



**AGENDA  
STATE RECORDS COMMITTEE  
July 15, 2021  
10:00AM**

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

**Announcement of Open Public Meeting**

**I. Review of April 15, 2021 Minutes**

**II. Administrative Actions:**

**A. Announcement of Approval of Destruction Authorization:**

Artemis Request: # 572259 - 574204

**B. Registered Imaging Systems / Amendments / Annual Reviews:**

**Report to the State Records Committee:** (See attached)

**III. New Business:**

**A. Records Retention Schedules:** (See attached)

1. **State General Schedule - G100000** – Presented by Liz Hartmann
2. **County General Schedule - C820000** – Presented by Liz Hartmann
3. **Municipal General Schedule – M100000** – Presented by Liz Hartman



**MINUTES**  
**STATE RECORDS COMMITTEE**  
**April 15, 2020**

Amanda Truppa, Secretary, called the 445th meeting of the State Records Committee to order at 10:03 a.m. on the above date. This meeting was conducted virtually. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the state's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Ms. Truppa stated there was a quorum present.

**ATTENDANCE:**

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

*Staff:* Jim Fruscione, Director, DORES  
Liz Hartmann, Administrative Analyst 3, Records Management Services  
John Berry, Records Analyst 1, Records Management Services  
Marcella Campbell, Technical Assistant 2, Records Management Services  
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services  
James Jenkins, Records Analyst 2, Records Management Services  
Don Cornelius, Archivist, Division of Archives

*Other:* Argean Cook, NJ Transit  
Lauren Wiley, CARMA, Mercer County  
Joan DePaolo, NJ Transit  
Michelle McKnight, DCA, Housing and Mortgage Finance  
Sylvia Allen, DCA, Housing and Mortgage Finance  
Mary Miller, DCA, Housing and Mortgage Finance  
Michele Everlly, CARMA, Gloucester County  
Marc Pfeiffer, The Bloustein School

## **MINUTES:**

### **APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the minutes of the February 18, 2021 meeting four (5) yes.

## **I. ADMINISTRATIVE ACTIONS:**

### **A. Announcement of Approval of Destruction Authorizations:**

Artemis Request # 570318 - 572258

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

Report to the State Records Committee

### **C. Report to the State Records Committee: (see attached)**

### **D. Report to the State Records Committee: (see attached)**

## **II. NEW BUSINESS:**

### **A. Records Retention Schedules:**

#### **1. Department of Community Affairs – Housing and Mortgage Finance – Retire Schedule S221515**

Approved

#### **2. County Medical Examiner – C463000**

Approved

#### **3. Municipal Local Building Official – M190000**

Approved with change: “*N.J.S.A. 5:23-2.16 A (a) to N.J.A.C. 5:23-2.16 A (a)*”

#### **4. State General Schedule – G100000**

Approved

## **III. OTHER BUSINESS:**

### **A. Department of the Treasury: Records Management Guidelines for File and Folder Naming Conventions – Presented by Jim Fruscione**

Mr. Fruscione highlighted recommended guidelines on file and folder naming conventions. Attached are complete guidelines and links to DORES' website.

There being no further business, the Committee adjourned at 10:42 a.m.

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Amanda Truppa  
Secretary  
State Records Committee

## New Jersey Division of Revenue and Enterprise Services

### File and Folder Naming Conventions

04/2021

#### Introduction

Public agencies throughout New Jersey rely on computer technology to create, store, manage, access, distribute and dispose of public records of all kinds, including correspondence, fiscal, personnel and budget records, evidentiary documents like minutes, system documentation, drawings, images and audio/video recordings. These records are stored in desk top computers, mobile devices such as tablets and notebooks, centralized electronic file shares, collaboration platforms, video/teleconferencing sites and more. Further, these computer-based records may be stored in a variety of locations encompassing, office and home settings, alternate remote work sites and sites hosted in the Cloud.

Given the variety/volume of and speed at which public records are created in this complex, heterogeneous environment, it is important to adopt practices that foster consistency and clarity with respect to how computer-based public records are named. Doing this helps to ensure that these records can be identified and used for their intended purposes effectively and efficiently over the course of time, by both the initial and subsequent creators/users, and then properly disposed of once their usefulness and retention periods have expired. In turn, this capability fosters improved transparency and accountability in governmental operations and enhanced defensibility of records disposition actions.

The following guidelines set forth basic conventions for naming computer-based files and folders. The term *file* is analogous with individual *records* managed by public agencies, while the term *folder* connotes collections of related files. **Individuals and agencies may apply these conventions to files and folders residing on personal computing devices, centralized file shares, collaboration sites, video conferencing platforms, social media accounts and general Cloud-based storage facilities. Relative to collaboration sites, the conventions can be applied to chat streams, meeting titles, discussion groups and teams and files of all types shared on the sites.**

Like many efforts that involve computing technology, implementation of naming conventions is likely to require the involvement of diverse stakeholders such as:

- Information and records management professionals
- Legal advisors
- Information technology staff (for example, Chief Technology and Chief Information Officers)
- Information security staff
- Agency managers

## **Notes on Sources, Exceptions and Implementation Options**

There appears to be broad consensus on naming conventions among the records management, academic and library science communities. The materials that form the basis for this presentation are drawn from institutions within these three communities (see References below).

Regarding exceptions, not all situations are amenable to the application of the conventions below. For example, some custom-designed and centrally controlled assets like legacy mainframe and client-server applications and database systems may dictate how files are named. From another perspective, newer forms of technology may provide for greater flexibility in locating and retrieving files, thereby reducing the number of controls required for naming them. At base then, public agencies and employees can adopt variations of any file/folder naming convention, provided they apply it **consistently** over time.

Finally, in connection with implementation, the ideal would be to adopt a comprehensive approach and work to bring all names – for existing and newly received/generated files and folders, into compliance. Achieving the ideal may prove onerous, however, as it simply may not be feasible to rename existing, non-conforming files and folders. If this is the case, several implementation options are available.

It may be best to implement the convention on a day-forward basis and name only newly generated/received computer-based records in accordance with the convention. Alternately, agencies can adopt a hybrid approach by using the convention to rename selected high value records from existing stores and then apply the convention to all newly generated/received records going forward. Lastly, agencies could consider applying the convention to selected high value records only on a day-forward basis.

### **Key Contacts**

The contact for assistance with naming convention is the New Jersey Division of Revenue and Enterprise Services' Records Management Services Unit (RMS): 609-777-1020 or 609-292-8711. Guidance on preservation of permanent and historical records can be obtained from the State Archives: 609-633-8304 or 609-292-6260.

## File Name Guidelines

- **Use simple, clear and descriptive terms that all members of your organization can understand and that will identify the files uniquely no matter where they are stored.** Terms should include descriptors like constituent names and project/event names combined, where indicated, with other parameters such as dates and numeric identifiers. Other useful terms could include the type of communication (newsletter, status report, annual report, constituent response, minutes, agenda, etc.), version number and organizational unit.

### Examples:

Contituent\_Response\_Smith\_Jane\_20210804.doc.

Project01\_Charter\_Final.ppt

News\_Release\_Program\_Alpha\_20210301.docx

Revenue\_Report\_20210415.xlsx

Password\_Use\_Policy\_Final\_20210201.pdf

Contract\_01234\_Office\_Supplies.doc

Processing\_Bureau\_Status\_Report\_0802021

Safety\_Committee\_Meeting\_Minutes\_03062021.docx

Safety\_Committee\_Meeting\_Minutes\_03062021.docx

- **If possible, do not use default names** (names automatically assigned by the system). This is important because, over the course of time, files may be moved to other storage platforms and default names may not provide enough information on the content and context of the files being moved.
- **Be consistent in the way you name files**. Apply your naming conventions consistently over time.
- **Ensure that each file name is unique.**
- **Be concise.** Try not to exceed 50 characters per file name. Do not use words that *do not help* to identify the file such as articles (the, a and an) and conjunctions (and, or, but, nor, etc.). Where appropriate, use abbreviations that are clear and understandable **to all staff** who may need to retrieve and view the file. If possible, develop a control list of abbreviated terms and use it consistently.

- **Avoid using special characters in file names** – for example, \ / : \* ? “ < > | [ ] & \$, because computer operating systems may use these characters to physically organize and store files. In many cases, the system software will prohibit the use of these character. Also, *only use periods to separate the file name from the extension*. The extension indicates the file type or format (.doc, .docx, .pdf, .xls, .ppt, etc.) thus – Filename.**Extension**.
- **To separate principal terms within a name, consider using *underscores* or *capital letters* (the latter is called *Title Case*) instead of periods and spaces**. This practice will help ensure accurate identification and retrieval of files, especially if they are moved to new/different storage platforms that interpret spaces and periods differently than the system originally used to create and store the files. The examples in the first guideline above use underscores as separators. The following examples show the same names using capital letters as separators. The use of capital letters may be preferred because the practice helps shorten file names and may facilitate/speed file retrieval.

Examples:

ContituentResponseSmithJane20210804.doc.

Project01CharterFinal.ppt

NewsReleaseProgramAlpha20210301.docx

RevenueReport20210415.xlsx

PasswordUsePolicyFinal20210201.pdf

Contract01234OfficeSupplies.doc

ProcessingBureauStatusReport0802021.docx

SafetyCommitteeMeetingMinutes03062021.docx

- **Use dates in a consistent manner**. The preferred date format follows the International Standards Organization (ISO) standard date notation (ISO 8601) of year, month, day - YYYY\_MM\_DD or YYYYMMDD. If the date is a key retrieval element, place it either at the front or end of the file name consistently:

Examples (without separating segments of the date):

News\_Release\_ProgramA\_20210301.docx

News\_Release\_ProgramB\_20210420.docx

News\_Release\_ProgramY\_20211020.docx

Examples (with underscores separating the segments of the date):

2021\_05\_01\_Revenue\_Report.xlsx

2021\_05\_02\_Revenue\_Report.xlsx

2021\_05\_03\_Revenue\_Report.xlsx

- **Where applicable, use a consistent versioning format.** If you store drafts or versions of documents, presentations, reports or other content, use a consistent format to name the versions. Consider using the letter **v** to indicate draft version and numbering succeeding versions sequentially. Label the final product as **Final**.

Examples:

Password\_Use\_Policy\_v01\_20210301.pdf

Password\_Use\_Policy\_v02\_20210302.pdf

Password\_Use\_Policy\_v03\_20210303.pdf

Password\_Use\_Policy\_Final\_20210302.pdf

- **If you use sequential numbering, pad the numbers in the series with leading zeros.**

Examples:

Contract\_Office\_Supplies\_01234.doc

Contract\_PPE\_01235.doc

Contract\_Copier\_Maintenace\_01236.doc

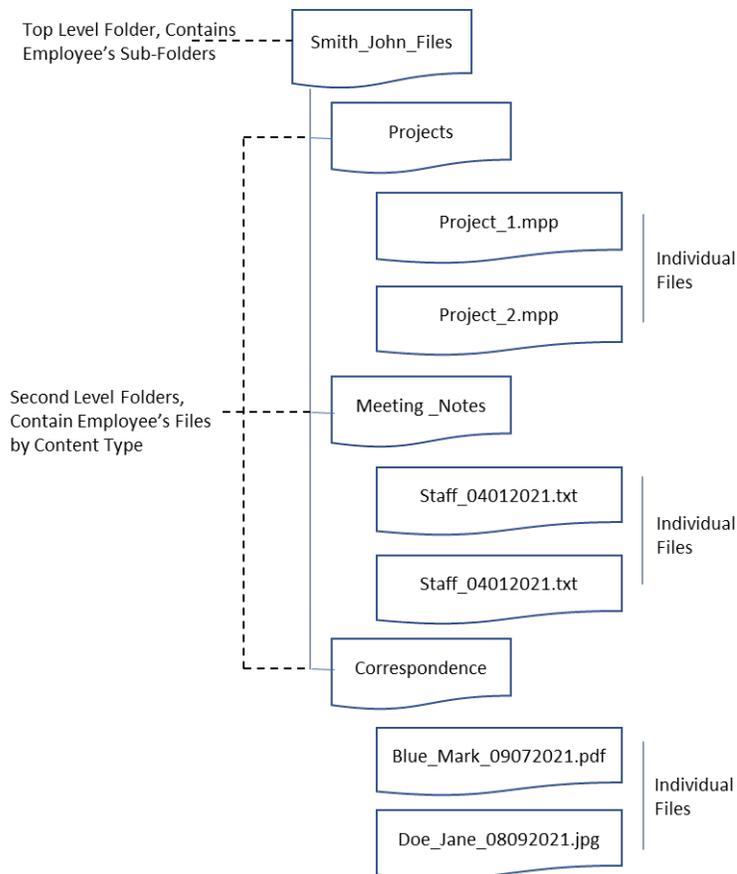
- **Document your naming conventions** in a document or plain text file and give the file a descriptive name -- for example, in Title Case, FileNamingConventionsSmithWilliam.txt. Store the file in a conspicuous space such as your desktop or notebook *Documents* folder, or on a shared network drive or Cloud storage area allotted to you.
- **If appropriate, consider harmonizing your computer file names with related manual (paper) file names.**

## Folder Name Guidelines

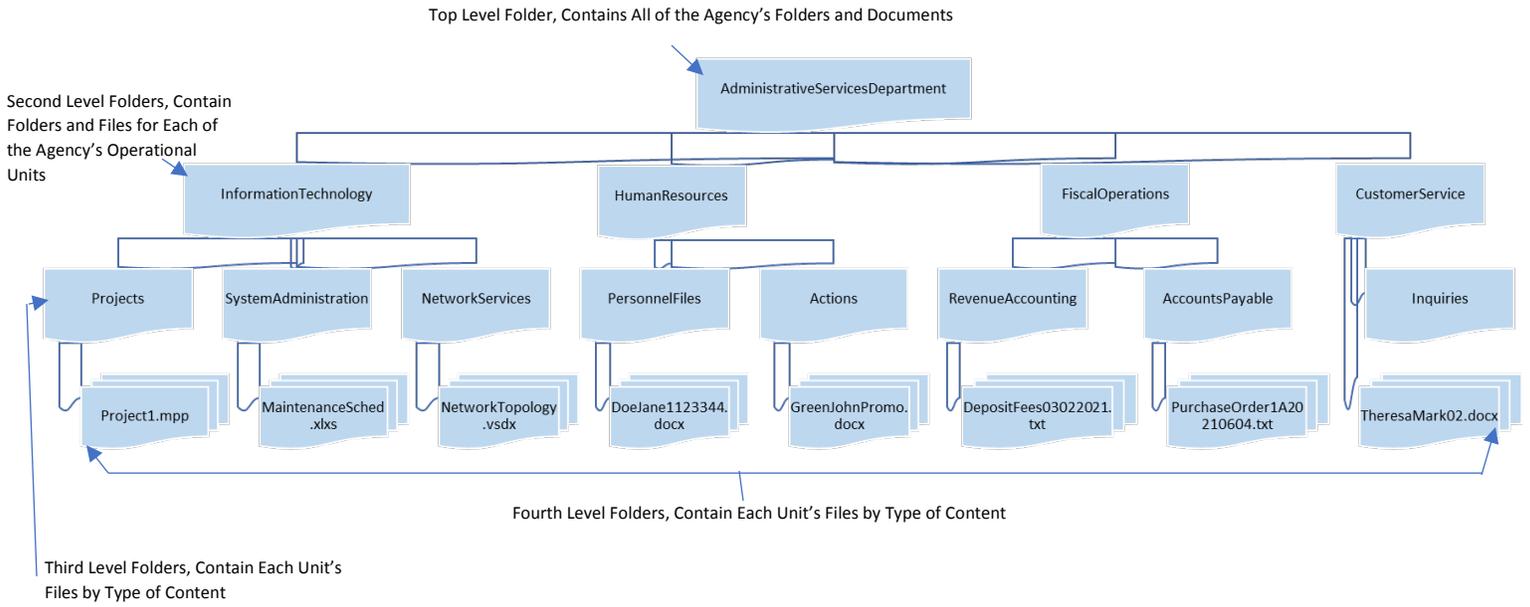
Folders are collections of related files. Folders may also contain multiple subfolders. Arranging related files in electronic folders aids in organizing, accessing, managing and disposing of your electronic content.

