

STATE OF NEW JERSEY



COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE

C820000-020



Prepared by:
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<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Records Retention and Disposition Schedule				Agency: C820000		Schedule: 020		Page #:0 of 1		
Department:	COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE				Agency Representative:		Jason Martucci			
					Title:		Confidential Assistant, Local Gov't Services, DCA			
					Phone #:					
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:				Date:	
									10/16/2025	
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		
	Financial Records									
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	
0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.					P	After Deposit And Verification		Destroy	

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	Financial Records													
0005-0000	Deposit Slips (Agency Original)	X						6 Years			Destroy			
	Books of Account													
0100-0000	Cash Disbursements	X												
0100-0001	Cash Disbursements - Year-End History	X					P	Permanent			Retain at Agency			
0100-0002	Cash Disbursements - Quarterly History	X						3 Years			Destroy			
0100-0003	Cash Disbursements - Monthly History	X						3 Years			Destroy			
0101-0000	Daily Cash Journal --- Book of original entry, recording transactions in chronological order.	X						6 Years			Destroy			
0102-0000	Journal/Ledger File	X												
0102-0001	Journal/Ledger - General --- A central listing of all activities for an account within a particular time period.	X	X				P	Permanent			Retain at Agency			
0102-0002	Journal/Ledger - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	X						6 Years			Destroy			
0103-0000	Year-End Closing Reports --- Used in conjunction with the General Journal/Ledger	X	X				P	Permanent			Retain at Agency			
	Budget File													
0200-0000	Budget File	X												
0200-0001	Budget File - Included in Minutes	X						2 Years			Destroy			
0200-0002	Budget File - Not Included In Minutes	X		X			P	Permanent			Permanent			

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0200-0003	Budget File - Copy Filed With County	X					2 Years Provided no litigation on tax levy or rate		Destroy			
0200-0004	Budget File - Copy Approved by the State	X					2 Years		Destroy			
0200-0005	Budget File - Copy Approved by Governing Body	X					2 Years		Destroy			
0200-0006	Budget File - Monthly Status Report	X					3 Years		Destroy			
0200-0007	Budget File - Year-to-Date Status Report	X					3 Years		Destroy			
0200-0008	Budget File - Work papers	X					6 Years		Destroy			
0200-0009	Budget File - Defeated Budget	X					6 Years		Destroy			
0200-0010	Budget File - Year-End Status	X					3 Years		Destroy			
0200-0011	Budget File - Monthly Capital Status	X					3 Years		Destroy			
0200-0012	Budget File - Monthly Open Encumbrance Status	X					3 Years		Destroy			
0200-0013	Budget File - School District Budget Filed With Municipality (Copy) --- Original maintained by the school district.	X					1 Years		Destroy			
	Miscellaneous Financial Records											
0300-0000	Audit Report File	X										
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent			
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy			
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Years		Destroy			
0301-0000	Bids And Proposals - Purchase (Approved And Denied)											

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 020		Page #:0 of 1		
	--- Bid File - Purchase - Approved and Denied File may contain but not limited to : bids, proposals, Requests for Proposals (RFP), Pay to Play documentation, correspondence, and supporting documentation.											
0301-0001	Bids and Proposals (Original)	X					6 Years		Destroy			
0301-0002	Bids and Proposals (Copy)	X					3 Years		Destroy			
0302-0000	Bond File --- Includes: bond official and preliminary statements, work papers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation.	X										
0302-0001	Bond File (Original)	X					6 Years After date of cancellation or maturity		Destroy			
0302-0002	Bond File (Copy)	X					6 Years		Destroy			
0302-0003	Bond File - Bonds and Coupons Notes	X					7 Years From cancellation or maturity dates		Destroy			
0302-0004	Bond File - Bond Anticipation Notes	X					6 Years		Destroy			
0302-0005	Bond File - Performance Bonds	X					6 Years After termination of contract		Destroy			
0302-0006	Bond File - Surety Bonds	X					2 Years After termination of office		Destroy			
0303-0000	Contracts/Agreements And Amendments File --- Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued.											
0303-0001	Contracts/Agreements and Amendments - General (Original)	X					6 Years After completion		Destroy			

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									of contract				
0303-0002	Contracts/Agreements and Amendments - General (Copy)	X							1 Years After completion of contract		Destroy		
0303-0003	Contracts/Agreements and Amendments - Cancelled	X							1 Years After submission		Destroy		
0303-0004	Contracts/Agreements and Amendments - Voided	X							1 Years After voidance		Destroy		
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X							6 Years		Destroy		
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X							10 Years After completion of construction		Destroy		
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X							7 Years After disposal of building		Destroy		
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X							6 Years After project completion		Destroy		
0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X							7 Years After disposal of building		Destroy		
0303-0010	Contracts/Agreements And Amendments – Equipment							P	7 Years After disposition of equipment		Destroy		
	Miscellaneous Financial Records												
0304-0000	Purchase Order, Invoice, Voucher/Warrant, And Requisition File												
0304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original)	X						P	6 Years		Destroy		
0304-0002	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Copy)	X						P	3 Years		Destroy		
0304-0003	Purchase Order File (Additional Copy)	X							1 Years		Destroy		

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0304-0004	Purchase Order File - Log	X					6 Years		Destroy			
0305-0000	Deferred Compensation File	X										
0305-0001	Deferred Compensation File - Individual Employee File	X		X		P	Permanent		Permanent			
0305-0002	Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly	X					6 Years		Destroy			
0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	X					6 Years		Destroy			
0306-0000	Financial Statements - Annual	X										
0306-0001	Financial Statements - Annual (Original)	X		X		P	Permanent		Permanent			
0306-0002	Financial Statements - Annual (Copy)	X					Periodic review		Destroy			
0306-0003	Financial Statements - Annual And Supplemental Debt	X		X		P	Permanent		Permanent			
0307-0000	Grant File	X										
0307-0001	Grant File - General Approved (Original)	X					6 Years After termination of grant		Destroy			
0307-0002	Grant File - General Approved (Copy)	X					1 Years After termination of grant		Destroy			
0307-0003	Grant File - General Denied	X					1 Years		Destroy			
0307-0004	Grant File - Green Acres	X		X		P	Permanent		Permanent		(N.J.S.A. 13:8A-47)	
0308-0000	Insurance File --- File includes : Life, Disability, Workers' Compensation, General Liability, Building, Fire, Flood, Casualty, and HIPAA Insurance	X										

