

Records & Information Management: OPRA & Efficient Records Management



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Division of Revenue and Enterprise Services

Records Management Services

2024

Disclaimer: The content of this presentation is designed for educational and informational purposes only.

New Jersey Public Records: Laws & Responsibilities

Why should I be concerned?

1. It's the Law

- a. **NJ Public Records Law:** Public Agency records are Public Records and must be protected from theft, corruption or *unlawful access*.
- b. **Open Public Records Act (OPRA):** OPRA Promotes Public Records Access, Transparency and Accountability
- c. **Globalism - International, Federal & State:** Ex., the European Union's *General Data Protection Regulation (GDPR)* & Regulation (EU) 2016/679 for privacy and protection for processing of personal data; Securities & Exchange Commission's (SEC) *Sarbanes-Oxley Act (SOX)* which protects shareholders from public companies' accounting errors & financial fraud; *Health Insurance Portability and Accountability Act (HIPAA)* for personal medical information and, of course, the NJ Public Records Laws.
- d. **Litigation & e-Discovery Support**
International, Federal, State and Local
- e. **Data Privacy, Compliance & Security Laws**

Why should I be concerned? Continued.

2. **Compliance: Audit & Program Review**

International, Federal & State

3. **Cost Effective**

Minimize costs and promotes savings, efficiency and productivity.

4. **Valuable Asset**

Loss, theft or damage can cause financial loss, disrupt business operations and damage an agency's reputation resulting in loss of public confidence and trust.

5. **Legacy Information**

Irreplaceable loss of intellectual rights, legacy records, etc.

NJ Public Agencies' Constituency Base

- Federal, State, County/Municipal, Boards, Authorities, Schools, Colleges, etc.
- The International, Global Arena – Government, Private Sector, Citizenry, etc.
- Unions, Associations, Lobby & Additional Groups
- Legal Counsel
- Healthcare - Facilities & Professionals
- Financial Institutions & Auditors
- Private Sector & Vendors
- The Media – Print, TV/Cable, Radio, etc.
- Internet & Social Media
- Parents, Legal Guardians & Adult Pupils
- Local Residents – Tax Payer
- The General Public

NJ Public Agencies' Constituency Base Responsibilities

- Promote Seamless & Efficient Government
- Foster a Government Agency's Trust & Reputation
- Verify the Data Fabric – Data Capture, Processing, Management & Delivery
- Monitor Data Security – Enhanced Concerns on the International , National & Local Levels of Government
- Ensure Regulatory Compliance – International, Federal, State, County & Municipal

NJ Public Agencies' Constituency Base Responsibilities continued.

Value of Public Records

Public records are evidence of taxes paid, services rendered and obligations met. These records are crucial to the organization of our society and essential to the daily operation of government.

- The value of some records endure beyond their active use, because they provide unique evidence of significant actions and transactions that have affected the public.

Legal Framework

Public records are public property and are held in trust for citizens. Accordingly, public officials must ensure that records are protected from unauthorized alteration, defacement, transfer, destruction, being seized or cyberattacked.

- This is accomplished through compliance with New Jersey's Public Records Law (N.J.S.A. 47), the State's Records Management Statute (N.J.S.A 47:3-15 et seq.) and Administrative Rules (under N.J.A.C. Title 15:3 et seq.) which enact the standards and procedures mandated by the Law. Agency-specific Statutes and Administrative Rules have impact upon a public agency's records management responsibilities.

New Jersey Public Records Laws





Destruction of Public Records Act

PL 1953, c. 410

RMS & The SRC

In accordance with *The Destruction of Public Records Act (PL 1953, c. 410)*, Records Management Services (RMS,) Division of Revenue and Enterprise Services (DORES), Department of the Treasury is the Government Agency statutorily-entrusted to oversee the *governance* of New Jersey Public Agency Records.

In conjunction, the State Records Committee (SRC) was also established and entrusted with having the *final authority* over the retention and disposition of *all* New Jersey Public Agency Records. The SRC is comprised of representatives from:

- NJ State Treasurer
- NJ State Attorney General
- NJ State Auditor
- NJ State Archives
- NJ Department of Community Affairs, Local Government Services

Destruction of Public Records Act

PL 1953, c. 410

What is a Public Record?

The *Destruction of Public Records Act (PL 1953, c. 410)*, defines a Public Record as :

“Information, regardless of its medium (hardcopy, microform, digital, electronic & Internet-based) that is created, received, maintained and distributed by a public agency receiving tax payer dollars and serves as Evidence of the Transactions of its Normal Course of Business.”

What is a Public Record continued.

Destruction of Public Records Act (PL 1953, c. 410): Defines a Public Record as “Information, regardless of its medium (hardcopy, microform, digital, electronic & Internet-based) that is created, received, maintained and distributed by a public agency receiving tax payer dollars and serves as Evidence of the Transactions of its Normal Course of Business.”

Title 47, N.J.S.A. 47:1A-1.1, OPRA: Defines a Government Record as “All records that are made, maintained, kept on file, or received in the course of official business.”

Federal Records Act of 1950, United States Code Title 44: Defines a Federal Record as “All recorded information, regardless of form or characteristics, made or received by a Federal Agency under Federal Law or in connection with the transaction of public business ... as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the United States Government or because of the informational value of the data in them.”

In New Jersey, "Public" Can Have Two (2) Meanings

Ownership

As previously stated, a record is Public when it is evidence of the normal course of business of a Public Agency which receives a substantial contribution of tax dollars to conduct its activities.

Access

The *Open Public Records Act (OPRA)/PL 2001, c. 404, PL 2024, c. 16, NJSA 47:1A et seq.*, provides that public records must be accessible. However, because of issues of Privacy, Confidentiality & Security, an agency may restrict access to records:

In New Jersey, "Public" Can Have Two (2) Meanings continued...

Access continued.

- OPRA Requests
- Common Law Requests
- Discovery Requests
- Administrative Requests
- Informal Requests
- Subpoenas, Court Orders, etc.

Open Public Records Act (OPRA)

PL 2001, c. 404, PL 2024, c. 16, NJSA 47: 1A et. Seq.

Open Public Records Act (OPRA)

The Right to Know Law allowed access to public records in New Jersey. It was replaced by the *Open Public Records Act (OPRA) PL 2001, c. 404, PL 2024, c. 16, NJSA 47:1A et seq.* - which allowed access to records in *most* cases.

- OPRA established the position of Custodian of Public Record for all public agency record-keepers.
- When possible, the OPRA Custodian of Public Record should also be the ARTEMIS Public Records Custodian to legally authorize the disposal of their Agency's Public Records for legal compliance and OPRA accountability.

Government Records Council (GRC)

The Government Records Council is the Government Entity created under OPRA to respond to OPRA inquiries/complaints, issue advisory opinions and mediation/resolution of disputes and issues OPRA information and training for the general public.

Open Public Records Act (OPRA)

PL 2001, c. 404, PL 2024, c. 16, NJSA 47: 1A et. Seq. –
Records Retention & OPRA-Related Records

RECORDS RETENTION: OPRA-RELATED RECORDS

OPEN PUBLIC RECORDS ACT (OPRA) FILE

Open Public Records Act File contains but is not limited to the following: OPRA Request Form (copy), Denial of Access Complaint, Records Custodian Statement of Information, OPRA Request Extension, OPRA Complaint to the Government Records Council (GRC), Department of Community Affairs, email, correspondence, response documents (copy) and relevant supporting documentation. (PL 2001, c. 404)

OPEN PUBLIC RECORDS ACT (OPRA) FILE –

OPRA Request Form With Fee	7 years/Destroy
OPRA Request Form Without Fee	3 years/Destroy

OPEN PUBLIC RECORDS ACT (OPRA) FILE –

OPRA Request Extension (Copy)	3 years /Destroy
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OPEN PUBLIC RECORDS ACT (OPRA) FILE –

OPRA Complaint To Government Records Council (GRC) (Copy)	3 years after resolution/Destroy
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OPEN PUBLIC RECORDS ACT (OPRA) FILE –

OPRA Litigation/Settlement Agreement File (Not through the GRC) (N.J.S.A. 2A:14-5)	20 years after final action/Destroy
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Government Records Council



STATE OF NEW JERSEY
GOVERNMENT RECORDS COUNCIL

866-850-0511
Toll Free / GRC Information Line



- Home
- About GRC
- GRC Meetings & OPRA Training Schedule
- GRC Prior Decisions
- OPRA, Advisory Opinions & Other Laws
- OPRA for the Public
- Register a Denial of Access Complaint
- OPRA for Records Custodians
- GRC Mediation
- OPRA Inquiries, GRC News Service & OPRA ALERTS



[NJ OPRA Central](#) | [Local Government](#) | [K-12 Schools](#) | [Higher Education](#)

Address: Government Records Council/PO Box 819/Trenton, NJ 08625-0819

Phone: 866-850-0511 Fax: 609-633-6337

Email: Government.Records@dca.nj.gov

Web: <http://www.nj.gov/grc>



Records Management Tools to Help Improve Your OPRA Program

- **Conduct a Records Inventory** to identify: Active/Obsolete, Confidential, Historical and Vital Records.

- **Utilize the Records Retention Schedules** to determine when records retention have expired and may be disposed.

- **Create and Submit Records Disposal Requests for Obsolete Records** and ensure the records are destroyed after **authorization has been received** – otherwise as long as they are in your physical custody, they are **DISCOVERABLE**.

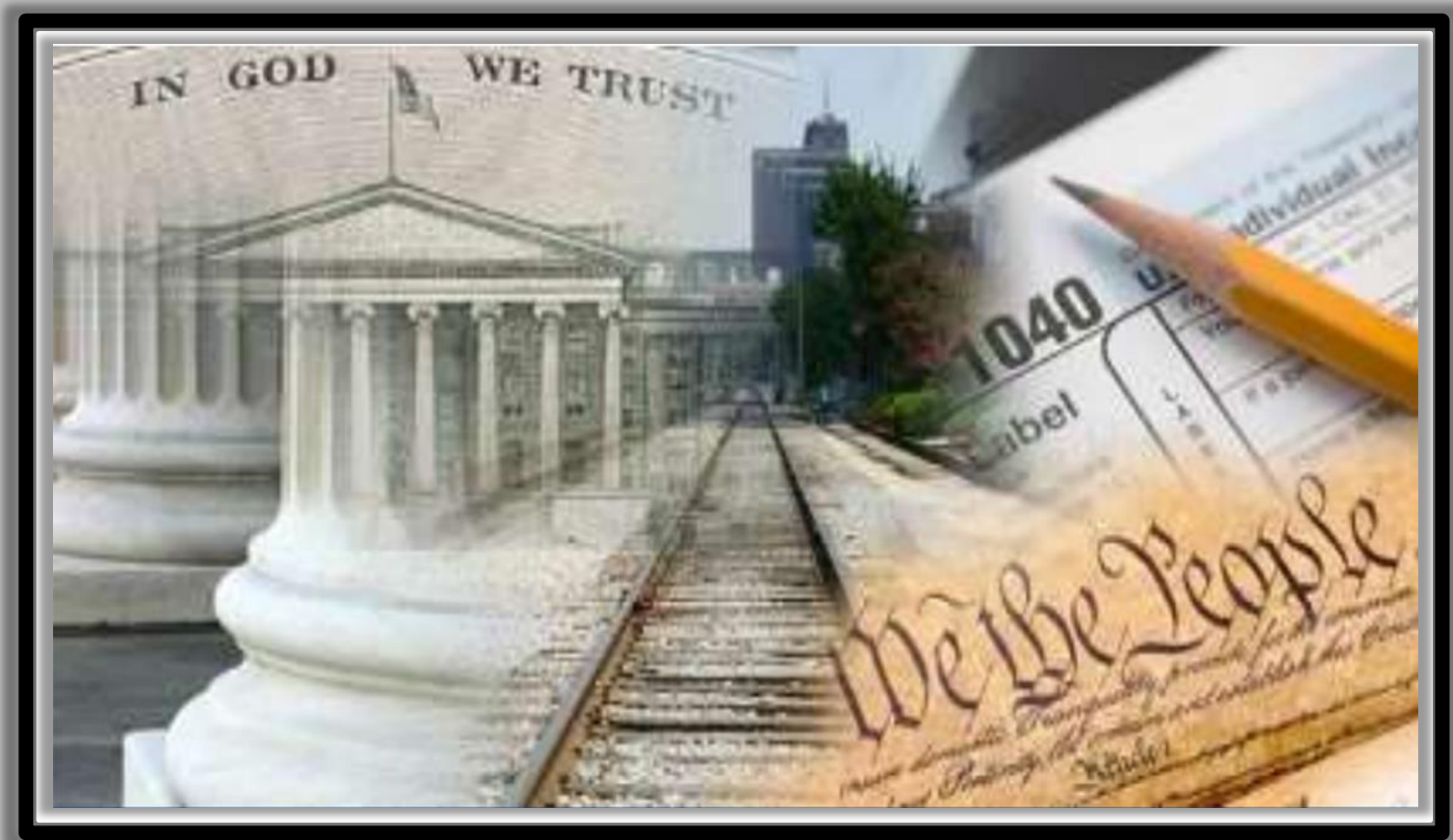
RECORDS
MANAGEMENT
SERVICES

Something we never want to be accused of ...

Spoliation: The destruction of or failure to preserve evidence relevant to litigation or investigation.

Spoliation: The destruction of or failure to preserve evidence relevant to litigation or investigation.

Something we never want to be accused of ...



Records Custodians and the Law:
Litigation Hold Order

Litigation Hold Order

As Public Servants, we have an obligation to preserve the Public Records in our custody – regardless of their medium.

In the event of an OPRA Request or potential Litigation, a *Litigation Hold Order* must be issued and all relevant Hardcopy, Digital and Electronic Information should be immediately segregated and stored.

[NOTE: Attention must be given to e-mail, because their automated processes may have a function that routinely deletes e-mail if no action is taken. To avoid this, relevant e-mails should be placed in a separate folder.]

- A *Notice of Acknowledgement* should be distributed to the specific agencies indicating that they have been notified of the *Litigation Hold Order*.
- The *Acknowledgement of Receipt* is to be signed and returned to the sender within five (5) days and immediate action should be taken in accordance with the directives to segregate the associated records.

Litigation Hold Order

"Litigation Hold Order"

For Discussion Purposes Only

Consult With Legal Advisors When Dealing With Litigation Hold Orders

SAMPLE

⟨date⟩

TO: ⟨individual and/or custodian⟩

FROM: ⟨issuing office⟩

SUBJECT: ⟨subject or nature of the matter⟩

Please be advised that you are required to immediately preserve all documents and electronic data related to the above-noted matter. Your failure to do so could result in significant penalties.

⟨Agency⟩ has received the above-captioned complaint and a copy is attached. We have identified you as a ⟨custodian or individual⟩ who may have potentially relevant paper records (e. g. memoranda, letters, pictures) or electronically stored information (e. g. e-mails, other electronic communications such as word processing documents, spreadsheets, databases, calendars, telephone logs, Internet usage files and network access information) or authority over such records.

You must immediately take every reasonable step to preserve this information until further notice.

Your failure to do so could result in significant penalties against us.

Litigation Hold Order

"Acknowledgement of Receipt"

For Discussion Purposes Only

Consult With Legal Advisors When Dealing With Litigation Hold Orders

SAMPLE

RE: <subject or matter>

I, <individual or custodian>, acknowledge that I have received the <date of notice> notice regarding the above-captioned matter from <representative> advising me of my obligation to conduct a reasonable search for any documents, whether stored in hard copy or electronically, that may be relevant to the matter and to take reasonable steps to ensure the preservation of those documents.

I understand the instructions contained in the memorandum.

Signature

Name

Date

Note: If you do not understand the instructions, prior to completing this acknowledgement, you should contact representative> at <____>-<____-____> with any questions you may have regarding either 1) what documents might be relevant to the above matter or 2) what actions you are reasonably expected to take in order to conduct a reasonable search for and preserve any documents, whether stored in hard copy or electronically, that may be relevant to the above matter.

Public Records: Inventory, Retention & Disposition

Records Inventory



In the event of an OPRA Request, Litigation, Audit or e-Discovery, a records inventory can be invaluable - documenting paper, digital, web-based and micro-formed records.

- The inventory lists record type, volume, record storage location, classification, retention periods, disposition and applicable Federal and State Laws.

