration	Annual Review
10021801-MF	Township of North Brunswick	Annual Review
10102120-MP	Borough of Mendham	Annual Review/Amendment
18072602-MP	Township of Plainsboro	Annual Review
10041501-MP	South Orange-Maplewood School District	Annual Review
13071807-NM	Rowan University Enterprise Systems	Annual Review
20080702-MP	Roselle Public Schools	Annual Review

Certification #	Agency	AmendmentType
14011601-NM	Sussex County Division of Social Services	Annual Review
19091202-MP	Bergen New Bridge Medical Center-Ultipro	Annual Review
10061701-MP	Department of Law & Public Safety Election Law and Enforcement Commission	Annual Review
21061501-MP	Borough of Palmyra	Annual Review
21030801-MP	Township of Washington (Gloucester County)	Annual Review
09021903-NM	County of Hunterdon Prosecutor's Office	Annual Review
07011802-MF	County of Salem	Annual Review
16081101-MP	Montville Township Public Schools	Annual Review
06110932-MP	Township of Riverside	Annual Review/Amendment
06072004-MF	County of Union Office of the Clerk e-Recording	Annual Review
02101702-MF	County of Union Office of the Clerk	Annual Review
10071502-MP	County of Burlington RIM	Annual Review
19091201-MP	Bergen New Bridge Medical Center-One Content	Annual Review
17052501-MP	Borough of Glassboro	Annual Review
12062104-MP	New Providence School District	Annual Review
22072501-MP	Township of East Brunswick	New Registration

**Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services**

**Records Management Administrative Action
State Records Committee Meeting 06/16/2022**

Environmental Protection-Environmental Safety & Health-Discharge Prevention

On the schedule S421707-003 would like to change the name from Environmental Protection-Environmental Safety & Health-Discharge Prevention to Environmental Protection-Release Prevention.

This administrative change will ensure that the details below are reflected in the agency's files.

Agency Level Amendments

Current Agency Name (Department/Division/Bureau)	Environmental Protection-Environmental Safety & Health-Discharge Prevention
Current Agency Number	S421707
(Old Schedule number)	003
(New Schedule number)	004

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
		Schedule Name Change	Environmental Safety & Health-Discharge Prevention	Release Prevention

STATE OF NEW JERSEY



Treasury - Corrections Ombudsperson

s822617-001



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: s822617	Schedule: 001	Page #:1 of 1
Department:	Treasury - Corrections Ombudsperson	Agency Representative:	Terry Schuster	
		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	Complaint Contact File --- Database for contacts and complaints with data analysis capabilities used to identify trends in complaint categories (e.g. complaints by facility, call volume, etc.).					C	7 Years After case closed		Destroy	
0002-0000	Investigation Reports --- Reports consist of correspondence, evidence, office investigation into abuse, neglect, leadership decisions and violations of law and final reports.									
0002-0001	Investigation Reports Public					P	7 Years After case closed		Destroy	
0002-0002	Investigation Reports Confidential					C	7 Years After case closed		Destroy	
0003-0000	Property Logs (Copy) --- Logs documenting the transfer of personal property belonging to incarcerated individuals. Originals maintained by the Department of Corrections.					P	Periodic Review		Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221500		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 003 (RETIRED)		
BUREAU:		PAGE #	1	OF
				2

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency – Single Family
FORMER AGENCY NUMBER	S221500-003 (RETIRE)

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0080-0000	Homeless Management Information System (HMIS)	Description	<p>S221500-003 RS#0080-0000</p> <p>Includes: Homeless Management Information System Software, Fiscal Funds, Grant Administration, Record Keeping requirements, Grant and Project changes. In accordance with codes of Federal Regulations (CFR) 578.101 et .seq., Grant Administration for the Continuum of Care Program is designed to promote community wide commitment to the goal of ending homelessness, providing funding for efforts by nonprofit</p>	<p>S221500-004 RS#0080-0000</p> <p>Homeless Management Information System (HMIS)</p> <p>In accordance with codes of Federal Regulations (CFR) 578.101 et. seq., establishes grant Administration for the Continuum of Care Program (CoC). HMFA serves as State Administrator and the HMIS staff oversees managing the site and users. Requires retaining HUD grant agreements (provides consent to HMIS software, training and data management for counties participating in the CoC Program) and user agreements (forms for Agency staff entering data, code of ethics and agreement regarding the management of data).</p> <p>7 Years after termination agreement Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S221500	SCHEDULE # 003	PAGE # 2 OF 2
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			<p>providers, State and local government to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families and communities by homelessness.</p> <p>Retention: 7 year after termination of agreement Destroy</p>	
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STATE OF NEW JERSEY