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0308-0001	Insurance File - Life, Disability, and Workers' Compensation Policies	X					6 Years After expiration of policy		Destroy			
0308-0002	Insurance File - General Liability Policy	X					20 Years After expiration of policy		Destroy			
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	X					6 Years After expiration of policy		Destroy			
0308-0004	Insurance File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	X					7 Years After termination from program		Destroy			
0309-0000	Invoice File	X										
0309-0001	Invoice File - Invoices	X					6 Years		Destroy			
0309-0002	Invoice File - Invoice Register	X					6 Years		Destroy			
0310-0000	Lease File	X										
0310-0001	Lease File (Original)	X					6 Years After termination of lease		Destroy			
0310-0002	Lease File (Copy)	X					1 Years After termination of lease		Destroy			
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Years		Destroy			
0312-0000	Mailing and Postage File	X										
0312-0001	Mailing and Postage File - Postage Bill Log	X					6 Years		Destroy			

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0312-0002	Mailing and Postage File - Postage Meter Book Log	X					6 Years			Destroy				
0312-0003	Mailing and Postage File - Certified Mail Receipt	X					3 Years			Destroy				
0313-0000	Payroll File	X												
0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger	X					6 Years			Destroy				
0313-0002	Payroll File - Payroll Register (Original)	X	X				60 Years			Destroy				
0313-0003	Payroll File - Payroll Register (Copy)	X					3 Years			Destroy				
0313-0004	Payroll File - Payroll Reports	X					6 Years			Destroy				
0314-0000	Pension File	X												
0314-0001	Pension File - Quarterly Report of Contributions	X					6 Years			Destroy				
0314-0002	Pension File - Certification File	X		X		P	Permanent			Permanent				
0314-0003	Pension File - Pension History Cards	X		X		P	Permanent			Permanent				
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	X					6 Years			Destroy				
0316-0000	Receipts	X												
0316-0001	Receipts (Original)	X					6 Years			Destroy				
0316-0002	Receipts (Copy)	X					3 Years			Destroy				
0317-0000	Receiving Reports	X					3 Years			Destroy				
0318-0000	Requisition File	X												

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0318-0001	Requisition File (Original)	X					6 Years		Destroy			
0318-0002	Requisition File (Agency Copy)	X					3 Years		Destroy			
0318-0003	Requisition File (Additional Copy)	X					1 Years		Destroy			
0319-0000	Schedule of Vouchers and Bills Paid	X										
0319-0001	Schedule/List Of Vouchers And Bills Paid - Associated With Resolution Package Or Governing Body Approval	X	X	X		P	Permanent		Permanent			
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X					6 Years		Destroy			
0320-0000	Social Security Reports	X					6 Years		Destroy			
0321-0000	State Government Quarterly Report of Wages Paid	X					6 Years		Destroy			
0322-0000	Telephone File	X										
0322-0001	Telephone File - Telephone Bills (Agency Original)	X					6 Years		Destroy			
0322-0002	Telephone File - Telephone Bills (Copy)	X					3 Years		Destroy			
0322-0003	Telephone File - Weekly Telephone Call Listing	X					1 Years		Destroy			
0323-0000	Travel File --- Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation.	X										
0323-0001	Travel File - Approved (Original)	X					6 Years		Destroy			
0323-0002	Travel File - Approved (Copy)	X					3 Years		Destroy			
0323-0003	Travel File - Denied	X					1 Years		Destroy			

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0324-0000	Union Dues File	X										
0324-0001	Union Dues File - Bi-Weekly Report	X					6 Years			Destroy		
0324-0002	Union Dues File - Deduction Authorizations	X					6 Years After termination of employment			Destroy		
0324-0003	Union Dues File - Spread Sheets	X					6 Years			Destroy		
0325-0000	Vehicle File	X										
0325-0001	Vehicle File - Gasoline Pump Readings Record	X					3 Years			Destroy		
0325-0002	Vehicle File - Gasoline Pump Reading Tickets	X					3 Years			Destroy		
0325-0003	Vehicle File - Motor Vehicle Accident Records	X					6 Years			Destroy		
0325-0004	Vehicle File - Motor Vehicle Fine Reports	X					6 Years			Destroy		
0325-0005	Vehicle File - Parking Claim Check Stubs	X					1 Years			Destroy		
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X					1 Years			Destroy		
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X					1 Years			Destroy		
0325-0008	Vehicle File - Parking Permits	X					3 Years			Destroy		
0325-0009	Vehicle Files - Vehicle Usage Reports --- Contains: mileage, locations, usage dates, and supporting documentation.	X					6 Years			Destroy		

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0325-0010	Vehicle File - Vehicle Maintenance Reports	X					P	Until transfer of ownership		Destroy		
0325-0011	Vehicle File - Certificate of Title	X						Until transfer of ownership		Destroy		
0326-0000	Vendor File	X										
0326-0001	Vendor File - Quarterly History	X						3 Years		Destroy		
0326-0002	Vendor File - Year-End History	X						6 Years		Destroy		
0327-0000	Voucher/Warrant File - Paid	X										
0327-0001	Voucher/Warrant File (Original)	X						6 Years		Destroy		
0327-0002	Voucher/Warrant File (Copy)	X						3 Years		Destroy		
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X						7 Years		Destroy		
0329-0000	Trial Balance --- A debit and credit account verification listing.	X						3 Years		Destroy		
0330-0000	Auction File											
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for						P	6 Years		Destroy		