Records Inventory continued.

- Format –
 - Paper Records that are also Microfilmed, Imaged, Electronic, Digital, etc.
 - Electronic Records - indices, input/output, data, etc. should also be identified.
- Key to identify the records to safeguard in the event of OPRA, Audit, Litigation, and notably Cyberattack.



Records Inventory

RECORD SERIES INVENTORY		INSTRUCTIONS: USE ONE FORM PER RECORD SERIES				
DEPARTMENT		DIVISION		OFFICE		
CONTACT PERSON (Name, Title, Phone Number)				DATE INVENTORY COMPLETED		
RECORD SERIES TITLE and DESCRIPTION (How the record functions, what information it contains, form number)						
PAPER	<input type="checkbox"/> LETTER SIZE	<input type="checkbox"/> LEGAL SIZE	<input type="checkbox"/> BOUND BOOK	<input type="checkbox"/> RINGED NOTEBOOK	<input type="checkbox"/> PUNCH CARD	<input type="checkbox"/> CARD FILE: SIZE ___ X ___
	OTHER: _____					
MICROFILM	<input type="checkbox"/> ROLL SIZE: _____ mm	<input type="checkbox"/> FICHE	<input type="checkbox"/> OTHER: _____			
MAGNETIC MEDIA	<input type="checkbox"/> COMPUTER TAPE	SIZE: _____	<input type="checkbox"/> AUDIO TAPE	SIZE: _____	<input type="checkbox"/> VIDEO TAPE	SIZE: _____
	<input type="checkbox"/> DISC	SIZE: _____	<input type="checkbox"/> OTHER: _____			
FILING METHOD	<input type="checkbox"/> ALPHA BY _____		<input type="checkbox"/> NUMERIC BY _____		<input type="checkbox"/> CHRONOLOGICALLY BY: <input type="checkbox"/> CALENDAR YEAR	
					<input type="checkbox"/> FISCAL YEAR	
REFERENCE RATE	<input type="checkbox"/> DAILY	<input type="checkbox"/> WEEKLY	<input type="checkbox"/> MONTHLY	<input type="checkbox"/> YEARLY	<input type="checkbox"/> OTHER: _____	
INCLUSIVE DATES		RECORD SERIES RANGE	RECORDS LOCATION	RECORD TYPE	EQUIPMENT TYPE	VOLUME
FROM	TO	(e.g., Li-Ru, 300-650)	(Building, Room, Floor Number)			(Cubic Feet)
LIST OTHER SOURCES AND LOCATIONS OF THIS RECORD SERIES						
ANNUAL ACCUMULATION (In Cubic Feet)		APPLICABLE STATUTES/REGULATIONS		IS AN EXTERNAL AUDIT REQUIRED?		IS RECORD SERIES LISTED ON A RECORDS RETENTION SCHEDULE?
				<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
				IF NO, CONTACT DORES RECORDS MANAGEMENT SERVICES.		

Records Retention

PL 1953, c. 410/NJSA 47

Records Management Services (RMS): is the Government Agency statutorily-entrusted with the creation of *Records Retention Schedules* and authorizing *Request and Authorization for Records Disposals* for **EXPIRED*** Public Records.

Records Retention Schedules: In accordance with the New Jersey Public Records Laws PL 1953, c. 410 & NJSA 47, Records Retention Schedules must be created for the records maintained by a public agency, noting the **MINIMUM** Legal and Fiscal time periods the records must be retained.

***Unless in Litigation, e-Discovery, Audit or OPRA, then the retention time period is not applicable until after final settlement or resolution.**

Records Retention Schedules

Records Retention Schedules creation and maintenance for all New Jersey Public Agencies was mandated in accordance with:

- ❖ New Jersey Public Records Laws PL 1953, c. 410
- ❖ NJ Statutes Annotated Title 47 et. seq.

Records Retention Schedules address the following areas:

- ❖ Vital
- ❖ Legal, Fiscal & Administrative
- ❖ Historical
- ❖ Confidential
- ❖ Retention Period
- ❖ Final Disposition

Records Retention

PL 1953, c. 410/NJSA 47

NOTE: Original Minutes, Resolutions & Ordinances can be Imaged, however their **ORIGINAL HARDCOPY** source document(s) **cannot be destroyed** – the hardcopy, original documents must be **maintained Permanently**.

Records Retention Schedule

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

Records Retention and Disposition Schedule		Agency: S821110	Schedule: 002	Page #: 1 of 4
Department:	Treasury - Supplemental Annuity Collective Trust (SACT)	Agency Representative:		
Division:		Title:		
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.

Status	Last Updated Date/Time	Approved Date	Effective Date
Published	3/18/2015 3:56 PM		

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	Authorization of Disbursement --- Form authorizes the disbursement of checks from the SACT section.						7 Years	7 Years	Destroy	
0002-0000	Bank Record File --- Contains: acknowledgements, deposit slips, reconciliations, and bank statements.						7 Years	7 Years	Destroy	
0003-0000	Cash Disbursements Journal - Manual Input --- Contains: payment totals, check dates, and reason for refunds.						7 Years	7 Years	Destroy	
0004-0000	Cash Disbursement List --- List of cash disbursements for various programs types (i.e., retirements, withdrawals, deaths). Serves as a cross-reference of terminations for supplemental annuity cases.						7 Years	7 Years	Destroy	
0005-0000	Cash Receipt File --- Contains cash receipts documents and a listing of contributions from the various pension funds, utilized for monthly journal entries.						7 Years	7 Years	Destroy	

Records Disposition

PL 1953, c. 410/NJSA 47

In accordance with PL 1953, c. 410/NJSA 47, a Public Agency must obtain **prior authorization** from DORES-RMS to legally dispose of the Public Records in their custody whose retention periods have

EXPIRED.

This is accomplished by the online creation and submission of a “*Request and Authorization for Records Disposal*” in Artemis.

NOTE: It is imperative that all HARDCOPY 4-Part “*Request and Authorization for Records Disposal*” forms (Ex., “Agency ‘PINK’ Copy”) issued prior to Artemis, be kept **PERMANENTLY** .

Artemis-Generated

“Request and Authorization for Records Disposal”

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

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609.530.7404.		1. Requesting Agency Name and Address Treasury - Pensions & Benefits 50 West State Street PO Box 295 Trenton NJ 08625			
		1.A Agency Retention Schedule Number S821112 - 002					
2. Request Id/Date 34274 3/8/2016	3. Requested By (Electronically Signed by) <i>Karen A. Perry</i>		4. Request Approved By (Electronically Signed by) <i>Elizabeth Hartmann</i>		5. Records Manager		
6. Archival Review Not Required	7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate			8. Comments - Document Conversion or Damage			
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.							
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		13. Dispose After	14. Volume (in Cubic Feet)
				From (MM/YYYY)	To (MM/YYYY)		
1	0001-0000	Annual Statement Workpapers	10 Years	01/2004	12/2005		1.00

For Records Management Services Use Only :			Total Volume :		1.00
15. Audit Verification		16. Authorization		17. Disposition	
15.A Auditor (Electronically Signed by) <i>William D. Robinson</i> (CRS)		16.A Authorization Date 		16.B Authorization Number 	
15.B Date 		16.C Authorizing Signature, Records Management Services <i>[Signature]</i>		17.A Verification Signature 	17.B Date





Records Retention and Disposition Management System (Artemis) Division of Revenue and Enterprise Services Records Management Services

Artemis Enables Users to:

- **Search** - General & Agency Records Retention Schedules
- **Create** - Electronic Records Disposal Requests and view the status (Pending, Approved & Denied) to legally dispose of their records
- **Produce** - Authorized Records Disposal Requests for OPRA, Audits & Litigation
- **Generate** – Reports pertaining to Records Retention & Disposal

Artemis Login Page

<https://onlineservices.darm.state.nj.us/Artemis/login.aspx>



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DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

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User Name:

Password:

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Public Search Links

Search Retention Schedules

Search Disposition Request

ARTEMIS SYSTEM UPDATED ON JUNE 30, 2022

[Click here for more information](#)

[Contact Us](#)

Please be advised that all questions regarding assistance with the managing and disposal of public records are to be directed to the Division of Revenue and Enterprise Services Records Management Services Branch at 609-292-8711 or by email at DorInfo@treas.state.nj.us

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“Routine” Login



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Request A New Password



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User Name:

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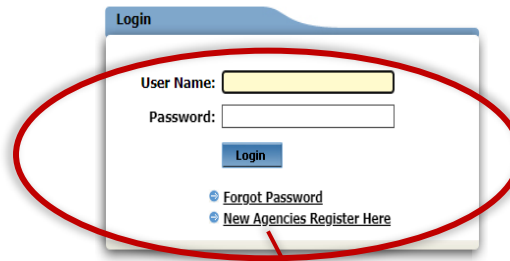
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Register A New Agency



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A small, semi-transparent login form with a blue header labeled "Login". It contains a "User Name:" field with a yellow background, a "Password:" field, a blue "Login" button, and two links: "Forgot Password" and "New Agencies Register Here". A red oval highlights the entire form, and a red arrow points from the "New Agencies Register Here" link to a larger version of the form.

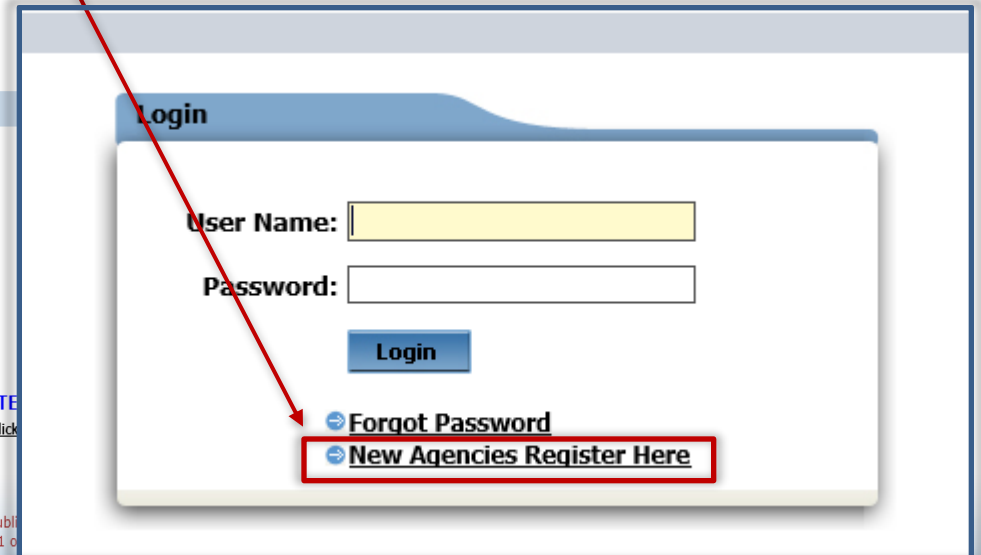
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A larger, semi-transparent login form with a blue header labeled "Login". It contains a "User Name:" field with a yellow background, a "Password:" field, a blue "Login" button, and two links: "Forgot Password" and "New Agencies Register Here". The "New Agencies Register Here" link is highlighted with a red rectangle. A red arrow points from the "New Agencies Register Here" link in the small form above to this link.

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Password:

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Public Search Links

Search Retention Schedules

Search Disposition Request

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Search A Records Retention Schedule Part 1



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Password:

[Forgot Password](#)

[New Agencies Register Here](#)

Public Search Links

[Search Retention Schedules](#)

Public Search Links

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Please be advised that all questions regarding assistance with the managing and displaying of records at 609

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Search A Retention Schedule - Part 1a



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Keyword Search – Health History

Public Search Links

Search Retention Schedules

Search Retention Schedule

Organization Type: Agency Name: Agency Code: Record Series Title: Record Series Description: Health History

Search Results

Showing Records 1 to 10 of 19

Agency	Schedule #	Status	Record Series #	Record Series Title	Exclusion	Action
C271007-County Community College Student Life Day Care Facility	901	Published	0002-0000	Enrolled Child File	4/3-	Details
C271008-County Community College Student Life Education Opportunity Fund (EOPF)	901	Published	0004-0000	Educational Opportunity Fund (EOPF) - Student File	4/3-	Details
C490000-COUNTY POLICE ACADEMY	002	Published	0011-0001	Medical Screening Package - New Jersey Police Training Commission - Successful	4/3-	Details
C490000-COUNTY POLICE ACADEMY	002	Published	0011-0002	Medical Screening Package - New Jersey Police Training Commission - Unsuccessful	4/3-	Details
C490000-COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL	002	Published	0015-0001	Medical Screening Package - New Jersey Fire Training Commission - Successful	4/3-	Details
C490000-COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL	002	Published	0015-0002	Medical Screening Package - New Jersey Fire Training Commission - Unsuccessful	4/3-	Details
C920000-COUNTY HEALTH DEPARTMENT	005	Published	0901-0000	Patient File	4/3-	Details
M640000-MUNICIPAL HEALTH DEPARTMENT	005	Published	0901-0000	Patient File	4/3-	Details
M700101-Administration	004	Published	0113-0000	Confidential Medical File - Employee	4/3-	Details
M700106-Student	004	Published	0058-0001	Full File/Student Record - Mandated and Permitted Record (Classified and Non-Classified Student)	4/3-	Details

Showing Records 1 to 10 of 19

Page: 1 of 2

ARTEMIS SYSTEM UPDATED ON JUNE 30, 2022

[Click here for more information](#)

[Contact Us](#)

Please be advised that all questions regarding assistance with the managing and disposal of public records are to be directed to the Division of Revenue and Enterprise Services Records Management Services Branch at 609-292-8711 or by email at DorInfo@treas.state.nj.us

Developed by [Sunrise Systems Inc.](#)

Artemis Login Page

Search A Retention Schedule Part 1b



STATE OF NEW JERSEY
NJ DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

Search Retention Schedule

Organization Type:

Agency Name: ☐ Starts With ☒ Contains

Agency Code:

Record Series Title:

Record Series Description: ☐ Starts With ☒ Contains

Search Results

Showing Records 1 to 10 of 19

Page: 1 of 2

Agency	Schedule #	Status	Record Series #	Record Series Title	Citation	Action
C271007-County Community College-Student Life-Day Care Facility	901	Published	0002-0000	Enrolled Child File	-N/A-	Details
C271008-County Community College-Student Life-Education Opportunity Fund (EOF)	901	Published	0004-0000	Educational Opportunity Fund (EOF) - Student File	-N/A-	Details
C450000-COUNTY POLICE ACADEMY	002	Published	0011-0001	Medical Screening Package - New Jersey Police Training Commission -Successful	-N/A-	Details
C450000-COUNTY POLICE ACADEMY	002	Published	0011-0002	Medical Screening Package - New Jersey Police Training Commission -Unsuccessful	-N/A-	Details
C490000-COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL	002	Published	0015-0001	Medical Screening Package - New Jersey Fire Training Commission (Successful)	-N/A-	Details
C490000-COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL	002	Published	0015-0002	Medical Screening Package - New Jersey Fire Training Commission (Unsuccessful)	-N/A-	Details
C920000-COUNTY HEALTH DEPARTMENT	005	Published	0901-0000	Patient File	-N/A-	Details
M640000-MUNICIPAL HEALTH DEPARTMENT	005	Published	0901-0000	Patient File	-N/A-	Details
M700101-Administration	004	Published	0113-0000	Confidential Medical File - Employee	-N/A-	Details
M700106-Student	004	Published	0058-0001	Pupil File/Student Record - Mandated and Permitted Record (Classified and NonClassified Student)	-N/A-	Details

Showing Records 1 to 10 of 19

Page: 1 of 2

ARTEMIS SYSTEM UPDATED ON JUNE 30, 2022

[Click here for more information](#)

[Contact Us](#)

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Artemis Login Page

Search A Disposition Request Part 2



STATE OF NEW JERSEY
NJ DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

[Contact Us](#) | [FAQ](#) | [Training Video](#)

Login

User Name:

Password:

Login

[Forgot Password](#)

[New Agencies Register Here](#)

Search Disposition Request

Search Disposition Request

ATED ON JUNE 30, 2022

ore information


act Us

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Developed by [Sunrise Systems Inc.](#)

Artemis Login Page

Search A Disposition Request Part 2a



STATE OF NEW JERSEY
NJ DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

Search – Date or Disposal Request ID #

Search Disposition Request

Organization Type:

