



**AGENDA
STATE RECORDS COMMITTEE
April 20, 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 March 16, 2023 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request: # 590337- 591586

**B. Registered Imaging Systems / Amendments / Annual Reviews:
Report to the State Records Committee**

III. New Business:

A. Records Retention Schedule:

1. County General Schedule and Municipal General Schedule (C820000 and M100000) – Presented by Karen Perry

2. NJ Transit (S800000 (S802000-001 Obsolete and S09230-000 Obsolete)) – Presented by Karen Perry

IV. Other Business:

A. Damaged Records Report:

1. Department of Human Services – Division of Developmental Disabilities – presented by Virma Guzman-Reyes/Liz Hartmann

2. South Orange Township - presented by Virma Guzman-Reyes



MINUTES
STATE RECORDS COMMITTEE
March 16, 2023

Amanda Truppa, Secretary, called the 453rd meeting of the State Records Committee to order at 10:01 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
Department of Community Affairs, Division of Local Government Services, Bonnie Brooks, designee
State Archives, Don Cornelius
State Auditor, Ken Kramli, designee
Attorney General, Susan Scott, designee

Staff: Marcella Campbell, Records Analyst 3, Records Management Services
Virma Guzman-Reyes, Records Analyst 3, Records Management Services
Karen A. Perry, Records Analyst 1, 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
Liz Hartmann, Administrative Analyst 3, Records Management Services

Other: Michelle Everly, Gloucester County - CARMA
Sylvia Allen, DCA Housing and Finance
Argean Cook, NJ Transit
Daniel Corpeno, NJ Transit
Joan DePaolo, NJ Transit
Toi Fisher, NJ Transit
Adolfo Guerrero, NJ Transit
Kasandra Reid, NJ Transit
Mary Miller, DCA Housing and Finance
Christopher Medina, NJ Transit
Michelle McKnight, DCA Housing and Finance
Dan Freed, Sussex County - CARMA

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the December 15, 2022 minutes.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 586358 - 587389

B. Report to the State Records Committee

Imaging Certification Amendments/Annual Reviews/Administrative Actions

II. New Business:

A. Records Retention Schedule:

1. County Clerk Schedule and Municipal Clerk Schedule (C100000 and M200000) – Presented by Karen Perry

Schedules presented by Karen Perry, Records Analyst 1. Both approved with one change to include statute citation to C100000. Done with thanks to all clerks at county and municipal levels for participating in the update with the schedules.

2. County Counsel Schedule – (C350000) Approved

B. Report from the State Archives:

Mr. James Fruscione Director of DORES, provided guidance on Virtual and Electronic Meetings. Information can be found

<https://www.state.nj.us/treasury/revenue/rms/pdf/GuidelinesforSchedulingElectronicMeetingRecordsforRetentionandDisposition.pdf> and is attached to these minutes.

There being no further business, the Committee adjourned at 11:17 a.m.

Amanda Truppa
Secretary
State Records Committee

Guidelines on Retention Scheduling Public Records Stored on Electronic Messaging Platforms

Introduction

These guidelines include suggested action steps for creating retention and disposition policies for public records created via electronic messaging systems in formats such as text, chat, instant messages and voice messages. Electronic messaging allows for real time exchange of digital information and for storage of the information for later use. Various providers, such as Google, Zoom and Microsoft include chat and instant messaging resources in their collaboration platforms. Chat and instant messaging are available via social medial platforms like Facebook. Also, Internet service providers, telecommunications firms and information technology businesses offer text messaging for users of mobile devices such as smart phones and tablets, as well as facilities to record and store voice messages.¹

Applicability of Public Records Law

The foundation for this document is the legal imperative expressed in the State's public records law ([N.J.S.A. 47:3 et seq.](#)). That is, irrespective of medium, all records that are generated and received during governmental operations in New Jersey are public records and subject to the State's records management and archival requirements. Records generated and received via electronic messaging platforms are therefore subject to the State's public records law.

Audience

Generally, these guidelines are designed for professionals who work in records and information management capacities and who have some familiarity with the State's records management program as described in the [State Records Manual](#). However, generalist managers and administrative support staff may also find the guidelines useful.

Notes on Scope and Foundation for this Document

This document covers retention scheduling for electronic messaging. It does not cover the management of electronic mail or social media.

Guidance on managing email may be found in the [State Records Manual](#) (pages 39-48).

[The State's Guidelines on Retention Scheduling Public Records Stored on Social Media Platforms](#) address social media. **The social media guidelines form the foundation for dealing with electronic messaging as well. The reader will note that the processes and methods set forth in this document track those found in the social media guidelines.**

¹ See the National Archives and Records Services' [Guidance on Managing Electronic Messages](#) and [Electronic Messages White Paper](#). While now somewhat dated, they still provide useful insights into defining and managing electronic records. The State of North Carolina also provides helpful guidance in this area in its publication [Best Practices for Electronic Communications Usage in North Carolina](#).

Key Contacts

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

Action Steps

1. Inventory Electronic Messaging Platforms

Start the retention scheduling process by inventorying and documenting all the electronic messaging services and platforms employed by the agency – for example, accounts/sites using Facebook, TEAMS, Zoom, Google Workspace, mobile telephone and other voice communication services that include voice recording, etc. Describe the content that resides on each platform and the organizational functions that each one addresses – for instance, dissemination of scheduling information, emergency notices, constituent services, ideation, meeting dialogues, etc.

2. Conduct a Value Assessment(s)

Based on the descriptions and functional purposes of the platforms, assign values to the content (records) they contain. Following are value dimensions that could be assigned. The value dimensions are tied to a simple range: low (records with little or no lasting retention value); medium (records with some short-term – less than 10 years, retention value); and high (records with greater than 10 years retention value).

Note that records may bridge or overlap the value dimensions. For example, a particular electronic messaging service/platform may contain content that has both informational and planning and decision support/knowledge management values. If this occurs and the overlapping dimensions have different (higher/lower) values with respect to retention and disposition, the recommended policy decision would be to assign the higher value to the content.

Value dimensions a and b below are likely to be the two most common dimensions that agencies encounter.

- a. General Information (retention value – low). Electronic messaging services are frequently used for the exchange routine information such as meeting reminders, general questions/answers shared among staff on technical matters or simple requests for the return of a telephone or online call. Content generated for such purposes likely has no lasting value, and can therefore be classified as routine/non-sensitive in nature.

- b. Operational Information Exchange (retention value - low to medium). Electronic messaging can augment dialogue among agency staff, service providers and constituents. For instance, chats may serve to enhance information exchange among participants in online meetings and as a customer support channel for an agency contact center. Records

produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc. These records may also have secondary uses such as operational research on the effectiveness and efficiency of customer support programs and online service offerings.

- c. Transactional and Operations Management (retention value - low to medium). Electronic messaging may connect with an agency's service delivery processes. For example, agencies may use texts and chats to deliver tailored electronic content or private links (links to content directed to a specific individual) in response to document filing or information access requests.
- d. Planning and Decision Support/Knowledge Management (retention value - medium to high). Electronic messaging may aid executives and specialized staff (technologists, public information officers, legal advisors, budget analysts, etc.) who develop plans and rules that guide the actions of the entire organization from a long term or strategic perspective. In this context, electronic messaging can contain valuable information including intra-agency and external discussions and information on a wide range of topics including: economic trends; policy research; constituent sentiment; legal issues; evolving products/technologies that impact agency operations; prevailing political trends; and changes in societal perspectives. Electronic messages may also support collaborative efforts aimed at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders.
- e. Legal/Compliance (retention value – high). This is an encompassing category which, *depending on the agency's mission*, may envelope all the prior categories. It relates to the management of records, in all forms, for adherence to statutory and regulatory record-keeping requirements. Agencies that employ electronic messaging in tightly regulated contexts should be aware that legal, contractual and rules-based requirements may attach to the records generated/stored by the electronic messaging service/platform. Agencies may be compelled to produce records in this category in discovery processes associated with litigation, audits and internal investigations.
- f. Historical (retention value - high). Historical records hold long-term or permanent research value. They serve to preserve our intellectual heritage and to document important social, political, economic and cultural developments. Thus, they have enduring relevance. Over time, some portion of electronic messaging will document significant events, and/or trends in an aspect of human development, and/or record time- and context-bound perceptions/attitudes about significant human endeavors.

3. Assign Retention and Disposition Policies to the Records

Based on the value assessments conducted in Action Step 2, assign retention and disposition policies to all electronic messages that the agency generates and stores. This may be done by creating new agency-specific records retention schedule items (record series) or using existing

records series.

For information on how to create new agency specific record series, consult the [State Records Manual, pages 10 – 13](#). Note that RMS can assist in establishing on-going authorizations for disposition, which will enable agencies to dispose of low value content routinely for renewable time periods (6 months or year) without having to submit requests for individual disposition actions. Contact RMS for assistance in setting up on-going disposition authorizations.

Following are suggestions for use of existing general record series and disposition policies that align with the value dimensions discussed in Action Step 2.

Record's Value	Examples Existing Record Series	Disposition
General Information (Low)	<i>Electronic Administrative Resource Files</i> – for example, meeting reminders, exchange of web links (URLs) on technical topics, routine announcements about agency events or relevant news articles, etc.	Retain until no longer needed for administrative purposes/destroy
Routine Information Exchange (Low-Medium)	<p>For low value, <i>Electronic Administrative Resource Files</i> -- for example, chat logs and dialogues associated with routine operational meetings</p> <p>For medium value: <i>Correspondence, Internal</i> – for example, routine exchanges relative to the processing and disposition of routine customer service issues</p> <p>OR</p> <p><i>Administrative Subject File</i></p>	<p>Retain until no longer needed for administrative purposes/destroy</p> <p>1 year/destroy</p> <p>3 years/destroy **(use of data migration recommended; see next action step)</p>

<p>Transactional and Operations Management(Low-Medium)</p>	<p>For low value, <i>Electronic Administrative Resource Files</i>, for example, confirmations of receipt and completion of document/application filings or information access service requests</p> <p>For medium value: <i>Correspondence, External</i> -- for example, customer feedback relative to public programs or service quality</p> <p>OR</p> <p><i>Administrative Subject File</i></p>	<p>Retain until no longer needed for administrative purposes/destroy</p> <p>3 years/destroy **(use of data migration recommended; see next action step)</p> <p>3 years/destroy **(use of data migration recommended; see next action step)</p>
<p>Planning and Decision (High)</p>	<p><i>Correspondence, Policy</i> -- for example, exchanges among mid to senior level staff regarding the development, progress or status of a public program or function</p>	<p>25 years with archival review **(use of data migration and long-term repositories required; see next action step)</p>
<p>Legal/Compliance (High)</p>	<p><i>Correspondence, Policy</i> -- for example, exchanges regarding decisions to award of contracts and directives relative to compliance with regulatory and/or compliance regimes</p>	<p>25 years with archival review **(use of data migration and long-term repositories required; see next action step)</p>
<p>Historical (High)</p>	<p>Permanent based content and context – for example, exchanges between top level administrators regarding key issues affecting the State, including State-wide emergencies, sensitive investigations, executive staff appointments, etc.</p>	<p>Permanent with archival review **(use of data migration and long-term repositories required; see next action step)</p>

4. Choose Modes of Storage for Electronic Messages with Consideration of Policies Controlling Use of Platforms and Devices

By way of background, it is common for agencies to use third party contractors, including cloud and cellular service providers, for electronic message storage. Also, depending on the nature of the messaging system and service, individual employees may store messages on their agency-assigned devices and/or possibly on their own devices.

Contractors may offer varying levels of service, quality and storage capacities that could change over time. This can make the underlying storage technologies and service levels for the agency’s electronic messaging program uncertain and unstable. Likewise, use of privately owned devices

is fraught with complications, ranging from exposure to records loss to challenges with responding to access requests associated with discovery, audits, investigations and Open Public Records (OPRA).

- a. Given the backdrop above, when addressing storage solutions for electronic messaging, agencies should consider the following policies:
 - Prohibit use of private devices for the exchange of public records (any message dealing with official agency business).
 - Prohibit or at least strongly discourage use of electronic messaging for public records with retention periods greater than three (3) years or generally, any messaging that involves investigations, audits, the formulation of public policy and/or administration of legal processes such as contracts.
 - For all electronic messaging contractors, including those who provide voice message recording services, employ contractual provisions that address public records retention and disposition requirements. (See example language for Cloud-based platforms listed in the RMS Cloud storage guidelines, [State Records Manual, page 115](#)).
- b. Choose appropriate storage solutions or mix of solutions.
 - Trusted Digital Repository (Preferred). Implement a collection tool that allows the agency's centralized information technology and/or records management program to perform scheduled extraction and migration of electronic messages from all sources to an agency-owned or controlled trusted digital repository.² A trusted digital repository enables the agency to store digital records, including electronic messages, in formats that assure access, use and analysis of the records for the entire length of their retention periods.³ Such functionality is critical for long-term and permanent records and recommended for records that must be maintained for three (3) years or more.

The trusted digital repository can be an agency owned computer storage facility and/or a Cloud-based platform, either of which meets or exceeds the requirements listed in the RMS Cloud storage guidelines ([State Records Manual, page 115](#)).⁴⁷ For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage. After records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the source platform.

² The Sedona Conference published an accessible discussion of collection software in the context of small case discovery efforts. See The Sedona Conference. (2022). *Primer on Managing Electronic Discovery in Small Cases*, The Sedona Conference, Phoenix, AZ. The publication includes references to the Sedona Conference's more expansive guidance on the discovery life-cycle and resources used to support it.

³ The Research Library Group/Online Computer Library Center (RLG/OCLC) provides a formal, encompassing definition of trusted digital repository in its publication entitled [Trusted Digital Repositories: Attributes and Responsibilities](#). As noted in the narrative, while trusted digital repositories focus on long-term and permanent storage, for purposes of this guideline, short-term records may also be included for ease of administration.

⁴ The Cloud storage guidelines are useful because they address many requirements for long-term records storage and access. The RLG/OCLC publication cited in the previous footnote also provides valuable information on these and other key characteristics, as does the OCLC's publication entitled [Trustworthy Repositories Audit & Certification: Criteria and Checklist](#).