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	Quote Solicitations; Request for Quotation Solicitation for Auctioneer; Resolutions to hold an auction and to hire an auctioneer; Notice of Public Auction; letters to/from the Sheriff's Office and Public Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation											
0330-0002	<p>Auction File - Online</p> <p>---</p> <p>The file contains but is not limited to: all documentation received electronically or otherwise, retained in hardcopy format, related to the online sale of surplus personal property, including the successful bidder, high bid, and bidding activity/history. Also include resolution(s) authorizing the sale of surplus personal property, public notices of sales, and any contracts with vendors that provide online auction services.</p>					P	6 Years		Destroy			
0331-0000	<p>Certificate Of Fire Code Status</p> <p>---</p> <p>An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (<u>N.J.A.C. 5:71-3.7(b) 9</u>; <u>N.J.S.A. 52:27D-192</u>)</p>											
0331-0001	Certificate Of Fire Code Status – In Compliance					P	7 Years After final payment		Destroy			
0331-0002	Certificate Of Fire Code Status – Not In Compliance					P	7 Years After compliance with recommendations or After final payment		Destroy			
0332-0000	<p>Automated External Defibrillator (AED) File</p> <p>---</p> <p>A device that arrests the fibrillation of the muscles of the heart. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c 375, which mandated the placement of AED's in public agencies.</p>											
0332-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years		Destroy			
0332-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate An AED			X		P	2 Years After update		Archival Review			
0332-0003	Automated External Defibrillator (AED) File – Equipment Operational Manual					P	After disposition of equipment		Destroy			

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0333-0000	Census File --- File contains but is not limited to statistical data, summary reports, correspondence, and supporting documentation.					P	10 Years		Destroy		
0334-0000	Trust Fund File --- File contains but is not limited to initial trust establishment and agreement documentation; monthly, quarterly, and annual statements; correspondence, and supporting documentation.					P	6 Years After termination of account		Destroy		
0335-0000	Unclaimed Mail File					P	6 Years		Destroy		
0336-0000	Verification Of Income (VIM) File - Financial, Medical, And Social Services					P	6 Years		Destroy		
0337-0000	Tax Anticipation Note					P	6 Years		Destroy		
0338-0000	Persons And Entities Engaging In Prohibited Activities In Russia Or Belarus, Russia-Belarus And Iran Investment Certification For Vendors And Contractors File (N.J.S.A. 52:32-60.1/PL 2022, C.3) --- File pertaining to Public Agency Contracting Units (State, County, Local, Education and Higher Education) prohibited from awarding, renewing, amending or extending a contract with vendors who engage in activities with Russia, Belarus, Russia-Belarus or Iran. File contains but is not limited to the following: Federal Office of Foreign Assets Control (OFAC) - Sanctions List and List Search, Federal Executive Order 14024; NJ Department of the Treasury Notice- Notice of N.J.S.A. 52:32-60.1/PL 2022, c.3, Russia-Belarus Vendor Certification, Iran Investment Activities List and Disclosure/Certification Form, Vendor Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Guidelines and Local Finance Notices and supporting documentation.					P	7 Years After denial		Destroy		
	Personnel Records										
0400-0000	Accident Reports - Employee --- File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	X					6 Years After final payment or settlement		Destroy		
0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics --- Original data maintained by the federal government.						3 Years		Destroy		
0402-0000	Dental Plan File										

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0402-0001	Dental Plan File - Status Listing	X						3 Years After update			Destroy			
0402-0002	Dental Plan File - Data Entry Worksheet	X						6 Years After termination of employment			Destroy			
0402-0003	Dental Plan File - Monthly Report	X						3 Years			Destroy			
0403-0000	Employee History/Service Record Card							60 Years After termination of employment or age 85, whichever is sooner			Destroy			
0404-0000	Employment Applications/Resumes - Persons Not Hired --- the hired employee applications are maintained in the individual employee file.							3 Years			Destroy			
0405-0000	Financial and Personal Data Disclosure Forms --- By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	X						6 Years			Destroy			
0406-0000	Health Benefits File													
0406-0001	Health Benefits File - Monthly Billing List	X						6 Years			Destroy			
0406-0002	Health Benefits File - Deduction Cards	X						6 Years After termination from program			Destroy			
0406-0003	Health Benefits File - Monthly Report	X						3 Years			Destroy			
0406-0004	Health Benefits File - Correspondence	X					P	6 Years After termination from program			Destroy			
0406-0005	Health Benefits File - Denial Of Coverage --- Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)	X					P	1 Years			Destroy			

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0406-0006	Health Benefits File - Declaration Of Non-Participation	X					P	1 Years		Destroy		
0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation and self-health assessment/screening forms.						P	6 Years After termination of employment		Destroy		
0408-0000	Job Bulletins and Specifications	X						Periodic review		Destroy		
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity											
0409-0001	Leave Request (Original)	X						6 Years		Destroy		
0409-0002	Leave Request (Copy)	X						3 Years		Destroy		
0410-0000	Medical X-Ray File							5 Years		Destroy		
0411-0000	Personnel Action - New Jersey Department of Personnel	X						6 Years After termination of employment		Destroy		
0412-0000	Personnel Position Listing							As updated		Destroy		
0413-0000	Prescription Plan File											
0413-0001	Prescription Plan File - Status Listing	X						3 Years After update		Destroy		
0413-0002	Prescription Plan File - Monthly Report	X						3 Years		Destroy		
0413-0003	Prescription Plan File - Plan Authorization	X						6 Years After termination of employment		Destroy		
0414-0000	References - Employment											

