

STATE OF NEW JERSEY



MUNICIPAL WELFARE DEPARTMENTS

M400000-004

| Records Retention and Disposition Schedule | | | | Agency: M400000 | | Schedule: 004 | | Page #:1 of 3 | | |
|---|---|-------|-----------------|-------------------------------|--|-----------------|------------------------|--------------------------|-------------|--|
| Department: | MUNICIPAL WELFARE DEPARTMENTS | | | Agency Representative: | | J. SEGAL-MURPHY | | | | |
| 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. | | | | | | | | | | |
| Agency Representative Signature: | | | Date: | | Secretary, State Records Committee Signature: | | | Date: | | |
| | | | | | | | | | | |
| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| Director | | | | | | | | | | |
| 0002-0000 | General Reference Manuals | X | | | | P | Periodic review | | Destroy | |
| Finance | | | | | | | | | | |
| 0057-0000 | Monthly Report Of Assistance Commitments (WFNJ/GA-6) | X | | | | P | 6 Years | | Destroy | (WFNJ/GA-6) |
| 0063-0000 | Authorization For Reimbursement Of General Assistance From Initial SSI Payment (WFNJ/GA-30), Agreement To Repay Assistance Form Initial SSI Payment (GA-30A), Net Amount Due Client From SSI Payment . --- Authorization for Reimbursement of General Assistance from Initial SSI Payment (WFNJ/GA-30), Agreement to Repay Assistance form Initial SSI Payment (GA-30A), Net Amount Due Client from SSI Payment (WFNJ/GA-31). | X | | | | P | 6 Years | | Destroy | (GA-30A) (WFNJ/GA-30) (WFNJ/GA-31) |

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| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| Records | | | | | | | | | | |
| 0100-0000 | General Assistance Case File --- File contains: Application and Affidavit for General Assistance (GA-1), Redetermination for General Assistance (GA-1R), Affidavit of Settlement (GA-9, GA-9A, GA-9B, GA-9C), Authorization and Case Review Card (GA-19), Alien Verification form (GA-26), System Alien Verification of Entitlements (GA-27), Notification Form (GA-33), Action Taken on Emergency Assistance (GA-33A), Evaluation for General Assistance (GA) Employable/Unemployable Status (GA-40), Emergency Assistance Service Plan (GA-44), Addendum (GA-44A), Emergency Assistance Housing Search (GA-45), Reminder of Obligation (GA-51), Verification of Unemployment/Disability Insurance (PA-24), Referral for Services (PA-14), Change of Address, Change of Status, Case Log, correspondence, and supporting documentation. | | | | | | | | | |
| 0100-0001 | General Assistance Case File --- File contains but is not limited to: Application and Affidavit for General Assistance (GA-1), Redetermination for General Assistance (GA-1R), Affidavit of Settlement (GA-9, GA-9A, GA-9B, GA-9C), Authorization and Case Review Card (GA-19), Alien Verification form (GA-26), System Alien Verification of Entitlements (GA-27), Notification Form (GA-33), Action Taken on Emergency Assistance (GA-33A), Evaluation for General Assistance (GA) Employable/Unemployable Status (GA-40), Emergency Assistance Service Plan (GA-44), Addendum (GA-44A), Emergency Assistance Housing Search (GA-45), Reminder of Obligation (GA-51), Verification of Unemployment/Disability Insurance (PA-24), Referral for Services (PA-14), Change of Address, Change of Status, Case Log, correspondence, and supporting documentation. | | | | | | | | | |
| 0100-0002 | General Assistance Case File - Closed/Terminated Case And Index Card | X | | | | P | 6 Years | | Destroy | |
| 0100-0003 | General Assistance Case File - Denied Case And Index Card | X | | | | P | 10 Years | | Destroy | |

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|--|---|-------|-----------------|-----------------|--------------|--------------|--------------------------------------|--------------------------|-----------------|--------------|
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| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| 0101-0000 | Printouts - Work First NJ (WFNJ), General Assistance Medical Service, And Product Payment By Medical Assistance Fiscal Agent --- Printouts - Work First NJ (WFNJ)/General Assistance Medical Service/Product Payment by Medical Assistance Fiscal Agent | X | | | | P | 6 Years | | Destroy | |
| 0102-0000 | Statement Of Refunds (WFNJ/GA-12) | X | | | | P | 6 Years | | Destroy | (WFNJ/GA-12) |
| 0103-0000 | General Assistance Data Input (WFNJ/GA-48) | X | | | | P | 3 Years After input and verification | | Archival Review | (WFNJ/GA-48) |