



AGENDA
STATE RECORDS COMMITTEE
August 15, 2024
10:00 AM

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

Announcement of Open Public Meeting
Reading of the June 20, 2024 Minutes

I. Administrative Actions:

- A. Announcement of Approval of Destruction Authorization:**
Artemis Request: # 602141-603730
- B. Records Management**
Report to the State Records Committee: None
- C. Registered Imaging Systems/Amendments/Annual Reviews:**
Report to the State Records Committee
 - 1. Borough of Spring Lake Heights**
 - 2. Borough of Spring Lake Heights**
 - 3. City of Garfield**
 - 4. City of Garfield**
 - 5. City of Summit Clerk's Office**
 - 6. County of Bergen Office of the County Clerk, LRMS**
 - 7. County of Camden Prosecutor's Office**
 - 8. County of Hunterdon Prosecutor's Office**
 - 9. County of Mercer E-Recording**
 - 10. County of Morris Clerk's Office**
 - 11. County of Passaic County Clerk**
 - 12. County of Passaic County Clerk e-Filing**
 - 13. County of Salem**
 - 14. County of Somerset Enterprise**
 - 15. County of Sussex Clerk's Office**
 - 16. County of Sussex EDMS**
 - 17. County of Sussex Office of the Clerk e-Recording**
 - 18. Department of Law & Public Safety Election Law and Enforcement Commission**
 - 19. Hudson County Department of Family Services Division of Welfare**
 - 20. MP Robert Treat Academy Charter School**
 - 21. Ocean County Board of Social Services**
 - 22. Ocean County Utilities Authority**
 - 23. Sussex County Division of Social Services**
 - 24. Township of Bordentown**
 - 25. Township of Irvington**
 - 26. Township of Irvington**
 - 27. Township of Millburn**

28. Township of Parsippany Troy-Hills
29. Township of Raritan
30. Township of Raritan
31. Woodbridge Fire Department

II. Old Business:

- A. Request and Authorization for Records Disposal: None
- B. Registered Imaging Systems/Amendments/Annual Reviews:
None
- C. Records Retention Schedules: None

III. New Business:

A. Records Retention Schedules:

1. State General Schedule G100000-016 – Presented by Karen A. Perry
Item 0421-0000
2. County General Schedule C820000-019 – Presented by Karen A. Perry
Item 0338-0000
3. Municipal General Schedule M100000-018 – Presented by Karen A. Perry
Item: 0338-0000
4. Department of the Treasury, Division of State Lottery S820600-001 – Presented by
Elizabeth Hartmann
5. Department of the Treasury, Division of Revenue and Enterprise Services,
Commercial Recording S822501-003 – Presented by Karen A. Perry
Item 0051-0003

B. Damaged Records Reports:

1. Town of West New York – Presented by Virma Guzman-Reyes

C. Other Business:

- A. Electronic Records Retention & Disposition – Presented by James Fruscione Director,
Division of Revenue and Enterprise Services



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200

www.treas.state.nj.us

MINUTES
STATE RECORDS COMMITTEE
June 20, 2024

Amanda Truppa, Secretary, called the 459th meeting of the State Records Committee to order at 11:02 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Ms. Truppa stated that there was a quorum with all members present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, Designee (Chair and Secretary)
Department of Community Affairs, Division of Local Government Services,
Bonnie Brookes, Designee
Office of the Attorney General, Susan Scott, Designee
Office of the State Auditor, Kristen Menegus, Designee
Department of State, Division of Archives and Records Management, Donald
Cornelius, Designee

Staff: James Fruscione, Director, Division of Revenue and Enterprise Services
Maria Pinho, Chief of Operations, Division of Revenue and Enterprise Services
Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
Karen A. Perry, Administrative Analyst, Records Management Services
John J. Berry, Records Analyst 1, Records Management Services
James Jenkins, Records Analyst 1, Records Management Services
Terricka Page, Records Analyst 3, Records Management Services
Virma Guzman-Reyes, Records Analyst 3, Records Management Services

Other: Maria Lisa Bazela, Bergen County
Veronica Calder, Division of Archives and Records Management
Argean Cook
Michele Everly, Gloucester County
Joan DePaolo, NJ Transit
James Dolan, NJ State Police
Tara Maharjan, Division of Archives and Records Management
Joanne McKinley, ACCSES NJ

Marc H. Pfeiffer, Rutgers University, Edward J. Bloustein School of Planning and Public Policy
Bari Simpkins, NJ Cannabis Regulatory Commission
Katine Slunt, Montville Township Public Schools

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the March 28, 2024 Minutes five (5) yes, none (0) no, and none (0) abstentions.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request # 600204 – 620140

B. Report to the State Records Committee:

Registered Imaging Certification Systems/Amendments/Annual Reviews

1. **County of Bergen, Office of the County Clerk** - Bergen County proposes an imaging system annual renewal. (Certification# 06121404-MF)
2. **County of Bergen, Office of the Clerk of the Board** - Bergen County proposes an imaging system annual renewal. (Certification# 06121405-MF)
3. **County of Bergen, Board of Social Services** - Bergen County proposes an imaging system annual renewal. (Certification# 14032014-NM)
4. **County of Camden, Board of Social Services** - Camden County proposes an imaging system annual renewal. (Certification# 14051501-NM)
5. **Borough of Glassboro** – Glassboro Borough proposes an imaging system annual renewal. (Certification# 17052501-MP)
6. **Township of Woolwich, Construction Code Official** – Woolwich Township proposes an imaging system annual renewal. (Certification# 07071902-MP)
7. **Pennsauken Public Schools** – Pennsauken Public Schools proposes an imaging system annual renewal. (Certification# 21072101-MP)
8. **Pennsauken Public Schools** – Pennsauken Public Schools proposes added records series to an imaging system. (Certification# 21072101-MP)
9. **Township of Winslow**– Winslow Township proposes an imaging system annual renewal. (Certification# 07092001-NM)
10. **Township of Woodbridge, Building Department**– Woodbridge Township proposes an imaging system annual renewal. (Certification# 04021902-MF)
11. **Township of Woodbridge**– Woodbridge Township proposes an imaging system annual renewal. (Certification# 06110903-MP)
12. **Township of Manchester** – Manchester Township proposes an imaging system. (Certification# 24040301-MP)
13. **Borough of Avon by the Sea** – Avon by the Sea Borough proposes an imaging system. (Certification# 24040902-MP)

14. **Borough of Kenilworth** – Kenilworth Borough proposes an imaging system annual renewal. (Certification# 22012604-MP)
15. **Township of Mansfield** – Mansfield Township proposes an imaging system annual renewal. (Certification# 22042704-MP)
16. **Township of Cherry Hill** – Cherry Hill Township proposes added records series to an imaging system. (Certification# 07041901-MP)

II. Old Business: None

III. New Business:

A. Records Retention Schedules:

1. **State General Schedule G100000-015** – Prepared by Elizabeth Hartmann, Presented by Karen A. Perry (Representing Elizabeth Hartmann) - Approved without change.
James Fruscione, Director, Division of Revenue and Enterprise Services commented that the methodology of the schedule and its records series is typical of the database environment which had not previously been covered in this aspect for the New Jersey State Agencies specific retention schedules. Director Fruscione said that he hoped the schedule would serve as a tool for agencies to use for their retention and disposition regimes, particularly the NJ State Chief Technology Officers (CTO's). Mr. Fruscione entertained two (2) questions from Marc Pfeiffer, Rutgers University, Edward J. Bloustein School of Public Policy and Planning, regarding the use of records disposition of “erase” instead of “destroy” for the digital database records series. He also posed the question that due to the ongoing changes in technology, as to the possibility of revisiting the electronic and digital records series and their associated retentions and dispositions time periods in the State General Schedule. Director Fruscione stated that Mr. Pfeiffer raised valid points that warranted further discussion at a later date.
2. **Cannabis Regulatory Commission S829500-001** – Prepared by Elizabeth Hartmann, Presented by Karen A. Perry (Representing Elizabeth Hartmann) - **Approved with the following change:** Donald Cornelius, Department of State, Division of Archives and records Management, requested of Bari Simpkins, NJ Cannabis Regulatory Commission Representative that record series 0003-0003, 0003-0006 and 0003-0007 be removed from the schedule because they were already listed in the State General Schedule G100000. Ms. Simpkins said that she understood the reason for the change and had no objection to the amendment.

B. Damaged Records Reports:

1. Montville Township Public Schools – Presented by Karen A. Perry

Ms. Perry stated that Katine Slunt, Business Administrator, Montville Township Public Schools contacted her regarding a damaged records incident she discovered which occurred, unreported from two (2) prior Business Administrators. She conducted an investigation as the Business Administrator and Records Custodian and found that minutes and other vital records had been put in the storage containers that sustained significant water damage, mold and rodent infestation. She initiated a six (6) year district-wide project to find copies of the damaged records and safely re-organize the district's existing records. Ms. Slunt stated that she wanted to appear before the Committee requesting formal acknowledgement of the incident. Secretary Truppa stated that while the Committee could not approval the records disposal it could acknowledge that the records were prematurely destroyed and some of them could be recreated or found and that it be formally entered it into the history of the Committee. Department of Community Affairs Committee Member Designee, Bonnie Brookes, concurred with Secretary Truppa. Department of State Division of Archives and Records Management Committee Member Designee, Donald Cornelius, also concurred with Secretary Truppa, adding that Ms. Slunt had done her due diligence in bringing the incident before the Committee but through no fault of her own, records were destroyed through negligence and issued an admonishment to the Montville Board of Education that the records are important and that they need to be protected. Secretary Truppa called for a motion to acknowledge that the records were destroyed prematurely, but that Montville has taken steps to make sure that it doesn't happen in the future, it was seconded and approved.

C. Special Request and Authorization for Records Disposal: None

IV. Other Business:

Records Retention & Disposition Scheduling for Electronic Records – Presented by James Fruscione Director, Division of Revenue and Enterprise Services

James Fruscione, Director, Division of Revenue and Enterprise Services presented to the Committee a MS PowerPoint presentation regarding records retention and disposition for electronic records. Director Fruscione stated that the initial target audience are the State Government Chief Technology Officers (CTOs) with the mission to present it in a manner that is applicable to their various electronic records applications while being in conformance with the New Jersey Public Records Laws. The presentation addressed the basic records management key points in relation to electronic records – access, ownership, legality and compliance, retention and disposition and sample action plans and retention schedules. Director Fruscione restated that his target audience will be the State Government Chief Technology Officers with the future possibility of meeting with County and Local Government CTOs.

There being no other business, upon motion, seconded, the Committee adjourned at 12:18 p.m.

Amanda Truppa
Secretary
State Records Committee

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE State General Schedule HEADING		AGENCY # G100000	
DIVISION:		SCHEDULE # 016	
BUREAU:		PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0338-0000	Persons and Entities Engaging in Prohibited Activities in Russia or Belarus, Russia-Belarus and Iran Investment Certification for Vendors and Contractors File (NJSa 52:32-60.1/PL 2022, c. 3)	New	File pertaining to Public Agency Contracting Units (State, County, Local, Education and Higher Education) prohibited from awarding, renewing, amending or extending a contract with vendors who engage in activities with Russia, Belarus, Russia-Belarus or Iran. File contains but is not limited to the following: Federal Office of Foreign Assets Control (OFAC) - Sanctions List and List Search, Federal Executive Order 14024; NJ Department of the Treasury Notice - Notice of N.J.S.A. 52:32-60.1/PL 2022, c.3, Russia-Belarus Vendor Certification, Vendor Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; Iran Investment Activities List and Disclosure/Certification Form, Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Guidelines and Local Finance Notices and supporting documentation.	7 years/Destroy

STATE OF NEW JERSEY



STATE GENERAL RECORDS SCHEDULE

G100000-016



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: 016		Page #:0 of 1	
Department:		STATE GENERAL RECORDS SCHEDULE								Agency Representative:		Yamileth Merchak			
										Title:		Assistant Director			
										Phone #:					
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.															
Agency Representative Signature:					Date:			Secretary, State Records Committee Signature:					Date:		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation					
							Total Retention Period	Minimum Period in Agency							
	Financial Records														
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						
0003-0000	Cash Receipt/Alternate Cash Receipt/Quick Receipt (CR/C1/QR)														

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
	<p>---</p> <p>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.</p>								
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	<p>Agency Contract Order/Grant Loan Order (AO/GO)</p> <p>---</p> <p>Usage: obligate funds in an appropriation account approved agency contract when an 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.</p>								
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	<p>Allotment (AL)</p> <p>---</p> <p>Usage: allocate funds between the reserve and the current allotment of a given account. Formerly known as Allotment Adjustment.</p>								
0005-0001	Allotment (Using Agency)					P	7 Years	3 Years	Destroy
0005-0002	Allotment (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy
0006-0000	<p>Appropriation/Expense Budget (AP/EB)</p> <p>---</p> <p>Usage: to establish new appropriation accounts and expense budgets and to adjust these accounts. Formerly known as Appropriation Account Number Request and Appropriation Adjustments.</p>								

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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 Modification (Using Agency)					P	7 Years	3 Years	Destroy
0007-0002	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modification (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.								
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 under revenue when earned. Is used in conjunction with a								

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
	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: to 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			
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			

Records Retention and Disposition Schedule							Agency: G100000		Schedule: 016		Page #:0 of 1	
	Financial Records											
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.											
	Financial Records											
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			
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			

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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 business, 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
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

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
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				
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				

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
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				
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				

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
0028-0002	Job Cost (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy
	Bank Records								
0100-0000	Bank Statement --- Statement reflecting the status of an agency's 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 agency's 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
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
	Books Of Account								
0200-0000	Journal - Daily Cash --- Book of original entry, recording cash revenue and expense in a chronological order.					P	7 Years	3 Years	Destroy

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
0201-0000	Ledger - General Ledger (Gentled) And Closed Ledger (Castled) --- 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				
	Budget Records												
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 Year	1 Year	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				

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
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.												
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 Year	1 Year	Destroy			
0303-0003	Budget Request - Divisional And Sub-Divisional Work Papers						P	3 Years	3 Years	Destroy			
	Additional Financial Records												
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 years after work completed	3 years 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 years after completion of contract	3 years after completion of contract	Destroy			

Records Retention and Disposition Schedule							Agency: G100000		Schedule: 016		Page #:0 of 1	
0403-0003	Contracts And Amendments - Cancelled (Original)					P	3 years after submission	3 years after submission	Destroy			
0403-0004	Contracts And Amendments - Voided (Original)					P	3 years after avoidance	3 years after avoidance	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 Year	1 Year	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.											
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) ---					P	3 years after termination of grant or receipt of award	3 years after termination of grant or receipt of award	Destroy			

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
	File pertains to state agency receiving state grant monies.												
0406-0003	Grant/Entitlement/Recognition File - Approved (Additional Copy)					P	1 year after termination of grant or receipt of award	1 year 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 Year	1 Year	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				
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 Authorities)			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				