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0414-0001	References - External								3 Years		Destroy	
0414-0002	References - Internal								1 Years		Destroy	
0415-0000	Salary Guidelines and Amendments --- Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements.											
0415-0001	Salary Guide and Amendments (Original)	X							6 Years		Destroy	
0415-0002	Salary Guide and Amendments (Copy)	X							Periodic review		Destroy	
0416-0000	Time Records File --- File may contain Daily Time and Attendance; Request for Time Off; Report of Accumulated Holidays - Vacation, Personal, and Sick Time; and supporting documentation.											
0416-0001	Time Records File (Agency Original)	X							6 Years		Destroy	
0416-0002	Time Records File (Copy)	X							1 Years		Destroy	
0417-0000	Training Records	X						P	6 Years After termination of employment		Destroy	
0417-0001	Training Records							P	6 Years After termination of employment		Destroy	
0417-0002	Training Records – Staff Training Request							P	3 Years After final payment		Destroy	
0418-0000	Work Schedule	X						P	1 Years		Destroy	
	Personnel Records											
0419-0000	Employee Medical Records ---	X						P	40 Years After termination		Destroy	CFR 1910.1018.

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	Retention period in accordance with federal law CFR 1910.1018. May include proof of vaccination and/or testing in lieu thereof.							of employment				
0420-0000	Employment Eligibility Verification (I-9) --- Form generated by the U.S. Department of Justice Immigration and Naturalization Service.	X					P	3 Years After date of hire or 1 year after termination of employment, whichever is later		Destroy		
0421-0000	Certification File - New Jersey Department of Personnel											
0421-0001	Certification File - Certified Roster/Employment History							5 Years After approval		Destroy		
0421-0002	Certification File - Certification of Eligibles for Appointment							3 Years After input and verification		Destroy		
0421-0003	Certification File - Certification Record Card							3 Years After expiration of list		Destroy		
0421-0004	Certification File - Request Approval for New Examination							3 Years After issuance of certification		Destroy		
0421-0005	Certification File - Request Approval for Continued Provisional Appointment							3 Years After issuance of certification		Destroy		
0421-0006	Certification File - Notice to Eligible of Removal From List							3 Years After issuance of certification		Destroy		
0421-0007	Certification File - Notification of Cancellation of Certification							3 Years After issuance of certification		Destroy		
0421-0008	Certification File - Payroll Certification Letters --- Utilized for employment background verification for temporary, provisional, and permanent employees.	X						1 Years		Destroy		
0421-0009	Certification File - Request for Information Due to Criminal Record							3 Years After issuance of certification		Destroy		

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0421-0010	Certification File - Right to Invoke Appointing Authority --- Appointing authority for competitive examinations in accordance with the New Jersey Department of Personnel's Administrative Code, <u>N.J.A.C. 4A:4-4.2</u>						3 Years After issuance of certification		Destroy		<u>N.J.A.C. 4A:4-4.2</u>	
0422-0000	Salary Range File											
0422-0001	Salary Range File - Request for Cancellation or Amendment, Salary Ranges and Ordinances	X					1 Years After submission		Destroy			
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Years After effective date		Destroy			
0423-0000	Reclassification File - New Jersey Department of Personnel											
0423-0001	Reclassification File - Reclassification Survey Book						As updated		Destroy			
0423-0002	Reclassification File - Reclassification Allocation Survey Sheets						1 Years After presentation		Destroy			
0424-0000	Status of Violations - Request for Attorney General's Action						3 Years After submission to the Office of the Attorney General		Destroy			
0425-0000	Special Reemployment List						3 Years After expiration of list		Destroy			
0426-0000	Examination File - New Jersey Department of Personnel											
0426-0001	Examination File - T-Card --- An examination record of all open competitive and promotional titles.						3 Years After expiration of list for final entry		Destroy			
0426-0002	Examination File - Promotional Announcement						3 Years After submission		Destroy			
0426-0003	Examination File - Request for Open Competitive Examination						3 Years After submission		Destroy			
0426-0004	Examination File - Eligible/Ineligible Roster						3 Years		Destroy			

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0426-0005	Examination File - Request for Examination Cancellation or Amendment						1 Years After submission		Destroy			
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Years After submission		Destroy			
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Years After submission		Destroy			
0426-0008	Examination File - Examination List Approval Sheet for <u>N.J.A.C. 4A:4-2.7</u> --- Promotion list waivering competitive examination.						3 Years After effective date of certification		Destroy			
0426-0009	Examination File - Examination Re-announcement Request						1 Years After submission		Destroy			
0426-0010	Examination File - Notice of Promotional Examination						4 Years		Destroy		<u>N.J.A.C. 4A:4-3.3</u>	
0426-0011	Examination File - Open Competitive Examination Application						4 Years		Destroy		<u>N.J.A.C. 4A:4-3.3</u>	
0426-0012	Examination File - Promotional Examination Application					P	4 Years		Destroy		<u>N.J.A.C. 4A:4-3.3</u>	
0428-0000	Grievance File --- Records of employee's dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.											
0428-0001	Grievance File - Policy-Establishing Settlement (Original)					P	Permanent		Permanent			
0428-0002	Grievance File - Policy-Establishing Settlement (Copy)					P	3 Years After final settlement		Destroy			
0428-0003	Grievance File - Retained By Grievant Agency Of Employment					P	1 Years After final settlement		Destroy			
0428-0004	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	3 Years After final settlement		Destroy			

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0428-0005	Grievance File - Routine Settlement (Original)					P	1 Years After final settlement		Destroy				
0429-0000	Hearings - Formal Policy												
0429-0001	Hearings - Stenotype Transcription					P	1 Years After Printing Of Transcript		Destroy				
0429-0002	Hearings - Real Time Transcription					P	1 Years After Printing Of Transcript		Destroy				
0429-0003	Hearings - Computer-Assisted Transcription					P	1 Years After Printing Of Transcript		Destroy				
0429-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase				
0429-0005	Hearings - Transcripts (Original)					P	Permanent		Archives				
0430-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File --- Contains Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.					P	7 Years After Conclusion Of Matter		Destroy				
0431-0000	Affirmative Action Plan (Copy) --- Agency's annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.					P	3 Years		Destroy				
	General Administrative Records												