Also, use collection tools that extract/archive metadata associated with each targeted electronic message. As defined by the National Archives and Records Service (NARA), *metadata* are data elements that “provide administrative, descriptive, and technical information that describe the structure and content of electronic records.”⁵ Examples of metadata for electronic messages include authors name, cellular phone number, organizational affiliation, recipient names/cellular phone numbers, subject line, date created/sent, etc.

With regard to file formats used for long term storage, use standards and guidelines published by the New Jersey State Archives. As of the publication of these guidelines, the Archives had drafted a table of preferred and acceptable formats, but had yet to publish it. Check with the Archives on the status of the table (609-633-8304 or 609-292-6260).

- Centralized Agency Collaboration Platform. Agency collaboration platforms such as Office 365/TEAMS and Google Workspace provide tools that enable agencies to set enterprise, organization-wide retention/disposition policies for messaging streams like chats and other digital communications. Use these tools whenever possible. Also consider moving messaging streams with long-term retention values to a trusted digital repository as described above.
- Back-ups and Data Export/Import. If the agency’s electronic messaging platform contains records with medium to long-term value, and does not accommodate retention/disposition management or collection tools, migrate the content periodically to a trusted digital repository via importation of back-ups or through the use of data export/ import applications. Be sure to test the back-up/recovery tools and export/import applications.
- Service Provider Platforms. If the agency uses a platform that operates separate from its centralized collaboration and storage facilities and it is not possible to set up a trusted digital repository, consider relying on the messaging service provider exclusively. This approach is viable only if the records involved do not have long term retention value. Ensure that the provider has back-up/recovery tools in place to guard against data loss, or that there are data import/export applications that can be used to make accessible copies of the records.

⁵ See NARA Bulletin 2015-04, [Metadata Guidance for the Transfer of Permanent Electronic Records](#). NARA’s guidelines on file formats for transfer of permanent records and metadata for transferred files may also prove helpful in determining file format and metadata requirements for trusted digital repositories.

- Individual Devices. In cases where employees are creating and storing message streams on individual devices that are not automatically synchronized with an agency-controlled repository, institute a policy that highlights the need for employees to attend to retention and disposition directly. As part of the policy, require periodic copying of messages that have longer term retention value (for purposes of this presentation, two years or more) to a designated repository. Ideally, this would be accomplished through the use of a collection tool made available to employees (see discussion under (Trusted Digital Repository). If it is not possible to employ a collection tool, cutting and pasting message streams is a possibility, but be aware that this approach is limited and may not allow for the capture of metadata that is critical for access, discovery and research purposes.⁶

5. Implement the Retention and Disposition Program

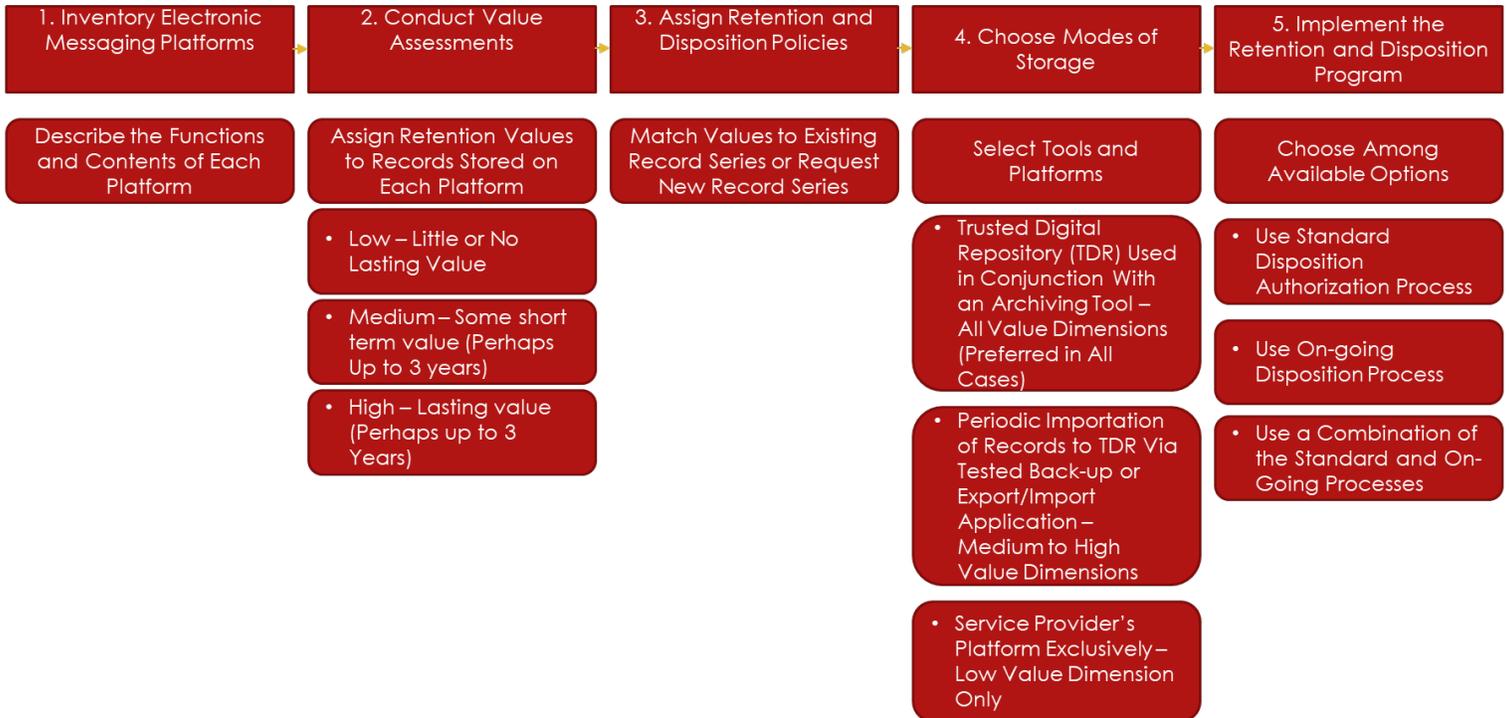
After completing the four preceding steps, choose to conduct the retention and disposition program via:

- a. The standard disposition authorization process (State Records Manual, pages 10 – 13);
 - b. The on-going disposition authorization process (contact RMS for assistance in setting up an on-going authorization); or
 - c. A combination of the processes for different sites.
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⁶ Internet searches will surface examples of these policies. Some examples include policies promulgated by [New York City](#), [The State of Washington](#) and the [University of Oregon](#).

SUMMARY OF ACTION STEPS

The Action Steps Contained in the Guidelines
(Conceptual Approach to the Retention and Disposition Program)



Certification #	Agency	AmendmentType
09012225-MF	Borough of Ramsey	Added Records Series
09012225-MF	Borough of Ramsey	Annual Review
04021902-MF	Township of Woodbridge Building Department	Annual Review
06110903-MP	Township of Woodbridge	Added Records Series
06110903-MP	Township of Woodbridge	Annual Review
13121212-NM	Salem County Board of Social Services	Annual Review
12021601-MP	Borough of Roselle Park	Annual Review
11012035-MP	City of Rahway	Annual Review
12021602-MP	Township of Union	Annual Review
16031002-NM	Office of Child Support Services, Division of Family Development, EMC	Annual Review
08032002-NM	County of Gloucester Prosecutor's Office	Annual Review
09021906-MP	Township of Hamilton (Mercer)	Annual Review
06121408-MF	County of Gloucester	Annual Review
13121210-NM	Gloucester County Division of Social Services	Annual Review
05072101-MF	County of Gloucester Surrogate's Office	Annual Review
11051909-MP	County of Gloucester Clerk LRMS	Annual Review
09021906-MP	Township of Hamilton (Mercer)	Annual Review
09021906-MP	Township of Hamilton (Mercer)	Annual Review
22040702-MP	Gloucester County Library Systems	Annual Review
06121405-MF	County of Bergen Office of the Clerk of the	Annual Review
07071902-MP	Township of Woolwich Construction Code Office	Annual Review
18083001-MP	Burlington Township	Annual Review
10071501-NM	Ocean County Utilities Authority	Annual Review
14051503-NM	Ocean County Board of Social Services	Annual Review
20050701-MP	Bergen New Bridge Medical Center - Docu-Trac	Annual Review
07031501-MP	County of Union	Annual Review
09082004-MP	County of Union Engineering	Annual Review
01111401-MF	County of Passaic County Clerk	Annual Review
06031602-MF	County of Passaic County Clerk eFiling	Annual Review
14032010-NM	Middlesex County Board of Social Services	Annual Review
12021604-NM	County of Passaic	Annual Review
14032012-NM	Cape May County Board of Social Services	Annual Review
01121301-MP	County of Atlantic Department of Administrative Services Division of Information Technologies and Records Management	New/Upgrade of Software
06110901-MP	City of Newark	Alternate Format Approval
03091802-MF	New Jersey Motor Vehicle Commission Customer Operations and Support Imaging	Annual Review
02032101	New Jersey Motor Vehicle Commission Customer Operations and Support Imaging	Annual Review
11051908-NM	New Jersey Motor Vehicle Commission (Matrix-P8 System)	Annual Review
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	County Agencies General Records Retention Schedule	AGENCY #	C820000	
DIVISION:		SCHEDULE #	017	
BUREAU:		PAGE #	OF	

AGENCY AMENDMENTS

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

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0524-0000	Legal File File contains but is not limited to the following: Litigation documents, Request For Legal Opinion, Legal Opinion Rendered and supporting documentation. (NJSA 2A:14-5)	New Record Series		
0524-0001	Legal File - Litigation (Original)	New Record Series		
0524-0002	Legal File - Litigation (Copy)	New Record Series		
0524-0003	Legal File- Request for Legal Opinion and Opinion Rendered (agency copy)	New Record Series		

STATE OF NEW JERSEY



COUNTY AGENCY GENERAL RECORDS RETENTION SCHEDULE C820000-017



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

Department:	County Agencies General Schedule	Agency Representative:	
		Title:	
		Phone #:	

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	General Administrative Records									
0524-0000	Legal File File contains but is not limited to the following: Litigation documents, Request For Legal Opinion, Legal Opinion Rendered and supporting documentation. (NJSA 2A:14-5)									
0524-0001	Legal File - Litigation (Original) (NJSA 2A:14-5)						20 years after final action		Destroy	
0524-0002	Legal File - Litigation (Copy)						6 years		Destroy	
0524-0003	Legal File - Request for Legal Opinion and Opinion Rendered (Agency Copy)						6 years		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	Municipal Agencies General Records Retention Schedule	AGENCY #	M100000	
DIVISION:		SCHEDULE #	017	
BUREAU:		PAGE #	OF	

AGENCY AMENDMENTS

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

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0524-0000	Legal File File contains but is not limited to the following: Litigation documents, Request For Legal Opinion, Legal Opinion Rendered and supporting documentation. (NJSA 2A:14-5)	New Record Series		
0524-0001	Legal File - Litigation (Original)	New Record Series		
0524-0002	Legal File - Litigation (Copy)	New Record Series		
0524-0003	Legal File- Request for Legal Opinion and Opinion Rendered (agency copy)	New Record Series		

STATE OF NEW JERSEY



MUNICIPAL AGENCY GENERAL RECORDS RETENTION SCHEDULE M100000-017



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

Department:	Municipal Agency General Schedule	Agency Representative:	
		Title:	
		Phone #:	

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	General Administrative Records									
0524-0000	Legal File File contains but is not limited to the following: Litigation documents, Request For Legal Opinion, Legal Opinion Rendered and supporting documentation. (NJSA 2A:14-5)									
0524-0001	Legal File - Litigation (Original) (NJSA 2A:14-5)						20 years after final action		Destroy	
0524-0002	Legal File - Litigation (Copy)						6 years		Destroy	
0524-0003	Legal File - Request for Legal Opinion and Opinion Rendered (Agency Copy)						6 years		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	Agency # S802000		
DIVISION:	Rail Operations/Meadowland Maintenance Complex (MMC)	SCHEDULE # 001		
BUREAU:		PAGE #	1	OF
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AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit Rail Operations / Meadowland Maintenance Complex (MMC) - RETIRED
FORMER AGENCY NUMBER	S802000

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Air Brake Kit Inventory Log	Transferred		S800000-002 2000-0000
0002-0000	Capitol Projects	Transferred		S800000-002 2001-0000
0003-0000	Car History File	Transferred		S800000-002 2002-0000
0004-0000	Inspection Report	Transferred		S800000-002 2003-0000
0005-0000	Service and Inspection Work Packet	Transferred		S800000-002 2004-0000
0006-0000	Year Maintenance History File	Transferred		S800000-002 2005-0000
0007-0000	Shop Reports	Transferred		S800000-002 2006-0000
0008-0000	Map of Locomotives	Transferred		S800000-002 2007-0000

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Wheel & Axle Assembly Report - Quality Assurance (AAR Manual of Standards and Recommended Practices 2.3.3)	New Record Series		S800000-002 2008-0000

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT New Jersey Transit	AGENCY # S809230		
DIVISION:	SCHEDULE # 003		
BUREAU:	PAGE # 1	OF	1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit – Administrative Support – Procurement & Support Services / Records & Information Management - RETIRED
FORMER AGENCY NUMBER	S809230-003

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Records Retention Schedule	Record Series Removed - Already listed in the State General Records Retention Schedule		
0002-0000	Request and Authorization for Records Disposal	Record Series Removed - Already listed in the State General Records Retention Schedule		
0003-0000	Microfilm / Image Request File	Record Series Removed - Already listed in the State General Records Retention Schedule		

STATE OF NEW JERSEY



New Jersey Transit

S800000-002



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

Department:	New Jersey Transit	Agency Representative:	Argean T. Cook
		Title:	Director, Records and Information Management
		Phone #:	(973) 491-7527