Municipality/BOE:

Request Date:

Authorized Date:

Submitted Date:

Retention Schedule:

County:

Agency:

Request ID:

From / / To / / (mm/dd/yyyy)

From / / To / / (mm/dd/yyyy)

From / / To / / (mm/dd/yyyy)

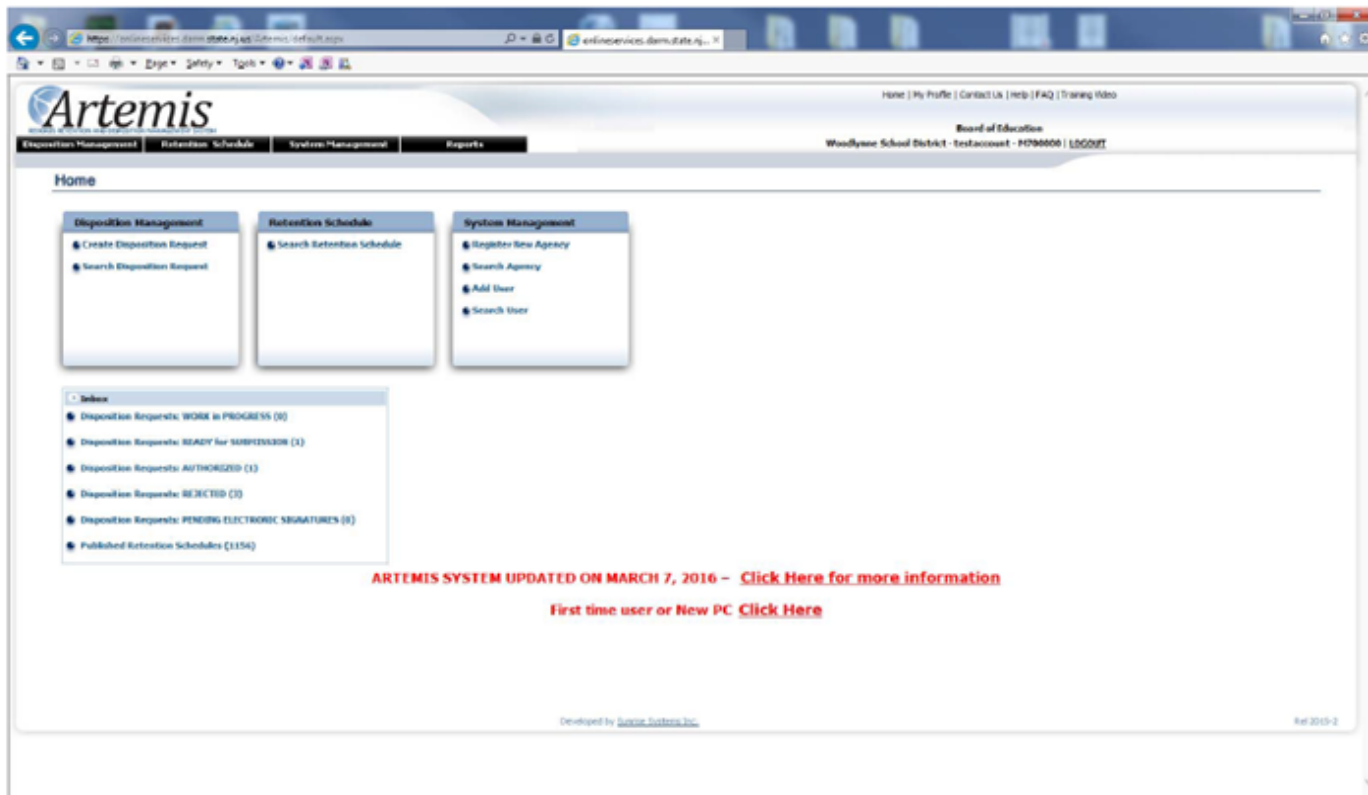
Search Results

Search Disposition Request

Please be advised that all questions regarding assistance with the managing and disposal of public records are to be directed to the Division of Revenue and Enterprise Services Records Management Services Branch at 609-292-8711 or by email at DorInfo@treas.state.nj.us

Developed by Sundin Systems Inc.

Artemis Home Page



Artemis Home Page

HELP & FAQ Tabs

The screenshot shows the Artemis Home Page in a web browser. The browser's address bar displays <https://onlineservices.darm.state.nj.us/Artemis/default.aspx>. The page features a navigation bar with the following links: Home | My Profile | Contact Us | Help | FAQ | Training Video. A red circle highlights this navigation bar, and a red arrow points from it to a larger, detailed view of the same navigation bar on the right. This detailed view shows the links: Home | My Profile | Contact Us | Help | FAQ | Training Video, with 'RMS-' and 'LOGOUT' links below them. The main content area of the page is titled 'Home' and contains three main sections: Disposition Management (with links: Create Disposition Request, Search Disposition Request), Retention Schedule (with link: Search Retention Schedule), and System Management (with links: Register New Agency, Search Agency, Add User, Search User). Below these sections is a 'Tobex' section with a list of items: Disposition Requests: WORK IN PROGRESS (0), Disposition Requests: READY for SUBMISSION (1), Disposition Requests: AUTHORIZED (1), Disposition Requests: REJECTED (3), Disposition Requests: PENDING ELECTRONIC SIGNATURES (0), and Published Retention Schedules (1156). At the bottom of the page, there is a red banner that reads: 'ARTEMIS SYSTEM UPDATED ON MARCH 7, 2016 - Click Here for more information' and 'First time user or New PC Click Here'. The footer of the page includes the text 'Developed by Sunrise Systems Inc.' and 'Ref 3015-2'.

Artemis Home Page

The **HELP** Tab: The Artemis User Help Manual

The screenshot shows the Artemis Home Page in a web browser. The navigation bar at the top contains links: Home | My Profile | Contact Us | **Help** | FAQ | Training Video. The 'Help' link is highlighted with a red box. A red arrow points from the 'Help' link to a PDF document titled 'Artemis User Help Manual' in a separate browser window. The PDF document is a table of contents for the help manual, listing various topics and their corresponding page numbers.

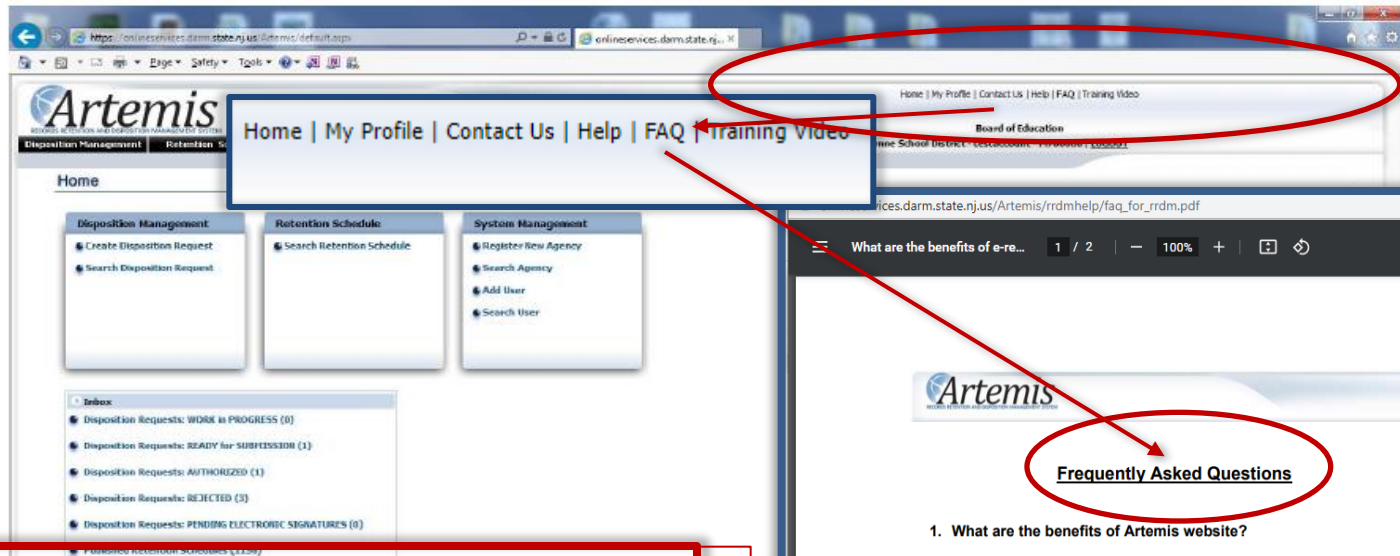
Artemis Home | My Profile | Contact Us | **Help** | FAQ | Training Video

Artemis User Help Manual

Overview.....	2
Account Management.....	3
Login.....	3
Register New Agency.....	5
Review Registration Requests.....	6
Agency Registration Detail.....	7
Search Agency.....	8
Agency Profile Update.....	9
Add Agency User.....	11
Search Agency User.....	13
Modify Agency User.....	14
User Profile.....	15
System Management.....	16
Add ARTEMIS User.....	16
Search ARTEMIS User.....	17
Modify ARTEMIS User.....	18
RIM Integration Log.....	19
Retention Schedule.....	20
Add Retention Schedule.....	20
Search Retention Schedule.....	22
Update Agency Retention Schedule.....	23
Disposition Management.....	26
Create Disposition Request.....	26
Search Disposition Request.....	32

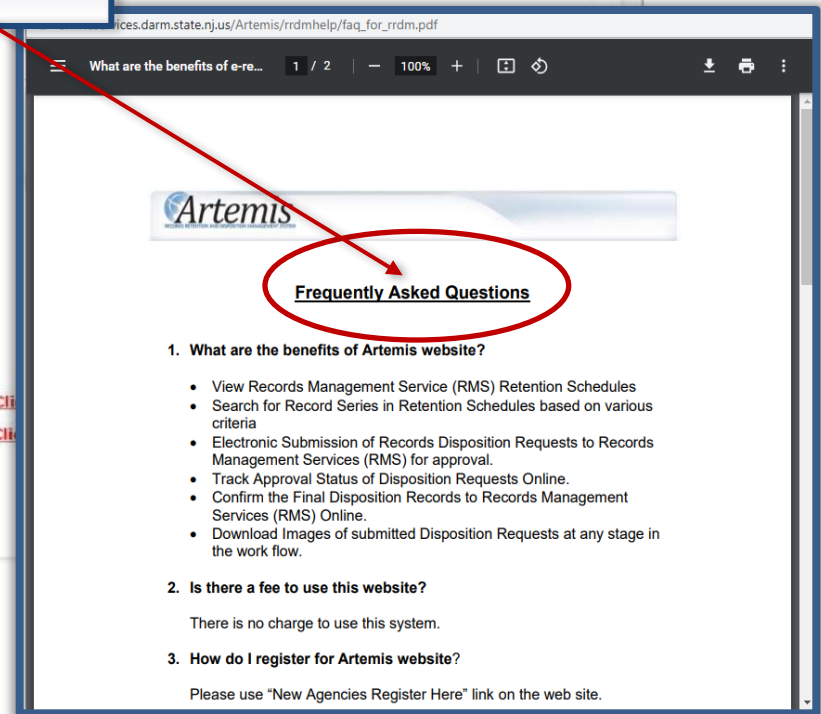
Artemis Home Page

The **FAQ** Tab: Frequently Asked Questions

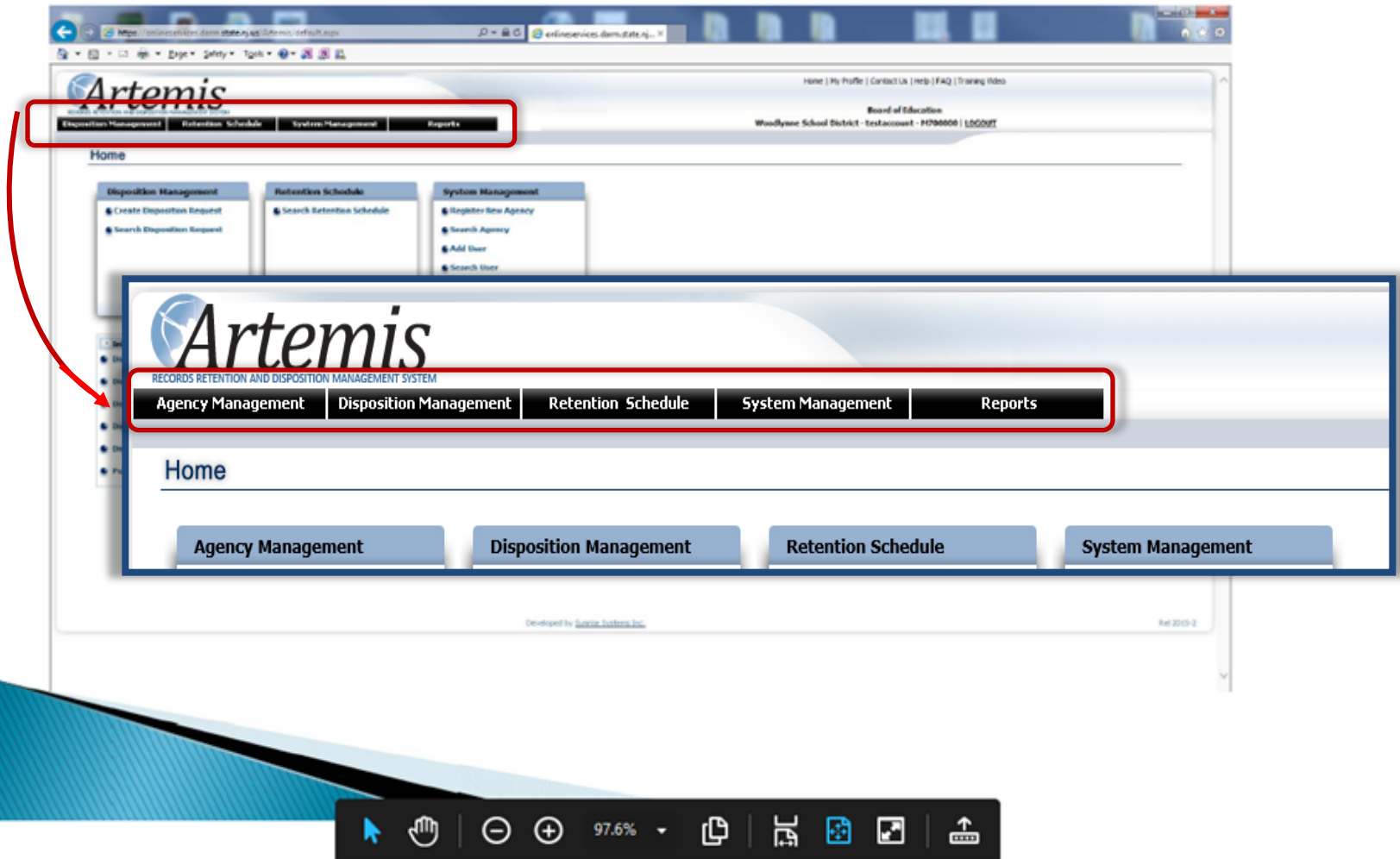


Remember

1. Use Google Chrome.
2. Turn Off Popup Blocker.
3. Accept Artemis as a Trusted Site.
4. Check with In-House IT for any Changes, Updates, etc.