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 020		Page #:0 of 1		
0500-0000	Administrative Subject File --- Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.							3 Years		Destroy		
0501-0000	Open Public Meeting File											
0501-0001	Agenda (Original)			X		P	Permanent			Permanent		
0501-0002	Agenda (Copy)						Periodic review			Destroy		
0501-0003	Official Public Notice In Compliance With the Open Public Meeting Law						3 Years			Destroy		
0501-0004	Governing Body Meeting - Workpapers and Supporting Documentation (County and Municipal Clerk)						Periodic review			Destroy		
0502-0000	Agency-Sponsored Seminar											
0502-0001	Agency-Sponsored Seminar - Printed Materials (Original)			X		P	Permanent			Permanent		
0502-0002	Agency-Sponsored Seminar - Printed Materials (Copy)						Periodic review			Destroy		
0502-0003	Agency-Sponsored Seminar - Correspondence and Workpapers						3 Years			Destroy		
0503-0000	Correspondence (E-mail or Hardcopy)											
0503-0001	Correspondence - General External						3 Years			Destroy		
0503-0002	Correspondence - Administrative Internal						Periodic review			Destroy		
0503-0003	Correspondence – Routine Requests for Information						Periodic review			Destroy		
0504-0000	Executive Administrative Subject File --- Subject file of a Mayor, County Executive, Administrator, County Manager, or equivalent authority dealing with all administrative aspects											

Records Retention and Disposition Schedule					Agency: C820000					Schedule: 020		Page #:0 of 1	
	of their offices.												
	General Administrative Records												
0504-0001	Executive Administrative Subject File - Policy-Setting --- Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.			X		P	Permanent			Permanent			
0504-0002	Executive Administrative Subject File - Non-Policy-Setting --- Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.						4 Years			Destroy			
0505-0000	Hand Deliver Receipt (Agency Original)						1 Years			Destroy			
0506-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.						Periodic review			Destroy			
0507-0000	Inventories						3 Years After update			Destroy			
0508-0000	Minutes												
0508-0001	Minutes (ORiginal)		X	X		P	Permanent			Permanent			
0508-0002	Minutes (Copy)						Periodic review			Destroy			
0509-0000	News Release - Historical and Policy-Setting												
0509-0001	News Release - (Original)			X		P	Permanent			Permanent			
0509-0002	New Release (Copy)						Periodic review			Destroy			
0510-0000	Organization Chart												
0510-0001	Organization Chart (Original)			X		P	Permanent			Permanent			
0510-0002	Organization Chart (Copy)									Destroy			

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 020		Page #:0 of 1		
								Periodic review				
0511-0000	Recordings Of Public Meetings - Public Officials - Audio/Video (Analog And Digital)						P	80 days after summary or verbatim transcript have been approved by the governing body, whichever is later		Erase		
0512-0000	Records Retention File											
0512-0001	Records Retention File - Microencoding Report							1 Years		Destroy		
0512-0002	Records Retention File - Microfilm Index			X			P	Permanent		Permanent		
0512-0003	Records Retention File - Records Retention and Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.							As updated		Destroy		
0512-0004	Records Retention File - Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.			X			P	Permanent		Permanent		
0512-0005	Records Retention File - Internal Request for Records							1 Years After file is returned or disposed		Destroy		
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)							Periodic review		Destroy		
0514-0000	Visitor Security Daily Sign-In Log --- Visitor security daily sign-in log; may include visitor health screening/assessment forms.						P	3 Years		Destroy		
0515-0000	Reference Material File											

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 020		Page #:0 of 1		
0515-0001	Reference Material							Periodic review		Destroy		
0515-0002	Reference Material Request							Periodic review		Destroy		
0516-0000	Surplus Property/Goods File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.											
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	X						3 Years After update		Destroy		
0516-0002	Surplus Property/Goods File -Excess/Surplus Property Notice	X						3 Years After audit		Destroy		
0517-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation.											PL 2001, c.404.
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	X						6 Years		Destroy		
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee							3 Years		Destroy		
0517-0003	Open Public Records Act (OPRA) File -OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.							3 Years After resolution		Destroy		
0518-0000	Government Records Access Unit - OPRA Complaint to Government Record's Council (GRC) Files (Copy) --- Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.							3 Years After resolution		Destroy		

Records Retention and Disposition Schedule				Agency: C820000				Schedule: 020		Page #:0 of 1	
0519-0000	Consultant File --- File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.										
0519-0001	Consultant File – Final Report			X		P	25 Years		Archival Review		
0519-0002	Consultant File – Contract					P	6 Years After termination of contract		Destroy		
0519-0003	Consultant File – Financial Documents					P	6 Years		Destroy		
0519-0004	Consultant File – Work Papers And Support File					P	3 Years		Destroy		
0520-0000	Security Access Card Swipe Log					P	3 Years		Destroy		
0521-0000	General Log File --- Log files maintained by the agency which are not specified elsewhere.					P	3 Years		Destroy		
0522-0000	Specialized Cleaning Documentation --- Cleaning out of the ordinary, in response to a significant event; e.g. exposure to COVID 19.					P	3 Years		Destroy		
0523-0000	Contact Tracing Documentation --- Records related to the process of warning contacts of possible exposure to disease.					P	3 Years		Destroy		
0524-0000	Legal File --- File contains but is not limited to the following: Litigation documents, Request For Legal Opinion, Legal Opinion Rendered and supporting documentation. (N.J.S.A. 2A:14-5)										
0524-0001	Legal File - Litigation (Original) (N.J.S.A. 2A:14-5)					P	20 Years After final action		Destroy		
0524-0002	Legal File - Litigation (Copy)					P	6 Years		Destroy		
0524-0003	Legal File - Request For Legal Opinion And Opinion Rendered (Agency					P	6 Years		Destroy		