- **Use a hierarchical structure to organize folders.** The structure can be based on an organizational hierarchy or hierarchies based on functions, events, activities or other criteria. Hierarchical structures work well for individuals and can be applied effectively on an organization-wide basis. For instance, folder structures can be applied to centrally controlled file shares, collaboration sites, video conferencing platforms and Cloud-based storage areas.
- **Use the file naming conventions** outlined in the preceding section when naming folders.

*Example of a simplified folder structure for an individual employee (underscores used to separate terms in the folder and file names):*



Example of a simplified folder structure for an organization using Title Case (capital letters used to separate terms in the folder and file names):



## References

- Harvard Medical School. (2021). *File naming conventions*.  
<https://datamanagement.hms.harvard.edu/collect/file-naming-conventions>
- Maguire, L. (2017, July). *File naming conventions: Simple rules save time and effort*.  
<https://www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/File%20Naming%20Conventions%20July%202017.pdf>
- Minnesota Historical Society. (2012, March 1). *Electronic records management guidelines, file naming, Version 5*.  
[https://www.mnhs.org/preserve/records/electronicrecords/docs\\_pdfs/FileNaming-V5-march2012.pdf](https://www.mnhs.org/preserve/records/electronicrecords/docs_pdfs/FileNaming-V5-march2012.pdf)
- National Institute of Standards and Technology. (2016, March). *Electronic file organization tips*.  
<https://www.nist.gov/system/files/documents/pml/wmd/labmetrology/ElectronicFileOrganizationTips-2016-03.pdf>
- North Carolina Department of Natural and Cultural Resources. (2019). *Best practices for file naming, version 2.0*. <https://files.nc.gov/dncr-archives/documents/files/filenaming.pdf>
- Princeton University Library. (2020, October 21). *Research data management at Princeton, file naming*.  
<https://libguides.princeton.edu/c.php?g=102546&p=930626#:~:text=File%20naming%20best%20practices%3A&text=File%20names%20should%20be%20short,periods%20or%20spaces%20or%20slashes>
- Smithsonian Libraries. (2018, February 28). *Research data management best practices, naming and organizing your files*.  
[https://library.si.edu/sites/default/files/pdf/rdm\\_best\\_practices.pdf](https://library.si.edu/sites/default/files/pdf/rdm_best_practices.pdf)
- Stanford Libraries. (n.d.). *Best practices for file naming*.  
<https://library.stanford.edu/research/data-management-services/data-best-practices/best-practices-file-naming>
- Wisconsin Historical Society. (2017, October). *Best practices for naming electronic records*.  
<https://www.wisconsinhistory.org/pdfs/la/FileNaming-Final.pdf>
- York University. (n.d.). *Tip Sheet 6 - Naming conventions for electronic files and folders*.  
<https://ipo.info.yorku.ca/tool-and-tips/tip-sheet-6-naming-conventions-for-electronic-files-and-folders/>

<https://www.state.nj.us/treasury/revenue/rms/training.shtml>

<b>Certification #</b>	<b>Agency</b>	<b>AmendmentType</b>
21051901-MP	Township of Berkley	New Registration
21051902-MP	Borough of Highlands	New Registration
21051903-MP	Borough of Collingswood	New Registration
21060801-MP	New Jersey Motor Vehicle Commission	New Registration
21060901-MP	Township of Kingswood	New Registration
21061501-MP	Borough of Palmyra	New Registration
21061501-MP	Borough of Flemington	New Registration
11051908-NM	New Jersey Motor Vehicle Commission (Matrix-P8 System)	Annual Review
02032101	New Jersey Motor Vehicle Commission Customer Operations and Support Imaging System Center	Annual Review
03091802-MF	New Jersey Motor Vehicle Commission Customer Operations and Support Imaging System Center	Annual Review
14051504-NM	Atlantic County Department of Family and Community Development	Annual Review
14032005-MP	Cumberland Regional High School District	Annual Review
17072702-MP	Cape May County Clerk's Office	Annual Review
00081701-MP	County of Cape May Office of the Clerk	Annual Review
18042602-MP	Borough of Allendale	Annual Review
07021505-MP	County of Hudson Enterprise Wide	Annual Review
11051902-MP	Lindenwold Board of Education	Annual Review
06092109-MF	Township of Old Bridge	Annual Review/ Amendment
19042501-MP	Township of Jackson	Annual Review
07011802-MF	County of Salem	Annual Review
16081101-MP	Montville Township Public Schools	Annual Review
11012023-MP	Borough of Manasquan	Annual Review
09012236-MF	County of Bergen Office of the County Clerk, LRMS	Annual Review
06121405-MF	County of Bergen Office of the Clerk of the Board	Annual Review
14051503-NM	Ocean County Board of Social Services	Annual Review
09012207-MF	Borough of Emerson	Annual Review/ Amendment
10021803-MP	County of Sussex EDMS	Annual Review
09012234-MF	Borough of Westwood	Annual Review
14032011-NM	Somerset County Board of Social Services	Annual Review
13012401-MP	Warren County Technical School	Annual Review
11012020-NM	Borough of Union Beach	Annual Review
17102601-MP	Borough of Point Pleasant	Annual Review
17102603-MP	New Brunswick Public Schools	Annual Review
17052502-MP	Maple Shade Township	Annual Review
17112202-MP	WALL TOWNSHIP POLICE DEPT	Annual Review

<b>Certification #</b>	<b>Agency</b>	<b>AmendmentType</b>
01092001	Property Management & Construction	Annual Review
16031002-NM	Office of Child Support Services, Division of Family Development, EMC	Annual Review
19071801-MP	Mahwah Township Building Department	Annual Review
18072602-MP	Township of Plainsboro	Annual Review
10071501-NM	Ocean County Utilities Authority	Annual Review
14051502-NM	Monmouth County Division of Social Services	Annual Review

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	State General Schedule	<b>AGENCY # G100000</b>		
<b>DIVISION:</b>		<b>SCHEDULE # 012 (RETIRED)</b>		
<b>BUREAU:</b>		<b>PAGE #</b>	1	<b>OF</b>
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**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	State General Schedule
<b>FORMER AGENCY NUMBER</b>	G100000-012

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
2101-0000	Body Worn Cameras (BWC)	Title/Retention/Disposition	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).	Body Worn Camera (BWC) Recordings

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	AGENCY # G100000	SCHEDULE # 0012	PAGE # 2 OF 6
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			<p>(N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:  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.  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.  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>	
2101-0001	Body Worn Camera (BWC) Recording – Not Requested or Exempted	New Records Series		The recording from a device worn by a law enforcement officer that makes an electronic audio and video recording of activities that take place during any law enforcement action. The term does not include a mobile

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> G100000	<b>SCHEDULE #</b> 0012	<b>PAGE #</b> 3 OF 6
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				<p>video recording device when mounted inside a police vehicle (i.e., a dash cam). The term also does not include any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity. Nor does the term include an electronic recording device when used to comply with the requirements of Rule 3:17 (electronic recording of station house custodial interrogations).</p> <p><b>Retention: 180 Days After Recording</b> <b>Disposition: Destroy</b></p>
2101-0002	Body Worn Camera (BWC) Recording – Complaint	New Records Series		<p>A BWC recording that captures images involving an encounter about which a complaint has been registered by a subject of the BWC recording.</p> <p><b>Retention: 3 Years After Recording</b> <b>Disposition: Destroy</b></p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> G100000	<b>SCHEDULE #</b> 0012	<b>PAGE #</b> 4 OF 6
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2101-0003	Body Worn Camera (BWC) Recording – Requested	New Records Series		A BWC recording voluntarily requested by: (a) law enforcement officer whose BWC made the video recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (b) a law enforcement officer who is a subject of the BWC recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (c) any immediate supervisor of a law enforcement officer whose BWC made the recording or who is a subject of the BWC recording, if that immediate supervisor reasonably asserts the recording has evidentiary or exculpatory value; (d) any law enforcement officer, if the BWC recording is being retained solely and exclusively for police training purposes; (e) any member of the public who is a subject of the BWC recording; (f) any parent or legal guardian of a minor who is a subject of the BWC recording; or (g) a deceased subject's next of kin or legally authorized designee. To effectuate subparagraphs (e), (f), and (g) of this Section, the
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<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	AGENCY # G100000	SCHEDULE # 0012	PAGE # 5 OF 6
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			<p>member of the public, parent or legal guardian, or next of kin or designee shall be permitted to review the BWC recording to determine whether to request a three-year retention period, in accordance with the provisions of the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., to determine whether to request a three-year retention period.</p> <p><b>Retention: 3 Years After Recording</b> <b>Disposition: Destroy</b></p>
2101-0004	Body Worn Camera (BWC) Recording – Evidentiary Exemption	New Records Series	<p>A BWC recording that pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution; the recording shall be treated as evidence.</p> <p><b>Retention: 10 years after case closed, sentence served, or final judgment, whichever is longer (except homicides or other permanent records; see Prosecutor schedules).</b> <b>Disposition : Destroy</b></p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> G100000	<b>SCHEDULE #</b> 0012	<b>PAGE #</b> 6 OF 6
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2101-0005	Body Worn Camera (BWC) Recording – Non-Prosecuted Exemption	New Records Series		A BWC recording that records an arrest that did not result in an ongoing prosecution, or records the use of police force. <b>Retention: 2 Years After Recording</b> <b>Disposition: Destroy</b>
2101-0006	Body Worn Camera (BWC) Recording – Internal Affairs Exemption			A BWC recording that is the subject of an internal affairs complaint. <b>Retention: After Resolution</b> <b>Disposition: Destroy</b>

# STATE OF NEW JERSEY



## STATE GENERAL RECORDS SCHEDULE

**G100000-013**



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

Records Retention and Disposition Schedule		Agency: G100000	Schedule: 013	Page #:1 of 70
<b>Department:</b>	STATE GENERAL RECORDS SCHEDULE	<b>Agency Representative:</b>	Robert Benco Jr	
		<b>Title:</b>	Assistant Director	
		<b>Phone #:</b>		

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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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		
<b>Financial Records</b>										
0001-0000	Invoice/Quick Invoice(In/QI) --- Usage: to establish an account (s) receivable file. Formerly known as Accounts Receivable Request.									
0001-0001	Invoice/Quick Invoice (Using Agency)					P	7 Years	3 Years	Destroy	
0001-0002	Invoice/Quick Invoice (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0002-0000	Advice Of Charge --- Usage: notifies the Department of the Treasury which accounts need to be charged. Form lists the following information: pay number, pay period, fiscal year, appropriation account number, cost center, gross salary, food maintenance, and net case salary.									
0002-0001	Advice Of Charge (Using Agency)					P	7 Years	3 Years	Destroy	
0002-0002	Advice Of Charge (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:2 of 70	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0000	Cash Receipt/Alternate Cash Receipt/Quick Receipt (CR/C1/QR) --- Usage: record a bank charge representing checks submitted to the State of New Jersey for payment and subsequently dishonored by a bank; to record refunds of disbursement; and to transmit receipts to be recorded in the general journal. Formerly known as Transmittal of Receipts, Refund of Disbursements, and Advice of Dishonored Check.									
0003-0001	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Using Agency)					P	7 Years	3 Years	Destroy	
0003-0002	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0004-0000	Agency Contract Order/Grant Loan Order(AO/GO) --- Usage: obligate funds in an appropriation account approved agency contract when a agency has entered into a formal contract without the approval of the Purchase Bureau; to issue purchase orders directly to vendors; and change any open obligation. Formerly known as Invoice, Agency Contract Obligation, and Change/Cancel Agency Obligation - Purchase Bureau.									
0004-0001	Agency Contract Order (Using Agency)					P	7 Years	3 Years	Destroy	
0004-0002	Agency Contract Order (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0005-0000	Allotment (AL) --- Usage: allocate funds between the reserve and the current allotment of a given account. Formerly known as Allotment Adjustment.									
0005-0001	Allotment (Using Agency)					P	7 Years	3 Years	Destroy	
0005-0002	Allotment (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:3 of 70	
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		
0006-0000	Appropriation/Expense Budget (AP/EB) --- Usage: to establish new appropriation accounts and expense budgets and to adjust these accounts. Formerly known as Appropriation Account Number Request and Appropriation Adjustments.									
0006-0001	Appropriation/Expense Budget (Usage Agency)					P	7 Years	3 Years	Destroy	
0006-0002	Appropriation/Expense Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0007-0000	Accounting Bureau Payment Voucher/Using Agency Payment/Payment Voucher (AV/UA/PV/U1/A1) --- Usage: reimbursements of service charges from the using agency; to submit a request for vendor payment for goods or services supplied through direct agency purchases, formal purchases, or contract obligations; to reimbursement for agency's petty cash fund; and request for payment of revenue refunds. Formerly known as Revenue Refund Voucher, Petty Cash Fund Reimbursement, Certificate of Debit and Credit, and Invoice.									
0007-0001	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modificatin (Using Agency)					P	7 Years	3 Years	Destroy	
0007-0002	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modificatin (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0008-0000	DBC Purchase Order (DO) --- Usage: to issue or adjust DBC orders or contracts for architectural and engineering designs. Utilized for building construction alterations and maintenance, buildings and equipment repair, and reservation of funds for a contingency fund. Issued in accordance with the requisition form initiated by a state agency. Formerly known as DBC Order and Change/Cancel Obligation.									