Artemis Home Page Function Tabs



System Management

Register a New Agency



STATE OF NEW JERSEY
NJ DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

[Contact Us](#) | [FAQ](#) | [Training Video](#)

Login

User Name:

Password:

[Forgot Password](#)

[New Agencies Register Here](#)

Public Search Links

[Search Retention Schedules](#)

ARTEMIS SYSTEM
[Click](#)

Please be advised that all questions regarding assistance with the managing and disposal of public records should be directed to the Division of Revenue and Enterprise Services at 609-292-8711 or [dres@doe.state.nj.gov](#)

Developed by [Sunrise Systems Inc.](#)

Login

User Name:

Password:

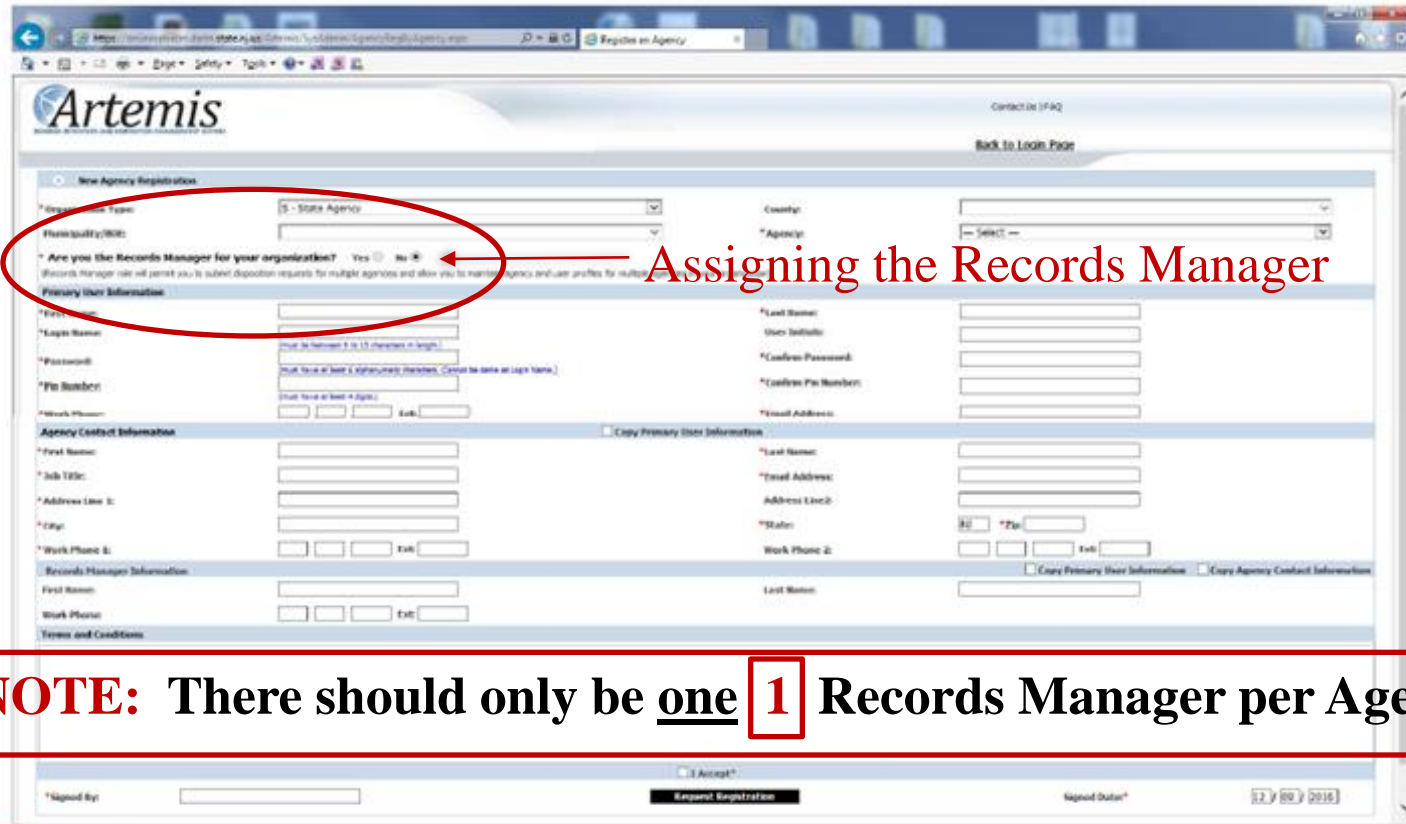
[Forgot Password](#)

[New Agencies Register Here](#)

System Management

Adding a New User – Part 1

Assigning the Agency Records Manager



The screenshot shows the 'New Agency Registration' form in the Artemis system. A red circle highlights the field 'Are you the Records Manager for your organization?' with the 'Yes' radio button selected. A red arrow points from the text 'Assigning the Records Manager' to this field. The form includes sections for 'Primary User Information', 'Agency Contact Information', and 'Records Manager Information'. At the bottom, there is a 'Request Registration' button and a 'Signed Date' field showing '02/09/2016'.

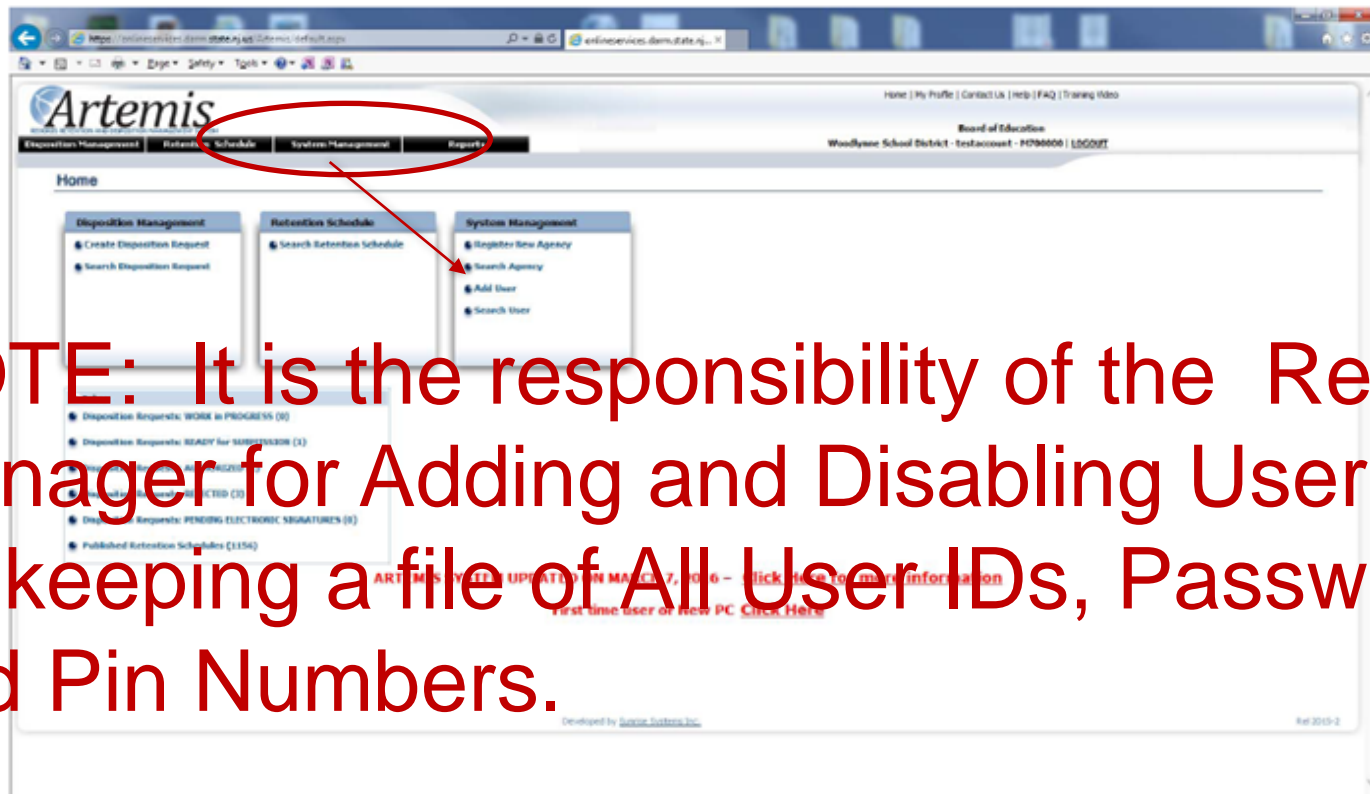
Assigning the Records Manager

NOTE: There should only be one **1** Records Manager per Agency.

System Management

Adding a New User – Part 2

Adding an Agency User



NOTE: It is the responsibility of the Records Manager for Adding and Disabling Users and for keeping a file of All User IDs, Passwords and Pin Numbers.

System Management

Adding a New User – Part 2a

Adding an Agency User

Artemis
MEDICAL DETENTION AND DISPOSITION MANAGEMENT SYSTEM

Home | My Profile | Contact Us | Help | FAQ

Agency Management | **Disposition Management** | Retention Schedule | System Management | Reports

DWRM - testuser2 | [LOGOUT](#)

Add Agency User

*Organization Type: County:

Municipality: *Agency:

User Information

*User Role: **Adding a New Agency User**

*First Name: *Last Name:

*Work Phone: *Email Address:

*Pin Number: *Confirm Pin Number:

(must be between 4 to 5 digits in length)

Login Information

*Login Name: (must be between 6 to 15 characters in length)

*Password: (must be between 6 to 15 characters in length and must contain at least one digit and one character. Cannot be same as Login Name)

*Confirm Password:

NOTE: You cannot change your Login Name, but you can change your PIN and Password.

Developed by Surina Systems Inc.

User Roles

Developed by Sunrise Systems Inc.

System Management

Adding a New User – Part 3

Adding the Associated Records Retention Schedule

The screenshot shows the Artemis web application interface. The top navigation bar includes links for Home, My Profile, Contact Us, Help, and Training Video. The main menu has tabs for Agency Management, Organization Management, Retention Schedule, System Management, and Reports. The 'New Agency Registration' form is displayed, with the 'Organization Type' set to 'Board of Education'. A red box highlights the 'Are you registering a Records Manager?' section, which has a 'Yes' radio button selected. A red oval highlights the dropdown menu for selecting a retention schedule, with an arrow pointing from the text 'Adding the Associated Retention Schedule' to it. The dropdown menu lists several options: 'MT0001 - Administration', 'MT0002 - Cafeteria', 'MT0003 - Curriculum and Instruction', 'MT0004 - Facilities', 'MT0005 - Financial', and 'MT0006 - Student'. The form also includes fields for 'First Name', 'Last Name', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip', 'Work Phone 1', 'Work Phone 2', 'Job Title', and 'Email Address'. A 'Register' button is at the bottom of the form.

Artemis

Home | My Profile | Contact Us | Help | FAQ | Training Video

Agency Management | Organization Management | Retention Schedule | System Management | Reports

New Agency Registration

Organization Type: County:

Are you registering a Records Manager? ☒ Yes ☐ No

First Name: Last Name:

Address Line 1: Address Line 2:

City: State: Zip:

Work Phone 1: Ext: Job Title:

Work Phone 2: Ext: Email Address:

Records Manager Information

First Name: Last Name:

Work Phone: Ext:

☐ Copy Agency Contact Information

Register

Developed by Syntex Systems, Inc. Rel 2010-2

System Management

Adding a New User – Part 4

Creating & Updating “My Profile”

The screenshot displays the Artemis Records Management System interface. At the top, the header includes the Artemis logo, the State of New Jersey Department of the Treasury Division of Revenue and Enterprise Services Records Management Services, and a navigation menu with links: Home | My Profile | Contact Us | Help | FAQ | Training Video. Below the header is a secondary navigation bar with tabs: Agency Management, Disposition Management, Retention Schedule, System Management, and Reports. The main content area is divided into sections: User Profile, Account Information, and a detailed Account Information form. Red annotations highlight the navigation links and the Account Information form.

User Profile

Organization Type:

Municipality:

Login Name:

(must be between 6 to 15 characters in length.)

Account Information

*First Name:

*Password:

(must be between 6 to 15 characters in length and must contain at least one digit and one () Cannot be same as Login Name.)

*Pin Number:

(must be between 4 to 6 digits in length.)

*Work Phone: Ext:

User Initials:

Created On: 11/28/2008 12:00:44 PM

Account Information

*First Name:

*Password:

(must be between 6 to 15 characters in length and must contain at least one digit and one () Cannot be same as Login Name.)

*Pin Number:

(must be between 4 to 6 digits in length.)

*Work Phone: Ext:

User Initials:

Created On: 11/28/2008 12:00:44 PM

System Management

Disable a User – Part 5

A User's Login must be disabled if that individual is no longer assigned to use Artemis.

The screenshot displays the 'Modify Agency User' form in the Artemis system. The form is divided into several sections: Organization Information, User Information, and Login Information. The 'Disable User' checkbox is checked, and the 'Disabled Date' is set to 02/28/2023. A red circle highlights the 'Disabled Date' field, and red arrows point from the 'Disable User' checkbox and the date field to a callout box.

Organization Information:

- Organization Type: M - Municipality / Joint Insurance Fund
- County: Mercer
- Municipality/BOE: Hamilton Twp.
- Agency: MT00000 - MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

User Information:

- First Name: [Empty]
- Last Name: [Empty]
- Work Phone: [Empty]
- Email Address: [Empty]
- Pin Number: [Empty] (Must be between 4 to 6 digits in length.)
- User Role: Agency Records Manager
- Disable User: ☒
- Disabled Date: 02 / 28 / 2023

Login Information:

- Login Name: [Empty] (Must be between 6 to 15 characters in length.)
- Password: [Empty] (Must be between 6 to 15 characters in length and must contain at least one digit and one character. Cannot be same as Login Name.)
- Confirm Password: [Empty]

Back to Search Results

Developed by Sunrise Systems, Inc.

System Management

Adding a New User – Part 6

Adding the Auditor

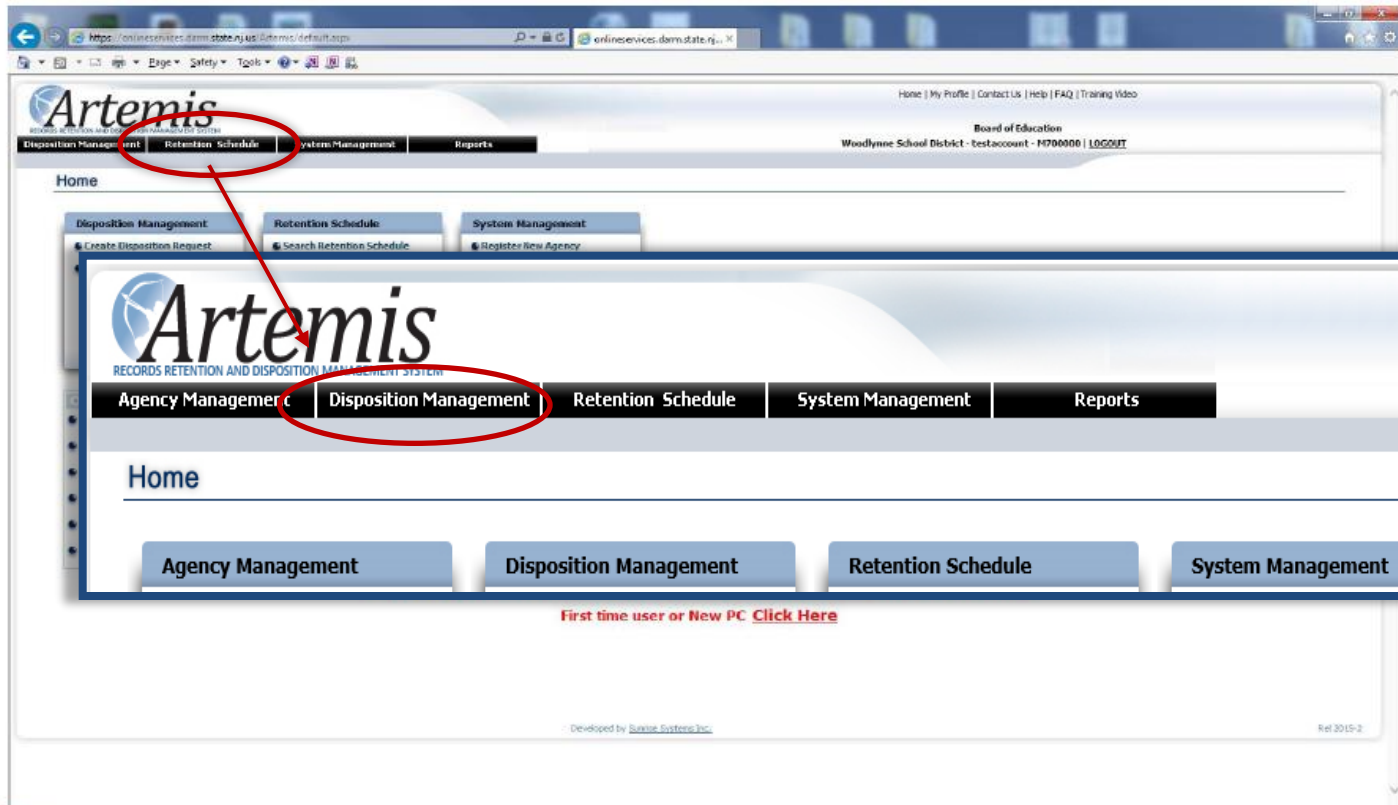
The screenshot shows the Artemis System Management interface. The 'Add User' form is displayed with the following fields:

- Organization Type:** Board of Education
- County:** Lincoln
- Agency:** 000000 - Board of Education
- User Role:** Auditor (highlighted in a red box)
- First Name:**
- Last Name:**
- Work Phone:**
- Home Phone:**
- Mobile Phone:**
- Username:**
- Password:**
- Confirm Password:**

A red arrow points from the text "Adding the Auditor" to the "Auditor" option in the "User Role" dropdown menu.