Records Retention and Disposition Schedule					Agency: C820000					Schedule: 020			Page #:0 of 1	
	Copy)													
	Agency-Related Policy, Legislation, and Operating Procedures													
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.													
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)							3 Years After update			Destroy			
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)							As updated			Destroy			
0601-0000	Notice File													
0601-0001	Notice File - Legal Notice							3 Years			Destroy			
0601-0002	Notice File - Emergency Notice							10 Years			Destroy			
0602-0000	Operating Procedures							3 Years			Destroy			
0603-0000	Ordinance File													
	Agency-Related Policy, Legislation, And Operating													
0603-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent			Archives				
	Agency-Related Policy, Legislation, and Operating Procedures													
0603-0002	Ordinance File - Ordinance Book (Copy)							Periodic review			Destroy			
0603-0003	Ordinance File - Work papers							Periodic review			Destroy			
0604-0000	Policy Statements													
	Agency-Related Policy, Legislation, And Operating													
0604-0001	Policy Statements (Original)			X		P	Permanent			Archives				

Records Retention and Disposition Schedule					Agency: C820000				Schedule: 020			Page #:0 of 1	
	Agency-Related Policy, Legislation, and Operating Procedures												
0604-0002	Policy Statements (Copy)								Periodic review		Destroy		
	Agency-Related Policy, Legislation, And Operating												
0605-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File --- Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C.</u> 12:110, Subchapter 5 and <u>N.J.S.A.</u> 34:6A-28 et seq.												
	Agency-Related Policy, Legislation, and Operating Procedures												
0605-0001	Public Employees Occupational Safety and Health Act File (Original)								6 Years		Destroy		
0605-0002	Public Employees Occupational Safety and Health Act File (Copy)								3 Years		Destroy		
0606-0000	Resolutions --- Maintained by the Offices of the County and the Municipal Clerk.												
	Agency-Related Policy, Legislation, And Operating												
0606-0001	Resolutions (Original)		X	X			P	Permanent			Archives		
	Agency-Related Policy, Legislation, and Operating Procedures												
0606-0002	Resolutions (Copy)								Periodic review		Destroy		
	Agency-Related Policy, Legislation, And Operating												
0607-0000	Worker And Community Right To Know Act - Employer And County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, <u>N.J.S.A.</u> 34:5A-1et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.						P	6 Years			Destroy		
0608-0000	Americans With Disabilities Act (ADA) File ---						P	65 Years			Destroy		

Records Retention and Disposition Schedule					Agency: C820000				Schedule: 020			Page #:0 of 1	
	Contains: Transition and Self-Evaluation Plans												
	Agency-Related Policy, Legislation, and Operating Procedures												
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.												
	Agency-Related Policy, Legislation, And Operating												
0609-0001	Municipal Code Book (Original)						X		P	Permanent		Archives	
	Agency-Related Policy, Legislation, and Operating Procedures												
0609-0002	Municipal Code Book (Copy)									Periodic review		Destroy	
	Agency-Related Policy, Legislation, And Operating												
0609-0003	Municipal Code Book - Supplement (Original)						X		P	Permanent		Permanent	
	Agency-Related Policy, Legislation, and Operating Procedures												
0609-0004	Municipal Code Book - Supplement (Copy)									Periodic review		Destroy	
0610-0000	Incoming Mail Log									3 Years		Destroy	
0611-0000	Calendar and Meeting Schedules									3 Years		Destroy	
	Reports and Publications												
0700-0000	Newsletter												
0700-0001	Newsletter (Original)						X		P	Permanent		Permanent	
0700-0002	Newsletter (Copy)									Periodic review		Destroy	
0701-0000	Publications												
0701-0001	Publications (Original)						X		P	Permanent		Permanent	

Records Retention and Disposition Schedule				Agency: C820000				Schedule: 020		Page #:0 of 1	
0701-0002	Publications (Copy)							Periodic review		Destroy	
0702-0000	Report File										
0702-0001	Report File - Annual Report (Agency Of Origin)			X		P		Permanent		Permanent	
0702-0002	Report File - Annual Report (Copy)							Periodic review		Destroy	
0702-0003	Report File - Monthly Report							3 Years		Destroy	
0702-0004	Report File - Quarterly Report							3 Years		Destroy	
0702-0005	Report File - Statistical Report							3 Years		Destroy	
0702-0006	Report File - Weekly Report							1 Years		Destroy	
0702-0007	Report File - Daily Report							1 Months		Destroy	
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.						P	After input and verification		Destroy	
	Reports and Publications										
0703-0000	Agency Year Two Thousand (Y2K) Testing Plan --- Includes documentation that may be used for: monitoring testing procedures, remediation, statutory and regulatory requirements, and providing evidence in lawsuits. Contains but is not limited to the following: Analysis Documentation-records that show the decisions that were made on what files, applications and systems would be converted and which ones would not, surveys, and contract review reports. Testing Documentation-the documentation that shows the final outcome of the conversion did result in a Year 2000 compliant system. Certification Documentation-written user signoffs for converted systems. Project Plans-listing of tasks completed, persons accountable, and time frames for completing Year 2000 project. Meeting minutes, memos, status reports, letters, reports that include information on: decisions made										

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	regarding Year 2000, confirmation of policy and procedures, identification of accountability of Year 2000 project tasks. External-response letters from vendors, responses to business partners for compliance statements, any other public announcements regarding Year 2000. Information posted on the Year 2000 website. Copies of compliance letters mailed to vendors. E-mail pert										
0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	X					7 Years		Destroy		
0703-0002	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	X					7 Years		Destroy		
0703-0003	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	X					7 Years		Destroy		
0703-0004	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	X					Periodic review		Destroy		
0704-0000	Image Processing System										
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial Certification Or System Revocation --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.			X		P	Permanent		Permanent		
0704-0002	Audit Reports --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.	X					7 Years		Destroy		
0704-0003	Image Processing System Initial/Renewal/Revoked Certification --- Agency image processing initial certification, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.			X		P	Permanent		Permanent		
0704-0004	Image Processing System Annual Review --- Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management,						As updated		Destroy		

