



AGENDA
STATE RECORDS COMMITTEE
September 17, 2020
10:00AM

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

Announcement of Open Public Meeting

- I. **Review of February 20, 2020 Minutes**
- II. **Administrative Actions:**
 - A. **Announcement of Approval of Destruction Authorization:**
Artemis Request: # 563201- 566598
 - B. **Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See attached)
 - C. **Report to the State Records Committee:** (See attached)
- III. **Old Business:**
 - A. **Records Retention Schedules: (see attached)**
 1. **Law & Public Safety – Civil Rights – S660801, S660803, S660804** - Presented by Liz Hartmann

IV. New Business:

A. Records Retention Schedules: (See attached)

- 1. Department of Health - Office of the Commissioner – Medicinal Marijuana Program S402120** – Presented by Liz Hartmann
- 2. Department of Human Services – S540510** - Presented by James Jenkins
- 3. County Fire Academy/Fire Marshal – C490000** – Presented by Karen Perry

V. Other Business:

- A.** A discussion of the possibility of creating a retention schedule(s) to address the need to preserve CoVID-19-related documentation for posterity.



MINUTES
STATE RECORDS COMMITTEE
February 20, 2020

Joseph R. Klett, Secretary Pro Tempore, called the 441st meeting of the State Records Committee to order at 10:20 a.m. on the above date. He 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.

Mr. Klett stated that there was a quorum present.

ATTENDANCE:

SRC: Division of Archives and Records Management, Joseph R. Klett, Secretary Pro Tempore
Director, Division of Local Government Services, Stacy Spera, designee
State Auditor, Ken Kramli, designee
Attorney General, Valentina DiPippo, designee

Staff: John Berry, Records Analyst 1, Records Management Services
Marcella Campbell, Technical Assistant 2, Records Management Services
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services
James Jenkins, Records Analyst 2, Records Management Services
Karen A. Perry, Records Analyst 1, Records Management Services

Other: Arthur Staerk, AccuScan

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the December 19, 2019 meeting three (4) yes, none (0) no and no (0) abstentions.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

Secretary Pro Tempore Klett announced the approval of routine Artemis requests for disposal of public records #561104-563200.

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

Report to the State Records Committee: (see attached)

II. NEW BUSINESS:

A. Records Retention Schedules:

1. Law & Public Safety – Civil Rights S660801, S660803, S660804

Tabled.

2. Department of Community Affairs – Housing & Mortgage Finances – S221500

Tabled.

III. OTHER BUSINESS:

A. Proposed Resolutions (see attachment):

1. That the State Records Committee shall not publicly deliberate on, or include in its meeting agenda, the approval of any new retention schedules or changes to retention schedules until and unless such schedules and/or changes have been reviewed by both the State Archives and DORES-Records Management, and any resultant issues have been fully resolved by these two agencies in consultation with the agency/representative whose records are included by the affected schedule(s).

Approved

2. That all retention schedules shall include the following language in the footer: “Department of the Treasury – Division of Revenue and Enterprise Services – Records Management Services *on behalf of* Department of State – Division of Archives and Records Management”.

Approved

There being no further business, the Committee adjourned at 10:40 a.m.

Joseph R. Klett
Secretary, Pro Tempore
State Records Committee

From: Klett, Joseph
Sent: Thursday, February 20, 2020 9:23 AM
To: Truppa, Amanda <Amanda.Truppa@treas.nj.gov>
Cc: Hartmann, Elizabeth <Liz.Hartmann@treas.nj.gov>; Cornelius, Donald <Donald.Cornelius@sos.nj.gov>
Subject: RE: State Records Committee Meeting this Thursday
Sensitivity: Confidential

Amanda Truppa, Chair and Secretary
State Records Committee

Hi Amanda:

I'll see you in a bit for SRC. Meanwhile, I wanted to let you know that I will need to raise the issue of pre-review under new business at the meeting today.

The red responses below (only relevant sections included) are an indication, to Don and me, that DORES-RM unfortunately is trying to predict or prescribe State Archives' policy and practice with regard to the development of retention schedules. I think some clear direction needs to be set by the SRC. The Division of Archives and Records Management (State Archives) has statutory authority and responsibility for the work to present retention schedules and related actions to the SRC. By agreement, DORES is DARM's/the Department of State's contractor to conduct such work *on DARM's behalf*. This must be done in accordance with statute and within DARM's expectations (based on well-tested and reasoned norms and precedents) and/or objectives/principals/standards mutually agreed to by DORES and DARM.

Thus, I will propose the following resolution at today's meeting:

That the State Records Committee shall not publicly deliberate on, or include in its meeting agenda, the approval of any new retention schedules or changes to retention schedules until and unless such schedules and/or changes have been reviewed by both the State Archives and DORES-Records Management, and any resultant issues have been fully resolved by these two agencies in consultation with the agency/representative whose records are included by the affected schedule(s).