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		
0008-0001	DBC Purchase Order (Using Agency)					P	7 Years after completion of project	3 Years after completion of project	Destroy	
0008-0002	DBC Purchase Order (Electronic Record - Treasury)					P	7 Years after completion of project	3 Years after completion of project	Destroy	
0009-0000	Revenue Modification/Cash Receipt (RM/CR) --- Usage: to defer recognition of revenue and undefer revenue when earned. Is used in conjunction with a balance sheet account code. Formerly known as Deferred Revenue Adjustment.									
0009-0001	Revenue Modification/Cash Receipt (Using Agency)					P	7 Years	3 Years	Destroy	
0009-0002	Revenue Modification/Cash Receipt (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0010-0000	Fiscal Notes Worksheet --- Usage: determine the cost of implementing a legislative bill if put into law. Original retained by the Department of the Treasury, Office of Management and Budget.									
0010-0001	Fiscal Notes Worksheet (Using Agency)					P	7 Years	3 Years	Destroy	
0010-0002	Fiscal Notes Worksheet (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0011-0000	Printing Requisition --- Request for services of the State Government printing facilities.									
0011-0001	Printing Requisition (Using Agency)					P	7 Years	3 Years	Destroy	
0011-0002	Printing Requisition (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:5 of 70	
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		
0012-0000	DBC Requisition (RD) --- Usage: to reserve appropriation account funds for architectural, engineering design, building construction, alteration, maintenance, and repair of buildings or equipment; to cancel, decrease, or increase outstanding balances and to make adjustments to an outstanding requisition for Division of Building and Construction. Formerly known as Requisition/Requisition Change - Division of Building and Construction (DBC).									
0012-0001	DBC Requisition (Using Agency)						7 Years after completion of project	3 Years after completion of project	Destroy	
<b>Financial Records</b>										
0012-0002	DBC Requisition (Electronic Record-Treasury)					P	7 Years completion of project	3 Years completion of project	Destroy	
0013-0000	Accounting Bureau Requisition/Purchase Bureau Requisition (RA/RP) --- Usage: to cancel, increase, decrease, or create an outstanding or open requisition balance. Formerly known as Requisition Charge - Purchase Bureau.									
<b>Financial Records</b>										
0013-0001	Accounting Bureau Requisition/Purchase Bureau Requisition (Using Agency)					P	7 Years	3 Years	Destroy	
0013-0002	Accounting Bureau Requisition/Purchase Bureau Requisition (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0014-0000	Revenue Budget (RB) --- Usage: to establish new or change a revenue budget. Formerly known as Revenue Account Number - Agency Request and Revenue Anticipation Adjustments.									
0014-0001	Revenue Budget (Using Agency)					P	7 Years	3 Years	Destroy	
0014-0002	Revenue Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0015-0000	Journal Voucher (JV) --- Usage: to record accruals, adjustments, reclassifications, and reversing entries to accounting records. Formerly known as Journal entries which were manually recorded in a general ledger.									
0015-0001	Journal Voucher (Using Agency)					P	7 Years	3 Years	Destroy	
0015-0002	Journal Voucher (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0016-0000	Transfer Appropriation/Transfer Budget (TA/TB) --- Usage: to transfer funds between current fiscal year appropriation accounts. Formerly known as Transfer of Appropriation.									
0016-0001	Transfer Appropriation/Transfer Budget (Using Agency)					P	7 Years	3 Years	Destroy	
0016-0002	Transfer Appropriation/Transfer Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0017-0000	Request For Travel Authorization (TE/TH) --- Employees request for permission to travel on state buiness, staff training, conferences, and conventions.									
0017-0001	Request For Travel Authorization (Using Agency)					P	7 Years	3 Years	Destroy	
0017-0002	Request For Travel Authorization (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:7 of 70	
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		
0018-0000	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (TV/A1/U1) --- Usage: to reimburse state employees for travel expenses while on official state business. Formerly known as Travel Expense Invoice.									
0018-0001	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Using Agency)					P	7 Years	3 Years	Destroy	
0018-0002	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0019-0000	Travel Authorization (TE) --- Usage: to authorize travel for state employees while on official state business.									
0019-0001	Travel Authorization (Using Agency)					P	7 Years	3 Years	Destroy	
0019-0002	Travel Authorization (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0020-0000	Travel Authorization For Training (TH) --- Usage: to authorize travel for state employees for training for official state business.									
0020-0001	Travel Authorization For Training (Using Agency)					P	7 Years	3 Years	Destroy	
0020-0002	Travel Authorization For Training (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0021-0000	Travel Refund/Cash Receipt - Travel (TC) --- Usage: to record refund of a vendor payment or for state employee cash advance or excessive payment.									
0021-0001	Travel Refund/Cash Receipt - Travel (Using Agency)					P	7 Years	3 Years	Destroy	
0021-0002	Travel Refund/Cash Receipt - Travel (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0022-0000	Expenditure Modification (EM) --- Usage: to modify recorded expenditures. Formerly known as Disbursement/Journal Entry.									
0022-0001	Expenditure Modification (Using Agency)					P	7 Years	3 Years	Destroy	
0022-0002	Expenditure Modification (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0023-0000	Vendor File - NJMACS-E									
0023-0001	Vendor File - Individual Vendor --- File pertains to vendors utilized by state agencies and used in conjunction with the NJMACS-E system. Contains: vendor name, ID number, and status.					P	7 Years	3 Years	Destroy	
0023-0002	Vendor File - Approved/Denied Vendor List (Copy) --- Listings of vendors whose services may or may not be contracted by state agencies.					P	As updated	As updated	Destroy	
0024-0000	Manual Warrant (MW) --- Usage: to request and record a manual check.									
0024-0001	Manual Warrant (Using Agency)					P	7 Years	3 Years	Destroy	
0024-0002	Manual Warrant (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0025-0000	Federal Aid Master Transaction (FM) --- Usage: to establish and record a new federal grant program.									
0025-0001	Federal Aid Master Transaction (Using Agency)					P	7 Years	3 Years	Destroy	
0025-0002	Federal Aid Master Transaction (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0026-0000	Project (PJ) --- Usage: to establish a project in the Project Module.									
0026-0001	Project (Using Agency)					P	7 Years	3 Years	Destroy	
0026-0002	Project (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0027-0000	DBC Project (PK) --- Usage: to establish a Division of Building and Construction (DBC) project in the Project Module.									
0027-0001	DBC Project (Using Agency)					P	7 Years	3 Years	Destroy	
0027-0002	DBC Project (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0028-0000	Job Cost (JC) --- Usage: to change costs to the Job Module.									
0028-0001	Job Cost (Using Agency)					P	7 Years	3 Years	Destroy	
0028-0002	Job Cost (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
	<b>Bank Records</b>									
0100-0000	Bank Statement --- Statement reflecting the status of an agencies account.					P	7 Years	3 Years	Destroy	
0101-0000	Check File									
0101-0001	Check File-Cancelled Checks, Voided Checks, Bounced Checks, Image Checks, And Lost Check Reference (Electronic And Hardcopy) --- Note: If an agencies checks are imaged by a financial institution, the agency is not required to retain a hardcopy version of the check.					P	7 Years	3 Years	Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0101-0002	Check File - Check Register --- Contains: reconciliation sheet, outstanding checklists, and copies of issued/received checks.					P	7 Years	3 Years	Destroy	
0101-0003	Check File - Check Stub					P	7 Years	3 Years	Destroy	
0101-0004	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 input and verification	After deposit input and verification	Destroy	
0102-0000	Deposit Slip (Bank)					P	7 Years	3 Years	Destroy	
0103-0000	Bank Books					P	7 Years	3 Years	Destroy	
0104-0000	Cashier Stubs					P	7 Years	3 Years	Destroy	
	<b>Books Of Account</b>									
0200-0000	Journal - Daily Cash --- Book of original entry, recording cash revenue and expense in a chronological order.					P	7 Years	3 Years	Destroy	
0201-0000	Ledger - General Ledger (Genled) And Closed Ledger (Clsdled) --- Central control of open and closed accounts.			X		P	Permanent	Permanent	Permanent	
0202-0000	Ledger - Subsidiary (Treasury And/Or Using Agency) --- Daily transactions that are verified against the controlling accounts in the General Ledger.					P	7 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:11 of 70	
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		
<b>Budget Records</b>										
0300-0000	Budget Appropriation Handbook (Copy) --- Indicates the amount of funds allocated for a department's daily operations during a fiscal year. Original retained by the Department of the Treasury.									
0300-0001	Budget Appropriation Handbook-Departmental (Copy)					P	7 Years	3 Years	Destroy	
0300-0002	Budget Appropriation Handbook - Divisional/Sub-Divisional (Copy)					P	1 Years	1 Years	Destroy	
0301-0000	Budget Planning Documents - Departmental, Divisional, And Sub-Divisional (Copy) --- Annually prepared planning documents which include; Program Justification (BB 101), Fiscal and Position Request (BB102), Revenue Statement (BB 103), Revolving Funds (BB 103A), Evaluation Data, Data, Position Data, and Affirmative Action Data (BB 104 [Diskette]), Priority Request (PD 206), Appropriations Data - Minor Object Detail (IPB Report - 1739A), objectives and program descriptions, organization charts, and supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	
0302-0000	Budget Request - Departmental (Copy) --- Annual request made to the Department of the Treasury for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.									
0302-0001	Budget Request - Departmental (Copy)					P	3 Years	3 Years	Destroy	
0302-0002	Budget Request - Departmental Work Papers					P	3 Years	3 Years	Destroy	
0303-0000	Budget Request - Divisional And Sub-Divisional (Copy) --- Annual request made to the departments fiscal office for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.									

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		
0303-0001	Budget Request - Divisional And Sub-Divisional (Copy)					P	3 Years	3 Years	Destroy	
0303-0002	Budget Request - Divisional And Sub-Divisional (Additional Copy)					P	1 Years	1 Years	Destroy	
0303-0003	Budget Request - Divisional And Sub-Divisional Work Papers					P	3 Years	3 Years	Destroy	
<b>Additional Financial Records</b>										
0400-0000	Audit Reports - State Agency (Copy) --- Original retained by the Office of Legislative Services, Bureau of State Auditing.					P	3 Years	3 Years	Destroy	
0401-0000	Building Maintenance Work Order					P	3 yrs after work completed	3 yrs after work completed	Destroy	
0402-0000	Cash Receipts					P	7 Years	3 Years	Destroy	
0403-0000	Contracts And Amendments File --- Includes: copies of plans and specifications, bid proposals, progress/performance reports for payment, correspondence, and supporting documentation. Original retained by the Department of the Treasury.									
0403-0001	Contracts And Amendments - Awarded (Original) --- Signed originals and support material.					P	7 Years after completion of contract	3 Years after completion of contract	Destroy	
0403-0002	Contracts And Amendments - Awarded (Copy)					P	3 yrs after completion of contract	3 yrs after completion of contract	Destroy	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:13 of 70	
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		
0403-0003	Contracts And Amendments - Cancelled (Original)					P	3 yrs after submission	3 yrs after submission	Destroy	
0403-0004	Contracts And Amendments - Voided (Original)					P	3 yrs after voidance	3 yrs after voidance	Destroy	
0403-0005	Contracts And Amendments - Public Buildings					P	7 Years after disposal of building	3 Years after disposal of building	Destroy	
0403-0006	Contracts And Amendments - Public Buildings, Capital Improvements For Real Property					P	7 Years after disposal of building	3 Years after disposal of building	Destroy	
0403-0007	Contracts And Amendments - Equipment					P	7 Years after disposal of equipment	3 Years after disposal of equipment	Destroy	
0404-0000	Deferred Compensation File -Termination, Disability, Retirement, And Death			X		P	Permanent	Permanent	Permanent	
0405-0000	Department Of The Treasury Report Run-Offs (Copy) --- Agency weekly and monthly financial transaction summary reports from the Department of the Treasury. Original retained by the Department of the Treasury.					P	1 Years	1 Years	Destroy	
0406-0000	Grant/Entitlement/Recognition File --- Grants, entitlements, and recognitions between state agencies and federal, state, local, and private institutions for the award of monies to finance operations for state, county, municipal, or private agencies.									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:14 of 70	
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		
0406-0001	Grant/Entitlement/Recognition File - Approved (Original) --- File pertains to original documentation for a state agency receiving federal grant monies or for a State agency issuing grant monies or a State agency approving a statutory entitlement granted to eligible applicants.					P	7 Years after termination of grant	3 Years after termination of grant	Destroy	
0406-0002	Grant /Entitlement/Recognition File - Approved (Copy) --- File pertains to state agency receiving state grant monies.					P	3 yrs after termination of grant or receipt of award	3 yrs after termination of grant or receipt of award	Destroy	
0406-0003	Grant/Entitlement/Recognition File - Approved (Additional Copy)					P	1 yr after termination of grant or receipt of award	1 yr after termination of grant or receipt of award	Destroy	
0406-0004	Grant/Entitlement/Recognition File - Denied (Original And Copy)					P	3 Years	3 Years	Destroy	
0406-0005	Grant/Entitlement/Recognition File - Denied (Additional Copy)					P	1 Years	1 Years	Destroy	
0407-0000	Individual Insurance Policy File									
0407-0001	Individual Insurance Policy File - Policy --- File reflecting the numerous types of insurance policies an agency maintains.					P	7 Years after termination of policy	3 Years after termination of policy	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:15 of 70	
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		
0407-0002	Individual Insurance Policy 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 Policies Overview Letter, Notice of Privacy Policies Brochure, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, Actions, Activities, Designations, and supporting documentation.					P	7 Years after termination from program	3 Years after termination from program	Destroy	
0408-0000	Payroll File --- Originals may be retained by the Department of the Treasury, and additional hardcopy and microfiche by the agency.									
0408-0001	Payroll Register (Department Of The Treasury, And Autonomous Commissions And Authorites)			X		P	Permanent	Permanent	Permanent	
0408-0002	Payroll Reports - Department Of The Treasury - Generated (Original)					P	7 Years	3 Years	Destroy	
0408-0003	Payroll Reports - Department Of The Treasury - Generated (Agency Copy)					P	30 Days		Destroy	
0408-0004	Payroll Reports - Department Of The Treasury - Generated (Microfiche)					P	3 Years	3 Years	Destroy	
0408-0005	Payroll Reports - Agency - Generated (Original)					P	7 Years	3 Years	Destroy	
0408-0006	Payroll Reports - Agency - Generated (Copy)					P	3 Years	3 Years	Destroy	
0409-0000	Payroll Signature Sheet File --- Sheets identifying employees that have received payroll checks.					P	3 Years	3 Years	Destroy	
0410-0000	Request For Waiver Of Adverting (Copy) --- Used to forgo bid advertising in the event that there is only one supplier, and/or an immediate delivery of an item is necessary. Original retained by the Department of the Treasury.									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:16 of 70	
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		
0410-0001	Request For Waiver Of Advertising (Departmental Copy)					P	7 Years after termination of contract	3 Years after termination of contract	Destroy	
0410-0002	Request For Waiver Of Advertising (Additional Copy)					P	3 Years	3 Years	Destroy	
0411-0000	Open And Closed Billing File --- File contains initial billing statements and notice, follow-up notice(s), and closed billing statements.					P	7 Years	3 Years	Destroy	
0412-0000	Space Planning Request File(GSA-7 SPR) (Copy) --- Contains: Space Planning Request, lease (copy), lease floor plans, and correspondence. Original maintained by the Department of the Treasury, Division of Purchase and Property. Formerly known as a Space Allocation Request (SAR)I,II,III) .									
0412-0001	Space Planning Request File (GSA-7 SPR) (Department Copy)					P	3 yrs after expiration of lease	3 yrs after expiration of lease	Destroy	
0412-0002	Space Planning Request File (GSA-7 SPR) (Additional Copy)					P	3 Years	3 Years	Destroy	
0413-0000	Transmittal of Salary Refunds File --- Contains transmittals and checks to the Department of the Treasury for employees who were not entitled to receive payment.						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:17 of 70	
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		
<b>Additional Financial Records</b>										
0414-0000	Employee Certification Of Taxability Of The Personal Use Of A State Provided Vehicle (Department Copy) --- Original retained by the Department of the Treasury, Bureau of Central Services and Property Management.					P	3 Years	3 Years	Destroy	
0415-0000	Off-System Funds/Non-Appropriated Accounts File --- State agency funds not appropriated by the State Treasurer. File contains: transaction records, receipts/expenditures, banking records, Division of Investment-Fund Investment Reports (Copy), and supporting documentation.					P	7 Years	3 Years	Destroy	
0416-0000	Telephone Records File									
0416-0001	Telephone Records File - Agency Report Of Protested Third Party Calls (Department/Divisional/Sub-Divisional Copy) --- Original retained by Bell Atlantic - New Jersey.					P	3 Years	3 Years	Destroy	
0416-0002	Telephone Records File - Agency Request For Telephone Service (Department Copy) --- Original retained by the Department of the Treasury.					P	3 yrs after completion	3 yrs after completion	Destroy	
0416-0003	Telephone Records File - Monthly Toll Listing Printout (Department Copy) --- Printout generated by the Department of the Treasury, Office of Information Technology (OIT).					P	3 Years	3 Years	Destroy	
0417-0000	Vehicle Records File									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:18 of 70	
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		
0417-0001	Vehicle Records File - Gasoline/Oil Credit Card Transactions File (Departmental Copy) --- Contains charge slip and vendor-submitted monthly transactions summary. Original retained by the Department of the Treasury and a copy by the Central Motor Pool.					P	3 Years	3 Years	Destroy	
0417-0002	Vehicle Records File - Vehicle Accident Report					P	3 Years	3 Years	Destroy	
0417-0003	Vehicle Records File - Vehicle Assignment Log					P	7 Years after final entry	3 Years after final entry	Destroy	
0417-0004	Vehicle Records File - Vehicle Maintenance/Repair Order					P	3 Years	3 Years	Destroy	
0417-0005	Vehicle Records File - Vehicle Usage Report --- Report dealing with the activities of state-owned motor vehicles.					P	3 yrs after disposal of vehicle by department	3 yrs after disposal of vehicle by department	Destroy	
0418-0000	Procurement/Credit Card Statement (Hardcopy And Electronic) --- Statement of charges incurred by a state agency for operational transactions.					P	7 Years	3 Years	Destroy	
0419-0000	Internal Control Vulnerability Assessment - New Jersey Department Of The Treasury (Copy) --- Self-assessment questionnaire pertaining to status of an agency's system of internal accounting and administrative controls in areas such as security, personnel, finance, and administration. Original is kept by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:19 of 70	
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		
0420-0000	Certificate Of Fire Code Status --- 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. (N.J.A.C. 5:71-3.7(b)9; N.J.S.A. 52:27D-192)									
0420-0001	Certificate Of Fire Code Status - In Compliance					P	7 yrs after final payment	7 yrs after final payment	Destroy	
0420-0002	Certificate Of Fire Code Status - Not In Compliance					P	7 yrs after final payment and compliance with recommendations	7 yrs after final payment and compliance with recommendations	Destroy	
<b>Personnel Records</b>										
0700-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File --- Contains: Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.					P	7 yrs after conclusion of matter	7 yrs after conclusion of matter	Destroy	
0701-0000	Affirmative Action Plan (Copy) --- Agencys 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	3 Years	Destroy	
0702-0000	Survey Of New Jersey State Government Handicapped Employees (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0703-0000	Current Agency Work Force Analysis File (Copy) --- File contains: Current Agency Work Force Analysis and Current Agency Work Force Analysis by Salary. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
<b>Classification Records</b>										
0800-0000	Certification Of Eligibility - State Service (Copy) --- List of individuals who have passed a competitive examination and are eligible for appointment to a position in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0801-0000	Acknowledgment Of Certification Questionnaire (Copy) --- Certification acknowledgment questionnaire. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0802-0000	Eligible/Ineligible Roster --- List of Individuals eligible or ineligible for a position.					P	3 Years	3 Years	Destroy	
0803-0000	Job Specification File									
0803-0001	Job Specification/Request For Copy Of Job Specification (Copy) --- Includes qualifications and duties for positions in state government. Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
0803-0002	Request For Copy Of Job Specification (Copy) --- Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
0803-0003	Specification Transmittal (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:21 of 70	
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		
0803-0004	Specification Change Sheet (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0803-0005	Specification Transmittal Separation Sheet (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0803-0006	Request For Title Or Specification Modification (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0804-0000	Notification Of Certification (Copy) --- Notification that an individual has passed a competitive examination and is eligible for appointment to a state government position. Original retained by the Department Personnel Office.					P	3 Years	3 Years	Destroy	
0805-0000	Personnel Requisition					P	3 Years	3 Years	Destroy	
0806-0000	Position Classification Questionnaire (Copy) --- Descriptive report used to obtain basic data about a position in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0806-0001	Position Classification Questionnaire (Department Personnel Office)					P	3 yrs after final action	3 yrs after final action	Destroy	
0806-0002	Position Classification Questionnaire(Office Of Origin)					P	1 yr after final action	1 yr after final action	Destroy	
0807-0000	Certification Delay (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:22 of 70	
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		
0808-0000	Request For New Title (Copy) --- Agency request to establish a new position class title when the duties of a new/existing position cannot be classified properly. Original retained by the Department of Personnel.									
0808-0001	Request For New Title - Approved (Copy)					P	Duration of title	Duration of title	Destroy	
0808-0002	Request For New Title - Denied (Copy)					P	3 yrs after final action	3 yrs after final action	Destroy	
0809-0000	Request For Reclassification/Reclassification Recommendation (Copy) --- Enables state employees to change the classification of their position. Original retained by the Department of Personnel.									
0809-0001	Request For Reclassification (Copy)					P	3 yrs after final action	3 yrs after final action	Destroy	
0809-0002	Request For Reclassification/Agency Acknowledgment (Copy)					P	Until final decision	Until final decision	Destroy	
0810-0000	Request For Re-Evaluation Of Title (Copy) --- Agency request to re-evaluate a class title based on a change in responsibilities or agency re-organizational. Original retained by the Department of Personnel.									
0810-0001	Request For Re-Evaluation Of Title - Approved (Copy)					P	Duration of title	Duration of title	Destroy	
0810-0002	Request For Re-Evaluation Of Title - Denied (Copy)					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:23 of 70	
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		
0811-0000	Request To Appoint Confidential And/Or Unclassified Employee (Copy)									
0811-0001	Request To Appoint Confidential And/Or Unclassified Employee (Copy) - Approved					P	Duration of title	Duration of title	Destroy	
0811-0002	Request To Appoint Confidential And/Or Unclassified Employee (Copy) - Denied					P	3 Years	3 Years	Destroy	
0812-0000	Certification Record Card (Copy) --- Record card of an individual who has passed a competitive examination and is eligible for appointment to a position in state government. Original retained by the Department of Personnel.					P	4 Years	4 Years	Destroy	
0813-0000	Certification Information Card (Copy) --- Informational card explaining the certification process. Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
<b>Individual Employee File</b>										
0900-0000	Employee Address List					P	As updated	As updated	Destroy	
0901-0000	Federal And State Withholding Tax File (Copy) --- Employee state and federal withholding tax documentation. Original documents maintained by the Internal Revenue Service.					P	7 Years	3 Years	Destroy	
0902-0000	Grievance File --- Records of employees 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.									