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 File									
0001-0001	Project File – Conceptual And Initial Design Final Report and Associated Drawings.						50 years		Archival review	
0001-0002	Project File – 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, 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. (NJSA. 2A:14-1.1)						10 years after completion of project		Destroy	
0001-0003	Project File – 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.						25 years		Destroy	
0001-0004	Project File – Design/ Construction – Phase Documents Includes, but not limited to: design and detailed project specification, special and technical provisions, activities related to a construction project, 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 and						10 years after completion of project	1 year after completion of project	Destroy	

Records Retention and Disposition Schedule		Agency: S800000					Schedule: 002		Page #:0 of 1	
	subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.									
0002-0000	Facilities File									
0002-0001	Facilities File - Location File File contains facility complaints; requests for repairs; renovation and improvements for New Jersey Transit-owned, leased and operated facilities (including stations); informational requests; news clippings; non-project related correspondence and information specific to each facility.					7 years after resolution			Destroy	
0002-0002	Facilities File – Building Plans and Surveys File includes but is not limited to building plans and surveys of New Jersey Transit-owned, leased and operated facilities, stations, yards, maintenance facilities, terminals and parking lots.					Life of structure plus 10 years			Destroy	
0003-0000	Construction Management File									
0003-0001	Construction Management File – Project Site File – Office and Site File contains but is not limited to: construction activities associated with a project. Records include: bid process, contractor and 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 and general project related correspondence.					10 years after completion	1 year after completion		Destroy	
0003-0002	Construction Management Files – As-Built Drawings Original reproducible as-built and shop drawings that have been revised to incorporate “as-built changes as completed” including technical details and components of construction projects.					Life of structure plus 10 years			Archival review	
0004-0000	Capital Funding File									
0004-0001	Capital Funding File Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, program reference and correspondence, project related grants, agreements, appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, work papers, reports, capital programs projects (approved, on-going or proposed), budget materials, cost objective forms, schedule plans, and supporting documentation.					7 years after completion of project or 3 years after termination or closing of grant; whichever is longer			Destroy	
0004-0002	Capital Funding - Federal Transit Administration (FTA) File File includes but is not limited to: meeting notes, quarterly reports and other informational materials involving the FTA.					Periodic review			Destroy	

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 002		Page #:0 of 1	
0005-0000	Environmental Services								
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) File Used to monthly monitor New Jersey Transit facilities for groundwater, wastewater industrial sludge, etc. May include, but is not limited to: US Environmental Protection Agency (EPA) monitoring transmittal sheet, NJ Department of Environmental Protection (DEP) transmittal sheet, reports listing quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.					5 years		Destroy	
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) Copy of permits for New Jersey Transit properties which discharge pollutants into the air and water. Originals are maintained on site at individual properties.					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 New Jersey Transit facilities. The original is maintained by the NJ Department of Environmental Protection.					5 years		Destroy	
0005-0004	Environmental Services - Remedial Reports (Copy) Reports of contamination at New Jersey Transit properties and proposed properties, describing the level of pollution (quantity) at specific locations. Five (5) copies of the report are prepared by an outside vendor. A copy is submitted to the NJ Department of Environmental Protection.					30 years	10 years	Destroy	
0005-0005	Environmental Services - Underground Storage Tank File Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate and supporting documentation.					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 and supporting documentation.					3 years after summons has been satisfied		Destroy	
0005-0007	Environmental Services - Due Diligence Reports A property screening report describing environmental conditions of a potential New Jersey Transit property.					30 years after completion of report	10 years after completion of report	Destroy	
	Records and Information Management								
1000-0000	Records Transmittal Forms					3 years 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.						2 years after final entry		Destroy	
2001-0000	Capital Projects File includes: correspondence, drawings and project supporting information.						10 years after completion of project		Destroy	
2002-0000	Car History File Contains history and quality control manual on the train cars before they came to New Jersey Transit.						3 years after disposal of car		Destroy	
2003-0000	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)						2 years		Destroy	
2004-0000	Service and Inspection Work Packets Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.						3 years after disposal of car		Destroy	
2005-0000	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)						2 years		Destroy	
2006-0000	Maintenance Shop Reports Daily report of occurrences at the Maintenance Shop.						1 year		Destroy	
2007-0000	Map of Locomotives File contains locomotive engineering specifications.						Permanent		Permanent	
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)						15 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: Division of Developmental Disabilities
Address: 3499 Route 9 North, Suites 1H & 1J, Freehold, NJ 07728
Phone: 732-308-7871
Email: Danyelle.deans@dhs.nj.gov
Contact Person: Danyelle Deans

Date the Damage Occurred: 12/15/2022

Date the damage was discovered: 2/17/2023

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

1. Describe circumstances of how the damage occurred.

Two 65 Gallon shredding bins were picked up to be destroyed without approval from Treasury.

2. Describe circumstances of how the damage was discovered.

Treasury/DARM approval was inadvertently not requested therefore the paper was destroyed without the necessary approval.

3. What salvage attempts were made?

Emailed vendor to verify if the documents from the shredding bins were destroyed and email response was that the documents were destroyed the same day the vendor received the shredding bins.

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

No.

5. Why are these records unsalvageable?

The documents were destroyed by the vendor.

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

Danyelle Deans and Vendor.

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)?

Staff typically place duplicate documents in the shredding bin. The original copy would be in the client record.

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

There is a paper client file maintained in filing cabinets in the Freehold office. The paper file may contain eligibility documents related to the individual's application for Division services and/or documents from a time period prior to the creation of an electronic record. The primary client record is maintained in the iRecord.

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

The shredding bins have been removed and are no longer in use.

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: Division of Developmental Disabilities

Agency Retention Schedule: N/A

Retention Schedule Number: G100000

Record Series Number: 1419-0000

Record Series Name: reference file

Retention Time: periodic review

Inclusive Years: unknown – 2022

Volume (Cubic Feet): 2 65 gallon bins

Damage Type: Records were shredded by vendor.

Other copies available? Original records are in the paper file maintained in the office or in the iRecord (primary client record).

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Danyelle Deans

DATE:

SUBJECT: Contents of two shredding bins were destroyed without Treasury approval

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.

Danyelle Deans, Agency Services Representative 3

Signature and Title

3/23/2023

Date

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: Engineering Department
Address: 76 South Orange Avenue, Suite 302, South Orange, NJ 07079
Phone: 973-378-7715 x7706
Email: engineer@southorange.org
Contact Person: David Battaglia, Village Engineer

Date the Damage Occurred: Exact date unknown, years ago.

Date the damage was discovered: Approximately October 2021

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

1. Describe circumstances of how the damage occurred.

Engineering documents were stored in the basement of an unused building with no protection from contamination. The building was in-use at the time of the initial storage but fell out of use later awaiting a major renovation project.

2. Describe circumstances of how the damage was discovered.

Work began on the first phase of a major building renovation project. At that time the basement was entered and condition of engineering documents discovered.

3. What salvage attempts were made?

Upon discovery of the engineering documents review was attempted to ascertain what exactly was contained in the stored files. An allergic reaction ensued with about 5 minutes of discovery and again upon a second attempt to review days later.

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

No.

5. Why are these records unsalvageable?

The Village hired a testing company to test the stored documents for contamination. They found asbestos, lead, and mold in the storage location and on the documents above acceptable concentrations.

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

Village Engineer, Village Clerk, and other staff within Village Administration collectively decided.

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)?

Unknown. We haven't gone through all the engineering documents to know what might be duplicated elsewhere. These are old documents that were stored in this location when Village Hall changed locations many years ago. There has been no notable need to access the documents during the intervening years hence the condition was not realized until the new Village Engineer made the discovery in approximately October 2021.

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

No.

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

Newer engineering documents are stored in the new Village Hall offices and are also largely electronic.

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 South Orange Village

Agency Retention Schedule: Municipal Engineering Department

Retention Schedule Number: M630000-003

Record Series Number: #0020-0000

Record Series Name: Engineering Project Files

Retention Time: Permanent

Inclusive Years: 1988-2013

Volume (Cubic Feet): ±60 cubic yards of old engineering project files.

Damage Type: Asbestos, lead, & mold.

Other copies available? Unknown.

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: David C. Battaglia, PE, CME, CFM, CPWM
South Orange Village Engineer

DATE: 01/09/2023

SUBJECT: Disposal of Damaged Records

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

Village Engineer

Signature and Title

01/09/2023

Date



MAC#02068

September 12th -2022

Mrs. Jill Faherty
South Orange Public Library
65 Scotland Road
South Orange, NJ 07079
jfaherty@sopl.org

SUBJECT: 65 Scotland Road, S Orange, NJ
MOLD TESTING CONDUCTED 08/30/2022

Job # AT-3222

Attachments:

- *Mold sample laboratory analysis report*
- *Pictures site*
- *Certifications*
- *Mold Assessments and Remediation in NYS.*

Project Overview/Scope of Work:

EA Services was retained to conduct a mold investigation including representative mold air and surface testing at 65 Scotland Road, South Orange, NJ.

Sampling Methodology:

Spore trap air sampling. -

Representative samples were collected using air-o-cell media. These cassettes collect dust samples which are screened for mold spores (non-viable method). The samples were submitted to an independent microbiological testing laboratory for mold/fungi analysis.

Surface Sampling:

Surface samples, collected with a cello-tape (tape-lift samples), and/or with sterile swabs (swab samples); bulk materials samples, can be analyzed by direct microscopic examination. Such sample are chosen for the rapid collection and qualitative and semi-quantitative analysis for fungal spores and related structures. Direct microscopic examination identifies mold to the genus level and gives a semi-quantitative evaluation for their concentrations, i.e., no fungal spores seen, occasional, few, moderate or numerous spores or related fungal elements.



Applicable Guidelines:

While there are no promulgated quantitative standards for airborne mold, a spore trap count above 1000-10,000 structures/m³ is considered elevated based upon comparison to published research averages. Since microbiological growth is naturally present in the ambient environment, the outside air concentration levels of various species must be subtracted (i.e. outside and/or inside control sample) as a background level.

Mold Air/ Surface Sample Data (08/30/2022)

Sample Number	Sampling Location/Substrate	Sample Type	Mold/ Fungi Report		
			Total Concentration (structures/m ³ -air) (Approx. amount)	Predominant Species	Indoor – Outdoor Relative Difference (Indoor-Outdoor)
01	Basement-Large Storage Room	Spores Trap	770	<i>Aspergillus/Penicillium</i>	+30
02	Basement by Women's Bathroom	Spores Trap	203	<i>Aspergillus/Penicillium</i>	-537
03	Basement by Boiler Room	Spore Trap	400	<i>Ascospores</i>	-340
04	First Floor-Conference Room	Spore Trap	390	<i>Ascospores</i>	-350
05	Outside Control	Spore Trap	740	<i>Ascospores</i>	-
1	Large File Room-Red Chair	Surface	Heavy	<i>Aspergillus/Penicillium</i>	-
2	Large File Room/Book Shelf-Black Book	Surface	Light	<i>Basidiospores</i>	-
3	Large File Room/File Box	Surface	Rare	<i>Alternaria</i>	-
4	Women Bathroom Door	Surface	Light	<i>Cladosporium</i>	-
5	Storage Room (by Corridor) File Box Inside Locker Room	Surface	Light	<i>Ascospores</i>	-
6	Corridor / File Box	Surface	Light	<i>Basidiospores</i>	-
7	Small Storage Room / File Box	Surface	Moderate	<i>Basidiospores</i>	-
8	Small Storage Room / File Box	Surface	Light	<i>Basidiospores</i>	-
9	Boiler Room-Storage Room/Top of Beige Locker	Surface	Light	<i>Alternaria</i>	-
10	Gas Meter Room/Top of Box	Surface	Light	<i>Basidiospores</i>	-



BASIC INDOOR AIR QUALITY DATA:-

LOCATION	RELATIVE HUMIDITY %	TEMP F°
Basement	65%	66°
First Floor-Conference Room	68%	75°
Outside	70%	81°

Interpretation of Testing Results:

Mold air sample data. -

- Indoor mold counts were found to be below the outdoor air background control sample and higher than the 1,000-threshold limit. Ascospores and Aspergillus/Penicillium were found to be the indoor and outdoor predominant species.
- Light/Moderate evidence of mold growth was found on the surface sample, collected inside the basement except in sample #1 at Large Storage Room where heavy Aspergillus mold was found.

Conclusions and Recommendations:

Since evidence of heavy to rare mold growth was found inside the basement area, including elevated relative humidity and lack of ventilation, removal of all mold contaminated materials is recommended including biocide treatment and disinfection.

Temperature and Relative Humidity:

The American Society of Heating and Air Conditioning Engineers (ASHRAE) in conjunction with the American National Standards Institute (ANSI) and are published in the ANSI/ASHRAE Standard 55, "Thermal Environmental Conditions for Human Occupancy". ANSI/ASHRAE recommends that indoor RH levels not exceed 60% (as prolonged humidity levels above 60% may cause molds, spores and fungi to propagate) and defines the summertime Operative Temperature range as 73°F and 79°F

ANSI/ASHRAE recommends that the wintertime indoor temperature be maintained between 68°F and 75°F with a minimum RH level of 30% (as humidity levels below this range may cause drying of the nose, eyes and throat and may also cause dry, itchy skin). High humidity levels (over 70%) can promote the growth of microorganisms on building surface and furnishings and cause or contribute to microbial IAQ problems.

If you have any questions, please contact our office @ 201.295.1700.