Secondly, looking at how the schedules currently show DORES-RM without reference to DARM, I will propose a second resolution which, I believe, will put us all in better compliance with statute and conformance to the language and nature of the interdepartmental agreement between State and Treasury relative to records management services:

That all retention schedules shall include the following language in the footer: "Department of the Treasury – Division of Revenue and Enterprise Services – Records Management Services *on behalf of* Department of State – Division of Archives and Records Management".

I will also ask that this communication be included as an attachment to today's minutes.

Thanks very much for your ongoing and thoughtful consideration.
Joe

Joseph R. Klett
Executive Director
New Jersey State Archives P.O. Box 307
225 West State Street Trenton, NJ 08625-0307
tel 609-292-9507 fax 609-292-9105

Agency	Certification #	Type
Lopatcong Township	20031201-MP	New Certificate
New Jersey Department of Environmental Protection	20031202-MP	New Certificate
Borough of Berlin	20080701-MP	New Certificate
Roselle Public Schools	20080702-MP	New Certificate
Bergen New Bridge Medical Center	20050701-MP	New Certificate
Bergen New Bridge Medical Center - Meditract	20050702-MP	New Certificate
County of Gloucester Clerk LRMS	11051909-MP	Annual Review
County of Gloucester	06121408-MF	Annual Review
County of Gloucester Surrogate's Office	05072101-MF	Annual Review
County of Mercer RIM	11072101-NM	Annual Review/Amendment
Borough of Fair Haven	09101506-NM	Annual Review
Borough of Monmouth Beach	09101512-NM	Annual Review
Borough of Manasquan	11012023-MP	Annual Review/Amendment
Borough of Monmouth Beach	09101512-NM	Annual Review
Borough of Manasquan	11012023-MP	Annual Review/Amendment
Borough of Fair Haven	09101506-NM	Annual Review
Borough of Monmouth Beach	09101512-NM	Annual Review

Agency	Certification #	Type
Borough of Florham Park	10052001-MP	Annual Review
County of Sussex Office of the Clerk E-Recording	08071702-MF	Annual Review
County of Sussex Clerk's Office	08032004-MF	Annual Review
Salem County Board of Social Services	13121212-NM	Annual Review
Middlesex County Board of Social Services	14032010-NM	Annual Review
Union County Division of Social Services	14071701-NM	Annual Review
Township of Gloucester Municipal Utilities Authority	16021803-MP	Annual Review
Gloucester County Division of Social Services	13121210-NM	Annual Review
Borough of Point Pleasant	17102601-MP	Annual Review
Wall Township Police Department	17112202-NM	Annual Review
New Jersey Department of Transportation	01092001	Annual Review
Borough of Manasquan	11012023-MP	Annual Review/Amendment
Bernards Township	18122901-MP	Annual Review
Absecon School District	08011703-MF	Annual Review
City of Ocean City	10031803-MP	Annual Review/Amendment
Ocean County Utilities Authority	10071501-NM	Annual Review
Township of Brick Municipal Utilities Authority Accounting	03051501-MP	Annual Review

Agency	Certification #	Type
Borough of Atlantic Highlands	09101502-MP	Annual Review
Ocean County Utilities Authority	10071501-NM	Annual Review
Wall Township Public Schools	11072109-MP	Annual Review
Hazlet Township Public School District	12062105-MP	Alternate Format Approval
Point Pleasant Borough Schools	12101804-MP	Annual Review
County of Bergen Office of the County Clerk	06121404-MF	Annual Review
NJ Transit Corporation Accounts Payable Department	08121804-MP	Annual Review
County of Bergen Office of the Clerk of the Board	06121405-MF	Added Records Series
County of Bergen Office of the County Clerk, LRMS	09012236-MF	Annual Review
Borough of Sayreville	17060802-MP	Annual Review
Ramsey School District	13071803-MP	Annual Review
County of Bergen, Department of Finance/Treasurer	17030901-NM	Annual Review/Amendment
Borough of Atlantic Highlands	09101502-MP	Annual Review
Township of Brick Municipal Utilities Authority Accounting	03051501-MP	Annual Review
County of Cape May Surrogate	05102001-MF	Annual Review
County of Burlington Board of Social Services	06031601-MF	Annual Review
City of Summit Clerk's Office	06042001-NM	Annual Review

Agency	Certification #	Type
County of Camden Prosecutor's Office	09121702-MP	Annual Review
County of Passaic County Clerk	01111401-MF	Annual Review
County of Passaic	12021604-NM	Annual Review
Borough of Tinton Falls	09101523-MP	Annual Review
County of Passaic County Clerk	01111401-MF	Annual Review
County of Passaic	12021604-NM	Annual Review
Borough of Tinton Falls	09101523-MP	Annual Review
Township of Bernards Office of Municipal Clerk Systems Administration	02012401-MP	Annual Review
Bergen County Board of Social Services	14032014-NM	Annual Review
Hudson County Department of Family Services Division of Welfare	14051506-NM	Annual Review
Monroe Township School District	14071703-MP	Annual Review
County of Passaic County Clerk eFiling	06031602-MF	Annual Review
Warren County Division of Temporary Assistance and Social Services	14032009-NM	Amendment
Delaware Valley Regional High School	13091902-MP	Annual Review
Borough of Point Pleasant	17102601-MP	Annual Review
Borough of Glassboro	17052501-MP	Annual Review

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

**Records Management Administrative Action
State Records Committee Meeting 04/16/20**

Municipal Police Departments

On the Municipal Police Departments schedule, M900000-008, item 0021-0000 will be updated to reflect the requirement for Audit.

