



**AGENDA
STATE RECORDS COMMITTEE
August 21, 2025
10:00 AM**

Location: Online/Teleconference

<https://www.nj.gov/treasury/revenue/rms/src.shtml>

**Announcement of Open Public Meeting
Reading of the July 17, 2025 Minutes**

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request: # 612768 - 614190

B. Records Management

Report to the State Records Committee: None

C. Registered Imaging Systems/Amendments/Annual Reviews:

Report to the State Records Committee:

1. **County of Hunterdon Vocational School District** – proposes a new imaging system (Certification # 25061901-MP)
2. **Township of Mount Olive Police Department** – proposes a new imaging system (Certification # 25070201-MP)
3. **Medford Lakes School District** – proposes a new imaging system (Certification # 25071001-MP)
4. **Rowan College of South Jersey** – proposes a new imaging system (Certification # 25071002-MP)
5. **Bay Head School District** – proposes a new imaging system (Certification # 25073001-MP)
6. **Point Pleasant Beach School District** – proposes a new imaging system (Certification # 25080501-MP)
7. **New Jersey Department of Environmental Protection** – proposes an imaging system annual renewal (20031202-MP)
8. **County of Atlantic Department of Family and Community Development** – proposes an imaging system annual renewal (14051504-NM)
9. **County of Camden Prosecutor's Office** – proposes an imaging system annual renewal (09121702-MP)
10. **County of Salem** – proposes an imaging system annual renewal (07011802-MF)
11. **County of Somerset Enterprise** – proposes an imaging system annual renewal (08022101-MP)
12. **County of Sussex EDMS** – proposes an imaging system annual renewal (10021803-MP)
13. **County of Ocean Board of Social Services** – proposes an imaging system annual renewal (14051503-NM)
14. **County of Ocean Utilities Authority** – proposes an imaging system annual renewal (10071501-NM)

15. **County of Sussex Division of Social Services** – proposes an imaging system annual renewal (14011601-NM)
16. **Borough of Atlantic Highlands** – proposes an imaging system annual renewal (09101502-MP)
17. **Borough of Oceanport** – proposes an imaging system annual renewal (09101516-MP)
18. **Borough of Red Bank** – proposes an imaging system annual renewal (15011502-MF)
19. **Borough of Watchung** – proposes an imaging system annual renewal (21060901-MP)
20. **City of Summit Office of the City Clerk** – proposes an imaging system annual renewal (06042001-NM)
21. **Township of Mahwah Building Department** – proposes an imaging system annual renewal (19071801-MP)
22. **Township of Brick Enterprise** – proposes an imaging system annual renewal (06061506-MP)
23. **Township of Ewing School District** - proposes an imaging system annual renewal (#11091501-MP)
24. **Township of Mansfield** – proposes an imaging system annual renewal (22042704-MP)
25. **Township of Montclair** – proposes an imaging system annual renewal (09021907-MF)
26. **Township of Neptune** – proposes an imaging system annual renewal (09101514-MP)
27. **Township of Riverside** – proposes an imaging system annual renewal (06110932-MP)
28. **Township of Woodbridge Fire Department** – proposes an imaging system annual renewal (11072110-NM)

II. Old Business:

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

III. New Business:

A. Records Retention Schedules: **State**

1. **Treasury, NJ Lottery – S820600-002 - Presented by Elizabeth Hartmann**
2. **Treasury, Division of Property Management and Construction – S820400-005 –Presented by Elizabeth Hartmann**
3. **NJ Transit – S800000-009 - Presented by Elizabeth Hartmann**
4. **NJ Transit, Administrative Support, Human Resources/Employee Assistance – S808182-001, Retired – Presented by Elizabeth Hartmann**
5. **NJ Transit, Administrative Support, Policy, Technology and Customer Service – S808821-002, Retired - Presented by Elizabeth Hartmann**

County

1. **County, General Records Retention Schedule, C820000-020 - Presented by Karen A. Perry**

Items 0804-0000, 0804-0100, 0804-0200, 0804-0201, 0804-0202, 0804-0300, 0804-0400, 0804-0500, 0805-0000, 0805-0001, 0805-0002, 0805-0003, 0805-0004, 0806-0000, 0806-0001, 0806-000, 0806-0003, 0806-0004

2. **County Board of Elections, C440000-008 - Presented by Karen A. Perry**

Municipal

1. **Municipal, General Records Retention Schedule, M100000-019 - Presented by Karen A. Perry**

Items 0804-0000, 0804-0100, 0804-0200, 0804-0201, 0804-0202, 0804-0300, 0804-0400, 0804-0500, 0805-0000, 0805-0001, 0805-0002, 0805-0003, 0805-0004, 0806-0000, 0806-0001, 0806-000, 0806-0003, 0806-0004

- B. Damaged Records Report: VRC Damaged Records Report
Municipal**
 - 1. Township of Voorhes - Presented by Virma Guzman-Reyes**
- C. Other Business: None**



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.292.8697

<https://www.nj.gov/treasury/>

MINUTES
STATE RECORDS COMMITTEE
June 19, 2025

James J. Fruscione, Alternate Designee, called the 466th meeting of the State Records Committee to order at 10:00 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.

Mr. Fruscione stated that there was a quorum with five (5) members present.

ATTENDANCE:

SRC: State Treasurer, James J. Fruscione, Alternate Designee
Office of the Attorney General, Susan Scott, Designee
Office of the State Auditor, Kristen Menegus, Designee
Department of Community Affairs, Division of Local Government Services,
Bonnie L. Brookes, Designee
Department of State, Division of Archives and Records Management, Donald F.
Cornelius, Designee

Staff: James J. Fruscione, Director, Division of Revenue and Enterprise Services
Maria Pinho, Chief, Division of Revenue and Enterprise Services
Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
Karen A. Perry, Administrative Analyst, Records Management Services
John J. Berry, Records Analyst 1, Records Management Services
Campbell, Marcella, Records Analyst 2, Records Management Services
Terricka Page, Records Analyst 3, Records Management Services

Other: Achille, Cassandra, Deputy Clerk, Township of Monroe
Bazela, MariaLisa, Office of the Bergen County Clerk, County Archives and
Records Management Association of New Jersey (CARMA)
Biempica, Carmen, Department of State, Division of Archives and Records
Management
Bretzger, Nancy, Municipal Clerk, President, Municipal Clerks Association of NJ
(MCANJ)
DePaolo, Joan L., NJ Transit
Dolan, James, NJ State Police

Everly, Michele L. Office of the Gloucester County Clerk, CARMA
Fisher, Toi C., NJ Transit
Guerrero, Adolfo E., NJ Transit
Negron, Joseph, NJ Department of State, Division of Elections
Peter, Steven, President, Constitutional Officers Association of NJ (COANJ)
Robbins, Christine, Municipal Clerk, Township of Monroe.

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the April 17, 2025 Minutes two (2) yes, none (0) no, and none (0) abstentions.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request # 611170 - 612767

B. Report to the State Records Committee:

Registered Imaging Certification Systems/Amendments/Annual Reviews

1. **Sussex County Charter School of Technology** – proposes a new imaging system (25042101-MP)
2. **Bergen Arts and Science Charter School** - proposes a new imaging system (25052201-MP)
3. **Paterson Arts and Science Charter School** -- proposes a new imaging system (25060301-MP)
4. **Passaic Arts and Science Charter School** - proposes a new imaging system (25060302-MP)
5. **Hudson Arts and Science Charter School** - proposes a new imaging system (25060303-MP)
6. **The Ethical Community Charter School** - proposes a new imaging system (25060601-MP)
7. **Township of Hainesport** - proposes a new imaging system (25061601-MP)
8. **Township of Sandyston** - proposes a new imaging system (25061602-MP)
9. **Margate City School District** - proposes a new imaging system (25061603-MP)
10. **New Jersey School Development Authority** – proposes an imaging system annual renewal (08121803-NM)
11. **County of Camden Enterprise** – proposes an imaging system annual renewal (09052101-MP)
12. **Bergen County Board of Social Services** – proposes an imaging system annual renewal (14032014-NM)
13. **Bergen New Bridge Medical Center-One Content** – proposes an imaging system annual renewal (19091201-MP)
14. **Borough of Highlands** – proposes an imaging system annual renewal (21051902-MP)

15. **Borough of Midland Park** – proposes an imaging system annual renewal (09012219-MF)
16. **Borough of Palmyra** – proposes an imaging system annual renewal (21061501-MP)
17. **Borough of Ramsey** – proposes an imaging system annual renewal (09012225-MF)
18. **Borough of Roselle Park** – proposes an imaging system annual renewal (12021601-MP)
19. **Township of Bernards Office of Municipal Clerk Systems Administration** – proposes an imaging system annual renewal (02012401-MP)
20. **Township of Chester** – proposes an imaging system annual renewal (16090801-MP)
21. **Township of Egg Harbor** – proposes an imaging system annual renewal (06092107-MP)
22. **Township of Freehold Municipal Clerk** – proposes an imaging system annual renewal (04041502-NM)
23. **Township of Haddon-Building Department** – proposes an imaging system annual renewal (25041401-MP)
24. **Township of Irvington** – proposes an imaging system annual renewal (24072302-MP)
25. **Township of Lopatcong** – proposes an imaging system annual renewal (22010403-MP)
26. **Township of Moorestown Building Department** – proposes an imaging system annual renewal (07051701-MP)
27. **Township of Union** – proposes an imaging system annual renewal (12021602-MP)
28. **Township of Washington (Morris County)** –proposes an imaging system annual renewal (10102132-MF)
29. **Township of Winslow** –proposes an imaging system annual renewal (07092001-NM)

II. Old Business:

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

III. New Business:

- A. **Records Retention Schedules:**
State
 1. **NJ Transit – S800000-008 - Presented by Elizabeth Hartmann**
Item 9022-0001 – Approved without change.

2. NJ Transit, Rail Operations, Rail Service Planning – S802114-001, Retired – Presented by Elizabeth Hartmann - Approved with change. Department of State Division of Archives and SRC Committee Designee, Donald F. Cornelius, questioned the disposition of “Archival review” for record series 0001-0002, Rail Services Project Files – Unsuccessful. Mr. Cornelius suggested the disposition be changed from “Archival review” to “Destroy” as the records series was a routine disposition that did not warrant an “Archival review”.

3. NJ Transit, Administrative Support – S801810-001, Retired -- Presented by Elizabeth Hartmann – Approved without change.

4. NJ Transit, Administrative Support, Planning - Service Performance and Enhancement – S808740-003, Retired -- Presented by Elizabeth Hartmann – Approved without change.

County

1. County Clerk/Register of Deeds, C100000-010 - Presented by Karen A. Perry – Approved without change.

2. County Board of Elections, C440000-007 - Presented by Karen A. Perry Items 0120-0000, 0120-0001, 0120-0002 – Approved without change.

Municipal

1. Municipal Clerk, M200000-012 - Presented by Karen A. Perry – Approved without change.

B. Damaged Records Report: 2nd Presentation/Township of Monroe – Presented by Karen A. Perry (on behalf of Virma Guzman-Reyes)

Ms. Perry stated that Christine Robbins, Municipal Clerk, Township of Monroe, and Cassandra Achille, Deputy Clerk had contacted DORES-RMS Records Analyst, Virma Guzman-Reyes regarding a damaged records incident they discovered which occurred, unreported from two (2) prior Municipal Clerks. They conducted an investigation and found that records had been put in a trailer that sustained significant water damage, mold and rodent infestation. A document reprocessing company was retained to view the documents, which were deemed to be unsalvageable. Ms. Robbins stated that this was the second time Monroe Township had appeared before the Committee regarding this matter due to insufficient data which she proceeded to present to the Committee (a total 100 cubic feet of Township Construction Records). She further stated that she sought to appear before the Committee requesting formal acknowledgement of the incident. Alternate Designee Fruscione stated that while the Committee could not approval the records disposal it could acknowledge that the records were prematurely destroyed and that it be formally entered it into the history of the Committee. Department of State Division of Archives and Records Management Committee Member Designee, Donald Cornelius, also concurred with Alternate Designee Fruscione, adding that Ms. Robbins and Ms. Achille had done their due diligence in bringing the incident before the Committee but through no fault of their own, records were destroyed through negligence and issued an admonishment to the Township of Montville that the records are important and that they need to be protected. Alternate Designee Fruscione called for a motion to acknowledge that the

records were destroyed prematurely, but that Monroe Township has taken steps to make sure that it doesn't happen in the future, it was seconded and approved.

C. Other Business: None

There being no other business, upon motion, seconded, the Committee adjourned at 10:36 a.m.

James J. Fruscione, Alternate Designee

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT (SCHEDULE TITLE)			
DEPARTMENT@SC HEDULE HEADING Department of the Treasury		AGENCY # S820600	
DIVISION: Lottery		SCHEDULE # 002	
BUREAU:		PAGE # 1	OF 1

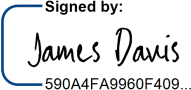
AGENCY LEVEL AMENDMENTS (SCHEDULE HEADING CENTERED)

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Lottery
FORMER AGENCY NUMBER	S820600-001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0024-0000	Security Investigations	Description	A jacketed file that includes any investigation by the Security unit such as winner's files and claim forms, questionable lottery tickets, agent defaults, "instant" game ticket audits, license infestations, license application denials, questionable claims, summary data, logs and notes pertaining thereunto.	A jacketed file that includes any investigation by the Security unit such as winner's files and claim forms, questionable lottery tickets, agent defaults, "instant" game ticket audits, license infestations, license application denials, questionable claims, summary data, video and audio recordings, logs and notes pertaining thereunto.

Signed by:


590A4FA9960F409...