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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.								
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 years after expiration of lease	3 years after expiration of lease	Destroy
0412-0002	Space Planning Request File (GSA-7 SPR) (Additional Copy)					P	3 Years	3 Years	Destroy

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
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			
	Additional Financial Records												
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 years after completion	3 years 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												
0417-0001	Vehicle Records File - Gasoline/Oil Credit Card Transactions File (Departmental Copy) ---					P		3 Years	3 Years	Destroy			

Records Retention and Disposition Schedule							Agency: G100000		Schedule: 016		Page #:0 of 1	
	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.											
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 years after disposal of vehicle by department	3 years 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			
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. (<u>N.J.A.C. 5:71-3.7(b)9</u> ; <u>N.J.S.A. 52:27D-192</u>)											
0420-0001	Certificate Of Fire Code Status - In Compliance					P	7 years after final payment	7 years after final payment	Destroy			
0420-0002	Certificate Of Fire Code Status - Not In Compliance					P	7 years after final payment and compliance with recommendations	7 years after final payment and compliance with recommendations	Destroy			

Records Retention and Disposition Schedule						Agency: G100000		Schedule: 016		Page #:0 of 1	
0421-0000	Persons And Entities Engaging In Prohibited Activities In Russia Or Belarus, Russia-Belarus And Iran Investment Certification For Vendors And Contractors File (N.J.S.A. 52:32-60.1/PL 2022, C. 3) --- File pertaining to Public Agency Contracting Units (State, County, Local, Education and Higher Education) prohibited from awarding, renewing, amending or extending a contract with vendors who engage in activities with Russia, Belarus, Russia-Belarus or Iran. File contains but is not limited to the following: Federal Office of Foreign Assets Control (OFAC) - Sanctions List and List Search, Federal Executive Order 14024; NJ Department of the Treasury Notice - Notice of N.J.S.A. 52:32-60.1/PL 2022, c.3, Russia-Belarus Vendor Certification, Vendor Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; Iran Investment Activities List and Disclosure/Certification Form, Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Guidelines and Local Finance Notices and supporting documentation.					P	7 Years			Destroy	
	Personnel Records										
0700-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File --- Contains: Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.					P	7 years after conclusion of matter	7 years after conclusion of matter		Destroy	
0701-0000	Affirmative Action Plan (Copy) --- Agency's annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.					P	3 Years	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	

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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
	Classification Records								
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
0803-0004	Specification Change Sheet (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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 years after final action	3 years after final action	Destroy
0806-0002	Position Classification Questionnaire(Office Of Origin)					P	1 year after final action	1 year after final action	Destroy
0807-0000	Certification Delay (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy
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 years after final action	3 years after final action	Destroy
0809-0000	Request For Reclassification/Reclassification Recommendation (Copy)								

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
	--- 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 years after final action	3 years 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
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
	Individual Employee File								
0900-0000	Employee Address List					P	As updated	As updated	Destroy

Records Retention and Disposition Schedule								Agency: G100000	Schedule: 016	Page #:0 of 1
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.									
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 years after final settlement	3 years after final settlement	Destroy	
0902-0003	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	1 year after final settlement	1 year after final settlement	Destroy	
0902-0004	Grievance File - Routine Settlement (Original)					P	3 years after final settlement	3 years after final settlement	Destroy	
0902-0005	Grievance File - Routine Settlement (Copy)					P	1 year after final settlement	1 year after final settlement	Destroy	
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,									

Records Retention and Disposition Schedule							Agency: G100000		Schedule: 016		Page #:0 of 1	
	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, Self-health Assessment/Screening Forms, 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 years after termination of employment	6 years after termination of employment	Destroy			
0903-0002	Individual Employee File - Departmental Personnel (Copy)					P	3 years after termination of employment	3 years after termination of employment	Destroy			
0903-0003	Individual Employee File - Sub-Divisional Personnel (Additional Copy)					P	1 year after termination of employment	1 year after termination of employment	Destroy			
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 Year	1 Year	Destroy			
0906-0000	State Employee Service Record					P	60 years after termination of employment or age 85, whichever is sooner	60 years after termination of employment or age 85,	Destroy			

Records Retention and Disposition Schedule								Agency: G100000	Schedule: 016	Page #:0 of 1
									whichever is sooner	
0907-0000	Personnel Master Monthly List --- Departmental and divisional personnel list categorized by: social security number, pay range, education, etc.					P	1 Year	1 Year	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.									
0909-0001	Disciplinary Actions - Departmental Personnel (Copy)					P	6 years after termination of employment	6 years after termination of employment	Destroy	
0909-0002	Disciplinary Actions - Management Personnel (Copy)					P	3 years after final action	3 years after final action	Destroy	
0909-0003	Disciplinary Actions (Additional Copy)					P	1 Year	1 Year	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 Year	1 Year	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.									

Records Retention and Disposition Schedule							Agency: G100000		Schedule: 016		Page #:0 of 1	
0911-0001	Request For Disability Leave/Return - Departmental Personnel (Copy)					P	6 years after termination of employment	6 years 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 Year	1 Year	Destroy			
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 Year	1 Year	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 --- May include proof of vaccination and/or testing in lieu thereof.					P	40 years after termination of employment	40 years after termination of employment	Destroy			

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
	Microfilming or digitization recommended. Retention period prescribed by federal law. (CFR 1910.1018)								
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
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 years after termination of employment	6 years 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 years after termination of employment	6 years 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

Records Retention and Disposition Schedule							Agency: G100000		Schedule: 016		Page #:0 of 1	
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 years after termination of employment	6 years after termination of employment	Destroy			
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 years after termination of employment	6 years after termination of employment	Destroy			
0926-0000	Application For Senior Level Clerical (Copy) --- Original maintained by the Department of Personnel.					P	6 years after termination of employment	6 years 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			
0932-0000	Health Care Provider Program File											

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
0932-0001	Health Care Provider Program File - Enrollment Card						P	6 years after termination of enrollment	6 years after termination of enrollment	Destroy			
0932-0002	Health Care Provider Program File - Change Of Status Card						P	6 years after termination of enrollment	6 years 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 Year	1 Year	Destroy			
	Individual Employee File												
0934-0000	Request For Approval For Attendance At Events - State Ethics Commission (<u>N.J.A.C.</u> 19:61-6)						P	5 Years	5 Years	Destroy			
	Performance Evaluation System (PES)												
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 years after termination of employment	6 years 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 Year	1 Year	Destroy			
	Open Competitive & Promotional Examination Records												
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			

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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</u> Promotional Action (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 Year	1 Year	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
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

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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
1112-0000	Official Agency Signature Record (Copy) --- Record of an applicant's 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

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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
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

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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 Announcement 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			
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			
	Training Records											
1200-0000	Course Registration And Report (Copy) --- Used for training by the Department of Personnel's Service Training Section. Original retained by the Department of Personnel.					P	1 Year	1 Year	Destroy			
1201-0000	Request/Disapproval For Registration (Copy) --- Agency request for staff training by institutions 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 years after final payment	3 years after final payment	Destroy			
1201-0002	Staff Training Request (Additional Copy)					P	1 Year	1 Year	Destroy			

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	Personnel Management Information System (PMIS)										
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		
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 agency's 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: 016		Page #:0 of 1	
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 years after update	2 years after update	Destroy			
1311-0003	Automated External Defibrillator (AED) File - Equipment Operational Manual					P	After disposal of equipment	After disposal of equipment	Destroy			
1312-0000	Garnishment File --- 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					P	7 years after debit is satisfied	7 years after debit is satisfied	Destroy			

Records Retention and Disposition Schedule							Agency: G100000		Schedule: 016		Page #:0 of 1	
	made, will be copied in the file, Set-Off of Individual Liability File (S.O.I.L.) and related materials.											
1313-0000	I-9 Employment Eligibility Verification Forms (Centralized Filing) --- 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. 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	3 years after date of hire or 1 year after termination, whichever is later	3 years after date of hire or 1 year after termination, whichever is later	Destroy			
	General Administrative Records											
1400-0000	Administrative Subject File --- Correspondence, memoranda, publications, reports, bulletins, and other information received by a state agency and alphabetically filed by subject.					P	3 Years	3 Years	Destroy			
1401-0000	Agency - Sponsored Conferences File --- Public Information meetings sponsored by state agencies.											
1401-0001	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master)			X		P	20 years	20 years	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	Subpoena Files					P						

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
1402-0001	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		Destroy
1402-0002	Investigation And Research Files Original (Record Copy) --- 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. 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	Investigation And Research Files Copy					P	3 Years		Destroy
	General Administrative Records								
1403-0000	Certified Mail Receipt					P	3 Years	3 Years	Destroy
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 Year	1 Year	Destroy

Records Retention and Disposition Schedule							Agency: G100000		Schedule: 016		Page #:0 of 1	
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 Year	1 Year	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			
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											

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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			
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 Records 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 --- Visitor security sign-sheet and monitoring file; may include visitor health screening/assessment forms.					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											

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
	candidates for surplus property within a state agency.												
1421-0001	Surplus Property File - Surplus Equipment Inventory Listing						P	3 years after update	3 years after update	Destroy			
1421-0002	Surplus Property File - Excess/Surplus Property Notice						P	3 years and audit	3 years 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			
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)												

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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 years after resolution	3 years after resolution	Destroy
1426-0000	Specialized Cleaning Documentation --- Records related to cleaning out of the ordinary, in response to a significant event; e.g. exposure to COVID 19.					P	3 Years		Destroy
1427-0000	Contact Tracing Documentation --- Records related to the process of warning contacts of possible exposure to disease.					P	3 Years		Destroy
	Agency Related Policy, Legislation & Operating Procedures								
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 years after case is closed	20 years after case is closed	Archival Review
1500-0002	Administrative Law Case - Transcript (Original) --- Retained by the state agency.			X		P	Permanent	Permanent	Archives
1501-0000	Attorney Generals Opinions (Copy) --- Legal opinions dealing with matters relevant to a					P	Periodic review	Periodic review	Destroy

Records Retention and Disposition Schedule						Agency: G100000	Schedule: 016	Page #:0 of 1
	state agency's activities. Original retained by the Office of the Attorney General.							
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 agency's 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							
1506-0001	Hearings - Stenotype Transcription				P	1 year after printing of transcript	1 year after printing of transcript	Destroy
1506-0002	Hearings - Real Time Transcription				P	1 year after printing of transcript	1 year after printing of transcript	Destroy

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1506-0003	Hearings - Computer-Assisted Transcription					P	1 year after printing of transcript	1 year 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			
1507-0002	Interagency (Copy)					P	Periodic review	Periodic review	Destroy			
1508-0000	Legislation - Agency-Related (Copy) --- Laws dealing with matters relevant to a state agency's 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 agency's 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			

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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
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, <u>N.J.S.A.</u> 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					P	6 Years	6 Years	Destroy

Records Retention and Disposition Schedule								Agency: G100000		Schedule: 016		Page #:0 of 1	
	Sheet (MSDS), and Right to Know Survey/Inventory.												
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 agency's daily operations and mitigate the consequences of such an event.												
1514-0001	Disaster Prevention And Recovery/Business Continuity Plans (Original)						P	3 years after update	3 years 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			
	Reports And Publications												
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 Year	1 Year	Destroy			
1602-0000	Agency Weekly Report (Original And Copy) ---						P	1 Year	1 Year	Destroy			

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
	Weekly report highlighting the activities and achievements of a state agency.								
1603-0000	Agency-Generated Newsletter --- Publication highlighting an agency's 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	
1607-0000	Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File --- File pertaining to a specialized, agency-generated Study and Report, Feasibility Study, Needs Assessment and Remediation, and Strategic Plan which may be intra- and/or extra-agency and conducted a single time or ongoing depending on the scope of the project. File contains but is not limited to the following: Specialized Study and Report, Feasibility Study, Needs Assessment and Remediation, Strategic Plan and supporting documentation.								

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1607-0001	Original			X		P	20 Years		Archival Review			
1607-0002	Copy					P	Periodic review		Destroy			
	Year Two Thousand (Y2K) Conversion Plan											
1700-0000	Year Two Thousand (Y2K) Conversion Plan (Hardcopy, Microfilm, Or Electronic) --- Includes documentation for testing, remediation, and statutory and regulatory requirements for an agency's 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			
	Image Processing And Certification											
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 system 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			

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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
	Agency Website File								
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 agency's 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
	E-Mail Record								
2000-0000	State Agency E-Mail Record Schedule --- This schedule is designed to facilitate the management of the broad category of e-mail								

Records Retention and Disposition Schedule					Agency: G100000	Schedule: 016	Page #:0 of 1
	<p>records in accordance with State law (P.L. 1953, c.140; <u>N.J.S.A.</u> 47:3-16) 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</p> <p>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</p> <p>*Destroy as per CL. 14-12 DORES/OIT</p>				P 7 Years		Destroy
2000-0002	<p>E-Mail Record Budget/Audit Records</p> <p>---</p> <p>Agency e-mail records pertaining to or encompassing: departmental/divisional appropriations handbooks; requests; and State Auditor reports.</p> <p>Records Series included</p>				P 7 Years		Destroy

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
	0300-0000 through 0303-0003, 0400-0000 *Destroy as per CL. 14-12 DORES/OIT								
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 0417-0003, 0418-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy
2000-0006	E-Mail Record Personnel Records --- 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. 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	7 Years		Destroy

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
2000-0007	E-Mail Record General Administrative Records --- 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. 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	7 Years		Destroy	
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 Cameras (BWC) --- 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				P	90 Days unless one of the exceptions are met		Destroy	

Records Retention and Disposition Schedule						Agency: G100000	Schedule: 016	Page #:0 of 1
	<p>devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:</p> <p>A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention.</p> <p>B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint.</p> <p>C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.</p>							
	Electronic Records							
2200-0000	<p>Supplemental Information Sources, Finding Aids And Indexes</p> <p>---</p> <p>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>					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	<p>Output Records</p> <p>---</p> <p>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.</p>							

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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.								
2201-0001	Ad Hoc And Routine Operational Reports --- 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	Retain until business use ceases.		Destroy
2201-0002	Data File Outputs --- 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). Exclusion 1: This schedule does not apply to: <ul style="list-style-type: none"> • 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). • 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. • Records containing substantive information not included in the resource electronic records system or database. • 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) 					P	Retain until business use ceases.		Destroy

Records Retention and Disposition Schedule						Agency: G100000	Schedule: 016	Page #:0 of 1	
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	
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</p>				P	Retain for 3 years after all necessary follow-up actions have been completed.		Destroy	

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1	
	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.									
2205-0000	<p>System Access Records</p> <p>---</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>---</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>---</p> <p>Records associated with systems that require special accountability for access (as defined via regulation or statute)</p> <p>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>---</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>									
2206-0001	<p>System/Transaction Backups And Tape Library Records</p> <p>---</p> <p>Incremental back-up files</p>					P	Retain until superseded by a full back-up.		Destroy	
2206-0002	<p>System/Transaction Backups And Tape Library Records</p> <p>---</p> <p>Full back-up files</p>					P	Retain until second subsequent full backup is verified as successful.		Destroy	

