



**AGENDA
STATE RECORDS COMMITTEE
December 21, 2023
10:00 AM**

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

Announcement of Open Public Meeting

- I. Review of October 19, 2023 Minutes**

- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
Artemis Request: # 595751 - 596982
 - B. Registered Imaging Systems / Amendments / Annual Reviews:
Report to the State Records Committee**

- III. New Business:**
 - A. Records Retention Schedule:**
 - 1. NJ Transit (S800000) – Presented by Liz Hartmann
NJ Transit (S801150, S805550, S808221, S808920) Retired**

 - B. Damaged Records Reports:**
 - 1. Cranford Township – Presented by Terricka Page**

- IV. Other Business:**
 - Announcement of State Records Committee dates for 2024**



MINUTES
STATE RECORDS COMMITTEE
October 19, 2023

Amanda Truppa, Secretary, called the 456th meeting of the State Records Committee to order at 10:02 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. This meeting was conducted virtually.

Ms. Truppa stated there was a quorum present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, designee
Joseph Klett, Division of Archives
Department of Community Affairs, Division of Local Government Services, Bonnie Brookes, designee
State Auditor, Kristen Menegus, designee
Susan Scott, Office of the Attorney General, designee

Staff: Liz Hartmann, Administrative Analyst 3, Records Management Services
Virma Guzman-Reyes, Records Analyst 3, Records Management Services
Terricka Page, Records Analyst 3, Records Management Services
Robert Herrick, Records Analyst 2, Records Management Services
John Berry, Records Analyst 1, Records Management Services
James Jenkins, Records Analyst 2, Records Management Services
Karen Perry, Records Analyst 1, Records Management Services

Other: Michele Everly, CARMA, Gloucester County
Argean Cook, NJ Transit
Joan DePaolo, NJ Transit
Maria Lisa Bazela, Bergen County
Keith Harley, Department of Environmental Protection
Ashley Gooding, NJ Transit
John McCarthy, NJ Transit
Christopher Medina, NJ Transit
Lisa Offredo, Department of Environmental Protection
Kalif Richards, NJ Transit
Sylvia Allen, DCA
Mary Miller, DCA
Torri Thompson, DCA
Derek Keyes
Aloysius, Amaechi, NJ Transit

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the July 20, 2023. Mr. Klett abstained.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 593680- 595750

B. Report to the State Records Committee

Imaging Certification Amendments/Annual Reviews/Administrative Actions

II. New Business:

A. Records Retention Schedule:

1. NJ Transit (S800000)

This item was tabled and will be scheduled for an upcoming meeting.

2. NJ Department of Environmental Protection (S420097)

Approved

III. Old Business:

A. Records Retention Schedule

1. NJ Transit (S800030) – Retire schedule

Approved.

IV. Other Business:

Mr. Klett announced the Division of State Archives did its first presentation to introduce a survey of electronic records to entities in the Department of State and then will extend to the rest of State government. This survey is being conducted as part of the State Archives electronic records program which will allow the State Archives to accession either digitalized or born digital records.

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

Amanda Truppa
Secretary
State Records Committee

Certification #	Agency	AmendmentType
23101001-MP	Borough of Old Tappan	Annual Review
23101701-MP	South Brunswick Township Police Department	Annual Review
10071502-MP	County of Burlington RIM	Annual Review
09101505-MP	Borough of Eatontown	Annual Review
10021805-MP	Township of Bridgewater	Amendment
07121301-MP	City of Camden Municipal Clerk	Annual Review
06031601-NM	County of Burlington Board of Social Services	Annual Review
23103001-MP	Township of Medford	Annual Review
11012020-MP	Borough of Union Beach	Annual Review
17102601-MP	Borough of Point Pleasant	Annual Review
11072106-MP	City of Millville	Annual Review
11072104-MP	Township of Robbinsville	Annual Review
12081601-MP	Department of Law & Public Safety, Consumer Affairs	Annual Review
09012209-MP	Borough of Fair Lawn	Annual Review
09101506-NM	Borough of Fair Haven	Annual Review
04041502-NM	Township of Freehold Municipal Clerk	Annual Review
23121801-MP	Township of Logan	Annual Review
109201	Department of Law and Public Safety Division of Gaming Enforcement	Annual Review

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY	S801150 - RETIRE		
DIVISION:	Administrative Support	SCHEDULE #	001		
BUREAU:	Finance/Ticket Office	PAGE #	1	OF	1

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Administrative Support-Finance/Ticket Office <i>Retire</i>
FORMER AGENCY NUMBER	S801150 - (All records series transferred to S800000 - 005)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000 0002-0000	Daily Close-Out File Daily Listing of Checks and Cash Deposited (53X's)	Transferred, renamed, combined records series and description	<p><u>Record Series (RS) 0001-0000</u> Daily Close-Out File Includes: listing of seller's daily tour (activity at ticket window) which lists debits and credit grand totals, daily ticket count, etc. Also, attached to seller's daily tour listing are duplicates of each ticket sold per seller that day. A photocopy of the seller's daily tour and duplicate of daily tickets sold are sent to Revenue Accounting. One Year Destroy</p> <p><u>RS 0002-0000</u> Daily Listing of Checks and Cash Deposited (53X's) Includes: listing of checks and cash deposited and bank deposit slip. A copy of each is forwarded to Revenue Accounting. One Year Destroy</p>	<p><u>S800000 Record Series (RS) 4050-0000</u> Daily Close-Out File and Daily Listing of Checks and Cash Deposited (53X's) Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debits and credit grand totals, daily ticket count, etc. Also, attached to seller's daily tour listing are duplicates of each ticket sold per seller that day; also includes checks and cash deposited and bank deposit slip. Copies are sent to Revenue Accounting</p> <p>One Year - Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY # S805550 - RETIRE		
DIVISION:	Bus Operations	SCHEDULE # 002		
BUREAU:	Maintenance	PAGE # 1	OF	2

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Bus-Operations/Maintenance - Retire
FORMER AGENCY NUMBER	S805550 - TO BE RETIRED/EXISTING RECORDS OBSOLETE OR TRANSFERRED

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Accident Reports	OBSOLETE		Use G100000 0417-0002
0002-0000	Assignment Log	TRANSFER	1 Years after last entry	<u>S800000 - 5000-0000</u> 1 Years after last entry
0003-0000	Bus Inventory/Location Master Report - Monthly	TRANSFER	3 Years Destroy	<u>S8000000 – 5001-0000</u> 3 Years Destroy
0004-0000	Credit Card Transaction File	OBSOLETE		Use G100000 - 0418-0000
0005-0000	Operator's Bus Condition Report	TRANSFER	Consists of: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications.	<u>S800000 – 5002-0000</u> Consists of: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications. 3 Years after problem corrected

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S805550 - RETIRE	SCHEDULE # 002	PAGE #2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			3 Years after problem corrected	
0006-0000	Vehicle Maintenance Information File	TRANSFER	Header Record	<u>S800000 – 5003-0000</u> Vehicle Maintenance Information File
0006-0001	Vehicle Maintenance Information Folder	OBSOLETE	Contains Information regarding maintenance performed on buses. Also includes Bus Work Orders. (This information was maintained in hard copy form until 1995; and thereafter the information has been entered into the (VMIS) computerized system). 3 Years Destroy	Use G100000 0417-0004
0006-0002	Vehicle Maintenance Information System (VMIS)	TRANSFER	Computerized system containing information regarding maintenance performed on buses. 3 Years after disposal of bus	<u>S800000 – 5003-0001</u> Computerized system containing information regarding maintenance performed on buses. 3 Years after disposal of bus
0006-0003	Major Log	TRANSFER	Lists all significant bus repairs; i.e. engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage. 3 Years after disposal of bus or final entry.	<u>S800000 – 5003-0002</u> Includes but not limited to: Lists all significant bus repairs; i.e. engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage. 3 Years after disposal of bus or final entry.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY	S808221 - RETIRE		
DIVISION:	Administrative Support	SCHEDULE #	007		
BUREAU:	Human Resources/Medical Services	PAGE #	1	OF	2

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Administrative Support – Human Resources/Medical Services Retire
FORMER AGENCY NUMBER	S80221 - (All records series transferred to S800000 - 005)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0004	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees.	Transferred	Record Series (RS) 0001-0004 Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees. 5 Years Destroy Retention Period designated by N.J.S.A. 26:8-5	S800000 Record Series (RS) 6000-0000 Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) 5 Years Destroy Retention Period designated by N.J.S.A. 26:8-5
0002-0000	Results of Random Urine Analysis Test Test are filed separately from the medical file	Transferred	Header Record	S800000 RS 6001-0000 Results of Random Urine Analysis Test Test are filed separately from the medical file. (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S80821 - RETIRE	SCHEDULE # 007	PAGE # 2 OF 2
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0002-0001	Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	Transferred	<u>RS 0002-0001</u> Results of Random Urine Analysis Test - Positive results 6 yrs after termination of employment Destroy	<u>S800000 RS 6001-0001</u> Results of Random Urine Analysis Test - Positive results 6 yrs after termination of employment Destroy
0002-0002	Results of Random Urine Analysis Test - Negative results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	Transferred	Results of Random Urine Analysis Test - Negative results 5 Years Destroy	<u>S800000 RS 6001-0002</u> Results of Random Urine Analysis Test - Negative results 5 Years Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY	S808920 - RETIRE		
DIVISION:	Administrative Support	SCHEDULE #	003		
BUREAU:	Finance/Real Estate	PAGE #	1	OF	4