4/24/2025

STATE OF NEW JERSEY



Treasury-State Lottery

S820600-002



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

Records Retention and Disposition Schedule				Agency: S820600		Schedule: 002		Page #:1 of 7			
Department:	Treasury-State Lottery				Agency Representative:		James Scott Davis				
					Title:						
					Phone #:						
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.											
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:			Date:			
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
								Total Retention Period	Minimum Period in Agency		
0001-0000	Lottery Scratch Off Tickets										
0001-0001	Lottery Scratch Off Tickets - Not Sold					P	1 Years After The Game Has Ended providing the outside and internal audits have been completed, High Tier search has been completed, and Tickets that relate to any pending cases are pulled and retained until the case is closed.	1 Years	Destroy		

Records Retention and Disposition Schedule					Agency: S820600			Schedule: 002		Page #:2 of 7	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0001-0002	Lottery Scratch Off Tickets - Returned					P	1 Years After The Game Has Ended providing the outside and internal audits have been completed, High Tier search has been completed, and Tickets that relate to any pending cases are pulled and retained until the case is closed.	1 Years	Destroy		
0002-0000	Agent Down Time Files --- Down Time files contain complete history of cases in which the New Jersey Lottery Commission must deactivate an agent's machine due to failure of the agent to settle promptly. Files are maintained to ensure the smooth running of the machine-agent network; correspondence is issued to those agents who continue to abuse the courier system.					P	75 Years	75 Years	Destroy		
0003-0000	Broker/Retail Agent Files --- Files contain records of agent sales and report on activity of the Daily Lottery. Audits establish the agent's accounts receivable and balances.					P	7 Years After License Terminated	7 Years	Destroy		

Records Retention and Disposition Schedule					Agency: S820600				Schedule: 002		Page #:3 of 7	
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				
0004-0000	Courier To Agent Route Manifest --- Documents first and second attempted deliveries by the courier, and agent receipt signatures. Includes: agent's name, agent's number, and courier's notations.					P	3 Years	3 Years	Destroy			
0005-0000	Courier To Agent Special Delivery Manifest --- Documents special deliveries by the courier and agent's receipt signatures. Includes: Instant settlement forms (copy) which shows Instant lottery ticket pack numbers and agent's signature of receipt for packs; and agent's name, agent's number, and courier's notations.					P	3 Years	3 Years	Destroy			
0006-0000	Financial Statements --- Monthly Statements of Division of State Lottery financial position, as reported to the Governor and the Legislature, per <u>N.J.S.A. 5:9-7d.</u>					P	7 Years	7 Years	Destroy			
0007-0000	General Accounting Program And Account Reconciliations --- Financial summaries, analyses, and related work papers documenting resolutions of ledger and journal entries.					P	3 Years After audit	3 Years	Destroy			
0008-0000	Cash Reconciliations --- Includes: debit reports, which track payments, and credit reports, which track deposits.					P	3 Years After Either Audit Or Reconciliation, Whichever Is Later	3 Years	Destroy			
0009-0000	Account Files											
0009-0001	Completed Agents' Account Files --- Include All documents related to Accounts Receivable collection efforts for Lottery agents (items billed and paid, credits earned and issued.)					P	7 Years	7 Years	Destroy			

Records Retention and Disposition Schedule					Agency: S820600			Schedule: 002		Page #:4 of 7	
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			
0009-0002	Completed Deferred Payments Files --- Include correspondence, schedules, payments, and other documentation showing the disposition of individual deferred payment cases.					P	7 Years	7 Years	Destroy		
0010-0000	Field Representative Call Report Forms --- Monthly list of daily call schedules, including Lottery agents visited, time visited, person contacted, and purpose of visit. Used to verify travel reimbursement information.					P	3 Years	3 Years	Destroy		
0011-0000	Agent Status Change Form --- Records date and reason for agent status change; also records change of ownership and new owner's name and agent number.					P	10 Years After Status Change	5 Years	Destroy		
0012-0000	Instant Games Bank Audit Workpapers --- Includes debit and credit reports and related documentation for all Lottery banks and agents.					P	3 Years After audit	3 Years	Destroy		
0013-0000	Federal And State Tax Returns --- Player W2-G's, 1042's, and Retailer 1099 NEC's					P	7 Years	7 Years	Destroy		
0014-0000	Audit Workpapers For Lottery Residual Fund --- Includes: debit reports, which track payments and credit reports, which track deposits.					P	3 Years After Either Audit Or Reconciliation, Whichever Is Later	3 Years	Destroy		
0015-0000	Audit Workpapers For Lottery Pension Fund --- Includes: debit reports, which track payments and credit reports, which track deposits.					P	3 Years After Either Audit Or Reconciliation, Whichever Is Later	3 Years	Destroy		

Records Retention and Disposition Schedule					Agency: S820600			Schedule: 002		Page #:5 of 7	
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			
0016-0000	Digital Audit Report --- Includes: "New Jersey Lottery Recommendation Reply and Implementation Status Report", and all other related documents.					P	Permanent		Archival review		
0017-0000	Application For Lottery Agent's License Or Couriers Registration --- Includes: information on agent's bank, agent's license number, home and business address, and list of officers. Will also contain all License Renewal documents.										
0017-0001	Application For Lottery Agent's License Or Courier Registration					P	10 Years After termination	5 Years	Destroy		
0018-0000	Denials Of Application --- Informs applicant that application for license has been denied.					P	5 Years	5 Years	Destroy		
0019-0000	Mega Millions, Power Ball, And Cash 4 Life G-Guard Case Files --- Case jacket that includes all Mega Millions G- Guard official documents, copy of claim form and winning ticket, G-Guard Valid ticket, 20-digit security code copies and JFI's for \$100K and top tier winners.					P	14 Years	7 Years	Destroy		
0020-0000	Pick-6 And Jersey Cash 5 Lotto G-Guard Cases Files --- Case jacket that includes JFI's for \$500k, early big win report, copy of claim form and winning ticket, G-Guard valid ticket and 20-digit security code copies for all top tier winning tickets.					P	14 Years	7 Years	Destroy		
0021-0000	Claim Forms --- Includes: claim date, claimant's name and address, prize amount, agent's name, and ticket number.					P	3 Years After audit	3 Years	Destroy		

Records Retention and Disposition Schedule					Agency: S820600			Schedule: 002		Page #:6 of 7	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0022-0000	Validation Case (VC) Files --- Include: claimant's correspondence, returned correspondence, audit statement, different name affidavit, winning ticket claim form, vendor inquiry letters, and validation inquiry disposition.					P	3 Years After audit	3 Years	Destroy		
0023-0000	Drawing Certifications Form --- Forms used to certify drawing of any game drawn by the Lottery. Lists: drawing date, initial drawing of numbers, final order of drawing, pay out, number of winners, supervisor validation signature, witness of drawing signature, Lottery Office contact signature, and Executive Director of NJ Lottery signature.					P	7 Years	7 Years	Destroy		
0024-0000	Security Investigations --- A jacketed file that includes any investigation by the Security unit such as winner's files and claim forms, questionable lottery tickets, agent defaults, "instant" game ticket audits, license infestations, license application denials, questionable claims, summary data, video and audio recordings, logs and notes pertaining thereunto.					P	7 Years	7 Years	Destroy		
0025-0000	Official Government Inquires --- Digital Versions of inquiries from municipal and county government officials, results of investigations, and responses					P	10 Years	10 Years	Destroy		
0026-0000	Courier Applications --- Includes initial application and renewal applications					P	10 Years After termination	5 Years	Destroy		
0027-0000	Courier Signed Recommendation Reports --- Includes for initial and renewal applications, reports include DGE preliminary criminal history background report, laboratory reports, clarification and response letters, current audited financial statements, current SSAE report, current insurance certificates, affiliate agent agreement, credit reports, etc.					P	10 Years After termination	5 Years	Destroy		

Records Retention and Disposition Schedule					Agency: S820600			Schedule: 002		Page #:7 of 7	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0028-0000	Courier Renewal Insurance Certificates --- Includes updated audited financial reports and updated SSAE audit reports					P	5 Years Following Expiration Of Insurance Cert. Or From End Of Audit Period	5 Years	Destroy		
0029-0000	Courier Cybersecurity Audit Reports					P	10 Years After termination	5 Years	Destroy		
0030-0000	Courier DGE Comprehensive Criminal History Background Report					P	10 Years After termination	5 Years	Destroy		
0031-0000	Courier Marketing And Publicity Requests					P	5 Years From Date Of Request	5 Years	Destroy		
0032-0000	Courier Reporting Documents --- Includes daily and monthly reports (Annual reports are already included, financial audits and SSAE reports)					P	5 Years From date of report	5 Years	Destroy		
0033-0000	Courier Ticket Balancing Spreadsheets For Each Calendar Year					P	5 Years From date of report	5 Years	Destroy		
0034-0000	Courier Change Of Ownership Documents					P	10 Years After termination	5 Years	Destroy		
0035-0000	Courier Enforcement Letters And Other Courier Letters					P	5 Years From Date Of Letter	5 Years	Destroy		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT: Treasury		AGENCY # S820400	
DIVISION: Property Management and Construction		SCHEDULE # 005	
BUREAU:		PAGE # 1	OF 1

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)
0005-0000	Inflation Reduction Act Elective Pay Advanced Energy Project Credit project file	New Record		Invoices, Equipment submittals, Certified payroll, Work Orders Job Costing reports, Payroll Registers (only of those who work on a project), Contribution Remittances (confirming contractor is signatory to Collective Bargaining agreement) 7 years Destroy

STATE OF NEW JERSEY



Treasury-Property Management & Construction

S820400-005



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

Records Retention and Disposition Schedule		Agency: S820400	Schedule: 005	Page #:1 of 3
Department:	Treasury-Property Management & Construction	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		
0001-0000	Design And Construction Project File --- File contains contracts, contract management forms, and documentation for the management of design and construction projects as pursuant to <u>N.J.S.A. 52:32-36 et. seq.</u>									
0001-0001	Design and Construction Project File -Contracts and Contract Management Documentation --- File includes, but is not limited to: design and construction contracts, correspondence, project management forms, project management financial forms, schedules, and related project documentation as pursuant to <u>N.J.S.A. 52:32-18-151 et. seq.</u> , <u>N.J.S.A. 2A:14-1.2.</u> *Microfilming recommended.						10 Years	Until completion of project	Destroy	

Records Retention and Disposition Schedule					Agency: S820400			Schedule: 005		Page #:2 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0001-0002	<p>Design And Construction Project File Project As- Built Plans And Specification File Includes, But Is Not Limited To: Project As-Built Plans And Specifications As Per <u>N.J.S.A.</u> 52:32-18A-151 Et.Seq.</p> <p>---</p> <p>Note: The NJ State Archives should review this file for documentation of state owned buildings (demolished or scheduled for demolition) that are historically or architecturally significant. This would include, but not be limited to any structure that required Historic American Building Survey (HABS) report or other reports mandated by state and federal laws before destruction occurs. These reports are generally mandated by federal laws including The Urban Transportation Act of 1964 (PL 88-365) and The National Historic Preservation Act of 1966, As Amended (PL 89-665) as well as the State of New Jersey's An Act to Establish a New Jersey Register of Historic Places (PL 1970, c.268, p888). The laws, or the administrative codes implementing them, also require the filing of the documentation with various cultural institutions, including the New Jersey State Archives.</p>			X		P	Life of the Structure plus 10 years		Archival Review		
0002-0000	<p>Permit Plans And Specifications - Approved DPMC Plan Review Group</p> <p>---</p> <p>Permit Plans and Specifications approved by the DPMC Plan Review Group under delegated authority from NJDCA as pursuant to <u>N.J.A.C.</u> 5:23-2.16a</p>					P	10 years after completion of project		Destroy		
0003-0000	<p>Contractor Classification File</p> <p>---</p> <p>File contains but is not limited to: Request for Classification (DPMC-27), statements of assets and liabilities, names of contracting corporation's officers, license information, information concerning insurance of applicant, statement of equipment owned, past performance, stockholder certification, notice of trades and project cost limits which the contractor is eligible to bid as pursuant to <u>N.J.S.A.</u> 52:35 et. seq., and other information concerning experience of contractor for classification.</p>					P	5 yrs after expiration of classification		Destroy		

Records Retention and Disposition Schedule					Agency: S820400			Schedule: 005		Page #:3 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0004-0000	Professional Services Prequalification File --- File includes but is not limited to: Application DPMC-48A, and/or DPMC-48T, Notices DPMC-48AN and / or DPMC-48TN, notice of disciplines, and project cost limits for which the consultant is eligible to propose pursuant to <u>N.J.S.A. 52:35 et. seq.</u> , and other information concerning experience of architects/ engineers or testing laboratories for prequalification.					P	5 years after expiration of prequalification on		Destroy		
0005-0000	Inflation Reduction Act Elective Pay Advanced Energy Project Credit Project File --- Invoices, Equipment submittals, Certified payroll, Work Orders, Job Costing reports, Payroll Registers (only of those who work on a project), Contribution Remittances (confirming contractor is signatory to Collective Bargaining agreement)					P	7 Years		Destroy		

1RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY # S800000		
DIVISION:		SCHEDULE # 008		
BUREAU:		PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit
FORMER AGENCY NUMBER	S800000 - 008

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Finance – Real Estate	Name Change	Finance – Real Estate	Real Estate
	Finance – Ticket Office	Name Change	Finance – Ticket Office	Finance
4160-0000	Radio Station License	New	<u>S808821 – 0001-0000</u> <u>Radio Station License</u> Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal 10 Years - Destroy	S800000 – 4160-0000 <u>Radio Station License</u> Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal 10 Years - Destroy
4161-0000	Radio Tower File	New	<u>S808821 – 0002-0000</u> <u>Radio Tower File</u> Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau	S800000 – 4161-0000 <u>Radio Tower File</u> Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 008	PAGE # 2 OF 2
--	---------------------	-------------------	----------------------

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			of Construction Project Review – Plan Review Section, which are necessary for a construction permit. *Microfilm recommended Permanent	release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit. Life of structure plus 30 years
4162-0000	Statewide Radio System Project Files	New	<u>S808821 – 0003-0000</u> <u>Statewide Radio System Project Files</u> May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project. *Microfilm recommended. 15 yrs after installation of new system - Destroy	<u>S800000 – 4162-0000</u> <u>Statewide Radio System Project Files</u> May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project. 15 yrs after installation of new system - Destroy
	Human Resources	Header Name Change	<u>Human Resources – Medical Services</u>	Human Resources
6002-0000	Employee Assistance Program (EAP) Files	New Header	<u>S808182 – 0001-0000</u> <u>Employee Assistance Program (EAP)</u> Includes intake and referrals of employee requiring assistance	<u>S800000 – 6002-0000</u> <u>Employee Assistance Program (EAP) Files</u> Includes intake and referrals of employee requiring assistance
6002-0001	Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases	New	<u>S808182 – 0001-0001</u> <u>Employee Assistance Program – Drug and Alcohol Related Cases</u> 10 yrs after contact	<u>S800000 – 6002-0001</u> <u>Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases</u> 10 yrs after contact
6002-0002	Employee Assistance Program (EAP) Files – All other cases	New	<u>S808182 – 0001-0002</u> <u>Employee Assistance Program – All other cases</u>	<u>S800000 – 6002-0002</u> <u>Employee Assistance Program (EAP) Files – All other cases</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 008	PAGE # 3 OF 2
---	-----------------------------	---------------------------	--------------------------

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			5 yrs after contact	5 yrs after contact

STATE OF NEW JERSEY



New Jersey Transit

S800000-008



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:	New Jersey Transit	Agency Representative:	Leon Cammarano
		Title:	Director Of RIM - Custodian Of Records
		Phone #:	973 491-7650

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Capital Planning And Programs									
0001-0000	Project Files									
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X		P	50 Years		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. <u>N.J.S.A. 2A:14-1.1</u>					P	10 Years After completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general					P	25 Years		Destroy	

	planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.									
0001-0004	<p>Project Files – Design/ Construction – Phase Documents ---</p> <p>Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.</p>					P	10 Years After completion of project	1 Years	Destroy	
0001-0005	<p>Project Files – Policy and Analysis ---</p> <p>Includes but not limited to: regional analysis; policy evaluation, formulation, and analysis; transportation technology review and analysis; community transportation including bicycle and pedestrian, rural transportation.</p>					P	10 Years		Destroy	
0002-0000	Facilities Files									
0002-0001	<p>Facilities Files - Location Files ---</p> <p>Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests, news clips, non-project related correspondence and other miscellaneous information specific to each facility.</p>					P	7 Years After resolution		Destroy	