Records Retention and Disposition Schedule						Agency: G100000	Schedule: 016	Page #:0 of 1		
	Electronic Records									
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.									
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	
2208-0000	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					P	Retain for 7 years following project completion.		Destroy	

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
	<p>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>								
2208-00000	<p>Information Technology Development Project Records</p> <p>---</p> <p>(Cont'd from 2208-0000)</p> <p>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>								
2209-0000	<p>Information Technology Operations And Maintenance Records</p> <p>---</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;</p>					P	Retain for 6 years.	Destroy	

Records Retention and Disposition Schedule						Agency: G100000	Schedule: 016	Page #:0 of 1
	<p>equip. support services provided to specific sites (reviews, site visit & 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);</p> <p>(Cont'd to 2209-00000)</p>							
2209-00000	<p>Information Technology Operations And Maintenance Records</p> <p>---</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>							
2210-0000	<p>Configuration And Change Management Records</p> <p>---</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"> • Inventories of IT assets, network circuits, and building or circuitry diagrams. • Data and detailed reports on implementation of systems, applications and modifications. • Application sizing, resource and demand management records. • Documents identifying, requesting, and analyzing possible changes, authorizing changes, and 				P	Retain for 7 years following system supersession, iteration, or termination.	Destroy	

Records Retention and Disposition Schedule					Agency: G100000	Schedule: 016	Page #:0 of 1
	<p>documenting implementation of changes.</p> <ul style="list-style-type: none"> • Documentation of software distribution (including COTS software license management files) and release of version management. <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>						
2211-0000	<p>Input/Source Records</p> <p>---</p> <p>Includes electronic or other 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: files that duplicate information from a source electronic system or other source; electronic records received from another agency and used as input/ source records by the receiving agency; computer files or records containing un-calibrated and un-validated 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 or other records maintained in the source system.</p> <p>Exclusion 2: Electronic or other 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
2212-0000	<p>Data Administration Records</p> <p>---</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</p>				P	Retain for 7 years following system supersession, iteration, or termination of the associated system	Destroy

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
	the information, whether the records are part of an electronic system or stand-alone.								
2213-0000	<p>System Development Project File --- 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 --- 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/applications	Destroy	
2215-0000	<p>Information Technology Compliance Records --- 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	

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
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, daily employee health screenings and contact lists.</p>					P	Retain until no longer needed for administrative purposes.		Destroy
2217-0000	<p>Customer Profile Payment Data</p> <p>Records documenting customer orders for products and services. Includes information related to tracking and initiating financial transactions. Includes credit card and other than credit card payments.</p>					P	3 Years		Destroy
2300-0000	<p>Database, Including Production, Test, And Development Versions, And Any Associated Tables And Logs</p> <p>Exclusion – If the database is scheduled for permanent retention or there is a disposition instruction indicating Review for Archives or Archives, contact the State Archives for guidance on whether the database is: now eligible for disposition; must be maintained in a readable form indefinitely; or needs to be accessioned into the Archives' digital repository.</p> <p>NOTE: Delete securely (render all data permanently unreadable, including any back-up data</p>					P	3 years following decommissioning or migration of the database to a new (replacement) computing platform		Delete
2300-0100	<p>Application Programs Used To Access, Update, Maintain And Secure The Database</p> <p>NOTE: Delete securely (render all data permanently unreadable, including any back-up data</p>					P	3 years following decommissioning or migration of the database to a new (replacement) computing platform		Delete

Records Retention and Disposition Schedule							Agency: G100000	Schedule: 016	Page #:0 of 1
2300-0200	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries								
2300-0201	Machine-Readable Content NOTE: Delete securely (render all data permanently unreadable, including any back-up data)					P	3 years following decommissioning or migration of the database to a new (replacement) computing platform	Delete	
2300-0202	Paper-Based Content NOTE: Delete (shred securely – cross-cut or otherwise obliterate)					P	3 years following decommissioning or migration of the database to a new (replacement) computing platform	Delete	
2300-0300	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database NOTE: Delete/overwrite superseded entries					P	As updated	Delete	
2300-0400	Security Information Tables and files used to authenticate and authorize personnel to access and use the database for purposes defined by the custodian of the database NOTE: Delete/overwrite superseded entries					P	Maintain until no-longer needed for security purposes	Delete	
2300-0500	Logs Tables/files that capture information about the database's functions including access and updating activity, error conditions, failed log-in attempts, performance metrics, etc. NOTE: Delete/overwrite superseded entries					P	Maintain until no-longer needed for operational and/or management control purposes	Delete	

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE County General Schedule HEADING		AGENCY # C820000	
DIVISION:		SCHEDULE # 019	
BUREAU:		PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0338-0000	Persons and Entities Engaging in Prohibited Activities in Russia or Belarus, Russia-Belarus and Iran Investment Certification for Vendors and Contractors File (NJSA 52:32-60.1/PL 2022, c. 3)	New	File pertaining to Public Agency Contracting Units (State, County, Local, Education and Higher Education) prohibited from awarding, renewing, amending or extending a contract with vendors who engage in activities with Russia, Belarus, Russia-Belarus or Iran. File contains but is not limited to the following: Federal Office of Foreign Assets Control (OFAC) - Sanctions List and List Search, Federal Executive Order 14024; NJ Department of the Treasury Notice - Notice of N.J.S.A. 52:32-60.1/PL 2022, c.3, Russia-Belarus Vendor Certification, Vendor Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; Iran Investment Activities List and Disclosure/Certification Form, Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Guidelines and Local Finance Notices and supporting documentation.	7 years/Destroy

STATE OF NEW JERSEY



COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE

C820000-019



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: 019		Page #:0 of 1		
Department:	COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE				Agency Representative:					
					Title:					
					Phone #:					
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:			Date:		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Financial Records									
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	
0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.					P	After Deposit And Verification		Destroy	

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
	Financial Records											
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy			
	Books of Account											
0100-0000	Cash Disbursements	X										
0100-0001	Cash Disbursements - Year-End History	X				P	Permanent		Retain at Agency			
0100-0002	Cash Disbursements - Quarterly History	X					3 Years		Destroy			
0100-0003	Cash Disbursements - Monthly History	X					3 Years		Destroy			
0101-0000	Daily Cash Journal --- Book of original entry, recording transactions in chronological order.	X					6 Years		Destroy			
0102-0000	Journal/Ledger File	X										
0102-0001	Journal/Ledger - General --- A central listing of all activities for an account within a particular time period.	X	X			P	Permanent		Retain at Agency			
0102-0002	Journal/Ledger - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	X					6 Years		Destroy			
0103-0000	Year-End Closing Reports --- Used in conjunction with the General Journal/Ledger	X	X			P	Permanent		Retain at Agency			
	Budget File											
0200-0000	Budget File	X										
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy			
0200-0002	Budget File - Not Included In Minutes	X		X		P	Permanent		Permanent			

Records Retention and Disposition Schedule					Agency: C820000				Schedule: 019		Page #:0 of 1	
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 Year		Destroy			
	Miscellaneous Financial Records											
0300-0000	Audit Report File	X										
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent			
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy			
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Year		Destroy			

Records Retention and Disposition Schedule				Agency: C820000				Schedule: 019		Page #:0 of 1		
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		
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.											

Records Retention and Disposition Schedule					Agency: C820000					Schedule: 019		Page #:0 of 1	
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 Year After completion of contract		Destroy				
0303-0003	Contracts/Agreements and Amendments - Cancelled	X					1 Year After submission		Destroy				
0303-0004	Contracts/Agreements and Amendments - Voided	X					1 Year After voidance		Destroy				
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X					6 Years		Destroy				
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X					10 Years After completion of construction		Destroy				
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X					7 Years After disposal of building		Destroy				
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X					6 Years After project completion		Destroy				
0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X					7 Years After disposal of building		Destroy				
0303-0010	Contracts/Agreements And Amendments – Equipment					P	7 Years After disposition of equipment		Destroy				
	Miscellaneous Financial Records												
0304-0000	Purchase Order, Invoice, Voucher/Warrant, And Requisition File												
0304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original)	X				P	6 Years		Destroy				

Records Retention and Disposition Schedule					Agency: C820000				Schedule: 019		Page #:0 of 1	
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 Year		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										
0307-0001	Grant File - General Approved (Original)	X					6 Years After termination of grant		Destroy			
0307-0002	Grant File - General Approved (Copy)	X					1 Year After termination of grant		Destroy			
0307-0003	Grant File - General Denied	X					1 Year		Destroy			
0307-0004	Grant File - Green Acres	X		X		P	Permanent		Permanent	(N.J.S.A. 13:8A-47)		

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
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										
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 Year After termination of lease			Destroy		
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Year			Destroy		

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
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										
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		

Records Retention and Disposition Schedule					Agency: C820000					Schedule: 019		Page #:0 of 1	
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 Year			Destroy			
0319-0000	Schedule of Vouchers and Bills Paid	X											
0319-0001	Schedule/List Of Vouchers And Bills Paid - Associated With Resolution Package Or Governing Body Approval	X	X	X		P	Permanent			Permanent			
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X					6 Years			Destroy			
0320-0000	Social Security Reports	X					6 Years			Destroy			
0321-0000	State Government Quarterly Report of Wages Paid	X					6 Years			Destroy			
0322-0000	Telephone File	X											
0322-0001	Telephone File - Telephone Bills (Agency Original)	X					6 Years			Destroy			
0322-0002	Telephone File - Telephone Bills (Copy)	X					3 Years			Destroy			
0322-0003	Telephone File - Weekly Telephone Call Listing	X					1 Year			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			

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
0323-0002	Travel File - Approved (Copy)	X					3 Years		Destroy			
0323-0003	Travel File - Denied	X					1 Year		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			
0325-0005	Vehicle File - Parking Claim Check Stubs	X					1 Year		Destroy			
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X					1 Year		Destroy			
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X					1 Year		Destroy			
0325-0008	Vehicle File - Parking Permits	X					3 Years		Destroy			
0325-0009	Vehicle Files - Vehicle Usage Reports ---	X					6 Years		Destroy			

Records Retention and Disposition Schedule					Agency: C820000					Schedule: 019		Page #:0 of 1	
	Contains: mileage, locations, usage dates, and supporting documentation.												
0325-0010	Vehicle File - Vehicle Maintenance Reports	X				P	Until transfer of ownership			Destroy			
0325-0011	Vehicle File - Certificate of Title	X					Until transfer of ownership			Destroy			
0326-0000	Vendor File	X											
0326-0001	Vendor File - Quarterly History	X					3 Years			Destroy			
0326-0002	Vendor File - Year-End History	X					6 Years			Destroy			
0327-0000	Voucher/Warrant File - Paid	X											
0327-0001	Voucher/Warrant File (Original)	X					6 Years			Destroy			
0327-0002	Voucher/Warrant File (Copy)	X					3 Years			Destroy			
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X					7 Years			Destroy			
0329-0000	Trial Balance --- A debit and credit account verification listing.	X					3 Years			Destroy			
0330-0000	Auction File												
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items:					P	6 Years			Destroy			

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
	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											
0330-0002	<p>Auction File - Online</p> <p>---</p> <p>The file contains but is not limited to: all documentation received electronically or otherwise, retained in hardcopy format, related to the online sale of surplus personal property, including the successful bidder, high bid, and bidding activity/history. Also include resolution(s) authorizing the sale of surplus personal property, public notices of sales, and any contracts with vendors that provide online auction services.</p>					P	6 Years			Destroy		
0331-0000	<p>Certificate Of Fire Code Status</p> <p>---</p> <p>An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (<u>N.J.A.C. 5:71-3.7(b) 9</u>; <u>N.J.S.A. 52:27D-192</u>)</p>											
0331-0001	Certificate Of Fire Code Status – In Compliance					P	7 Years After final payment			Destroy		
0331-0002	Certificate Of Fire Code Status – Not In Compliance					P	7 Years After compliance with recommendations or After final payment			Destroy		
0332-0000	<p>Automated External Defibrillator (AED) File</p> <p>---</p> <p>A device that arrests the fibrillation of the muscles of the heart. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c 375, which mandated the placement of AED's in public agencies.</p>											
0332-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years			Destroy		
0332-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate An AED			X		P	2 Years After update			Archival Review		
0332-0003	Automated External Defibrillator (AED) File – Equipment Operational Manual					P	After disposition of equipment			Destroy		

Records Retention and Disposition Schedule				Agency: C820000				Schedule: 019		Page #:0 of 1	
0333-0000	Census File --- File contains but is not limited to statistical data, summary reports, correspondence, and supporting documentation.					P	10 Years		Destroy		
0334-0000	Trust Fund File --- File contains but is not limited to initial trust establishment and agreement documentation; monthly, quarterly, and annual statements; correspondence, and supporting documentation.					P	6 Years After termination of account		Destroy		
0335-0000	Unclaimed Mail File					P	6 Years		Destroy		
0336-0000	Verification Of Income (VIM) File - Financial, Medical, And Social Services					P	6 Years		Destroy		
0337-0000	Tax Anticipation Note					P	6 Years		Destroy		
0338-0000	Persons And Entities Engaging In Prohibited Activities In Russia Or Belarus, Russia-Belarus And Iran Investment Certification For Vendors And Contractors File (N.J.S.A. 52:32-60.1/PL 2022, C.3) --- File pertaining to Public Agency Contracting Units (State, County, Local, Education and Higher Education) prohibited from awarding, renewing, amending or extending a contract with vendors who engage in activities with Russia, Belarus, Russia-Belarus or Iran. File contains but is not limited to the following: Federal Office of Foreign Assets Control (OFAC) - Sanctions List and List Search, Federal Executive Order 14024; NJ Department of the Treasury Notice - Notice of N.J.S.A. 52:32-60.1/PL 2022, c.3, Russia-Belarus Vendor Certification, Vendor Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; Iran Investment Activities List and Disclosure/Certification Form, Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Guidelines and Local Finance Notices and supporting documentation.					P	7 Years		Destroy		
	Personnel Records										
0400-0000	Accident Reports - Employee --- File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	X					6 Years After final payment or settlement		Destroy		
0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics --- Original data maintained by the federal government.						3 Years		Destroy		

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
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			
0403-0000	Employee History/Service Record Card						60 Years After termination of employment or age 85, whichever is sooner		Destroy			
0404-0000	Employment Applications/Resumes - Persons Not Hired --- the hired employee applications are maintained in the individual employee file.						3 Years		Destroy			
0405-0000	Financial and Personal Data Disclosure Forms --- By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	X					6 Years		Destroy			
0406-0000	Health Benefits File											
0406-0001	Health Benefits File - Monthly Billing List	X					6 Years		Destroy			
0406-0002	Health Benefits File - Deduction Cards	X					6 Years After termination from program		Destroy			
0406-0003	Health Benefits File - Monthly Report	X					3 Years		Destroy			
0406-0004	Health Benefits File - Correspondence	X				P	6 Years After termination from program		Destroy			
0406-0005	Health Benefits File - Denial Of Coverage ---	X				P	1 Year		Destroy			