Community Affairs-NJ Housing and Mortgage Finance Agency

S221500-004



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: S221500	Schedule: 004	Page #:1 of 15
Department:	Community Affairs-NJ Housing and Mortgage Finance Agency	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		
Federal Funded Housing Programs										
0020-0000	Federal Funding Housing Programs --- To establish and record a new federal grant program. To adhere to the HUD (Housing and Urban Development) guidelines set forth for program. Files are used to track mortgage loans for programs: Includes: applications, supporting verification documents, correspondence, contracts, payments, inspections, reports, etc. In accordance with codes of Federal Regulations (2 CFR Part 200 subpart D).					P	Life of Mortgage plus 10 Years and or in accordance with Federal Regulations		Destroy	
0030-0000	Inactive Files --- Inactive files includes, but is not limited to Unified Application for Multifamily Rental Housing Production Programs (UNIAP), which is the application submitted by the developer, the project narrative, form 10, preliminary drawings and sometimes municipal documents.					P	7 Years		Destroy	
Audit Reports										
0040-0000	Audit Reports - Construction Cost Audit --- (Agency Projects) Includes: reports, work papers, and correspondence on Multi-Family and UHORP (Urban Home Ownership Recovery Program) (Single Family) projects.					P	Life of Mortgage plus 10 Years		Destroy	

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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		
0040-0001	Audit Reports - Servicer-Single Family Loans --- Includes: reports, work papers, quality control reviews and correspondence.					P	10 Years		Destroy	
0040-0002	Audit Workpapers - Managing Agent Audits - Multi-Family --- Includes: reports, work papers, quality control reviews, and correspondence.					P	10 Years	1 Years	Destroy	
0040-0003	Standard Development Cost Reviews (Audit) - Multi-Family Projects --- Includes: work papers, construction bank account reconciliation, correspondence and funding analysis for development.					P	Life of Mortgage plus 10 Years	Until Mortgage Closing	Destroy	
0050-0000	Return On Equity (ROE) Calculations - Multi-Family Projects --- Includes: Schedule which contain sponsors equity pledge by agency. ROE percentage, cumulative ROE, total paid to date and balance due.					P	Life of Mortgage plus 10 Years	Until mortgage closing	Destroy	
Capital Markets										
0060-0000	Bonds/Bond Closing File --- Includes: Bond sale information on Single Family and Multi-Family issues, Construction Investment Bond Account, Investment Note Issues, Mortgage Revenue Bonds, Mortgage and Revenue Bonds, Conduit Bonds, all bond debt service and redemption information (schedule and correspondence with trustee).					P	Life of issue plus 10 Years		Destroy	
Executive										
0070-0000	Special Projects Files --- Files include: Reports and related correspondence dealing with occupied building projects with serious problems.					P	Life of Mortgage plus 10 Years		Destroy	

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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		
0071-0000	<p>Special Projects/Investigations --- Includes: Reports, work papers, correspondence and internal and external audits requested by Executive staff.</p>					P	3 Years		Destroy	
Finance										
0072-0000	<p>Bond Fund Accounting --- Includes: Bond information on Single Family and Multi-Family issues, mortgage revenue bond, construction notes, investment note issues, ledgers, trustee bank statements, electronic ledgers and CR/CD journals and investments and related documents, audit work papers, financial statements and correspondence.</p>					P	Life of Issuance plus 10 Years	Life of Issuance Plus 10 Years	Destroy	
0073-0000	<p>All Federal Subsidized Files (HUD Section 8 Subsidy Housing And HUD Section 236 Multifamily Housing Interest Reduction Program) --- Includes: Mortgage certifications, rent increases, vouchers, monthly payments and related bank statements. In accordance with HUD (Housing and Urban Development) Section 8 Subsidy Housing, certificates or vouchers may be allocated to public housing tenants forced to move because of rehabilitation or demolition of their public housing unit. Section 8 assistance allows those residents to move into privately owned housing and still pay affordable rent. HUD (Housing and Urban Development) Section 236 Multifamily Housing Interest Reduction Program, under the HUD Act of 1968, a combined Federal Mortgage insurance with interest reduction payments to the lender for the production of low-cost rental housing. It provides interest Subsidies to lower a project's mortgage interest rate to as low as 1 percent. The interest reduction payment results in lower operating costs and reduced rent structure.</p>					P	Life of the Mortgage plus 10 Years	Life of the mortgage plus 10 years	Destroy	
0074-0000	<p>Mortgage Accounting (Single Family/Multi-Family/General Fund) --- Includes: Electronic Amortization schedules, mortgage payments, once reconciliation.</p>					P	Life of the Mortgage plus 10 Years	Life of the Mortgage plus 10 Years	Destroy	