0002-0002	<p>Facilities Files – Building Plans and Surveys</p> <p>---</p> <p>Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots.</p> <p><i>Confidential based on N.J.S.A. 47:1A-1.1</i></p>					C	Life of structure plus 10 years		Destroy	
0003-0000	Construction Management Files									
0003-0001	<p>Construction Management Files – Project Site Files – Office and Site</p> <p>---</p> <p>Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.</p>					P	10 Years After completion		Destroy	
0003-0002	<p>Construction Management Files – As-Built Drawings</p> <p>---</p> <p>Original reproducible as-built and shop drawings that have been revised to incorporate “as-built changes as completed”, technical details and components of construction projects.</p> <p><i>Confidential based on N.J.S.A. 47:1A-1.1</i></p>					C	Life of structure plus 10 years		Destroy	
0004-0000	Capital Funding Files									
0004-0001	<p>Capital Funding Files</p> <p>---</p> <p>Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and</p>					P	7 Years After completion of project or 3 yrs		Destroy	

	correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.						after termination/closing of grant, whichever is longer			
0004-0002	Capital Funding, Federal Transit Administration (FTA) Files --- Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.					P	Periodic review		Destroy	
0005-0000	Environmental Services									
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) Files --- Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.					P	5 Years		Destroy	
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) --- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.					P	5 Years After permit expires		Destroy	
0005-0003	Environmental Services - Hazardous Annual Generator Report (Copy) --- Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.					P	5 Years		Destroy	

0005-0004	<p>Environmental Services - Remedial Reports, Copies ---</p> <p>Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.</p>					P	30 Years	10 Years	Destroy	
0005-0005	<p>Environmental Services - Underground Storage Tank Files ---</p> <p>Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.</p>					P	30 Years	10 Years	Destroy	
0005-0006	<p>Environmental Services - Violation Notice File ---</p> <p>Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.</p>					P	3 Years After summons has been satisfied		Destroy	
0005-0007	<p>Environmental Services - Due Diligence Reports ---</p> <p>Rleaseport describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report</p>					P	30 Years After completion of report		Destroy	
0006-0000	<p>Government Funded Programs ---</p> <p>Includes but not limited to Community Local Shuttles and Job Access Reverse Commute Shuttles, Vehicle Records, Transportation Management Associations (TMA) & Van Pool Service Providers (agreements, invoices, grant documents, reports, correspondence, and all other related documents)</p>									
0006-0001	Federally Funded Programs					P	7 Years After completion of project, or 3 yrs after termination/closing of grant or equipment			

						disposition; whichever is longer			
0006-0002	State Funded Programs					P 3 Year After termination of grant			
0007-0000	Senior Citizens Disabled Resident Transportation Assistance Program (SCDRTAP): --- SCDRTAP is a casino revenue funded program available to counties through NJ Transit for operating, administration, and/or capital expenses to provide locally coordinated paratransit services for senior citizens and disabled persons.								
0007-0001	SCDRAP Program Files --- Includes but not limited to: county files (program timeline, state program guidelines, county paratransit grant allocation letter, application, agreement, sub-contracts, contract & budget modifications, ridership, public hearing (part of application), local advisory committee minutes), Reimbursement files (casino revenue monthly reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and expenditures, single program audit or equivalent,) close out files. backup documentation, administrative and general correspondence.					P 7 Years After contract closed, or 3 years after termination of grant, whichever is longer		Destroy	
0007-0002	SCDRTAP, Public Hearing Files --- Includes public notice, newspaper advertisements, support materials, PowerPoint presentations, attendance and speaker sheets, hearing transcripts and general correspondence.					P 7 Years		Destroy	
0008-0000	Citizen Advisory Committee Files ---					P 7 Years		Destroy	

	Includes copies of related notices, agendas, minutes, handouts, monthly schedule, accessibility projects, resolutions, casino county application review forms, membership bio, membership terms, appointment and resignation, mileage reimbursement, catering invoices and general correspondence								
0009-0000	<p>Section 5311 Program* Files</p> <p>---</p> <p>Includes but not limited to county files (program timeline, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports) reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), audit files (financial statement, account reports and project expenditures), closeout files.</p> <p>* Program is part of the Federal Transit Administration (FTA) to provide funds to non-urbanized areas and rural areas for public transportation)</p>					P	7 Years After contract closed, or 3 years after termination of grant, whichever is longer		Destroy
0010-0000	<p>Rural Transportation Assistance Program* (RTAP)</p> <p>---</p> <p>Include but not limited to: RTAP Files (correspondence on Passenger Assistance Safety & Securement Course (PASS), defensive driving, manager/supervisor/dispatcher certification, telephone techniques, customer service, vehicle maintenance management and inspection, scheduler/dispatcher training, Train the Trainer programs,</p>					P	7 Years After S5311 and SCDRTAP contract closed, or 3 years after termination of grant, whichever is longer		Destroy

	<p>scholarships, newsletters and general correspondence, contract with National Transit Institute (NTI). scholarship reimbursement files (expense reports, invoices from Rutgers NTI for conducting RTAP program), class and workshop announcement, activity reports (flyers, announcements for classes and workshops, reports from NTI on class attendance, class satisfaction surveys, any documentation relating to classes), closeout files, backup documentation, general correspondence, and administrative files.</p> <p>*Program provides training and technical assistance to rural community transportation program</p>									
0011-0000	<p>Section 5307 Program* (S5307)</p> <p>---</p> <p>Includes but not limited to: county files (program timeline, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase capital purchase correspondence, audits and general administration), reimbursement files (reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and project expenditures. Single program audit acceptable), closeout files.</p> <p>*S5307 is an FTA formula grant program for urbanized areas providing capital, operating and planning assistance for mass transportation</p>					P	7 Years After contract closed, or 3 years after termination of grant, whichever is longer		Destroy	
0012-0000	<p>Section 5310 (S5310) Program</p> <p>---</p> <p>S5310 is an FTA grant program that provides funds to nonprofit organizations and county municipalities to lease</p>									

	vehicles to transport senior citizens and persons with disabilities.								
0012-0001	<p>Section 5310 (S5310) Program Files</p> <p>---</p> <p>Includes but not limited to program timeline, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence.</p>					P	7 Years		
0012-0002	<p>Federally Funded Vehicle Files (Non-Fixed Assets)</p> <p>---</p> <p>Includes accident reports, transfer, disposal vehicle agreements and general correspondence S5310 vehicles and other vehicles purchased under a variety of FTA grant coming under the administrative authority of Local Programs.</p>					P	7 Years After termination of lease, or 3 years after disposal of vehicle, whichever is longer		

0013-0000	<p>Drug and Alcohol Testing Program* Files</p> <p>---</p> <p>Includes but not limited to D&A plans, annual federal drug and alcohol testing reports submitted to NJ Transit from sub-recipients, site audits, financial statement, account reports, and project expenditures pertaining to consultant uses to conduct audits.</p> <p>* Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs.</p>					P	7 Years			
0014-0000	<p>Coordinated Human Services Transportation Plans (CHSTP)</p> <p>---</p> <p>Planning process that establishes coordination planning activities amongst various state agencies and grant sub-recipients.</p>					P	7 Years			
	Records And Information Management									
1000-0000	Records Transmittal Forms					P	3 Years After disposition or permanent removal of records		Destroy	
	Rail Operations									
2000-0000	<p>Air Brake Kit Inventory Log Sheet</p> <p>---</p> <p>List unit, type, date removed, date received, date ready, date shipped, quantity, item and status. Air brake kits are inspected every two (2) years.</p>					P	2 Years After final entry		Destroy	
2001-0000	<p>Capital Projects</p> <p>---</p>					P	10 Years After completion of project		Destroy	

	File includes correspondence, drawings and project supporting information.								
2002-0000	Car History File --- File contains history and quality control manual on the train cars before they came to New Jersey Transit.					P	3 Years After disposal of Car	Destroy	
2003-0000	Inspection Report File --- Inspection Report File Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29)					P	2 Years	Destroy	
2004-0000	Service And Inspection Work Packets --- Service and Inspection Work Packets Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.					P	3 Years After disposal of car	Destroy	
2005-0000	Yearly Maintenance History File --- Yearly Maintenance History File File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report. (FRA 49 CFR 229.23)					P	2 Years	Destroy	
2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.					P	1 Years	Destroy	
2007-0000	Map Of Locomotives --- File contains locomotive engineering specifications.					P	10 Years After disposal of equipment	Destroy	

2008-0000	<p>Wheel And Axle Assembly Report (AAR) – Quality Assurance</p> <p>---</p> <p>File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3)</p>					P	15 Years		Destroy	
2009-0000	<p>Locomotive Engineer, Assistant Conductor, and Mechanical Training Programs Individual Class Folders CRF Part 240.215 (a) (h)</p> <p>---</p> <p>Includes but not limited to training, evaluations, qualification certification of final examinations, tests and/or quizzes promotion records.</p>					P	6 Years		Destroy	
2010-0000	<p>Locomotive Engineer, Assistant Conductor, and Mechanical Training Programs, Summary Information</p> <p>---</p> <p>Includes but not limited to names, grades, attendance records and performance reviews. Recommended Microfilming</p>					P		50 Years from creation of file.		Destroy
2011-0000	<p>Rail Service Projects Files</p> <p>---</p> <p>Contain operating plans developed to define the benefits of and to schedule new or additional rail service</p>									
2011-0001	Rail Service Project Files – Successful		X					20 yrs after completion of project		Archival Review
2011-0002	Rail Service Project Files – Unsuccessful		X					3 Years		Destroy
2012-0000	<p>Rail Service Computer-Based Project Files</p> <p>---</p> <p>Used to test the viability and reliability of operating plans and projects.</p>					P		10 yrs after completion of project		Destroy

2013-0000	Plan and Schedules --- Includes timetables, crew plans, equipment diagrams, on-time performance statics, and related documents.					P		10 Years		Destroy
Internal Audit										
3000-0000	Internal Audit Report									
3000-0001	Internal Audit Report (Record Copy) --- Includes: "New Jersey Transit Recommendation Reply and Implementation Status Report" and all other related documents. <i>Confidential based on N.J.S.A. 47:1A-1.1</i>					C	Permanent		Archival Review	
3000-0002	Internal Audit Report (Copy) <i>Confidential based on N.J.S.A. 47:1A-1.1</i>					C	3 Years		Destroy	
3001-0000	Internal Audit Program --- Files contains but is not limited to step-by-step procedures used to conduct an audit, working papers and drafts. <i>Confidential based on N.J.S.A. 47:1A-1.1</i>					C	7 Years After completion of audit		Destroy	
	Real Estate									
4000-0000	Deed Files --- Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request			A		P	Permanent		Archives	

	for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc.; deed exception files; parcels not included in original conveyance of property; lists of properties currently owned and sold.								
4001-0000	Lease Files								
4001-0001	Lease ----- Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents				P	7 Years. After termination of lease or cancellation		Destroy	
4001-0002	Lease Books and Log Input --- Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report.			A	P	Permanent		Archives	
4001-0003	Lease Drafts --- Includes but not limited to: drafts and correspondence				P	3 Years		Destroy	
4002-0000	Adjacent Property Notice --- Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property				P	3 Years		Destroy	
4003-0000	Maps and Drawings --- Includes but not limited to: original and historical maps and drawings of NJ TRANSIT current and predecessor rail lines. These tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects.			A	C	Permanent		Archives	

	<i>Confidential based on N.J.S.A. 47:1A-1.1</i>								
4004-0000	Permit Files ----- Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.					P	7 Years. After cancellation of permit		Destroy
	Finance								
4050-0000	Daily Close-Out File and Daily Listing of Checks and Cash Deposited (53X's) ----- Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debits and credit grand totals, daily ticket count, etc. Also, attached to seller's daily tour listing are duplicates of each ticket sold per seller that day; also includes checks and cash deposited and bank deposit slip. Copies are sent to Revenue Accounting					P	1 Years		Destroy
4160-0000	Radio Station License ----- Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal					P	10 Years		Destroy
4161-0000	Radio Tower File ----- Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit					P	Life of structure plus 30 years		Destroy
4162-0000	Statewide Radio System Project File ----- May include, but is not limited to: correspondence, proposals, change					P	15 yrs after installation of new system		Destroy

	orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project.										
	Bus Operations - Maintenance										
5000-0000	Assignment Log					P	1 Years After last entry		Destroy		
5001-0000	Bus Inventory/Location Master Report - Monthly					P	3 Years		Destroy		
5002-0000	Operator's Bus Condition Report ----- Includes but not limited to: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include operators and mechanic's post inspection certifications.					P	3 Years. After problem corrected		Destroy		
5003-0000	Vehicle Maintenance Information File										
5003-0001	Vehicle Maintenance Information System (VMIS) ----- Computerized system containing information regarding maintenance performed on buses.					P	3 Years.After disposal of bus		Destroy		
5003-0002	Major Log ----- Includes but not limited to: Lists all significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.					P	3 Years After disposal of bus or final entry.		Destroy		

	Human Resources									
6000-0000	Medical Records - X-Rays - All X-Rays for Non- Maintenance Employees (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)					C	5 Years		Destroy	Retention Period designated by N.J.S.A. 26:8-5
6001-0000	Results of Random Urine Analysis Test ----- Test are filed separately from the medical file.									
6001-0001	Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)					C	6 Years After termination of employment		Destroy	
6001-0002	Results of Random Urine Analysis Test - Negative results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)					C	5 Years		Destroy	
6002-0000	Employee Assistance Program (EAP) Files ----- Includes intake and referrals of employee requiring assistance									
6002-0001	Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases					C	10 yrs after contact		Destroy	
6002-0001	Employee Assistance Program (EAP) Files – All other cases					C	5 yrs after contact		Destroy	
	General									
9022-0000	National Transit Database Annual Report* ----- Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report.									