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		
0902-0001	Grievance File - Policy-Establishing Settlement (Original)			X		P	Permanent	Permanent	Archival review	
0902-0002	Grievance File - Policy-Establishing Settlement (Copy) --- Retained by grievant agency of employment.					P	3 yrs after final settlement	3 yrs after final settlement	Destroy	
0902-0003	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	1 yr after final settlement	1 yr after final settlement	Destroy	
0902-0004	Grievance File - Routine Settlement (Original)					P	3 yrs after final settlement	3 yrs after final settlement	Destroy	
0902-0005	Grievance File - Routine Settlement (Copy)					P	1 yr after final settlement	1 yr after final settlement	Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0903-0000	Individual Employee File --- File includes info pertaining to permanent & provisional full-time, part-time, & summer employees. File may contain but is not limited to the following: New Hire Request, Separation Request, Position Classification Questionnaire, Request for Employment Disability leave/Return, Preliminary and Final Notices & Appeal of Disciplinary Action, Application for Re-employment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer, Data Processing Request for Correction of Social Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of lay-off, Final Notice of Lay-off, Unsatisfactory Probation Reports, Pension Program Application (Copy), Employees Report of Accidental Injury or Occupational Disease, Performance Evaluation System (PES), Performance Certification, Salary Increase, Title info, Promotional Certification, Request for Personnel/Position Action Return Slip, Government Employee Interchange, Application for Lump Sum Compensation for Earned & Unused Sick Leave for Retirees, Request for Personnel File/Record Card Info, Permission to Release Confidential Info, and General State-Wide Application for Employment.									
0903-0001	Individual Employee File - Departmental Personnel (Original)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0903-0002	Individual Employee File - Departmental Personnel (Copy)					P	3 yrs after termination of employment	3 yrs after termination of employment	Destroy	
0903-0003	Individual Employee File - Sub-Divisional Personnel (Additional Copy)					P	1 yr after termination of employment	1 yr after termination of employment	Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:26 of 70	
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		
0904-0000	Job Applicant Files - Persons Not Hired --- Includes resumes, applications, etc. of persons not hired for employment by state agencies.					P	3 Years	3 Years	Destroy	
0905-0000	Leave Request - Disability, Administrative, Furlough, Sick, Vacation, Maternity, And Family Leave									
0905-0001	Leave Request - Departmental Personnel (Original)					P	7 Years	3 Years	Destroy	
0905-0002	Leave Request - Divisional Personnel (Copy)					P	3 Years	3 Years	Destroy	
0905-0003	Leave Request - Sub-Divisional Personnel (Additional Copy)					P	1 Years	1 Years	Destroy	
0906-0000	State Employee Service Record					P	60 yrs after termination of employment or age 85, whichever is sooner	60 yrs after termination of employment or age 85, whichever is sooner	Destroy	
0907-0000	Personnel Master Monthly List --- Departmental and divisional personnel list categorized by: social security number, pay range, education, etc.					P	1 Years	1 Years	Destroy	
0908-0000	Position History File --- File used for fiscal verification.					P	7 Years	3 Years	Destroy	
0909-0000	Preliminary Notice/Final Notice/Appeal Of Disciplinary Actions (Copy) --- Preliminary, final, and appeal notices of disciplinary actions taken pertaining to a classified, permanent employee. Original and copy retained by the Department of Personnel.									

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		
0909-0001	Disciplinary Actions - Departmental Personnel (Copy)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0909-0002	Disciplinary Actions - Management Personnel (Copy)					P	3 yrs after final action	3 yrs after final action	Destroy	
0909-0003	Disciplinary Actions (Additional Copy)					P	1 Years	1 Years	Destroy	
0910-0000	Referrals - External And Internal --- Records of potential job applicants received from sources inside/outside of a state agency.									
0910-0001	Referrals - External					P	3 Years	3 Years	Destroy	
0910-0002	Referrals - Internal					P	1 Years	1 Years	Destroy	
0911-0000	Request For Employment Disability Leave/Return (Copy) --- Employees request for leave of absence with pay due to disability either through injury or illness incurred from employment. Original retained by the Department of Personnel.									
0911-0001	Request For Disability Leave/Return - Departmental Personnel (Copy)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0911-0002	Request For Disability Leave/Return - Departmental Payroll (Copy)					P	3 Years	3 Years	Destroy	
0911-0003	Request For Disability Leave/Return (Additional Copy)					P	1 Years	1 Years	Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:28 of 70	
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		
0912-0000	Service Award Selection/Nomination/Eligibility Certification File (Copy) --- File for employees who have been employed for specified years in state government service. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0913-0000	Suggestion Awards File (Copy) --- Includes: Suggestion Evaluation Report, Suggestion Award Card, Interim Note, Employee Suggestion Form, and correspondence. Original retained by the Department of Personnel.									
0913-0001	Suggestion Awards File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	
0913-0002	Suggestion Awards File - Departmental Suggestion Awards Committee (Additional Copy)					P	1 Years	1 Years	Destroy	
0914-0000	Time Records --- Attendance reports for state employees.									
0914-0001	Time Records - Departmental (Original)					P	7 Years	3 Years	Destroy	
0914-0002	Time Records - Divisional (Copy)					P	3 Years	3 Years	Destroy	
0914-0003	Time Records - Sub-Divisional (Copy)					P	3 Years	3 Years	Destroy	
0915-0000	Employee Medical Records --- Microfilming recommended. Retention period prescribed by federal law. (CFR 1910.1018)					P	40 yrs after termination of employment	40 yrs after termination of employment	Destroy	
0916-0000	Financial Disclosure Statement For Public Employees (Copy) --- Originals are retained by the Governors Counsel and the Executive Commission on Ethical Standards.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:29 of 70	
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		
0917-0000	Certified Public Manager Program File (CPM) File (Copy) --- File contains: Application for CPM Program: Levels I-IV, Waiver from CPM Classes, Recommendation for CPM Classes, and supporting documentation.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0918-0000	Department Of Personnel Administrative Action File (Copy) --- File contains: Final Administrative Action of the Merit System Board and the Commissioner of Personnel and supporting documentation. Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0919-0000	Reduction In Force File: Displaced Personnel Questionnaire And Appeal (Copy) --- Questionnaire asking employees to target what regional they would prefer to transfer. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0920-0000	PAR BI-Weekly Report (Copy) --- Submitted by each agency to the Department of Personnel. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0921-0000	Leave Of Absence Bi-Weekly Report (Copy) --- Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0922-0000	Request For Temporary Employment (Copy) --- Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0923-0000	Application For New Jersey Support Specialist Program (Copy) --- Application to receive training for the Support Specialist title. Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0924-0000	Elective Instruction Review Application (Copy) --- Review of college credits earned and what is accepted by state government. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0925-0000	Application For Senior Executive Service (Copy) --- Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0926-0000	Application For Senior Level Clerical (Copy) --- Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0927-0000	Job Location Declaration (Copy) --- Statement declaring region of transfer. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0928-0000	Special Reemployment Information/Preference (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0929-0000	Request For Increment Restoration (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0930-0000	Dental Care Program Financial Reports File --- Contains reports pertaining to employees enrolled in the dental care program.					P	7 Years	3 Years	Destroy	
0931-0000	Vision Care Program Financial Reports --- Contains reports regarding employees enrolled in the vision care program.					P	7 Years	3 Years	Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0932-0000	Health Care Provider Program File									
0932-0001	Health Care Provider Program File - Enrollment Card					P	6 yrs after termination of enrollment	6 yrs after termination of enrollment	Destroy	
0932-0002	Health Care Provider Program File - Change Of Status Card					P	6 yrs after termination of enrollment	6 yrs after termination of enrollment	Destroy	
0933-0000	Conflict Of Interest Questionnaire (Copy) --- Originals maintained by the Ethical Standards Commission and the Governors Counsel.					P	1 Years	1 Years	Destroy	
<b>Individual Employee File</b>										
0934-0000	Request For Approval For Attendance At Events - State Ethics Commission (N.J.A.C. 19:61-6)					P	5 Years	1 Years	Destroy	
<b>Performance Evaluation System (PES)</b>										
1000-0000	Performance Evaluation System (PES) Departmental Personnel (Original) --- Contains Performance Agreement, Fact Sheet, and Final Evaluation Review. Copy is retained by the employee.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
1001-0000	Performance Summary (Copy) --- Contains a listing of: classified employees who have been rated satisfactory or unsatisfactory, unclassified employees not granted a salary increase, and supervisors who have failed to submit a Performance Certification and Salary Increase Recommendation form. Original retained by the Department of Personnel.					P	1 Years	1 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Open Competitive &amp; Promotional Examination Records</b>										
1100-0000	Application For Open Competitive And Application For Promotional Examinations - State Service File (Copy) --- Applications for an open competitive or promotional examination within state government. Original retained by the Department of Personnel.					P	4 Years	4 Years	Destroy	
1101-0000	Application Summary (Copy) --- List of persons eligible for a classified promotion in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1102-0000	<u>N.J.A.C. 4A: 4-2.7 Promotional Action</u> (Copy) --- Indicates that a permanent employee has been promoted to a position without examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1103-0000	Promotional Job Analysis (Copy) --- A job description used in the development of a promotional examination for a specific job title. Original retained by the Department of Personnel.									
1103-0001	Promotional Job Analysis - Departmental Personnel (Copy)					P	5 Years	5 Years	Destroy	
1103-0002	Promotional Job Analysis (Additional Copy)					P	1 Years	1 Years	Destroy	
1104-0000	Promotional Notice File (Copy) --- Contains: Promotional Announcements, Notices of Vacancy, Checklist, Promotional Opportunities, Notice of Promotional Examination, and Notice of Promotional Action. Original retained by the Department of Personnel.									
1104-0001	Promotional Notices File (Copy)					P	Until applicant list has expired	Until applicant list has expired	Destroy	
1104-0002	Promotional Notices File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:33 of 70	
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		
1105-0000	Notification File (Copy) --- Contains: Notification of Examination, Notification of Eligibility, Notification of Ineligibility. Original retained by the Department of Personnel.									
1105-0001	Notification File (Copy)					P	Until applicant list has expired	Until applicant list has expired	Destroy	
1105-0002	Notification File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	
1106-0000	Promotional Examination Seniority Record (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1107-0000	Residence Questionnaire (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1108-0000	Employment Eligibility List (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1109-0000	Information Correction Card (Copy) --- Form to amend incorrect information in an examination application file. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1110-0000	Examination Regular Review Form (Copy) --- Form requesting a routine review of an examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1111-0000	Change In Examination Status (Copy) --- Form used to change qualified/unqualified status to sit for an examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:34 of 70	
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		
1112-0000	Offical Agency Signature Record (Copy) --- Record of an applicants authentic signature. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1113-0000	Veterans File (Copy) --- File of veteran's applications for examination. Contains: Veterans Preference Claims and Notice Concerning Veterans Status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1114-0000	Request For Extension Of Working Test Period (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1115-0000	Lateral Title Request (Copy) --- Change request for transfer to a lateral title. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1116-0000	Position Post Audit Recommendation (Copy) --- Recommendations stated after a desk audit. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1117-0000	Open Competitive Application For Rapid Response (Copy) --- Response request for emergency title. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1118-0000	Symbol/Title/Closing Date (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1119-0000	New Title Information Booklet (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:35 of 70	
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		
1120-0000	Title Rights Status (Copy) --- Listing of previous titles held. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1121-0000	Title Code (Copy) --- Examination titles and associated codes. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1122-0000	Local Government Promotion Evaluation Team (Copy) --- Local Government personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1123-0000	State Government Promotion Evaluation Team (Copy) --- Departmental personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1124-0000	Promotion Exam Delegation Project Recommend For Exam Action (Copy) --- Review and approval for individuals to sit for examinations. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1125-0000	Promotion Application/Announcement For Delegation To Local Appointing Authorities (Copy) --- Authority for local government to administer in-house examinations. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1126-0000	Provisional Employee Status --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1127-0000	Promotional Annoucement Meets Requirements Under <u>N.J.A.C. 4A:4-2. 7</u> (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1128-0000	Appeal Letter - Promotion Eligibility (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1129-0000	Certification Disposition Notice (Copy) --- Applicants notice that position has already been filled. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1130-0000	Provisional Appointment Listing (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
<b>Training Records</b>										
1200-0000	Course Registration And Report (Copy) --- Used for training by the Department of Personnels Service Training Section. Original retained by the Department of Personnel.					P	1 Years	1 Years	Destroy	
1201-0000	Request/Disapproval For Registration (Copy) --- Agency request for staff training by insitutions other than the Department of Personnel or the agency itself. Original retained by the Department of Personnel.									
1201-0001	Staff Training Request (Copy)					P	3 yrs after final payment	3 yrs after final payment	Destroy	
1201-0002	Staff Training Request (Additional Copy)					P	1 Years	1 Years	Destroy	
<b>Personnel Management Information System (PMIS)</b>										
1300-0000	Personnel Maintenance Request (Copy) --- Input document to update and employees status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:37 of 70	
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		
1301-0000	Position Maintenance Request (Copy) --- Input document to update a position's status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1302-0000	Conversion Of Appointment Type Request (Copy) --- Document used to change an appointment to a new position. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1303-0000	Separation/Losing Authority Request (Copy) --- Documentation to update an agencies file whose employee is terminating employment. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1304-0000	Leave Of Absence Maintenance Request (Copy) --- Document recording basic information about an employee. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1305-0000	Static Information Change Request (Copy) --- Form recording basic information about an employee. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1306-0000	Individual Salary Adjustment Request (Copy) --- Form used to implement a salary change. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1307-0000	Rescind Pervious Action Request (Copy) --- Form used to rescind a personnel action. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1308-0000	Special Payment Information Request (Copy) --- Form to initiate special payment to an employee. Original retained by Department of Personnel.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:38 of 70	
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		
1309-0000	Department Of Personnel Position Change/Freeze Request (Copy) --- Request to change or freeze a position. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1310-0000	Employee Transaction Verification Report (Copy) --- Verification report issued after an employee action is taken. Report contains: name, social security number, payroll number, action initiated (new hire, retirement, promotion, etc.), time balances, effective date, and PMIS request number. Original retained by the Department of Personnel.					P	30 days after verification	30 days after verification	Destroy	
1311-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The maintenance of the device is overseen by the Department of the Treasury, Division of Property Management & Construction, Bureau of Special Services. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c375, which mandated the placement of AED's in public agencies.									
1311-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years	3 Years	Destroy	
1311-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate And AED					P	2 yrs after update	2 yrs after update	Destroy	
1311-0003	Automated External Defirillator (AED) File - Equipment Operational Manual					P	After disposal of equipment	After disposal of equipment	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1312-0000	<p>Garnishment File ---</p> <p>File usually contains documentation for debt owed to State agencies because of former employees being overpaid, overdrawn sick time or bounced check for Health Benefit prepayments. A copy of the separation from PMIS, along with any calculations and Treadhoc copies used to figure amount of debt are included as well as letters sent informing of debt owed. File may include: a copy of the record once entered into the Department of the Treasury, Division of Revenue and Enterprise Services (DORES) system, if any payments have been made, will be copied in the file, Set-Off of Individual Liability File (S.O.I.L.) and related materials.</p>					P	7 yrs after debit is satisfied	7 yrs after debit is satisfied	Destroy	
1313-0000	<p>I-9 Employment Eligibility Verification Forms (Centralized Filing) ---</p> <p>Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S.employers (including State agencies) must use Form I-9 for all employees (Citizens and noncitizens) hired on or after Nov. 6, 1986, who are working in the U.S. To the extent that these forms are included, or required to be included in personnel files, they are subject to the retention period of the personnel files.</p> <p>Form generated by Department of Homeland Security, U.S. Citizenship and Immigration Services. Retention period prescribed by the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603).</p>					P	3 yrs after date of hire or 1 yr after termination, whichever is later	3 yrs after date of hire or 1 yr after termination , whichever is later	Destroy	
<b>General Administrative Records</b>										
1400-0000	<p>Administrative Subject File ---</p> <p>Correspondence, memoranda, publications, reports, bulletins, and other information received by a state agency and alphabetically filed by subject.</p>					P	3 Years	3 Years	Destroy	
1401-0000	<p>Agency - Sponsored Conferences File ---</p> <p>Public Information meetings sponsored by state agencies.</p>									