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
	Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)											
0406-0006	Health Benefits File - Declaration Of Non-Participation	X				P	1 Year			Destroy		
0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation and self-health assessment/screening forms.					P	6 Years After termination of employment			Destroy		
0408-0000	Job Bulletins and Specifications	X					Periodic review			Destroy		
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity											
0409-0001	Leave Request (Original)	X					6 Years			Destroy		
0409-0002	Leave Request (Copy)	X					3 Years			Destroy		
0410-0000	Medical X-Ray File						5 Years			Destroy		
0411-0000	Personnel Action - New Jersey Department of Personnel	X					6 Years After termination of employment			Destroy		
0412-0000	Personnel Position Listing						As updated			Destroy		
0413-0000	Prescription Plan File											
0413-0001	Prescription Plan File - Status Listing	X					3 Years After update			Destroy		
0413-0002	Prescription Plan File - Monthly Report	X					3 Years			Destroy		
0413-0003	Prescription Plan File - Plan Authorization	X					6 Years After termination of employment			Destroy		

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
0414-0000	References - Employment											
0414-0001	References - External						3 Years			Destroy		
0414-0002	References - Internal						1 Year			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 Year			Destroy		
0417-0000	Training Records	X				P	6 Years After termination of employment			Destroy		
0417-0001	Training Records					P	6 Years After termination of employment			Destroy		
0417-0002	Training Records – Staff Training Request					P	3 Years After final payment			Destroy		
0418-0000	Work Schedule	X				P	1 Year			Destroy		
	Personnel Records											

Records Retention and Disposition Schedule				Agency: C820000				Schedule: 019		Page #:0 of 1	
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018. May include proof of vaccination and/or testing in lieu thereof.	X					P	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	
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 Year		Destroy	
0421-0009	Certification File - Request for Information Due to Criminal Record							3 Years After issuance of certification		Destroy	

Records Retention and Disposition Schedule					Agency: C820000					Schedule: 019		Page #:0 of 1	
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 Year After submission		Destroy				
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Year 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 Year 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				

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
0426-0005	Examination File - Request for Examination Cancellation or Amendment						1 Year After submission		Destroy			
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Year After submission		Destroy			
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Year After submission		Destroy			
0426-0008	Examination File - Examination List Approval Sheet for <u>N.J.A.C. 4A:4-2.7</u> --- Promotion list wavering competitive examination.						3 Years After effective date of certification		Destroy			
0426-0009	Examination File - Examination Re-announcement Request						1 Year 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 Year After final settlement		Destroy			
0428-0004	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	3 Years After final settlement		Destroy			

Records Retention and Disposition Schedule					Agency: C820000				Schedule: 019		Page #:0 of 1	
0428-0005	Grievance File - Routine Settlement (Original)					P	1 Year After final settlement		Destroy			
0429-0000	Hearings - Formal Policy											
0429-0001	Hearings - Stenotype Transcription					P	1 Year After Printing Of Transcript		Destroy			
0429-0002	Hearings - Real Time Transcription					P	1 Year After Printing Of Transcript		Destroy			
0429-0003	Hearings - Computer-Assisted Transcription					P	1 Year After Printing Of Transcript		Destroy			
0429-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase			
0429-0005	Hearings - Transcripts (Original)					P	Permanent		Archives			
0430-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File --- Contains Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.					P	7 Years After Conclusion Of Matter		Destroy			
0431-0000	Affirmative Action Plan (Copy) --- Agency's annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.					P	3 Years		Destroy			
	General Administrative Records											
0500-0000	Administrative Subject File ---						3 Years		Destroy			

Records Retention and Disposition Schedule				Agency: C820000				Schedule: 019		Page #:0 of 1	
	Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.										
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 - Work papers 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 Work papers						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.										

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1	
	General Administrative Records										
0504-0001	Executive Administrative Subject File - Policy-Setting --- Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.			X		P	Permanent		Permanent		
0504-0002	Executive Administrative Subject File - Non-Policy-Setting --- Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.						4 Years		Destroy		
0505-0000	Hand Deliver Receipt (Agency Original)						1 Year		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	News 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		

Records Retention and Disposition Schedule				Agency: C820000				Schedule: 019		Page #:0 of 1	
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 – Micro-encoding Report						1 Year		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 Year After file is returned or disposed		Destroy		
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy		
0514-0000	Visitor Security Daily Sign-In Log --- Visitor security daily sign-in log; may include visitor health screening/assessment forms.					P	3 Years		Destroy		
0515-0000	Reference Material File										
0515-0001	Reference Material						Periodic review		Destroy		

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
0515-0002	Reference Material Request							Periodic review		Destroy		
0516-0000	Surplus Property/Goods File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.											
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	X						3 Years After update		Destroy		
0516-0002	Surplus Property/Goods File -Excess/Surplus Property Notice	X						3 Years After audit		Destroy		
0517-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation.											PL 2001, c.404.
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	X						6 Years		Destroy		
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee							3 Years		Destroy		
0517-0003	Open Public Records Act (OPRA) File -OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.							3 Years After resolution		Destroy		
0518-0000	Government Records Access Unit - OPRA Complaint to Government Record's Council (GRC) Files (Copy) --- Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.							3 Years After resolution		Destroy		
0519-0000	Consultant File ---											

Records Retention and Disposition Schedule				Agency: C820000				Schedule: 019		Page #:0 of 1	
	File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.										
0519-0001	Consultant File – Final Report			X		P	25 Years		Archival Review		
0519-0002	Consultant File – Contract					P	6 Years After termination of contract		Destroy		
0519-0003	Consultant File – Financial Documents					P	6 Years		Destroy		
0519-0004	Consultant File – Work Papers And Support File					P	3 Years		Destroy		
0520-0000	Security Access Card Swipe Log					P	3 Years		Destroy		
0521-0000	General Log File --- Log files maintained by the agency which are not specified elsewhere.					P	3 Years		Destroy		
0522-0000	Specialized Cleaning Documentation --- Cleaning out of the ordinary, in response to a significant event; e.g. exposure to COVID 19.					P	3 Years		Destroy		
0523-0000	Contact Tracing Documentation --- Records related to the process of warning contacts of possible exposure to disease.					P	3 Years		Destroy		
0524-0000	Legal File --- File contains but is not limited to the following: Litigation documents, Request For Legal Opinion, Legal Opinion Rendered and supporting documentation. (N.J.S.A. 2A:14-5)										
0524-0001	Legal File - Litigation (Original) (N.J.S.A. 2A:14-5)					P	20 Years After final action		Destroy		
0524-0002	Legal File - Litigation (Copy)					P	6 Years		Destroy		
0524-0003	Legal File - Request For Legal Opinion And Opinion Rendered (Agency Copy)					P	6 Years		Destroy		

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1	
	Agency-Related Policy, Legislation, and Operating Procedures										
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.										
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)						3 Years After update		Destroy		
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy		
0601-0000	Notice File										
0601-0001	Notice File - Legal Notice						3 Years		Destroy		
0601-0002	Notice File - Emergency Notice						10 Years		Destroy		
0602-0000	Operating Procedures						3 Years		Destroy		
0603-0000	Ordinance File										
	Agency-Related Policy, Legislation, And Operating										
0603-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent		Archives		
	Agency-Related Policy, Legislation, and Operating Procedures										
0603-0002	Ordinance File - Ordinance Book (Copy)						Periodic review		Destroy		
0603-0003	Ordinance File - Work papers						Periodic review		Destroy		
0604-0000	Policy Statements										
	Agency-Related Policy, Legislation, And Operating										
0604-0001	Policy Statements (Original)			X		P	Permanent		Archives		

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1	
	Agency-Related Policy, Legislation, and Operating Procedures										
0604-0002	Policy Statements (Copy)						Periodic review		Destroy		
	Agency-Related Policy, Legislation, And Operating										
0605-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File --- Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C.</u> 12:110, Subchapter 5 and <u>N.J.S.A.</u> 34:6A-28 et seq.										
	Agency-Related Policy, Legislation, and Operating Procedures										
0605-0001	Public Employees Occupational Safety and Health Act File (Original)						6 Years		Destroy		
0605-0002	Public Employees Occupational Safety and Health Act File (Copy)						3 Years		Destroy		
0606-0000	Resolutions --- Maintained by the Offices of the County and the Municipal Clerk.										
	Agency-Related Policy, Legislation, And Operating										
0606-0001	Resolutions (Original)		X	X		P	Permanent		Archives		
	Agency-Related Policy, Legislation, and Operating Procedures										
0606-0002	Resolutions (Copy)						Periodic review		Destroy		
	Agency-Related Policy, Legislation, And Operating										
0607-0000	Worker And Community Right To Know Act - Employer And County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, <u>N.J.S.A.</u> 34:5A-1et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.					P	6 Years		Destroy		
0608-0000	Americans With Disabilities Act (ADA) File --- Contains: Transition and Self-Evaluation Plans					P	65 Years		Destroy		

Records Retention and Disposition Schedule					Agency: C820000				Schedule: 019			Page #:0 of 1	
	Agency-Related Policy, Legislation, and Operating Procedures												
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.												
	Agency-Related Policy, Legislation, And Operating												
0609-0001	Municipal Code Book (Original)				X		P	Permanent			Archives		
	Agency-Related Policy, Legislation, and Operating Procedures												
0609-0002	Municipal Code Book (Copy)							Periodic review			Destroy		
	Agency-Related Policy, Legislation, And Operating												
0609-0003	Municipal Code Book - Supplement (Original)				X		P	Permanent			Permanent		
	Agency-Related Policy, Legislation, and Operating Procedures												
0609-0004	Municipal Code Book - Supplement (Copy)							Periodic review			Destroy		
0610-0000	Incoming Mail Log							3 Years			Destroy		
0611-0000	Calendar and Meeting Schedules							3 Years			Destroy		
	Reports and Publications												
0700-0000	Newsletter												
0700-0001	Newsletter (Original)				X		P	Permanent			Permanent		
0700-0002	Newsletter (Copy)							Periodic review			Destroy		
0701-0000	Publications												
0701-0001	Publications (Original)				X		P	Permanent			Permanent		

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1	
0701-0002	Publications (Copy)							Periodic review		Destroy	
0702-0000	Report File										
0702-0001	Report File - Annual Report (Agency Of Origin)			X		P		Permanent		Permanent	
0702-0002	Report File - Annual Report (Copy)							Periodic review		Destroy	
0702-0003	Report File - Monthly Report							3 Years		Destroy	
0702-0004	Report File - Quarterly Report							3 Years		Destroy	
0702-0005	Report File - Statistical Report							3 Years		Destroy	
0702-0006	Report File - Weekly Report							1 Year		Destroy	
0702-0007	Report File - Daily Report							1 Months		Destroy	
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P		After input and verification		Destroy	
	Reports and Publications										
0703-0000	Agency Year Two Thousand (Y2K) Testing Plan --- Includes documentation that may be used for: monitoring testing procedures, remediation, statutory and regulatory requirements, and providing evidence in lawsuits. Contains but is not limited to the following: Analysis Documentation-records that show the decisions that were made on what files, applications and systems would be converted and which ones would not, surveys, and contract review reports. Testing Documentation-the documentation that shows the final outcome of the conversion did result in a Year 2000 compliant system. Certification Documentation-written user signoffs for converted systems. Project Plans-listing of tasks completed, persons accountable, and time frames for completing Year 2000 project. Meeting minutes, memos, status reports, letters, reports that include										

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1		
	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			
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						As updated		Destroy			

Records Retention and Disposition Schedule					Agency: C820000					Schedule: 019			Page #:0 of 1	
	maintained permanently by the Division of Archives and Records Management, Department of State.													
0704-0005	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion. Also used to identify files that are being transferred to a shared scanning unit.								P	7 Years	Upon Completion of Batch	Destroy		
	Reports and Publications													
0705-0000	Agency Internet File													
0705-0001	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.									30 Days		Destroy		
0705-0002	Transaction/Click Through Log --- Log tracking the number of times an agency's website is accessed from outside the agency.									30 Days		Destroy		
0705-0003	Website Creation And Update File --- File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.								P	30 Days After website is discontinued		Destroy		
0705-0004	Information Technology Program Documentation File --- File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.						X		P	7 years 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 years after system is either superseded or discontinued		Archival Review		
0706-0000	Video Surveillance Recordings --- Real-time footage of buildings, grounds, and physical properties that								P	30 days after last recording or until the footage is		Destroy		

Records Retention and Disposition Schedule					Agency: C820000			Schedule: 019		Page #:0 of 1	
	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).						properly passed to a responsible official if an incident is reported.				
0707-0000	<p>Body Worn Cameras (BWC)</p> <p>---</p> <p>Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:</p> <p>A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention.</p> <p>B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint.</p> <p>C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.</p>					P	90 Days unless one of the exceptions are met		Destroy		
0708-0000	<p>Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File</p> <p>---</p> <p>File pertaining to a specialized, agency-generated Study and Report, Feasibility Study, Needs Assessment and Remediation, and Strategic Plan which may be intra- and/or extra-agency and conducted a single time or ongoing depending on the scope of the project. File contains but is not limited to the following: Specialized Study and Report, Feasibility Study, Needs Assessment and Remediation, Strategic Plan and supporting documentation.</p>										
0708-0001	Original			X		P	20 Years		Archival Review		
0708-0002	Copy					P	Periodic Review		Destroy		

Records Retention and Disposition Schedule					Agency: C820000				Schedule: 019				Page #:0 of 1			
	E-Mail Records And Electronic Administrative Resource															
0800-0000	E-Mail Records And Electronic Administrative Resource Files															
0800-0001	<p>E-Mail Records (Seven Years Or Less)</p> <p>---</p> <p>This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1).</p> <p>Attestation elements include:</p> <p>1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system(s) that is separate from the E-Mail system (Notes 2 and 3);</p> <p>2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).;</p> <p>3. That the agency has adopted acceptable use polices for E-Mail and internet usage, with supporting employee training and/or informational programs;</p> <p>4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and</p> <p>5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events.</p> <p>Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of</p>										P	7 Years			Destroy	

Records Retention and Disposition Schedule					Agency: C820000		Schedule: 019		Page #:0 of 1	
	<p>record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request.</p> <p>Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail.</p> <p>Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.</p>									
0800-0002	<p>Electronic Administrative Resource Files</p> <p>---</p> <p>Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p>				P	Retain Until No Longer Needed For Administrative Purposes.		Destroy		
0800-0003	<p>Customer Profile Payment Data</p> <p>---</p> <p>Records documenting customer orders for products and services. Includes information related to tracking and initiating financial transactions. Includes credit card and other than credit card payments.</p>				P	3 Years		Destroy		