9022-0001	<p>Bus and Rail Service Planning Records*</p> <p>----</p> <p>Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR.</p> <p>*Note: NTDRA Appears on S809000</p>					P	7 Years		Destroy
9022-0002	<p>Federal, State, Local Funding</p> <p>----</p> <p>Includes but not limited to GTFS mapping, IAS-FD audit, planning studies, asset maintenance (non-fixed asset), correspondence and supporting documentation.</p> <p><i>*Federal Circulars 5010.1F et. Al.</i></p>					P	7 Years After termination of grant		Destroy
9022-0003	<p>Third Party Contracts</p> <p>----</p> <p>Include but not limited to purchased transportation and calendar year reporting.</p>					P	7 Years After close out		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT :	New Jersey Transit	AGENCY #S808182 RETIRE		
DIVISION:	Administrative Support	SCHEDULE #001		
BUREAU:	Human Resources / Employee Assistance Program	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit Administrative Support – Human Resources – Employee Assistance Program - Retire
FORMER AGENCY NUMBER	S808182 – SCHEDULE 1 - TO BE RETIRED / EXISTING RECORDS TRANSFERRED TO S800000 - NEW JERSEY TRANSIT

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Human Resources			
0001-0000	Employee Assistance Program (EAP) Includes intake and referrals of employee requiring assistance	Transfer Rename	Employee Assistance Program (EAP)	<u>S800000 - 6002-0000 Employee Assistance Program (EAP) Files</u> Includes intake and referrals of employee requiring assistance.
0001-0001	Employee Assistance Program – Drug and Alcohol Related Cases	Transfer Rename	Employee Assistance Program – Drug and Alcohol Related Cases	<u>S800000 - 6002-0001 Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases</u> 10 yrs after contract - Destroy
0001-0002	Employee Assistance Program – All other cases	Transfer Rename	Employee Assistance Program – All other cases	<u>S800000 - 6002-0002 Employee Assistance Program (EAP) Files – All other cases</u> 5 yrs after contact - Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY S808821 - RETIRE		
DIVISION:	Administrative Support	SCHEDULE # 002		
BUREAU:	Policy, Technology and Customer Service / Radio System Planning and Support	PAGE #	1	OF 2

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit Administrative Support Policy, Technology and Customer Service / Radio System Planning
FORMER AGENCY NUMBER	S808821 – SCHEDULE 002 - TO BE RETIRED / EXISTING RECORDS TRANSFERRED TO S800000 - NEW JERSEY TRANSIT

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Finance			
0001-0000	Radio Station License	Transfer		<u>S800000 – 4160-0000</u> <u>Radio Station License</u> Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal 10 Years - Destroy
0002-0000	Radio Tower File	Transfer	Permanent	<u>S800000 - 4161-0000</u> <u>Radio Tower File</u> Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808821 RETIRE	SCHEDULE # 002	PAGE # 2 OF 2
--	-------------------------------	-------------------	----------------------

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				Life of structure plus 30 years - Destroy
0003-0000	Statewide Radio System Project File	Transfer		<u>S800000 – 4163-0000</u> <u>Statewide Radio System Project Files</u> May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project. 15 yrs after installation of new system - Destroy

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE County General Schedule HEADING		AGENCY # C820000	
DIVISION:		SCHEDULE # 020	
BUREAU:		PAGE # 1	OF 3

RETENTION SCHEDULE AMENDMENT

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

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) (P L. 99-603).	Retention Change		Former: 6 years after termination of employment Current: 3 years after date of hire or 1 year after termination of employment, whichever is later
0800-0000	E-Mail Records And Electronic Administrative Resource Files	Record Series Number Change		
0801-0000	E-Mail Records (Seven Years Or Less)	Record Series Number Change		
0802-0000	Electronic Administrative Resource Files	Record Series Number Change		
0803-0000	Customer Profile Payment Data	Record Series Number Change		
0804-0000	Database, Including Production, Test, And Development Versions, And Any	New Record Series		

	Associated Tables And Logs			
0804-0001	Application Programs Used To Access, Update, Maintain And Secure The Database	New Record Series		
0804-0002	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries	New Record Series		
0804-0003	Machine-Readable Content	New Record Series		
0804-0004	Paper-Based Content	New Record Series		
0804-0005	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database	New Record Series		
0804-0006	Security Information	New Record Series		
0800-0007	Logs	New Record Series		
0805-0000	Social Media Records			
0805-0001	Social Media Records - Informational Postings	New Record Series		
0805-0002	Social Media Records - General Information Exchange	New Record Series		
0805-0003	Social Media Records - Service Transactions	New Record Series		
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management	New Record Series		
0806-0000	Electronic Communications Records	New Record Series		
0806-0001	Electronic Communications Records - General/Routine Information Communications	New Record Series		
0806-0002	Electronic Communications Records - Operational Information Exchange	New Record Series		
0806-0003	Electronic Communications Records -	New Record		

	Service Transactions	Series		
0806-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management	New Record Series		

STATE OF NEW JERSEY



COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE

C820000-020



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 RECORDS RETENTION SCHEDULE	Agency Representative:	Yamileth Merchak
		Title:	Assistant Director, DORES
		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:
			8/15/2024

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Financial Records									
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	

0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.						P	After Deposit And Verification		Destroy	
	Financial Records										
0005-0000	Deposit Slips (Agency Original)	X						6 Years		Destroy	
	Books of Account										
0100-0000	Cash Disbursements	X									
0100-0001	Cash Disbursements - Year-End History	X					P	Permanent		Retain at Agency	
0100-0002	Cash Disbursements - Quarterly History	X						3 Years		Destroy	
0100-0003	Cash Disbursements - Monthly History	X						3 Years		Destroy	
0101-0000	Daily Cash Journal --- Book of original entry, recording transactions in chronological order.	X						6 Years		Destroy	
0102-0000	Journal/Ledger File	X									
0102-0001	Journal/Ledger - General --- A central listing of all activities for an account within a particular time period.	X	X				P	Permanent		Retain at Agency	
0102-0002	Journal/Ledger - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	X						6 Years		Destroy	
0103-0000	Year-End Closing Reports --- Used in conjunction with the General Journal/Ledger	X	X				P	Permanent		Retain at Agency	
	Budget File										

0200-0000	Budget File	X							
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy
0200-0002	Budget File - Not Included In Minutes	X		X		P	Permanent		Permanent
0200-0003	Budget File - Copy Filed With County	X					2 Years Provided no litigation on tax levy or rate		Destroy
0200-0004	Budget File - Copy Approved by the State	X					2 Years		Destroy
0200-0005	Budget File - Copy Approved by Governing Body	X					2 Years		Destroy
0200-0006	Budget File - Monthly Status Report	X					3 Years		Destroy
0200-0007	Budget File - Year-to-Date Status Report	X					3 Years		Destroy
0200-0008	Budget File - Work papers	X					6 Years		Destroy
0200-0009	Budget File - Defeated Budget	X					6 Years		Destroy
0200-0010	Budget File - Year-End Status	X					3 Years		Destroy
0200-0011	Budget File - Monthly Capital Status	X					3 Years		Destroy
0200-0012	Budget File - Monthly Open Encumbrance Status	X					3 Years		Destroy
0200-0013	Budget File - School District Budget Filed With Municipality (Copy) --- Original maintained by the school district.	X					1 Years		Destroy
	Miscellaneous Financial Records								

0300-0000	Audit Report File	X							
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Years		Destroy
0301-0000	Bids And Proposals - Purchase (Approved And Denied) --- Bid File - Purchase - Approved and Denied File may contain but not limited to : bids, proposals, Requests for Proposals (RFP), Pay to Play documentation, correspondence, and supporting documentation.								
0301-0001	Bids and Proposals (Original)	X					6 Years		Destroy
0301-0002	Bids and Proposals (Copy)	X					3 Years		Destroy
0302-0000	Bond File --- Includes: bond official and preliminary statements, work papers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation.	X							
0302-0001	Bond File (Original)	X					6 Years After date of cancellation or maturity		Destroy
0302-0002	Bond File (Copy)	X					6 Years		Destroy
0302-0003	Bond File - Bonds and Coupons Notes	X					7 Years From cancellation or maturity dates		Destroy
0302-0004	Bond File - Bond Anticipation Notes	X					6 Years		Destroy

0302-0005	Bond File - Performance Bonds	X				6 Years After termination of contract		Destroy	
0302-0006	Bond File - Surety Bonds	X				2 Years After termination of office		Destroy	
0303-0000	Contracts/Agreements And Amendments File --- Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued.								
0303-0001	Contracts/Agreements and Amendments - General (Original)	X				6 Years After completion of contract		Destroy	
0303-0002	Contracts/Agreements and Amendments - General (Copy)	X				1 Years After completion of contract		Destroy	
0303-0003	Contracts/Agreements and Amendments - Cancelled	X				1 Years After submission		Destroy	
0303-0004	Contracts/Agreements and Amendments - Voided	X				1 Years After voidance		Destroy	
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X				6 Years		Destroy	
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X				10 Years After completion of construction		Destroy	
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X				7 Years After disposal of building		Destroy	
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X				6 Years After project completion		Destroy	

0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X					7 Years After disposal of building		Destroy	
0303-0010	Contracts/Agreements And Amendments – Equipment					P	7 Years After disposition of equipment		Destroy	
	Miscellaneous Financial Records									
0304-0000	Purchase Order, Invoice, Voucher/Warrant, And Requisition File									
0304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original)	X				P	6 Years		Destroy	
0304-0002	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Copy)	X				P	3 Years		Destroy	
0304-0003	Purchase Order File (Additional Copy)	X					1 Years		Destroy	
0304-0004	Purchase Order File - Log	X					6 Years		Destroy	
0305-0000	Deferred Compensation File	X								
0305-0001	Deferred Compensation File - Individual Employee File	X		X		P	Permanent		Permanent	
0305-0002	Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly	X					6 Years		Destroy	
0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	X					6 Years		Destroy	
0306-0000	Financial Statements - Annual	X								
0306-0001	Financial Statements - Annual (Original)	X		X		P	Permanent		Permanent	
0306-0002	Financial Statements - Annual (Copy)	X					Periodic review		Destroy	

0306-0003	Financial Statements - Annual And Supplemental Debt	X		X		P	Permanent		Permanent	
0307-0000	Grant File	X								
0307-0001	Grant File - General Approved (Original)	X					6 Years After termination of grant		Destroy	
0307-0002	Grant File - General Approved (Copy)	X					1 Years After termination of grant		Destroy	
0307-0003	Grant File - General Denied	X					1 Years		Destroy	
0307-0004	Grant File – Green Acres (N.J.S.A. 13:8A-47)	X		X		P	Permanent		Permanent	
0308-0000	Insurance File --- File includes : Life, Disability, Workers' Compensation, General Liability, Building, Fire, Flood, Casualty, and HIPAA Insurance	X								
0308-0001	Insurance File - Life, Disability, and Workers' Compensation Policies	X					6 Years After expiration of policy		Destroy	
0308-0002	Insurance File - General Liability Policy	X					20 Years After expiration of policy		Destroy	
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	X					6 Years After expiration of policy		Destroy	
0308-0004	Insurance File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	X					7 Years After termination from program		Destroy	

0309-0000	Invoice File	X								
0309-0001	Invoice File - Invoices	X					6 Years		Destroy	
0309-0002	Invoice File - Invoice Register	X					6 Years		Destroy	
0310-0000	Lease File	X								
0310-0001	Lease File (Original)	X					6 Years After termination of lease		Destroy	
0310-0002	Lease File (Copy)	X					1 Years After termination of lease		Destroy	
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Years		Destroy	
0312-0000	Mailing and Postage File	X								
0312-0001	Mailing and Postage File - Postage Bill Log	X					6 Years		Destroy	
0312-0002	Mailing and Postage File - Postage Meter Book Log	X					6 Years		Destroy	
0312-0003	Mailing and Postage File - Certified Mail Receipt and Undeliverable Mail	X					3 Years		Destroy	
0313-0000	Payroll File	X								
0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger	X					6 Years		Destroy	
0313-0002	Payroll File - Payroll Register (Original)	X	X				60 Years		Destroy	
0313-0003	Payroll File - Payroll Register (Copy)	X					3 Years		Destroy	

0313-0004	Payroll File - Payroll Reports	X					6 Years		Destroy	
0314-0000	Pension File	X								
0314-0001	Pension File - Quarterly Report of Contributions	X					6 Years		Destroy	
0314-0002	Pension File - Certification File	X		X		P	Permanent		Permanent	
0314-0003	Pension File - Pension History Cards	X		X		P	Permanent		Permanent	
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	X					6 Years		Destroy	
0316-0000	Receipts	X								
0316-0001	Receipts (Original)	X					6 Years		Destroy	
0316-0002	Receipts (Copy)	X					3 Years		Destroy	
0317-0000	Receiving Reports	X					3 Years		Destroy	
0318-0000	Requisition File	X								
0318-0001	Requisition File (Original)	X					6 Years		Destroy	
0318-0002	Requisition File (Agency Copy)	X					3 Years		Destroy	
0318-0003	Requisition File (Additional Copy)	X					1 Years		Destroy	
0319-0000	Schedule of Vouchers and Bills Paid	X								
0319-0001	Schedule/List Of Vouchers And Bills Paid - Associated With Resolution Package Or Governing Body Approval	X	X	X		P	Permanent		Permanent	

0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X					6 Years		Destroy	
0320-0000	Social Security Reports	X					6 Years		Destroy	
0321-0000	State Government Quarterly Report of Wages Paid	X					6 Years		Destroy	
0322-0000	Telephone File	X								
0322-0001	Telephone File - Telephone Bills (Agency Original)	X					6 Years		Destroy	
0322-0002	Telephone File - Telephone Bills (Copy)	X					3 Years		Destroy	
0322-0003	Telephone File - Weekly Telephone Call Listing	X					1 Years		Destroy	
0323-0000	Travel File --- Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation.	X								
0323-0001	Travel File - Approved (Original)	X					6 Years		Destroy	
0323-0002	Travel File - Approved (Copy)	X					3 Years		Destroy	
0323-0003	Travel File - Denied	X					1 Years		Destroy	
0324-0000	Union Dues File	X								
0324-0001	Union Dues File - Bi-Weekly Report	X					6 Years		Destroy	
0324-0002	Union Dues File - Deduction Authorizations	X					6 Years After termination of employment		Destroy	

0324-0003	Union Dues File - Spread Sheets	X					6 Years		Destroy	
0325-0000	Vehicle File	X								
0325-0001	Vehicle File - Gasoline Pump Readings Record	X					3 Years		Destroy	
0325-0002	Vehicle File - Gasoline Pump Reading Tickets	X					3 Years		Destroy	
0325-0003	Vehicle File - Motor Vehicle Accident Records	X					6 Years		Destroy	
0325-0004	Vehicle File - Motor Vehicle Fine Reports	X					6 Years		Destroy	
0325-0005	Vehicle File - Parking Claim Check Stubs	X					1 Years		Destroy	
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X					1 Years		Destroy	
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X					1 Years		Destroy	
0325-0008	Vehicle File - Parking Permits	X					3 Years		Destroy	
0325-0009	Vehicle Files - Vehicle Usage Reports --- Contains: mileage, locations, usage dates, and supporting documentation.	X					6 Years		Destroy	
0325-0010	Vehicle File - Vehicle Maintenance Reports	X				P	Until transfer of ownership		Destroy	
0325-0011	Vehicle File - Certificate of Title	X					Until transfer of ownership		Destroy	

0326-0000	Vendor File	X							
0326-0001	Vendor File - Quarterly History	X				3 Years		Destroy	
0326-0002	Vendor File - Year-End History	X				6 Years		Destroy	
0327-0000	Voucher/Warrant File - Paid	X							
0327-0001	Voucher/Warrant File (Original)	X				6 Years		Destroy	
0327-0002	Voucher/Warrant File (Copy)	X				3 Years		Destroy	
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, ACA, 4941, NJ927-W, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X				7 Years		Destroy	
0329-0000	Trial Balance --- A debit and credit account verification listing.	X				3 Years		Destroy	
0330-0000	Auction File								
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for Quote Solicitations; Request for Quotation Solicitation for Auctioneer; Resolutions to hold an auction and to hire an auctioneer; Notice of Public Auction; letters to/from the Sheriff's Office and Public Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation					P 6 Years		Destroy	

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

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

0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics --- Original data maintained by the federal government.						3 Years		Destroy	
0402-0000	Dental Plan File									
0402-0001	Dental Plan File - Status Listing	X					3 Years After update		Destroy	
0402-0002	Dental Plan File - Data Entry Worksheet	X					6 Years After termination of employment		Destroy	
0402-0003	Dental Plan File - Monthly Report	X					3 Years		Destroy	
0403-0000	Employee History/Service Record Card						60 Years After termination of employment or age 85, whichever is sooner		Destroy	
0404-0000	Employment Applications/Resumes - Persons Not Hired --- the hired employee applications are maintained in the individual employee file.						3 Years		Destroy	
0405-0000	Financial and Personal Data Disclosure Forms --- By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	X					6 Years		Destroy	
0406-0000	Health Benefits File									
0406-0001	Health Benefits File - Monthly Billing List	X					6 Years		Destroy	
0406-0002	Health Benefits File - Deduction Cards	X					6 Years After termination from program		Destroy	
0406-0003	Health Benefits File - Monthly Report	X					3 Years		Destroy	