This administrative change will ensure that the details below are reflected in the agency's files.

Agency Level Amendments

Current Agency Name (Department/Division/Bureau)	Municipal Police Departments
Current Agency Number	M900000
(Old Schedule number)	008
(New Schedule number)	009

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0021-0000	Daily Activity/Tally Sheets/Vehicle Logs	Audit required		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	Law and Public Safety	AGENCY #	S660801
DIVISION:	Civil Rights	SCHEDULE #	005
BUREAU:	Office of the Commissioner	PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	S660801-004

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Official Case Documents	Amended	Findings, Determination & Order as issued by the Director	Encompasses Verified Complaints, Answers, Case Findings, Director's Orders, Consent Orders and Decrees, Negotiated Settlement Agreements --- Included in new electronic system. 20 Years after case closure

STATE OF NEW JERSEY



Law and Public Safety-Civil Rights-Office of the Director

S660801-005

Records Retention and Disposition Schedule		Agency: S660801	Schedule: 005	Page #:1 of 1
Department:	Law and Public Safety-Civil Rights-Office of the Director	Agency Representative:	Rich Chelenza	
		Title:	Project Manager, Information Technology	
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Findings, Determination & Order As Issued As Issued By The Director, Verified Complaint, Conciliation Agreement, Negotiated Settlement Agreement Documents --- Included in new electronic system.			X		P	20 Years after case closure	20 Years after case closure	Archival Review	
0002-0000	Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	Law and Public Safety	AGENCY #	S660803
DIVISION:	Civil Rights	SCHEDULE #	004
BUREAU:	Administration	PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	S660803-003

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Case Management Reports	Amended	<p>Case Management Reports --- Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly.</p>	<p>Case Management Reports --- Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly. Included in new electronic system; distribution unchanged.</p> <p>1 Year after issuance</p>

0003-0000	Docket Books (Ledger Format and Card Format)	Amended	<p>Docket Books (Ledger Format And Card Format)</p> <p>---</p> <p>An abstract that contains summary information about cases filed with the Division on Civil Rights.</p>	<p>Docket Books (Ledger Format And Card Format)</p> <p>---</p> <p>An abstract that contains summary information about cases filed with the Division on Civil Rights.</p> <p>Note: No longer in use.</p> <p>Permanent – Archive</p>
0004-0000	Final Case Disposition Reports (Online Summary)	Amended	<p>Final Case Disposition Reports</p> <p>---</p> <p>Consists of a facsimile copy of first page of report, which lists very basic information regarding final disposition of case. Used to update docket books and Case Management summary. (Original maintained at regional and satellite offices.)</p>	<p>Final Case Disposition Reports (Online Summary)</p> <p>---</p> <p>Consists of an online summary of the report, which lists very basic information regarding final disposition of case. Included in new electronic system.</p> <p>1 Year after closing</p>

STATE OF NEW JERSEY



Law and Public Safety-Civil Rights-Administration

S660803-004

Records Retention and Disposition Schedule		Agency: S660803	Schedule: 004	Page #:1 of 1
Department:	Law and Public Safety-Civil Rights-Administration	Agency Representative:	Rich Chelenza	
		Title:	Project Manager, Information Technology	
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Case Management Reports --- Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly. Included in new electronic system; distribution unchanged.					P	1 Year after issuance	1 Year after issuance	Destroy	
0002-0000	Daily Mail Log					P	3 Years after final entry	3 Years after final entry	Destroy	
0003-0000	Docket Books (Ledger Format And Card Format) --- An abstract that contains summary information about cases filed with the Division on Civil Rights. Note: No longer in use.			X		P	Permanent	Permanent	Review by Archives	
0004-0000	Final Case Disposition Reports (Online Summary) --- Consists of an online summary of the report, which lists very basic information regarding final disposition of case. Included in new electronic system.					P	1 Year after closing	1 Year after closing	Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	Law and Public Safety	AGENCY #	S660804
DIVISION:	Civil Rights	SCHEDULE #	006
BUREAU:	Administration	PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	S660804-005

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0001	Investigative Case Files	Amended	Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The File of Any Case Where The Matter Was Brought Before The Office Of Administrative Law	Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The File of Any Case Where The Matter Was Brought Before The Office Of Administrative Law --- Included in new electronic system. System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date.