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Records Retention and Disposition Schedule				Agency: S221500			Schedule: 004		Page #:4 of 15	
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		
0075-0000	Multi-Family Escrow Files --- Includes: deposits, project vouchers and disbursement (checks/wire letters).					P	Life of the Mortgage Plus 10 Years	Life of the Mortgage Plus 10 Years	Destroy	
0076-0000	Amortization Schedule - (Computer Printout)					P	Life of the Mortgage plus 10 Years	Life of the Mortgage plus 10 Years	Destroy	
0077-0000	Construction Loan Account Files --- Includes: First mortgage, requisition, copies of checks and correspondence.					P	Life of the Mortgage plus 10 Years	Life of the Mortgage plus 10 Years	Destroy	
0078-0000	Purchasing Statements - Single Family Loan --- Includes: Mortgage purchase statements, weekly purchase summaries, detailed purchase reports and disbursement letters.					P	3 Years	3 Years	Destroy	
0079-0000	Trustee Statements --- Contains mortgage purchase statements, weekly purchase summaries, detailed purchase report, cashier's slips.					P	3 Years	3 Years	Destroy	

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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		
	HMIS									
0080-0000	Homeless Management Information System (HMIS) --- In accordance with codes of Federal Regulations (CFR) 578.101 et. seq., establishes grant Administration for the Continuum of Care Program (CoC). HMFA serves as State Administrator and the HMIS staff oversees managing the site and users. Requires retaining HUD grant agreements (provides consent to HMIS software, training and data management for counties participating in the CoC Program) and user agreements (forms for Agency staff entering data, code of ethics and agreement regarding the management of data).					P	7 Years after termination agreement	7 Years after termination agreement	Destroy	
	Human Resources									
0081-0000	Issuance Of HMFA ID Cards In Accordance With Homeland Security --- FIPS (Federal Information Processing Standards) for Personal Identity Verification.					P	5 Years		Destroy	
	Multi- Family Supporting Housing And Lending									
0082-0000	Multi-Family Funding/Projects Housing And Lending Programs (Construction And Mortgage Loans) --- Includes: application, supporting verification documents, Form 10, and project correspondence.					P	Life of Mortgage plus 10 Years		Destroy	
0082-0001	Multi-Family Program Files --- Regional Contribution Agreements (RCA)					P	23 Years	7 Years	Destroy	

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Records Retention and Disposition Schedule				Agency: S221500			Schedule: 004		Page #:6 of 15	
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		
Property Management										
0090-0000	Managing Agents-Management Agreement Package --- Includes: Management Plan, Resident Selection Policy, Affirmative Fair Housing Marketing Plan, Qualification Forms, NJ Real Estate License, Fidelity Bond, Administrative Questionnaire, Statement of Disclosure, Previous Participation Certification, Equal Employment Opportunity Certification and Owner's Building Registration Statement and Annual Evaluations.					P	3 Years after termination of contract		Destroy	
0090-0001	Projects Financial Operations --- Includes: Documents pertaining to the financial aspects of operating the project. Annual Audit, DCE and CDE requests and approval, Return on Equity requests and approvals.					P	Life of the Mortgage plus 10 Years		Destroy	
0090-0002	Projects Financial Operations --- Includes: Proposal, Rent Increase Package, HUD (Housing and Urban Development) Increase Approval Letters.					P	6 Years		Destroy	
0090-0003	Projects Financial Operations --- Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget					P	7 Years		Destroy	
0093-0004	Projects Financial Operations - Monthly/Quarterly Operating Report					P	2 Years		Destroy	
0095-0000	Contracts And Other Management Requirements --- Includes: Contract documents and other miscellaneous documents produced in the management of the projects. Insurance, Attorney's Letter of Agreement, Resident Correspondence, Maintenance Inspection Reports.					P	14 Years		Destroy	