Artemis Home Page

System Tab: Disposition Management



Disposition Management

Creating a Disposition Request

[illegible]

Disposition Management


Creating a Disposition Request

The screenshot displays the Artemis web application interface. The top navigation bar includes links for Home, My Profile, Contact Us, Help, and Training. The main header identifies the user as 'Woodhouse School District - Test Account - 10700000' and the role as 'LIBRARY'. The 'Disposition Management' section is active, showing the 'Create Disposition Request' form. The form includes fields for Agency (MT00101 - Administration), Schedule # (MT00101-002-Administration), Requester First Name (Text), Requester Last Name (Account), Request Date (3/2/2016), Response Title, Contribution Level Number, Digital Image Preview, and Request ID. A table below the form lists 'Disposition Request Details' with columns for Record Series #, Title, Retention Period, and Disposition Action. The table is currently empty, and buttons for 'Add New Row' and 'Add Multiple Rows' are visible.

NOTE: Before you create a Records Disposal Request, always check in Artemis for the **CURRENT VERSION** of the Records Retention Schedule and its associated Retention Time Periods.

Disposition Management

Creating a Disposition Request



Home | My Profile | Contact Us | Help | FAQ | Training Video

Disposition Management | Retention Schedule | System Management | Reports

Board of Education
High Bridge Borough School District - Jones - M700000 | LOGOUT

Create Disposition Request

Request Id : N/AStatus : Work In Progress

*Agency:

M700105 - Financial

*Schedule #:

M700105-001-Financial

Limit Record Series to:

those not requiring archival review

Requester First Name:

Christopher

Custodian Name:

--Select--

Microfilm Present:

☐

Location:

Requester Last Name:

Jones

Custodian First Name:

Digital Image Present:

☐

*Request Date:

06 / 24 / 2019

Requester Title:

Custodian Last Name:

Damaged Records Certificate:

☐

Comments:

Is this request for the Disposition of Emails? ☐ Yes ☒ No

Would you like to sign this Disposition Request Electronically? ☒ Yes ☐ No

Does this Disposition Request require a Local Agency Auditor's Signature? ☐ Yes ☒ No

Disposition Request Details

S.#	Record Series #	Title	Retention Period	From(MM YYYY)	To (MM YYYY)	Dispose After (MM/YYYY)	Medium Type	Volume (Cu. Ft)
1	0002 - 0000	Annual Financial File (Copy)	7 Years				Paper	.00

Add New RowAdd Multiple Rows

RequesterApproverAuditor

X

eSignature History

Upload Disposition Form / Supporting Documents

SaveSubmitDeleteeSign / Reroute

Print


Agency

Schedule Number

Archival Review Required?

Artemis Signatures: Agency Requestor & Custodian/Authorizer

NOTE: Requestor & the Custodian/Authorizer Signatures - Only a DESIGNATED PUBLIC AGENCY EMPLOYEE should Create & Sign the Artemis Disposal Request and submit it to the DESIGNATED PUBLIC AGENCY CUSTODIAN OF PUBLIC RECORD for Authorization.



Home | My Profile | Contact Us | Help | FAQ | Training Video

Board of Education
High Bridge Borough School District- jonesc - M700000 | LOGOUT

Disposition Management | Retention Schedule | System Management | Reports

Create Disposition Request

Request Id : N/A

Status : Work In Progress

*Agency: M700105 - Financial

*Schedule #: M700105-001-Financial

Limit Record Series to: those not requiring archival review

Requester First Name: Christopher

Custodian Name: --Select--

Microfilm Present: ☐

Location:

Requester Last Name: Jones

Custodian First Name:

Digital Image Present: ☐

*Request Date: 06 / 24 / 2019

Requester Title:

Custodian Last Name:

Damaged Records Certificate: ☐

Comments:

Is this request for the Disposition of Emails? ☐ Yes ☒ No


Would you like to sign this Disposition Request Electronically? ☒ Yes ☐ No

Does this Disposition Request require a Local Agency Auditor's Signature? ☐ Yes ☒ No

Disposition Request Details

S.#	Record Series #	Title	Retention Period	From(MM YYYY)	To (MM YYYY)	Dispose After (MM/YYYY)	Medium Type	Volume (Cu. Ft)
1	0002 - 0000	Annual Financial File (Copy)	7 Years				Paper	.00

Add New Row Add Multiple Rows

Requester ☐ Approver ☐ Auditor ☒ eSignature History 

Upload Disposition Form / Supporting Documents

Save Submit Delete eSign / Reroute

Print

Artemis and Email Disposal

Email DISPOSITION: For E-mail to be legally destroyed, an email-defined Artemis *Request and Authorization for Records Disposal* must be submitted for authorization *before* the disposal can occur.

Artemis
RECORDS RETENTION AND DISPOSITION MANAGEMENT SYSTEM

Home | My Profile | Contact Us | Help | FAQ | Training Video

Board of Education
High Bridge Borough School District - jonesc - M700000 | LOGOUT

Disposition Management | Retention Schedule | System Management | Reports

Create Disposition Request Request Id : N/A Status : Work In Progress

*Agency: M700105 - Financial

*Schedule #: M700105-001-Financial
those not requiring archival review

*Request Date: 06 / 24 / 2019

Limit Record Series to: those not requiring archival review

Requester First Name: Christopher Requester Last Name: Jones

Custodian Name: --Select-- Custodian First Name:

Microfilm Present: ☐ Digital Image Present: ☐

Location: Requester Title:

Damaged Records Certificate: ☐ Comments:

Is this request for the Disposition of Emails? ☐ Yes ☒ No

Would you like to sign this Disposition Request Electronically? ☒ Yes ☐ No

Does this Disposition Request require a Local Agency Auditor's Signature? ☐ Yes ☒ No

Disposition Request Details

S.#	Record Series #	Title	Retention Period	From(MM/yyyy)	To (MM/yyyy)	Dispose After (MM/yyyy)	Medium Type	Volume (Cu. ft)
1	0002 - 0000	Annual Financial File (Copy)	7 Years				Paper	.00

Add New Row Add Multiple Rows

NOTE: An Email Disposal Request should always be sent as an individual request not co-mingled with other records.

Requester ☐ Approver ☐ Auditor ☒ eSignature History


Save Submit Delete eSign / Reroute Print

Upload Disposition Form / Supporting Documents

Developed by Sunrise Systems Inc. Artemis (RELEASE) (3.2.1.11)

Artemis and Electronic Signatures

ELECTRONIC SIGNATURE: It is encouraged that Artemis-generated *Request and Authorization for Records Disposal* forms be signed electronically to expedite the authorization process.



Home | My Profile | Contact Us | Help | FAQ | Training Video

Board of Education
High Bridge Borough School District - jonesc - M700000 | [LOGOUT](#)

Disposition Management | Retention Schedule | System Management | Reports

Create Disposition Request

Request Id : N/AStatus : Work In Progress

*Agency:

M700105 - Financial

*Schedule #:

M700105-001-Financial

Limit Record Series to:

those not requiring archival review

Requester First Name:

Christopher

Custodian Name:

--Select--

Microfilm Present:

☐

Location:

Requester Last Name:

Jones

Custodian First Name:

Digital Image Present:

☐

*Request Date:

06 / 24 / 2019

Requester Title:

Custodian Last Name:

Damaged Records Certificate:

☐

Comments:

Is this request for the Disposition of Emails? ☐ Yes ☒ No

Would you like to sign this Disposition Request Electronically? ☒ Yes ☐ No


Does this Disposition Request require a Local Agency Auditor's Signature? ☐ Yes ☒ No

Disposition Request Details

S.#	Record Series #	Title	Retention Period	From(MM YYYY)	To (MM YYYY)	Dispose After (MM/YYYY)	Medium Type	Volume (Cu. ft)
1	0002 - 0000	Annual Financial File (Copy)	7 Years				Paper	.00

Add New Row

Add Multiple Rows

Requester ☐ Approver ☐ Auditor ☒ eSignature History 

Upload Disposition Form / Supporting Documents

Save

Submit

Delete

eSign / Reroute


Print

Developed by [Sunrise Systems Inc.](#)Artemis (RELEASE) (3.2.1.11)

Electronic Signature

Artemis and Auditor Signature

AUDITOR SIGNATURE: For Fiscal records, an Auditor's Signature **must** be obtained prior to submission of a *Request and Authorization for Records Disposal*.



RECORDS RETENTION AND DISPOSITION MANAGEMENT SYSTEM

Home | My Profile | Contact Us | Help | FAQ | Training Video

Board of Education
High Bridge Borough School District - jonesc - M700000 | [LOGOUT](#)

Disposition Management | Retention Schedule | System Management | Reports

Create Disposition Request

Request Id : N/A

Status : Work In Progress

*Agency:
M700105 - Financial

*Schedule #:
M700105-001-Financial

Limit Record Series to:
those not requiring archival review

Requester First Name:
Christopher

Custodian Name:
--Select--

Microfilm Present:
☐

Location:

Requester Last Name:
Jones

Custodian First Name:

Digital Image Present:
☐

*Request Date:
06 / 24 / 2019

Requester Title:

Custodian Last Name:

Damaged Records Certificate:
☐

Comments:

Is this request for the Disposition of Emails? ☐ Yes ☒ No

Would you like to sign this Disposition Request Electronically? ☒ Yes ☐ No

Does this Disposition Request require a Local Agency Auditor's Signature? ☐ Yes ☒ No

Disposition Request Details

S.#	Record Series #	Title	Retention Period	From(MM/yyyy)	To (MM/yyyy)	Dispose After (MM/yyyy)	Medium Type	Volume (Cu. ft)	
1	0002 - 0000	Annual Financial File (Copy)	7 Years				Paper	.00	


Add New Row

Add Multiple Rows

Requester ☐

Approver ☐

Auditor ☒

eSignature History 

Upload Disposition Form / Supporting Documents

Save

Submit

Delete

eSign / Reroute

Print

Developed by [Sunrise Systems Inc.](#)

Artemis (RELEASE) (3.2.1.11)

Auditor Signature

Disposition Request

Adding Multiple Rows – Part 1

The screenshot displays the Artemis Disposition Request form. The top navigation bar includes the Artemis logo, the title 'ADDING RETENTION AND DISPOSITION MANAGEMENT SYSTEM', and links for Home, My Profile, Contact Us, Help, and FAQ. Below this is a menu bar with options: Agency Management, Disposition Management, Retention Schedule, System Management, and Reports. The user is logged in as DMM - testuser2.

The main form area is titled 'Create Disposition Request'. It contains several input fields for organization details, including Organization Type (C - County), Municipality, Schedule at (C25000-903-COUNTY BOARD OF TAXATION), and various name and contact fields. A red circle highlights the 'Add Multiple Rows' button, which is located below the 'Disposition Request Details' table. An arrow points from the text 'Adding Multiple Rows' to this button.

Record Series #	Title	Retention Period	From (YYYY)	To (YYYY)	Disposition Action	Medium Type	Volume (C or R)
1	Abstract of Ratables	6 Years	2000	2000		Page	1.00

Buttons at the bottom include 'Add New Row', 'Add Multiple Rows' (circled in red), 'Save', 'Submit', 'Cancel', and 'Print'.

Disposition Request

Adding Multiple Rows – Part 2

Grouping the Same Records Series Into **1** Line Entry

Review Disposition RequestRequest Id : Status : Submitted

Request Date: 09/15/2022

Submit Date: 01/26/2023

Submission Type: Web

Type: M County: 1

Municipality:

Agency: MUNICIPAL HEALTH DEPARTMENT

Schedule #: M640000-005

Archival Review Required: No

Requester Name:

Requester Title:

Custodian Name:

Agency Comment:

Microfilm Present: No

Digital Image Present: No

Damaged Records Certificate: No

Location:

RIM Request Id:

RMS Comments:

Disposition Request Details

Authorize All ☐ Reject All ☐

S.#	Arch. Record Series #	Title	Retention Period	From (MM/yyyy)	To (MM/yyyy)	Medium Type	Agency Comment	Dispose After(MM/yyyy)	Volume(Cu. ft.)	Archival Volume(Cu. ft.)	Action
1	0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2011	12 / 2011	Paper			0	.25	Authorized
2	0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2012	12 / 2012	Paper			0	.25	Authorized
3	0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2013	12 / 2013	Paper			0	.25	Authorized
4	0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2014	12 / 2014	Paper			0	.25	Authorized
5	0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2015	12 / 2015	Paper			0	.25	Authorized
6	0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2016	12 / 2016	Paper		12 / 2022	0	.25	Authorized
7	0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2010	12 / 2010	Paper			0	.25	Authorized
8	0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2002	12 / 2002	Paper			0	.25	Authorized

Review Information

Authorization #:

Authorization/Rejection Date:

 Rejection Reason: --Select--

Created by: sscardino On: 9/15/2022 3:28:04 PM Updated by: terricap On: 1/26/2023 10:21:27 AM

Disposition Form Image

Save

Back to Search Results

Authorize

Reject

Send For Archival Review

Archival Review Completed

Print

Disposition Request

“Dispose After” Date Box

If the “**Dispose After**” Box populates a date - the records series’ retention period has not expired. **Delete the line entry** and re-submit a *Request and Authorization for Records Disposal* after the retention has expired.

Review Disposition RequestRequest Id : Status : Submitted

Request Date: 09/15/2022

Submit Date: 01/26/2023

Submission Type: Web

Type: M

County: 1

Municipality:

Agency: MUNICIPAL HEALTH DEPARTMENT

Schedule #: M640000-005

Archival Review Required: No

Requester Name:

Requester Title:

Custodian Name:

Agency Comment:

Microfilm Present: No

Digital Image Present: No

Damaged Records Certificate: No

Location:

RIM Request Id:

RMS Comments:

Disposition Request Details

Authorize All ☐ Reject All ☐

S.#	Arch. Record Series # Rvw.	Title	Retention Period	From (MM/yyyy)	To (MM/yyyy)	Medium Type	Agency Comment	Dispose After(MM/yyyy)	Volume(Cu. ft.)	Archival Volume(Cu. ft.)	Action
1	N 0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2011	12 / 2011	Paper		/	0	.25	Authorized
2	N 0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2012	12 / 2012	Paper		/	0	.25	Authorized
3	N 0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2013	12 / 2013	Paper		/	0	.25	Authorized
4	N 0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2014	12 / 2014	Paper		/	0	.25	Authorized
5	N 0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2015	12 / 2015	Paper		/	0	.25	Authorized
6	N 0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2016	12 / 2016	Paper		12 / 2022	0	.25	Authorized
7	N 0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2010	12 / 2010	Paper		/	0	.25	Authorized
8	N 0666 - 0000	Application for Certified Copy of Vital	6 Years	01 / 2002	12 / 2002	Paper		/	0	.25	Authorized

Review Information

Authorization #: Authorization/Rejection Date: / / Rejection Reason: --Select--

Created by: sscardino On: 9/15/2022 3:28:04 PM Updated by: terricap On: 1/26/2023 10:21:27 AM

Disposition Form Image

Save

Back to Search Results

Authorize

Reject

Send For Archival Review

Archival Review Completed

Print

Disposition Request

Dispose of a Record with a “Conditional Retention”

If a record series has a *conditional* retention period, a *Request and Authorization for Records Disposal* should be submitted after the condition & the retention period have both expired.