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:40 of 70	
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		
1401-0001	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master)			X		P	20 yrs	20 yrs	Archival Review	
1401-0002	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy)					P	Periodic review	Periodic review	Destroy	
1401-0003	Agency - Sponsored Conferences - Correspondence And Work Papers					P	3 Years	3 Years	Destroy	
1402-0000	Agency Testimony And Subpoena File --- Records of testimony given by representatives of state agencies at public hearings, public meetings, trials, and other official proceedings.					P	10 Years	10 Years		
1402-0001	Investigation And Research Files --- Files contain agency responses to requests for information pertaining to subpoenas, internal (agency) investigations or audits. Content may be produced and stored in electronic or hardcopy formats									
1402-0002	Original (Record Copy) --- Version used by the investigatory, audit or agency authority for discovery, evidence, analysis and/or report production					P	7 Years After Matter Involved Is Resolved Or Completed, Including Adjudication Of All Appeals If Applicable		Destroy	
1402-0003	Copy					P	3 Years		Destroy	
<b>General Administrative Records</b>										
1403-0000	Certified Mail Receipt					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:41 of 70	
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		
1404-0000	Commissioner's Subject File --- Subject file of a Commissioner, President, Secretary, Chief of Staff, Deputy Commissioner, and Assistant Commissioner pertaining to all administrative aspects of their offices (i.e., agency policy, procedure, organization, programs, fiscal. and personnel matters). Includes correspondence, minutes (copy), reports, speeches, and supporting documentation.			X		P	4 Years	4 Years	Archival Review	
1405-0000	Correspondence (Electronic Or Hardcopy) --- Letters and memoranda in either electronic or printed format, transmitted to and from state agencies during the course of business.									
1405-0001	Correspondence - External					P	3 Years	3 Years	Destroy	
1405-0002	Correspondence - Internal - Administrative					P	1 Years	1 Years	Destroy	
1405-0003	Correspondence - Policy-Non-Statutory/Non-Regulatory			X		P	25 Years	25 Years	Archival Review	
1405-0004	Correspondence - Routine Request For Information					P	Periodic review	Periodic review	Destroy	
1406-0000	Hand-Deliver Receipt									
1406-0001	Hand-Deliver Receipt (Original)					P	1 Years	1 Years	Destroy	
1406-0002	Hand-Deliver Receipt (Copy)					P	Periodic review	Periodic review	Destroy	
1407-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.					P	Periodic review	Periodic review	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1408-0000	Inventory File --- Itemized list of equipment and supplies completed by state agencies.					P	3 Years	3 Years	Destroy	
1409-0000	Minutes And Agendas File --- Official records of the proceedings of meetings. File includes agenda and supporting documentation.									
1409-0001	Minutes And Agenda File (Original)			X		P	Permanent	Permanent	Archives	
1409-0002	Minutes And Agendas File (Copy)					P	Periodic review	Periodic review	Destroy	
1410-0000	News Release --- Information issued by state agencies for publication or broadcast.									
1410-0001	News Release (Original)			X		P	Permanent	Permanent	Archives	
1410-0002	News Release (Copy)					P	Periodic review	Periodic review	Destroy	
1411-0000	Official Notice Of An Open Public Meeting (Copy) --- Original retained by the Office of the Secretary of State.					P	3 Years	3 Years	Destroy	
1412-0000	Organization Chart									
1412-0001	Organization Chart (Original)			X		P	Permanent	Permanent	Archives	
1412-0002	Organization Chart (Copy)					P	As updated	As updated	Destroy	
1413-0000	Photographs And Slides			X		P	Permanent	Permanent	Archives	

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		
1414-0000	Records Removal And Destruction Order --- Original retained by the Department of State, Division of Archives and Records Management.									
1414-0001	Records Removal And Destruction Order (Original)			X		P	Permanent	Permanent	Permanent	
1414-0002	Records Removal And Destruction Order (Copy)					P	10 Years	10 Years	Destroy	
1415-0000	Records Retention And Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and R cords Management.					P	As updated	As updated	Destroy	
1416-0000	Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.			X		P	Permanent	Permanent	Permanent	
1417-0000	Speeches (Excluding Executive Speeches - See Commissioner's Subject File) --- Records for public speeches given by representatives of state government.			X		P	Periodic review	Periodic review	Archival Review	
1418-0000	Visitor Security Sign-Sheet And Monitoring File					P	3 Years	3 Years	Destroy	
1419-0000	Reference File					P	Periodic review	Periodic review	Destroy	
1420-0000	Reference Material Request					P	Periodic review	Periodic review	Destroy	
1421-0000	Surplus Property File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a state agency.									

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:44 of 70	
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		
1421-0001	Surplus Property File - Surplus Equipment Inventory Listing					P	3 yrs after update	3 yrs after update	Destroy	
1421-0002	Surplus Property File - Excess/Surplus Property Notice					P	3 yrs and audit	3 yrs and audit	Destroy	
1422-0000	Annual Internal Control Statement (Copy) File --- Annual Internal performance audit file containing: Annual Internal Control Statement (copy) and agency-generated supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	
1423-0000	Consultant File --- File reflecting the findings of a professional consultant hired by a state 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.									
1423-0001	Consultant File - Final Report			X		P	25 Years	25 Years	Archival Review	
1423-0002	Consultant File - Contract					P	7 Years after termination of contract	3 Years after termination of contract	Destroy	
1423-0003	Consultant File - Financial Documents					P	7 Years	3 Years	Destroy	
1423-0004	Consultant File - Work Papers And Support File					P	3 Years	3 Years	Destroy	
1424-0000	Incoming Mail Log					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:45 of 70	
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		
1425-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy), response documents (copy), and relevant supporting documentation. (PL 2001,c404)									
1425-0001	Open Public Records Act (OPRA) File Request Form With Fee					P	7 Years	3 Years	Destroy	
1425-0002	Open Public Records Act (OPRA) File - Request Form Without Fee					P	3 Years	3 Years	Destroy	
1425-0003	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), correspondence, email (hardcopy), and supporting documentation					P	3 yrs after resolution	3 yrs after resolution	Destroy	
<b>Agency Related Policy, Legislation &amp; Operating Proc.</b>										
1500-0000	Administrative Law Case --- Files prepared by the Office of Administrative Law (OAL), containing all documentation related to an Administrative Law case. When a case is resolved the original documentation file and the hearing transcript are sent to the appropriate state agency. OAL retains copies of the cases.									
1500-0001	Administrative Law Case (Original) --- Retained by the state agency.			X		P	20 yrs after case is closed	20 yrs after case is closed	Archival Review	
1500-0002	Administrative Law Case - Transcript (Original) --- Retained by the state agency.			X		P	Permanent	Permanent	Archives	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:46 of 70	
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		
1501-0000	Attorney Generals Opinions (Copy) --- Legal opinions dealing with matters relevant to a state agencies activities. Original retained by the Office of the Attorney General.					P	Periodic review	Periodic review	Destroy	
1502-0000	Background Information And Comments On Proposed Changes/Additions To A New Jersey Administrative Code Draft (Copy) --- Background materials, comments, approved and disapproved changes/additions, and supporting documentation for pre-proposals and proposals to revise a state agencies Administrative Code. Original retained by the Office of Administrative Law.			X		P	3 Years	3 Years	Archival Review	
1503-0000	Code Of Ethics - Departmental									
1503-0001	Code Of Ethics - Departmental (Original)			X		P	Permanent	Permanent	Archives	
1503-0002	Code Of Ethics - Departmental (Copy)					P	Periodic review	Periodic review	Destroy	
1504-0000	Executive Orders - Gubernatorial (Copy) --- Proclamations issued by the Governor as the chief executive of the state. Original retained by the Office of the Secretary of State.					P	Periodic review	Periodic review	Destroy	
1505-0000	General Operating Procedures --- Rules and regulations developed by state agencies for the general operation of business.									
1505-0001	General Operating Procedures (Original)			X		P	25 Years	25 Years	Archival Review	
1505-0002	General Operating Procedures (Copy)					P	3 Years	3 Years	Destroy	
1506-0000	Hearings - Formal Policy									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:47 of 70	
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		
1506-0001	Hearings - Stenotype Transcription					P	1 yr after printing of transcript	1 yr after printing of transcript	Destroy	
1506-0002	Hearings - Real Time Transcription					P	1 yr after printing of transcript	1 yr after printing of transcript	Destroy	
1506-0003	Hearings - Computer-Assisted Transcription					P	1 yr after printing of transcript	1 yr after printing of transcript	Destroy	
1506-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	Destroy	
1506-0005	Hearings - Transcripts (Original)			X		P	Permanent	Permanent	Archives	
1506-0006	Hearings - Transcripts (Copy)					P	Periodic review	Periodic review	Destroy	
1507-0000	Interagency Agreement --- An agreement between state agencies regarding a common subject.									
1507-0001	Interagency Agreement (Original)			X		P	Permanent	Permanent	Archives	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:48 of 70	
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		
1507-0002	Interagency (Copy)					P	Periodic review	Periodic review	Destroy	
1508-0000	Legislation - Agency-Related (Copy) --- Laws dealing with matters relevant to a state agencies activities. Original retained by the Office of Legislative Services.									
1508-0001	Legislation - Agency-Related-Adopted (Copy)					P	Periodic review	Periodic review	Destroy	
1508-0002	Legislation - Agency-Related-Pending (Copy)					P	As updated	As updated	Destroy	
1509-0000	Policy Statement --- Statement issued by an agencies management personnel regarding the governance of agency- related policy and procedure.									
1509-0001	Policy Statement (Original)			X		P	Permanent	Permanent	Archives	
1509-0002	Policy Statement (Copy)					P	Periodic review	Periodic review	Destroy	
1510-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File (Copy) --- Contains the Annual Occupational and Illnesses Survey and supporting documentation. File maintained in accordance with <u>N.J.A.C.</u> , 12:110, Subchapter 5 and <u>N.J.S.A.</u> 34:6A-24-28 et seq. Original retained by the Department of Labor.									
1510-0001	Public Employees Occupational Safety And Health Act (Copy)					P	6 Years	6 Years	Destroy	
1510-0002	Public Employees Occupational Safety And Health Act (Additional Copy)					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:49 of 70	
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		
1511-0000	Regulations - Agency-Related (Copy) --- State agency proposals for regulations to become part of the New Jersey Administrative Code. Original retained by the Office of Administrative Law.									
1511-0001	Regulations - Agency-Related - Adopted (Copy)					P	Periodic review	Periodic review	Destroy	
1511-0002	Regulations - Agency-Related-Pending (Copy)					P	As Updated	As Updated	Destroy	
1511-0003	Regulations - Agency-Related - Rejected (Copy)					P	Periodic review	Periodic review	Destroy	
1512-0000	Public Meetings - Audio/Video Tape Recordings					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	Destroy	
1513-0000	Worker & Community Right To Know Act File (Employer Copy) --- This file is maintained in accordance with the Worker and Community Right to Know Act, L.1983,c315,N.J.S.A. 34:5A-1 et seq. Originals are kept by the Departments of Health and Environmental Protection for 30 years. File contains, but is not limited to the following: Hazardous Substance List, Hazardous Substance Training Manual and supporting data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.					P	6 Years	6 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1514-0000	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 agencys daily operations and mitigate the consequences of such an event.									
1514-0001	Disaster Prevention And Recovery/Business Continuity Plans (Original)					P	3 yrs after update	3 yrs after update	Destroy	
1514-0002	Disaster Prevention And Recovery/Business Continuity Plans (Copy)					P	As updated	As updated	Destroy	
1515-0000	Americans With Disabilities Act (ADA) Transition Plan And Self-Evaluation Plan --- *Microfilming recommended.					P	65 Years	3 Years	Destroy	
<b>Reports And Publications</b>										
1600-0000	Agency Annual Report --- Annual report highlighting the achievements and activities of a state agency.									
1600-0001	Agency Annual Report - Agency Of Origin (Original)			X		P	Permanent	Permanent	Archives	
1600-0002	Agency Annual Report (Copy)					P	5 Years	5 Years	Destroy	
1601-0000	Agency Monthly Report --- Monthly report highlighting the activities and achievements of a state agency.									
1601-0001	Agency Monthly Report - Agency Of Origin (Original)					P	3 Years	3 Years	Destroy	
1601-0002	Agency Monthly Report (Copy)					P	1 Years	1 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:51 of 70	
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		
1602-0000	Agency Weekly Report (Original And Copy) --- Weekly report highlighting the activities and achievements of a state agency.					P	1 Years	1 Years	Destroy	
1603-0000	Agency-Generated Newsletter --- Publication highlighting an agencies activities and other relevant information. The New Jersey State Library receives 75 copies of all agency-generated publications.									
1603-0001	Agency-Generated Newsletter (Original)			X		P	Permanent	Permanent	Permanent	
1603-0002	Agency-Generated Newsletter (Copy)					P	Periodic review	Periodic review	Destroy	
1604-0000	Agency-Generated Publication --- Printed material created by a state agency. The State Library receives 75 copies of all agency- generated publications.									
1604-0001	Agency-Generated Publication (Original)			X		P	Permanent	Permanent	Permanent	
1604-0002	Agency-Generated Publication (Copy)					P	Periodic review	Periodic review	Destroy	
1605-0000	Agency-Generated Statistical Report(Original And Copy)					P	3 Years	3 Years	Destroy	
1606-0000	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification	After input and verification	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Year Two Thousand (Y2K) Conversion Plan</b>										
1700-0000	Year Two Thousand (Y2K) Conversion Plan (Hardcopy, Microfilm, Or Electronic) --- Includes documentation for testing, remediation, and statutory and regulatory requirements for an agencies Y2K system conversion. File contains but is not limited to the following: hardware, applications, and system analysis documentation; testing documentation; system certification documentation; project plans; status reports; internal and external correspondence and e-mail; vendor system compliance letters; system diagnostic testing results; and supporting documentation.									
1700-0001	Year Two Thousand (Y2K) Conversion Plan (Original)					P	7 Years	3 Years	Destroy	
1700-0002	Year Two Thousand (Y2K) Conversion Plan (Copy)					P	Periodic review	Periodic review	Destroy	
<b>Image Processing And Certification</b>										
1800-0000	Audit Reports - Image Processing Systems --- 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.					P	7 Years	3 Years	Destroy	
1801-0000	Image Processing System Initial Certification Or System Revocation --- Agency image processing sytem initial certification or revocation, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, revocation notification, 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	Permanent	