Sincerely,

Geiser Fajardo
MAC#02068



Direct Analysis on Tape Sample

Client Name: EA Services Corp.
Project Name & No.: South Orange Public Library / AT-3222
Project Address: 65 Scotland Rd., S. Orange, NJ
Work Area: BSMT
Matrix: Tape

Sample Date:
Date Received: 8/31/2022
Analysis Date: 9/2/2022
Report Date: 9/5/2022
Lab ID: MD0822110

Lab ID#: MD0822110-1 **Sample ID/ Location:** 1 | Large File Room | Red Chair

Fungi	Approximated Amount
Aspergillus/ Penicillium	Heavy
Basidiospores	Light
Cladosporium	Light
Smuts/Myxomycetes/ Perconia	Moderate
Hyphal Fragment	Heavy

Lab ID#: MD0822110-2 **Sample ID/ Location:** 2 | Large File Room | Book Shelf - Black Book

Fungi	Approximated Amount
Basidiospores	Light
Chaetomium	Light
Smuts/Myxomycetes/ Perconia	Light

Lab ID#: MD0822110-3 **Sample ID/ Location:** 3 | Large File Room | File Box

Fungi	Approximated Amount
Alternaria	Rare
Ascospores	Rare

Lab ID#: MD0822110-4 **Sample ID/ Location:** 4 | Women Bathroom - Door

Fungi	Approximated Amount
Cladosporium	Light



Direct Analysis on Tape Sample

Client Name: EA Services Corp.
Project Name & No.: South Orange Public Library / AT-3222
Project Address: 65 Scotland Rd., S. Orange, NJ
Work Area: BSMT
Matrix: Tape

Sample Date:
Date Received: 8/31/2022
Analysis Date: 9/2/2022
Report Date: 9/5/2022
Lab ID: MD0822110

Lab ID#: MD0822110-5 **Sample ID/ Location:** 5 | Storage Room (By Corridor) File Box Inside Locker Room

Fungi	Approximated Amount
Ascospores	Light
Basidiospores	Light
Smuts/Myxomycetes/ Perconia	Light

Lab ID#: MD0822110-6 **Sample ID/ Location:** 6 | Corridor | File Box

Fungi	Approximated Amount
Basidiospores	Light
Smuts/Myxomycetes/ Perconia	Light

Lab ID#: MD0822110-7 **Sample ID/ Location:** 7 | Small Storage Room | File Box

Fungi	Approximated Amount
Basidiospores	Moderate
Smuts/Myxomycetes/ Perconia	Light

Lab ID#: MD0822110-8 **Sample ID/ Location:** 8 | Small Storage Room | File box

Fungi	Approximated Amount
Basidiospores	Light
Smuts/Myxomycetes/ Perconia	Moderate
Torula	Rare



Atlas Environmental Lab
 255 W 36th Street Suite#1503
 New York, NY 10018
 Phone:212-563-0400
 Fax:212-563-0401
 www.atlasenvironmentallab.com

Direct Analysis on Tape Sample

Client Name: EA Services Corp.
Project Name & No.: South Orange Public Library / AT-3222
Project Address: 65 Scotland Rd., S. Orange, NJ
Work Area: BSMT
Matrix: Tape

Sample Date:
Date Received: 8/31/2022
Analysis Date: 9/2/2022
Report Date: 9/5/2022
Lab ID: MD0822110

Lab ID#: MD0822110-9 **Sample ID/ Location:** 9 | BoileRm - Storage Rm | Top Of Locker Beige

Fungi	Approximated Amount
Alternaria	Light
Ascospores	Moderate
Basidiospores	Moderate
Chaetomium	Light
Ganoderma	Rare
Smuts/Myxomycetes/ Perconia	Light
Torula	Rare

Lab ID#: MD0822110-10 **Sample ID/ Location:** 10 | Gas Meter Rm | Top Of Box

Fungi	Approximated Amount
Basidiospores	Light

Estimated Amount:	Evidence of Growth:
Rare	Not Likely ~10%
Light	Possible, 10 to 25%
Moderate	Probable, 25 to 50%
Heavy	Significant, 50 to 100%

Analyst: SP

Signed by: *J. Danish*

AIHA-LAP LLC : 208306

Collection procedure, protocols and sample locations are based on information provided by the client submitting the samples; and as such, Atlas Environmental Lab disclaims any knowledge of and liability for the accuracy and completeness of this report. Also will not provide any opinion on the safety of a building as visual inspection and knowledge of water damage, past remediation and weather conditions during sampling, among other elements, is essential in this decision.



Atlas Environmental Lab
 255 W 36th Street Suite#1503
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Air Cassette Analysis for Mold

Client Name: EA Services Corp.
Project Name & No.: AT 3222
Project Address: South Orange Library
Work Area: BSMT / 1st Floor
Lab ID #: MD0822111
Matrix: Air

Sample Date: 8/30/2022
Date Received: 8/31/2022
Analysis Date: 9/2/2022
Report Date: 9/5/2022
Volume: 100 Liters
Analytical Sensitivity: 10 count/m³

Laboratory ID#	MD0822111-1			MD0822111-2			MD0822111-3		
Field ID#	1			2			3		
Sample Source/Description	BSMT Large Storage Room			BSMT By Bathroom (Women's)			BSMT By Boiler Room		
Background *(1-4) = Low to High	Medium Low (2)			Low (1)			Low (1)		
Spore Types	Raw	Count/m ³	%	Raw	Count/m ³	%	Raw	Count/m ³	%
Alternaria									
Ascospores	20	200	26	6	60	30	19	190	48
Aspergillus/Penicillium	46	460	60	11	110	54	8	80	20
Arthrinium									
Basidiospores	9	90	12	2	20	10	4	40	10
Bipolaris/Drechslera									
Botrytis									
Chaetomium									
Cladosporium									
Coprinus									
Curvularia							1	10	3
Epicoccum									
Fusarium									
Ganoderma	2	20	3				2	20	5
Nigrospora									
Rust									
Smuts/Myxomycetes/Perconia							3	30	8
Spegazinia									
Stachybotrys									
Tetraploa									
Torula									
Ulocladium				1	13	6	3	30	8
Unidentified Spores									
Total Spores	77	770	100	20	203	100	40	400	100
Hyphal Fragment *(1-4)									
Insect Fragment *(1-4)									
Skin Fragment *(1-4)		1			1			2	
Pollen *(1-4)									
Fibrous Particulate *(1-4)									

Analyst: SP

AIHA-LAP, LLC: 208306

Approved by: *J. Danik*

Collection procedure, protocols and sample locations are based on information provided by the client submitting the samples; and as such, Atlas Environmental Lab disclaims any knowledge of and liability for the accuracy and completeness of this report. Also will not provide any opinion on the safety of a building as visual inspection and knowledge of water damage, past remediation and weather conditions during sampling, among other elements, is essential in this decision.



Atlas Environmental Lab
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 Fax:212-563-0401
 www.atlasenvironmentallab.com

Air Cassette Analysis for Mold

Client Name: EA Services Corp.
 Project Name & No.: AT 3222
 Project Address: South Orange Library
 Work Area: BSMT / 1st Floor
 Lab ID #: MD0822111
 Matrix: Air

Sample Date: 8/30/2022
 Date Received: 8/31/2022
 Analysis Date: 9/2/2022
 Report Date: 9/5/2022
 Volume: 100 Liters
 Analytical Sensitivity: 10 count/m³

Laboratory ID#	MD0822111-4			MD0822111-5		
Field ID#	4			5		
Sample Source/Description	1st FL Conference Room			Outside Control		
Background *(1-4) = Low to High	Low (1)			Medium Low (2)		
Spore Types	Raw	Count/m ³	%	Raw	Count/m ³	%
Alternaria	1	10	3	4	40	5
Ascospores	16	160	41	51	510	69
Aspergillus/Penicillium	6	60	15	5	50	7
Arthrinium						
Basidiospores	5	50	13	4	40	5
Bipolaris/Drechslera						
Botrytis						
Chaetomium	3	30	8			
Cladosporium						
Coprinus						
Curvularia				1	10	1
Epicoccum						
Fusarium						
Ganoderma	1	10	3	5	50	7
Nigrospora						
Rust						
Smuts/Myxomycetes/Perconia	4	40	10	3	30	4
Spegazinia						
Stachybotrys						
Tetraploa						
Torula						
Ulocladium	3	30	8	1	10	1
Unidentified Spores						
Total Spores	39	390	100	74	740	100
Hyphal Fragment *(1-4)						
Insect Fragment *(1-4)						
Skin Fragment *(1-4)		2			1	
Pollen *(1-4)						
Fibrous Particulate *(1-4)						

Analyst: SP

AIHA-LAP, LLC: 208306

Approved by:

MA

Collection procedure, protocols and sample locations are based on information provided by the client submitting the samples; and as such, Atlas Environmental Lab disclaims any knowledge of and liability for the accuracy and completeness of this report. Also will not provide any opinion on the safety of a building as visual inspection and knowledge of water damage, past remediation and weather conditions during sampling, among other elements, is essential in this decision.

STATE OF NEW YORK - DEPARTMENT OF LABOR
MOLD ASSESSOR



GEISER FAJARDO

EXPIRES: 08-22

CERT# MA02060

01/10/10 10:00 AM 10/08/10 10:00 AM

NEW YORK STATE - DEPARTMENT OF LABOR
DIVISION OF SAFETY AND HEALTH
LICENSE AND CERTIFICATE UNIT
STATE CAMPUS BUILDING 12

Mold Assessor Company License

E.A Services Corporation
426 69th St, Apt 1
GUTTENBERG, NJ 07093

LICENSE NUMBER: 01528
DATE OF ISSUE: 8/5/2020
EXPIRATION DATE 8/31/2022

This license is valid only for the contractor named above.



Eileen Franko, Director
FOR THE COMMISSIONER OF LABOR

What to Expect When You Hire a Mold Assessor and Mold Remediation Contractor

When does a property owner have to hire a Mold Assessor or Mold Remediation Contractor?

The New York State Department of Labor does not require you to clean up mold on your property. However, if you decide to have someone assess and remediate an area of mold that is larger than 10 square feet of mold, you must use a licensed mold professional to do the work. You must first have a Mold Assessor do an inspection and complete a Mold Remediation Plan. You will then hire a Mold Remediation Contractor to do the work outlined in the plan.

When you hire a mold professional for a mold project, the mold professional must perform their duties in accordance with the New York State Mold Law, Article 32, "Licensing of Mold Inspection, Assessment and Remediation Specialists and Minimum Work Standards." This fact sheet provides guidance so you know what to expect.

What are the main responsibilities of a Mold Assessor?

- Have a valid Mold Assessor License from the New York State Department of Labor for the company and employees.
- Perform the **initial** visual inspection and assessment of the property for mold growth. This may include the use of a moisture meter and, in rare cases, mold sampling.
- Identify the underlying source of moisture causing the mold growth (when possible).
- Educate the property owner on the Mold Law and mold in general.
- Develop a Mold Remediation Plan. This plan will identify:
 - The source of the moisture causing mold growth,
 - How to remedy the moisture issue,

- The mold remediation methods to be used for cleanup, and
- The criteria that must be met to consider the cleanup complete.

- Perform a post-remediation assessment to confirm the remediation was successful.
- Develop a written passed clearance report or final status report.

Why is mold sampling rarely recommended?

- Mold is a natural part of the environment. There is always some mold in the air and on surfaces.
- Sampling will almost always reveal the presence of mold or mold spores.
- There are no national or state standards for comparing or analyzing mold samples.
- There are no national or state standards to compare the sample results against.
- Unless people are allergic to mold or mold spores, the presence of mold does not usually produce any symptoms.
- Unless you know the specific type (genus and species) of mold to which someone is allergic, this information is not typically useful.

What should the Mold Assessor put in the *Mold Remediation Plan*?

The *Mold Remediation Plan* is specific to each project. The purpose of this plan is to provide methods to eliminate the moisture source(s) and visible mold growth. The plan should include:

- A description of the rooms or areas where the remediation will be performed,
- An estimate of the quantity of material to be cleaned or removed,
- A description of the abatement methods to be used for each type of remediation in each area,
- A proposal for containment, when needed, to prevent the spread of mold,



- A list of recommended personal protective equipment for abatement workers (to be provided by the Remediation Contractor),
 - A list of clearance procedures and criteria for each type of remediation in each area,
 - For an occupied property, recommendations for notice to occupants and posting requirements that are appropriate for the project,
 - An estimate of cost and time for completion of the project,
 - Information on the use of any United States Environmental Protection Agency (USEPA) registered disinfectant, biocide, or antimicrobial coating being considered, taking into account the potential for occupant sensitivities to such products, and
 - Identification of the underlying source(s) of moisture, when possible, that may be causing mold growth and recommendations for the type of contractor who would be able to fix the issue.
- Ensure workers on projects have Mold Abatement Worker licenses from the Department of Labor.
 - Prepare a *Mold Remediation Work Plan*. This plan gives instructions and standard operating procedures for how they will do the cleanup work described in the *Mold Remediation Plan*. This plan may also include containment construction and other equipment necessary to prevent the spread of mold spores during the abatement.
 - The Mold Remediation Work Plan must be given to you **before** cleanup work starts.
 - Perform the physical removal, cleaning, sanitizing, surface disinfection or other work that is needed to clean up the mold, in accordance with general industry-accepted standards.

Note: Mold remediation contractors are not required to remedy the source of the moisture that caused the mold if they do not have the required expertise to do so.

Note: It is always recommended to correct the underlying source of water/moisture before cleaning up mold growth or the mold will likely grow back.

How is the *Mold Remediation Plan* used?

The Mold Assessor must give you, the client, the *Mold Remediation Plan* before the cleanup project begins. You should understand and agree with the plan.

You will then give the *Mold Remediation Plan* to Mold Remediation Contractors you may want to hire to do the work. This will give them the information they need to give you a cost estimate for the work.

What are the main responsibilities of a Mold Remediation Contractor?

- Have a valid Mold Remediation Contractor License from the Department of Labor for the company.

What precautions must be taken when disinfectants, biocides and antimicrobial coatings are used during mold remediation?

Disinfectants, biocides and antimicrobial coatings registered with the USEPA may only be used if they are specified in the Mold Remediation Plan. These chemicals must be used only for their intended purpose. They should also only be applied according to the manufacturer's labeling instructions. The Mold Assessor and the Mold Remediation Contractor must consider the potential for people who occupy the property to be sensitive or have a negative reaction to the chemicals.

When is a mold remediation project complete?

Once your Mold Remediation Contractor has done the work, the Mold Assessor must do a post-remediation assessment. The project is complete when the Mold Assessor issues a written passed clearance report that states:



- the work area is free from all visible mold,
- all work has been done according to the *Mold Remediation Plan* and *Mold Remediation Work Plan*, and
- the clearance criteria listed in the *Mold Remediation Plan* was met.

If the cleanup work was not successful, the Mold Assessor will write a final status report listing what needs to be done to receive a passed clearance report. The final status report will be given to you and the Mold Remediation Contractor.