0406-0004	Health Benefits File - Correspondence	X				P	6 Years After termination from program		Destroy	
0406-0005	Health Benefits File - Denial Of Coverage --- Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)	X				P	1 Years		Destroy	
0406-0006	Health Benefits File - Declaration Of Non-Participation	X				P	1 Years		Destroy	
0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation and self-health assessment/screening forms.					P	6 Years After termination of employment		Destroy	
0408-0000	Job Bulletins and Specifications	X					Periodic review		Destroy	
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity									
0409-0001	Leave Request (Original)	X					6 Years		Destroy	
0409-0002	Leave Request (Copy)	X					3 Years		Destroy	
0410-0000	Medical X-Ray File						5 Years		Destroy	
0411-0000	Personnel Action - New Jersey Department of Personnel	X					6 Years After termination of employment		Destroy	
0412-0000	Personnel Position Listing						As updated		Destroy	
0413-0000	Prescription Plan File									

0413-0001	Prescription Plan File - Status Listing	X					3 Years After update		Destroy	
0413-0002	Prescription Plan File - Monthly Report	X					3 Years		Destroy	
0413-0003	Prescription Plan File - Plan Authorization	X					6 Years After termination of employment		Destroy	
0414-0000	References - Employment									
0414-0001	References - External						3 Years		Destroy	
0414-0002	References - Internal						1 Years		Destroy	
0415-0000	Salary Guidelines and Amendments --- Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements.									
0415-0001	Salary Guide and Amendments (Original)	X					6 Years		Destroy	
0415-0002	Salary Guide and Amendments (Copy)	X					Periodic review		Destroy	
0416-0000	Time Records File --- File may contain Daily Time and Attendance; Request for Time Off; Report of Accumulated Holidays - Vacation, Personal, and Sick Time; and supporting documentation.									
0416-0001	Time Records File (Agency Original)	X					6 Years		Destroy	
0416-0002	Time Records File (Copy)	X					1 Years		Destroy	
0417-0000	Training Records	X				P	6 Years After termination of employment		Destroy	

0417-0001	Training Records						P	6 Years After termination of employment		Destroy	
0417-0002	Training Records – Staff Training Request						P	3 Years After final payment		Destroy	
0418-0000	Work Schedule	X					P	1 Years		Destroy	
	Personnel Records										
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018. May include proof of vaccination and/or testing in lieu thereof.	X					P	40 Years After termination of employment		Destroy	
0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) The I-9 and the E-Verification Receipt forms are used for verifying the identity and employment authorization of individuals hired for employment in the United States. All Employers must submit the I-9 Form for all employees (Citizens and Noncitizens) working in the United States, who were hired on or after November 6, 1986 1986, who are working in the U.S. To the extent that these forms are included, or required to be included in personnel files, they are subject to the retention period of the personnel files. Files may be maintained in hardcopy and electronic format or a combination thereof, separate from the Individual Employee File. Form generated by Department of Homeland Security, U.S. Citizenship and Immigration Services. Retention period prescribed by the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603).	X						3 years after date of hire or 1 year after termination of employment, whichever is later		Destroy	
0421-0000	Certification File - New Jersey Department of Personnel										
0421-0001	Certification File - Certified Roster/Employment History							5 Years After approval		Destroy	
0421-0002	Certification File - Certification of Eligibles for Appointment							3 Years After input and verification		Destroy	

0421-0003	Certification File - Certification Record Card						3 Years After expiration of list		Destroy	
0421-0004	Certification File - Request Approval for New Examination						3 Years After issuance of certification		Destroy	
0421-0005	Certification File - Request Approval for Continued Provisional Appointment						3 Years After issuance of certification		Destroy	
0421-0006	Certification File - Notice to Eligible of Removal From List						3 Years After issuance of certification		Destroy	
0421-0007	Certification File - Notification of Cancellation of Certification						3 Years After issuance of certification		Destroy	
0421-0008	Certification File - Payroll Certification Letters --- Utilized for employment background verification for temporary, provisional, and permanent employees.	X					1 Years		Destroy	
0421-0009	Certification File - Request for Information Due to Criminal Record						3 Years After issuance of certification		Destroy	
0421-0010	Certification File - Right to Invoke Appointing Authority --- Appointing authority for competitive examinations in accordance with the New Jersey Department of Personnel's Administrative Code, <u>N.J.A.C. 4A:4-4.2</u>						3 Years After issuance of certification		Destroy	
0422-0000	Salary Range File									
0422-0001	Salary Range File - Request for Cancellation or Amendment, Salary Ranges and Ordinances	X					1 Years After submission		Destroy	
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Years After effective date		Destroy	
0423-0000	Reclassification File - New Jersey Department of Personnel									

0423-0001	Reclassification File - Reclassification Survey Book						As updated		Destroy	
0423-0002	Reclassification File - Reclassification Allocation Survey Sheets						1 Years After presentation		Destroy	
0424-0000	Status of Violations - Request for Attorney General's Action						3 Years After submission to the Office of the Attorney General		Destroy	
0425-0000	Special Reemployment List						3 Years After expiration of list		Destroy	
0426-0000	Examination File - New Jersey Department of Personnel									
0426-0001	Examination File - T-Card --- An examination record of all open competitive and promotional titles.						3 Years After expiration of list for final entry		Destroy	
0426-0002	Examination File - Promotional Announcement						3 Years After submission		Destroy	
0426-0003	Examination File - Request for Open Competitive Examination						3 Years After submission		Destroy	
0426-0004	Examination File - Eligible/Ineligible Roster						3 Years		Destroy	
0426-0005	Examination File - Request for Examination Cancellation or Amendment						1 Years After submission		Destroy	
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Years After submission		Destroy	
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Years After submission		Destroy	
0426-0008	Examination File - Examination List Approval Sheet for <u>N.J.A.C. 4A:4-2.7</u> --- Promotion list waiving competitive examination.						3 Years After effective date of certification		Destroy	

0426-0009	Examination File - Examination Re-announcement Request						1 Years After submission		Destroy	
0426-0010	Examination File - Notice of Promotional Examination <u>N.J.A.C.</u> 4A:4-3.3						4 Years		Destroy	
0426-0011	Examination File - Open Competitive Examination Application <u>N.J.A.C.</u> 4A:4-3.3						4 Years		Destroy	
0426-0012	Examination File - Promotional Examination Application <u>N.J.A.C.</u> 4A:4-3.3					P	4 Years		Destroy	
0428-0000	Grievance File --- Records of employee's dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.									
0428-0001	Grievance File - Policy-Establishing Settlement (Original)					P	Permanent		Permanent	
0428-0002	Grievance File - Policy-Establishing Settlement (Copy)					P	3 Years After final settlement		Destroy	
0428-0003	Grievance File - Retained By Grievant Agency Of Employment					P	1 Years After final settlement		Destroy	
0428-0004	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	3 Years After final settlement		Destroy	
0428-0005	Grievance File - Routine Settlement (Original)					P	1 Years After final settlement		Destroy	
0429-0000	Hearings - Formal Policy									
0429-0001	Hearings - Stenotype Transcription					P	1 Years After Printing Of Transcript		Destroy	

0429-0002	Hearings - Real Time Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0003	Hearings - Computer-Assisted Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase	
0429-0005	Hearings - Transcripts (Original)					P	Permanent		Archives	
0430-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File --- Contains Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.					P	7 Years After Conclusion Of Matter		Destroy	
0431-0000	Affirmative Action Plan (Copy) --- Agency's annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.					P	3 Years		Destroy	
	General Administrative Records									
0500-0000	Administrative Subject File --- Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.						3 Years		Destroy	
0501-0000	Open Public Meeting File									

0501-0001	Agenda (Original)			X		P	Permanent		Permanent	
0501-0002	Agenda (Copy)						Periodic review		Destroy	
0501-0003	Official Public Notice In Compliance With the Open Public Meeting Law						3 Years		Destroy	
0501-0004	Governing Body Meeting - Work papers and Supporting Documentation (County and Municipal Clerk)						Periodic review		Destroy	
0502-0000	Agency-Sponsored Seminar									
0502-0001	Agency-Sponsored Seminar - Printed Materials (Original)			X		P	Permanent		Permanent	
0502-0002	Agency-Sponsored Seminar - Printed Materials (Copy)						Periodic review		Destroy	
0502-0003	Agency-Sponsored Seminar - Correspondence and Work papers						3 Years		Destroy	
0503-0000	Correspondence (E-mail or Hardcopy)									
0503-0001	Correspondence - General External						3 Years		Destroy	
0503-0002	Correspondence - Administrative Internal						Periodic review		Destroy	
0503-0003	Correspondence – Routine Requests for Information						Periodic review		Destroy	
0504-0000	Executive Administrative Subject File --- Subject file of a Mayor, County Executive, Administrator, County Manager, or equivalent authority dealing with all administrative aspects of their offices.									
	General Administrative Records									
0504-0001	Executive Administrative Subject File - Policy-Setting ---			X		P	Permanent		Permanent	

	Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.											
0504-0002	Executive Administrative Subject File - Non-Policy-Setting --- Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.						4 Years		Destroy			
0505-0000	Hand Deliver Receipt (Agency Original)						1 Years		Destroy			
0506-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.						Periodic review		Destroy			
0507-0000	Inventories						3 Years After update		Destroy			
0508-0000	Minutes											
0508-0001	Minutes (Original)		X	X		P	Permanent		Permanent			
0508-0002	Minutes (Copy)						Periodic review		Destroy			
0509-0000	News Release - Historical and Policy-Setting											
0509-0001	News Release - (Original)			X		P	Permanent		Permanent			
0509-0002	News Release (Copy)						Periodic review		Destroy			
0510-0000	Organization Chart											
0510-0001	Organization Chart (Original)			X		P	Permanent		Permanent			
0510-0002	Organization Chart (Copy)						Periodic review		Destroy			

0511-0000	Recordings Of Public Meetings - Public Officials - Audio/Video (Analog And Digital)					P	80 days after summary or verbatim transcript have been approved by the governing body, whichever is later		Erase	
0512-0000	Records Retention File									
0512-0001	Records Retention File - Microencoding Report						1 Years		Destroy	
0512-0002	Records Retention File - Microfilm Index			X		P	Permanent		Permanent	
0512-0003	Records Retention File - Records Retention and Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.						As updated		Destroy	
0512-0004	Records Retention File - Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.			X		P	Permanent		Permanent	
0512-0005	Records Retention File - Internal Request for Records						1 Years After file is returned or disposed		Destroy	
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy	
0514-0000	Visitor Security Daily Sign-In Log --- Visitor security daily sign-in log; may include visitor health screening/assessment forms.					P	3 Years		Destroy	
0515-0000	Reference Material File									

0515-0001	Reference Material						Periodic review		Destroy	
0515-0002	Reference Material Request						Periodic review		Destroy	
0516-0000	Surplus Property/Goods File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.									
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	X					3 Years After update		Destroy	
0516-0002	Surplus Property/Goods File -Excess/Surplus Property Notice	X					3 Years After audit		Destroy	
0517-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation. (PL 2001, c.404, PL 2024, c.16)									
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	X					6 Years		Destroy	
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						3 Years		Destroy	
0517-0003	Open Public Records Act (OPRA) File -OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.						3 Years After resolution		Destroy	
0518-0000	Government Records Access Unit - OPRA Complaint to Government Record's Council (GRC) Files (Copy) --- Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup						3 Years After resolution		Destroy	

	documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.											
0519-0000	Consultant File --- File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.											
0519-0001	Consultant File – Final Report				X		P	25 Years		Archival Review		
0519-0002	Consultant File – Contract						P	6 Years After termination of contract		Destroy		
0519-0003	Consultant File – Financial Documents						P	6 Years		Destroy		
0519-0004	Consultant File – Work Papers And Support File						P	3 Years		Destroy		
0520-0000	Security Access Card Swipe Log						P	3 Years		Destroy		
0521-0000	General Log File --- Log files maintained by the agency which are not specified elsewhere.						P	3 Years		Destroy		
0522-0000	Specialized Cleaning Documentation --- Cleaning out of the ordinary, in response to a significant event; e.g. exposure to COVID 19.						P	3 Years		Destroy		
0523-0000	Contact Tracing Documentation --- Records related to the process of warning contacts of possible exposure to disease.						P	3 Years		Destroy		
0524-0000	Legal File --- File contains but is not limited to the following: Litigation documents,											

	Request For Legal Opinion, Legal Opinion Rendered and supporting documentation. (N.J.S.A. 2A:14-5)											
0524-0001	Legal File - Litigation (Original) (N.J.S.A. 2A:14-5)					P	20 Years After final action		Destroy			
0524-0002	Legal File - Litigation (Copy)					P	6 Years		Destroy			
0524-0003	Legal File - Request For Legal Opinion And Opinion Rendered (Agency Copy)					P	6 Years		Destroy			
	Agency-Related Policy, Legislation, and Operating Procedures											
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.											
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)						3 Years After update		Destroy			
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy			
0601-0000	Notice File											
0601-0001	Notice File - Legal Notice						3 Years		Destroy			
0601-0002	Notice File - Emergency Notice						10 Years		Destroy			
0602-0000	Operating Procedures						3 Years		Destroy			
0603-0000	Ordinance File											
	Agency-Related Policy, Legislation, And Operating											
0603-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent		Archives			
	Agency-Related Policy, Legislation, and Operating Procedures											

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

	Agency-Related Policy, Legislation, And Operating									
0607-0000	Worker And Community Right To Know Act - Employer And County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, <u>N.J.S.A. 34:5A-1et seq.</u> Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.					P	6 Years		Destroy	
0608-0000	Americans With Disabilities Act (ADA) File --- Contains: Transition and Self-Evaluation Plans					P	65 Years		Destroy	
	Agency-Related Policy, Legislation, and Operating Procedures									
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.									
	Agency-Related Policy, Legislation, And Operating									
0609-0001	Municipal Code Book (Original)			X		P	Permanent		Archives	
	Agency-Related Policy, Legislation, and Operating Procedures									
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy	
	Agency-Related Policy, Legislation, And Operating									
0609-0003	Municipal Code Book - Supplement (Original)			X		P	Permanent		Permanent	
	Agency-Related Policy, Legislation, and Operating Procedures									
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		Destroy	
0610-0000	Incoming Mail Log						3 Years		Destroy	

0611-0000	Calendar and Meeting Schedules							3 Years		Destroy	
	Reports and Publications										
0700-0000	Newsletter										
0700-0001	Newsletter (Original)			X		P	Permanent		Permanent		
0700-0002	Newsletter (Copy)						Periodic review		Destroy		
0701-0000	Publications										
0701-0001	Publications (Original)			X		P	Permanent		Permanent		
0701-0002	Publications (Copy)						Periodic review		Destroy		
0702-0000	Report File										
0702-0001	Report File - Annual Report (Agency Of Origin)			X		P	Permanent		Permanent		
0702-0002	Report File - Annual Report (Copy)						Periodic review		Destroy		
0702-0003	Report File - Monthly Report						3 Years		Destroy		
0702-0004	Report File - Quarterly Report						3 Years		Destroy		
0702-0005	Report File - Statistical Report						3 Years		Destroy		
0702-0006	Report File - Weekly Report						1 Years		Destroy		
0702-0007	Report File - Daily Report						1 Months		Destroy		