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Administrative Support-Finance/Real Estate Retire
FORMER AGENCY NUMBER	S808920 - (All records series transferred to S800000 - 004)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000 0001-0001 0001-0002 0001-0003 0001-0004	Deed Files	Transferred, Combined records series and description	<p><u>Record Series (RS) 0001-0001</u> Deeds Includes summary sheet, record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description etc. Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc. Permanent</p> <p><u>RS 0001-0002</u> Deeds Exception Files Includes: Parcels not included in original conveyance of property. Permanent</p>	<p><u>S800000 Record Series (RS) 4000-0000</u> Deed Files Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc; deed exception files; parcels not included in original conveyance of property; lists of</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808920 - RETIRE	SCHEDULE # 003	PAGE # 2 OF 4
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			<p><u>RS 0001-0003</u> Deed Summary Sheet Summarizes key information from deeds including but not limited to lot, block, date Permanent</p> <p><u>RS 0001-0004</u> Deed Index Lists of properties currently owned and sold. Permanent</p>	<p>properties currently owned and sold.</p> <p>Permanent</p>
0002-0000	Leases and Contracts	Transfer and rename	Header Record	<u>S800000 RS 4001-0000</u> <u>Lease Files</u>
0002-0001 0002-0004 0002-0005	Leases Files – Agreement File	Transferred, renamed, combined records series, and description	<p><u>RS 0002-0001</u> Lease Files – Agreement File Includes Agreement (Contract) and Plans 7 years after termination of agreement or cancellation - Destroy</p> <p><u>RS 0002-0004</u> Lease Files Includes lease agreement, correspondence, RFPs, and related documents. 7 yrs after termination of lease – Destroy</p> <p><u>RS 0002-0005</u> Lease Files Financial Statements, income statements, and other related</p>	<p><u>S800000 RS 4001-0001</u> Lease Includes but not limited to agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents.</p> <p>7 yrs after termination of lease or cancellation - Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808920 - RETIRE	SCHEDULE # 003	PAGE # 2 OF 4
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			documents from lessee. 7 years after termination of lease - Destroy	
0002-0002	Lease Files – Lease Books /Log Input Sheet	Transferred / Rename	Lease Books and Log Input Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report. - Permanent	<u>S800000 RS 4001-0002</u> Lease Books and Log Input Sheets Lease Books and Log Input Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report. Permanent
0002-0003	Lease Files - Draft documents Correspondence	Transferred / Rename		<u>S800000 RS 4001-0003</u> Lease Drafts Includes but not limited to: drafts and correspondence 3 Years Destroy
0003-0000	Adjacent Property	Transferred	Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property 3 yrs. Destroy	<u>S800000 RS 4002-0000</u> Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property 3 yrs. Destroy
0004-0000 0004-0001 0004-0002 0004-0004 0004-0005	Maps and Drawings	Transferred, Combined records series, and description	<u>RS 0004-0001</u> Valuation Maps: Originals (linens), Reproducible (sepias), Working drawings (full and half size). Permanent <u>RS 0004-0002</u>	<u>S800000 RS 4003-0000</u> Maps and Drawings Includes but not limited to: original and historical maps and drawings of NJ TRANSIT current and predecessor rail lines. These

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808920 - RETIRE	SCHEDULE # 003	PAGE # 2 OF 4
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			<p>Parcel Maps – Rail Station and Bus Facility Parcels Permanent</p> <p><u>RS 0004-0003</u> Tax Maps – NJ Dept. of Treasury Maps Permanent</p> <p><u>RS 0004-0004</u> Special Drawings / Miscellaneous Plans – Associated with Rail and Bus Projects - Permanent</p>	<p>tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects.</p> <p>Confidential based on N.J.S.A. 47:1A-1.1</p> <p>Permanent</p>
0005-0001 0005-0002	Permit Files	Transferred, Combined records series, and description	<p><u>RS 0005-0001</u> Permit Files – Predecessor Railroad Permits Permits issued by predecessor railroad to grant permission to construct and/or occupy NJ TRANSIT property. 7 yrs after cancellation of permit</p> <p><u>RS0005-0002</u> Permit Files – NJ TRANSIT Occupancy Permits 7 yrs after cancellation of permit Destroy</p>	<p><u>S800000 RS 4004-0000</u> Permit Files Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.</p> <p>7 yrs after cancellation of permit Destroy</p>

STATE OF NEW JERSEY



New Jersey Transit

S800000-005



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: S800000	Schedule: 005	Page #:1 of 10
Department:	New Jersey Transit	Agency Representative:	Argean T. Cook	
		Title:	Director Of RIM - Custodian Of Records	
		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		
Capital Planning And Programs										
0001-0000	Project Files									
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X		P	50 Years		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. <u>N.J.S.A. 2A:14-1.1</u>					P	10 Years After completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.					P	25 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0004	Project Files – Design/ Construction – Phase Documents --- Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.					P	10 Years After completion of project	1 Years	Destroy	
0002-0000	Facilities Files									
0002-0001	Facilities Files - Location Files --- Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests, news clips, non-project related correspondence and other miscellaneous information specific to each facility.					P	7 Years After resolution		Destroy	
0002-0002	Facilities Files – Building Plans And Surveys --- Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots.					P	Life of structure plus 10 years		Destroy	
0003-0000	Construction Management Files									
0003-0001	Construction Management Files – Project Site Files – Office And Site --- Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.					P	10 Years After completion		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:3 of 10	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0002	<p>Construction Management Files – As-Built Drawings --- Original reproducible as-built and shop drawings that have been revised to incorporate “as-built changes as completed,” technical details and components of construction projects.</p> <p>Confidential based on N.J.S.A. 47:1A-1.1</p>					C	Life of structure plus 10 years		Destroy	
Lease Files										
0004-0000	Lease Files									
0004-0001	<p>Lease --- Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents</p>					P	7 Years After Termination Of Lease Or Cancellation		Destroy	
0004-0002	<p>Lease Books And Log Input --- Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report.</p>					P	Permanent		Archival review	
Capital Planning And Programs										
0005-0000	Environmental Services									
0005-0001	<p>Environmental Services - Discharge Monitoring Report (DMR) Files --- Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.</p>					P	5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:4 of 10	
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		
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) --- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.					P	5 Years After permit expires		Destroy	
0005-0003	Environmental Services - Hazardous Annual Generator Report (Copy) --- Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.					P	5 Years		Destroy	
0005-0004	Environmental Services - Remedial Reports, Copies --- Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.					P	30 Years	10 Years	Destroy	
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.					P	30 Years	10 Years	Destroy	
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.					P	3 Years After summons has been satisfied		Destroy	
0005-0007	Environmental Services - Due Diligence Reports --- Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.					P	30 Years After completion of report		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:5 of 10	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Records And Information Management										
1000-0000	Records Transmittal Forms					P	3 Years After Disposition or Permanent Removal of Records		Destroy	
Rail Operations										
2000-0000	Air Brake Kit Inventory Log Sheet --- List unit, type, date removed, date received, date ready, date shipped, quantity, item and status. Air brake kits are inspected every two (2) years.					P	2 Years After final entry		Destroy	
2001-0000	Capital Projects --- Capital Projects File includes: correspondence, drawings and project supporting information.					P	10 Years After completion of project		Destroy	
2002-0000	Car History File --- File contains history and quality control manual on the train cars before they came to New Jersey Transit.					P	3 Years After Disposal of Car		Destroy	
2003-0000	Inspection Report File --- Inspection Report File Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29)					P	2 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:6 of 10	
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		
2004-0000	Service And Inspection Work Packets --- Service and Inspection Work Packets Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.					P	3 Years After Disposal of Car		Destroy	
2005-0000	Yearly Maintenance History File --- Yearly Maintenance History File File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive inspection wheel report. (FRA 49 CFR 229.23)					P	2 Years		Destroy	
2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.					P	1 Years		Destroy	
2007-0000	Map Of Locomotives --- File contains locomotive engineering specifications.					P	10 Years After Disposal Of Equipment		Destroy	
2008-0000	Wheel And Axle Assembly Report (AAR) – Quality Assurance --- File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3)					P	15 Years		Destroy	
	Internal Audit									
3000-0000	Internal Audit									
3000-0001	Internal Audit Report (Record Copy)					C	Permanent		Archives	Confidentiality is based on OPRA N.J.S.A. 47:1A-10)