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	Department of State.													
0704-0005	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion. Also used to identify files that are being transferred to a shared scanning unit.									P	7 Years	Upon Completion of Batch	Destroy	
	Reports and Publications													
0705-0000	Agency Internet File													
0705-0001	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.										30 Days		Destroy	
0705-0002	Transaction/Click Through Log --- Log tracking the number of times an agency's website is accessed from outside the agency.										30 Days		Destroy	
0705-0003	Website Creation And Update File --- File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.									P	30 Days After website is discontinued		Destroy	
0705-0004	Information Technology Program Documentation File --- File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.							X		P	7 yrs after program is either superseded or discontinued		Archival Review	
0705-0005	Information Technology Operating System Documentation File --- File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.							X		P	7 yrs after system is either superseded or discontinued		Archival Review	
0706-0000	Video Surveillance Recordings ---									P			Destroy	

Records Retention and Disposition Schedule					Agency: C820000				Schedule: 020		Page #:0 of 1	
	Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the County offices of the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as slip and fall, motor vehicle accident or crime).						30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported.					
0707-0000	<p>Body Worn Cameras (BWC)</p> <p>---</p> <p>Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:</p> <p>A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention.</p> <p>B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint.</p> <p>C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.</p>					P	90 Days		Destroy			
							unless one of the exceptions are met					
0708-0000	<p>Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File</p> <p>---</p> <p>File pertaining to a specialized, agency-generated Study and Report, Feasibility Study, Needs Assessment and Remediation, and Strategic Plan which may be intra- and/or extra-agency and conducted a single time or ongoing depending on the scope of the project. File contains but is not limited to the following: Specialized Study and Report, Feasibility Study, Needs Assessment and Remediation, Strategic Plan and supporting documentation.</p>											
0708-0001	Original			X		P	20 Years		Archival Review			
0708-0002	Copy					P			Destroy			

Records Retention and Disposition Schedule					Agency: C820000					Schedule: 020					Page #:0 of 1				
											Periodic Review								
	E-Mail Records And Electronic Administrative Resou																		
0800-0000	E-Mail Records And Electronic Administrative Resource Files																		
0801-0000	<p>E-Mail Records (Seven Years Or Less)</p> <p>---</p> <p>This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1).</p> <p>Attestation elements include:</p> <p>1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system(s) that is separate from the E-Mail system (Notes 2 and 3);</p> <p>2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).;</p> <p>3. That the agency has adopted acceptable use polices for E-Mail and internet usage, with supporting employee training and/or informational programs;</p> <p>4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and</p> <p>5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events.</p> <p>Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of</p>										P	7 Years			Destroy				

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 020		Page #:0 of 1	
	<p>record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request.</p> <p>Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail.</p> <p>Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.</p>										
0802-0000	<p>Electronic Administrative Resource Files</p> <p>---</p> <p>Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p>					P	Retain Until No Longer Needed For Administrative Purposes.			Destroy	
0803-0000	<p>Customer Profile Payment Data</p> <p>---</p> <p>Records documenting customer orders for products and services. Includes information related to tracking and initiating financial transactions. Includes credit card and other than credit card payments.</p>					P	3 Years			Destroy	
0804-0000	Databases										
0804-0100	<p>Database, Including Production, Test, And Development Versions, And Any Associated Tables And Logs Application Programs Used To Access, Update, Maintain And Secure The Database,</p> <p>---</p> <p>Exclusion – If the database is scheduled for permanent retention or there is a disposition instruction indicating Review for Archives or Archives, contact the State Archives for guidance on whether the database is: now eligible for disposition; must be maintained in a readable form indefinitely; or needs to be accessioned into the Archives’ digital repository.</p>					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform			Destroy	
0804-0200	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries					P	3 Years Following Decommissioning			Destroy	

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									Or Migration Of The Database To A New (Replacement) Computing Platform				
0804-0201	Machine-Readable Content						P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform			Destroy		
0804-0202	Paper-Based Content						P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform			Destroy		
0804-0300	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database						P	As updated			Destroy		
0804-0400	Security Information --- Tables and files used to authenticate and authorize personnel to access and use the database for purposes defined by the custodian of the database						P	Maintain Until No- Longer Needed For Security Purposes			Destroy		
0804-0500	Logs --- Tables/files that capture information about the database's functions including access and updating activity, error conditions, failed log-in attempts, performance metrics, etc.						P	Maintain Until No- Longer Needed For Operational And/Or Management Control Purposes			Destroy		
0805-0000	Social Media Records --- This record series covers public records created and stored via social media services/sites. Records in this series include various forms of content, including text, image(s), and audio/video recording(s).												

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0805-0001	Social Media Records - Informational Postings --- These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.					P	1 Years		Destroy		
0805-0002	Social Media Records - General Information Exchange --- Records in this category include informational postings connected with two-way constituent services/communications. Content produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc.					P	1 Years		Destroy		
0805-0003	Social Media Records - Service Transactions --- These records include communications connected with an agency's business processes and service delivery programs -- for example, delivery of digital content such as reports and other public documents and work order entry and tracking.					P	3 Years		Destroy		
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management --- Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external discussions and information on governmental programs touching on policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these records. (Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Social Media Records) General Note on Modes of Storage for Social Media Records It is common for agencies to use third party social media services and platforms that are publicly facing and that use a variety of electronic storage formats that can evolve rapidly. Also, third party service providers may offer varying levels of quality and storage capacities that could change over time. This can make the underlying storage technologies and service levels for the agency's social media program uncertain and unstable. In this connection, consider the following storage					P	25 Years		Archival Review		