You should use the same Mold Assessor who wrote the *Mold Remediation Plan* to do the post-remediation assessment, but this is not required.

The Mold Remediation Contractor may not remove materials or dismantle containment structures until you get a passed clearance report.

Note: If you decide not to have a post-remediation assessment, the Mold Assessor and Mold Remediation Contractor should get documentation that you accept the work as is before they leave the property.

Where can I find more information on general industry accepted practices for mold remediation?

- New York City Department of Health and Mental Hygiene: <http://www1.nyc.gov/site/doh/health/health-topics/mold.page>
- New York State Department of Health: <https://www.health.ny.gov/publications/7287/>
- U.S. Environmental Protection Agency: <https://www.epa.gov/mold>
- Institute of Inspection, Cleaning and Restoration Certification: <http://www.iicrc.org/standards/iicrc-s520/>

How can I verify that a Mold Assessor or Mold Remediation Contractor is licensed by the Department of Labor?

Visit the Department of Labor's website and use the "Licensed Mold Contractors Search Tool" at: <https://www.labor.ny.gov/workerprotection/safetyhealth/mold/licensed-mold-contractors-search-tool.shtm>

How can I file a complaint if I do not believe the mold professionals followed this guidance?

Submit the "Mold Contractor Complaint Form" at: <https://www.labor.ny.gov/workerprotection/safetyhealth/mold/compliance.shtm>



LIMITED ASBESTOS TEM AMBIENT & MICROVAC
INSPECTION REPORT

Requested by:

Mrs. Jill Faherty
South Orange Public Library
65 Scotland Road
South Orange, Nj 07079

Conducted at:

South Orange Public Library
65 Scotland Road
South Orange, Nj 07079

Prepared by:

EA Services Corporation
426 69th Street
Guttenberg, NJ 07093

Project# AT-3222

Geiser Fajardo
Senior Project Manager
Lic # 88-09293

September 12th-2022



1.0 INTRODUCTION

In response to a request by Mrs. Jill Faherty, EA Services Corp. conducted a representative asbestos TEM-MICROVAC dust sampling and TEM-AMBIENT air sample dust at South Orange Public Library, 65 Scotland Road, South Orange, NJ, Basement area.

The inspection was conducted for the detection of Asbestos Containing Fibers on settled dust and on the air at the above property. EA Services Corp, certified AHERA asbestos inspector responsible for this project was Geiser Fajardo, Permit #88-09293

Dates of site investigation and report preparation:

Site Visit: August 30th -2022

Report Date: September 12th-2022

FIELD PROCEDURES AND ANALYSIS METHODOLOGY:

Guidelines used for the inspection were established by the Environmental Protection Agency (EPA) in the guidance for Controlling Asbestos Containing Materials in Buildings, office of Pesticides and Toxic Substance, DOC#560/5-85-024 and 40 CFR Part 763, Asbestos Hazard Emergency Response Act (AHERA).

2.0 SCOPE OF WORK

Interior areas of the property were inspected and TEM air samples and microvac dust collected for suspect asbestos-containing. Since the basement of the property filled with file boxes and other items, asbestos microvac dust samples were collected for the presence/absence of asbestos fibers analysis.

This limited inspection was characterized by a visual inspection of basement areas and first floor Conference room was not comprehensive, nor was it conclusive of all suspect asbestos-containing materials or areas within the buildings. Inaccessible areas included, but may not be limited to, mechanical spaces, basement, attics, hidden locations behind and within wall and ceiling cavities, locations below sub floors, interstitial spaces within equipment, walls, concrete slabs, etc.

3.0 SUMMARY OF INSPECTION RESULTS:

The inspection involved a thorough, visual examination of the basement suspect materials either already disturbed or scheduled to be disturbed during the renovations. According to State and Federal asbestos regulations, an air sample concentration of <70 structures/mm² (TEM) is considered acceptable for occupancy and final clearance. All air samples collected and analyzed were below the mandated re-occupancy criteria.

- Microvac dust samples tested positive for asbestos chrysolite on all samples collected.



4.0 MICROVAC DUST SAMPLING ANALYSIS BY TRANSMISSION ELECTRON MICROSCOPY (TEM)

Representative asbestos TEM microvac dust surface sampling were collected for the presence/absence of asbestos fiber in dust.

SAMPLE #	DESCRIPTION/LOCATION	TEM RESULT
1	Large Storage Room/Black File Cabinet	Chrysotile
2	Large Storage Room/File Boxes	Chrysotile
3	Large Storage Room/Rear of Book Shelves	Chrysotile
4	Small Storage Room/Top of Boxes	Chrysotile
5	Small Storage Room/Top of Boxes by Bathroom	Chrysotile
6	Women's Bathroom/File Boxes	Chrysotile
7	Corridor/File Boxes	Chrysotile
8	Storage Room/File Boxes	Chrysotile
9	Boiler Room/File Cabinet	Chrysotile
10	Gas Meter Room/Shelf & Papers	Chrysotile

5.0 CONCLUSIONS AND RECOMMENDATIONS:

Chrysotile asbestos fibers were identified in the representative dust sample collected on all basement locations tested. New Jersey Department of Labor protocol for asbestos debris clean-up should be followed.

6.0 ATTACHMENTS:

- Laboratory Analytical Data
- Photo Documentations
- License and Certifications



EMSL Analytical, Inc.

200 Route 130 North, Cinnaminson, NJ 08077
Phone/Fax: (800) 220-3675 / (856) 786-5974
<http://www.EMSL.com> cinnaslab@EMSL.com

EMSL Order: 042222034
CustomerID: EASV25
CustomerPO:
ProjectID:

Attn: **Geiser Fajardo**
EA Services
426 69th Street
Guttenberg, NJ 07093

Phone: (201) 295-1700
Fax: (201) 295-1707
Received: 9/1/2022 11:25 AM
Analysis Date: 9/9/2022
Collected:

Project: **South Orange Library / AT-3222**

**Test Report:Qualitative Asbestos Analysis by Transmission
Electron Microscopy (TEM) and Filtration Technique**

Sample	Description	TEM Result	Notes
1 042222034-0001	Large Storage Rm. / Black File Cabinet	Chrysotile	
2 042222034-0002	Large Storage Rm. / File Boxes	Chrysotile	
3 042222034-0003	Large Storage Rm. / Rear of Book Shelves	Chrysotile	
4 042222034-0004	Small Storage Rm. / Top of Boxes	Chrysotile	
5 042222034-0005	Small Storage Rm. / Top of Boxe by Bathroom	Chrysotile	
6 042222034-0006	Women's Bathroom / File Boxes	Chrysotile	
7 042222034-0007	Corridor / File Boxes	Chrysotile	
8 042222034-0008	Storage Room / File Boxes	Chrysotile	
9 042222034-0009	Boiler Rm. Storage / File Cabinet	Chrysotile	
10 042222034-0010	Gas Meter Room / Shelf & Papers	Chrysotile	

Analyst(s)
Ted Young (10)

Samantha Rundstrom, Laboratory Manager
or other approved signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. This is a presence/absence screen only.
Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ

Initial report from 09/09/2022 11:41:37



EMSL Analytical, Inc.

200 Route 130 North, Cinnaminson, NJ 08077
Phone/Fax: (800) 220-3675 / (856) 786-5974
<http://www.EMSL.com> cinnaslab@EMSL.com

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**Test Report: Qualitative Asbestos Analysis by Transmission
Electron Microscopy (TEM) and Filtration Technique**

Sample	Description	TEM Result	Notes
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Analyst(s) _____
Ted Young (10)

Samantha Rundstrom

Samantha Rundstrom, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ

Initial report from 09/09/2022 11:41:37



Atlas Environmental Lab, Corp
 255 West 36th Street, Suite# 1503
 New York, NY 10018
 Phone: (212) 563-0400 Fax: (212) 563-0401
 www.atlasenvironmentallab.com

**Asbestos Air Fibers Analysis by Transmission Electron Microscopy (TEM)
 Method EPA 40 CFR Part 763 Final Rule (AHERA)**

Client: Ea Services
Collected by: Client
Project Name & No.: S. Orane Public Library / AT-3222
Project Location: 65 Scotland Rd, S. Orange, NJ
Work Area: Ambient

Lab ID: TA822030
Date Collected: 8/30/2022
Date Received: 8/31/2022
Date Analyzed: 8/31/2022
Report Date: 9/4/2022

Field ID	Lab ID	Sample Location	Total Volume (L)	# GO	GO Area analyzed mm ²	GO Area mm ²	Total # of asbestos structures	Asbestos Type (s)	Total # of non-asbestos structures	#Structures		Asbestos Sensitivity (S/cc)	Concentration	
										0.5µm-Sum	≥ 5µm		(S/mm ²)	(S/cc)
8/30/22 Ambient #1	TA0822030-1710	Conference Room	1200	5	0.01422	0.07110	0	NA	0	0	0.0045	<14.06	<0.0045	
8/30/22 Ambient #2	TA0822030-1711	By The Fire Place	1200	5	0.01422	0.07110	0	NA	0	0	0.0045	<14.06	<0.0045	
8/30/22 Ambient #3	TA0822030-1712	Basement Area	1200	5	0.01422	0.07110	0	NA	0	0	0.0045	<14.06	<0.0045	
Blank 04		Blank												
Blank 05		Blank												

Not Analyzed

Not Analyzed

Analyzed by: BH

Approved by: *V. Auden*

MG

Method: (AHERA) 40 CFR, Part 763, Subpart E, Appendix A. ELAP 4588

The laboratory is not responsible for data collected by personnel who are not part of the laboratory. Results reported in both structures/cm3 and structures/mm2 are dependent on the volume of air sampled and measured by non-laboratory personnel and are not covered by the laboratory's NVLAP accreditation.

This report may not be duplicated in part without written permission by Atlas Environmental Lab. This report must not be used to claim product endorsement by NVLAP or any agency of the US Government.

This reports relates only to the samples listed above. NYS-ELAP#11999, NVLAP Lab Code: 500092-0







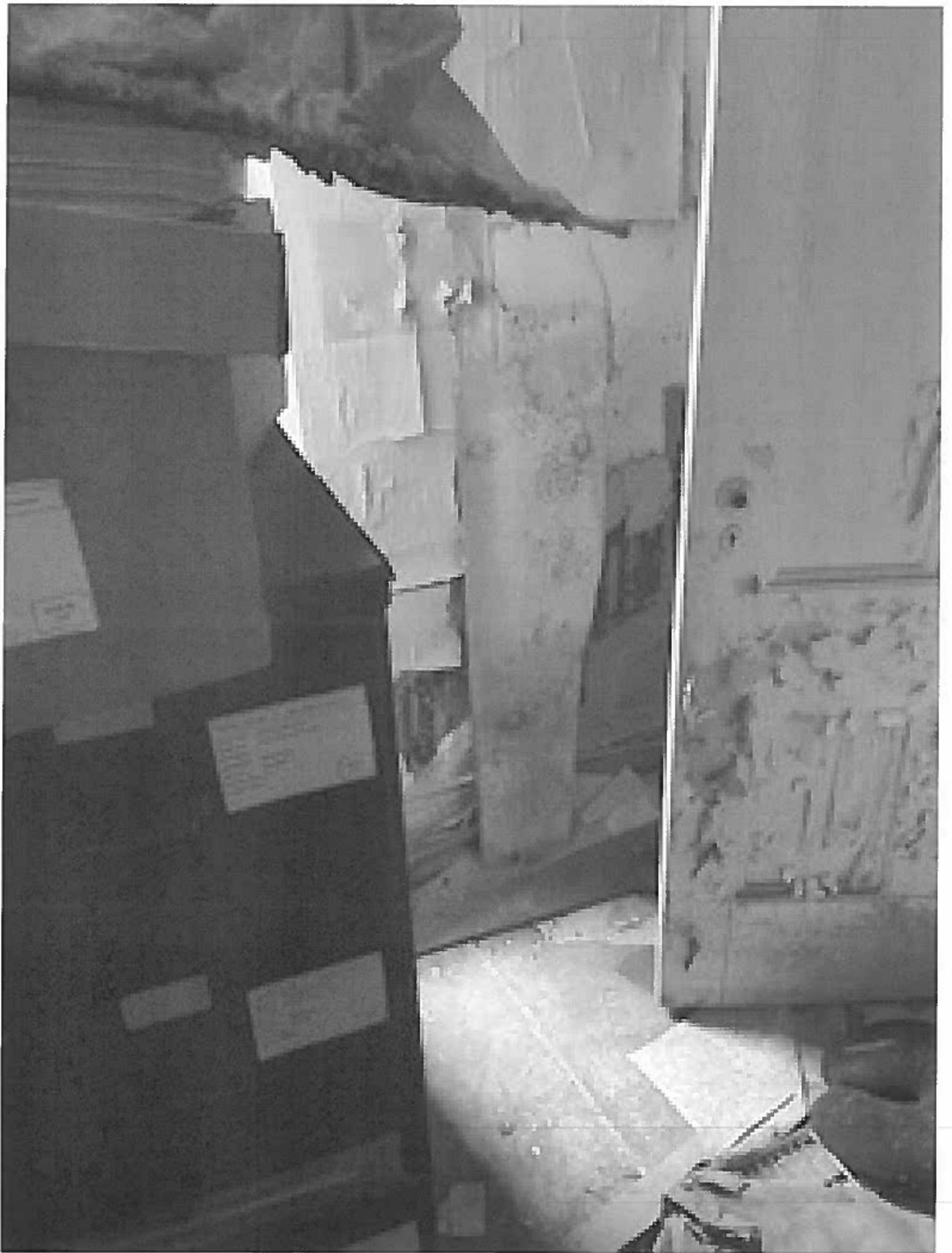












STATE OF NEW YORK - DEPARTMENT OF LABOR
ASBESTOS CERTIFICATE



GEISER FAJARDO
CLASS(EXPIRES)
C ATEC(10/22) D INSP(10/22)
G SUPR(10/22) H PM (10/22)