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:7 of 10	
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		
3000-0002	Internal Audit Report (Copy) --- Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	3 Years		Destroy	
3001-0000	Internal Audit Program --- File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation.					C	7 Years After completion of audit		Destroy	Confidential based on <u>N.J.S.A. 47:1A-1.1</u>
4000-0000	Deed Files --- Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc; deed exception files; parcels not included in original conveyance of property; lists of properties currently owned and sold.					P	Permanent		Archives	
4001-0000	Lease File									
4001-0001	Lease --- Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents					P	7 Years After termination of lease		Destroy	
4001-0002	Lease Books And Log File --- Consists of log books listing: property location, lessor, lessee, lease number and occupancy; lease agreement and copy of environmental report.					P	Permanent		Archives	
4001-0003	Lease Drafts --- Includes but not limited to: drafts and correspondence					P	3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:8 of 10	
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		
4002-0000	Adjacent Property Notice --- Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property					P	3 Years		Destroy	
4003-0000	Maps And Drawings --- Includes but not limited to: original and historical maps and drawings of NJ TRANSIT current and predecessor rail lines. These tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects. Confidentiality deemed per <u>N.J.S.A. 47:1A-1.1</u>					C	Permanent		Archives	
4004-0000	Permit File --- Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.					P	7 Years After Cancellation Of Permit		Destroy	
Finance Ticket Office										
4050-0000	Daily Close-Out File And Daily Listing Of Checks And Cash Deposited (53X'S) --- Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debit and credit grand totals, daily ticket count, copies of each ticket sold per seller per day, checks, cash deposits and bank deposit slip. Copies are sent to NJT Office of Revenue Accounting.					P	1 Years		Destroy	
Bus Operations - Maintenance										
5000-0000	Assignment Log					P	1 Years After last entry		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:9 of 10	
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		
5001-0000	Bus Inventory/Location Master Report - Monthly					P	3 Years		Destroy	
5002-0000	Operator's Bus Condition Report --- Consists of: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications.					P	3 Years After Problem Corrected		Destroy	
5003-0000	Vehicle Maintenance Information File									
5003-0001	Vehicle Maintenance Information System (VMIS) --- Computerized system containing information regarding maintenance performed on buses.					P	3 Years After Disposal Of Bus		Destroy	
5003-0002	Major Log --- Lists all significant bus repairs; i.e. engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.					P	3 Years After Disposal Of Bus Or Final Entry.		Destroy	
Human Resources - Medical Services										
6000-0000	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees --- Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10, Retention Period designated by <u>N.J.S.A.</u> 26:8-5					C	5 Years		Destroy	
6001-0000	Results Of Random Urine Analysis Test --- Test are filed separately from the medical file.									
6001-0001	Results Of Random Urine Analysis Test - Positive Results --- Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10					C	6 Years After termination of employment		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:10 of 10	
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		
6001-0002	Results Of Random Urine Analysis Test - Negative Results --- Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10					C	5 Years		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: Township of Cranford
Address: 8 Springfield Avenue, Cranford, New Jersey 07016
Phone: 908-709-7210
Email: p-donahue@cranfordnj.org
Contact Person: Patricia Donahue, Township Clerk

Date the Damage Occurred: Approximately August 15, 2022

Date the damage was discovered: Approximately September 1, 2022

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

1. Describe circumstances of how the damage occurred.

The records were damaged by mold due to a dehumidification system failure.

2. Describe circumstances of how the damage was discovered.

Members of the Cranford Police Department entered the PAL (Police Athletic League) storage room and noticed mold on Police Department jackets. Such employees immediately notified the Department of Public Works and stated that a dehumidification system was not functioning properly. At that time, Servpro of Central Union County (Servpro) was contacted. When Servpro arrived to mitigate the issue, additional mold was found on records.

3. What salvage attempts were made?

The damaged records were removed from the contaminated area and relocated to secured storage units outside of the Municipal Building (the area has surveillance cameras).

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

Township staff spent five (5) months sorting and assessing the damaged records with the assistance of Servpro of Central Union County (Servpro)'s professional staff. Requests were made through the State of New Jersey's Artemis portal to destroy all damaged records which had met their retention. Cranford Township staff believes that the remaining records are not salvageable due to the condition of the damp and moist records. The Township of Cranford hired Garden State Environmental to assess the remaining records. Garden State Environmental prepared a report (attached) on September 28, 2023 which included this paragraph:

“Due to the environmental conditions within and outside the storage pod, all of the records are susceptible to mold-related cross contamination; therefore, all the records found within the pod should be treated as mold containing.”

5. Why are these records unsalvageable?

The records experienced mold-related cross contamination (due to mold infestation from water and humidity).

The records are unsalvageable due to 1) bad odor 2) moist texture 3) discolored surface and 4) in some cases, the records are illegible. The “feel and touch” of the records is unsanitary and the staff is increasingly concerned with the health risks associated with processing and handling these records.

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

Garden State Environmental (GSE) reported that “GSE identified varying degrees of mold damage on the paper records within the storage pod. All of the records should be individually evaluated by Township personnel.”

The Township Clerk’s Office reviewed every box of records listed below. The records are discolored, difficult to touch, smell and are moist. Garden State Environmental’s lab work found positive mold findings which included *Cladosporium* and *Penicillium/Aspergillus* group molds.

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)?

The majority of the damaged records are Finance Department records, Tax Department records and Engineering Department records.

The Finance Department records include purchase order, invoice, voucher/warrants, requisition, schedule of voucher and bills paid, daily cash journals, bank statements and payroll records. We have attempted to recoup the payroll records from the Township’s previous payroll provider (ADP) and were not successful.

The Tax Department records such as Tax Sale Certificate and In Rem Tax Foreclosure information can be found at Union County government offices (Clerk’s Recording Office).

The Engineering Department’s files include matters related to the Building Department, Environmental matters (New Jersey Department of Environmental Protection), local utilities and the Planning and Zoning Departments. We believe that certain Engineering information may be gathered from these departments, government agencies and companies as well as the Township’s Consulting Engineers’ off-site offices.

8. Are there additional records still maintained in the building? If yes, how are these records being protected?

Yes, two (2) department's records remain in the Municipal Building (one department's records are in an area which was not affected by the dehumidification system failure and the second department's records are in the newly-renovated area.)

Such renovation included the installation of French drains, emergency barricade doors, weep holes and a new dehumidification system to prevent any future damage. The other Township's departments' records have been stored one half (0.5) mile away in the Community Center since 2019.

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

- A new dehumidification system has been installed;
- Mold remediation of the contaminated area was conducted (which included the removal of debris and restoration and remodel of the affected area);
- Installation of an interior drainage system, including sump pumps, window wells, weep holes and French Drains.
- The Clerk's Department's records and four (4) other departments' records were relocated to the Township's Community Center (approximately half mile (0.5) mile from the Municipal Building) in 2019.

**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 Inventory

Agency Name: Township of Cranford

Agency Retention Schedule:

- General – Municipal
- Municipal Clerk
- Municipal Utilities & Authorities
- Municipal Planning and Zoning Boards of Adjustment
- Municipal Engineering Department
- Municipal Tax Collector

Retention Schedule Number:

- M100000-015
- M200000-009
- M910000-003
- M630000-003
- M160000-003

Record Series Number:

- 0313-0002
- 0407-0000
- 0304-0001
- 0319-0002
- 0403-0000
- 0023-0000
- 0252-0000
- 0101-0000
- 0316-0001
- 0200-0008
- 0002-0000
- 0014-0001 (Permanent)
- 0008-0001 (Permanent)
- 0017-0002 (Permanent)
- 0016-0002 (Permanent)
- 0508-0001 (Permanent)
- 0020-0000 (Permanent)
- 0004-0002 (Permanent)

- 0025-0000 (Permanent)
- 0009-0000 (Permanent)
- 0007-0000 (Permanent)
- 0013-0001 (Permanent)
- 0102-0001 (Permanent)
- 0024-0000 (Permanent)

Record Series Name:

- Payroll File-Payroll Register
- Individual Employee Jacket
- Purchase Order, Invoice, Voucher/Warrant, And Requisition File
- Schedule of Vouchers and Bills Paid
- Employee History/Service Record Card
- Litigation File – Open and Closed Cases (20 years after final payment)
- Daily Cash Journals
- Receipts
- Budget File – Work Papers
- Bank Statements
- Site Plan Applications Case File – Municipal and County Planning Boards Approved (Original) (Permanent)
- Minutes File – Including Agendas and Resolutions (Original) (Permanent)
- Variance Application Case File/Zoning Board of Adjustment Case File (Final Plan) Approved (Original) (Permanent)
- Subdivision Application Case File – Approved (Original) Plan (Permanent)
- Minutes – Original (Board of Health)
- Project Files – Roads, Bridges, Drainage – Public Structures (Permanent)
- Correspondence – Design, Structural and Engineering (Permanent)
- Tax Title Lien Ledger (Permanent)
- In Rem Tax Foreclosure List (Permanent)
- Extended Tax Duplicates (Copy) (Permanent)
- Minutes File - Original (Municipal Clerk) (Permanent)
- Journal/Ledger (Permanent)
- Tax Sale Certificates (Copy and Register) (Permanent)

Retention Time: between six (6) years and permanent

Inclusive Years: 1878 - 2019

Volume (Cubic Feet):

- 211 cubic feet of half drawer Bankers' boxes
- 14 cubic feet of full drawer Bankers' boxes
- 1 cubic feet of Printout Binders
- 105 ledger books

Damage Type: Mold

Other copies available? See Response No. 7

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Patricia Donahue

DATE: October 13, 2023

SUBJECT: Damaged Records Disposal Certification

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.

Patricia Donahue
Township Clerk
Township of Cranford

October 13, 2023

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES – RECORDS MANAGEMENT SERVICES
PO BOX 661 TRENTON, NJ 08625

Public Records Disaster Response

In the aftermath of a disaster, once a facility has been declared safe to enter, it is imperative that an assessment be conducted to ascertain the status of the records and information maintained by the agency. This assessment includes equipment (ex. computer hardware and its associated software) and public records (ex. hardcopy, electronic and micro imaged) to determine what may be salvaged and what must be disposed.

The DORES-RMS has prepared guidelines for the proper and efficient means to handle this process.

The following are measures to be conducted to begin an assessment of the records on hand:

- 1) Please review your insurance policy for coverage.
- 2) Please review the Resource page for Vendors, Consultants and Suppliers at <http://www.state.nj.us/state/darm/links/vendor.html> and *note the disclaimer at top of page.*
- 3) Review **attached** questionnaire **E-mail back to DORES-RMS upon completion.**

IMPORTANT: Attach inventory list of damaged records by:

- 1) Records that should be saved (i.e. vital/permanent/long retention) and
- 2) Records that can be destroyed (i.e. expired retention/duplicate/unsalvageable. Include inclusive dates and retention time/disposition for each damaged record series by department – use appropriate records retention schedules. Also Include photographs of damaged area(s) and records.
- 4) Review and follow procedure (below) for processing emergency destruction requests as outlined in the New Jersey Administrative Code:

NJAC 15:3-2.1 Retention and Disposition of Public Records

(d) Disposal of public records. The following pertain to records retention schedules and the disposal of public records:

1. The Division shall issue no authorization for destruction of public records to an agency unless a records retention schedule has been prepared and approved for that particular agency or department.
2. Any agency requesting authorization for destruction of public records must receive notification of the approval of the Supervisor of Records and Forms Analysis or his or her designee, if said request conforms to a records retention schedule established by the State Records Committee, before such records may be destroyed. The Division shall report all authorizations for destruction of public records

to the State Records Committee at each regularly scheduled meeting of the committee. Such reports shall become part of the records maintained in perpetuity for the said committee.