0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification		Destroy	
	Reports and Publications									
0703-0000	Agency Year Two Thousand (Y2K) Testing Plan --- Includes documentation that may be used for: monitoring testing procedures, remediation, statutory and regulatory requirements, and providing evidence in lawsuits. Contains but is not limited to the following: Analysis Documentation-records that show the decisions that were made on what files, applications and systems would be converted and which ones would not, surveys, and contract review reports. Testing Documentation-the documentation that shows the final outcome of the conversion did result in a Year 2000 compliant system. Certification Documentation-written user signoffs for converted systems. Project Plans-listing of tasks completed, persons accountable, and time frames for completing Year 2000 project. Meeting minutes, memos, status reports, letters, reports that include information on: decisions made regarding Year 2000, confirmation of policy and procedures, identification of accountability of Year 2000 project tasks. External-response letters from vendors, responses to business partners for compliance statements, any other public announcements regarding Year 2000. Information posted on the Year 2000 website. Copies of compliance letters mailed to vendors. E-mail pert									
0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	X					7 Years		Destroy	
0703-0002	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	X					7 Years		Destroy	
0703-0003	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	X					7 Years		Destroy	
0703-0004	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	X					Periodic review		Destroy	
0704-0000	Image Processing System									
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial Certification Or System Revocation --- Manual or computer-generated logs of documents scanned into an			X		P	Permanent		Permanent	

	image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.										
0704-0002	Audit Reports --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.	X					7 Years		Destroy		
0704-0003	Image Processing System Initial/Renewal/Revoked Certification --- Agency image processing initial certification, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.			X		P	Permanent		Permanent		
0704-0004	Image Processing System Annual Review --- Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.						As updated		Destroy		
0704-0005	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion. Also used to identify files that are being transferred to a shared scanning unit.					P	7 Years	Upon Completion of Batch	Destroy		
Reports and Publications											
0705-0000	Agency Internet File										
0705-0001	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.						30 Days		Destroy		
0705-0002	Transaction/Click Through Log ---						30 Days		Destroy		

	Log tracking the number of times an agency's website is accessed from outside the agency.										
0705-0003	Website Creation And Update File --- File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.					P	30 Days After website is discontinued		Destroy		
0705-0004	Information Technology Program Documentation File --- File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.			X		P	7 yrs after program is either superseded or discontinued		Archival Review		
0705-0005	Information Technology Operating System Documentation File --- File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.			X		P	7 yrs after system is either superseded or discontinued		Archival Review		
0706-0000	Video Surveillance Recordings --- Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the County offices of the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. Incidents may include, but not limited to: slip and fall, motor vehicle accident, crime and ballot drop box activity. NJSA19:63-16.1b(2)a					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported.		Destroy		
0707-0000	Body Worn Cameras (BWC) --- Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations).					P	90 Days unless one of the exceptions are met		Destroy		

	(N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1) Exceptions: A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention. B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint. C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.								
0708-0000	Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File --- File pertaining to a specialized, agency-generated Study and Report, Feasibility Study, Needs Assessment and Remediation, and Strategic Plan which may be intra- and/or extra-agency and conducted a single time or ongoing depending on the scope of the project. File contains but is not limited to the following: Specialized Study and Report, Feasibility Study, Needs Assessment and Remediation, Strategic Plan and supporting documentation.								
0708-0001	Original			X		P	20 Years		Archival Review
0708-0002	Copy					P	Periodic Review		Destroy
	E-Mail Records And Electronic Administrative Resource Files								
0800-0000	E-Mail Records And Electronic Administrative Resource Files								
0801-0000	E-Mail Records (Seven Years Or Less) --- This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability					P	7 Years		Destroy

with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1).

Attestation elements include:

1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system(s) that is separate from the E-Mail system (Notes 2 and 3);
2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).;
3. That the agency has adopted acceptable use policies for E-Mail and internet usage, with supporting employee training and/or informational programs;
4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and
5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events.

Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request.

Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail.

	Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.										
0802-0000	Electronic Administrative Resource Files --- Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.					P	Retain Until No Longer Needed For Administrative Purposes.		Destroy		
0803-0000	Customer Profile Payment Data --- Records documenting customer orders for products and services. Includes information related to tracking and initiating financial transactions. Includes credit card and other than credit card payments.					P	3 Years		Destroy		
0804-0000	Database, Including Production, Test, And Development Versions, And Any Associated Tables And Logs --- Exclusion – If the database is scheduled for permanent retention or there is a disposition instruction indicating Review for Archives or Archives, contact the State Archives for guidance on whether the database is: now eligible for disposition; must be maintained in a readable form indefinitely; or needs to be accessioned into the Archives' digital repository.					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy		
0804-0001	Application Programs Used To Access, Update, Maintain And Secure The Database					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy		
0804-0002	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries					P	3 Years Following Decommissioning Or Migration Of The Database To		Destroy		

							A New (Replacement) Computing Platform			
0804-0003	Machine-Readable Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0004	Paper-Based Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0005	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database					P	Until updated		Destroy	
0804-0006	Security Information --- Tables and files used to authenticate and authorize personnel to access and use the database for purposes defined by the custodian of the database					P	Maintain Until Superseded		Destroy	
0804-0007	Logs --- Tables/files that capture information about the database's functions including access and updating activity, error conditions, failed log-in attempts, performance metrics, etc.					P	Maintain Until Superseded		Destroy	
0805-0000	Social Media Records --- This record series covers public records created and stored via social media services/sites. Records in this series include various forms of content, including text, image(s), and audio/video recording(s).									

0805-0001	<p>Social Media Records - Informational Postings</p> <p>---</p> <p>These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.</p>					P	1 Years		Destroy	
0805-0002	<p>Social Media Records - General Information Exchange</p> <p>---</p> <p>Records in this category include informational postings connected with two-way constituent services/communications. Content produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc.</p>					P	1 Years		Destroy	
0805-0003	<p>Social Media Records - Service Transactions</p> <p>---</p> <p>These records include communications connected with an agency's business processes and service delivery programs -- for example, delivery of digital content such as reports and other public documents and work order entry and tracking.</p>					P	3 Years		Destroy	
0805-0004	<p>Social Media Records - Planning, Decision Support And Knowledge Management</p> <p>---</p> <p>Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external discussions and information on governmental programs touching on policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these records.</p> <p>(Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Social Media Records)</p> <p>General Note on Modes of Storage for Social Media Records</p> <p>It is common for agencies to use third party social media services and platforms that are publicly facing and that use a variety of electronic storage formats that can evolve rapidly. Also, third party service</p>					P	25 Years		Archival Review	

	<p>providers may offer varying levels of quality and storage capacities that could change over time. This can make the underlying storage technologies and service levels for the agency's social media program uncertain and unstable. In this connection, consider the following storage options.</p> <p>a. Implement an archiving tool that allows for the scheduled extraction and migration of social media content to an agency-owned or controlled trusted digital repository. This is the preferred approach. A trusted digital repository enables the agency to store digital records, including social media records, in formats that assure access, use and analysis of the records for the entire length of their retention periods. This functionality is critical for long-term and permanent records. However, for ease of administration, agencies may wish to include short-term records in these repositories as well. 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 (https://nj.gov/treasury/rms/pdf/GuidelinesforRecordsManagementintheCloud.pdf).</p> <p>.</p> <p>For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (https://nj.gov/state/archives/pdf/FileFormats_NJSA.pdf). Once records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the site.</p> <p>b. If the agency's social media site(s) contain records not subject to longer term retention, and the procurement of an archiving tool is not feasible, migrate the records periodically to a trusted digital repository via importation of tested back-ups or through the use of data export/import applications. Otherwise, copy (cut and paste) content to the repository. This snippet approach is not a best practice but may be used if there are no other options available to the agency.</p> <p>c. If it is not possible to procure an archiving tool, and the agency's records need to be retained for short time frames -- no more than 2 years, consider relying on the platform used by the social media service provider exclusively. 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. Test the back-up/recovery tools and export/import applications to ensure that lost or damaged content can be restored.</p>									
0806-0000	Electronic Communications Records ---									

	This record series covers public records created and stored 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. This includes online resources, telecommunications interactions and mobile text messaging for users of mobile devices such as smart phones and tablets, as well as facilities to record and store voice messages.								
0806-0001	Electronic Communications Records - General/Routine Information Communications --- These records include messaging services for the exchange routine information such as meeting reminders, general questions/answers shared among staff/constituents on technical and operational matters, general inquiries, or requests for the return of a telephone or online call.				P	1 Years		Destroy	
0806-0002	Electronic Communications Records - Operational Information Exchange --- Records in this category 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.				P	3 Years		Destroy	
0806-0003	Electronic Communications Records - Service Transactions --- These records 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.				P	3 Years		Destroy	
0806-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management --- Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external				P	25 Years		Archival Review	

<p>discussions and information on governmental programs touching on policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these records.</p> <p>(Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Electronic Communications Records)</p> <p>General Note on Modes of Storage for Electronic Communications Records</p> <p>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).</p> <p>a. Given the backdrop above, when addressing storage solutions for electronic messaging, agencies should consider the following policies:</p> <ul style="list-style-type: none">• 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,									
--	--	--	--	--	--	--	--	--	--

<p>https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf).</p> <p>b. Choose appropriate storage solutions or mix of solutions.</p> <ul style="list-style-type: none">• 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. 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. 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, https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf). <p>For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (https://nj.gov/state/archives/pdf/FileFormats_NJSA.pdf). After records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the source platform.</p> <ul style="list-style-type: none">• 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 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									
---	--	--	--	--	--	--	--	--	--

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE County Board of Elections and Superintendent of Elections HEADING		AGENCY # C440000	
DIVISION:		SCHEDULE # 008 – VERSION UPDATE	
BUREAU:		PAGE # 1	OF 3

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	From C440000-007 to C440000-008 version number change only.

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION

STATE OF NEW JERSEY



COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS

C440000-008



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 BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS	Agency Representative:	Donna Barber
		Title:	ACTING DIRECTOR, NJ DIVISION OF ELECTIONS
		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		
0002-0000	Board Worker Applications - Organization Certificates --- Consists of District Board Worker job applications.					P	2 Years		Destroy	
0004-0000	Certified List Of Polling Places					P	2 Years		Destroy	
0005-0000	Challenger List For Permits Issued					P	2 Years		Destroy	
0008-0000	Election District Maps --- Including re-adjustments. Maps are also maintained permanently by the Division of Elections.					P	3 Years After update		Destroy	
0010-0000	Official Instructions And Procedures Manual (Original)					P	1 Years After update		Destroy	
0012-0000	Prosecutor's Letter Of Voter Disqualification --- Consists of correspondence notifying the Election Board of a disqualified voter.					P	5 Years		Destroy	

0013-0000	Prosecutor's List Of Criminal Convictions For Voter Disqualification					P	5 Years		Destroy	
0014-0000	Receipts For Ballots And Supplies <u>N.J.S.A.</u> 19:9.3; 52 <u>U.S.C.A.</u> 20701					P	2 Years If Federal Election; 1 Year If Other		Destroy	
0015-0000	Returned Sample Ballots <u>N.J.S.A.</u> 19:14-26; 52 <u>U.S.C.A.</u> 20701					P	2 Years If Federal Election; 6 Months If Other		Destroy	
0017-0000	Voter Registration Investigation Reports					P	5 Years		Destroy	
0018-0000	Voter Registry Lists (Copy) --- Consists of registered voters per district and addresses. Original maintained by the Office of the County Clerk. <u>N.J.S.A.</u> 19:31-18.3; 52 <u>U.S.C.A.</u> 20701					P	2 Years If Federal Election; 1 Year If Other		Destroy	
0019-0000	Voting Authority Cards/Sheets <u>N.J.S.A.</u> 19:52-2.1;52 <u>U.S.C.A.</u> 20701					P	2 Years If Federal Election, 1 year if non- Federal		Destroy	
0025-0000	Poll Books - Digital --- Digital file types include: Voter Credits, Signature, Full Export and Delta. Note: As per <u>N.J.S.A.</u> 19:31-35, effective 2021, Electronic Poll Books required for use during early voting and on Election Day. <u>N.J.S.A.</u> 19:31-3.3					P	6 Years		Destroy	
0027-0000	Affidavit Of Residency File --- File includes: Signature Comparison, Disability Certificate and Identification Statement and Temporary Registration. <u>N.J.S.A.</u> 19:31 A-8					P	2 Years		Destroy	
0029-0000	Voter Declaration Of Party Affiliation --- File contains: voter registrations, affirmation statement from		X			P	10 Years		Destroy	

	provisional ballot, party change forms, and written declaration from registered voter. <u>N.J.S.A. 19:31-3.1</u>											
0030-0000	Death Notice List						2 Years		Destroy			
0031-0000	Declination Of Voter Registration					P	2 Years		Destroy			
0033-0000	Confirmation/Verification Notice Address											
0033-0001	Confirmation/Verification Notice Address - In County --- Used for a change of address within the county. <u>N.J.S.A. 19:10-1</u>					P	2 Years		Destroy			
0033-0002	Confirmation/Verification Notice Address - Out Of County --- Used for a change of address out of the county. <u>N.J.S.A. 19:10-1</u>					P	2 Years		Destroy			
0033-0003	Confirmation/Verification Notice - Address – Undeliverable <u>N.J.S.A. 19:10-1</u>					P	2 Years		Destroy			
0101-0000	Vote By Mail Ballots - Affirmation And Envelopes <u>N.J.S.A. 19:18-7</u>					P	2 Years After election		Destroy			
0102-0000	Vote By Mail Ballot Applications											
0102-0001	Vote By Mail Ballot Applications – Single Election Option					P	2 Years After election		Destroy			
0102-0002	Vote By Mail Ballot Applications – Calendar Year Option					P	2 Years After Calendar Year Of Application		Destroy			
0102-0003	Vote By Mail Ballot Applications – All Future Elections		X			P	5 Years		Destroy			
0103-0000	Certified List Of Vote By Mail Ballot Applications (Copy) --- Original maintained by the Office of the County Clerk.					P	2 Years		Destroy			

0104-0000	List Of Permits Issued To Agents Or Challengers --- Used to permit said person to remain within the polling place while the election is in progress.					P	2 Years		Destroy	
0105-0000	Voter Registration File (Hardcopy and Electronic) File contains but is not limited to: Voter Registration Application, Mail Voter Registration Form, Record of Voting, Certificate of Signature, Disability Certificate and Identification Statement, Provisional Ballot Affirmation Statement, Deleted Voter documentation, Voter Registration History and supporting documentation.									
0105-0001	Voter Registration And Record Of Voting Form – Deleted Voter Listing		X			P	5 Years After deleted		Destroy	
0105-0002	Voter Registration And Record Of Voting Form – Deleted Voter Data Entry Form					P	Upon input and verification of electronic data system		Destroy	
0105-0003	Voter Registration Application Includes: new voters, change of name and change of address.		X			P	2 Years		Destroy	
0105-0004	Voter Registration Application - Duplicate Registration Duplication occurs when a voter has registered twice by mistake.					P	2 Years After Correction Made		Destroy	
0105-0005	Voter Registration Application - Affirmation Statement For The Use Of The Provisional Ballot		X			P	2 Years After deleted		Destroy	
0105-0006	Voter Registration Application - Rejected 52 <u>U.S.C.A.</u> 20701					P	2 Years If Federal Election; 1 Year If Other		Destroy	
0105-0007	Voter Registration Information – History Includes: name, address, registration date, birth date of registrant, party affiliation if any and voting record.		X			P	10 Years After deleted		Erase	
0106-0000	Canvasser's Report --- Statistical Return of Registered Voters. 52 <u>U.S.C.A.</u> 20701					P	2 Years		Destroy	