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		
Regulatory Affairs										
0100-0000	Case Register --- Includes: list name of case, DAG assigned, docket number, nature of case and motions.					P	Periodic review		Destroy	
0101-0000	Project Litigation Files --- Includes: Documents relating to building project litigation.					P	Life of Mortgage plus 10 Years		Destroy	
Single Family										
0102-0000	Foreclosures --- Contains correspondence, Statement of Foreclosure Expenses (MFA 108), copy of mortgage foreclosure inspection, photo of property, individual delinquency report, copy of survey, loan application and disclosure statement.					P	Life of Mortgage plus 7 Years	Life of Mortgage plus 7 Years	Destroy	
0103-0000	Lender Files --- Involves banks that participate in lending funds to the HMFA various programs. Files include lenders annual report, insurance binder, service agreement (between lender and HMFA) and related information regarding lender. *Microfilming recommended.					P	7 Years		Destroy	
0104-0000	Closing Cost Assistance --- Monthly listing of employee names, their gross and net earnings, individual deductions, savings and check account balances (direct deposit).					P	7 Years from date of discharge	3 Months	Destroy	
0105-0000	Closed Real Estate Owned (REO) Files --- Includes: HMFA owned properties that were sold.					P	7 Years after closing	3 Months	Destroy	

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Records Retention and Disposition Schedule				Agency: S221500			Schedule: 004		Page #:8 of 15	
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		
0106-0000	Paid Off Loan Files --- Includes: Loans which were active accounts that have now been paid off by the mortgagors. File may include but is not limited to application and origination materials, credit reports and related materials that is (CHOICE) Choices in Home Ownership Program, Urban Home Ownership Recovery Program (UHORP), Market Oriented Neighborhood Investment (MONI) Program. In Compliance with HMFA policy.					P	7 Years after payoff date	3 Months	Destroy	
0107-0000	Urban Home Ownership Recovery Program (UHORP) --- File may include but is not limited to loan application, and documents relating to closing construction and security.					P	Life of shared appreciation or affordability controls (20 Years)	Life of shared appreciation or affordability controls (20 Years)	Destroy	
0108-0000	Developer's Package Files --- Includes: File kept on Developers that applied to take part in the Urban Home Ownership Recovery Program (UHORP). Files may include but are not limited to application, financial records, tax records and related materials.					P	30 Years		Destroy	
0109-0000	Potable Water Files --- Include: A loan program to give financing to mortgagors with well water, which was non-potable to enable them to fix the wells to produce potable water. File may include but is not limited to application, credit report and related material.					P	10 Years	7 Years	Destroy	
0110-0000	Reverse Mortgage Files --- Includes all application, submission, and closing documentation.					P	7 Years	Until Mortgage Closing	Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 004		Page #:9 of 15	
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		
Tax Credit										
0111-0000	Low Income Tax Credit Program (LIHTC) --- Includes documents relating to the construction and rehabilitation of low-income rental housing. Program instituted under the Federal Tax Reform Act of 1986. The Internal Revenue Service (IRS) is the administrator of the Tax Credit program with the Agency of New Jersey responsible for allocating and monitoring the Low Income Housing Tax Credit Program. Includes: documents, forms and information to be completed by applicants interested in applying for the Program.									
0111-0001	Applications Successful (Original) Federal Regulations 1.42-5(B)(2)					P	21 Years	2 Years before moving to Records Center	Destroy	
0111-0002	Applications - Successful (Copies)					P	3 Years	3 Years before moving to Records Center	Destroy	
0111-0003	Applications - Unsuccessful					P	6 Years	1 Year before moving to Records Center	Destroy	
0112-0000	Low Income Housing Tax Credit Program (LIHTC) - Monitoring/Compliance --- Includes: Documents, forms and information that must be met according to Internal Revenue Service requirements throughout the project's compliance period.									