				<p>*Retention period starts when complaint is closed, using close date.</p> <p>20 years after case closure</p>
0001-0002	Investigative Case Files	Amended	Investigative Case Files - Case Files Containing Consent Order And Decree	<p>Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement</p> <p>---</p> <p>Included in new electronic system.</p> <p>System Notes: Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date</p> <p>10 Years after case closure</p>
0001-0003	Investigative Case Files	Amended	Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement	<p>Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement</p> <p>---</p> <p>Included in new electronic system.</p> <p>System Notes: Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>10 Years after case closure</p>

0001-0004	Investigative Case Files	Amended	Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above	<p>Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above --- Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>5 Years after closing unless in litigation</p>
0002-0000	Logs	Amended	<p>Logs --- Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence.</p>	<p>Logs --- Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes: Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p> <p>3 Years after final entry</p>

0003-0000	Reported Case Decisions	Amended	<p>Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.</p>	<p>Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.</p> <p>Note: Duplicate of S660801, 0002-0000.</p> <p>3 Years</p>
0005-0000	Multiple Dwelling Reporting Form	Retention	Archival Review	Destroy
0006-0000	Intake Data For Division Of Criminal Justice	New Series		<p>Intake Data For Division Of Criminal Justice --- System will accept complaints that are related to criminal matters (versus Civil matters that the Division on Civil Rights investigates). Division of Criminal Justice staff will review complaints and import into their existing system for investigation.</p> <p>*Retention period starts when complaint is submitted.</p> <p>3 Years</p>

0007-0000	Key Statistical Data For All Cases	New Series		<p>Key Statistical Data For All Cases</p> <p>---</p> <p>Statistical data will be retained to allow for high level analysis and reporting over time.</p> <p>20 Years after case closure</p>

STATE OF NEW JERSEY



Law and Public Safety-Civil Rights-Enforcement

S660804-006

Records Retention and Disposition Schedule		Agency: S660804	Schedule: 006	Page #:1 of 3
Department:	Law and Public Safety-Civil Rights-Enforcement	Agency Representative:	Rich Chelenza	
		Title:	Project Manager, Information Technology	
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Investigative Case Files --- Consist of case investigations into discrimination practices. Examples of the documents that are included in case files are as follows: Intake Document, Verified Complaint, Affidavits, Finding of Probable Cause, Finding of No Probable Cause, Correspondence, All investigative documents, Transcripts, Final Case Disposition Report, Signed Order and Decree.									
0001-0001	Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The Fileof Any Case Where The Matter Was Brought Before The Office Of Administrative Law --- Included in new electronic system. System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date. *Retention period starts when complaint is closed, using close date.					P	20 Years after case closure	Case closure	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S660804			Schedule: 006		Page #:2 of 3	
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		
0001-0002	<p>Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0003	<p>Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0004	<p>Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above --- Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	5 Years after closing unless in litigation	5 Years after closing unless in litigation	Destroy	
0002-0000	<p>Logs --- Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes: Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p>					P	3 Years after final entry	3 Years after final entry	Destroy	

Records Retention and Disposition Schedule				Agency: S660804			Schedule: 006		Page #:3 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0000	<p>Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.</p> <p>Note: Duplicate of S660801, 0002-0000.</p>					P	3 Years	3 Years	Destroy	
0004-0000	Weekly Schedules					P	As updated	As updated	Destroy	
0005-0000	<p>Multiple Dwelling Reporting Form --- Consists of an annual report indicating the racial/ethnic composition of apartment complexes which have 25 units or more. Owners are required to file this report which is used to monitor tenancy practices.</p>			X		P	3 Years	3 Years	Destroy	
0006-0000	<p>Intake Data For Division Of Criminal Justice --- System will accept complaints that are related to criminal matters (versus Civil matters that the Division on Civil Rights investigates). Division of Criminal Justice staff will review complaints and import into their existing system for investigation.</p> <p>*Retention period starts when complaint is submitted.</p>					P	3 Years	3 Years	Destroy	
0007-0000	<p>Key Statistical Data For All Cases --- Statistical data will be retained to allow for high level analysis and reporting over time.</p>					P	20 Years after case closure	20 Years after case closure	Destroy	

STATE OF NEW JERSEY



Department of Health

S460120-001

Records Retention and Disposition Schedule				Agency: s460120		Schedule: 001		Page #:1 of 1		
Department:	Department of Health			Agency Representative:		Daniel Said				
				Title:		Executive Assistant				
				Phone #:						
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:			Date:		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Medical Marijuana RFA Application Files - Unsuccessful Applicants --- Includes, but is not limited to: application forms and attachments, cover sheets, facility plans, review committee training and scoring materials and receipts for applications.					C	10 Years	Until final agency decisions (FAD) are issued.	Destroy	

Records Retention and Disposition Schedule Amendment

DEPARTMENT: Human Services	AGENCY # S540510
DIVISION: Developmental Disabilities	SCHEDULE # 005
BUREAU: Guardianship Services	PAGE # 1 OF 2