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE Municipal General Schedule HEADING		AGENCY # M100000	
DIVISION:		SCHEDULE # 018	
BUREAU:		PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0338-0000	Persons and Entities Engaging in Prohibited Activities in Russia or Belarus, Russia-Belarus and Iran Investment Certification for Vendors and Contractors File (NJSa 52:32-60.1/PL 2022, c. 3)	New	File pertaining to Public Agency Contracting Units (State, County, Local, Education and Higher Education) prohibited from awarding, renewing, amending or extending a contract with vendors who engage in activities with Russia, Belarus, Russia-Belarus or Iran. File contains but is not limited to the following: Federal Office of Foreign Assets Control (OFAC) - Sanctions List and List Search, Federal Executive Order 14024; NJ Department of the Treasury Notice - Notice of N.J.S.A. 52:32-60.1/PL 2022, c.3, Russia-Belarus Vendor Certification, Vendor Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; Iran Investment Activities List and Disclosure/Certification Form, Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Guidelines and Local Finance Notices and supporting documentation.	7 years/Destroy

STATE OF NEW JERSEY



MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

M100000-018



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: 018				Page #:0 of 1			
Department:		MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE						Agency Representative:							
								Title:							
								Phone #:							
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.															
Agency Representative Signature:				Date:				Secretary, State Records Committee Signature:				Date:			
Record Series #	Record Title and Description						Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
												Total Retention Period	Minimum Period in Agency		
	Financial Records														
0001-0000	Bank Books						X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.						X					6 Years		Destroy	
0003-0000	Cashier Stubs						X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.						X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References						X					6 Years		Destroy	
0004-0002	Check File - Check Register						X					6 Years		Destroy	
0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.										P	After deposit input and verification		Destroy	

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1		
	Financial Records											
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy			
	Books of Account											
0100-0000	Cash Disbursements	X										
0100-0001	Cash Disbursements - Year-End History	X		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			
	Budget File											
0200-0000	Budget File	X										
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy			
0200-0002	Budget File - Not Included In Minutes	X		X		P	Permanent		Permanent			

Records Retention and Disposition Schedule					Agency: M100000				Schedule: 018		Page #:0 of 1	
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 Year		Destroy			
	Miscellaneous Financial Records											
0300-0000	Audit Report File	X										
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent			
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy			
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Year		Destroy			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1		
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		
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										

Records Retention and Disposition Schedule					Agency: M100000				Schedule: 018		Page #:0 of 1	
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 Year After completion of contract		Destroy			
0303-0003	Contracts/Agreements and Amendments - Cancelled	X					1 Year After submission		Destroy			
0303-0004	Contracts/Agreements and Amendments - Voided	X					1 Year After voidance		Destroy			
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X					6 Years		Destroy			
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X					10 Years After completion of construction		Destroy			
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X					7 Years After disposal of building		Destroy			
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X					6 Years After project completion		Destroy			
0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X					7 Years After disposal of building		Destroy			
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 Year		Destroy			
0304-0004	Purchase Order File - Log	X					6 Years		Destroy			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1		
0305-0000	Deferred Compensation File	X										
0305-0001	Deferred Compensation File - Individual Employee File	X		X		P	Permanent			Permanent		
0305-0002	Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly	X					6 Years			Destroy		
0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	X					6 Years			Destroy		
0306-0000	Financial Statements - Annual	X										
0306-0001	Financial Statements - Annual (Original)	X		X		P	Permanent			Permanent		
0306-0002	Financial Statements - Annual (Copy)	X					Periodic review			Destroy		
0306-0003	Financial Statements - Annual And Supplemental Debt	X		X		P	Permanent			Permanent		
0307-0000	Grant File	X										
0307-0001	Grant File - General Approved (Original)	X					6 Years After termination of grant			Destroy		
0307-0002	Grant File - General Approved (Copy)	X					1 Year After termination of grant			Destroy		
0307-0003	Grant File - General Denied	X					1 Year			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		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1		
0308-0002	Insurance File - General Liability Policy	X					20 Years After expiration of policy		Destroy			
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	X					6 Years After expiration of policy		Destroy			
0308-0004	Insurance File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	X					7 Years After termination from program		Destroy			
0309-0000	Invoice File	X										
0309-0001	Invoice File - Invoices	X					6 Years		Destroy			
0309-0002	Invoice File - Invoice Register	X					6 Years		Destroy			
0310-0000	Lease File	X										
0310-0001	Lease File (Original)	X					6 Years After termination of lease		Destroy			
0310-0002	Lease File (Copy)	X					1 Year After termination of lease		Destroy			
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Year		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			

Records Retention and Disposition Schedule					Agency: M100000				Schedule: 018		Page #:0 of 1	
0312-0003	Mailing and Postage File - Certified Mail Receipt	X					3 Years		Destroy			
0313-0000	Payroll File	X										
0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger	X					6 Years		Destroy			
0313-0002	Payroll File - Payroll Register (Original)	X	X				60 Years		Destroy			
0313-0003	Payroll File - Payroll Register (Copy)	X					3 Years		Destroy			
0313-0004	Payroll File - Payroll Reports	X					6 Years		Destroy			
0314-0000	Pension File	X										
0314-0001	Pension File - Quarterly Report of Contributions	X					6 Years		Destroy			
0314-0002	Pension File - Certification File	X		X		P	Permanent		Permanent			
0314-0003	Pension File - Pension History Cards	X		X		P	Permanent		Permanent			
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	X					6 Years		Destroy			
0316-0000	Receipts	X										
0316-0001	Receipts (Original)	X					6 Years		Destroy			
0316-0002	Receipts (Copy)	X					3 Years		Destroy			
0317-0000	Receiving Reports	X					3 Years		Destroy			
0318-0000	Requisition File	X										
0318-0001	Requisition File (Original)	X					6 Years		Destroy			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1		
0318-0002	Requisition File (Agency Copy)	X					3 Years		Destroy			
0318-0003	Requisition File (Additional Copy)	X					1 Year		Destroy			
0319-0000	Schedule of Vouchers and Bills Paid	X										
0319-0001	Schedule/List Of Vouchers And Bills Paid - Associated With Resolution Package Or Governing Body Approval	X	X	X		P	Permanent		Permanent			
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X					6 Years		Destroy			
0320-0000	Social Security Reports	X					6 Years		Destroy			
0321-0000	State Government Quarterly Report of Wages Paid	X					6 Years		Destroy			
0322-0000	Telephone File	X										
0322-0001	Telephone File - Telephone Bills (Agency Original)	X					6 Years		Destroy			
0322-0002	Telephone File - Telephone Bills (Copy)	X					3 Years		Destroy			
0322-0003	Telephone File - Weekly Telephone Call Listing	X					1 Year		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 Year		Destroy			
0324-0000	Union Dues File	X										

Records Retention and Disposition Schedule					Agency: M100000				Schedule: 018		Page #:0 of 1	
0324-0001	Union Dues File - Bi-Weekly Report	X					6 Years		Destroy			
0324-0002	Union Dues File - Deduction Authorizations	X					6 Years After termination of employment		Destroy			
0324-0003	Union Dues File - Spread Sheets	X					6 Years		Destroy			
0325-0000	Vehicle File	X										
0325-0001	Vehicle File - Gasoline Pump Readings Record	X					3 Years		Destroy			
0325-0002	Vehicle File - Gasoline Pump Reading Tickets	X					3 Years		Destroy			
0325-0003	Vehicle File - Motor Vehicle Accident Records	X					6 Years		Destroy			
0325-0004	Vehicle File - Motor Vehicle Fine Reports	X					6 Years		Destroy			
0325-0005	Vehicle File - Parking Claim Check Stubs	X					1 Year		Destroy			
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X					1 Year		Destroy			
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X					1 Year		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			

Records Retention and Disposition Schedule					Agency: M100000					Schedule: 018		Page #:0 of 1	
0325-0011	Vehicle File - Certificate of Title	X					Until transfer of ownership			Destroy			
0326-0000	Vendor File	X											
0326-0001	Vendor File - Quarterly History	X					3 Years			Destroy			
0326-0002	Vendor File - Year-End History	X					6 Years			Destroy			
0327-0000	Voucher/Warrant File - Paid	X											
0327-0001	Voucher/Warrant File (Original)	X					6 Years			Destroy			
0327-0002	Voucher/Warrant File (Copy)	X					3 Years			Destroy			
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X					7 Years			Destroy			
0329-0000	Trial Balance --- A debit and credit account verification listing.	X					3 Years			Destroy			
0330-0000	Auction File												
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for 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					P	6 Years			Destroy			

Records Retention and Disposition Schedule				Agency: M100000				Schedule: 018		Page #:0 of 1	
	Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation.										
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		
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		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1		
0333-0000	Census File --- File contains but is not limited to statistical data, summary reports, correspondence, and supporting documentation.					P	10 Years		Destroy			
0334-0000	Trust Fund File --- File contains but is not limited to initial trust establishment and agreement documentation; monthly, quarterly, and annual statements; correspondence and supporting documentation.					P	6 Years after termination of account		Destroy			
0335-0000	Unclaimed Mail File					P	6 Years		Destroy			
0336-0000	Verification Of Income (VIM) File - Financial, Medical, And Social Services					P	6 Years		Destroy			
0337-0000	Tax Anticipation Note					P	6 Years		Destroy			
0338-0000	Persons And Entities Engaging In Prohibited Activities In Russia Or Belarus, Russia-Belarus And Iran Investment Certification For Vendors And Contractors File (<u>N.J.S.A. 52:32-60.1/PL 2022, C. 3</u>) --- File pertaining to Public Agency Contracting Units (State, County, Local, Education and Higher Education) prohibited from awarding, renewing, amending or extending a contract with vendors who engage in activities with Russia, Belarus, Russia-Belarus or Iran. File contains but is not limited to the following: Federal Office of Foreign Assets Control (OFAC) - Sanctions List and List Search, Federal Executive Order 14024; NJ Department of the Treasury Notice - Notice of N.J.S.A. 52:32-60.1/PL 2022, c.3, Russia-Belarus Vendor Certification, Vendor Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; Iran Investment Activities List and Disclosure/Certification Form, Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Guidelines and Local Finance Notices and supporting documentation.					P	7 Years		Destroy			
	Personnel Records											
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			

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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			
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 ---	X				P	1 Year		Destroy			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1		
	Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)											
0406-0006	Health Benefits File - Declaration Of Non-Participation	X				P	1 Year			Destroy		
0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation and self-health assessment/screening forms.					P	6 Years After termination of employment			Destroy		
0408-0000	Job Bulletins and Specifications	X					Periodic review			Destroy		
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity											
0409-0001	Leave Request (Original)	X					6 Years			Destroy		
0409-0002	Leave Request (Copy)	X					3 Years			Destroy		
0410-0000	Medical X-Ray File						5 Years			Destroy		
0411-0000	Personnel Action - New Jersey Department of Personnel	X					6 Years After termination of employment			Destroy		
0412-0000	Personnel Position Listing						As updated			Destroy		
0413-0000	Prescription Plan File											
0413-0001	Prescription Plan File - Status Listing	X					3 Years After update			Destroy		
0413-0002	Prescription Plan File - Monthly Report	X					3 Years			Destroy		
0413-0003	Prescription Plan File - Plan Authorization	X					6 Years After termination of employment			Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1	
0414-0000	References - Employment										
0414-0001	References - External						3 Years		Destroy		
0414-0002	References - Internal						1 Year		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 Year		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 Year		Destroy		
	Personnel Records										

Records Retention and Disposition Schedule					Agency: M100000					Schedule: 018		Page #:0 of 1	
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018. May include proof of vaccination and/or testing in lieu thereof.	X					P	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					P	6 Years After termination of employment		Destroy			
	Personnel Records												
0421-0000	Certification File - New Jersey Department of Personnel												
0421-0001	Certification File - Certified Roster/Employment History							5 Years After approval		Destroy			
0421-0002	Certification File - Certification of Eligibles for Appointment							3 Years After input and verification		Destroy			
0421-0003	Certification File - Certification Record Card							3 Years After expiration of list		Destroy			
0421-0004	Certification File - Request Approval for New Examination							3 Years After issuance of certification		Destroy			
0421-0005	Certification File - Request Approval for Continued Provisional Appointment							3 Years After issuance of certification		Destroy			
0421-0006	Certification File - Notice to Eligible of Removal From List							3 Years After issuance of certification		Destroy			
0421-0007	Certification File - Notification Of Cancellation Of Certification						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 Year		Destroy			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1	
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 Year After submission		Destroy		
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Year 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 Year 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		

Records Retention and Disposition Schedule					Agency: M100000				Schedule: 018		Page #:0 of 1	
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 Year After submission		Destroy			
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Year After submission		Destroy			
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Year After submission		Destroy			
0426-0008	Examination File - Examination List Approval Sheet for <u>N.J.A.C. 4A:4-2.7</u> --- Promotion list wavering competitive examination.						3 Years After effective date of certification		Destroy			
0426-0009	Examination File - Examination Re-announcement Request						1 Year 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			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1		
	Personnel Records											
0428-0003	Grievance File - Retained By Grievant Agency Of Employment					P	1 Year 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 Year After final settlement		Destroy			
0429-0000	Hearings - Formal Policy											
0429-0001	Hearings - Stenotype Transcription					P	1 Year After Printing Of Transcript		Destroy			
0429-0002	Hearings - Real Time Transcription					P	1 Year After Printing Of Transcript		Destroy			
0429-0003	Hearings - Computer-Assisted Transcription					P	1 Year After Printing Of Transcript		Destroy			
	Personnel Records											
0429-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase			
0429-0005	Hearings - Transcripts (Original)					P	Permanent		Archives			
0430-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File ---					P	7 Years After Conclusion Of Matter		Destroy			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1	
	Contains Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.										
0431-0000	Affirmative Action Plan (Copy) --- Agency's annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.					P	3 Years		Destroy		
	General Administrative Records										
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 - Work papers 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 Work papers						3 Years		Destroy		
0503-0000	Correspondence (E-mail or Hardcopy)										

Records Retention and Disposition Schedule					Agency: M100000					Schedule: 018		Page #:0 of 1	
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.												
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		
	General Administrative Records												
0505-0000	Hand Deliver Receipt (Agency Original)							1 Year			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		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1	
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 – Micro-encoding Report						1 Year		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) ---			X		P	Permanent		Permanent		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1	
	Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.										
0512-0005	Records Retention File - Internal Request for Records						1 Year After file is returned or disposed		Destroy		
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy		
0514-0000	Visitor Security Daily Sign-In Log --- Visitor security daily sign-in log; may include visitor health screening/assessment forms.					P	3 Years		Destroy		
0515-0000	Reference Material File										
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: M100000					Schedule: 018		Page #:0 of 1	
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				
0521-0000	General Log File --- Log files maintained by the agency which are not specified elsewhere.					P	3 Years		Destroy				
0522-0000	Specialized Cleaning Documentation ---					P	3 Years		Destroy				