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

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.		1. Requesting Agency Name and Address			
				1.A Agency Retention Schedule Number M190000 - 007			
2. Request Id/Date	3. Requested By (Electronically Signed by)	4. Request Approved By (Electronically Signed by)		5. Records Manager			
6. Archival Review Not Required	7. Early Records Disposal (Due to Document Conversion or Damage)		8. Comments - Document Conversion or Damage				
	Microfilm	Digital Image Available	Damaged Records Certificate				
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.							
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates	Medium	13. Dispose After	14. Volume (in Cubic Feet)
1	0200-0000	Construction File - Residential And Commercial	Life of the structure	From(MM/YYYY) To(MM/YYYY) 03/2012 01/2022	Paper		2.00

For Records Management Services Use Only :			Total Volume :		2.00
15. Audit Verification		16. Authorization		17. Disposition	
15.A Auditor (Electronically Signed by)	16.A Authorization Date	16.B Authorization Number			
15.B Date	16.C Authorizing Signature, Records Management Services		17.A Verification Signature	17.B Date	

Disposition Request

Imaged Records Required Attachments –

Agency Imaging System Certification Letter & Certificate



STATE OF NEW JERSEY
NJ DEPARTMENT OF TREASURY
DIVISION OF REVENUE
RECORDS MANAGEMENT

Agency Management Disposition Management Retention Schedule System

onlineservices.darm.state.nj.us/Artemis/DMS/ScanContainer.aspx?rq=163245&sc=drv

Upload/View Disposition Image

Request Id: 163245

Status: Submitted

Agency: M140000 - MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT

Image Type: Disposition Request Packet

Go

This Disposition Request is selected for Electronic Signature. Disposition Form upload is not required.
However, you may upload any supporting documents.

Status:

UPLOAD

Letter

Add at End



1 of 5



Review Disposition Request

Request Date: 03/16/2023

Type: M County:

Schedule #: M140000-004

Requester Title: Planning Board

Microfilm Present: No

Location:

Disposition Request Details

S.#	Arch. Record Series #	Title	
1	N 0002 - 0000	Affidavits - Board Members	7 Years
2	N 0011 - 0000	Notice of Hearings and Decision(s) File	3 Years
3	N 0014 - 0003	Site Plan Application Case File -	3 Years
4	N 0015 - 0001	Soil Removal Application File - Approved	7 Years
5	N 0015 - 0002	Soil Removal Application File - Denied	3 Years
6	N 0016 - 0001	Subdivision Application Case File -	7 Years
7	N 0016 - 0004	Subdivision Application Case File - Denied	3 Years
8	N 0016 - 0005	Subdivision Application Case File - Lapsed	3 Years
9	N 0016 - 0006	Subdivision Application Case File - Exempt	3 Years
10	N 0017 - 0004	Variance Application Case File/Zoning	3 Years
11	N 0019 - 0000	Sign Application File - Approved and	3 Years
12	N 0020 - 0001	Zoning Permit File - Approved	10 Years
13	N 0020 - 0002	Zoning Permit File - Denied	3 Years
14	N 0020 - 0003	Zoning Permit File - Lapsed	3 Years
15	N 0022 - 0004	School District Long-Range Facility	3 Years

Review Information

Authorization #:

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

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL

Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491.

1. Requesting Agency Name and Address
Municipal Planning and Zoning Boards of Adjustment
125 Cortes Avenue, Allentown NJ 07111
1.A Agency Retention Schedule Number
M140000 - 004

2. Request Id/Date
163245
3/16/2023

3. Requested By (Electronically Signed by)
c
b

4. Request Approved By (Electronically Signed by)
c
b

5. Records Manager

6. Archival Review
Not Required

7. Early Records Disposal (Due to Document Conversion or Damage)
Microfilm Digital Image Available Damaged Records Certificate

8. Comments - Document Conversion or Damage

Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending CPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.

#	Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates (From/To)	Medium	13. Disposal After	14. Volume (in Cubic Feet)
1	0002-0000	Affidavits - Board Members	7 Years	01/2015 12/2022	Paper		0.50
2	0011-0000	Notice of Hearings and Decision(s) File	3 Years	01/2019 12/2022	Paper		0.25
3	0014-0003	Site Plan Application Case File - Municipal and County Planning Boards - Denied	3 Years	01/2019 12/2022	Paper		1.50
4	0015-0001	Soil Removal Application File - Approved	7 Years	01/2015 12/2022	Paper		0.25
5	0015-0002	Soil Removal Application File - Denied	3 Years	01/2019 12/2022	Paper		1.50
6	0016-0001	Subdivision Application Case File - Excluding Original Plan - Approved	7 Years	01/2015 12/2022	Paper		0.50
7	0016-0004	Subdivision Application Case File - Denied	3 Years	01/2019 12/2022	Paper		0.50

For Records Management Services Use Only:

Total Volume: 5.00

15. Audit Verification
15.A Auditor (Electronically Signed by)
15.B Date

16. Authorization
16.A Authorization Date
16.B Authorization Number
16.C Authorizing Signature, Records Management Services

17. Disposition
17.A Verification Signature
17.B Date

Form No. CR-AA-0005 (rev. 08-11-2012)

Page 1 of 3

Run Date: 3/17/2023 10:36:43 AM

Home | My Profile | Contact Us | Help | FAQ | Training Video

RMS - kaperry | LOGOUT

Submitted

Web

MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT

Microfilm Present: No

icate:

No

Volume(Cu. ft.)	Archival Volume(Cu. ft.)	Action
0	.50	Submitted
0	.25	Submitted
1	.50	Submitted
0	.25	Submitted
1	.50	Submitted
0	.50	Submitted
1	.25	Submitted
0	.50	Submitted
1	.25	Submitted
0	.75	Submitted
0	.50	Submitted
1	.50	Submitted
1	.50	Submitted
0	.50	Submitted
0	.75	Submitted

--Select--

Disposition Request Ready for Submission???

Artemis
Disposition Management | Extension Schedule | System Management | Reports

Board of Education
Woodlynne School District - Test Account - H700008 | LOGOUT

Home | My Profile | Contact Us | Help | FAQ | Training Video

Update Disposition Request | Request ID: 42199 | Status: Ready for Submission

*Agency: Agency - Administration
*Schedule #: 10/00/1100 Administration
Last Record Series In: 10/00/1100 Administration
Requester First Name: [Text] | Requester Last Name: [Text]
Custodian First Name: [Text] | Custodian Last Name: [Text]
Hearings Present: [Text] | Digital Image Present: [Text]
Location: [Text] | RBN Request ID: [Text]

*Request Date: [Text] | Requester Title: [Text]
Assigned Records Certificate: [Text] | Comments: [Text]

Would you like to sign this Disposition Request Electronically? [Yes] [No]
Does this Disposition Request require a Local Agency Auditor's Signature? [Yes] [No]

Disposition Request Details

S.#	Record Series #	Title	Retention Period	Produce (yes)	To (yes)	Disposition After (yes)	Disposition Type	Volume (C/L R)
1	10/00/1100	Agencies and Minutes - Rough	2 Years	Yes	Yes	Yes	None	10/00/1100
2	10/00/1100	Computer Software Lic	3 Years	Yes	Yes	Yes	None	10/00/1100
3	10/00/1100	Correspondence (Hardcopy and	3 Years	Yes	Yes	Yes	None	10/00/1100
4	10/00/1100	Electronic Register	7 Years	Yes	Yes	Yes	None	10/00/1100

Created by Test Account On: 12/03/08 11:54:26 AM
Requester [X] | Approver [X] | Auditor [X] | eSignature History [X]
Updated by: nchale@ On: 12/03/08 11:54:32 AM

Upload Disposition Forms / Supporting Documents | Back to Search Results | Save | Submit | Delete | eSign / Renewals | eSignatures | Print

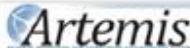
Developed by: Artemis Systems, Inc. | 9/1/2010-2

Disposition Request: Before Submission

1. Make sure you have grouped all similar Records Series into one (1) line entry.
2. To expedite the disposal authorization process, keep all Record Series line entries under 8 lines per sheet and **less** than 30 lines per request submission – anything greater may dramatically affect Artemis' individual disposal request processing.
3. Ensure that all of the Records Series' retention periods in the Disposal request have EXPIRED before submitting a Records Disposal Request.
4. Make sure you have attached **required** documentation: **Imaging Authorization Original Certificate & Current Certification Renewal Letter**, **"Life of Structure Letter"**, **"Line Disconnection"**, support documents, etc.
5. Remember to place the phrase **"Phase Destruction"**, in the **Comments Box** to request the **Phase Destruction** process.
6. In addition, remember to place the phrase **"'Phase Destruction', retain 180 Days, as per attorney general directive 2022-1/Body Worn Cameras"**, in the **Comments Box** to request the **Phase Destruction** process.
7. Denote in the **Comments Box**, agency used records series title if different from retention schedule records series title.



Disposition Request Ready for Submission



[Home](#) | [My Profile](#) | [Contact Us](#) | [Help](#) | [FAQ](#) | [Training Video](#)

Board of Education
Woodbury School District - Testaccount - M798888 | Logout

[Disposition Management](#) | [Retention Schedule](#) | [System Management](#) | [Reports](#)

Update Disposition Request

Agency:

Request - Administration

Request Date:

Requester First Name:

Requester Last Name:

Requester Title:

Requester Email:

Requester Phone:

Requester Location:

Schedule #:

3875001-001-Administration

Last Record Series to:

3875001-001-Administration

Requester First Name:

Requester Last Name:

Requester Title:

Requester Email:

Requester Phone:

Requester Location:

Would you like to sign this Disposition Request Electronically?

☐ Yes ☒ No

Does this Disposition Request require a Local Agency Auditor's Signature?

☐ Yes ☒ No

Request ID: 42999

Status: Ready for Submission

Disposition Request Details

SLP	Record Series #	Title	Retention Period	Production cost	Disposal cost	Disposition After (days)	Disposition Type	Volume (Ct, B)
1	3875001-001-Administration	Agendas and Minutes - Rough	3 Years	100	100		Physical	100
2	3875001-001-Administration	Computer Salvage Log	3 Years	100	100		Physical	100
3	3875001-001-Administration	Correspondence (Hardcopy and	3 Years	100	100	12/Week	Physical	100
4	3875001-001-Administration	Electronic Register	7 Years	100	100		Physical	100

[Add new Record](#)
[Add existing Record](#)

Created: Testaccount On: 12/22/08 11:54:26 AM

Requester

Approver

Auditor

Signature History

Updated by: Testaccount On: 12/22/08 11:54:26 AM

Upload Disposition Form / Supporting Documents

Back to Search Results

Save

Cancel

Delete

Slips / Renewals

Reset Signatures

Print

Developed by: [Spartan Systems, Inc.](#)

Rev: 2008-02

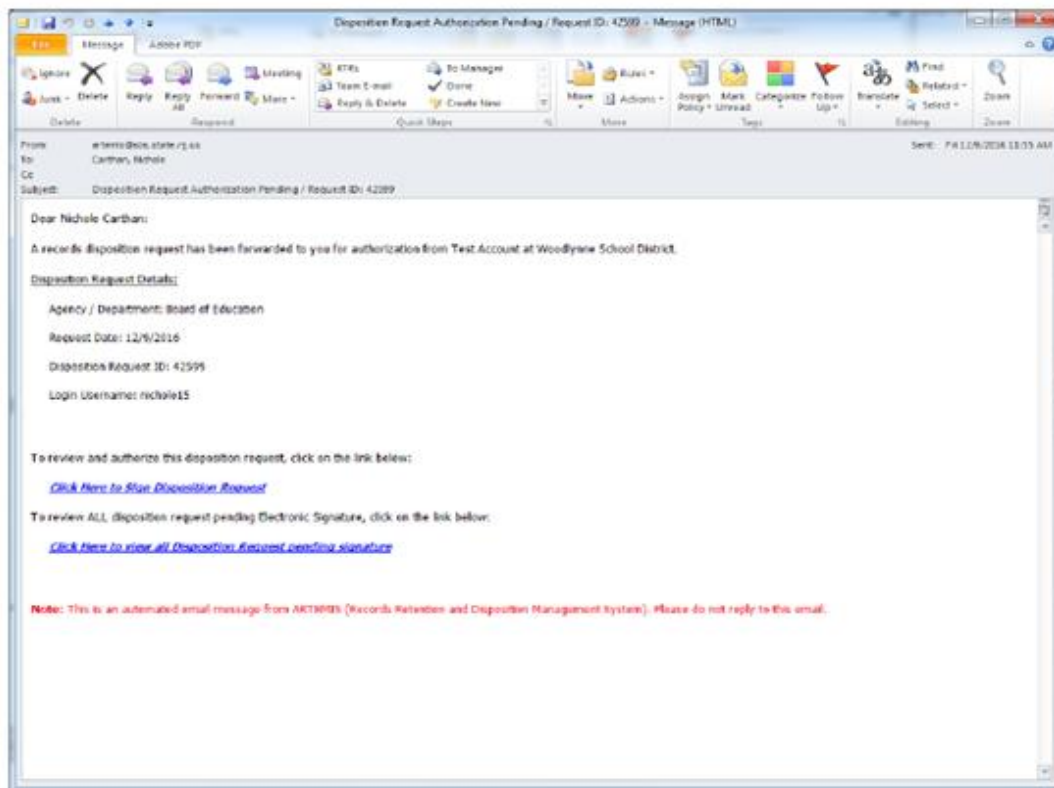
Disposition Request Records Manager e-Sign and Forward

① PIN Number

② Records Manager e-Sign Authorization

The screenshot displays the Artemis web application interface. The main window shows a 'Disposition Request' form with various fields for request details. A red arrow points from the 'PIN Number' label to a field in the form. Overlaid on the bottom right is a 'eSign and Forward -- Webpage Dialog' box. This dialog has a 'Requester' section with a 'Date' field set to '12/01/2016' and a 'Forward To' dropdown menu set to 'Approver'. Below this is a list of checkboxes for authorization: 'Delena Indurkhya', 'Delena Rife', and 'Nichole Carthan'. A red circle highlights this list, with a red arrow pointing from the 'Records Manager e-Sign Authorization' label. The dialog also includes a 'Comments' text area, a disclaimer about the digital signature process, and buttons for 'eSign and Forward' and 'Close'.

Disposition Request Records Manager Authorization Notification Email



Disposition Request Inbox Processing Status

The screenshot displays the Artemis web application interface. The main navigation bar includes links for Disposition Management, Retention Schedule, System Management, and Reports. The user is logged in as 'Woodlawn School District - Administrator - 875660001000007'. The 'Home' section features three primary modules: Disposition Management, Retention Schedule, and System Management. A red circle highlights the 'Inbox' link in the Disposition Management module. A red arrow points from this link to a detailed view of the inbox, which is also highlighted by a red circle. The inbox view lists various request categories and their counts.

Artemis
Disposition Management | Retention Schedule | System Management | Reports

Home

Disposition Management

- Create Disposition Request
- Search Disposition Request
- Inbox**

Retention Schedule

- Search Retention Schedule

System Management

- Register New Agency
- Search Agency
- Add User
- Search User

Inbox

- New Agency Requests (1)
- Disposition Requests: SUBMITTED (43)
- Disposition Requests: PENDING AUDITOR VERIFICATION (0)
- Disposition Requests: COMPLETED AUDITOR VERIFICATION (0)
- Disposition Requests: PENDING ARCHIVAL REVIEW (49)
- Disposition Requests: COMPLETED ARCHIVAL REVIEW (0)
- Disposition Requests: WORK in PROGRESS (0)
- Retention Schedules: WORK in PROGRESS (19)
- RIM Integration Log (58)

Artemis System Updated on March 7, 2016 - First time user or New PC

Disposition Request

Review Submitted Records Disposal Requests

The screenshot displays the Artemis web application interface for reviewing submitted records disposal requests. The top navigation bar includes links for Home, My Profile, Contact Us, Help, FAQ, and Training Video. The main header identifies the user as 'Woodlynne School District - testaccount - M200000' and provides a 'LOGOUT' option.

The 'Search Disposition Request' section contains various filters: Agency (dropdown), Status (Authorized), Submitted Date (date range), Auth/Rejected Date (date range), RDR Request Id (text), and eSignature Due By (dropdown). Search results are shown for 'Submitted Date' from 10/19/2015 to 10/20/2015, displaying 1 to 3 records.