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	N/A
Former Agency Number	N/A

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Guardianship Client Case Files	Description, Retention	<p>Contains initial referral package, statement of mental deficiency or court appointment of guardian, correspondence, memoranda, medical information, copies of IHP packages, consent letters, permission slips, vacations/rides visits, progress notes. Provides background and current information regarding programming and living situations of clients.</p> <p>10 years after death or discharge of client or age 23, whichever is later</p> <p>Destroy</p>	<p>Progress notes, meeting notes, reports, consents, medical records, certifications, correspondences, family information, background information, service plans, insurance information, identification documents, provider proposals and information, copies of Individual Health Plans (IHP), legal documentation and funeral arrangements. Referral packets for guardianship and judgements and letters of guardianship. (Electronic or Hardcopy)</p> <p>10 years after client death</p> <p>Retain at agency</p>

0002-0000	Guardianship Client Master Cards	Obsolete	S540510/004 RS#0002-0000	
0003-0000	Guardianship Client Permanent Records Cards	Obsolete	S540510/004 RS#0003-0000	
0004-0000	Guardianship Worker Log Books	Title, Description, Retention	Records guardianship worker routine action taken, including visits to clients, participation in individual Habilitation, Planning meetings on behalf of clients, annual reports written, annual letters to families. Services as an internal audit system to track required services and identify clients needing annual reviews. Periodic review, 1 year maximum/Destroy	<p>Guardianship Audits</p> <p>Monthly audits of annual reports and quarterly reports, two year overdue audits.</p> <p>5 years/Destroy</p>
0005-0000	Guardianship	New Item		

STATE OF NEW JERSEY



Human Services-Developmental Disabilities- Guardianship Services

S540510-005

Records Retention and Disposition Schedule		Agency: S540510	Schedule: 005	Page #:1 of 1
Department:	Human Services-Developmental Disabilities-Guardianship Services	Agency Representative:	Dennis Cline	
		Title:	Regional Supervisor	
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Guardianship Client Case Files --- Progress notes, meeting notes, reports, consents, medical records, certifications, correspondences, family information, background information, service plans, insurance information, identification documents, provider proposals and information, copies of Individual Health Plans, legal documentation and funeral arrangements. Referral packets for guardianship and judgments and letters of guardianship. (Electronic or Hardcopy)		X			P	10 Years after client death	Retain at agency	Destroy	
0004-0000	Guardianship Audits --- Monthly audits of annual and quarterly reports, two year overdue audits.					P	5 Years	5 Years	Destroy	
0005-0000	Guardianship --- Judgments and letters of guardianship.		X	X		P	Permanent	Retain at agency	Archives	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING County Fire Academy/County Fire Marshal	AGENCY # C490000
DIVISION:	SCHEDULE # 002
BUREAU:	PAGE # 1 OF 1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	County Fire Academy
FORMER AGENCY NUMBER	001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS AGENCY NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0020-0000 - 0072-0005	County Fire Academy/County Fire Marshal	New Record Series Added		

STATE OF NEW JERSEY



COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL

C490000-002

Records Retention and Disposition Schedule		Agency: C490000	Schedule: 002	Page #:1 of 12
Department:	COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL	Agency Representative:	James Greschak	
		Title:	Fire Marshal	
		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		
Application To The Fire Academy										
0001-0001	Application To The Fire Academy (Successful)					P	6 Years After graduation		Destroy	
0001-0002	Application to the Fire Academy (Unsuccessful)						3 Years		Destroy	
0002-0000	Attendance Record for Recruits --- Daily record of attendance kept for each training class.						6 Years After graduation		Destroy	
0003-0000	Basic Training Record Card --- Contains score results of all areas of training. *Recommend microfilming.		X				75 Years		Destroy	
0004-0000	Commencement Exercises (Original) --- Contains graduation program for the fire academy basic training class.					P	Permanent		Retain at Agency	
0005-0000	Composite Recruit Disposition Report --- Used to provide explanation why recruit was not present in class.						3 Years After graduation		Destroy	
0006-0000	Drug Screening Package --- Contains: drug screening procedure letter, trainee consent form, and drug screening information form.		X				6 Years After graduation or termination		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:2 of 12	
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		
0007-0000	Examination Answer Sheet --- Used for computer scoring of examinations.						3 Years After graduation		Destroy	
Fire Information Report System (FIRS)										
0008-0001	FIRS - Individual Reports (Copy) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report.						6 Months After input and verification		Destroy	
0008-0002	FIRS - Individual Reports (Disk/Tape) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report.						10 Years		Erase	
0008-0003	FIRS - Statewide Master Report (Copy) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report. Original maintained by Fire Safety, Department of Community Affairs.						10 Years		Destroy	
0009-0000	Fire Official/Fire Inspector Certification File --- Consists of an application for certification to become a Fire Official/Fire Inspector. File contains: application form for initial certification, recertification forms, copies of certificates, licenses and college transcripts, and other supporting documentation.						3 Years After failure to re-certify		Destroy	