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		
1802-0000	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, Department of State.					P	As updated	As updated	Destroy	
1803-0000	Image Processing Quality Control/Error Inspection Log --- A log denoting an error(s) detected in either a random or routine quality control inspection of a scanned document batch.					P	After remediation and verification	After remediation and verification	Destroy	
1804-0000	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.					P	After completion of batch	After completion of batch	Destroy	
<b>Agency Website File</b>										
1900-0000	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.					P	30 Days		Destroy	
1901-0000	Transaction/Click Through Log --- Log tracking the number of times and agencies website is accessed from outside the agency.					P	30 Days		Destroy	
1902-0000	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	30 days after website is discontinued	Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	<b>E-Mail Record</b>									
2000-0000	<p>State Agency E-Mail Record Schedule</p> <p>---</p> <p>This schedule is designed to facilitate the management of the broad category of e-mail records in accordance with State law (P.L. 1953, c.140; <u>N.J.S.A. 47:3-16</u>) and the provisions set forth in State Circular Letter (CL) 14-12 DORES/OIT. Records may be destroyed by agencies sooner than the retention in this e-mail schedule if such destruction is in accordance with a specific general records schedule item and an approved Electronic File Plan (E-FP) as described in CL14-12 DORES/OIT. See below for general record schedule items included in this broadband.</p> <p>NOTE: This schedule covers routine administrative and operational records with a retention period of seven (7) years or less. Agencies will be responsible for maintaining, administering, and providing access to e-mail (including information and/or attachments) for all records 1) with a final disposition greater than 7 years and 2) a disposition of Permanent, Archives or Archival Review until the State Archives has the means to accept transfer of this material.</p>									
2000-0001	<p>State Agency E-Mail Record Schedule</p> <p>---</p> <p>E-Mail Record NJ Comprehensive Financial System (NJCFS), Off-system and Procurement/ Purchasing System Records Agency e-mail records pertaining to or encompassing: revenue and expenditure journal/ledger entries; cash receipt records; appropriation/expense/revenue budgets; transfers of appropriation/budget; obligations/encumbrances; purchase orders invoices; vouchers; payments; fiscal note worksheets; travel records; bank records; and vendor file content.</p> <p>Records Series Included                      0001-0000 through 0007-0002, 0009-0000 through 0011-0002, 0013-0000 through 0026-0002,                      0100- 0000 through 0200-0000 and 0402-0000 and 0415-0000                      *Destroy as per CL. 14-12 DORES/OIT</p>					P	7 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:55 of 70	
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		
2000-0002	E-Mail Record Budget/Audit Records --- Agency e-mail records pertaining to or encompassing: departmental/divisional appropriations handbooks; requests; and State Auditor reports. Records Series included 0300-0000 through 0303-0003, 0400-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0003	E-Mail Record Payroll Reports/Signature Sheets --- Records Series Included 0408-0002 through 0409-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0004	E-Mail Record Accounts Receivable Records/Billings --- Records Series Included 0411-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0005	E-Mail Record Telephone And Vehicle Records (Work Orders, Completed Logs And Maintenance Records) --- Records Series Included 0416-0000 through 041 7-0003, 041 8-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2000-0006	<p>E-Mail Record Personnel Records ---</p> <p>Agency e-mail records pertaining to or encompassing: affirmative action plans (CSC maintains the original or record copy); surveys; work force/job analyses; certifications; notifications; rosters; job specifications; questionnaires; certification records; promotional actions; job and test applications; lists; referrals; leave requests; conflict of interest questionnaires; time and attendance records; requests/approvals to attend events; applications for open competitive and promotional examinations; personnel maintenance requests; and position change/ freeze requests.</p> <p>Records Series Included 0701-0000 through 0805-0000,0812-0000 through 0813-0000, 0901-0000, 0904 -0000 through 0905 - 0003, 0910-0000 through 0910-0002, 0914-0000 through 0914-0003, 0933-0000, 0934-0000, 1100-0000 through 1103-0002, 1106-0000 through 1130-0000, 1300-0000 through 1309-0000 *Destroy as per CL. 14-12 DORES/OIT</p>					P	7 Years		Destroy	
2000-0007	<p>E-Mail Record General Administrative Records ---</p> <p>E-Mail Record General Administrative Records Agency e-mail records pertaining to or encompassing: administrative subject files (excluding commissioner's subject Files) covering routine agency operations and transactions; and external and internal correspondence (excluding commissioner's correspondence and policy correspondence) covering routine agency operations and transactions, surveys, inventories, open public meeting notices, open public records requests, requests for information, surveys, inventories, and reference material.</p> <p>Records Series Included 1400-0000, 1405-0001, 1405-0002, 1405-0004, 1407-0000 through 1408-0000, 1411-0000,1419-0000 through 1420-0000, and 1425-0002 through 1425-0003. *Destroy as per CL. 14-12 DORES/OIT</p>					P	7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:57 of 70	
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		
2000-0008	E-Mail Record Reports And Publications --- Agency e-mail records pertaining to or encompassing: Agency Monthly Report (Copy) and Agency Weekly Report (Original and Copy). Records Series Included: 1601-0000 through 1602-0000. *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2100-0000	Video Surveillance Recordings --- Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by 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 a slip and fall, motor vehicle accident or crime).					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported		Destroy	
2101-0000	Body Worn Camera (BWC) Recordings					P			Destroy	
2101-0001	Body Worn Camera (BWC) Recording – Not Requested Or Exempted --- The recording from a device worn by a law enforcement officer that makes an electronic audio and video recording of activities that take place during any law enforcement action. The term does not include a mobile video recording device when mounted inside a police vehicle (i.e., a dash cam). The term also does not include any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity. Nor does the term include an electronic recording device when used to comply with the requirements of Rule 3:17 (electronic recording of station house custodial interrogations).					P	180 Days		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2101-0002	<p>Body Worn Camera (BWC) Recording – Complaint ---</p> <p>A BWC recording that captures images involving an encounter about which a complaint has been registered by a subject of the BWC recording.</p>					P	3 Years After Recording		Destroy	
2101-0003	<p>Body Worn Camera (BWC) Recording – Requested ---</p> <p>A BWC recording voluntarily requested by: (a) law enforcement officer whose BWC made the video recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (b) a law enforcement officer who is a subject of the BWC recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (c) any immediate supervisor of a law enforcement officer whose BWC made the recording or who is a subject of the BWC recording, if that immediate supervisor reasonably asserts the recording has evidentiary or exculpatory value; (d) any law enforcement officer, if the BWC recording is being retained solely and exclusively for police training purposes; (e) any member of the public who is a subject of the BWC recording; (f) any parent or legal guardian of a minor who is a subject of the BWC recording; or (g) a deceased subject's next of kin or legally authorized designee. To effectuate subparagraphs (e), (f), and (g) of this Section, the member of the public, parent or legal guardian, or next of kin or designee shall be permitted to review the BWC recording to determine whether to request a three-year retention period, in accordance with the provisions of the Open Public Records Act, <u>N.J.S.A. 47:1A-1</u> et seq., to determine whether to request a three-year retention period.</p>					P	3 Years After Recording		Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:59 of 70	
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		
2101-0004	Body Worn Camera (BWC) Recording – Evidentiary Exemption --- A BWC recording that pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution; the recording shall be treated as evidence.					P	Closed plus 10 yrs or sentence served plus 10 yrs or final judgment plus 10 yrs Except homicides and other permanent records - see Prosecutor schedules.		Destroy	
2101-0005	Body Worn Camera (BWC) Recording – Non-Prosecuted Exemption --- A BWC recording that records an arrest that did not result in an ongoing prosecution, or records the use of police force.					P	2 Years		Destroy	
2101-0006	Body Worn Camera (BWC) Recording – Internal Affairs Exemption --- A BWC recording that is the subject of an internal affairs complaint.					P	After resolution		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Electronic Records</b>										
2200-0000	Supplemental Information Sources, Finding Aids And Indexes --- This series includes electronic abstracts or summaries of records contained in separate original records systems and/or indexes, lists, registers and other finding aids used as reference sources that complement and provide access to separately-stored original records. These records can be used as information sources apart from the related original records.					P	Retain with related original records or when the agency determines that the abstracts, summaries, finding aids/indexes are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.		Destroy	
2201-0000	Output Records --- This series includes records derived directly from the electronic system or database such as system-generated reports (in hardcopy or electronic format), online displays, summary statistical information, or any combination of the above.									
2201-00002	Data File Outputs --- (Cont'd from 2201-0000) File the records above with an appropriate agency-specific records series when applicable. If not applicable, contact the Records Management Services Unit to schedule the records.									