3. Per the procedures established under N.J.A.C. 15:3-2.2(b), the State Records Committee may, upon recommendation of the Division, grant special authorization for disposal of public records damaged or destroyed in a fire, flood, or other natural or man-made disaster that have not passed the approved records retention period, if the Division determines that other copies of the records exist, the records can be reconstituted from other sources, or the records cannot be restored or recovered due to the damage they have received.

NJAC 15:3-2.2 Disposal of Public Records

(b) Authorization to destroy records that have been damaged due to a disaster. Any public agency desiring authorization to destroy records that have been damaged due to a disaster shall submit to the Division an emergency request for such authorization in a manner and form prescribed by the Division. State and local government agencies, districts and authorities are required by law to protect their records against untimely destruction due to disasters. A vital records program can minimize the effects of a calamity by identifying those records that should be given highest priority for salvage in a disaster.

The following procedure for processing emergency requests for authorization for destruction of records must be followed by the appropriate parties in the sequence below:

1. Obtain a master list of all damaged documents;
2. Apply appropriate state records retention schedules;
3. Determine whether the damaged records can be duplicated from other sources (microfilm, duplicate filings at other agencies, etc.);
4. Examine damaged documents to determine:

i. What should be saved?

- (1) Salvage of vital and permanent records must be done immediately.
- (2) Depending on the amount and severity of damage, damp records may be saved by air-drying, and water saturated records may be saved by freeze-drying.
- (3) Contact the Division immediately for disaster assistance;

ii. What can be destroyed?

- (1) Damaged records that are not vital or permanent records of the agency and whose retention period has expired, is within one year of expiration;
- (2) Records that are deemed unsalvageable; and
- (3) Damaged records that can be duplicated from other sources;

5. Damaged records should be reported immediately to the Division to prevent further loss of records, including onset of mold and mildew; and

6. Agencies requesting emergency destruction of such records shall follow destruction authorization procedures.

5) Review local records manual chapters for disaster recovery; vital records management, etc. at <http://www.state.nj.us/state/darm/links/pdf/local-manual.pdf>

6) If Microfilm and/or Digital Imaged records are damaged/destroyed – contact Sue Crammer, DORES – Microfilm Client Relations and Billing at (609) 777-0902 for Best Available Evidence Ruling Procedures/Application.

7) Also you can review Disaster Recovery Journal website at <http://www.drj.com/> for additional information and resources.

The Division along with State Records Committee will review and may, upon recommendation of the Division, grant special authorization for disposal of your records that have been damaged. This can only be done if the request(s) and instructions (detailed above) are correctly completed and submitted. If you have further questions, please e-mail (name@treas.nj.gov) or call me at (609) xxx-xxxx.

Thank you for your cooperation.

Sincerely,

Name, Title
Treasury – DORES - RMS



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

Disaster Recovery Questionnaire

Agency Information:

Agency Name/Offices Involved: Township of Cranford

Address: 8 Springfield Avenue, Cranford New Jersey, 07016

Phone: 908-709-7210

Email: p-donahue@cranfordnj.org

Contact Person: Patricia Donahue, Township Clerk

Date the disaster occurred: Approximately August 15, 2022

Area declared accessible by Fire Marshall: Yes No

Arson investigation currently being conducted: Yes No

Records involved/file list of records in damaged area Yes No

Narrative: Explain (in detail) what Happened (Use additional sheets if necessary): _____

Members of the Cranford Police Department entered the PAL (Police Athletic League) storage room and noticed mold on Police Department jackets. Such employees immediately notified the Department of Public Works and stated that the dehumidification system was not functioning properly. At that time, Servpro of Central Union County (Servpro) was contacted. When Servpro arrived to mitigate the issue, additional mold was found on Township records.

Extent of damage to the records:

Fire Damage: Slight Severe

Water Damage: Damp Wet Saturated

Person(s) who verified the amount of damage to the disaster site: Karl Spinner of Servpro and Michael Blaney of Garden State Environmental

Who established the Disaster Recovery Team: Former Administrator Jamie Cryan

Disaster Recovery Team members: Former Administrator Jamie Cryan, Police Chief Ryan Greco, Karl Spinner of Servpro, Township Clerk Patricia Donahue, Deputy Township Clerk Ashley Kurbanoglu, Police Lieutenant Matt Nazzaro, Police Captain Ed Davenport and Department of Public Works Superintendent Erik Hastrup

Salvaging performed: Onsite Off site

Length of salvage operation: Days Weeks Months

When were staff allowed back into the building: n/a – the damage occurred in the lower level of the Building which was used to store records, uniforms and equipment

When did the area become operational?

The area became fully operational on July 20, 2023.

Electrical power affected: Yes No

Telecommunications affected: Yes No

Information processing operations affected: Yes No

Were outside salvage companies contacted:

Structural	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Mechanical	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Environmental	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Additional person(s) notified about the disaster: n/a

Security measures implemented:

Records were moved to secured storage units by the Cranford Police Department to the Municipal Parking lot (area has surveillance cameras).

If applicable, legal or financial concerns presently exist as a result: Yes No

Yes, the records need to be shredded.

Will additional facilities, hardware, or supplies be needed: Yes No

Was a Disaster Prevention and Recovery/?

Business Continuity Plan in existence prior to the disaster: Yes No

The Township does have an Emergency Operations Plan (Plan) which addresses operational continuity and recovery procedures. The Township’s Emergency Management Coordinator has provided information that such

Plan is geared towards the Township’s response to townwide disasters, such as person-made, technical and natural disasters (e.g., utility failures and floods).

If not, is a Disaster Prevention and Recovery/
Business Continuity Plan currently being developed: Yes No

Since 2019, the Township Clerk’s Office has worked to move records out of the Municipal Building to the Community Center. Significant funding, resource planning and storage unit acquisitions have resulted in the move of five (5) departments’ records to this area one half (0.5) mile from the Municipal Building. In addition, a Records Management Committee resolution is authorized each January by the Township Committee at its Reorganization Meeting. Such Committee works on an annual basis to organize departmental records and receive State of New Jersey approval for the destruction of records which have met their retention.

Do the staff have copies of the Records Retention Schedule(s)
pertaining to the records affected by the disaster: Yes No

What procedures were implemented to ensure human safety:

All records were removed to the secured pods in the Municipal Building parking lot. Servpro professionals remediated the basement of the Municipal Building. Garden State Environmental was retained three (3) different times in the past fourteen (14) months to assess the environmental safety of the Municipal Building and the extent of the damage to the Township’s records.

During the five (5) month records assessment process, the Township Clerk’s Office worked with members of various departments to sort and assess the Township’s damaged records. During assessment days, Servpro professionals moved the boxes to a tented area and handled the boxes for Township staff. Township staff wore gloves and 3M disposal respirator masks to view and identify the records.

Additional comments and information: _____

Salvage Operations: Hardcopy Recovery

Were salvage methods implemented within two (2) days to
prevent mold and mildew: Yes No

*Two (2) days from discovery of the broken dehumidifier system, the removal of Township property began.

If not, when were the methods implemented: _____

What salvage methods were or are currently being implemented:

Refrigerate Immediately:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Re-boxing:			
	Boxes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Crates	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Other	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Freeze Drying:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Vacuum Drying:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Mold & Mildew Chemical Treatment:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Fans:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Hand-held Dryers:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Window Ledge Drying:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Table Drying:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Paper Towel/Blotter Paper Drying:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Additional comments and information: _____

Salvage Operations: Information Systems Recovery

Telecommunications Hardware Salvaged:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Telecommunications Circuitry Salvaged:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Information Processing Hardware Salvaged:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Information Processing Software Salvaged: x Yes No
Disks and/or Tapes Salvaged: x Yes No
MicroImage Hardware Salvaged: x Yes No
MicroImage Software Salvaged: x Yes No

Additional comments and information: _____

Has the Agency consulted the Division’s Administrative Code (Title 15 Department of State Chapter 3 Records Retention) for guidance concerning the following:

✓ **NJAC 15:3-2.2 Disposal of Public Records.** A public agency desiring authorization to destroy public records that have been damaged due to a disaster must submit to DARM an emergency request for authorization in a manner and form prescribed by the DARM.

☐ **NJAC 15:3-2.5 Vital Records Program.** Policies and procedures for establishing a program for the identification and protection of vital records before, during, and after emergencies. Pertaining to records maintained in paper, magnetic tape or disk, photographic film, and microfilm formats. The management of vital records is part of an agency's continuity of operations plan designed to meet emergency management responsibilities.

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Patricia Donahue

DATE: October 13, 2023

SUBJECT: Damaged Records Disposal Certification

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.



Patricia Donahue
Township Clerk
Township of Cranford



October 13, 2023

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

**Damaged Records
Disposal Certification**

TO: State Records Committee

FROM: Township Clerk of Cranford, Patricia Donahue

DATE: October 13, 2023

SUBJECT: Damaged Records Destruction

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.