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1	
	Records related to cleaning out of the ordinary, in response to a significant event; e.g. exposure to COVID 19.										
0523-0000	Contact Tracing Documentation --- Records related to the process of warning contacts of possible exposure to disease.					P			Destroy		
0524-0000	Legal File --- File contains but is not limited to the following: Litigation documents, Request For Legal Opinion, Legal Opinion Rendered and supporting documentation. (N.J.S.A. 2A:14-5)										
0524-0001	Legal File - Litigation (Original) (N.J.S.A. 2A:14-5)					P	20 Years After final action		Destroy		
0524-0002	Legal File - Litigation (Copy)					P	6 Years		Destroy		
0524-0003	Legal File - Request For Legal Opinion And Opinion Rendered (Agency Copy)					P	6 Years		Destroy		
	Agency-Related Policy, Legislation, and Operating Procedures										
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.										
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)						3 Years After update		Destroy		
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy		
0601-0000	Notice File										
0601-0001	Notice File - Legal Notice						3 Years		Destroy		
0601-0002	Notice File - Emergency Notice						10 Years		Destroy		
0602-0000	Operating Procedures						3 Years		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1		
0603-0000	Ordinance File											
	Agency-Related Policy, Legislation, And Operating											
0603-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent			Permanent		
	Agency-Related Policy, Legislation, and Operating Procedures											
0603-0002	Ordinance File - Ordinance Book (Copy)						Periodic review			Destroy		
0603-0003	Ordinance File - Work papers						Periodic review			Destroy		
0604-0000	Policy Statements											
	Agency-Related Policy, Legislation, And Operating											
0604-0001	Policy Statements (Original)			X		P	Permanent			Permanent		
	Agency-Related Policy, Legislation, and Operating Procedures											
0604-0002	Policy Statements (Copy)						Periodic review			Destroy		
	Agency-Related Policy, Legislation, And Operating											
0605-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File --- Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-28</u> et seq.											N.J.A.C. 12:110, Subchapter 5, <u>N.J.S.A. 34:6A-28</u> et seq.
	Agency-Related Policy, Legislation, and Operating Procedures											
0605-0001	Public Employees Occupational Safety and Health Act File (Original)						6 Years			Destroy		
0605-0002	Public Employees Occupational Safety and Health Act File (Copy)						3 Years			Destroy		
0606-0000	Resolutions --- Maintained by the Offices of the County and the Municipal Clerk.											
	Agency-Related Policy, Legislation, And Operating											

Records Retention and Disposition Schedule					Agency: M100000				Schedule: 018		Page #:0 of 1	
0606-0001	Resolutions (Original)		X	X		P	Permanent		Archives			
	Agency-Related Policy, Legislation, and Operating Procedures											
0606-0002	Resolutions (Copy)						Periodic review		Destroy			
	Agency-Related Policy, Legislation, And Operating											
0607-0000	Worker And Community Right To Know Act - Employer And County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, <u>N.J.S.A.</u> 34:5A-1et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.					P	6 Years		Destroy	P.L. 1983, C. 35, <u>N.J.S.A.</u> 34:5A-1 et seq.		
	Agency-Related Policy, Legislation, and Operating Procedures											
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.											
	Agency-Related Policy, Legislation, And Operating											
0609-0001	Municipal Code Book (Original)			X		P	Permanent		Archives			
	Agency-Related Policy, Legislation, and Operating Procedures											
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy			
	Agency-Related Policy, Legislation, And Operating											
0609-0003	Municipal Code Book - Supplement (Original)			X		P	Permanent		Archives			
	Agency-Related Policy, Legislation, and Operating Procedures											
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		Destroy			

Records Retention and Disposition Schedule					Agency: M100000					Schedule: 018		Page #:0 of 1	
0610-0000	Incoming Mail Log							3 Years			Destroy		
0611-0000	Calendar and Meeting Schedules							3 Years			Destroy		
	Reports and Publications												
0700-0000	Newsletter												
0700-0001	Newsletter (Original)			X		P	Permanent			Permanent			
0700-0002	Newsletter (Copy)						Periodic review			Destroy			
0701-0000	Publications												
0701-0001	Publications (Original)			X		P	Permanent			Permanent			
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 Year			Destroy			
0702-0007	Report File - Daily Report						1 Month			Destroy			

Records Retention and Disposition Schedule					Agency: M100000		Schedule: 018		Page #:0 of 1	
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									
	Reports and Publications									
0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	X					7 Years		Destroy	
0703-0002	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	X					7 Years		Destroy	
0703-0003	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	X					7 Years		Destroy	
0703-0004	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	X					Periodic review		Destroy	
0704-0000	Image Processing System									
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial/Renewal/Revoked Certification --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator,			X		P	Permanent		Permanent	

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1	
	scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.										
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		
0705-0000	Agency Internet File										
Reports and Publications											
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		

Records Retention and Disposition Schedule					Agency: M100000				Schedule: 018		Page #:0 of 1	
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 years 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 years after system is either superseded or discontinued		Archival Review			
0706-0000	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 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	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) --- Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1) 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,					P	90 Days unless one of the exceptions are met		Destroy			

Records Retention and Disposition Schedule					Agency: M100000					Schedule: 018			Page #:0 of 1	
	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.													
0708-0000	Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File --- File pertaining to a specialized, agency-generated Study and Report, Feasibility Study, Needs Assessment and Remediation, and Strategic Plan which may be intra- and/or extra-agency and conducted a single time or ongoing depending on the scope of the project. File contains but is not limited to the following: Specialized Study and Report, Feasibility Study, Needs Assessment and Remediation, Strategic Plan and supporting documentation.													
0708-0001	Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File (Original)				X		P	20 Years				Archival Review		
0708-0002	Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File (Copy)						P	Periodic review				Destroy		
	E-Mail Records And Electronic Administrative Resource													
0800-0000	E-Mail Records And Electronic Administrative Resource Files													
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);						P	7 Years				Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 018		Page #:0 of 1	
	<p>2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).;</p> <p>3. That the agency has adopted acceptable use policies for E-Mail and internet usage, with supporting employee training and/or informational programs;</p> <p>4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and</p> <p>5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events.</p> <p>Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of 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>										
0800-0002	<p>Electronic Administrative Resource Files</p> <p>---</p> <p>Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p>				P	Retain Until No Longer Needed For Administrative Purposes.		Destroy			

Records Retention and Disposition Schedule					Agency: M100000				Schedule: 018			Page #:0 of 1	
0800-0003	Customer Profile Payment Data --- Records documenting customer orders for products and services. Includes information related to tracking and initiating financial transactions. Includes credit card and other than credit card payments.								P	3 Years			Destroy

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE Division of State Lottery HEADING		AGENCY # C820600	
DIVISION:		SCHEDULE # 001	
BUREAU:		PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
		New		

STATE OF NEW JERSEY



Treasury- State Lottery

S820600-001



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

Department:	Treasury-Division of State Lottery	Agency Representative:	James Scott Davis
		Title:	
		Phone #:	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Lottery Scratch Off Tickets File									
0001-0001	Lottery Scratch Off Tickets File - Not Sold					P	1 Year after the game has ended providing the outside and internal audits have been completed, High Tier search has been completed, and Tickets that relate to any pending cases are pulled and retained until the case is closed.	1 Year	Destroy	

0001-0002	Lottery Scratch Off Tickets File - Returned					P	1 Year after the game has ended providing the outside and internal audits have been completed, High Tier search has been completed, and Tickets that relate to any pending cases are pulled and retained until the case is closed.	1 Year	Destroy	
0002-0000	Agent Down Time File --- Agent Down Time file contains complete history of cases in which the New Jersey Lottery Commission must deactivate an agent's machine due to failure of the Agent to settle promptly. Files are maintained to ensure the smooth running of the machine-agent network; correspondence is issued to those agents who continue to abuse the courier system.					P	75 Years	75 Years	Destroy	
0003-0000	Broker/Retail Agent File --- File contains records of agent sales and an activity report of the Daily Lottery. Audits establish the agent's accounts receivable and balances.					P	7 Years After License Terminated	7 Years	Destroy	
0004-0000	Courier To Agent Route Manifest --- A manifest that documents the first and second attempted deliveries by the courier and the agent's receipt signature. Includes: agent's name, agent's number and courier's notations.					P	3 Years	3 Years	Destroy	
0005-0000	Courier To Agent Special Delivery Manifest --- A manifest that documents special deliveries by the courier with the agent's receipt signature. Includes: Instant settlement forms (copy)					P	3 Years	3 Years	Destroy	

	which shows Instant Lottery ticket pack numbers and agent's signature of receipt for the packs; and agent's name, agent's number and courier's notations.									
0006-0000	Financial Statements --- Monthly Financial Statements of the Division of State Lottery Commission's financial position, as reported to the Governor and the NJ State Legislature. (N.J.S.A. 5:9-7d.)					P	7 Years	7 Years	Destroy	
0007-0000	General Accounting Program And Account Reconciliations --- Financial summaries, analyses, and related work papers documenting resolutions of ledger and journal entries.					P	3 Years After audit	3 Years	Destroy	
0008-0000	Cash Reconciliations --- Includes: debit and credit reports, which track payments and deposits.					P	3 Years After Either Audit Or Reconciliation, Whichever Is Later	3 Years	Destroy	
0009-0000	Account File									
0009-0001	Completed Agents' Account File --- Includes: all documents related to Accounts Receivable collection efforts for Lottery Agents (items billed and paid, credits earned and issued.)					P	7 Years	7 Years	Destroy	
0009-0002	Completed Deferred Payments File --- Includes: correspondence, schedules, payments and other documentation showing the disposition of individual deferred payment cases.					P	7 Years	7 Years	Destroy	
0010-0000	Field Representative Call Report Forms --- Monthly list of daily call schedules, including Lottery agents visited, time visited, person contacted and purpose of visit. Used to verify travel reimbursement information.					P	3 Years	3 Years	Destroy	
0011-0000	Agent Status Change Form --- Records date and reason for agent status change; also records change of ownership and new owner's name and agent number.					P	10 Years After Status Change	5 Years	Destroy	

0012-0000	Instant Games Bank Audit Work papers --- Includes: debit and credit reports and related documentation for all Lottery banks and agents.					P	3 Years After audit	3 Years	Destroy	
0013-0000	Federal And State Tax Returns - Player W2-G's, 1042's, and Retailer 1099 NEC's					P	7 Years	7 Years	Destroy	
0014-0000	Audit Work papers For Lottery Residual Fund --- Includes: debit and credit reports, which track payments and deposits.					P	3 Years After Either Audit Or Reconciliation, Whichever Is Later	3 Years	Destroy	
0015-0000	Audit Work papers For Lottery Pension Fund --- Includes: debit and credit reports, which track payments and deposits.					P	3 Years After Either Audit Or Reconciliation, Whichever Is Later	3 Years	Destroy	
0016-0000	Digital Audit Report --- Includes: "New Jersey Lottery Recommendation Reply and Implementation Status Report", and all other related documents.					P	Permanent		Archival review	
0017-0000	Application For Lottery Agent's License Or Courier's Registration --- Includes: information on agent's bank, agent's license number, home and business address, list of officers and all License Renewal documents.									
0017-0001	Application For Lottery Agent's License Or Courier Registration – Approved					P	10 Years After termination	5 Years	Destroy	
0018-0000	Application For Lottery Agent's License Or Courier Registration Denied Informs applicant that application for license has been denied.					P	5 Years	5 Years	Destroy	
0019-0000	Mega Millions, Power Ball, And Cash 4 Life G-Guard Case File --- Case jacket that Includes: all Mega Millions and G- Guard official documents, copy of claim form and winning ticket, G-Guard Valid					P	14 Years	7 Years	Destroy	

	ticket, 20-digit security code copies and JFI's for \$100K and top tier winners.										
0020-0000	Pick-6 And Jersey Cash 5 Lotto G-Guard Cases File --- Case jacket that Includes: JFI's for \$500k, early big win report, copy of claim form and winning ticket, G-Guard valid ticket and 20-digit security code copies for all top tier winning tickets.					P	14 Years	7 Years	Destroy		
0021-0000	Claim Forms --- Includes: claim date, claimant's name and address, prize amount, agent's name and ticket number.					P	3 Years After audit	3 Years	Destroy		
0022-0000	Validation Case (VC) File --- Includes: claimant's correspondence, returned correspondence, audit statement, different name affidavit, winning ticket claim form, vendor inquiry letters and validation inquiry disposition.					P	3 Years After audit	3 Years	Destroy		
0023-0000	Drawing Certifications Form --- Form used to certify drawing of any game drawn by the Lottery. Lists: drawing date, initial drawing of numbers, final order of drawing, pay out, number of winners, supervisor validation signature, witness of drawing signature, Lottery Office contact signature, and Executive Director of NJ Lottery Commission signature.					P	7 Years	7 Years	Destroy		
0024-0000	Security Investigations --- A jacketed file that Includes: any investigation by the Security Unit such as winner's files and claim forms, questionable lottery tickets, agent defaults, "instant" game ticket audits, license infestations, license application denials, questionable claims, summary data, logs and notes pertaining thereunto.					P	7 Years	7 Years	Destroy		
0025-0000	Official Government Inquires --- Digital Versions of inquiries from municipal and county government officials, results of investigations and responses					P	10 Years	10 Years	Destroy		
0026-0000	Courier Applications --- Includes: initial application and renewal applications.					P	10 Years After termination	5 Years	Destroy		

0027-0000	Courier Signed Recommendation Report --- Includes:: initial and renewal applications, DGE preliminary criminal history background report, laboratory report, clarification and response letters, current audited financial statements, current SSAE report, current insurance certificates, affiliate agent agreement, credit reports, etc.					P	10 Years After termination	5 Years	Destroy	
0028-0000	Courier Renewal Insurance Certificate --- Includes: updated audited financial reports and updated SSAE audit reports					P	5 Years Following Expiration Of Insurance Cert. Or From End Of Audit Period	5 Years	Destroy	
0029-0000	Courier Cybersecurity Audit Report					P	10 Years After termination	5 Years	Destroy	
0030-0000	Courier DGE Comprehensive Criminal History Background Report					P	10 Years After termination	5 Years	Destroy	
0031-0000	Courier Marketing And Publicity Request File					P	5 Years From Date Of Request	5 Years	Destroy	
0032-0000	Courier Reporting Documents Includes: daily and monthly reports (Annual reports are already included, financial audits and SSAE reports)					P	5 Years From date of report	5 Years	Destroy	
0033-0000	Courier Ticket Balancing Spreadsheets For Each Calendar Year					P	5 Years From date of report	5 Years	Destroy	
0034-0000	Courier Change Of Ownership Documents					P	10 Years After termination	5 Years	Destroy	
0035-0000	Courier Enforcement Letters And Other Courier Letters File					P	5 Years From Date Of Letter	5 Years	Destroy	

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING Treasury		AGENCY # S822501	
DIVISION: Revenue and Enterprise Services (DORES)		SCHEDULE # 003	
BUREAU: Commercial Recording		PAGE # 1	OF 2