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	<p>options.</p> <p>a. Implement an archiving tool that allows for the scheduled extraction and migration of social media content to an agency-owned or controlled trusted digital repository. This is the preferred approach. A trusted digital repository enables the agency to store digital records, including social media records, in formats that assure access, use and analysis of the records for the entire length of their retention periods. This functionality is critical for long-term and permanent records. However, for ease of administration, agencies may wish to include short-term records in these repositories as well. The trusted digital repository can be an agency owned computer storage facility and/or a Cloud-based platform, either of which meets or exceeds the requirements listed in the RMS Cloud storage guidelines (include url).</p> <p>For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (include url for Archives' file types). Once records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the site.</p> <p>b. If the agency's social media site(s) contain records not subject to longer term retention, and the procurement of an archiving tool is not feasible, migrate the records periodically to a trusted digital repository via importation of tested back-ups or through the use of data export/ import applications. Otherwise, copy (cut and paste) content to the repository. This snippet approach is not a best practice but may be used if there are no other options available to the agency.</p> <p>c. If it is not possible to procure an archiving tool, and the agency's records need to be retained for short time frames -- no more than 2 years, consider relying on the platform used by the social media service provider exclusively. Ensure that the provider has back-up/recovery tools in place to guard against data loss, or that there are data import/export applications that can be used to make accessible copies of the records. Test the back-up/recovery tools and export/import applications to ensure that lost or damaged content can be restored.</p>										
0806-0000	<p>Electronic Communications Records</p> <p>---</p> <p>This record series covers public records created and stored via electronic messaging systems in formats such as text, chat, instant messages and voice messages. Electronic messaging allows for real time exchange of digital information and for storage of the information for later use. This includes online resources, telecommunications interactions and mobile text messaging for users of mobile devices such as smart phones and tablets, as well as facilities to record and store voice messages.</p>										
0806-0001	Electronic Communications Records - General/Routine Information					P	1 Years			Destroy	

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	<p>Communications</p> <p>---</p> <p>These records include messaging services for the exchange routine information such as meeting reminders, general questions/answers shared among staff/constituents on technical and operational matters, general inquiries, or requests for the return of a telephone or online call.</p>												
0806-0002	<p>Electronic Communications Records - Operational Information Exchange</p> <p>---</p> <p>Records in this category augment dialogue among agency staff, service providers and constituents. For instance, chats may serve to enhance information exchange among participants in online meetings and as a customer support channel for an agency contact center. Records produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc. These records may also have secondary uses such as operational research on the effectiveness and efficiency of customer support programs and online service offerings.</p>					P	3 Years			Destroy			
0806-0003	<p>Electronic Communications Records - Service Transactions</p> <p>---</p> <p>These records connect with an agency's service delivery processes. For example, agencies may use texts and chats to deliver tailored electronic content or private links (links to content directed to a specific individual) in response to document filing or information access requests.</p>					P	3 Years			Destroy			
0806-0004	<p>Electronic Communications Records - Planning, Decision Support And Knowledge Management</p> <p>---</p> <p>Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external discussions and information on governmental programs touching on policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these records.</p> <p>(Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Electronic Communications Records)</p> <p>General Note on Modes of Storage for Electronic Communications</p>					P	25 Years			Archival Review			

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	<p>Records</p> <p>It is common for agencies to use third party contractors, including cloud and cellular service providers, for electronic message storage. Also, depending on the nature of the messaging system and service, individual employees may store messages on their agency assigned devices and/or possibly on their own devices. Contractors may offer varying levels of service, quality and storage capacities that could change over time. This can make the underlying storage technologies and service levels for the agency's electronic messaging program uncertain and unstable. Likewise, use of privately owned devices is fraught with complications, ranging from exposure to records loss to challenges with responding to access requests associated with discovery, audits, investigations and Open Public Records (OPRA).</p> <p>a. Given the backdrop above, when addressing storage solutions for electronic messaging, agencies should consider the following policies:</p> <ul style="list-style-type: none">• Prohibit use of private devices for the exchange of public records (any message dealing with official agency business).• Prohibit or at least strongly discourage use of electronic messaging for public records with retention periods greater than three (3) years or generally, any messaging that involves investigations, audits, the formulation of public policy and/or administration of legal processes such as contracts.• For all electronic messaging contractors, including those who provide voice message recording services, employ contractual provisions that address public records retention and disposition requirements. (See example language for Cloud-based platforms listed in the RMS Cloud storage guidelines, https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf). <p>b. Choose appropriate storage solutions or mix of solutions.</p> <ul style="list-style-type: none">• Trusted Digital Repository (Preferred). Implement a collection tool that allows the agency's centralized information technology and/or records management program to perform scheduled extraction and migration of electronic messages from all sources to an agency-owned or controlled trusted digital repository. A trusted digital repository enables the agency to store digital records, including electronic messages, in formats that assure access, use and analysis of the records for the entire length of their retention periods. The trusted digital repository can be an agency owned computer storage facility and/or a Cloud-based platform, either of which meets or exceeds the requirements listed in the RMS Cloud storage guidelines (State Records Manual, https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf). For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (include url for Archives' file types). After records are successfully migrated to the trusted digital repository, the agency may delete the									

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	<p>migrated content from the source platform.</p> <ul style="list-style-type: none"> • Centralized Agency Collaboration Platform. Agency collaboration platforms such as Office 365/TEAMS and Google Workspace provide tools that enable agencies to set enterprise, organization-wide retention/disposition policies for messaging streams like chats and other digital communications. Use these tools whenever possible. Also consider moving messaging streams with long-term retention values to a trusted digital repository as described above. • Back-ups and Data Export/Import. If the agency's electronic messaging platform contains records with long-term value, and does not accommodate retention/disposition management or collection tools, migrate the content periodically to a trusted digital repository via importation of back-ups or through the use of data export/ import applications. Be sure to test the back-up/recovery tools and export/import applications. • Serv 										