Signature and Title

Township Clerk

October 13, 2023

Date

#1- Room 24 View from Entrance



#2- Room 24 Shelving in Front of Interior Wall



#3- Room 24 Shelving



#4- Room 24 Shelving in Front of Exterior Wall



#5- Room 24 Showing Areas with Mold Growth on Masonry Wall



#6- Room 24 Showing Area of Mold Growth on Wall



#7- Room 24 Showing Mold Growth on Wall



#8- Room 24 Showing Mold Growth on Wall



#9- Room 23 Entry Way



#10- Room 23 Showing Rifles on Shelf



#11- Room 23 Showing Mold Growth on Rifles



#12- Room 23 Showing Mold Growth on Police Uniforms



#13- Room 23 Showing Mold Growth on Police Uniforms



#14- Room 23 A Entry Way



#15- Room 23 A Views from Entrance



#16- Room 23 A Shelves Facing Front Exterior Wall



#17- Room 23 A Showing Water Damaged Banker's Boxes



#18- Room 23 A Showing Damaged Cardboard Box



#19- Room 23 A Showing Damaged Boxes



#20- Room 23 A Showing Mold Growth on Wall behind Shelf



#21- Room 23 A Showing Mold Growth on Wall and Boxes



#22- Room 23 A Showing Water Damaged Papers



#23- Room 23 A Showing Damaged Boxes



#24- Room 23 A Showing Mold Growth on Box



#25- Room 23 A Showing Damaged Papers Inside Damaged Boxes



#26- Room 23 A Showing Water Damaged Books on Top Shelves



#27- Room 23 A Showing Mold Growth on Wooden Part of Shelf



#28- Room 22 Showing Front Facing Exterior Wall



#29- Room 22 Showing Mineral Efflorescence on Wall



#30- Room 22 Showing Mineral Efflorescence on Wall



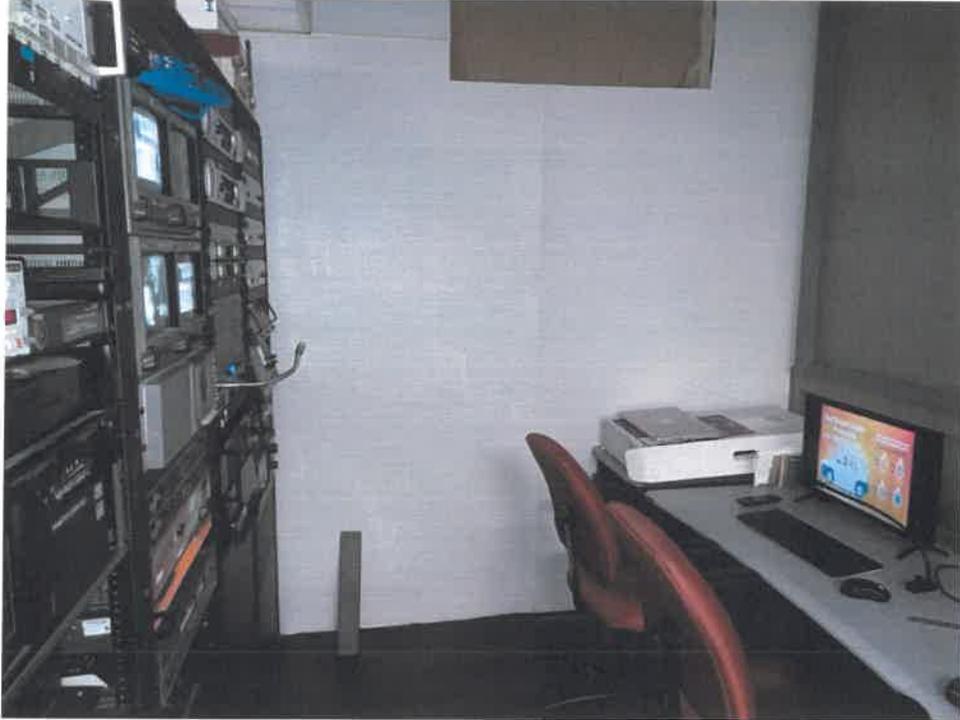
#31- Room 22 Showing Mineral Efflorescence



#32- Room 22 Showing Mineral Efflorescence



#33- Room 21 Showing Area Where Masonry Wall was covered



#34- Room 19 Showing Damaged Front Facing Exterior Wall



#35- Room 19 Showing Mold Growth on Masonry Wall



#36- Room 13 Conference Room Showing Damage on Masonry Wall



#37- Room 13 Conference Room Closet Showing Damage on Wall



#38- Main Hallway in Basement



#39- Rear Exterior of Building Showing Sloping Gradient



#40- Front Exterior of Building



#41- Rear Exterior of Building Showing Sloping Gradient



INDUSTRIAL HYGIENE REPORT

Prepared For:

Ms. Patricia Donahue
Municipal Clerk
Township of Cranford
8 Springfield Avenue
Cranford, NJ 07016

Report Regarding:

Outdoor Storage Pod
Township of Cranford
8 Springfield Avenue
Cranford, NJ 07016

Report Prepared By:

Garden State Environmental, Inc.
555 South Broad Street, Suite K
Glen Rock, New Jersey 07452

Date of Report:

September 28, 2023

I. INTRODUCTION

The subject of this report is a microbial (mold) related assessment conducted on September 21, 2023, by Michael Blaney, B.S., an Industrial Hygienist from Garden State Environmental, Inc. (GSE).

Ms. Patricia Donahue, Municipal Clerk for the Township of Cranford, has retained GSE to assess any mold-related conditions within the outdoor storage pod, at 8 Springfield Avenue, Cranford, NJ.

The investigation consisted of a detailed visual inspection of accessible areas of concern, moisture mapping of representative areas, and the collection of environmental samples that were subject to laboratory analysis.

Our findings and recommendations are presented below.

II. BACKGROUND AND DESCRIPTION

Following a water loss, GSE arrived at the Township of Cranford on September 6, 2022, to complete an initial mold inspection. During that time, mold growth was identified on various paper records. GSE provided the Township with a recommended scope of work for mold remediation, which advised this Township to inspect each document and determine if it can be salvaged or not. After inspecting the documents, the Township had the document transported into outdoor storage pods. GSE cleared all the affected interior areas on July 14, 2023; however, the moldy records still remain in the outdoor storage pods, untouched.

During the current inspection, Ms. Donahue was available to provide additional background information. According to Ms. Donahue, some of the records were salvageable during the remediation; however, she said that one (1) remaining storage pod contains records that appear to be too damaged to repair. Ms. Donahue said that the state will not let the township dispose of the records unless they are proven to be a significantly moldy, water damaged, or illegible.

Based on the water damage and suspect visible mold growth that remains on the records within the storage pod, GSE was contacted to perform an initial mold assessment of this area, to inspect the water damaged and mold records, and provide necessary recommendations as indicated.

III. INSPECTION FINDINGS (*Digital Images are presented in Appendix 1*):

Strong mold-like odors were detected throughout the duration of the inspection.

The storage pod is constructed out of metal paneling with plywood flooring. The pod is approximately one hundred (100) square feet (sq. ft.) in size.

The storage pod was filled with paper records, which were placed in cardboard banker's boxes, loose stacks of files, and plastic garbage bags. Although no active water intrusion was seen, GSE noticed that a good amount of the accessible records showed significant signs of chronic water damage. Many of the paper records found in the storage pod were illegible due to water staining and beginning to deteriorate. However, GSE identified various records that were still eligible.

Suspect visible mold growth was observed on a majority of the piles of accessible loose papers, books, and files scattered throughout the storage pod. Due to the lack of full accessibility of the pod, GSE was not able to look through every box / inspect the surface of each individual paper; therefore the exact amount of suspect mold growth in the storage pod is unknown.

IV. ENVIRONMENTAL SAMPLING *(Laboratory results are included in Appendix II.)*

Moisture Measurements

Moisture mapping was conducted with a Delmhorst Total Check Moisture Meter (SN: 11316). This instrument measures temperature and relative humidity and offers surface, contact pin, and cavity probe attachments. Moisture mapping was performed in representative locations to determine the extent of any remaining moisture levels.

Microbial

Currently there is no standardized sampling technique and analytical method to uniformly identify and quantify different species and genera that occur in the biological diversity of the microbiological world. A variety of specific approaches are used to retrieve, enumerate, and identify each kind of microorganism from air, surfaces, and different materials suspected of contamination.

Surface Sampling

Surface samples for mold, collected with a cello-tape (tape-lift samples), and/or with sterile swabs (swab samples); bulk material samples, can be analyzed by direct microscopic examination. Such samples are chosen for the rapid collection and qualitative and semi-quantitative analysis for fungal spores and related structures.

Laboratory Analysis

All analysis for this project was conducted by:

International Asbestos Testing Laboratories (iATL)
9000 Commerce Parkway, Suite B
Mount Laurel, New Jersey 08054

iATL ensures their quality control by participating in a quarterly proficiency testing program. The lab has a current accreditation by the American Industrial Hygiene Association's (AIHA) Environmental Microbiology Laboratory Accreditation Program (EMLAP) for Environmental Microbiology. The EMLAP is specifically for labs identifying microorganisms commonly detected in air, fluids, and bulk samples during indoor air quality studies.

AIHA EMPAT # 100188.

Laboratory results are included in Appendix II.

V. SAMPLING RESULTS

IAQ Measurements		
<u>Location</u>	<u>Relative Humidity</u>	<u>Temperature</u>
Outside	52.7 %	71.9 °F
Storage pod	58.3 %	74.0 °F

Moisture Measurements	
<u>Location</u>	<u>Moisture Content</u>
On paper records in front of pod	158 - 195(damp)
On paper records in middle of pod	162 - 212 (damp)
On paper records in rear of pod	170 - 204 (damp)

Surface Sampling Results

Direct microscopic examination identifies molds to the genus level and gives a semi-quantitative evaluation of their concentrations, i.e., high (>10%), medium (1-10%), and low (<1%) loading.