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0051-0003	Annual Reports Business Entity Notification File (Undeliverable, Returned Mail) A notification file to a Business Entity indicating their certification status (Notice of Revocation, First Notice of Revocation, Pending Notice of Revocation or Certification) that have been deemed undeliverable by the US Postal Service (USPS) and returned to the Department of the Treasury, Division of Revenue and Enterprise Services (DORES). File contains but is not limited to the following: Notice of Revocation, First Notice of Revocation, Pending Notice of Revocation, issued Certification and supporting documentation.	New		After data entry is complete

STATE OF NEW JERSEY



Treasury-Revenue-Commercial Recording

S822501-003



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

Department:	Treasury-Revenue-Commercial Recording	Agency Representative:	
		Title:	
		Phone #:	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Collection Agency Bond Section									
0001-0000	Collection Agency Bonds									
0001-0001	Collection Agency Bonds File --- File includes collection agency bonds, filed as specified in <u>N.J.S.A. 45:18-1et.seq.</u>					P	2 yrs after expiration of bond or after notice of discontinuance is filed	2 yrs after expiration of bond or after notice of discontinuance is filed	Destroy	
0001-0002	Collection Agency Bonds (Information File) --- Includes: record of collection agency bond filing, including the name and address of the filer, date, surety, and the associated file number. Used for reference and to compile annual renewals.					P	As updated	As updated	Recycle	
	Business Entity Filings									
0010-0000	Business Entity Case File									
0010-0001	Business Entity Formation File (Microfilm) --- Contains: documents mandated by <u>N.J.S.A. 17A, 15A, 42, 42:2A,</u>			X		P	Permanent	Permanent	Archives	

	42:2B. Documents reflect the public record concerning the incorporation, formation and authorization processes. Also includes all amendments.											
0010-0002	Business Entity Formation File (Hardcopy) --- Contains: documents mandated by <u>N.J.S.A.</u> 17A, 15A, 42, 42:2A, 42:2B. Documents reflect the public record concerning the incorporation, formation and authorization processes. Also includes all amendments.			X		P	Permanent	Permanent	Archival review			
0010-0003	Business Entity Formation (Information File) --- File includes annual report revocation transactions, names reservations/registrations.					P	As updated	As updated	Recycle			
0010-0004	Alternate Names (Microfilm) --- Filed record of business's adoption and/or use of fictitious name, and non-profit business's filings. Used for reference in conjunction with computer system.			X		P	Permanent	Permanent	Archives			
0010-0005	Alternate Names (Hardcopy) --- Filed record of business's adoption and/or use of fictitious name, and non-profit business's filings. Used for reference in conjunction with computer system.			X		P	Permanent	Permanent	Archival review			
0010-0006	Alternate Names (Information File)					P	5 yrs after expiration	5 yrs after expiration	Recycle			
0011-0000	Reservation Of Corporate Name --- Reserves the exclusive right to the use of corporate name for a period of 120 days.					P	120 days following date of filing	120 days following date of filing	Destroy			
0012-0000	Incorporation Books, 1918-1977 --- List corporation name, date of incorporation, and name of incorporator. Note: No longer kept in this format. **Currently retained by NJ State Archives.			X		P	Permanent	Permanent	Archives			
0013-0000	Proclamation Books, 1893-1977, 1978 --- Present Record of proclamations by the Governor or the Secretary of State, which repeal or revoke a certificate of			X		P	Permanent	Permanent	Archives			

	incorporation for nonpayment of taxes, as per <u>N.J.S.A. 14A: 12-1 (1)</u> **Currently retained by NJ State Archives 1893-1977.								
	Hotel/Motel Section								
0020-0000	Hotel/Motel Registration File --- Petitions registering the name or designation of hotels/motels, filed with the Secretary of State in compliance with <u>N.J.S.A. 29:3-4</u> .			X		P	Permanent	Permanent	Archives
0021-0000	Hotel/Motel Registration Ledger --- Index of persons and corporations filing petitions to register hotel/motel names and of names registered, as specified in <u>N.J.S.A. 29:3-9</u> .			X		P	Permanent	Permanent	Permanent
0022-0000	Service Of Process On Hotel/Motel Registration --- Record of service of process on hotel/motel name. Includes name of individual or corporation, registration number, and date filed. Used to update Hotel/Motel Ledgers and as a reference point for Hotel/Motel Registration files information.					P	3 Years	3 Years	Destroy
	Railroads Section								
0030-0000	Railroad Records File								
0030-0001	Railroad Card File --- Listing, by railroad name, of changes in status in leases, conditional sales, merger, etc. Supplements the Railroad Lease/Deeds Book.			X		P	Permanent	Permanent	Archives
0030-0002	Railroad Lease/Deeds Book --- Records leases or deeds of conveyance of all railroads in more than one county, as per <u>N.J.S.A. 46:16-3</u> and <u>N.J.S.A. 46:33-1(1)</u> . Lists date of transaction, company, and type of mortgage or agreement.			X		P	Permanent	Permanent	Archives
0030-0003	Railroad Maps --- Supporting documentation for establishing location of railroad lines.			X		P	Permanent	Permanent	Archives

	Change Of Name, Judgment Section									
0040-0000	Change Of Name Judgments --- File include: Certified or true stamped copies of court docket judgements from legal change of names court proceedings. Record copy held permanently by Superior Court. Index includes: Brief record of judgements, providing access by original and changed names. Used to reference Judgment Change of Name Files. Also includes database.			X		P	Permanent	Permanent	Archives	
	Business Entity Annual Reports Files									
0050-0000	Business Entity Annual Reports									
0050-0001	Business Entity Annual Reports --- Annual reports submitted by businesses which list filing year, business entity name and address, registered agent, Directors and Officers names and addresses.			X		P	Permanent	Permanent	Archives	
0050-0002	Business Entity Annual Reports (Information File)					P	As updated	As updated	Recycle	
0051-0000	Annual Reports Schedules --- Consists of lists of the Officers and Directors specified of submitted annual reports.									
0051-0001	Annual Reports Schedules (List)			X		P	Permanent	Permanent	Archives	
0051-0002	Annual Reports Schedules (Information File)					P	As updated	As updated	Recycle	
0051-0003	Annual Reports Business Entity Notification File (Undeliverable, Returned Mail) A notification file to a Business Entity indicating their certification status (Notice of Revocation, First Notice of Revocation, Pending Notice of Revocation or Certification) that have been deemed undeliverable by the US Postal Service (USPS) and returned to the Department of the Treasury, Division of Revenue and Enterprise Services (DORES). File contains but is not limited to the following: Notice of Revocation, First Notice of Revocation,						After data entry is complete		Destroy	

	Pending Notice of Revocation, issued Certification and supporting documentation.											
0052-0000	Failure To File Annual Report (Obsolete)											
0052-0001	Docketed Judgments Files (Failure To File Annual Report) --- Include copy of certificate of judgment, certified mail receipts, and copy of warrant to satisfy judgment for those corporations which have failed to file an annual report. For reference. Information also available through Superior Court.					P	2 yrs after satisfaction of judgment	2 yrs after satisfaction of judgment	Destroy			
0052-0002	Docket Judgments Ledgers (Failure To File Annual Report) --- Lists entry date, docket number, corporation name, agent name, years owed, date of notice, file, number, and date of judgment. For back-up reference. Information currently being compiled on corporation annual reports master file.					P	2 yrs after satisfaction of judgments logged in volume	2 yrs after satisfaction of judgments logged in volume	Destroy			
0053-0000	Satisfaction Warrants Ledgers (Obsolete)											
0053-0001	Satisfaction Warrants Ledgers (Failure To File Annual Report) --- Lists entry date, docket number, corporation name, tendered, date of satisfaction and/or status (expunged, vacated, or docketed in error). For back-up reference. Information currently being compiled on corporation annual reports master file.					P	2 yrs after satisfaction of judgment logged in volume	2 yrs after satisfaction of judgment logged in volume	Destroy			
0053-0002	Satisfaction Warrants Ledger --- Certified Mailing Lists of Pending Revocations.					P	6 Years	1 Years	Destroy			
0054-0000	Service Of Process --- A brief record of process served against business entities. Notation is made of the following information: plaintiff, defendant, attorney, and also includes correspondence.					P	3 yrs after final payment	3 yrs after final payment	Destroy			
	Firemen's Relief Section											
0060-0000	Firemen's Relief Association Reports File --- Annual statements filed by local fireman's relief associations, in compliance with <u>N.J.S.A. 43:17-31</u> . List names of representatives			X		P	Permanent	Permanent	Archives			

	and officers and their respective fees or salaries, names of beneficiaries and amount paid receipts and expenses for the year, and investments, securities, and deposits.										
	Notaries Public Section										
0070-0000	Notary Public File --- Contains completed notary public application forms , renewal forms, and qualification sheets.					P	6 Years	1 Year after expiration of term	Destroy		
0071-0000	Notary Public Change Of Name Form --- Filed whenever a notary public adopts a name different from that which was used at the time of commission.					P	6 Years	1 Year after expiration of term	Destroy		
0072-0000	Notary Public (Information File)					P		20 Years	Destroy		
	Trade Names And Trademarks Section										
0080-0000	Trade Names And Trademarks File										
0080-0001	Trade Names Statement File --- Contain copies of statements of business and partnership names, files as specified in <u>N.J.S.A. 56:1-1 et. seq.</u> Also notes dissolution of partnership, as specified in <u>N.J.S.A. 56:1-7.</u>			X		P	Permanent	Permanent	Archives		
0080-0002	Trade Names Information (Card File) --- Lists company name address, county, date of filing , file number. Used for reference Trade Names Statement File.			X		P	Permanent	Permanent	Archives		
0080-0003	Trade Names Information File --- Lists company name address, county, date of fil, f ile number. Used for reference Trade Names State File.					P	As updated	As updated	Recycle		
0080-0004	Trademarks And Service Marks File --- Includes: application for Registration of Marks and Specimens or Facsimiles of the Mark, Assignment of Marks, Cancellations of Marks, and Renewal of Marks.			X		P	Permanent	Permanent	Archives		

0080-0005	Trademarks And Service Marks (Card File) --- Lists trademark or trade name, assigned filing number, name, assigned filing number, name and address of registering firm, category, dates of use, registration, renewal and cancellation, where applicable.			X		P	Permanent	Permanent	Archives	
0080-0006	Trade Names And Service Marks (Information File) --- Lists trademark or trade name, assigned filing number, name and address of registering firm, category, dates of use, registration, renewal and cancellation, where applicable.					P	As updated	As updated	Recycle	
0080-0007	Insignia File --- Includes: registrations, alterations or cancelations of Insignias. <u>N.J.S.A. 56:2-1 to 56:2-9.</u>					P	1 yr after expiration cancellation or failure to renew	1 yr after expiration cancellation or failure to renew	Destroy	
	Uniform Commercial Code Section									
0090-0000	Uniform Commercial Code Financing Statements, Amendments And Terminations --- Contains: Original notices of secured transactions and changes filed as specified in <u>N.J.S.A. 12A:9-4</u> 01 et. seq. Including : Continuation Statement, Statements of Assessment and Releases: Partial and Full.					P	1 yr after filing of termination statement, final maturity date or expiration date whichever comes first	1 yr after filing of termination statement, final maturity date or expiration date whichever comes first	Destroy	
	Bookkeeping Section									
0100-0000	Daily Transaction Journals/Ledgers --- Consists of computerized versions of the daily revenue transactions including revenue refunds.					P	7 Years	7 Years	Destroy	
0101-0000	Corporate Filing Batch Sheet - Input Sheet (Obsolete) --- A control form that serves as a back up to the Daily Transaction Journal/Ledgers.					P	3 Years	3 Years	Destroy	
0102-0000	Cash Receipts And Charges --- File contains, but is not limited to: cash register tape receipts, telephone invoices, UCC receipts, credit card receipts, and credit					P	7 Years	7 Years	Destroy	

	card settlement tapes. Used to support revenue journals of daily transactions.										
0103-0000	Monthly Deposit Account Statements --- Consists of a monthly printout of all charges, deposits and balances of corporate and UCC accounts.					P	3 Years	3 Years	Destroy		
0104-0000	Corporation Filing Batch Sheet-Input Sheet (Obsolete) --- Consist of source documents arranged in input batches for the bookkeeping functions which cover corporate transactions covered by cash and check, rather than credit card. Financial and volume report generated by contract vendor relative to revenue collected, and Annual Reports keyed.					P	3 Years	3 Years	Destroy		
0105-0000	Lock Box Annual Report Transmission Report/Batch Reconciliation					P	3 Years	3 Years	Destroy		
0106-0000	Dishonorments --- Advice of Dishonorments, Dishonored Checks, and Letter to writer of Dishonored checks requesting replenishment.					P	7 Years	7 Years	Destroy		
0107-0000	Informational Printouts --- Consist of: computer printouts which provide general reference information.					P	As updated	As updated	Destroy		

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Report

Agency Name: **Town of West New York**
Address: **428 60th Street, West New York, NJ 07093**
Phone: **(201) 295-5090**
Email: **Aplaza@westnewyorknj.org**
Contact Person: **Adelinny Plaza, RMC**
Date the Damage Occurred: **unknown**
Date the Damage was Discovered: **11/2020**

Complete the following. (Answer field will expand to accommodate all answers)

1. Describe circumstances of how the damage occurred.

Our scanning company, tasked with digitizing records for the Town, uncovered water damage to building/payroll records. The exact details are unclear. I was unaware that my predecessor or the referenced departments had stored these documents in a container, which was later relocated to an offsite facility in November 2020. Upon visiting the offsite facility with a records restoration company, it became evident that the documents had been severely damaged.

2. Describe circumstances of how the damage was discovered.

My predecessor had stored these documents in a storage container. The scanning company, along with the administrator and CFO, discovered them in November 2020. I was later informed about these documents by DAIDA, the firm hired by the Town for digitizing town documents.

3. What salvage attempts were made?

I went to the warehouse where the records are kept with Paul Migliore (please see the attached email) from Belfor Property Restoration. Mr. Migliore made every effort to conduct a thorough inspection of the documents, but the deteriorated condition of the records hindered his ability to do so effectively.

4. Were any of the records affected by this event salvageable?

No, the records have been determined to be beyond salvageable, and if restored, the quality of the records would be uncertain.

5. Why are these records unsalvageable?

See attached email from Paul Migliore from Belford Property Restoration

6. Who determined that the records could not be salvaged?

Mr. Paul Migliore from Belfor Property Restoration concluded that the inspected records were beyond salvage.

7. Are there other copies of the damaged records in other locations or are there ways to reconstruct the damaged records (i.e. payroll records could be recovered from your payroll service provider)?

I have consulted with both the Building Department and Payroll Department, and they have confirmed that there are no backup copies available for the documents that have been identified as damaged.

8. Are there additional records still maintained in the building?

No.

If yes, how are these records being protected?

N/A

9. What measures are being taken to prevent future damage to the agency's records?

Town records are no longer permitted to be stored in storage containers. Departments are now required to maintain thorough inventories of their records. Additionally, I have secured enclosed and dry offsite storage units for departments that do not have sufficient onsite space in Town to store their records.