CERT# 88-05293
DMV# 147051645

MUST BE CARRIED ON ASBESTOS PROJECTS

ISSUED BY COMBUSTION

LIST OF FILES IN DRAFTING ROOM
FILE 12

12-1	A-500	Resurfacing of Prospect Street - Phase II -NJDOT Fifth Street to Maplewood Line
12-2		1989-90 Water Rate Case - New Jersey American
12-3	A-501	Water Valve Insertions - CDBG
12-4		Well Casing Testing & Inspection # 2, 3 & 8
12-5	A-502	Lackawanna Place Storm Drain - Phase I - CDBG
12-6		Vose Avenue Emergency Sewer Repair
12-7		South Orange Avenue Sewer - Off Tract Improv.
12-8	A-503	Repair to Duck Pond Supply Line
12-9		460 Ridgewood Road - Emergency Sewer Repair
12-10		Relocation of Sperry Culvert - Wyoming Avenue
12-11		South Orange Ave. Reservoir - Pump Replacement 1989
12-12		Water Plant Flood Damage - July 1989
12-13		Sidewalk and Curb Repair Program - 1989
12-14		Stonehouse Brook Storm Drain Study
12-15		Platform Tennis Courts
12-16		Tennis Court Color Coating/Basketball Court
12-17	A-504	Montrose Avenue Resurfacing - NJDOT Scotland Road to Ridgewood Road
12-18		Fire Station Drain Installation
12-19	A-505	East Branch of Rahway River Cleaning - 1990
12-20		TV Inspection South Orange Ave. Reservoir -Oct 1990
12-21	A-519	TV Inspection Sanitary Sewers - 1990 (Tape # 1 & 2)
12-22		Sidewalk & Curb Repair Program - 1990
12-23	A-506	Milligan Place Storm Drain - CDBG
12-24	A-507	Resurfacing of Various Streets - 1990
12-25		Brick Pavers - Valley Street & Village Plaza - CDBG
12-26		Joint Meeting Sewer Rehab. SSES Phase III
12-27		South Orange Avenue/Centre Street Improvements
12-28	A-508	Prospect Street Resurfacing - Phase I -NJDOT Irvington Avenue to Fifth Street
12-29		Fluoridation of Water Supply
12-30		Quarry Licenses 1984-1988
12-31		Water Supply Bond Rehabilitation Loan - 1989
12-32		Oak Avenue Road Improvements (West Orange)
12-33	A-509	Water Infrastructure - Phase I
12-34		Hardy Cross Analysis
12-35	A-510	South Orange Ave. Sanitary Sewer Improvements Church Street - East Branch of Rahway River
12-36	A-511	Sanitary Sewer Improvements - 1990
12-37	A-512	Lackawanna Place Storm Drain - Phase II - CDBG
12-38	A-513	Water Infrastructure Phase II
12-39	A-514	Overhill Road Resurfacing - Phase I - NJDOT
12-40		Sidewalk & Curb Repair Program - 1991
12-41	A-515	Drainage Improv. & Resurf. Various Streets -1991
12-42	A-516	Sanitary Sewer Improvements - 1991
12-43	A-517	Water Infrastructure Phase III
12-44	A-518	Mountain House Storm Drain - Emergency Repair
12-45		Street Sweeping Bid Specifications - 1991
12-46		Leaf Collection Bid Specifications - 1991
12-47		Lawn Maintenance Bid Specifications - 1991
12-48		Irving Avenue Resurfacing - NJDOT
12-49		Pool Maintenance Specifications - 1991(Not Awarded)
12-50	A-520	Cameron Field Playground

12-51	A-521	Farrell Field Tennis Court Reconstruction
12-52		1991 Public Works Department Budget
12-53		1990 Public Works Department Budget
12-54		1989 Public Works Department Budget
12-55		1991 Misc. Engineering Correspondence
12-56		1990 Misc. Engineering Correspondence
12-57		1989 Misc. Engineering Correspondence

Agency M630000
Record Series #0020-0000
Engineering Project Files

- 13-50 Water Study (92-17) Exchange Pond ✓
- 13-51 - Pool Covers (NOT AVAILABLE)
- 13-52 Wtr. Met. ~~Project~~
- 13-53 A-539 Improvement of Duck Pond
- 13-54 ~~Sanitation~~ Drains - 12/11/92
- 13-55 Pool Remov. & Reinst.
- 13-56 A-544 Regional Road Reinforcing (93-15) ✓
- 13-57 A-542 Turrell Avenue Resurfacing (93-16) ✓
- 13-58 Road Rehabilitation - Pothole Repairs ^{PH I} (93-15) ✓
- 13-59 Sidewalk Curb Repairs
- 13-60 Fire Hydrant Replacement (94-10)
- 13-61 Road Rehab - Pothole Repairs ^{PH II} (94-11)

Agency M63000
 Record Series #0020-0090
 Engineering Project Files

LIST OF FILES IN DRAFTING ROOM
FILE 13

13-1 Blanchard Road Extension & Village Takeover
 13-2 Repainting 1.5M Standpipe at Crest Drive - 1985
 13-3 Repainting 0.2M Water Sphere - 1985
 13-4 Main Pumping Station - N.J. American Connection -1978
 13-5 Water Meter Purchase - 1982
 13-6 South Orange Ave. Reservoir Pumps - 1958
 13-7 Pipeline to Well #11, 1927 Well # 11 Data
 13-8 Remote Control Wiring Wells #11, 12, 13
 13-9 Well # 19 Construction
 13-10 Well # 18 Construction
 13-11 Well # 17 General Data
 13-12 Rehabilitation of Well # 12 & 20 - 1985
 13-13 Well # 15 Construction
 13-14 Well # 14 Construction
 13-15 Misc. Well Data & Tests
 13-16 Well # 13 Construction
 13-17 Main Pumping Station Flow diameter & tests
 13-18 Well # 12 & 13 Record Plans
 13-19 Well # 10 Data
 13-20 Well # 6 Data
 13-21 Well # 12 Data
 13-22 Well # 5 Data
 13-23 Aerator Building Data
 13-24 Salt Data/ Water Treatment
 13-25 Salt Storage Bins @ Main Pumping Station
 13-26 Softening Plant Data
 13-27 Plans 1.5M Standpipe at Crest Drive
 13-28 Plans 0.2M Elevated Tank at Longview
 13-29 Canger & Cassera/Private Eng., Billing Reports
 13-30 Well Inspection # 1,5,7,11,12,13,14,15,16,17 & 20
 13-31 Relining of South Orange Avenue Sewer @ Reservoir
 13-32 A-522 Police Station Parking Lot Expansion (S00043)
 13-33 A-523 Overhill Road Resurfacing -Phase II -NJDOT (S00083)
 13-34 A-524 Intersection Improvements (S00066)
 13-35 A-525 Water Infrastructure Phase IV (S00085) 92-9 ✓
 13-36 Mountainhouse Brook Channel Improvement (S00079)
 13-37 1974 Intermediate Swimming Pool Construction
 13-38 A-530 Irvington Avenue Sidewalk Improv. (CDBG) (92-1) ✓
 13-39 5 Ton Dump Truck - Shade Tree (92-2) ✓
 13-40 Sidewalk & Curb Repairs 1993 (92-7) ✓
 13-41 A-531 Resurfacing of Forest Road (NJDOT) (92-26) ✓
 13-42 A-532 Cleaning & Lining Watermains - Phase I (92-9) ✓
 13-43 Animal Control Facility (93-1)

13-44

Evaluation of WTP - OMI Privatization

13-45

WTP Alarm & Control System

13-46 A-536

Tracy Park Improvements (NOT CONSTRUCTED)

13-47 A-537

DPW Garage

13-48

Water Supply Loan (S00052) ✓

13-49 A-528

Reservoir Rehabilitation (92-14)

LIST OF DRAWINGS
COMPLETED BY CANGER & CASSERA, INC.
MARCH 1988 - JUNE 1992

A-500 ✓ Resurfacing of Prospect Street - Phase II (NJDOT)
A-501 ✓ Water Valve Insertion - CDBG
A-502 ✓ Lackawanna Place Storm Drain Phase I - CDBG
A-503 ✓ Repair to Duck Pond Supply Line
A-504 ✓ Montrose Avenue Resurfacing - NJDOT
A-505 ✓ East Branch Rahway River Cleaning
A-506 ✓ Milligan Place Storm Drain - CDBG
A-507 ✓ Resurfacing of Various Streets 1990
A-508 ✓ Resurfacing of Prospect Street - Phase I (NJDOT)
A-509 ✓ Water Infrastructure Phase I
A-510 ✓ South Orange Ave Sanitary Sewer Repair (Church Street)
A-511 ✓ Sanitary Sewers - 1990
A-512 ✓ Lackawanna Place Storm Drain Phase II - CDBG
A-513 ✓ Water Infrastructure Phase II
A-514 ✓ Overhill Road Resurfacing - Phase I (NJDOT)
A-515 ✓ Drainage Improv & Resurfacing Various Streets - 1991
A-516 ✓ Sanitary Sewer Repairs - 1991
A-517 ✓ Water Infrastructure - Phase III
A-518 ✓ Mountain House Storm Drain Emergency Repair
A-519 ✓ Television Inspection Sanitary Sewers - 1990
A-520 ✓ Cameron Field Playground
A-521 ✓ Farrell Field Tennis Court Reconstruction
A-522 ✓ Police Station Parking Lot Expansion
A-523 ✓ Overhill Road Improvements - Phase II (NJDOT)
A-524 ✓ Intersection Improvements - 1993
A-525 ✓ Water Infrastructure - Phase IV

LIST OF DRAWINGS
VILLAGE ENGINEER PROJECTS

A-526 Parking Lot Expansion - Second Street Lot (92-25)
A-527 20 Harrison Court Sketch
A-528 Resurfacing of Various Streets (92-14)
A-529 Finlay Place Storm Drain (92-16)
A-530 ✓ Irvington Avenue S/W Improvements (92-1)
A-531 ✓ Forest Road Resurfacing - NJDOT (92-26)
A-532 ✓ Cleaning & Lining Watermains - Phase I {SOO090} (92-9)
A-533 Pump Assemblies/Flow Meters {SOO092} (92-12)
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A-535 Water Infrastructure Phase V {SOO106} (93-3)
A-536 ✓ Tuxedo Park Improvements {SOO086} (92-10)
A-537 ✓ DPW Garage {SOO096} (92-8)
A-538 Organizational Chart Village 7/16/93
A-539 ✓ Duck Pond Improvements - Wall Installation
Maser Sosinski Associates (92-29)
A-540 Underground Storage Tank Removal & Replacement
Kilian Associates (92-18)
A-541 ✓ Redmond Road Resurfacing (NJDOT) (93-15)
A-542 ✓ Turrell Avenue Resurfacing (NJDOT) (93-16)
A-543

Agency Services & Projects, Inc.
Record Services & Projects, Inc.
Engineering & Projects, Inc.

- PB-1 ORANGE LAWN TENNIS - 2 NEW COURTS
- PB-2 GALUZZI S/P 491 S. ORANGE AVE
- PB-3 7 Fielding Ct minor Subd
- PB-4 goldstein Road. overhill Rd
- PB-5 B'NA: B'ITH site plan
- PB-6 Newstead Ando's
- PB-7 STATE BANK of S. orange
- PB-8 PATRICIA Court
- PB-9 maplewood towers (the top)
- PB-10 Congregation Beth El
- PB-11 Buxton Polow
- PB-12 Hume, Meenan, Tracey Subd
- PB-13 Jewish Housing Voss Ave
- PB-14 on Beaches 76 Crest St
- PB-15 DUBOIS minor subd
- PB-16 Prospect Gables
- PB-17 London minor subd
- PB-18 74 Valley St site plan
- PB-19 SORIA minor subd
- PB-20 R. & J. development & site plan
- PB-21 60-62 1st St site plan
- PB-22 Seton Hall master plan 1989
- PB-23 Seton Hall garage
- PB-24 Seton Hall library (with lawn)
- PB-25 256-58 Irvington Ave Site plan
- PB-26 S. ORANGE PLAZA site plan
- PB-27 Shop Rite site plan (with lawn)

- PB-28 Sunoco Station
- PB-29 CAVANUGH site plan
- PB-30 110 2nd ST minor subd
- PB-31 101 Voss Ave prelimi site plan
- PB-32 375 Redmond Rd minor subd
- PB-33 70 Valley St site plan
- PB-34 Pondview lot Laurel subd

Agency M630000
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 Engineering Project Files

General Plan - Crosscheck back drain

Plan + Profile A

Plan + Profile B

Plan of Corner Modification
and SD Orange Village

2800 Plan and Profile of Proposed
overhead main drain in
subroad drainage.

Topographic Map of Business
Districts

RIGHT of Way and Construction Plan
Profile for proposed

Profile South Branch
+

Branches along the East Branch
+ Redwood River

Agency M630000
Record Engineering Project Files

Agency M630000 + M630000

Agency M630000
Record Series #0020-0000
Engineering Project Files

- A-1 is Map of South Drar
Park Lands
- A-9 = Ridgewood Road Imp
Plan of N.E. Section
- A-8 = Plan + Profile of Mel
Improvement Between Rid
~~Maple~~
- A-7 = Map Section 3 of Me
lane and So. Orange + Maple
- A-6 = Map Section 2 of Mead
and So. Orange + Maplewood
~~and~~
- A-5 = Map Section 1 of Mead
lane and So. Orange + Maplewood
- A-4 = Harding Drive + Longview
- A-3 = Plan and Profile of hard
Linet, Redmond Rd & Mayhew
- A-2 = Country Club Estate W.
- A-1 = Plan + Profile of Storm

- Improvements Between Crest Drive
x County.

Plan and Profile for the
Improvement of Brewer Court

Plan and Profile of Hemlock.

= Plan and Profile of Maywood
Improvement

Plan of Well System.

Plan Profile of the Improvements
Cross Section Sheet of Longview

- Cross Section Sheet of Spier

Improvement Between South Range

= Topographic Survey of
of 500' Orange Village Park Lands

Plan of Hay and Ave.

Plan of Sections of Irving Ave

= Cross-Sections of

hill Road.