The search results table lists the following records:

Submitted Date	Request Date	Request Id	County	Municipality	Agency Name	Schedule #	Status	Archival Review	Authorization Number	Auth/Rejected Date	Action
11/24/2015	11/23/2015	30877	Bergen	Englewood Cliffs Boro	MUNICIPAL CLERK	M200000-007	Authorized	No	\$23126	11/20/2015	View
10/29/2015	10/28/2015	30327	Bergen	Englewood Cliffs Boro	MUNICIPAL CLERK	M200000-007	Authorized	No	\$22807	10/30/2015	View
05/12/2013	06/25/2012	11594	Bergen	Englewood Cliffs Boro	MUNICIPAL CLERK	M200000-007	Authorized	No	\$12242	05/13/2013	View

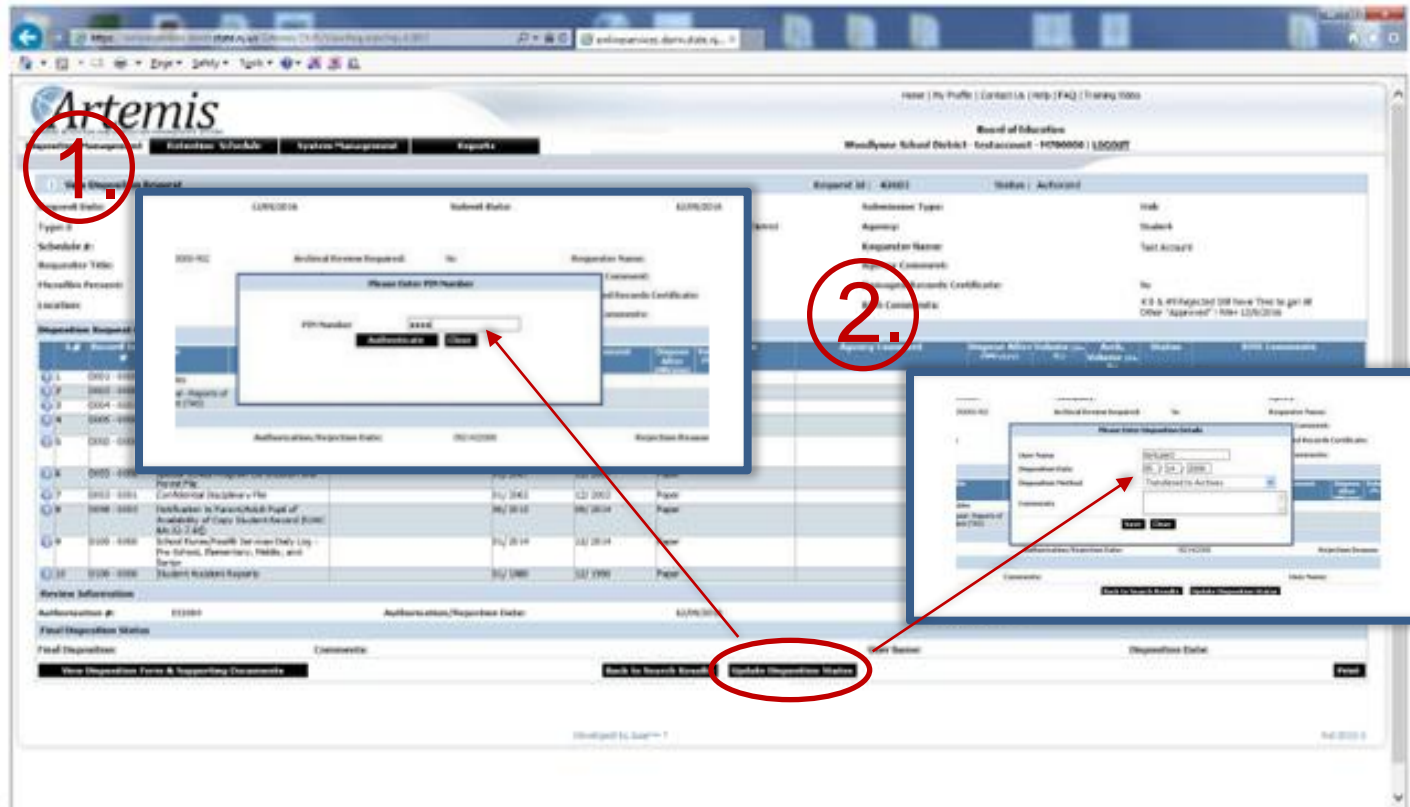
The detailed view of the first record shows the following information:

- Organization Type: M - Municipality / Joint Insurance Fund
- Municipality/BOE: Englewood Cliffs Boro
- Status: Authorized
- Submitted Date: From / / To / / (mm/dd/yyyy)
- Auth/Rejected Date: From / / To / / (mm/dd/yyyy)
- County: Bergen
- Agency: M200000 - MUNICIPAL CLERK
- Request Id:
- Request Date: From / / To / / (mm/dd/yyyy)
- Authorization #:
- Archival Review: --Select--

The 'View' button for the first record is highlighted with a red circle. A red arrow points from this button to a magnified view of the button, which shows the text 'Page: 1 of 1', 'Action', 'View', 'View', 'View', and 'Page: 1 of 1'.

Disposition Request

Close-out Your Request



Artemis-Generated

“Request and Authorization for Records Disposal”

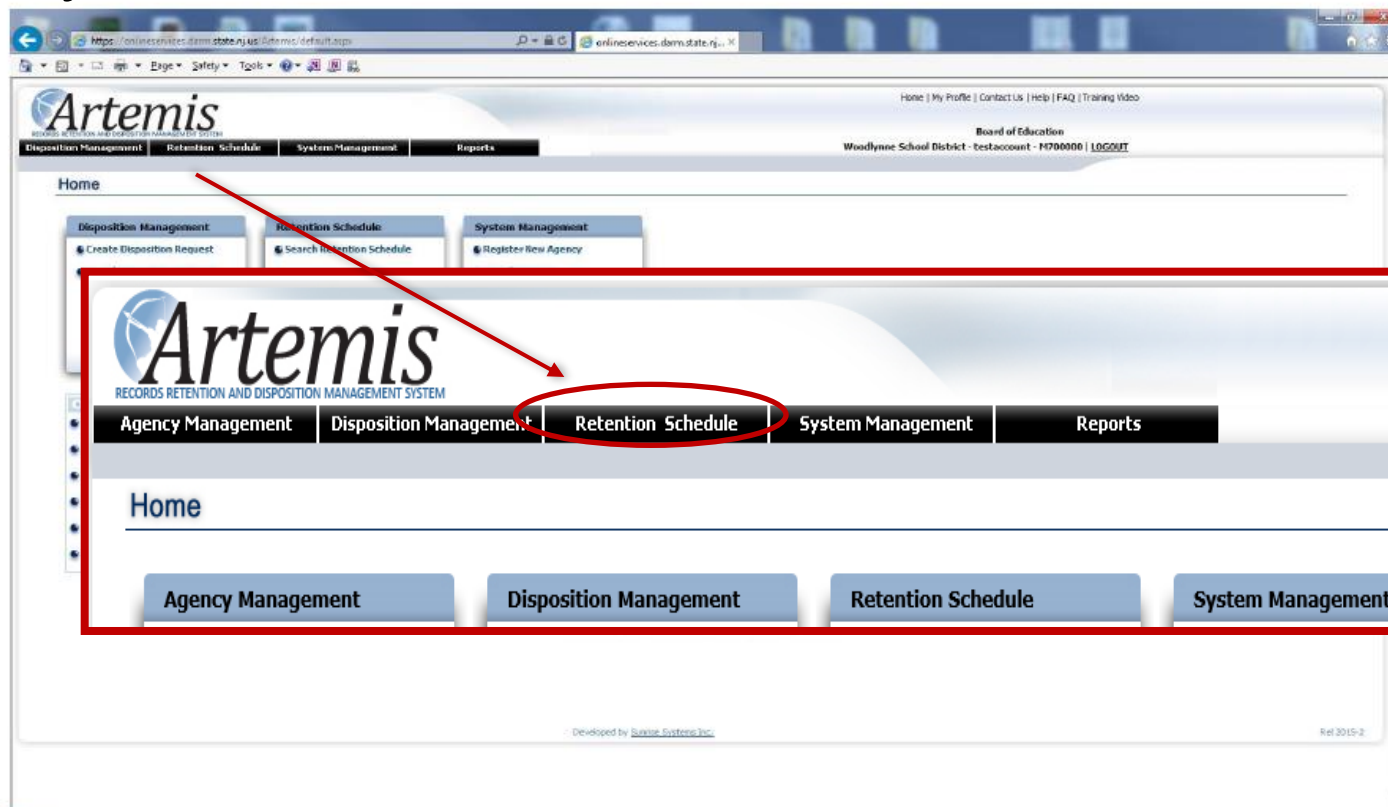
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL		Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 14 must be completed in full and Items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 800.630.7404.		1. Requesting Agency Name and Address Treasury - Pensions & Benefits 50 West State Street PO Box 295 Trenton NJ 08625			
2. Request Id/Date 34274 3/8/2016		3. Requested By (Electronically Signed by) <i>Karen A. Perry</i>		4. Request Approved By (Electronically Signed by) <i>Liz Hartmann</i>			
5. Records Manager		1.A Agency Retention Schedule Number S821112 - 002					
6. Archival Review Not Required		7. Early Records Disposal (Due to Document Conversion or Damage) Microfilm Digital Image Damaged Records Certificate		8. Comments - Document Conversion or Damage			
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006, and are not required for a present or a future audit.							
#	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		13. Dispose After	14. Volume (in Cubic Feet)
1	0001-0000	Annual Statement Workpapers	10 Years	From (MM/YYYY)	To (MM/YYYY)		1.00
				01/2004	12/2005		

For Records Management Services Use Only :				Total Volume :		1.00	
15. Audit Verification		16. Authorization			17. Disposition		
15.A Auditor (Electronically Signed by)	15.A Authorization Date	15.B Authorization Number					
15.B Date	16.C Authorizing Signature, Records Management Services						
<i>William D. Robinson (CAR)</i>		<i>L. V. [Signature]</i>					

Artemis Home Page

System Tab: Records Retention Schedule



Records Retention Schedule

Search Retention Schedule

Artemis
Records Retention and Archiving Management System

Home | My Profile | Contact Us | Help | FAQ | Training Video

Board of Education
Woodbury School District - Enrollment - F000000 | LOGOUT

Disposition Management | Retention Schedule | System Management | Reports

Search Retention Schedule

Organization Type: **B - Board of Education** Agency Name: Status: **Published** Citation:

Agency Code: Record Series #: - Record Series Title: Description:

Search Results
Showing Records 1 to 2 of 2

Agency	Schedule #	Status	Record Series #	Record Series Title	CE	Action
W000000 Curriculum and Instruction	001	Published	0000-0000	Child Study Services Plan - Pre-School - Graduation with and Without Medicaid Assistance	Y/N	Details
W000000 Curriculum and Instruction	001	Published	0000-0007	Child Study Services Plan - Special Education Medicaid Initiative (SEMI) - Compliance Agreement	Y/N	Details

Showing Records 1 to 2 of 2

Page 1 of 1

Developed by Super Systems, Inc. Rel 2015-2

Artemis-Generated

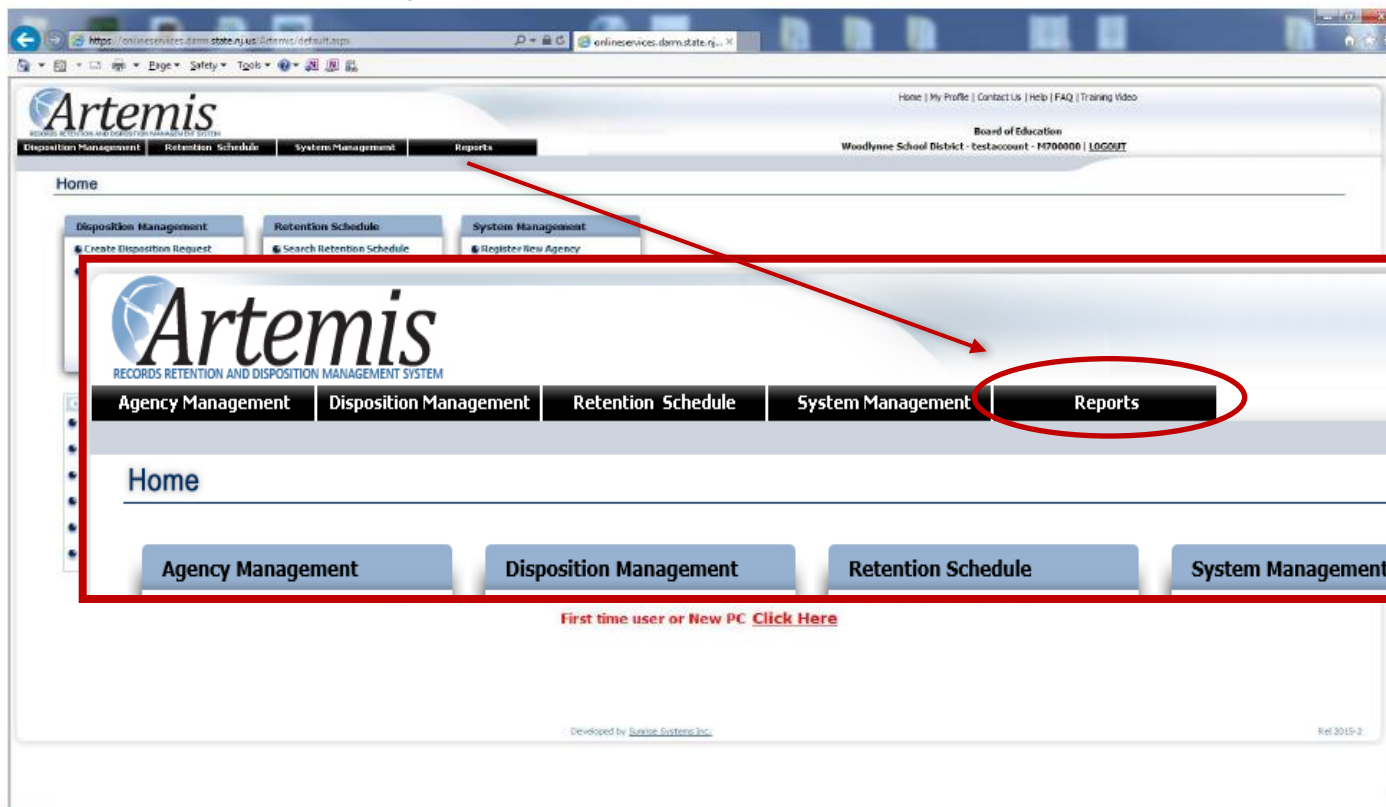
“Records Retention Schedule”

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

Records Retention and Disposition Schedule				Agency: S821110		Schedule: 002		Page #: 1 of 4		
Department:		Treasury - Supplemental Annuity Collective Trust (SACT)			Agency Representative:					
Division:					Title:					
Bureau:					Phone #:					
<small>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.</small>										
Status		Last Updated Date/Time		Approved Date				Effective Date		
Published		3/18/2015 3:56 PM								
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	Authorization of Disbursement --- Form authorizes the disbursement of checks from the SACT section.						7 Years	7 Years	Destroy	
0002-0000	Bank Record File --- Contains: acknowledgements, deposit slips, reconciliations, and bank statements.						7 Years	7 Years	Destroy	
0003-0000	Cash Disbursements Journal - Manual Input --- Contains: payment totals, check dates, and reason for refunds.						7 Years	7 Years	Destroy	
0004-0000	Cash Disbursement List --- List of cash disbursements for various programs types (i.e., retirements, withdrawals, deaths). Serves as a cross-reference of terminations for supplemental annuity cases.						7 Years	7 Years	Destroy	
0005-0000	Cash Receipt File --- Contains cash receipts documents and a listing of contributions from the various pension funds, utilized for monthly journal entries.						7 Years	7 Years	Destroy	

Artemis Home Page

System Tab: Reports



Artemis Records Reports Function

Artemis
RECORDS RETENTION AND DISPOSITION MANAGEMENT SYSTEM

STATE OF NEW JERSEY
NJ DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

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MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Hamilton Twp. - ajsabo - M100000 | [LOGOUT](#)

Disposition Management | Retention Schedule | System Management | **Reports**

Reports Home

- Agency Management
- Agency Codes List
- Disposition Requests
- Disposition Requests Summary
- Disposition Requests Final Disposition Log
- Disposition Requests Detailed Log
- Retention Schedules
 - Retention Schedule
 - Retention Schedules List

Developed by [Sunrise Systems Inc.](#)

Artemis (3.4.1)

Artemis
RECORDS RETENTION AND DISPOSITION MANAGEMENT SYSTEM

STATE OF NEW JERSEY
NJ DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

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Agency Management | Disposition Management | Retention Schedule | System Management | **Reports**

View Report

Agency Type: Municipality / Joint Insurance Fund Agency: M200000-MUNICIPAL CLERK

Schedule Number: 011-Published

Retention Schedule

Record Series #	Record Title and Description	Published	Last Updated Date/Time	Approved Date	Effective Date	Retention Policy	Disposition	Citation
0001-0000	Authorization of Disbursement Form authorizes the disbursement of checks from the SACT section.		3/16/2015 3:56 PM			7 Years	7 Years	Destroy
0002-0000	Bank Record File Contains: acknowledgements, deposit slips, reconciliations, and bank statements.					7 Years	7 Years	Destroy
0003-0000	Cash Disbursements Journal - Manual Input Contains: payment totals, check dates, and reason for refunds.					7 Years	7 Years	Destroy
0004-0000	Cash Disbursement List List of cash disbursements for various programs types (i.e., retirements, withdrawals, deaths). Serves as a cross-reference of terminations for supplemental annuity cases.					7 Years	7 Years	Destroy
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View Report

Artemis-Generated

“Records Retention Schedule”

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

Records Retention and Disposition Schedule				Agency: S821110		Schedule: 002		Page #: 1 of 4		
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Image Processing

Image Processing

Image Processing System Certification


 State of New Jersey
Division of Revenue and Enterprise Services (DORES)
Records Management Services - RMS

IMAGE PROCESSING SYSTEM REGISTRATION APPLICATION
(N.J.A.C. 15:3-Set seq.) BEFORE completing this application, please read the [Instructions](#).