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 004		Page #:10 of 15	
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		
0112-0001	Monitoring/Compliance - First Inspection --- (required to inspect project within 24 months of projects acceptance into Program). Federal Regulation 1.42-5(b)(2)					P	21 Years	2 Years before moving to Records Center	Destroy	
0112-0002	Monitoring/Compliance - Subsequent Inspection					P	6 Years	1 Year before moving to Records Center	Destroy	
0112-0003	Monitoring/Compliance --- Noncompliance or failure to certify for a minimum of six (6) years. Federal Regulation 1.42-5(e)(3)(ii)					P	6 Years	1 Year before moving to Records Center	Destroy	
0113-0000	Low Income Housing Tax Credit Program (LIHTC) --- Certification and Records submitted by the project owner.					P	6 Years		Destroy	
0114-0000	Low Income Housing Tax Credit Program (LIHTC) --- Deed of Easement and Restrictive Covenant - Recorded. Compliance period is 45 yrs plus 3 yrs.					P	48 Years		Destroy	
Technical Services										
0115-0000	Construction Requirements --- Includes all records dealing with pre-construction and actual construction of multi-family projects.									

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 004		Page #:11 of 15	
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		
0115-0001	Construction Requirements - Inspection And Testing Services Proposals And Reports --- Includes inspection and testing soils, foundation and structural engineering and concrete and masonry quality control.					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0002	Construction Requirments - Construction Progress Schedule --- Includes information regarding groundbreaking of housing projects.					P	Life of the Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0003	Construction Requirements --- Project Supervisory Personnel Listing					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0004	Construction Requirments -Estimates For Partial Payment --- List project, contractor, job description, estimate of job and completion date on a monthly basis.					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0005	Construction Requirements - Progress Photos					P	Life of Mortgage plus 10 Years		Destroy	
0115-0006	Construction Requirements - Subcontractors, And Purchase Order Agreements --- Listing of subcontracts, subcontractors and job done.					P	Life of the Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	

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		
0115-0007	Construction Requirements - Subcontracts And Subcontractors (Proposed)					P	3 Years	3 Years before moving to Records Center	Destroy	
0115-0008	Construction Requirements - Subcontracts And Subcontractors (Executed)					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0009	Construction Requirements - Accident Reports					P	Life of Mortgage plus 10 Years		Destroy	
0115-0010	Construction Requirements - Architectural Service Reports					P			Destroy	
0115-0011	Construction Requirements - Manpower And Construction Activity Reports (Daily)					P	Life of mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0012	Construction Requirements - Affirmative Action Summaries (Weekly) --- Monitors number of minority manpower and hours worked.					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0013	Construction Requirements - Stop Notices					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	

* P - Public, C - Confidential

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		
0115-0014	Construction Requirements - Change Order Schedule --- Includes proposed change order, sign-off and formal change order.					P	Life of Mortgage plus 10 Years		Destroy	
0115-0015	Construction Requirements - Time Extension Request And Response					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0016	Construction Requirements - Internal Construction Punchlist --- Check-off form of jobs completed in each phase of construction.					P	Periodic review		Destroy	
0115-0017	Construction Requirements - Final Construction Punchlist By Technical Services					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0018	Construction Requirements - General Contractor Substantial Completion Letter --- Letter defining date of substantial completion, assessment of liquidated damages and commencement of guarantees.					P	Life of mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0019	Construction Requirements - Contractor's Certification Of Cost/NJHMFA Auditor's Report					P	Life of mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0020	Construction Requirements - Owner's Manager Certification					P	Life of mortgage plus 10 Years		Destroy	

* P - Public, C - Confidential

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		
0115-0021	Construction Requirements - Permit Approvals (Electrical Certificates, Plumbing Approval, Elevator, Etc.)					P	Life of mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0022	Construction Requirements - Contractor's Guarantee/Subcontractor's Guarantee					P	Life of mortgage plus 10 Years		Destroy	
0115-0023	Construction Requirements - Roofing Bond And Special Guarantee					P	Life of mortgage plus 10 Years		Destroy	
0115-0024	Construction Requirements - Maintenance Manuals					P	Life of mortgage plus 10 Years		Destroy	
0115-0025	Construction Requirements - Drawings (As-Built)					P	Life of mortgage plus 10 Years		Destroy	
0115-0026	Construction Requirements - Final Survey					P	Life of mortgage plus 10 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 004		Page #:15 of 15	
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		
0115-0027	Construction Requirements - Certificate Of Occupancy And Inspection Approval's (Local And State)					P	Life of mortgage plus 10 Years		Destroy	
0115-0028	Construction Requirements - Shop Drawings					P	Until construction completion		Destroy	
0115-0029	Construction Requirements - Invoices For Construction Costs					P	7 Years	7 Years before moving to Records Center	Destroy	