~~Agency M630000
Record Series
Engineering Projects~~

3 = Map of Mountain Top

= Village of South Orange

1 = Plan + Profile of Thorden

Forest Road Extension Sidewalk

Plan Profile Construction of a
on Reinforced Conc. Pipe Storm

Sewer

Plan Profile for the Construction

South-west Section Plan of Proposed

ifland cement Concrete Sidewalks

Pumping Station Grounds

Government

Plan and Profile of Ravine Drive

overment. Village of Orange

Plan and Profile of Forest Road.

Plan and Profile of Kendall Avenue

Plan and Profile of Foster Court

~~General Record Series
Engineering Projects~~

Proposed Reconstruction of Roof of No 11
Well house

Proposed Improvement Meadowbrook Lane

Hart-Fowler Storm Drain

Master Plan for Second River Improvement

Proposed Storm Drain In Vicinity

in Chesterview Road and Overhill

~~Proposed~~ Profile of Proposed of
Meadowbrook

~~07000~~

Plan and Profile of Existing

Drain in Newstead Between

Road and Allen Court and White Oak

and Glenview Road

Map of White Oak Spring brook

of District

Record Series # 07000
Agency M6300000

Plans of Proposed Reconstruction

of White Oak Spring brook

Agency M630000
Record Series #0020-0000
Engineering Project Files

R.D. Improvement from

A-46 Plan and Profile
Supply Pipe Line Bet
Mead St. and Mountain Ho

A-45 = Plan and Section of
of Swimming Pool

A-44 Plan Profile and Sections
Improvement on the SEAST sid

A-43 Plan of Sidewalk I
North Side of South Dray

A-42 Village of South

A-41 Map Showing Gas Lan
SO Orange Ave. Between A.
St and Newark City Line.

A-40 = Engineering Departme
of Essex.

Putstord Court Vacating

Village of South Orange
Van Buskirk Drainage District

Plan and Profile of Sidewalk and
Improvement on West Side of
Brook Lane,

East Branch of Rahway River

Appointments Joint Trunk Sewer

Plan and Profile of Existing of -
ning Pool.

Plans + Profiles of
Avenue,

Plan of Proposed Resurfacing of
Road Between South Orange
and City of Cranford

Engineering Department
County of Essex

21 - A Plan and Profile of
Improvement

Engineering Project # 00200000
Records Series # 00000000
Agency MS 300000

Agency M630000
Record Series #0020-0000
Engineering Project Files

A-59 East Branch of Rahway Village of South Orange.

A-58 Plans of Proposed Re of Part of Montrose Avenue

A-57 Survey of Valley St

A-56 Plan and Sections of

A-55 Plans and Sections of Improvement of East Branch

~~MASS~~ A-53 Uncompleted Proposed Improvement.

A-52 - Plan + Sections for the of a concrete Bottom in Me Park

A-50 - Map Showing Proposed.

A-51 - Map of Newstead

Plan and Profile of Proposed
Sewer in East Clark Place.

Proposed timber foot Bridge

Tentative Site Plan Veterans housing
ect.

Map of Newstead North
of South Orange

Map of Newstead - North =
of South Orange. Newstead Corporation.

Map of Newstead village South, Orange

Topographic Map of Village
lands and Sep & City -

Plans of Proposed Reconstruction
New drive

Agency M630000
Engineering Project #0020-0000
Records

Agency M630000
Record Series #0020-0000
Engineering Project Files

- Reconstruction Plans

- A-114 = Elevation - FT

- A-113 Proposed Map for the
Extending Laying out, + open
Crest Drive

- A-112 Road Map No. names
numbers

- A-111 A.L. Demarest Village

- A-110 = Mountain House Road, H

- A-109 = Scale 1=38

- A-108 = Drainage Map

- A-107 = Water System Map Vil
South Orange New Jersey

- A-106 = Proposed Five Year

House

1

Storm Sewer Map of East Corner Village of South Orange.

Map of East Corner of Village of South Orange

Grove Park Village of South

N.J.

Map of Play ground areas in Village of South Orange

New Payment will conform with existing grade.

Plan for proposed construction of Redmond Blvd.

Plotting of Redmond Blvd Office Information

Primo Call for Data.

= Map of Newstead South
new Road Extension.

= Tentative Suggested Ice Skating

Topographical Survey of

1111 RD, Drainage Refreshment

= Plans Profile + cross sections
Branch of Rahway River

South Orange Ave. Meadowland

Rahway River Cross Section.

Plans Profile + cross sections
Branch of Rahway River.

Western Section of Essex County

~~Engineering Project Files
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Agency M630000
Record Series #0020-0000
Engineering Project Files

Sewage Flow Measuring St.
located at Intersection
of and Glenview RD.

A-126 = ¹ Jumping Ave, New Sei
at Overhill RD.

A-125 = Rumple House + Chlorin
Layout

A-124 = ~~1~~ Ground Surface gra

MAP of Meadowbrook Lane
rose Ave.

Plan for Proposed Resurfacing
idge wood Rd Sec 3 Mead St and
lage line.

Municipal Boundry Taxedo

Hookiel Rd.

Proposed Municipal Parking

Revised Part of Part of
Park

Plan and Profile for the
ion of Burnett Terrace

Plan + Profile Part of Becker
O.S.D.

Agency Record Series #020-0000
Engineering Project Files

- Proposed Channel and Check
instruction to Relieve overflow

Maximum Rainfall Intensity

Plan & Profile for Reconstruction
from Sewer in 3rd Street.

Saturation and Brine Sump

Plans for Proposed Reconstruction
read Street.

= Assessment for the
Sewer and Sanitary Sewer.

Off-Street 101. Study

= MISSING

- Village of South Orange New Jersey
Cristofan

~~Agency M630000
Record Series #00200000
Engineering Project Files~~

1
Grounded Floor Plan South Orange
High School.

2
Study for Off-Street Parking
block bounded

Village of South Orange
Reserve Area.

~~18000~~ ~~151000-0720-020-000~~ ~~Project #0020-020-000~~
Plan Showing Relationship of
151000 Street - Off-Street

Block Study for Off-Street Parking

Proposed Storm Sewer Improvements
within hose Brook

Plan and Profile for Construction
Image Improvement

- Business & Parking Location
Village Center

Proposed Temporary Parking lot.

Cross-Section Sheet

School Playground M

Meadowbrook Laners 3 sheets.

Board of Assessments

Plan for Proposed Improvement
Meadowbrook Lake and
int area

Map of the Village situated
of South Orange Essex County,

Drainage area Stud of Brooked
Drain

Assessment Map
Midgewood
Improvement

~~Agency M630000
Record Series #02000000
Engineering Project Files~~

High School Site.

Typical Fence Post Conc. Base

Standard Manhole

Proposed Reinforced Concrete Wall

Plans for Construction of
Chain Link Fence,

~~Scheme B~~ Tentative General
Plan for ~~Partial~~ Improvement
-mer to ~~500~~ High School

~~Scheme A~~ Tentative General
Plan for ~~Partial~~ Improvement
-mer to ~~500~~ High School.

Strip Map of ~~Part of~~ Business
District

Map of Lands of the Village of
at Third Street

REC'D
Engineering
Agency #630

Control.

Proposed Dual Storage Lixator
South Orange Water Dept.

General Plan Recommended
ements Storm Sewer System

~~Handwritten~~ Dwelling Irvington Ave.

~~0000~~ Plan of Former hand Dwelling
Irving Ave

General Plan Suggested Improvement
for Aven # Plan Ground

Plan of Bas Tabak Court

Landscape Plan

Subgrade Contour Plan

Proposed Improvement of

Agency Record Series Engineering M6300

of South Norwidge
tentative Study Proposed 9 hole
course.

Plans for Proposed Off-Street Parking
along Stonehouse Brook

Off-Street Parking - Lot Development

~~garbage~~

Topographic Map of Maplewood
course

Map of Maplewood Terrace

~~Map of Property at S. 111st St~~

Cammerall Field Swimming Pool.

Study of Luddington Brook
age Area.

Agency Record #00-000
Engineering Project Files

Drainage Area Map of Section
h Orange Village

= Village of South Orange N.J.

East Branch of Rahway River;

Planned Construction of Proposed
Parking Lot.

Drainage Study Map Vicinity
Henry St. + 11th St

Plan and Profile of Proposed Storm
in a catchment area

Site Survey of Village Property
ST Drive

= Sidewalk Survey Cross Sections

Plan and Profile of Proposed Storm

~~Agency Record Series #0020-0000
Engineering Project Files~~

= Map of Burnett Terrace
in town of West Orange

= Plans for Proposed Reconstruction
of Ward Place

Ward Place Widening Study
Missing

3 = ~~T~~ ~~Typical~~ Cross-Section
Files

= Cross-Section Sheet

= Proposed Sidewalk Construction
x Avenue from Wyoming Avenue

= Longitudinal Profile of
Avenue

Walk + Drive Enhancements
Details

Vose Avenue

C + ... Produced ...

Agency Series 63000
Records Engineering

Suggested South Orange Avenue
Plan and Profile for Construction of
the Improvement

Guard Rail Details

= ~~Cost~~ Stock Place

Plots for Proposed Off-Street

1

= Location and Control Map Village
Program for Repair of Sidewalk
to Damaged Street Foots V.O.S.D.

Ordinance Map for Modification
Alignment of Scotland Road
at Channett Place

Agency Record No. 30000
Survey of Property Ridgewood Rd

Map No. 1 P. 1. P. 1. M. N. C. 1. 1. 1. 1.

Map of Property the
of South Orange Essex County NJ

Seton Hall Essex County Park
on Drainage Study.

Sectional detail Sheet Plan for
the north of a portion of North
of Mountain house brook.

Profile sheet Plan for Improvement
of North Branch of Mountain
brook

Proposed later Main Village
lands.

Site Survey and Study Plan for
dog pond.

Block Map Bounded by First,
1st

Agency #63000
Record Series #02000
Engineering Project

15 MISSING

Proposed Corner Modifications at
Intersections

House Water Service Installation

Preliminary Study Proposed
 widening of Prospect Street

Montrose Avenue - Randolph Place

~~Prop Village Storm Sewer Crossing~~

1 = Map of Proposed Reconstruction

Map of Woodland Crescent

Block Map Booked by
grave RD

MISSING

Agency #03000
Record Services #0020
Engineering Project Files

County Highway Department

= Proposed Storm Sewer Improvements

= Village of South Orange
Sex County, N.J. Water System

3 Village of South Orange
County, N.J.

Village of South Orange - Clark Street
Location of Proposed Work

Proposed Plan for Channelizing
Section of Main Street

Plan + Profile of Maintanance Brack

Parking Layout Study

= Preliminary Plan of Roadway Improvement

Block Study for ~~the~~ Street

Agency Series #0020-0000
Engineering Project #0020-0000
Record Series #0020-0000

= Police Dept Organization and schedules

= Farrell Field Tennis Courts

Contract Drawings for Construction of Tennis Courts at Farrell Field facing four Courts at Meadow

Assessment Map Montrose Avenue

Memorial Park

~~Map of Intersection at Irvingan + Seton Place~~

Map of Property Village of South Orange

Plate 25 ~~Map~~ of Orange, Esser Co. Virginia

Assessment Map ~~of~~ Branch of River Improvement Agency

Plan Map of Park Area

Survey Working Drawing of Properties

Survey of Property Belonging to
e Munther

: Sloan Street Parking Area

Topographical Map Village Property
Road and South Orange Ave.

Village - South Orange

- Profile of Brentwood Drive &
& Lane

if = Plan of Proposed Street Lighting
vements.

= Profiles of Village Interceptor

Topographical and Utility Map
of Village and Areas

Master Plan Village Sidewalk
Removal Program of tree roots.
----- = Side Walk Repair
Reconstruction

= Reconstruction of Tennis Courts

~~Page # 0001080~~ Village of South Orange N.J.

Newsted School Site

Proposed Maintenance Office and
ing Room

Proposed Sidewalk Reconstruction.

Village Pipeline Meter

= Additional Well Water Supply
Map

~~Agency # 630000
Record Series # 0001080
Engineering Project Files~~

Water Missing 8 = Proposed WELL SITES

Mountain House Brooks

5 missing
Site Plan Off Street Parking

located on First Street Between
St. Sloan St.

~~10000~~ 10000 FT Proposed Reconstruction
of Oakley Street

Plans for Proposed Reconstruction
of Angeleno Surface in
Angeleno

Scheme for 2
Proposed Parking Layout

Plans for Proposed Reconstruction
of Street Street

7 - 01 - 0 Drafting Map of

Agency Series
Engineering Project
Report No. 30000

of Property Belonging to
Lage of South Orange NJ.

= Proposed Office Space Allocation
for HALL.

35 Plans for Proposed Reconstruction
for York Avenue

= ~~Block~~ Study for OFF-Street
Parking Block Bounded South Orange

Block Study for OFF-Street Parking
Block

Sketch ~~Plot~~

- Essex County Highway Department
- Service Building Village of South
- Casey & Keller.

~~Agent
Receptor Series #0000-0700
Engineering Projects~~

ing Corporation

Phase two Construction at

square.

Final Major Subdivision Plat
1st Court Estates.

Reconstruction of Centre Street

~~Dr. Wheeler, Road Drain From
Dr. Wheeler, Teak Dr.~~

Recons of Sidewalk
Avenue of South Orange Avenue

Proposed Storm drain easement

Sketch Plats

84 Blanchard Road AND CREST

Reconstruction of 7th Street

Agency Record Services Engineering

Plans and Details of Pavement
Construction and Repairing of
Streets in the FWPP.

Chain Link Fence Installation

Map of 3rd Street

= Flood Zone Map

= Multi-Purpose-Senior Facilities

= Block Diagram Property Situated
Village of South Orange.

= Reconstruction of Clark Street
Subsidiary

Village of South Orange

= Village Hall Roof Repairs

= Village of South Orange

3 = Village at South Orange
r Lands

= Stream Clearance East Branch
of River

Reconstruction of Redmond Rd
Water Sewer.