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:3 of 12	
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		
0010-0000	Fire Safety Registration Application --- The Uniform Fire Safety Act (N.J.S.A. 52.27D-192 et. seq.) requires the filing of a Life Hazard Use Certificate of Registration form. Application lists: owner information, business information, building owner, miscellaneous information and seasonal information. Also includes: annual life hazard use registration fee receipt, and one time life hazard use certificate of registration.						3 Years After failure to renew; provided all violations have been corrected		Destroy	
0011-0000	Injury/Illness Report --- *Recommend microfilming 3 years after graduation.		X				45 Years		Destroy	
0012-0000	Inspection Report Files --- Files include: annual inspection report; Fire Code Violations (BFS/IN-101-9); Notice of Violations and Order to Correct (BFS/IN-100); Violations (BFS/IN-101-9); correspondence; and other related documents.						10 Years After compliance with recommendations		Destroy	
0013-0000	Instructor's Sign-In Record --- Used for accountability purposes.						6 Years		Destroy	
0014-0001	Medical Entrance Exam Package - County Fire Academy (Successful) --- Contains requirements that must be met prior to entry into the fire academy basic training class.						6 Years After graduation		Destroy	
0014-0002	Medical Entrance Exam Package - County Fire Academy (Unsuccessful) --- Contains requirements that must be met prior to entry into the fire academy basic training class.						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:4 of 12	
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		
Medical Screening Package - New Jersey Fire Training Commission										
0015-0001	Medical Screening Package - New Jersey Fire Training Commission (Successful) --- Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for firemen/firewomen. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form.						6 Years After graduation		Destroy	
0015-0002	Medical Screening Package - New Jersey Fire Training Commission (Unsuccessful) --- Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for firemen/firewomen. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form.						3 Years		Destroy	
0016-0000	Recruit Schedule (Original) --- Fire academy course syllabus.						3 Years After update		Destroy	
0017-0000	Registration Form - Non-Credit and Summer Session (Copy) --- Used to enroll recruits in academy courses that have full time equivalency value. Original maintained at the county college.						6 Years		Destroy	
0018-0000	Rules And Regulation (Original) --- Contains the rules and regulations that govern the fire academy. *Recommend microfilming.		X			P	Permanent		Retain at Agency	
0019-0000	Student Demerit Summary --- Lists the accumulation of demerits on a week by week basis for each recruit.						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:5 of 12	
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		
0020-0000	Alarm Inspections					P	7 Years		Destroy	
0021-0000	Alarm Repairs					P	2 Years		Destroy	
0022-0000	Facility Rental File					P	6 Years		Destroy	
0023-0000	Recruit Training Drill File --- Recruit training drill file includes, but is not limited to: names, dates, sign-in sheet and drill- and training-associated materials invoice and paid bill statement.					P	3 Years		Destroy	
0024-0000	Application For Permit File - Short Term Usage --- File contains Application, plans, drawings, and supporting documentation.					P	10 Years From initial and/or renewal date, whichever is longer		Destroy	(N.J.A.C. 5:70-2.7, N.J.A.C. 5:71-3.7(b) 12; N.J.A.C. 52:27D-192)
0025-0000	Applications And Permit Stubs - Short Term Usage --- Includes: Application for Permit and Fire Safety Stubs.					P	6 Years		Destroy	
0026-0000	Arson Investigation File									
0026-0001	Arson Investigative File - Proven --- Contains: investigative, laboratory, and insurance reports; affidavits; dispositions; photographs; and additional documents used to determine the cause and circumstances of a fire or other incident.					P	Permanent		Retain at Agency	
0026-0002	Arson Investigative File - Not Proven --- Contains: investigative, laboratory, and insurance reports; affidavits; dispositions; photographs; and additional documents used to determine the cause and circumstances of a fire or other incident.					P	7 Years		Destroy	
0027-0000	Building Plans And Specifications					P	Life of the structure		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		
0028-0000	Certificate Of Fire Code Status --- A certificate stating that a facility is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding.					P	7 Years After payment		Destroy	(N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)
0029-0000	Daily Roster					P	As updated		Destroy	
0030-0000	Complaint File					P	7 Years After resolution		Destroy	
0031-0000	Consolidated Report Of Building Fire --- Basic information regarding a building fire: date, time, location, fire type, building type, injuries, fatalities, fire suppression, suppressants used, containment, turnaround time, etc.					P	6 Years		Destroy	
0032-0000	Court Cases (Copy)					P	3 Years After case closed		Destroy	
0033-0000	Dispatcher Daily Call-Out Log					P	6 Years		Destroy	
0034-0000	Egress/Facility Exit Plans					P	As updated		Destroy	
0035-0000	Equipment File									
0035-0001	Equipment File - Annual Inspection					P	7 Days		Destroy	
0035-0002	Equipment File - Monthly Inspection					P	3 Years		Destroy	
0035-0003	Equipment File - Daily Inspection					P	1 Years		Destroy	
0035-0004	Equipment File - Equipment Inventory					P	3 Years After update		Destroy	
0035-0005	Equipment File - Equipment Out Of Service					P	2 Years		Destroy	
0035-0006	Equipment File - Equipment Received					P	2 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:7 of 12	
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		
0035-0007	Equipment File - Equipment And Hydrant Repairs					P	2 Years		Destroy	
0035-0008	Equipment File - Damaged Or Lost Equipment					P	6 Years		Destroy	
0035-0009	Equipment File - Extinguishers Recharged					P	2 Years		Destroy	
0035-0010	Equipment File - Test Reports From Fire Protection Equipment Contractors					P	6 Years		Destroy	(N.J.A.C. 5:71-3.7(g))
0035-0011	Equipment File – Equipment Issued					P	3 Years		Destroy	
0036-0000	False Alarms And Needless Calls					P	6 Years		Destroy	
0037-0000	Fee And Penalty Logs --- The Fire Official maintains the following logs: Permit Fee Log, Non-Life Hazard Use Fee and/or Inspection Log, Life Hazard Use Fee Log, Smoke Detector Fee Log, and Penalty Collection Log.					P	6 Years		Destroy	(N.J.A.C. 5:71-3.7(g))
0038-0000	Fire Boat File									
0038-0001	Fire Boat File - Journals					P	Permanent		Retain at Agency	
0038-0002	Fire Boat File - Reports					P	6 Years		Destroy	
0038-0003	Fire Boat Dispatcher Daily Call-Out Log					P	6 Years		Destroy	
0039-0000	Fire Code Violations File --- File pertains to: nature of the violation, specific location, applicable Uniform Fire Code citation, action required for abatement, and abatement date/time.					P	7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)4; N.J.S.A. 52:27D-192)