AGENCY NAME: _____

This is an application for:

☐ In-house Imaging System
☐ Service Bureau Imaging
☐ Special Document Imaging Services (DORES services)

APPLICATION PACKAGE CHECKLIST (PLEASE INCLUDE ALL THAT APPLY IN YOUR PACKAGE)

<input type="checkbox"/> Review Form	<input type="checkbox"/> Imaged Records Series List
<input type="checkbox"/> Feasibility Study and or RFP/RFI/RFB (if applicable)	<input type="checkbox"/> Microfilm Inspection Report (if applicable)
<input type="checkbox"/> Data Migration Report (replacement systems)	<input type="checkbox"/> Data Migration Statement (all applications)

Registration No. «Certification_»

**STATE OF NEW JERSEY
STATE RECORDS COMMITTEE**

**PUBLIC RECORDS IMAGE PROCESSING SYSTEM
CERTIFICATE OF REGISTRATION**



Assistant Director
Division of Revenue and Enterprise Services-RMS

«Certification_Date»

Image Processing System Registration Application

As per *PL 1994, c. 140*, the State of New Jersey allows for the replacement of hardcopy public records with digital and microform images (e.g., Optical Disk, CD, DVD, Magnetic Tape & Microfilm).

The State Records Committee and Records Management Services issues Initial and Annual Imaging System Certifications to an Agency for an in-house or outsourced, **Non-Proprietary** imaging application. Documents required for obtaining an Initial and Annual Imaging Certification from the State Records Committee and Records Management Services include:

➤ **Image Processing System Initial Registration Application**

- Scanning Policy and Procedures
- Disaster Prevention and Recovery
- Data Migration Path
- Feasibility Study
- RFP/RFI/RFB
- Vendor Detail
- Imaged Records Series List
- Proof of Public Notice

The form is titled "IMAGE PROCESSING SYSTEM REGISTRATION APPLICATION" in bold blue letters. Above the title is the State of New Jersey seal and the text "State of New Jersey, Division of Revenue and Enterprise Services (DORES), Records Management Services - RMS". Below the title, it says "(N.J.A.C. 15:3-5et seq.) BEFORE completing this application, please read the [Instructions](#)." There is a section for "AGENCY NAME:" with a light blue box for the answer. Below that, it asks "This is an application for:" with three checkboxes: "In-house Imaging System", "Service Bureau Imaging", and "Special Document Imaging Services (DORES services)". Then, there is an "APPLICATION PACKAGE CHECKLIST (PLEASE INCLUDE ALL THAT APPLY IN YOUR PACKAGE)" section with two columns of checkboxes. The first column includes "Review Form", "Feasibility Study and or RFP/RFI/RFB (if applicable)", and "Data Migration Report (replacement systems)". The second column includes "Imaged Records Series List", "Microfilm Inspection Report (if applicable)", and "Data Migration Statement (all applications)".

State of New Jersey
Division of Revenue and Enterprise Services (DORES)
Records Management Services - RMS

IMAGE PROCESSING SYSTEM REGISTRATION APPLICATION
(N.J.A.C. 15:3-5et seq.) BEFORE completing this application, please read the [Instructions](#).

AGENCY NAME: _____

This is an application for: ☐ In-house Imaging System
☐ Service Bureau Imaging
☐ Special Document Imaging Services (DORES services)

APPLICATION PACKAGE CHECKLIST (PLEASE INCLUDE ALL THAT APPLY IN YOUR PACKAGE)

<input type="checkbox"/> Review Form	<input type="checkbox"/> Imaged Records Series List
<input type="checkbox"/> Feasibility Study and or RFP/RFI/RFB (if applicable)	<input type="checkbox"/> Microfilm Inspection Report (if applicable)
<input type="checkbox"/> Data Migration Report (replacement systems)	<input type="checkbox"/> Data Migration Statement (all applications)

Image Processing System Certificate of Registration

Registration No. 22110901-MP

STATE OF NEW JERSEY
STATE RECORDS COMMITTEE
PUBLIC RECORDS IMAGE PROCESSING SYSTEM
CERTIFICATE OF REGISTRATION

This certifies that Records
Management Services
has determined that the public records image processing system
submitted pursuant to P.L.1994, c.140 by the

Township of _____

is in compliance with all specifications and standards as set forth in
N.J.A.C. 15:3-4, Image Processing of Public Records
and has met the requirements for registration set forth in
N.J.A.C. 15:3-5, Registration of Image Processing Systems
and has therefore authorized the issuance of this
Registration of Compliance.

This registration has a migration path component,
Therefore it is understood that the aforementioned agency
may destroy all short term, long term and non-historical permanent
original records after image processing.

Division of Revenue and Enterprise Services-RMS

09 November 2022

Image Processing System Certification Letter



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
P. O. BOX 661
TRENTON, NEW JERSEY 08625-0661

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ELIZABETH MAHER ~~MURPHY~~
State Treasurer

JAMES J. FRUSCIONE
Director

9 November 2022

Clerk
City of Brigantine
1417 West Brigantine Avenue
Brigantine, New Jersey 08203

Dear

This is to verify that the public records image processing system for the City of Brigantine was registered by the Records Management Services (RMS) on 09 November 2022, Registration Number 22110905-MP and is in compliance with the standards, procedures and guidelines adopted under N.J.A.C. 15:3-4, *Image Processing for Public Records*. This registration should be retained permanently by your agency, and a copy of it should accompany any future disposal requests for destruction of original records maintained on this system, pursuant to N.J.S.A. 47:3-17. Your agency must submit appropriate documentation to request destruction of the imaged records at such time as the record's lifecycle has expired.

Your system will be due for an annual review and renewal of registration per N.J.A.C. 15:3-5.6 on 1 October 2023.

Sincerely,

Division of Revenue and Enterprise Services-RMS

c: file

Image Processing System Certification Annual Renewal/ Amendment Application

The State Records Committee and Records Management Services issues Annual Renewal Imaging System Certifications to an Agency for an in-house or outsourced, **non-proprietary** imaging application.

Documents required for obtaining an Annual Renewal Imaging Certification from the State Records Committee and Records Management Services include:

➤ **Annual Review/Amendment**

- Scanning Policy and Procedures
- Disaster Prevention and Recovery
- Data Migration Path
- Imaged Records Series List

Imaging Registration Annual Review/ Amendment Form		
Mailing: PO Box 661, Trenton, NJ 08625-0661 Location: 33 W. State St. 5th Floor Trenton, NJ 08625 609-292-8711		
ANNUAL REVIEW	<input type="checkbox"/>	AMENDMENT <input type="checkbox"/>
ANNUAL REVIEW AND		AMENDMENT <input type="checkbox"/>
AGENCY NAME :		
CERTIFICATE #:		
Primary Contact Name:		
Address:		
Phone/fax/email:		

Image Processing System Annual Renewal/Amendment

Imaging Registration Annual Review/Amendment Form

Mailing: PO Box 661, Trenton, NJ 08625-0661
Location: 33 W. State St. 5th Floor Trenton, NJ 08625
609-292-8711

ANNUAL REVIEW ☐ AMENDMENT ☐ ANNUAL REVIEW AND AMENDMENT ☐

AGENCY NAME :

CERTIFICATE #:

Primary Contact Name:

Address:

Phone/fax/email:

Custodian of Records Name:

Address:

Phone/fax/email:

Preferred Annual Review Date (choose 1):

☐ January 1 ☐ April 1 ☐ July 1 ☐ October 1

Do you want to make this the annual review date for all certified systems in your agency?

☐ Yes ☐ No

If yes, please list other certified systems:

1. Has your agency added additional records series or inclusive years to your Imaging system?

☐ Yes ☐ No

All Agencies must submit the Imaged Records Series List for each retention schedule/office whose records are scanned into this system

☐ Imaged Records Series List(s) attached

2. Has your agency added to or upgraded the hardware and/or software for your Image processing system?

☐ Yes ☐ No (If yes, attach appropriate documentation.)

Image Processing System Annual Renewal/Amendment

3. Has your agency updated your Disaster Prevention/Recovery Plan?

☐ Yes ☐ No (If yes, attach appropriate documentation.)

4. Microfilm Inspection ☐ Microfilm Inspection Report attached

- a. ☐ Our agency has not produced any microfilm since our last annual review
b. ☐ Our agency has its microfilm produced or processed by DORES
c. ☐ Our agency produces its own microfilm or has its microfilm produced by a vendor.

If you checked c, you must submit a reel of microfilm for each size produced for inspection BEFORE submitting an Annual Review / Amendment. This reel should be an original silver halide production copy, NOT a sample. Microfilm must be accompanied by a completed Microfilm Submission Form. Microfilm will be returned to the agency. A passing Microfilm inspection must accompany this Annual Review / Amendment Form.

5. Has your agency changed vendors? This includes vendors for: imaging services, micrographics, hardware or software, maintenance.

☐ Yes ☐ No (If yes, attach appropriate documentation, including the names of the old and new vendors and contact information)

6. Does your agency want to implement a migration path for long term records if you have not already?

☐ Yes ☐ No (If yes, attach appropriate documentation.)

AGENCY VERIFICATION :

I hereby certify that the documentation listed on and/or attached to this **Image Processing System Annual Review/Amendment Form** is a true and an accurate reflection of the agency's image processing system upon this date and is submitted in compliance with N.J.A.C.15:3-5.6.

Legal Custodian: Print Name

Signature:

Date

For questions or further assistance, contact your agency Records Analyst.

Submit by Email

Attach Documentation

Image Processing System Annual Renewal/Amendment

Imaging Registration
Imaged Records Series List

Mailing: PO Box 661, Trenton, NJ 08625-0661
Location: 33 W. State St. 5th Floor Trenton, NJ 08625
609-292-8711



Complete this form and email to your Records Analyst.

AGENCY NAME:

CERTIFICATION NUMBER:**RETENTION SCHEDULE AGENCY NUMBER:**

SCHEDULE NUMBER:

[illegible]

Image Processing System Certification Letter of Annual Renewal



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND
ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
P.O. BOX 661
TRENTON, NJ 08625-0661

PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer
JAMES A. FRUSCIONE
Director

21 June 2022

[Name] _____
NJ Department of Transportation
1305 Parkway Avenue
Ewing NJ 08625

Dear [Name] _____

This is to verify that the annual renewal/amendment for the registered Public Records Image Processing System (#01092001) for public records of NJ Department of Transportation has been determined by the staff of the Department of Treasury Division of Revenue and Enterprise Services, Records Management Services to be in compliance with the standards, procedures and guidelines adopted under N.J.A.C. 15:3-4, *Image Processing for Public Records*.

The destruction of original records must adhere to the procedures mandated by State Statutes per N.J.S.A. 47:3-15 to 30, including the submission of a "Request and Authorization for Records Disposal" form accompanied by a copy of the "Certificate of Registration."

Regulations allow an agency to choose their annual review date from the following dates, January 1, April 1, July 1 and October 1. We have temporally assigned you a new date. *Your next annual review will be due, July 1, 2023.* If you would rather have one of the other dates, please let us know as soon as possible.

Respectfully,

Liz Hartmann

Liz Hartmann

NOTE: Original Minutes, Resolutions & Ordinances can be Imaged, however their ORIGINAL HARDCOPY source document(s) cannot be destroyed – the hardcopy, original documents must be maintained Permanently.

Image Processing System Guidelines

When Contracting a Vendor

1. Ensure it is understood that hardcopy & imaged records are Public Records and belong to the Public Agency.
 2. Ensure that the stored records are classified in accordance with their records retention schedules.
 3. Require security controls to prevent unauthorized records access, manipulation, defacement or destruction.
 4. Be aware of storage and backup locations restrictions.
 5. Prohibit the Vendor from destroying or image records unless the agency specifically directs the action.
 6. Require the Vendor to document changes in their format/programming that may affect records access.
 7. Specify records transfer requirements for contract-exit processes.
 8. Ensure records are retrievable and accessible in response to OPRA Requests, Audits, Subpoenas, Investigations, e-Discovery, Litigation Holds and Litigation.
-

Contact Information

Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services
PO Box 661 Trenton, NJ 08625
609-292-8711

<https://www.nj.gov/treasury/revenue/rms/index.shtml>



Department of the Treasury

Division of Revenue and Enterprise Services

Records Management Services

RMS Staff Contact

Records Management Services

[RMS](#)
[Records](#)
[Imaging](#)
[New Jersey Records Manual](#)
[Contact RMS](#)
[RMS Consultation](#)

Records Management

Records Management Services

Liz Hartmann

609-777-1020

Contact RMS

RMS C

Directions

Contact

County: A - C	Terricka Page	609-292-8708
County: E - H	John Berry	609-292-8683
County: M - W	Marcella Campbell	609-292-8689
Municipalities: A - E	Terricka Page	609-292-8708
Municipalities: F - L	John Berry	609-292-8683
Municipalities: M - R	Marcella Campbell	609-292-8689
Municipalities: S - Z	Robert Herrick Virma Guzman-Reyes	609-292-8698 609-292-8711
Schools	Karen Perry	609-292-8697
County and Municipal Prosecutors	Terricka Page	609-292-8708
County Community Colleges/County Vo-Tech Schools	Karen Perry	609-292-8697
County Detention Centers - Adult and Juvenile	Robert Herrick Alternate Virma Guzam-Reyes	609-292-8698 609-292-8711

Department of the Treasury

Division of Revenue and Enterprise Services

Records Management Services

RMS Staff Consultation

Records Management Services

RMS Records Imaging New Jersey Records Manual Contact RMS **RMS Consultation**

[Home](#) / [RMS Contact Information](#) [Records Retention and Disposition](#)

Records Management Services Contact Information Records

Division Management
State Records Center
2300 Stuyvesant Avenue,
PO Box 661,
Trenton, NJ 08625-0661

Imaging Services Group
Microfilm Client Relations and Billing
Sue Crammer
[609-777-0902](tel:609-777-0902)

Records Storage - Unit Supervision
Lisa Montagna
[609-292-8689](tel:609-292-8689)
James Jenkins

Records Management
Agency Type

County: A - C
County: E - H
County: M - W

[Home](#) / [Contact Us - Records Management Consultations](#)

Contact Us - Records Management Consultations

For business records please visit the [Business Records Service portal](#).

The Division of Revenue and Enterprise Services, Records Management Service Unit, is pleased to offer online, real-time consultations to public agencies throughout New Jersey. If your agency is experiencing problems with managing its public records or needs guidance on a particular records management topic or practice, use this service to obtain help.

Fill out and send the following service request to us. We will assemble a team of experts who will respond to your request or problem and then schedule a live video conference with you and your team. We look forward to serving you.

Service Request
Prefix: First Name Middle I Last Name
Address Line 1:

Marcella Campbell [609-292-8689](tel:609-292-8689)

*Thank
you*