Surface Sample for Direct Microscopic Analysis			
<u>Sample ID</u>	<u>Matrix</u>	<u>Location</u>	<u>Fungal Organisms Identified</u>
9-21-MB-01	Tape	On papers in front of pod	Medium Loading- <i>Cladosporium</i>
9-21-MB-02	Tape	On loose papers in middle of pod	High Loading- <i>Cladosporium</i>
9-21-MB-03	Tape	On loose papers in middle of pod	High Loading- <i>Penicillium/Aspergillus</i> group
9-21-MB-04	Tape	On leather book cover in rear of pod	Medium Loading- <i>Cladosporium</i> and <i>Penicillium/Aspergillus</i> group
9-21-MB-05	Tape	On paper files in rear of pod	Medium Loading- <i>Cladosporium</i>

VI. DISCUSSION

Relative Humidity (RH) in the storage pod was measured at 58.3%, while the outdoor reading was measured at 52.7%. The ideal comfortable RH range has been reported as 40% to 60%, as long as building materials or contents are not adversely affected. Low RH can result in eye irritation and complaints of nose and throat discomfort. In addition, irritated mucous membranes can predispose susceptible individuals to the effects of certain chemical and microbiological air contaminants. High humidity levels (over 60%) can promote the growth of microorganisms on building surfaces and furnishings, and cause or contribute to microbial IAQ problems.

Moisture measurements taken on the records within various portions of the pod were slightly elevated; ranging between 158 – 212 MU. Based on the Delmhorst moisture meter utilized, the reference scale documents wet materials to be around 300 MUs on the scan setting.

GSE's visual inspection identified evidence of mold growth as stated in our findings above. Laboratory analysis of the five (5) surface samples collected confirms the presence of mold growth on the paper records within various sections of the storage pod. Positive mold findings include *Cladosporium* and *Penicillium/Aspergillus* group molds.

Cladosporium are common environmental mold spores that are often drawn from the outdoors. This mold is not typically associated with toxic health effects but can elicit allergenic responses in some people.

We classify *Penicillium/Aspergillus* group molds as “indicator fungal organisms,” which are typically associated with water damaged building materials and poor mold-related indoor air quality. Some species of these mold organisms may produce mycotoxins and may pose theoretical health risks to susceptible people. The actual risks to the health of occupants are very difficult to ascertain and are dependent on the duration, intensity, and route of exposure, and each individual's immune system.

Due to the environmental conditions within and outside the storage pod, all of the records are susceptible to mold-related cross contamination; therefore, all of the records found within the pod should be treated as mold containing.

GSE uses its best professional judgment in determining the types and numbers of samples to be collected. However, laboratory testing is not the only criteria for interpreting the results outlined in this report. Laboratory results are evaluated in the context of visual findings, water intrusion history, and moisture mapping results. The sampling strategy utilized was not based on strict statistical guidelines; instead, samples were collected as a screening tool to assist in our overall assessment.

VII. CONCLUSUION AND RECCOMENDATIONS

GSE identified varying degrees of mold damage on the paper records within the storage pod. All of the records should be individually evaluated by Township personnel before determining the next steps.

When cleaning out the storage pod, all of the heavily moldy and water damaged records that are illegible, deteriorated and/or actively wet should be disposed of by being placed into heavy gauge plastic bags for disposal or shredded. All such work should be done by workers with personal protective equipment, including respiratory protection and appropriate gloves. If shredding is carried out, all work should be done outside of the building.

All documents that have minimal damage and are still legible, should be scanned to an electronic format if they are required to be kept for a certain amount of years by the state. If the documents do not need to be kept and/or scanning has been completed, and then the original records can be disposed of as mentioned in the paragraph above.

VIII. CONDITIONS and LIMITATIONS

The findings described in this report are reflective of the conditions existent at the time(s) of inspection and testing. In the field of environmental sampling, various environmental parameters such as temperature, humidity, winds, may significantly impact the results.

Our findings and conclusions must be considered probabilities based upon professional judgment concerning the significance of the limited data gathered during the course of investigation. The results and recommendations set forth by GSE in this report will be valid as of the date of the report and are limited to the site condition at the time of investigation.

Please feel free to call our office with any questions about this report.

Respectfully submitted,



Michael Blaney, B.S.
Industrial Hygienist

Reviewed by:



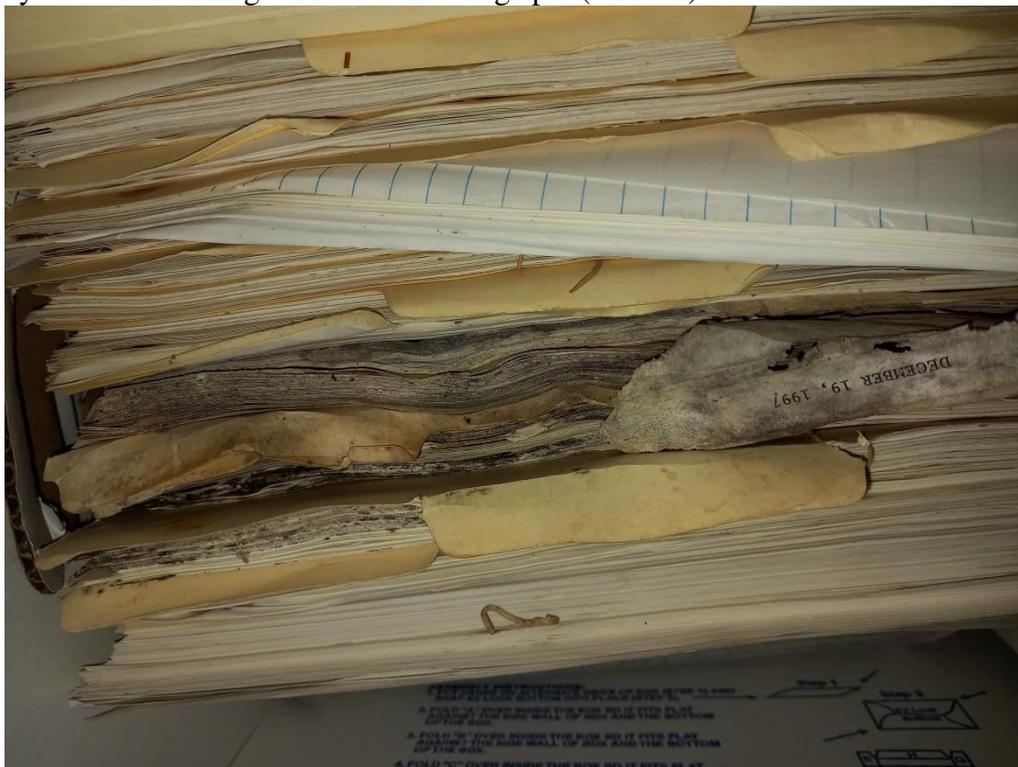
Tara Ekiert, B.S.
Lead Industrial Hygienist

APPENDIX I
DIGITAL IMAGES

1) Records within storage pod (9/21/23)



2) Moldy and water damaged records in storage pod(9/21/23)



- 3) Moldy and water damaged records in storage pod (9/21/23) – not legible



- 4) Moldy and water damaged records in storage pod (9/21/23) – not legible



- 5) Moldy and water damaged records in storage pod (9/21/23) – some legible



- 6) Moldy and water damaged records in storage pod (9/21/23) - not legible



7) Moldy and water damaged records in storage pod (9/21/23)



8) Moldy and water damaged records in storage pod (9/21/23) – front surface legible: scan



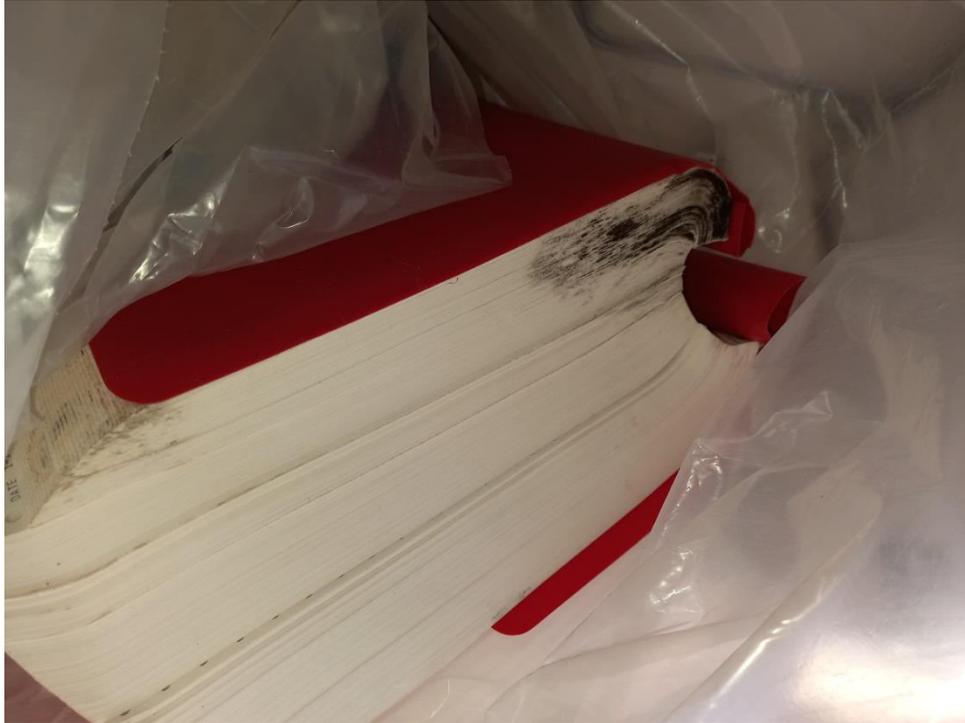
- 9) Moldy and water damaged records in storage pod (9/21/23)