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:8 of 12	
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		
0040-0000	Fire Department/Paramedics/Emergency Medical Technician (EMT) Patient Emergency Call Report --- Report pertaining to response to emergency calls. Contains: patient identification information, medical condition/injury, medical treatment, and disposition.					P	10 Years After age 23, whichever is longer		Destroy	
0041-0000	Fire Department Record/Basic Field Incident Report --- Contains individual records of fire calls.					P	6 Years		Destroy	
0042-0000	Fire Losses					P	6 Years		Destroy	
0043-0000	Fire Prevention File --- General reference file pertaining to fire prevention.					P	Periodic review		Destroy	
0044-0000	Fire Safety Permit File --- A permit and supporting fee invoice and financial document file pertaining to: maintenance, storage and/or handling of materials; conduct processes which may produce hazardous conditions and equipment installation process in accordance with the Uniform Fire Code.					P	6 Years After expiration		Destroy	(N.J.A.C. 5:71-3.7(b)13; N.J.S.A. 52:27D-192)
0045-0000	Fire Safety Registration File --- A registration and supporting fee invoice and financial document file for owners of a potential Life Hazard Use Business. In accordance with the Uniform Fire Safety Act, the file contains: registrant identification, fee, invoice, business location, and certification by owner or agent.					P	6 Years After failure to renew; provided all violations have been corrected		Destroy	(N.J.A.C. 5:71-3.7(a); N.J.S.A. 52:27D-201)
0046-0000	Fuel Oil Used					P	2 Years		Destroy	
0047-0000	Hazard Reports					P	7 Years		Destroy	
0048-0000	Index Card File - Fire Marshal Reports					P	Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:9 of 12	
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		
0049-0000	Inspection Certificate File - Application And Certificate --- Certification file stating that upon completion of inspection, violations cited have been corrected and outstanding fees/penalties paid. (N.J.A.C. 5:71-3.7(b)11;N.J.S.A. 52:27D-192) File also includes application and certificate of Smoke Detector, Carbon Monoxide Alarm, and Kitchen Fire Extinguisher					P	7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)11;N.J.S.A. 52:27D-192) (N.J.A.C. 50:70-2.3, N.J.S.A. 52:27D-198.1)
0050-0000	Inspection Report File									
0050-0001	Inspection Report File - Annual --- Inspection file detailing a property including hazards, smoke detectors, and protection. Report serves as a record of inspection.					P	7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)1; N.J.S.A. 52:27D-192)
0050-0002	Inspection Report File - Quarterly --- Inspection file detailing a property including hazards, smoke detectors, and protection. Report serves as a record of inspection.					P	7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)1; N.J.S.A. 52:27D-192)
0051-0000	Inspections Of Combustibles - Chemical And Flammable					P	7 Years Life of the structure		Destroy	
0052-0000	Investigations Of Fires And Alarms					P	7 Years		Destroy	
0053-0000	Local Enforcing Agency Report File									
0053-0001	Local Enforcing Agency Report File - Annual --- Contains narrative and/or statistical activity that occurred during the year.					P	Permanent		Retain at Agency	(N.J.A.C. 5:71-3.7(a))
0053-0002	Local Enforcing Agency Report File - Quarterly And Monthly					P	3 Years		Destroy	
0053-0003	Local Enforcing Agency Report File - Daily					P	1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:10 of 12	
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		
0054-0000	Notice Of Imminent Hazard And Orders To Take Corrective Action File --- A notice issued upon inspection detailing a violation that is a hazard. A written order is issued stating that the building be vacated, closed or removed or the violation be corrected.					P	7 Years After compliance with recommendations		Destroy	(<u>N.J.A.C. 5:71-3.7(b)7</u> ; <u>N.J.S.A. 52:27D-192</u>)
0055-0000	Notice Of Violation And Order To Correct File --- A notice issued upon inspection detailing a violation requiring corrective action by the owner. File also includes a written statement of the owner's right to appeal.					P	7 Years After compliance with recommendations		Destroy	((<u>N.J.A.C. 5:71-3.7(b)2</u> ; <u>N.J.S.A. 52:27D-207</u>)