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2201-0001	<p>Ad Hoc And Routine Operational Reports ---</p> <p>Includes reports derived from electronic records or system queries created on an ad hoc, one-time basis or on a periodic basis for reference purposes. This item encompasses ad hoc reports created from or queries conducted across multiple linked databases or systems.</p>					P	Retain until business use ceases.		Destroy	
2201-0002	<p>Data File Outputs ---</p> <p>Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including data files consisting of summarized or aggregated information, electronic files consisting of extracted information, print files, and technical reformat files (electronic files consisting of copies of a master file or part of a master file used for information exchange).</p> <p>Exclusion 1: This schedule does not apply to:</p> <ul style="list-style-type: none"> <li>• Reports created to satisfy established reporting requirements (e.g. statistical reports produced quarterly in accordance with an agency directive or law, or other regular reports to management).</li> <li>• Query results/electronic reports created in response to a formal request from a higher-level office of the agency or an entity external to the agency.</li> <li>• Records containing substantive information not included in the resource electronic records system or database.</li> <li>• Data files consisting of summarized information from unscheduled electronic records or records scheduled as permanent but no longer exist or can no longer be accessed. (Cont'd to 2201-00002)</li> </ul>					P	Retain until business use ceases.		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2202-0000	<p>Non-Recordkeeping Copies Of Electronic Records ---</p> <p>Includes non-recordkeeping copies of electronic records maintained in email systems, computer hard drives, network drives, collaboration sites, web servers, or other locations, after the official versions have been copied to a centralized recordkeeping system/database, or otherwise preserved. This encompasses non-record keeping copies of e-mails, attachments and associated metadata stored under the centralized framework set forth in CL NO 14-12 DORES/OIT. This series also includes: documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent; electronic spreadsheets; digital video or audio files; text messages; digital maps or architectural drawings; and copies of various types of electronic records maintained on websites or web servers, but EXCLUDING web pages themselves.</p>					P	Retain until copied to the centralized recordkeeping system/database or otherwise preserved.		Destroy	
2203-0000	<p>Systems And Data Security Records ---</p> <p>Includes records related to maintaining the security of information technology (IT) systems and data, as well as security of facilities. Encompasses records such as official procedures for securing systems/data and maintaining underlying IT infrastructures, as well as system risk management/vulnerability analyses and analyses of security policies, processes, and guidelines. Specific document types included in this record series include: system security, disaster recovery and continuity of operations plans; published computer technical manuals and guides; references materials used to produce guidelines covering security issues (for specific systems and equipment); records on disaster exercises and resulting evaluations; network vulnerability assessments; risk surveys; service test plans; and test files/data.</p>					P	Retain for 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls through the life of the system.		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2204-0000	<p>Computer Security Incident Handling, Reporting And Follow-Up Records ---</p> <p>Contains records that relate to computer incidents as defined by the Office of Information Technology (11-03-P1-NJOIT). Encompasses records that document attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper usage by staff, failure of security provisions or procedures, and potentially compromised information assets.</p>					P	Retain for 3 years after all necessary follow-up actions have been completed.		Destroy	
2205-0000	<p>System Access Records ---</p> <p>Includes records that are created as part of the user identification and authorization process associated with information and records system access. The records contained in this records series are used to monitor inappropriate systems access by users. It may include user profiles, log-in files, password files, audit trail files/extracts, system usage files, and usage data required to assess charges for system use.</p>									
2205-0001	<p>System Access Records ---</p> <p>Records associated with systems that do not require special accountability for access.</p>					P	Retain until no longer needed for business use.		Destroy	
2205-0002	<p>System Access Records ---</p> <p>Records associated with systems that require special accountability for access (as defined via regulation or statute) Exclusion: Excludes records relating to electronic signatures.</p>					P	Retain for 7 years following password change or account termination.		Destroy	
2206-0000	<p>System/Transaction Backups And Tape Library Records ---</p> <p>Includes back-up files maintained for potential system or transaction restoration in the event of a system failure or loss of data/records.</p>									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:64 of 70	
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		
2206-0001	System/Transaction Backups And Tape Library Records --- Incremental back-up files					P		Retain until superseded by a full back-up.	Destroy	
2206-0002	System/Transaction Backups And Tape Library Records --- Full back-up files					P		Retain until second subsequent full backup is verified as successful.	Destroy	
<b>Electronic Records</b>										
2206-0003	Backups Of Master Files And Databases --- Include back-ups that are full replications of database or records system contents that are to be used as replacements for databases or master files that have been lost due to system failures or errors.					P		Retain until second subsequent full backup is verified as successful.	Destroy	
2207-0000	Public Key Infrastructure (PKI) Records --- Includes records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process, as well as to transaction- specific records that are generated for each transaction using PKI digital signature technology.									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:65 of 70	
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		
2207-0001	Administrative Records --- Included in this grouping are records involved in the set-up and administration of a PKI program including: policies and procedures; planning records; configuration information; validation records; operation records; audit and monitor records; and termination, consolidation or reorganizing records.					P	Retain for 7 years following the supersession or termination of the certificate authority.		Destroy	
2207-0002	Transaction-Specific Records --- Encompasses transaction-specific records that are generated for each transaction that uses PKI digital signature technology. These records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. They may vary from transaction-to-transaction and agency-to-agency.					P	Retain for the same period of time set forth in the agency's retention schedule for the transaction that the PKI digital signature is designed to protect.		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2208-0000	<p>Information Technology Development Project Records --- Infrastructure project records. Includes records relating to Information Technology (IT) infrastructure, systems, and services projects, which document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications resources. It includes requirements for and about implementation of functions such as: maintaining servers of all kinds; desktop computers; mobile devices and other hardware; network operating systems and shared applications; and data telecommunications facilities. It may also include records of infrastructure development and maintenance activities encompassing acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting.</p> <p>Examples of record types includes: procurement processing/ tracking content; installation/testing records; installation reviews and briefings; quality assurance and security reviews; requirements/specifications; (Cont'd to 2208-00000)</p>					P	Retain for 7 years following project completion.		Destroy	
2208-00000	<p>Information Technology Development Project Records --- (Cont'd from 2208-0000) technology refresh plans; operational support plans; test plans; and models, diagrams, schematics, and technical documentation.</p> <p>Exclusion: Records contained within agency application systems that support or document agency activities and decisions are not covered by this item. Such records must be covered under approved individual agency records schedules and/or approved State General Records Schedule.</p>									

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2209-0000	<p>Information Technology Operations And Maintenance Records ---</p> <p>Includes records that relate to activities associated with the operations and maintenance of information technology systems and services used to supply the agency and its staff with access to computers and data telecommunications. It includes records associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. Record types include: [Files identifying IT facilities and sites; files concerning implementation of IT facility and site management; equip. support services provided to specific sites (reviews, site visit &amp; trouble reports, equip. service histories, reports of follow-up actions, related correspondence); equip. control systems; requests for service; work orders; services histories; workload schedules; run reports, schedules of maintenance and support activities; problem reports and related decision documents reports on operations; measure of benchmarks (performance indicators and monitoring, error and exception reporting, self-assessments, management reports); (Cont'd to 2209-00000)</p>					P	Retain for 6 years.		Destroy	
2209-00000	<p>Information Technology Operations And Maintenance Records ---</p> <p>(Cont'd from 2209-0000)</p> <p>website administration (frames, templates, style sheets, site maps, codes that determine site architecture, changes requests)].</p> <p>Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records (See Record Series 2210-0000 below).</p> <p>Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the State General Records Schedule.</p>									

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		
2210-0000	<p>Configuration And Change Management Records ---</p> <p>Includes records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. It includes:</p> <ul style="list-style-type: none"> <li>• Inventories of IT assets, network circuits, and building or circuitry diagrams.</li> <li>• Data and detailed reports on implementation of systems, applications and modifications.</li> <li>• Application sizing, resource and demand management records.</li> <li>• Documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes.</li> <li>• Documentation of software distribution (including COTS software license management files) and release of version management.</li> </ul> <p>Note: For documentation relating to systems containing permanent electronic records, consult with the Department of the Treasury, Records Management Services before initiating disposal actions.</p>					P	Retain for 7 years following system supersession, iteration, or termination.		Destroy	
2211-0000	<p>Electronic Input/Source Records ---</p> <p>Includes electronic records consisting of raw data used to create, update, or modify records in an electronic system or database. The types of records that may be included are: electronic files that duplicate information from a source electronic system; electronic records received from another agency and used as input/ source records by the receiving agency; computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database; and metadata or reference data, such as format, range, or domain specifications transferred from a host computer or server to another computer for input, updating, or transaction processing operations.</p> <p>Exclusion 1: Original electronic records maintained in the source system.</p> <p>Exclusion 2: Electronic input records tagged for audit and legal purposes.</p>					P	Retain until data has been entered or otherwise incorporated into the electronic records system or database and verified.		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2212-0000	<p>Data Administration Records ---</p> <p>Includes records relating to data administration, including maintenance of data standards, data models, registries, and data definitions and dictionaries, as well as administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also may include any documentation related to electronic records that allows a user to understand or access the information, whether the records are part of an electronic system or stand-alone.</p>					P	Retain for 7 years following system supersession, iteration, or termination of the associated system		Destroy	
2213-0000	<p>System Development Project File ---</p> <p>Relates to the development of Information Technology (IT) systems and software applications that provide agencies with specific business functionality from transaction processing, to content storage/analysis and through to policy and decision-making support. It covers records generated in the initial development stages up until hand-off to production, as well as procurement processing and tracking records related to system development activities.</p> <p>Exclusion: This item does not apply to system data or content such as data dictionaries, file specifications, code books, record layouts, etc.</p>					P	Retain for 7 years following implementation of the system		Destroy	
2214-0000	<p>Special Purpose Computer Programs And Applications ---</p> <p>Includes computer software programs or applications that are developed by an agency or under its direction solely to use or maintain a master file or database</p> <p>Exclusion: This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission-related function.</p> <p>Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period.</p>					P	Retain until related master file or database has been deleted or until there is no longer a business use for the programs/ap plications		Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:70 of 70	
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		
2215-0000	<p>Information Technology Compliance Records ---</p> <p>Includes records which document compliance with information technology policies, directives, and plans.</p> <p>Note: Copies of security plans are covered under General Records Schedule G100000. However, copies of such plans may be interfiled within this series.</p>					P	Retain for 6 years following completion of compliance project/activity/ transaction		Destroy	
2216-0000	<p>Electronic Administrative Resource Files ---</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, and contact lists.</p>					P	Retain until no longer needed for administrative purposes.		Destroy	

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	County General Schedule	<b>AGENCY # C820000</b>		
<b>DIVISION:</b>		<b>SCHEDULE # 014 (RETIRED)</b>		
<b>BUREAU:</b>		<b>PAGE #</b>	1	<b>OF</b>
				6

**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	County General Schedule
<b>FORMER AGENCY NUMBER</b>	C820000-014

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0707-0000	Body Worn Cameras (BWC)	Title/Retention/Disposition	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).	Body Worn Camera (BWC) Recordings

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	AGENCY # C820000	SCHEDULE # 0014	PAGE # 2 OF 6
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			<p>(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>	
0707-0001	Body Worn Camera (BWC) Recording – Not Requested or Exempted	New Records Series		The recording from a device worn by a law enforcement officer that makes an electronic audio and video recording of activities that take place during any law enforcement action. The term does not include a mobile

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> C820000	<b>SCHEDULE #</b> 0014	<b>PAGE #</b> 3 OF 6
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				<p>video recording device when mounted inside a police vehicle (i.e., a dash cam). The term also does not include any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity. Nor does the term include an electronic recording device when used to comply with the requirements of Rule 3:17 (electronic recording of station house custodial interrogations).</p> <p><b>Retention: 180 Days After Recording</b> <b>Disposition: Destroy</b></p>
0707-0002	Body Worn Camera (BWC) Recording – Complaint	New Records Series		<p>A BWC recording that captures images involving an encounter about which a complaint has been registered by a subject of the BWC recording.</p> <p><b>Retention: 3 Years After Recording</b> <b>Disposition: Destroy</b></p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> C820000	<b>SCHEDULE #</b> 0014	<b>PAGE #</b> 4 OF 6
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0707-0003	Body Worn Camera (BWC) Recording – Requested	New Records Series		A BWC recording voluntarily requested by: (a) law enforcement officer whose BWC made the video recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (b) a law enforcement officer who is a subject of the BWC recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (c) any immediate supervisor of a law enforcement officer whose BWC made the recording or who is a subject of the BWC recording, if that immediate supervisor reasonably asserts the recording has evidentiary or exculpatory value; (d) any law enforcement officer, if the BWC recording is being retained solely and exclusively for police training purposes; (e) any member of the public who is a subject of the BWC recording; (f) any parent or legal guardian of a minor who is a subject of the BWC recording; or (g) a deceased subject's next of kin or legally authorized designee. To effectuate subparagraphs (e), (f), and (g) of this Section, the
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<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	AGENCY # C820000	SCHEDULE # 0014	PAGE # 5 OF 6
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			<p>member of the public, parent or legal guardian, or next of kin or designee shall be permitted to review the BWC recording to determine whether to request a three-year retention period, in accordance with the provisions of the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., to determine whether to request a three-year retention period.</p> <p><b>Retention: 3 Years After Recording</b> <b>Disposition: Destroy</b></p>
0707-0004	Body Worn Camera (BWC) Recording – Evidentiary Exemption	New Records Series	<p>A BWC recording that pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution; the recording shall be treated as evidence.</p> <p><b>Retention: 10 years after case closed, sentence served, or final judgment, whichever is longer (except homicides or other permanent records; see Prosecutor schedules).</b> <b>Disposition : Destroy</b></p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> C820000	<b>SCHEDULE #</b> 0014	<b>PAGE #</b> 6 OF 6
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0707-0005	Body Worn Camera (BWC) Recording – Non-Prosecuted Exemption	New Records Series		A BWC recording that records an arrest that did not result in an ongoing prosecution, or records the use of police force. <b>Retention: 2 Years After Recording</b> <b>Disposition: Destroy</b>
0707-0006	Body Worn Camera (BWC) Recording – Internal Affairs Exemption			A BWC recording that is the subject of an internal affairs complaint. <b>Retention: After Resolution</b> <b>Disposition: Destroy</b>

# STATE OF NEW JERSEY



## COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE

**C820000-015**



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

Records Retention and Disposition Schedule		Agency: C820000	Schedule: 015	Page #:1 of 38
<b>Department:</b>	COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE	<b>Agency Representative:</b>	Stacy Spera	
		<b>Title:</b>	Confidential Assistant, Local Gov't Services, DCA	
		<b>Phone #:</b>		

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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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		
<b>Financial Records</b>										
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	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	<b>Financial Records</b>									
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy	
	<b>Books of Account</b>									
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	
	<b>Budget File</b>									
0200-0000	Budget File	X								

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy	
0200-0002	Budget File - Not Included In Minutes	X		X		P	Permanent		Permanent	
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	
<b>Miscellaneous Financial Records</b>										
0300-0000	Audit Report File	X								
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent	

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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		
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) --- 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	

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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		
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 of contract		Destroy	
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	

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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		
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	
<b>Miscellaneous Financial Records</b>										
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	
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	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:7 of 38	
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		
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								
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	

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		
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	
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								

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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		
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								
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								

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		
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	
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	

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		
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	
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	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:12 of 38	
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		
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 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					P	6 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0330-0002	<p>Auction File - Online ---</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>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>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	

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		
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	
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	
<b>Personnel Records</b>										
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									
0402-0001	Dental Plan File - Status Listing	X					3 Years After update		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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	

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		
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	
0406-0006	Health Benefits File - Declaration Of Non-Participation	X					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.						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	

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Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:17 of 38	
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		
0413-0003	Prescription Plan File - Plan Authorization	X					6 Years After termination of employment		Destroy	
0414-0000	References - Employment									
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	

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		
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	
<b>Personnel Records</b>										
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018.	X					40 Years After termination of employment		Destroy	CFR 1910.1018.
0420-0000	Employment Eligibility Verification (I-9) --- Form generated by the U.S. Department of Justice Immigration and Naturalization Service.	X					6 Years After termination of employment		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	

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		
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	
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	

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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		
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	
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	

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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		
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	
0428-0005	Grievance File - Routine Settlement (Original)					P	1 Years After final settlement		Destroy	
0429-0000	Hearings - Formal Policy									

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		
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	
<b>General Administrative Records</b>										
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	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:23 of 38	
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		
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 of their offices.									