- 10) Moldy and water damaged records in storage pod (9/21/23)



11) Moldy and water damaged records in storage pod (9/21/23) – front



12) Moldy and water damaged records in storage pod (9/21/23)



13) Moldy and water damaged records in storage pod (9/21/23)



14) Moldy and water damaged records in storage pod (9/21/23)



APPENDIX II
LABORATORY CERTIFICATES

CERTIFICATE OF ANALYSIS

Client: Garden State Environmental, Inc.
555 S Broad St. Ste. K
Glen Rock NJ 07452
Client: GAR373

Report Date: 9/25/2023
Report No.: 689995 - Mold Direct
Transfer
Project: Township of Cranford
Project No.: 8596

DIRECT TRANSFER MOLD SPORE SAMPLE ANALYSIS SUMMARY

Lab No.: 7674951 **Location:** On Paper Front Of Pod **Loading:** Medium
Client No.: 9-21-MB-01 **Description:** **Genera:**
Sample Type: Tape Lift Cladosporium

Lab No.: 7674952 **Location:** On Loose Papers In Middle Of Pod **Loading:** High
Client No.: 9-21-MB-02 **Description:** **Genera:**
Sample Type: Tape Lift Cladosporium

Lab No.: 7674953 **Location:** On Loose Papers In Middle Of Pod **Loading:** High
Client No.: 9-21-MB-03 **Description:** **Genera:**
Sample Type: Tape Lift Penicillium / Aspergillus

Lab No.: 7674954 **Location:** On Leather Book Cover In Rear Of Pod **Loading:** Medium
Client No.: 9-21-MB-04 **Description:** **Genera:**
Sample Type: Tape Lift Cladosporium
Penicillium / Aspergillus

Lab No.: 7674955 **Location:** On Paper Files In Rear Of Pod **Loading:** Medium
Client No.: 9-21-MB-05 **Description:** **Genera:**
Sample Type: Tape Lift Cladosporium

Please refer to the Appendix of this report for further information regarding your analysis.

Date Received: 9/22/2023
Date Analyzed: 09/25/2023
Signature: 
Analyst: Ben Reich

Approved By: 
Frank E. Ehrenfeld, III
Laboratory Director

CERTIFICATE OF ANALYSIS

Client: Garden State Environmental, Inc.
555 S Broad St. Ste. K
Glen Rock NJ 07452

Report Date: 9/25/2023
Report No.: 689995 - Mold Direct Transfer
Project: Township of Cranford
Project No.: 8596

Client: GAR373

Appendix to Analytical Report:

Customer Contact: Send ALL Lab Reports

Analysis: IAQL 061804, Based upon ASTM D7910 -Standard Practice for Collection of Fungal Material From Surfaces by Tape Lift

This appendix seeks to promote greater understanding of any observations, exceptions, special instructions, or circumstances that the laboratory needs to communicate to the client concerning the above samples. The information below is used to help promote your ability to make the most informed decisions for you and your customers. Please note the following points of contact for any questions you may have.

iATL Customer Service: customerservice@iatl.com

iATL Office Manager: wchampion@iatl.com

iATL Account Representative: Kelly Klippel

Sample Matrix: Tape, Swab, Bulk

Exceptions Noted: See Following Pages

General Terms, Warrants, Limits, Qualifiers:

General information about iATL capabilities and client/laboratory relationships and responsibilities are spelled out in iATL policies that are listed at www.iATL.com and in our Quality Assurance Manual per ISO 17025 standard requirements. The information therein is a representation of iATL definitions and policies for turnaround times, sample submittal, collection media, blank definitions, quantification issues and limit of detection, analytical methods and procedures, sub-contracting policies, results reporting options, fees, terms, and discounts, confidentiality, sample archival and disposal, and data interpretation.

iATL warrants the test results to be of a precision normal for the type and methodology employed for each sample submitted. iATL disclaims any other warrants, expressed or implied, including warranty of fitness for a particular purpose and warranty of merchantability. iATL accepts no legal responsibility for the purpose for which the client uses test results. Any analytical work performed must be governed by our Standard Terms and Conditions. Prices, methods and detection limits may be changed without notification. Please contact your Customer Service Representative for the most current information.

This confidential report relates only to those item(s) tested and does not represent an endorsement by NIST-NVLAP, AIHA LAP LLC, or any agency of local, state or province governments nor of any agency of the U.S. government.

This report shall not be reproduced except in full, without written approval of the laboratory.

Information Pertinent to this Report:

Analysis by IAQL 061804

Certification: EMLAP AIHA-LAP, LLC No. 100188

All results are based on the samples as received at the lab. iATL assumes that appropriate sampling methods have been used and that the data upon which these results are based have been accurately supplied by the client.

Results include genera of mold observed and their prevalence with respect to the Tape lift provided or produced for analysis. Only the three most prevalent Genera / Species are reported at levels:

High = Most of the observed debris on the tape or swab is comprised of mold spores / hyphae, generally considered to be >10% loading

Med = Some of the observed debris on the tape or swab is comprised of mold spores / hyphae, generally considered to be 1-10% loading

Low = Very little of the observed debris on the tape or swab is comprised of mold spores / hyphae, generally considered to be <1% loading

Reported alone, 'Hyphae' indicates mold growth, but not discernible spores.

It is the responsibility of the client to supply a tape lift, swab, or bulk material which is representative of the area being evaluated. The absence or presence of mold on a surface sample is limited by the specific location of the sample, the number of samples taken relative to the area being evaluated, as well as the sampling technique

CERTIFICATE OF ANALYSIS

Client: Garden State Environmental, Inc.
555 S Broad St. Ste. K
Glen Rock NJ 07452

Report Date: 9/25/2023
Report No.: 689995 - Mold Direct Transfer
Project: Township of Cranford
Project No.: 8596

Client: GAR373

employed.

The use of Non-Transparent tape requires that a tape lift be taken by the lab from the client submittal, which may impact results.

Interpretation of these results is left to the company / person who sampled or inspected the location to be tested. All biological samples have inherent variability.

IATL utilizes 1000X magnification (oil) to perform qualitative analysis.

Disclaimers / Qualifiers:

There may be some samples in this project that have a "NOTE:" associated with a sample result. We use added disclaimers or qualifiers to inform the client about something that requires further explanation. Here is a complete list with highlighted disclaimers pertinent to this project. For a full explanation of these and other disclaimers, please inquire at customerservice@iatl.com.

Chain of Custody

-Mold / Fungal Analysis -

Contact Information

Client Company: Garden State Environmental, Inc.
Office Address: 555 South Broad Street, Suite K
City, State, Zip: Glen Rock, NJ 07452
Fax Number: 201-652-0612
Email Address: labreports@gseconsultants.com

Project Number: 8596
Project Name: Township of Cranford
Primary Contact: Michael Blaney
Office Phone: 201-652-1119
Cell Phone: _____

Mold Analytical Services/ Special Instructions

Non-Culturable:

- Mold/Bioaersol Fungal Spore Trap:
Proprietary Method for Airborne Fungal Spore Identification/Quantitation Zefon Air-O-Cell™, or Air-O-Cell-like cassette (ex. Allergenco™, Micro5™, etc.)
- Mold/Tape, Swab, Bulk:
Proprietary Method for Direct Transfer Fungal Spore Identification Zefon Bio-Tape™, other transparent cellophane tape
- Mold/Miscellaneous:
Proprietary Method for Fungal Spore Identification in Carpets, Dusts, Surfaces Micro-Vacuum Cassettes, Carpet samples, etc. (ex. AIHA Vol. 64, No. 6, 11/2003)

Culturable:

- Mold/Bioaersol Fungal Contact Plate (*Qualitative Only*):
Proprietary Method for Airborne Fungal Spore Identification (non-quantifiable) Anderson™ Plates, Bio-Cassette™ Surface Air Sampler, or aerosol impacted growth medium
- Mold/Bioaersol Fungal Contact Plate (*Qualitative and Quantifiable*):
Proprietary Method for Airborne Fungal Spore Identification (Quantifiable in CFU) Anderson™ Plates, Bio-Cassette™, or aerosol impacted growth medium
- Mold/Swab, Bulk:
Proprietary Method for Growth and Identification of Fungal Spores Sealable/Sterile Swab, Bulk, (Call lab for availability)
- Mold/Miscellaneous:
Proprietary Method for Growth and ID of Fungal Spores in Carpets, Dusts, Surfaces Micro-Vacuum Cassettes, Carpet samples, etc. (ex. AIHA Vol. 64, No. 6, 11/2003)

Turnaround Time

Preliminary Results Requested Date: _____ Verbal Email Fax

Specific date / time

10 Day 5 Day 3 Day 2 Day 1 Day* 12 Hour** 6 Hour** RUSH**

Note: Viable/Culturable samples may require several days in order to establish countable colony forming units (CFU) of fungi.
 * End of next business day unless otherwise specified. ** Matrix Dependent. ***Please notify the lab before shipping.***

Chain of Custody

Relinquished (Name/Organization): <u>Michael Blaney</u> Received (Name / iATL): _____ Sample Login (Name / iATL): _____ Analysis(Name(s) / iATL): _____ QA/QC Review (Name / iATL): _____ Archived / Released: _____	Date: <u>9/21/23</u> Date: _____ Date: _____ Date: <u>9/25/23</u> Date: _____ Date: _____	Time: <u>3:30 pm</u> Time: _____ Time: _____ Time: _____ Time: <u>SEP 22 2023</u> Time: _____
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Certificate of Destruction.