0056-0000	Occupant Load Sign --- A sign posted listing the total number of occupants safely allowed within the structure.					P	7 Years After invalid		Destroy	(<u>N.J.A.C. 5:71-3.7(b)14</u>)
0057-0000	Order To Pay Penalty And Abate Violation --- Payment penalty order given to a structure owner who has neither paid the violation nor abated it.					P	7 Years After compliance with recommendations		Destroy	(<u>N.J.A.C. 5:71-3.7(b)4</u> ; <u>N.J.S.A. 52:27D-192</u>)
0058-0000	Order To Pay Penalty/Recurring Violation --- Payment penalty order given to a structure owner who has been cited for repeating the same violation they were cited for two years prior.					P	7 Years After compliance with recommendations		Destroy	(<u>N.J.A.C. 5:71-3.7(b)6</u> ; <u>N.J.S.A. 52:27D-192</u>)
0059-0000	Orders - Director And Chief --- Contains policy and procedure orders that pertain to the entire department.					P	Permanent		Retain at Agency	
0060-0000	Orders - General --- Contains routine orders that pertain to individual companies.					P	As updated		Destroy	
0061-0000	Outside Fire District Runs - State, County, City					P	6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:11 of 12	
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		
0062-0000	Personnel Training File - Firefighter/Emergency Services --- Personnel and training file that may contain, but is not limited to: the following: Fire Academy Training Records, Emergency Scene Mitigation Training, Fire Suppression Training, Fire Prevention Training, Fire Service Training, and Management/Supervision Training.					P	6 Years From separation from organization		Destroy	
0063-0000	Punitive Closing Order --- An order for a building to be closed due to hazardous conditions until a Certificate of Continued Occupancy be obtained by the owner.					P	7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)8; N.J.S.A. 52:27D-209)
0064-0000	Communications Log					P	3 Years		Destroy	
0065-0000	Recordings Of Dispatches					P	31 Days		Destroy	
0066-0000	Request For Time Extension - Fire Code Violation --- A request to the enforcing agency for an extension to correct a fire code violation.					P	7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)5; N.J.S.A. 52:27D-192)
0067-0000	Runs Report File									
0067-0001	Runs Report File - Annual --- Fire response reports compiled for submission to the National Fire Reporting System (NFRS).					P	Permanent		Retain at Agency	
0067-0002	Runs Report File - Monthly, Weekly And Daily --- Fire response reports compiled for submission to the National Fire Reporting System (NFRS).					P	3 Years		Destroy	
0068-0000	School District Facility/Inspections File					P	23 Years		Destroy	
0069-0000	Sprinkler System Reports					P	7 Years As updated		Destroy	

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:12 of 12	
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		
0070-0000	Variance Request --- An application from a property owner requesting a variance from the Uniform Fire Code.					P	7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)10; N.J.S.A. 52:27D-200)
0071-0000	Verification/Update Request - Fire Safety Registration --- Used as an addendum for updates to the initial Fire Safety Registration Form for business owners.					P	3 Years After failure to renew; provided all violations have been corrected		Destroy	(N.J.A.C. 5:71-3.7(a); N.J.S.A. 52:27D-201)
0072-0000	Fire Safety Training Program - School District, Public/Private Agencies And General Public With Incident Or Without Incident									
0072-0001	Fire Safety Training Program - School District Parental Permission - Without Incident					P	7 Years		Destroy	
0072-0002	Fire Safety Training Program - School District Parental Permission - With Incident					P	7 Years After graduation		Destroy	
0072-0003	Fire Safety Training Program - Public/Private Agencies And General Public Permission - Without Incident					P	7 Years		Destroy	
0072-0004	Fire Safety Training Program - Public/Private Agencies And General Public Permission - With Incident					P	7 Years		Destroy	
0072-0005	Fire Safety Training Program – Schools, Public/Private Agencies And General Public - Training Materials					P	7 Years		Destroy	