0107-0000	Turnout Report --- Lists people on ballot and total votes per machine. 52 <u>U.S.C.A.</u> 20701					P	5 Years		Destroy	
0108-0000	Supervisor Board Worker Early Voting Binder - Seal Verification --- File contains Daily Ballot Reconciliation Form, Seal Audit Log and Ballot Transfer Form.					P	2 Years		Destroy	
0109-0000	Supervisor Board Worker Early Voting Binder - Zero Proof And Results --- File contains Zero Proof and Results from the Voting Machines. <u>N.J.S.A.</u> 19:18-7; <u>N.J.S.A.</u> 47:3-9m					P	5 Years		Destroy	
0110-0000	Vote By Mail Ballots --- File contains: Batch Cover Sheet, Batch Tracking Sheet, Certification - Ballot Counting, Batch Information Sheet, Control Log, Rejected Ballot Log, Missing Signature/Board Referral Log, Ballot Tracking Sheet, Cure Form and Return Cure Letter. <u>N.J.S.A.</u> 19:10-1; <u>N.J.S.A.</u> 19:31A-8					P	2 Years After election		Destroy	
0111-0000	Disability Certificate Of Voter Assistance --- File includes original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement and Provisional Ballot Affirmations. <u>N.J.S.A.</u> 19:31A-8					P	2 Years		Destroy	
0112-0000	Ballot Drop Box --- Interior Ballot Storage Container Chain of Custody Log, Election Night Closing Checklist, Interior Ballot Storage Container Opening Log <u>N.J.S.A.</u> 19:10-1; <u>N.J.S.A.</u> 19:18-4					P	2 Years		Destroy	
0113-0000	Voting Machines Ballots – Hardcopy <u>N.J.S.A.</u> 19:18-7					P	2 Years After election		Destroy	
0114-0000	Voting Machine Ballots - Electronic --- Ballot Images for tabulators.					P	5 Years		Destroy	
0115-0000	Voting Machines - Pre Logic And Accuracy (L&A) Testing And Logic And Accuracy (L&A)Testing					P	2 Years		Destroy	

	Logic and Accuracy Testing of ballots for voting machines										
0116-0000	Election Day Incident Reports					P	2 Years After election		Destroy		
0117-0000	Provisional Ballots – Envelopes <u>N.J.S.A.</u> 19:18-7					P	2 Years After election		Destroy		
0118-0000	Emergency Ballots <u>N.J.S.A.</u> 19:18-7					P	2 Years After election		Destroy		
0119-0000	Audit Reports - Hardcopy --- File includes audit reports and ballots drawn for the audit.					P	5 Years		Destroy		
0120-0000	Secretary of State's Election Guides File (Copy) Department of State, Division of Elections-generated publications and associated verification forms regarding election procedures for the County Boards of Election. Originals maintained by the Department of State, Division of Elections.										
0120-0001	Secretary of State's Election Guides File (Copy) - Publications						Periodic review		Destroy		
0120-0002	Secretary of State's Election Guides File (Copy) – Verification Forms						2 years		Destroy		

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE Municipal General Schedule HEADING		AGENCY # M100000	
DIVISION:		SCHEDULE # 019	
BUREAU:		PAGE # 1	OF 3

RETENTION SCHEDULE AMENDMENT

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

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) _____ (P L. 99-603).	Retention Change		Former: 6 years after termination of employment Current: 3 years after date of hire or 1 year after termination of employment, whichever is later
0800-0000	E-Mail Records And Electronic Administrative Resource Files	Record Series Number Change		
0801-0000	E-Mail Records (Seven Years Or Less)	Record Series Number Change		
0802-0000	Electronic Administrative Resource Files	Record Series Number Change		
0803-0000	Customer Profile Payment Data	Record Series Number Change		
0804-0000	Database, Including Production, Test, And Development Versions, And Any	New Record Series		

	Associated Tables And Logs			
0804-0001	Application Programs Used To Access, Update, Maintain And Secure The Database	New Record Series		
0804-0002	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries	New Record Series		
0804-0003	Machine-Readable Content	New Record Series		
0804-0004	Paper-Based Content	New Record Series		
0804-0005	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database	New Record Series		
0804-0006	Security Information	New Record Series		
0800-0007	Logs	New Record Series		
0805-0000	Social Media Records			
0805-0001	Social Media Records - Informational Postings	New Record Series		
0805-0002	Social Media Records - General Information Exchange	New Record Series		
0805-0003	Social Media Records - Service Transactions	New Record Series		
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management	New Record Series		
0806-0000	Electronic Communications Records	New Record Series		
0806-0001	Electronic Communications Records - General/Routine Information Communications	New Record Series		
0806-0002	Electronic Communications Records - Operational Information Exchange	New Record Series		
0806-0003	Electronic Communications Records -	New Record		

	Service Transactions	Series		
0806-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management	New Record Series		

STATE OF NEW JERSEY



MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

M100000-019



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

Department:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	Agency Representative:	Yamileth Merchak
		Title:	Assistant Director, DORES
		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:
			8/15/2024

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Financial Records									
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	

* P - Public, C - Confidential

0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.					P	After deposit input and verification		Destroy	
	Financial Records									
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy	
	Books of Account									
0100-0000	Cash Disbursements	X								
0100-0001	Cash Disbursements - Year-End History	X		X		P	Permanent		Permanent	
0100-0002	Cash Disbursements - Quarterly History	X					3 Years		Destroy	
0100-0003	Cash Disbursements - Monthly History	X					3 Years		Destroy	
0101-0000	Daily Cash Journal --- Book of original entry, recording transactions in chronological order.	X					6 Years		Destroy	
0102-0000	Journal/Ledger File	X								
0102-0001	Journal/Ledger - General --- A central listing of all activities for an account within a particular time period.	X	X	X		P	Permanent		Permanent	
0102-0002	Journal/Ledger - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	X					6 Years		Destroy	
0103-0000	Year-End Closing Reports --- Used in conjunction with the General Journal/Ledger	X	X	X		P	Permanent		Permanent	
	Budget File									

0200-0000	Budget File	X							
0200-0001	Budget File - Included in Minutes	X				2 Years		Destroy	
0200-0002	Budget File - Not Included In Minutes	X		X	P	Permanent		Permanent	
0200-0003	Budget File - Copy Filed With County	X				2 Years Provided no litigation on tax levy or rate		Destroy	
0200-0004	Budget File - Copy Approved by the State	X				2 Years		Destroy	
0200-0005	Budget File - Copy Approved by Governing Body	X				2 Years		Destroy	
0200-0006	Budget File - Monthly Status Report	X				3 Years		Destroy	
0200-0007	Budget File - Year-to-Date Status Report	X				3 Years		Destroy	
0200-0008	Budget File - Work papers	X				6 Years		Destroy	
0200-0009	Budget File - Defeated Budget	X				6 Years		Destroy	
0200-0010	Budget File - Year-End Status	X				3 Years		Destroy	
0200-0011	Budget File - Monthly Capital Status	X				3 Years		Destroy	
0200-0012	Budget File - Monthly Open Encumbrance Status	X				3 Years		Destroy	
0200-0013	Budget File - School District Budget Filed With Municipality (Copy) --- Original maintained by the school district.	X				1 Years		Destroy	
	Miscellaneous Financial Records								

0300-0000	Audit Report File	X							
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Years		Destroy
0301-0000	Bids And Proposals - Purchase (Approved And Denied) --- Bid File - Purchase - Approved and Denied File may contain but not limited to: bids, proposals, Requests for Proposals (RFP), Pay to Play documentation, correspondence, and supporting documentation.								
0301-0001	Bids and Proposals (Original)	X					6 Years		Destroy
0301-0002	Bids and Proposals (Copy)	X					3 Years		Destroy
0302-0000	Bond File --- Includes: bond official and preliminary statements, work papers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation.	X							
0302-0001	Bond File (Original)	X					6 Years After date of cancellation or maturity		Destroy
0302-0002	Bond File (Copy)	X					6 Years		Destroy
0302-0003	Bond File - Bonds and Coupons Notes	X					7 Years From cancellation or maturity dates		Destroy
0302-0004	Bond File - Bond Anticipation Notes	X					6 Years		Destroy

0302-0005	Bond File - Performance Bonds	X				6 Years After termination of contract		Destroy	
0302-0006	Bond File - Surety Bonds	X				2 Years After termination of office		Destroy	
0303-0000	Contracts/Agreements and Amendments File --- Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued.	X							
0303-0001	Contracts/Agreements and Amendments - General (Original)	X				6 Years After completion of contract		Destroy	
0303-0002	Contracts/Agreements and Amendments - General (Copy)	X				1 Years After completion of contract		Destroy	
0303-0003	Contracts/Agreements and Amendments - Cancelled	X				1 Years After submission		Destroy	
0303-0004	Contracts/Agreements and Amendments - Voided	X				1 Years After voidance		Destroy	
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X				6 Years		Destroy	
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X				10 Years After completion of construction		Destroy	
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X				7 Years After disposal of building		Destroy	
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X				6 Years After project completion		Destroy	

0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X					7 Years After disposal of building		Destroy	
0304-0000	Purchase Order, Invoice, Voucher/Warrant, And Requisition File									
0304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original)	X				P	6 Years		Destroy	
0304-0002	Purchase Order, Invoice, Voucher/Warrant And Requisition File (Copy)	X				P	3 Years		Destroy	
0304-0003	Purchase Order File (Additional Copy)	X					1 Years		Destroy	
0304-0004	Purchase Order File - Log	X					6 Years		Destroy	
0305-0000	Deferred Compensation File	X								
0305-0001	Deferred Compensation File - Individual Employee File	X		X		P	Permanent		Permanent	
0305-0002	Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly	X					6 Years		Destroy	
0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	X					6 Years		Destroy	
0306-0000	Financial Statements - Annual	X								
0306-0001	Financial Statements - Annual (Original)	X		X		P	Permanent		Permanent	
0306-0002	Financial Statements - Annual (Copy)	X					Periodic review		Destroy	
0306-0003	Financial Statements - Annual And Supplemental Debt	X		X		P	Permanent		Permanent	
0307-0000	Grant File	X								

0307-0001	Grant File - General Approved (Original)	X				6 Years After termination of grant		Destroy	
0307-0002	Grant File - General Approved (Copy)	X				1 Years After termination of grant		Destroy	
0307-0003	Grant File - General Denied	X				1 Years		Destroy	
0307-0004	Grant File - Green Acres	X		X	P	Permanent		Permanent	(N.J.S.A. 13:8A-47)
0308-0000	Insurance File --- File includes : Life, Disability, Workers' Compensation, General Liability, Building, Fire, Flood, Casualty, and HIPAA Insurance	X							
0308-0001	Insurance File - Life, Disability, and Workers' Compensation Policies	X				6 Years After expiration of policy		Destroy	
0308-0002	Insurance File - General Liability Policy	X				20 Years After expiration of policy		Destroy	
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	X				6 Years After expiration of policy		Destroy	
0308-0004	Insurance File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	X				7 Years After termination from program		Destroy	
0309-0000	Invoice File	X							
0309-0001	Invoice File - Invoices	X				6 Years		Destroy	

0309-0002	Invoice File - Invoice Register	X					6 Years		Destroy	
0310-0000	Lease File	X								
0310-0001	Lease File (Original)	X					6 Years After termination of lease		Destroy	
0310-0002	Lease File (Copy)	X					1 Years After termination of lease		Destroy	
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Years		Destroy	
0312-0000	Mailing and Postage File	X								
0312-0001	Mailing and Postage File - Postage Bill Log	X					6 Years		Destroy	
0312-0002	Mailing and Postage File - Postage Meter Book Log	X					6 Years		Destroy	
0312-0003	Mailing and Postage File - Certified Mail Receipt	X					3 Years		Destroy	
0313-0000	Payroll File	X								
0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger	X					6 Years		Destroy	
0313-0002	Payroll File - Payroll Register (Original)	X	X				60 Years		Destroy	
0313-0003	Payroll File - Payroll Register (Copy)	X					3 Years		Destroy	
0313-0004	Payroll File - Payroll Reports	X					6 Years		Destroy	
0314-0000	Pension File	X								

0314-0001	Pension File - Quarterly Report of Contributions	X				6 Years		Destroy	
0314-0002	Pension File - Certification File	X		X	P	Permanent		Permanent	
0314-0003	Pension File - Pension History Cards	X		X	P	Permanent		Permanent	
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	X				6 Years		Destroy	
0316-0000	Receipts	X							
0316-0001	Receipts (Original)	X				6 Years		Destroy	
0316-0002	Receipts (Copy)	X				3 Years		Destroy	
0317-0000	Receiving Reports	X				3 Years		Destroy	
0318-0000	Requisition File	X							
0318-0001	Requisition File (Original)	X				6 Years		Destroy	
0318-0002	Requisition File (Agency Copy)	X				3 Years		Destroy	
0318-0003	Requisition File (Additional Copy)	X				1 Years		Destroy	
0319-0000	Schedule of Vouchers and Bills Paid	X							
0319-0001	Schedule/List Of Vouchers And Bills Paid - Associated With Resolution Package Or Governing Body Approval	X	X	X	P	Permanent		Permanent	
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X				6 Years		Destroy	
0320-0000	Social Security Reports	X				6 Years		Destroy	

0321-0000	State Government Quarterly Report of Wages Paid	X				6 Years		Destroy	
0322-0000	Telephone File	X							
0322-0001	Telephone File - Telephone Bills (Agency Original)	X				6 Years		Destroy	
0322-0002	Telephone File - Telephone Bills (Copy)	X				3 Years		Destroy	
0322-0003	Telephone File - Weekly Telephone Call Listing	X				1 Years		Destroy	
0323-0000	Travel File --- Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation.	X							
0323-0001	Travel File - Approved (Original)	X				6 Years		Destroy	
0323-0002	Travel File - Approved (Copy)	X				3 Years		Destroy	
0323-0003	Travel File - Denied	X				1 Years		Destroy	
0324-0000	Union Dues File	X							
0324-0001	Union Dues File - Bi-Weekly Report	X				6 Years		Destroy	
0324-0002	Union Dues File - Deduction Authorizations	X				6 Years After termination of employment		Destroy	
0324-0003	Union Dues File - Spread Sheets	X				6 Years		Destroy	
0325-0000	Vehicle File	X							