- Redwood Road Project

Survey of FASEMENT

- Sketch of Minor Subdivision Map

= Plan and Details of thin
vent over

= State of N.J. Drive Park & Maintenance

= Preliminary Investigation

Agency M60000
Engineering Projects
Recorder #

4 = Survey of Property of
Township of South Orange Avenue

= Harding Drive & Mathew Drive
between South Orange Drive.

Ridge wood Road Project

Township of South Orange Village

= ~~000~~ Section Plans Major
15,101,000

Turrell ~~000~~ Project

= Proposed ~~000~~ Line of
36" R. 000

= Beautification of Village Hall

Typical Details

Pavement Resurfacing

Agency

Record Series # 000
Engineering

Agency M630000
Record Series #0020-0000
Engineering Project Files

- = Jerrold Electronics Corp
- = Reconstruction of Sidewalk Brick
s on S.D. Avenue
- = Reconstruction of Sidewalk Brick

Agency M630000
Record Series #0020-0000
Engineering Project Files

= Easement Map East Branch
Mary River Improvement

and Road Section 1 = A-915

for Proposed Reconstruction of Ave. A-915

Proposed Reconstruction of Place

Proposed Reconstruction

Proposed Site Improvement Plan
New Jersey Veterans
Emergency

Site Plan
New Jersey Veterans
Emergency Project

Map Showing Assessed Land
of Property Situated in
East Branch

Map of Centre Street showing
1c

~~Agency Record Series #0020000
Engineering Project Files~~

Agency M630000
Record Series #0020-0000
Engineering Project Files

at Intersection of Mont
A-84 = City of Newark

- A-153 Brentwood Extension
- A-154 Fire House Walk + Curb Improv,
- 155 Triep's Park
- 156 Blk E1 Property - Newark
- 157 So Orange Jr H.S. Parking Plan
- 158 Sted / Rivmont Wdfrs - So Orange
- 159 Stearns @ Village Hill
- 160 Parking Area at Downing & Hayer Prop

= Joint Meeting Certain capabilities

= Proposed Fire Alarm Improvement

= Essex County Highway

= Sewer Elect + gas

er. Details of Bend, Manholes, and

Plan and Profile of Proposed Storm

Details of Bends and Manholes
oposed Storm Sewer

Proposed Extension of 54
from Existing terminus to

Connection of South Orange Water System w/ East Orange

Plan and Sectional Details for ed Inter-Connection of S.O. Water

Plan Profile + details for ed Extension of 8 water main in

Proposed Seepage Pond located layer Property.

Plans for Proposed Construction of Place on Street Parking lot. Sheets

Taylor Place off Street Parking lot.

Map of Upper T of Blanchard in Relations to Chestwood

at.

B-36 = Map file Ralston Avenue

: Assessment Map for Storm
Sewer Improvements in
Avenue

~~Plans and Profile Proposed~~
~~10000 or 30 Inch Storm~~

~~Plans and Profile of Sanitary~~
~~sewer in W instead.~~

~~Plans and Profile of Sanitary~~
~~Plan of L on field 3 sheets~~

~~Plans and Profile of Sanitary~~
~~Plan of Off Street~~

~~Plans and Profile of Sanitary~~
~~Plan of Sanitary Study,~~

~~Plans and Profile of Sanitary~~
~~Plan of Off-Street Parking Study~~

Agency M630000
Record Series
Engineering Project File

00 = Mil Den Place

≡ Reconstruction of Sidewalk
Pavers

Typical Details Reconstruction
= walk Brick Pavers S.D.

Agency M630000
Record Series #0020-0000
Engineering Project Files

- Plans of Proposed Village-Wide
- Improvements

Drainage Map of Audley St.
Section

Cross Sections White Oak Drive

Ag =

Rehabilitation of Existing

ag = 0000

Plan of Proposed Right of Way
Improvement of Rahway River

Plan of Proposed Right of Way
Improvement of Rahway River

Plan of Proposed Right of Way
Improvement of Rahway River

Plan of Proposed Right of Way
Improvement of Rahway River

Agency #0020-0000

Record Series #0020-0000
Engineering

Improvement of Rahmaty River

Dedication Map of Stirling
-ast.

Map of right of Way for storm
water sewers along rear line of
Hies

Plan of Proposed Storm Sewers

Map of ~~2000~~ 11 Park

Plan of Drains & Sewer on Melrose

Plan, Profile & Sections of Stormy

Plan of Sidewalk Improvement on
at Road

Plan of Proposed Sewer on

~~Agency Record M630000
Engineering Project Files #00200000~~

Map Showing Location of Sanitary

lan and Profile of Milne-Jackson

lan & Profile of fence along
side of Meadowbrook Place and

lan and Profile of Newstead
San. Sewer Between.

Dedication Map of Glenview Road
ier Court # Extensions

lan and Profile of Sanitary
-change Handling

Topographical Survey of Land.

lan and Profile of Glenview Road
instead Line to S. D. Range Ave

Project File # 20-0000
Agency Record # 630000
Engineer # 1020

Plan and Profile of Improvement at
Street.

Map of Glenview RD.

Map of Glenview RD.

Map of Location of Sanitary
connections.

Plan & Section of the Improvement
downland Park Entrance at
Field

Plan & Section of the Improvement
downland

Plan & Section of the Improvement
downland Park Entrance at Cameron

Plan & Section of the Improvement
downland Park Entrance at Cameron

Engineering Project
Record Series #020211
Agency M630000

Topographical Map of Section
Adowbrook Park

South Orange Avenue

Drainage Map of Section of
of South Orange

1st Profile of Third St.

2nd Profile of trenchard

Plan and Profile of Outlet Sanitary
in So

Map of Property

Missing

Map of Sidewalk Improvement West
North Center St,

and Profile of Proposed Storm Water

Agency Series #0020-0000
Record Series #0020-0000
Engineering Project

Plan and Profile of First Street
ing.

ose Ave,

Plan and Profile of Rynda

Plan and Profile of Laurel Place

Plan and Profile of Turrell Ave,

Plan and Profile of Grove Road Paving

Plan and Profile of Third St. Improvement
Ridgewood Road and Church St.

Lower Plans of Menstrad

Plan of Property of Builders Construction Co

Tommy Avenue

Plan of Property Belonging to
H. R. ...

Records Series
Engineering Projects
Agency M630000

Record Plan Fairview Avenue

Record Plan Riggs Place

Record Plan Park Place

Record Plan Ralston Ave.

Record Plan Warwick Avenue

~~Record Plan Cottage St~~

Record Plan. Pulsford Courts

Record Plan Kenneth Ter.

~~Record Plan [unclear] [unclear]~~

Record Plan Mead Street

Mercer Place Record Plan

Milton Place

**Agency M6300000
Engineering Project #020**

Record Plan Meadowbrook Pl.

Record Plan Allen Court

Record Plan Montrose Ave.

Record Plan fourth St

Record Plan Arnold Ter.

Record Plan Roland Ave.

Record Plan Fifth St

Record Plan Tarry Road

Record Plan Hilton Place

Record Plan Jackson Ave Pl

Record Plan Prospect Pl

Record Plan Sherman Pl.

Engineering Project Files
M630000
Record Series 002-0000

Record Plan Grove Ter

Record Plan Rynnda Road

Record Plan Hamilton Road

~~Midgitt P1.~~

~~Record Plan Randolph Place~~

~~Record Plan Hartford Road~~

Record Plan Somstock P1.

Record Plan Stewart Place

Record Plan Vas Ave

Record Plan Third Sp

Agency M60000
Engineering Project #11
002

Record Plan Baldwin Road.

= Record Plan Forest Road.

Record Plan Ravine Drive.

Record Plan Second St.

Cross Sections of Types

~~Tentative Study Plan for Widening~~

~~= Preliminary~~

~~Plans for Proposed Construction of
Place off Street Park~~

~~Agency #0020-0000
Record Series #0020-0000
Engineering Project Files~~

1000

Jahway River Profiles Plans for
the Hall Plans

1st Street School Plans

SS Station Plans

~~Mud Tank Plans~~

Jahway River Plans #43-98.

Memorial Park Plans, Cameron Meadowland
ennis Covers

Record Series #0020
Engineering Series #0000

ump Station Plans

Jahway River Plans #143

Water System Map Extra Prints

Adapted Sewer Map Reduced Copy

Agency M630000
Record Series #0020-0000
Engineering Project Files

1
1
1
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1
Large Street Map (Extra Prints)
Mining Maps Superceded
Tonehouse Brook Off-Street Parking
G-73, A-169.

Street Materials, Asphalt Block ETC
Street.

Street Records

U.S. G.S. Quad Maps 1926/1936

SS - County Aerial Pictures

out of Order Intercconnections w/ Newark
meridian

Village Head Plans

roadway ~~0000~~ 966

readowland Park ~~0000~~ Field Playground

Nice Building ~~0000~~ 1958

Village Flood Map 1927

~~Agency M630000
Record Series #0020-001
Engineering Projects~~

1991

Village Hall Tops

Community House Plans

Said Community Center Plans

Bathhouses Meadowlands/Cameron
1972

~~Water~~ Park Plans 1980

~~Water~~ Maps 1933/51

~~Water~~ Maps 1951

~~Water~~ - Maps 1933

~~Water~~ - Maps

South Orange West Drainage
Boulevardline Survey

Large Cent. Mass. 1969

~~Record Section~~

~~Agency Map~~

~~Drain Maps~~

~~Drain River Improvement~~

~~Station & Civil Defect~~

~~County Highway Maps~~

Shriwan River F assessment Maps
Nai Birita Subdivision 1989.

og Pount Plans 1966.

llage Maps General

aps of Main Pumping Station Site
Locations.

Agency M630000
Record Series #0020-0000
Engineering Project Files

#	PROJECT	SOURCE	DESIGN	YR CONST.
92-1	Irvington Avenue S/W	CDBG	IN-HOUSE	
92-2	5 Ton Dump (Shade Tree)	Capital	IN-HOUSE	
92-3	31 Yd Compactor			
92-4	Leaf Vacuum Trailer Mounted DEAN			
92-5	Rother DEAN			
92-6	Backhoe DEAN			
92-7	Sidewalk = Curb Repairs	Capital	IN-HOUSE	1993
92-8	DPW Garage Expansion	Capital	C & C	
92-9	Cleaning & Flushing Watermains (PNT)	NDDSPF loan	C & C	1993
92-10	Toxedo Park Improv		C & C	
92-11	Water Infrastructure P.I.V.	Capital	C & C	1993
92-12	Pump Assemblies / Flow Meters	Capital	C & C	1993
92-13	Br-Annual River Cleaning			
92-14	Street Resurfacing		IN HOUSE	
92-15	Sanitary Sewer Improv			
92-16	Finlay Place Storm Drain		IN-HOUSE	
92-17	Water Treatment & Supply Study	Budget	B, S, J	1993

#	PROJECT	SOURCE	DESIGN	YR CONST
93-1	Animal Control Facility		C ¹ C	
93-2	Cleaning & Pump Water		C ¹ C	
93-3	Water Infrastructure Ph II		C ¹ C	
93-4	FEMA - Storm Damage Eval.			
93-5	Storm Drain Study Upgrade			
93-6	Sanitary Sewer Main Upgrade			
93-7	TASK FORCE - RR PARKING DECK			
93-8	MAIN STREET BOONARD			
93-9	THIRD ST PARKING LOT IMPROVEMENT			
93-10	COMMON NETWORK WIRING			
93-11	Pool Renovation		In-House	
93-12	31CY Computer		In-House	
93-13	5 TON DUMP		In-House	
93-14	MOWER - WIDE AREA		In-House	
93-15	Redmond Road - NJDOT	NJDOT	In-House	
93-16	Turrell Avenue - NJDOT	NJDOT	In-House	
93-17	Grove Park Playground Improvements - CDBG	CDBG	In-House	
93-18	Pathologic Repair Program		In-House	

Agency Record Engineering Project

93-19	Sidewalk & Curb Repairs	Capital	In-House
93-20	Street Price Improvements		
94-01	E. Brant. Ribbon Crossing	Capital	In-House
94-02	Holland Road Roadway		
94-03	1999 Capital - Equipment		
94-04	Redevelopment CDR CDR CDR		
94-05	IR. H. H. H. / Inflow Study		
94-06	Resurfacing of Municipal Parking Lot #1		
94-07	Village Plaza CDBG		
94-08	Forrell Field Playground - CDBG		
94-09	Hindbill Court		
94-10	Fire Hydrant Replacement		
94-11	2001 Rehabilitation		

Agency M3000
 Record Series 0000
 Engineering Project 4

14-12
14-13
14-14

Village Hill
Ravensberg St
Essex County

~~Reports~~
Ridgewood
Imperial

~~1991~~
Road (MIDOT)
Imperial

Brnd Adminis

Agency M630000
Record Series #
Engineering Project

NEW
DRAWER
LISTING

DRAWER NO. 1 - ENGINEERING FILES:

VACANT

DRAWER NO. 2 - CANGER & CASSERA, INC. FILES:

- S00028 - Water Plant Alarms & Controls
- S00052 - NJDEPE Water Bond Loan - \$1,000,000 for Cleaning & Lining
- S00066 - Traffic Improvements

DRAWER NO. 3 - ENGINEERING FILES:

- 92-1 Irvington Avenue Sidewalks - CDBG
- 92-2 5 Ton Dump Truck - Shade Tree
- 92-7 Sidewalk and Curb Repairs 1992
- 92-8 DPW Garage - Expansion of Facilities
- 92-9 Cleaning & Cement Lining of Watermains - NJDEPE Loan
- 92-10 Tuxedo Park Improvements
- 92-11 Water Infrastructure Phase IV

DRAWER NO. 4 - ENGINEERING FILES:

- 92-12 Pump Assemblies/Flow Meters
- 92-14 Street Resurfacing Various Streets - 1992
- 92-16 Finlay Place Storm Drain
- 92-17 Water Treatment Plant & System Study
- 92-18 Flood Control - Water Treatment Plant/DPW Garage
- 92-19 Removal & Replacement of Underground Storage Tanks
- 92-22 Pool covers (intermediate/Olympic pools)
- 92-23 Lead & Copper Testing Program

Agency for Planning & Economic Development
Records Section
2020-0000 Files

918
403 - 4634