Bill To	QUANTITY	Description	Service
Union County	17.0000	Purge Paper	(Lifts) On-site shredding.
Stuart Newman	1.0000	SurchargeFuel	Fuel Surcharge.
2325 South Avenue			
Scotch Plains nj 07076			
Service Address			
Cranford Municipal Clerk			
Patricia Donahue			
8 Springfield Ave			
Cranford NJ 07016-2181		Weight (lbs)	

Customer Signature :



Name: Patricia Donahue

witness

witness waiver (Releases IDSAutoshred of unauthorized shredding)

The material to be deposited in supplied equipment and processed by IDSAutoshred pursuant to this agreement are limited to office files and paper, this may refer to any paper generated or used within an office environment, including folders, light cardboard, staples, paperclips, binders and rings. Customer agrees not to deliver or deposit for collection any field, x-rays, carbon paper or contaminants. This also includes any kitchen or food waste, wood, dirt, masonry, glass, metals, rubber and by products or an industrial or commercial process. The customer agrees not to provide, or will IDSAutoshred accept any dangerous materials including but not limited to radioactive materials, explosives, corrosives, oxidizing agents, infectious waste, pathological wastes, chemotherapeutic wastes, hazardous wastes, or any other unacceptable materials.

An Invoice will be emailed to you in three (3) days.

**Certificate of Destruction Certificate
of Recycling**



This will confirm on

06/30/2023

the documents and materials collected from

Cranford Municipal Clerk

have been destroyed, processed and recycled in accordance with AAA NAID guidelines and all laws and regulations. IDSAutoshred guarantees that any data, material or products processed by IDSAutoshred will be reduced to particles as specified by the equipment manufacturer. The shredded paper byproduct will be pulped at a paper mill and recycled into reusable paper products.

IDSAutoshred Representative:



Date: 06/30/2023

Print Name:

Pat Pugliese



Thank you for choosing IDSAutoshred.

**DISPOSITION REQUEST
REVIEW SUMMARY SHEET**

1. Requested Agency Name (Name, Address and Telephone No)
 Union-Cranford Twp.
 MUNICIPAL ENGINEERING DEPARTMENT
 8 Springfield Avenue Cranford NJ 07016

1. A Agency Retention Schedule Number: M100000 - 017

2. Request ID 166214	3. RIM Request ID	4. Request Date 6/14/2023	5. RMS Review Status Disposition Completed	6. Authorization Number 593080	7. Authorization Date 6/19/2023
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Agency Review Comments:

Review Comments: TP
6/15/2023

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0303-0009	01/1990	12/1990						
2	Authorized	0303-0009	01/1975	12/1975	Paper					
3	Authorized	0304-0001	01/1975	12/1975	Paper				1.50	0.00
4	Authorized	0002-0000	01/1987	12/1990	Paper				1.50	0.00
5	Authorized	0303-0009	01/2006	12/2006	Paper				1.50	0.00
3	Authorized	0303-0009	01/1988	12/1989	Paper				1.50	0.00
7	Authorized	0303-0009	01/1986	12/1986	Paper				1.50	0.00
	Authorized	0301-0001	01/2012	12/2012	Paper				1.50	0.00
	Authorized	0304-0001	01/2003	12/2003	Paper				1.50	0.00
	Authorized	0304-0002	01/2004	12/2004	Paper				1.50	0.00
	Authorized	0304-0002	01/2012	12/2012	Paper				1.50	0.00
	Authorized	0301-0001	01/2013	12/2013	Paper				1.50	0.00
	Authorized	0307-0002	01/2002	12/2002	Paper				1.50	0.00
	Authorized	0517-0001	01/2014	12/2014	Paper				1.50	0.00
	Authorized	0301-0001	01/2006	12/2006	Paper				1.50	0.00
	Authorized	0603-0002	01/2003	12/2003	Paper				1.50	0.00
	Authorized	0603-0002	01/1960	12/1960	Paper				1.50	0.00
	Authorized	0304-0001	01/2015	12/2015	Paper				1.50	0.00
	Authorized	0519-0004	01/2007	12/2007	Paper				1.50	0.00
									1.50	0.00
									1.50	0.00
									1.50	0.00

**DISPOSITION REQUEST
REVIEW SUMMARY SHEET**

1. Requested Agency Name (Name, Address and Telephone No)

Union-Cranford Twp.
MUNICIPAL ENGINEERING DEPARTMENT
8 Springfield Avenue Cranford NJ 07016

1. A Agency Retention Schedule Number: M100000 - 017

2. Request ID 166214	3. RIM Request ID	4. Request Date 6/14/2023	5. RMS Review Status Disposition Completed	6. Authorization Number 593080	7. Authorization Date 6/19/2023
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8. Agency Review Comments:

9. Review Comments: TP

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
20	Authorized	0307-0003	01/2004	12/2004	Paper				1.50	0.00
21	Authorized	0307-0002	01/2006	12/2006	Paper				1.50	0.00
22	Authorized	0303-0009	01/1989	12/1990	Paper				1.50	0.00
23	Authorized	0303-0009	01/1980	12/1986	Paper				1.50	0.00
24	Authorized	0303-0009	01/2003	12/2003	Paper				1.50	0.00
25	Authorized	0004-0001	01/1984	12/1985	Paper				1.50	0.00
26	Authorized	0303-0009	01/1993	12/1993	Paper				1.50	0.00
27	Authorized	0519-0004	01/2007	12/2007	Paper				1.50	0.00
28	Authorized	0303-0009	01/2007	12/2007	Paper				1.50	0.00
29	Authorized	0304-0002	01/2017	12/2017	Paper				1.50	0.00
30	Authorized	0607-0000	01/2007	12/2007	Paper				1.50	0.00
31	Authorized	0304-0002	01/2001	12/2001	Paper				1.50	0.00
32	Authorized	0303-0009	01/1988	12/1992	Paper				1.50	0.00
33	Authorized	0303-0009	01/1961	12/1961	Paper				1.50	0.00
34	Authorized	0303-0009	01/2002	12/2002	Paper				1.50	0.00
35	Authorized	0303-0009	01/1977	12/1977	Paper				1.50	0.00
Total:									52.50	0.00

**DISPOSITION REQUEST
REVIEW SUMMARY SHEET**

1. Requested Agency Name (Name, Address and Telephone No)

Union-Cranford Twp.
MUNICIPAL TREASURER
8 Springfield Avenue Cranford NJ 07016

1. A Agency Retention Schedule Number: M100000 - 017

2. Request ID 166251	3. RIM Request ID	4. Request Date 6/15/2023	5. RMS Review Status Disposition Completed	6. Authorization Number 593287	7. Authorization Date 6/28/2023
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8. Agency Review Comments:

9. Review Comments: Rejected #4 retention has not expired.

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0004-0001	01/1978	12/1980	Paper				1.50	0.00
2	Authorized	0407-0000	01/2008	12/2008	Paper				1.50	0.00
3	Authorized	0407-0000	01/1993	12/1993	Paper				1.50	0.00
4	Rejected	0407-0000	01/2019	12/2019	Paper				1.50	0.00
5	Authorized	0406-0001	01/2012	12/2012	Paper				1.50	0.00
6	Authorized	0313-0001	01/1999	12/1999	Paper				1.50	0.00
7	Authorized	0416-0001	01/1993	12/1993	Paper				1.50	0.00
8	Authorized	0416-0001	01/2003	12/2003	Paper				1.50	0.00
9	Authorized	0313-0003	01/2005	12/2005	Paper				1.50	0.00
10	Authorized	0407-0000	01/2010	12/2010	Paper				1.50	0.00
11	Authorized	0313-0003	01/2001	12/2001	Paper				2.50	0.00
12	Authorized	0313-0004	01/2002	12/2002	Paper				1.50	0.00
13	Authorized	0200-0001	01/1990	12/1992	Paper				1.50	0.00
14	Authorized	0003-0000	01/2009	12/2009	Paper				1.50	0.00
15	Authorized	0200-0001	01/1998	12/1998	Paper				1.50	0.00
16	Authorized	0313-0004	01/2012	12/2012	Paper				1.50	0.00
17	Authorized	0313-0004	01/2008	12/2008	Paper				1.50	0.00
Total:									26.50	0.00

← Pulled from shredding resubmitted 2022 (w corrected date) All is good here

**DISPOSITION REQUEST
REVIEW SUMMARY SHEET**

1. Requested Agency Name (Name, Address and Telephone No)

Union-Cranford Twp.
MUNICIPAL ENGINEERING DEPARTMENT
8 Springfield Avenue Cranford NJ 07016

1. A Agency Retention Schedule Number: M100000 - 017

2. Request ID 166250	3. RIM Request ID	4. Request Date 6/15/2023	5. RMS Review Status Disposition Completed	6. Authorization Number 593288	7. Authorization Date 6/28/2023
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8. Agency Review Comments:

9. Review Comments:

TP
6/27/2023

#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0200-0001	01/1984	12/1992	Paper				1.50	0.00
2	Authorized	0004-0001	01/1989	12/1989	Paper				1.50	0.00
3	Authorized	0307-0002	01/2002	12/2002	Paper				1.50	0.00
Total:									4.50	0.00

SRC MEETING DATES PROPOSED 2024

January 18*

February 15

March 21*

April 18

May 16*

June 20

July 18*

August 15

September 19*

October 17

November 21*

December 19

*Indicates special meeting