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Agency Name: **Town of West New York – County of Hudson**

Agency Retention Schedule: **Municipal Local Building Official & General Records Retention Schedule**

Retention Schedule Number: **#007 and #017**

Record Series Number: **0002-0000 (life of the structure); 0313-0003 (3 Years); 0416-0002 (1 Year); 0150-0001 (10 years), 0150-0002 (10 years), 0150-0003 (10 years), 0150-0004 (10 years), 0150-0005 (life of the structure), 0150-0006 (life of structure); 0050-0000 (6 years after final entry); 0200-0000 (life of structure)**

Record Series Name: **Construction File – 0002-0000 (life of the structure);
Payroll File – 0313-0003 (3 Years);
Time Records File (Copy) – 0416-0002 (1 Year);
Building/Site Plans – 0150-0001 (10 years),
Building/Site Plans – 0150-0002 (10 years),
Building/Site Plans – 0150-0003 (10 years),
Building/Site Plans – 0150-0004 (10 years),
Building/Site Plans – 0150-0005 (life of the structure),
Building/Site Plans – 0150-0006 (life of structure);
Permit Fee Log – 0050-0000 (6 years after final entry);
Construction File – 0200-0000 (life of structure)**

Retention Time: **Refer to the retention time indicated in parentheses next to the record series number above.**

Inclusive Years: **1995-2013**

Volume (Cubic Feet): **33 boxes**

Damage Type: **Water Damaged**

Other copies available? **No other copies are available.**

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Adelinny Plaza, RMC

DATE: February 20, 2024, July 24, 2024

SUBJECT: Request to Destroy Water-damaged Records

I hereby certify that the records listed on the attached *Request and Authorization for Records Disposal* form(s) have sustained significant damage that warrants their disposal. All attempts to salvage said records have proven unsuccessful or not cost-effective. Subsequently, continued retention of said records has been deemed impractical.

_____

July 24, 2024

Date

From: [Paul Migliore](#)
To: [ADELINNY PLAZA](#) ; [Cassandra Bonilla](#) ; [Joseph Roque](#) ; [Town Clerk](#) ; [Tyara Conil](#)
Subject: West New York Documents
Date: Wednesday, February 14, 2024 11:39:10 AM
Attachments: [2024-02-14 West New York Documents.pdf](#)

Adelinnny,

Thank you for taking the time to meet and inspect the documents in storage.

Depending on what the documents are, my recommendation would be to destroy them. The cost to restore them to the best extent possible would be approximately \$300 per cubic foot of documents. The process would not recover lost information or faded typeset/ink. The condition of the documents appears to be questionable at best based on the appearance of prolonged exposure to high levels of moisture and being stored in an uncontrolled environment. Most of the documents have adhered to the adjacent pages as they dried and may not be recoverable as a result. Freezing the documents shortly after exposure to water may have prevented this issue.

I have attached photos of the documents for consideration.

Please let me know if you have any questions or require assistance restoring the documents.

Thanks,
Paul

--

Paul Migliore

BELFOR Property Restoration
50 Ethel Road West

Piscataway, NJ 08854
Tel. 732-317-4500

Cell [973-900-1638](#)

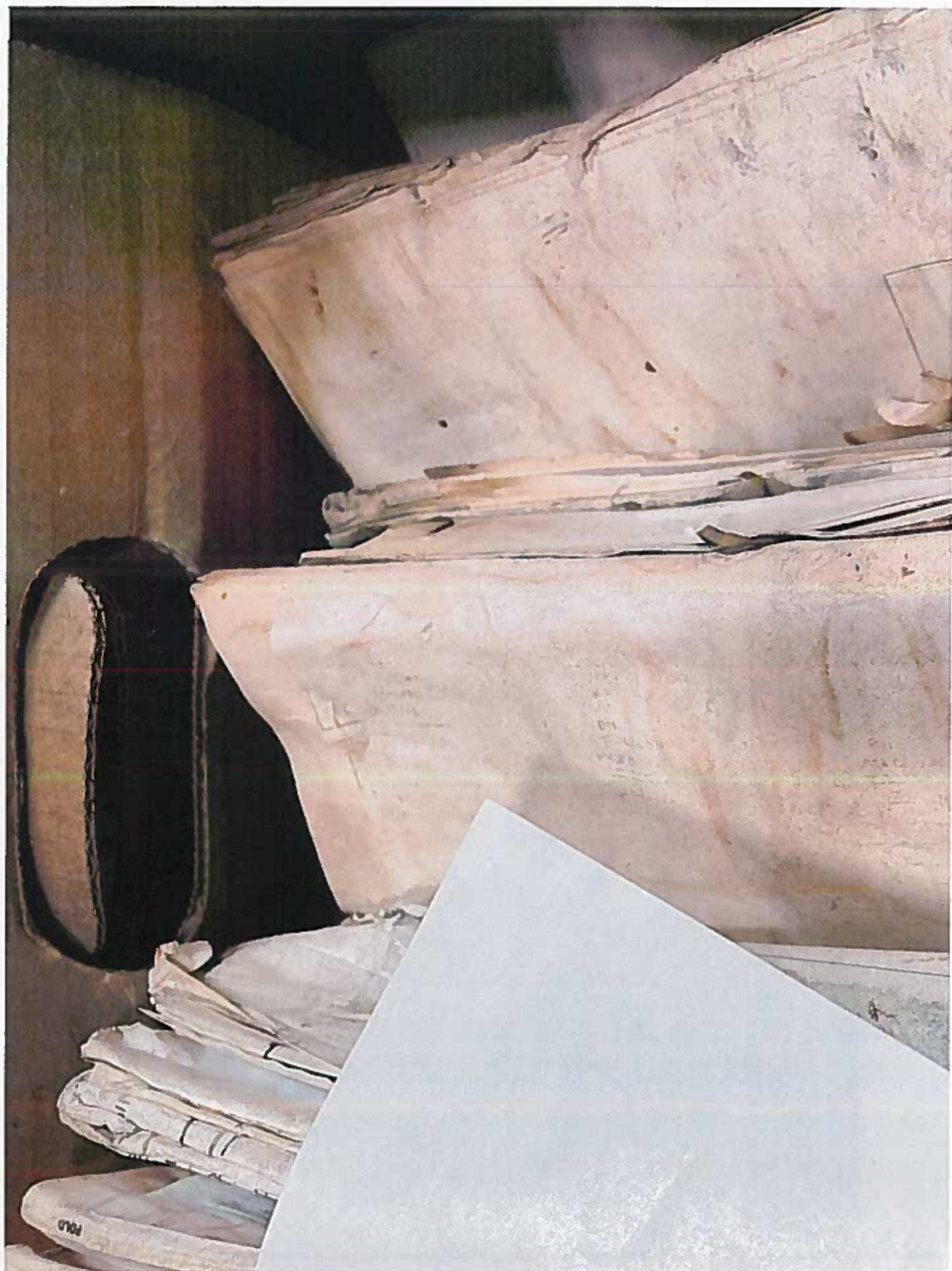
HIC # 13VH03053100

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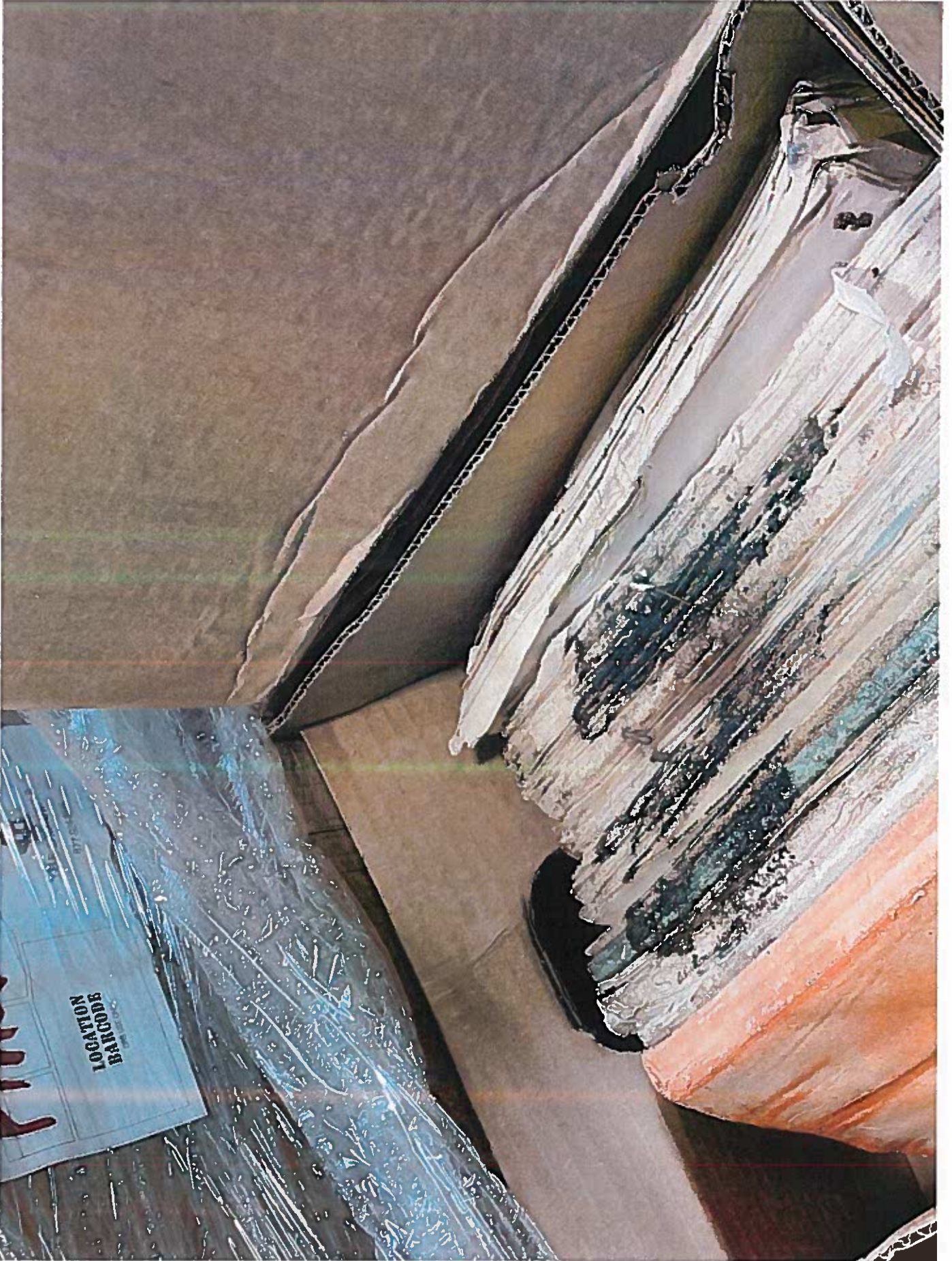
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OFFICE OF THE TOWNSHIP CLERK

Township of Cranford

8 Springfield Avenue
Cranford, New Jersey 07016
908-709-7210
p-donahue@cranfordnj.org

Via Email:

TO: Terricka Page
Records Management Services
State of New Jersey Division of Revenue and Enterprise Services
Terricka.Page@treas.nj.gov

FROM: Patricia Donahue
Township Clerk
Township of Cranford
p-donahue@cranfordnj.org
908-709-7210



Re: Damaged Records

DATE: June 19, 2024

The Township of Cranford has worked to sort and assess records which were damaged by a Cranford Municipal Building basement dehumidification system failure in 2022. The Township of Cranford takes records management and retention very seriously. As you may remember, the Township of Cranford worked diligently and responsibly to organize, process and destroy hundreds of State-authorized-for-destruction records in 2023. Working with the services and products of mold remediation specialists and storage vendors, Cranford expended approximately \$40,000 (forty thousand dollars) during this time.

As a follow-up to the State Records Committee Meeting on December 21, 2023 in which the Township of Cranford's request for authorization of the destruction of Cranford's mold-contaminated records was discussed, please be advised that the Township of Cranford has complied with the feedback received:

- We have prepared an updated records inventory with "volume per specific record series" information (see attached).
- We have worked to develop options for the remediation of the damaged and permanent records. One option included the solicitation of quotes to records management vendors (including outreach to cooperative purchasing-authorized vendors). Quotes received for the scanning and digitization of the records are cost-prohibitive. A second option is to move the permanent records from a storage pod in the Township's parking lot to a stand-alone facility on Township property. Please be assured of the following:
 - The records are labelled and organized by Department;
 - The stand-alone storage area will be locked and remain under camera surveillance;
 - An inventory of the damaged records remains in the Clerk's Office;
 - When a request is received by the Township for these records, the Township will hire a cleanup and restoration services professional to retrieve and scan the requested record.

The Township of Cranford plans to move forward with the second option within the next month (by Friday, July 12th).

We thank you for your feedback and very much appreciate the guidance you provided last year.

Record Series No.	Document Type Name	Permanent/Damaged	Book/Box	Cubic Ft/Volume
0025-0000	Tax Title Lien Ledger	Permanent	Book	26
0009-0000	In Rem Tax Foreclosure	Permanent	Book	14
0007-0000	Extended Tax Duplicate (copy)	Permanent	Book	49
0252-0000	Litigation File Open and Closed Cases	Damaged (20 years after final payment)	Box	5
0013-0001	Minutes File (Original) Clerk	Permanent	Book	1
0008-0001	Minutes File (Original) Zoning Board	Permanent	Book	4
0313-0002	Payroll File - Payroll Register (Original)	Damaged (60 years)	Book	2
0313-0002	Payroll File - Payroll Register (Original)	Damaged (60 years)	Ledger in bags	39
0403-0000	Employee History/Service Record Card	Damaged (60 years after termination of employment)	Box	38
0407-0000	Individual Employee Jacket	Damaged (6 years after termination of employment)	Box	40
0023-0000	Technical Requirements for Site Remediation	Damaged (30 years)	Box	1
0017-0002	Variance Application Case File/Zoning Board c	Permanent	Box	3
0014-0000	Site Plan Application Case File	Permanent	Box	22
0016-0002	Subdivision Application Case File	Permanent	Box	1
0304-0001	Purchase Order, Invoice, Voucher/Warrant, a	Damaged (6 years)	Box	17
0102-0001	Journal/Ledger - General	Permanent	Box	22
0102-0001	Journal/Ledger - General	Permanent	Book	35
0300-0001	Audit Report File - Audit Report (Agency Orig	Permanent	Box	5
0306-0003	Financial Statements - Annual and Supplemer	Permanent	Box	1
0020-0000	Project Files - Roads, Bridges, Drainage - Publi	Permanent	Box	54
0004-0002	Correspondence - Design, Structural and Engi	Permanent	Box	15
0024-0000	Tax Sale Certificates (copy and register)	Permanent	Box	1
0013-0001	Minutes-Original-(Board of Health)	Permanent	Book	1

Total Volume

Books - 132

Boxes - 220

Bags - 15