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		
<b>General Administrative Records</b>										
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									

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:25 of 38	
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		
0510-0001	Organization Chart (Original)			X		P	Permanent		Permanent	
0510-0002	Organization Chart (Copy)						Periodic review		Destroy	
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	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:26 of 38	
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		
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy	
0514-0000	Visitor Security Daily Sign-In Log						3 Years		Destroy	
0515-0000	Reference Material File									
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	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:27 of 38	
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		
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	
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	

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		

<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
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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									

<b>Agency-Related Policy, Legislation, And Operating</b>										
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0603-0001	Ordinance File - Ordinance Book (Original)			X	X		P	Permanent		Archives	
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<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
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0603-0002	Ordinance File - Ordinance Book (Copy)							Periodic review		Destroy	
0603-0003	Ordinance File - Work papers							Periodic review		Destroy	
0604-0000	Policy Statements										

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:29 of 38	
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		
<b>Agency-Related Policy, Legislation, And Operating</b>										
0604-0001	Policy Statements (Original)			X		P	Permanent		Archives	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0604-0002	Policy Statements (Copy)						Periodic review		Destroy	
<b>Agency-Related Policy, Legislation, And Operating</b>										
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. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-28</u> et seq.									
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
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.									
<b>Agency-Related Policy, Legislation, And Operating</b>										
0606-0001	Resolutions (Original)		X	X		P	Permanent		Archives	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0606-0002	Resolutions (Copy)						Periodic review		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Agency-Related Policy, Legislation, And Operating</b>										
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. 34:5A-1et seq.</u> 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 --- Contains: Transition and Self-Evaluation Plans					P	65 Years		Destroy	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.									
<b>Agency-Related Policy, Legislation, And Operating</b>										
0609-0001	Municipal Code Book (Original)			X		P	Permanent		Archives	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy	
<b>Agency-Related Policy, Legislation, And Operating</b>										
0609-0003	Municipal Code Book - Supplement (Original)			X		P	Permanent		Permanent	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0610-0000	Incoming Mail Log						3 Years		Destroy	
0611-0000	Calendar and Meeting Schedules						3 Years		Destroy	
	<b>Reports and Publications</b>									
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	
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	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification		Destroy	
<b>Reports and Publications</b>										
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 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	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:33 of 38	
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		
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, Department of State.						As updated		Destroy	
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	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:34 of 38	
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		
<b>Reports and Publications</b>										
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	

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		
0706-0000	<p>Video Surveillance Recordings</p> <p>--- 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).</p>					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported.		Destroy	
0707-0000	Body Worn Camera (BWC) Recordings					P			Destroy	
0707-0001	<p>Body Worn Camera (BWC) Recording – Not Requested Or Exempted</p> <p>--- The recording from a device worn by a law enforcement officer that makes an electronic audio and video recording of activities that take place during any law enforcement action. The term does not include a mobile video recording device when mounted inside a police vehicle (i.e., a dash cam). The term also does not include any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity. Nor does the term include an electronic recording device when used to comply with the requirements of Rule 3:17 (electronic recording of station house custodial interrogations).</p>					P	180 Days		Destroy	
0707-0002	<p>Body Worn Camera (BWC) Recording – Complaint</p> <p>--- A BWC recording that captures images involving an encounter about which a complaint has been registered by a subject of the BWC recording.</p>					P	3 Years After Recording		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0707-0003	<p>Body Worn Camera (BWC) Recording – Requested ---</p> <p>A BWC recording voluntarily requested by: (a) law enforcement officer whose BWC made the video recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (b) a law enforcement officer who is a subject of the BWC recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (c) any immediate supervisor of a law enforcement officer whose BWC made the recording or who is a subject of the BWC recording, if that immediate supervisor reasonably asserts the recording has evidentiary or exculpatory value; (d) any law enforcement officer, if the BWC recording is being retained solely and exclusively for police training purposes; (e) any member of the public who is a subject of the BWC recording; (f) any parent or legal guardian of a minor who is a subject of the BWC recording; or (g) a deceased subject's next of kin or legally authorized designee. To effectuate subparagraphs (e), (f), and (g) of this Section, the member of the public, parent or legal guardian, or next of kin or designee shall be permitted to review the BWC recording to determine whether to request a three-year retention period, in accordance with the provisions of the Open Public Records Act, <u>N.J.S.A. 47:1A-1 et seq.</u>, to determine whether to request a three-year retention period.</p>					P	3 Years After Recording		Destroy	
0707-0004	<p>Body Worn Camera (BWC) Recording – Evidentiary Exemption ---</p> <p>A BWC recording that pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution; the recording shall be treated as evidence.</p>					P	Closed plus 10 yrs or sentence served plus 10 yrs or final judgment plus 10 yrs (except homicides or other permanent records; see Prosecutor schedules).		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0707-0005	Body Worn Camera (BWC) Recording – Non-Prosecuted Exemption --- A BWC recording that records an arrest that did not result in an ongoing prosecution, or records the use of police force.					P	2 Years After Recording		Destroy	
0707-0006	Body Worn Camera (BWC) Recording – Internal Affairs Exemption --- A BWC recording that is the subject of an internal affairs complaint.					P	After resolution		Destroy	
<b>E-Mail Records</b>										
0800-0000	E-Mail Records									
0800-0001	E-Mail Records (Seven Years Or Less) --- 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).  Attestation elements include: 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); 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).; 3. That the agency has adopted acceptable use policies for E-Mail and					P	7 Years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule	Agency: C820000	Schedule: 015	Page #:38 of 38							
<p>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 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>										

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	Municipal General Schedule	<b>AGENCY # M100000</b>		
<b>DIVISION:</b>		<b>SCHEDULE # 013 (RETIRED)</b>		
<b>BUREAU:</b>		<b>PAGE #</b>	1	<b>OF</b>
				6

**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Municipal General Schedule
<b>FORMER AGENCY NUMBER</b>	M100000-013

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0707-0000	Body Worn Cameras (BWC)	Title/Retention/Disposition	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).	Body Worn Camera (BWC) Recordings

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	AGENCY # M100000	SCHEDULE # 0013	PAGE # 2 OF 6
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			<p>(N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:  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.  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.  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>	
0707-0001	Body Worn Camera (BWC) Recording – Not Requested or Exempted	New Records Series		The recording from a device worn by a law enforcement officer that makes an electronic audio and video recording of activities that take place during any law enforcement action. The term does not include a mobile

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> M100000	<b>SCHEDULE #</b> 0013	<b>PAGE #</b> 3 OF 6
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				<p>video recording device when mounted inside a police vehicle (i.e., a dash cam). The term also does not include any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity. Nor does the term include an electronic recording device when used to comply with the requirements of Rule 3:17 (electronic recording of station house custodial interrogations).</p> <p><b>Retention: 180 Days After Recording</b> <b>Disposition: Destroy</b></p>
0707-0002	Body Worn Camera (BWC) Recording – Complaint	New Records Series		<p>A BWC recording that captures images involving an encounter about which a complaint has been registered by a subject of the BWC recording.</p> <p><b>Retention: 3 Years After Recording</b> <b>Disposition: Destroy</b></p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> M100000	<b>SCHEDULE #</b> 0013	<b>PAGE #</b> 4 OF 6
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0707-0003	Body Worn Camera (BWC) Recording – Requested	New Records Series		A BWC recording voluntarily requested by: (a) law enforcement officer whose BWC made the video recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (b) a law enforcement officer who is a subject of the BWC recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (c) any immediate supervisor of a law enforcement officer whose BWC made the recording or who is a subject of the BWC recording, if that immediate supervisor reasonably asserts the recording has evidentiary or exculpatory value; (d) any law enforcement officer, if the BWC recording is being retained solely and exclusively for police training purposes; (e) any member of the public who is a subject of the BWC recording; (f) any parent or legal guardian of a minor who is a subject of the BWC recording; or (g) a deceased subject's next of kin or legally authorized designee. To effectuate subparagraphs (e), (f), and (g) of this Section, the
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<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> M100000	<b>SCHEDULE #</b> 0013	<b>PAGE #</b> 5 OF 6
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				<p>member of the public, parent or legal guardian, or next of kin or designee shall be permitted to review the BWC recording to determine whether to request a three-year retention period, in accordance with the provisions of the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., to determine whether to request a three-year retention period.</p> <p><b>Retention: 3 Years After Recording</b> <b>Disposition: Destroy</b></p>
0707-0004	Body Worn Camera (BWC) Recording – Evidentiary Exemption	New Records Series		<p>A BWC recording that pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution; the recording shall be treated as evidence.</p> <p><b>Retention: Same As Evidence In Appropriate Criminal Prosecution File</b> <b>Disposition: Same as Evidence in Appropriate Criminal Prosecution File</b></p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> M100000	<b>SCHEDULE #</b> 0013	<b>PAGE #</b> 6 OF 6
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0707-0005	Body Worn Camera (BWC) Recording – Non-Prosecuted Exemption	New Records Series		A BWC recording that records an arrest that did not result in an ongoing prosecution, or records the use of police force. <b>Retention: 2 Years After Recording</b> <b>Disposition: Destroy</b>
0707-0006	Body Worn Camera (BWC) Recording – Internal Affairs Exemption			A BWC recording that is the subject of an internal affairs complaint. <b>Retention: After resolution</b> <b>Disposition: Destroy</b>

# STATE OF NEW JERSEY



## MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

**M100000-014**



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

Records Retention and Disposition Schedule		Agency: M100000	Schedule: 014	Page #:1 of 38
<b>Department:</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	<b>Agency Representative:</b>	Stacy Spera	
		<b>Title:</b>	Confidential Assistant, Local Gov't Services, DCA	
		<b>Phone #:</b>		

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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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		
<b>Financial Records</b>										
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 input and verification		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	<b>Financial Records</b>									
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy	
	<b>Books of Account</b>									
0100-0000	Cash Disbursements	X								
0100-0001	Cash Disbursements - Year-End History	X		X		P	Permanent		Permanent	
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	X		P	Permanent		Permanent	
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	X		P	Permanent		Permanent	
	<b>Budget File</b>									
0200-0000	Budget File	X								

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy	
0200-0002	Budget File - Not Included In Minutes	X		X		P	Permanent		Permanent	
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	
<b>Miscellaneous Financial Records</b>										
0300-0000	Audit Report File	X								
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent	

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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		
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) --- 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	

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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		
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.	X								
0303-0001	Contracts/Agreements and Amendments - General (Original)	X					6 Years After completion of contract		Destroy	
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	

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		
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	
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	
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								

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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								
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								

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		
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	
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								

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		
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								
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								

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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	
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	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:11 of 38	
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		
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	
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	

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		
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 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.					P	6 Years		Destroy	
0330-0002	Auction File - Online --- 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	6 Years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:13 of 38	
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		
0331-0000	Certificate Of Fire Code Status --- 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. (N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)									
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 payments		Destroy	
0332-0000	Automated External Defibrillator (AED) File --- 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.									
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					P	2 Years After update		Destroy	
0332-0003	Automated External Defibrillator (AED) File – Equipment Operational Manual			X		P	After disposition of equipment		Archival Review	

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		
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	
<b>Personnel Records</b>										
0400-0000	Accident Reports - Employee --- File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	X				P	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									
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	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:15 of 38	
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		
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					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	
0406-0006	Health Benefits File - Declaration Of Non-Participation	X				P	1 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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.						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									

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:17 of 38	
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		
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		X		P	After termination of employment		Archival Review	
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	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:18 of 38	
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		
<b>Personnel Records</b>										
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018.	X				P	40 Years After termination of employment		Destroy	CFR 1910.1018
<b>Personnel Records</b>										
0420-0000	Employment Eligibility Verification (I-9) --- Form generated by the U.S. Department of Justice Immigration and Naturalization Service.	X				P	6 Years After termination of employment		Destroy	
<b>Personnel Records</b>										
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	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:19 of 38	
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		
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					P	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	
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	N.J.A.C. 4A:4-4.2
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	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:20 of 38	
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		
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	
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	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:21 of 38	
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		
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						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	
<b>Personnel Records</b>										
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	

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		
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	
<b>Personnel Records</b>										
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	

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		
<b>General Administrative Records</b>										
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	

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		
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 of their offices.									
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.					P	4 Years		Destroy	
<b>General Administrative Records</b>										
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	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:25 of 38	
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		
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)						Periodic review		Destroy	
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	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:26 of 38	
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		
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						3 Years		Destroy	
0515-0000	Reference Material File									
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.

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:27 of 38	
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		
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	
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	

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		
0519-0004	Consultant File – Work Papers And Support File					P	3 Years		Destroy	
0520-0000	Security Access Card Swipe Log					P	3 Years		Destroy	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
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									
<b>Agency-Related Policy, Legislation, And Operating</b>										
0603-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent		Permanent	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0603-0002	Ordinance File - Ordinance Book (Copy)						Periodic review		Destroy	
0603-0003	Ordinance File - Work papers						Periodic review		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:29 of 38	
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		
0604-0000	Policy Statements									
<b>Agency-Related Policy, Legislation, And Operating</b>										
0604-0001	Policy Statements (Original)			X		P	Permanent		Permanent	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0604-0002	Policy Statements (Copy)						Periodic review		Destroy	
<b>Agency-Related Policy, Legislation, And Operating</b>										
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. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-28 et seq.</u>									<u>N.J.A.C. 12:110</u> , Subchapter 5, <u>N.J.S.A. 34:6A-28 et seq.</u>
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
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.									
<b>Agency-Related Policy, Legislation, And Operating</b>										
0606-0001	Resolutions (Original)		X	X		P	Permanent		Archives	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0606-0002	Resolutions (Copy)						Periodic review		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Agency-Related Policy, Legislation, And Operating</b>										
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. 34:5A-1</u> et 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	P.L. 1983, C. 35, <u>N.J.S.A. 34:5A-1</u> et seq.
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0608-0000	Americans With Disabilities Act (ADA) File --- Contains: Transition and Self-Evaluation Plans						65 Years		Destroy	Americans With Disabilities Act (ADA)
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.									
<b>Agency-Related Policy, Legislation, And Operating</b>										
0609-0001	Municipal Code Book (Original)			X		P	Permanent		Archives	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy	
<b>Agency-Related Policy, Legislation, And Operating</b>										
0609-0003	Municipal Code Book - Supplement (Original)			X		P	Permanent		Archives	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0610-0000	Incoming Mail Log						3 Years		Destroy	
0611-0000	Calendar and Meeting Schedules						3 Years		Destroy	
<b>Reports and Publications</b>										
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	
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	

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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		
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification		Destroy	
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 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									
<b>Reports and Publications</b>										
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	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:33 of 38	
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		
0704-0000	Image Processing System									
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial/Renewal/Revoked Certification --- 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 certification, as granted by the State Records Committee. File contains: 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		Retain at Agency	
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, Department of State.						As updated		Destroy	
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	

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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		
0705-0000	Agency Internet File									
<b>Reports and Publications</b>										
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	

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		
0706-0000	<p>Video Surveillance Recordings</p> <p>---</p> <p>Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the Municipal 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 a slip and fall, motor vehicle accident or crime).</p>					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported		Destroy	
0707-0000	Body Worn Cameras (BWC)					P			Destroy	
0707-0001	<p>Body Worn Camera (BWC) Recording – Not Requested Or Exempted</p> <p>---</p> <p>The recording from a device worn by a law enforcement officer that makes an electronic audio and video recording of activities that take place during any law enforcement action. The term does not include a mobile video recording device when mounted inside a police vehicle (i.e., a dash cam). The term also does not include any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity. Nor does the term include an electronic recording device when used to comply with the requirements of Rule 3:17 (electronic recording of station house custodial interrogations).</p>					P	180 Days		Destroy	
0707-0002	<p>Body Worn Camera (BWC) Recording – Complaint</p> <p>---</p> <p>A BWC recording that captures images involving an encounter about which a complaint has been registered by a subject of the BWC recording.</p>					P	3 Years After Recording		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0707-0003	<p>Body Worn Camera (BWC) Recording – Requested ---</p> <p>A BWC recording voluntarily requested by: (a) law enforcement officer whose BWC made the video recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (b) a law enforcement officer who is a subject of the BWC recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value; (c) any immediate supervisor of a law enforcement officer whose BWC made the recording or who is a subject of the BWC recording, if that immediate supervisor reasonably asserts the recording has evidentiary or exculpatory value; (d) any law enforcement officer, if the BWC recording is being retained solely and exclusively for police training purposes; (e) any member of the public who is a subject of the BWC recording; (f) any parent or legal guardian of a minor who is a subject of the BWC recording; or (g) a deceased subject's next of kin or legally authorized designee. To effectuate subparagraphs (e), (f), and (g) of this Section, the member of the public, parent or legal guardian, or next of kin or designee shall be permitted to review the BWC recording to determine whether to request a three-year retention period, in accordance with the provisions of the Open Public Records Act, <u>N.J.S.A. 47:1A-1 et seq.</u>, to determine whether to request a three-year retention period.</p>					P	3 Years After Recording		Destroy	
0707-0004	<p>Body Worn Camera (BWC) Recording – Evidentiary Exemption ---</p> <p>A BWC recording that pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution; the recording shall be treated as evidence.</p>					P	Closed plus 10 yrs or sentence served plus 10 yrs or final judgment plus 10 yrs except homicides or other permanent records; see Prosecutor schedules.		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0707-0005	Body Worn Camera (BWC) Recording – Non-Prosecuted Exemption --- A BWC recording that records an arrest that did not result in an ongoing prosecution, or records the use of police force.					P	2 Years After Recording		Destroy	
0707-0006	Body Worn Camera (BWC) Recording – Internal Affairs Exemption --- A BWC recording that is the subject of an internal affairs complaint.					P	After resolution		Destroy	
<b>E-Mail Records</b>										
0800-0000	E-Mail Records									
0800-0001	E-Mail Records (Seven Years Or Less) --- 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).  Attestation elements include: 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); 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).; 3. That the agency has adopted acceptable use policies for E-Mail and					P	7 Years		Destroy	

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<p>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 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>										