0325-0001	Vehicle File - Gasoline Pump Readings Record	X				3 Years		Destroy	
0325-0002	Vehicle File - Gasoline Pump Reading Tickets	X				3 Years		Destroy	
0325-0003	Vehicle File - Motor Vehicle Accident Records	X				6 Years		Destroy	
0325-0004	Vehicle File - Motor Vehicle Fine Reports	X				6 Years		Destroy	
0325-0005	Vehicle File - Parking Claim Check Stubs	X				1 Years		Destroy	
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X				1 Years		Destroy	
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X				1 Years		Destroy	
0325-0008	Vehicle File - Parking Permits	X				3 Years		Destroy	
0325-0009	Vehicle Files - Vehicle Usage Reports --- Contains: mileage, locations, usage dates, and supporting documentation.	X				6 Years		Destroy	
0325-0010	Vehicle File - Vehicle Maintenance Reports	X			P	Until transfer of ownership		Destroy	
0325-0011	Vehicle File - Certificate of Title	X				Until transfer of ownership		Destroy	
0326-0000	Vendor File	X							
0326-0001	Vendor File - Quarterly History	X				3 Years		Destroy	

0326-0002	Vendor File - Year-End History	X					6 Years		Destroy	
0327-0000	Voucher/Warrant File - Paid	X								
0327-0001	Voucher/Warrant File (Original)	X					6 Years		Destroy	
0327-0002	Voucher/Warrant File (Copy)	X					3 Years		Destroy	
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X					7 Years		Destroy	
0329-0000	Trial Balance --- A debit and credit account verification listing.	X					3 Years		Destroy	
0330-0000	Auction File									
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for Quote Solicitations; Request for Quotation Solicitation for Auctioneer; Resolutions to hold an auction and to hire an auctioneer; Notice of Public Auction; letters to/from the Sheriff's Office and Public Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation.					P	6 Years		Destroy	
0330-0002	Auction File - Online --- The file contains but is not limited to: all documentation received electronically or otherwise, retained in hardcopy format, related to the online sale of surplus personal property, including the successful					P	6 Years		Destroy	

	bidder, high bid, and bidding activity/history. Also include resolution(s) authorizing the sale of surplus personal property, public notices of sales, and any contracts with vendors that provide online auction services.									
0331-0000	Certificate Of Fire Code Status --- An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (<u>N.J.A.C.</u> 5:71-3.7(b) 9; <u>N.J.S.A.</u> 52:27D-192)									
0331-0001	Certificate Of Fire Code Status – In Compliance					P	7 Years After final payment		Destroy	
0331-0002	Certificate Of Fire Code Status – Not In Compliance					P	7 Years After compliance with recommendations or after final payments		Destroy	
0332-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c 375, which mandated the placement of AED's in public agencies.									
0332-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years		Destroy	
0332-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate An AED					P	2 Years After update		Destroy	
0332-0003	Automated External Defibrillator (AED) File – Equipment Operational Manual			X		P	After disposition of equipment		Archival Review	
0333-0000	Census File --- File contains but is not limited to statistical data, summary reports, correspondence, and supporting documentation.					P	10 Years		Destroy	
0334-0000	Trust Fund File ---					P	6 Years		Destroy	

	File contains but is not limited to initial trust establishment and agreement documentation; monthly, quarterly, and annual statements; correspondence and supporting documentation.						after termination of account			
0335-0000	Unclaimed Mail File					P	6 Years		Destroy	
0336-0000	Verification Of Income (VIM) File - Financial, Medical, And Social Services					P	6 Years		Destroy	
0337-0000	Tax Anticipation Note					P	6 Years		Destroy	
0338-0000	Persons And Entities Engaging In Prohibited Activities In Russia Or Belarus, Russia-Belarus And Iran Investment Certification For Vendors And Contractors File (<u>N.J.S.A. 52:32-60.1/PL 2022, C. 3</u>) --- File pertaining to Public Agency Contracting Units (State, County, Local, Education and Higher Education) prohibited from awarding, renewing, amending or extending a contract with vendors who engage in activities with Russia, Belarus, Russia-Belarus or Iran. File contains but is not limited to the following: Federal Office of Foreign Assets Control (OFAC) - Sanctions List and List Search, Federal Executive Order 14024; NJ Department of the Treasury Notice- Notice of <u>N.J.S.A. 52:32-60.1/PL 2022, c.3</u> , Russia-Belarus Vendor Certification, Iran Investment Activities List and Disclosure/Certification Form, Vendor Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Guidelines and Local Finance Notices and supporting documentation.					P	7 Years After denial		Destroy	
Personnel Records										
0400-0000	Accident Reports - Employee --- File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	X				P	6 Years After final payment or settlement		Destroy	
0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics --- Original data maintained by the federal government.						3 Years		Destroy	
0402-0000	Dental Plan File									
0402-0001	Dental Plan File - Status Listing	X					3 Years After update		Destroy	

0402-0002	Dental Plan File - Data Entry Worksheet	X				6 Years After termination of employment		Destroy	
0402-0003	Dental Plan File - Monthly Report	X				3 Years		Destroy	
0403-0000	Employee History/Service Record Card					60 Years After termination of employment or age 85, whichever is sooner		Destroy	
0404-0000	Employment Applications/Resumes - Persons Not Hired --- the hired employee applications are maintained in the individual employee file.					3 Years		Destroy	
0405-0000	Financial and Personal Data Disclosure Forms --- By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	X				6 Years		Destroy	
0406-0000	Health Benefits File								
0406-0001	Health Benefits File - Monthly Billing List	X				6 Years		Destroy	
0406-0002	Health Benefits File - Deduction Cards	X				6 Years After termination from program		Destroy	
0406-0003	Health Benefits File - Monthly Report	X				3 Years		Destroy	
0406-0004	Health Benefits File - Correspondence	X				6 Years After termination from program		Destroy	
0406-0005	Health Benefits File - Denial Of Coverage --- Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)	X			P	1 Years		Destroy	
0406-0006	Health Benefits File - Declaration Of Non-Participation	X			P	1 Years		Destroy	

0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation and self-health assessment/screening forms.						P	6 Years After termination of employment		Destroy	
0408-0000	Job Bulletins and Specifications	X						Periodic review		Destroy	
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity										
0409-0001	Leave Request (Original)	X						6 Years		Destroy	
0409-0002	Leave Request (Copy)	X						3 Years		Destroy	
0410-0000	Medical X-Ray File							5 Years		Destroy	
0411-0000	Personnel Action - New Jersey Department of Personnel	X						6 Years After termination of employment		Destroy	
0412-0000	Personnel Position Listing							As updated		Destroy	
0413-0000	Prescription Plan File										
0413-0001	Prescription Plan File - Status Listing	X						3 Years After update		Destroy	
0413-0002	Prescription Plan File - Monthly Report	X						3 Years		Destroy	
0413-0003	Prescription Plan File - Plan Authorization	X						6 Years After termination of employment		Destroy	
0414-0000	References - Employment										

0414-0001	References - External						3 Years		Destroy	
0414-0002	References - Internal						1 Years		Destroy	
0415-0000	Salary Guidelines and Amendments --- Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements.									
0415-0001	Salary Guide and Amendments (Original)	X					6 Years		Destroy	
0415-0002	Salary Guide and Amendments (Copy)	X					Periodic review		Destroy	
0416-0000	Time Records File --- File may contain Daily Time and Attendance; Request for Time Off; Report of Accumulated Holidays - Vacation, Personal, and Sick Time; and supporting documentation.									
0416-0001	Time Records File (Agency Original)	X					6 Years		Destroy	
0416-0002	Time Records File (Copy)	X					1 Years		Destroy	
0417-0000	Training Records	X		X		P	After termination of employment		Archival Review	
0417-0001	Training Records					P	6 Years After termination of employment		Destroy	
0417-0002	Training Records – Staff Training Request					P	3 Years After final payment		Destroy	
0418-0000	Work Schedule	X				P	1 Years		Destroy	
	Personnel Records									

0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018. May include proof of vaccination and/or testing in lieu thereof.	X					P	40 Years After termination of employment		Destroy	CFR 1910.1018
0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) The I-9 and the E-Verification Receipt forms are used for verifying the identity and employment authorization of individuals hired for employment in the United States. All Employers must submit the I-9 Form for all employees (Citizens and Noncitizens) working in the United States, who were hired on or after November 6, 1986 1986, who are working in the U.S. To the extent that these forms are included, or required to be included in personnel files, they are subject to the retention period of the personnel files. Files may be maintained in hardcopy and electronic format or a combination thereof, separate from the Individual Employee File. Form generated by Department of Homeland Security, U.S. Citizenship and Immigration Services. Retention period prescribed by the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603).	X					P	3 years after date of hire or 1 year after termination of employment, whichever is later		Destroy	
	Personnel Records										
0421-0000	Certification File - New Jersey Department of Personnel										
0421-0001	Certification File - Certified Roster/Employment History							5 Years After approval		Destroy	
0421-0002	Certification File - Certification of Eligibles for Appointment							3 Years After input and verification		Destroy	
0421-0003	Certification File - Certification Record Card							3 Years After expiration of list		Destroy	
0421-0004	Certification File - Request Approval for New Examination							3 Years After issuance of certification		Destroy	

0421-0005	Certification File - Request Approval for Continued Provisional Appointment						3 Years After issuance of certification		Destroy	
0421-0006	Certification File - Notice to Eligible of Removal From List						3 Years After issuance of certification		Destroy	
0421-0007	Certification File - Notification Of Cancellation Of Certification					P	3 Years After issuance of certification		Destroy	
0421-0008	Certification File - Payroll Certification Letters --- Utilized for employment background verification for temporary, provisional, and permanent employees.	X					1 Years		Destroy	
0421-0009	Certification File - Request for Information Due to Criminal Record						3 Years After issuance of certification		Destroy	
0421-0010	Certification File - Right to Invoke Appointing Authority --- Appointing authority for competitive examinations in accordance with the New Jersey Department of Personnel's Administrative Code, <u>N.J.A.C. 4A:4-4.2</u>						3 Years After issuance of certification		Destroy	<u>N.J.A.C. 4A:4-4.2</u>
0422-0000	Salary Range File									
0422-0001	Salary Range File - Request for Cancellation or Amendment, Salary Ranges and Ordinances	X					1 Years After submission		Destroy	
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Years After effective date		Destroy	
0423-0000	Reclassification File - New Jersey Department of Personnel									
0423-0001	Reclassification File - Reclassification Survey Book						As updated		Destroy	
0423-0002	Reclassification File - Reclassification Allocation Survey Sheets						1 Years After presentation		Destroy	
0424-0000	Status of Violations - Request for Attorney General's Action						3 Years After submission to		Destroy	

							the Office of the Attorney General			
0425-0000	Special Reemployment List						3 Years After expiration of list		Destroy	
0426-0000	Examination File - New Jersey Department of Personnel									
0426-0001	Examination File - T-Card --- An examination record of all open competitive and promotional titles.						3 Years After expiration of list for final entry		Destroy	
0426-0002	Examination File - Promotional Announcement						3 Years After submission		Destroy	
0426-0003	Examination File - Request for Open Competitive Examination						3 Years After submission		Destroy	
0426-0004	Examination File - Eligible/Ineligible Roster						3 Years		Destroy	
0426-0005	Examination File - Request for Examination Cancellation or Amendment						1 Years After submission		Destroy	
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Years After submission		Destroy	
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Years After submission		Destroy	
0426-0008	Examination File - Examination List Approval Sheet for <u>N.J.A.C. 4A:4-2.7</u> --- Promotion list waiving competitive examination.						3 Years After effective date of certification		Destroy	
0426-0009	Examination File - Examination Re-announcement Request						1 Years After submission		Destroy	
0426-0010	Examination File - Notice of Promotional Examination						4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0426-0011	Examination File - Open Competitive Examination Application						4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>

0426-0012	Examination File - Promotional Examination Application						4 Years		Destroy	N.J.A.C. 4A:4-3.3
0428-0000	Grievance File --- Records of employee's dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.									
0428-0001	Grievance File - Policy-Establishing Settlement (Original)					P	Permanent		Permanent	
0428-0002	Grievance File - Policy-Establishing Settlement (Copy)					P	3 Years After final settlement		Destroy	
	Personnel Records									
0428-0003	Grievance File - Retained By Grievant Agency Of Employment					P	1 Years After final settlement		Destroy	
0428-0004	Grievance File -Policy-Establishing Settlement (Additional Copy)					P	3 Years After final settlement		Destroy	
0428-0005	Grievance File -Routine Settlement (Original)					P	1 Years After final settlement		Destroy	
0429-0000	Hearings - Formal Policy									
0429-0001	Hearings - Stenotype Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0002	Hearings - Real Time Transcription					P	1 Years After Printing Of Transcript		Destroy	

0429-0003	Hearings - Computer-Assisted Transcription					P	1 Years After Printing Of Transcript		Destroy	
	Personnel Records									
0429-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase	
0429-0005	Hearings - Transcripts (Original)					P	Permanent		Archives	
0430-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File --- Contains Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.					P	7 Years After Conclusion Of Matter		Destroy	
0431-0000	Affirmative Action Plan (Copy) --- Agency's annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.					P	3 Years		Destroy	
	General Administrative Records									
0500-0000	Administrative Subject File --- Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.						3 Years		Destroy	
0501-0000	Open Public Meeting File									
0501-0001	Agenda (Original)			X		P	Permanent		Permanent	

0501-0002	Agenda (Copy)						Periodic review		Destroy	
0501-0003	Official Public Notice In Compliance With the Open Public Meeting Law						3 Years		Destroy	
0501-0004	Governing Body Meeting - Work papers and Supporting Documentation (County and Municipal Clerk)						Periodic review		Destroy	
0502-0000	Agency-Sponsored Seminar									
0502-0001	Agency-Sponsored Seminar - Printed Materials (Original)			X		P	Permanent		Permanent	
0502-0002	Agency-Sponsored Seminar - Printed Materials (Copy)						Periodic review		Destroy	
0502-0003	Agency-Sponsored Seminar - Correspondence and Work papers						3 Years		Destroy	
0503-0000	Correspondence (E-mail or Hardcopy)									
0503-0001	Correspondence - General External						3 Years		Destroy	
0503-0002	Correspondence - Administrative Internal						Periodic review		Destroy	
0503-0003	Correspondence – Routine Requests for Information						Periodic review		Destroy	
0504-0000	Executive Administrative Subject File --- Subject file of a Mayor, County Executive, Administrator, County Manager, or equivalent authority dealing with all administrative aspects of their offices.									
0504-0001	Executive Administrative Subject File - Policy-Setting --- Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.			X		P	Permanent		Permanent	

0504-0002	Executive Administrative Subject File - Non-Policy-Setting --- Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.						P	4 Years		Destroy	
	General Administrative Records										
0505-0000	Hand Deliver Receipt (Agency Original)							1 Years		Destroy	
0506-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.							Periodic review		Destroy	
0507-0000	Inventories							3 Years After update		Destroy	
0508-0000	Minutes										
0508-0001	Minutes (Original) Note: The original, hardcopy/paper Minutes cannot be destroyed as they are deemed to be Essential, Historical Records.		X	X			P	Permanent		Permanent	
0508-0002	Minutes (Copy)							Periodic review		Destroy	
0509-0000	News Release - Historical and Policy-Setting										
0509-0001	News Release - (Original)			X			P	Permanent		Permanent	
0509-0002	New Release (Copy)							Periodic review		Destroy	
0510-0000	Organization Chart										
0510-0001	Organization Chart (Original)			X			P	Permanent		Permanent	
0510-0002	Organization Chart (Copy)							Periodic review		Destroy	

0511-0000	Recordings Of Public Meetings - Public Officials - Audio/Video (Analog And Digital)					P	80 Days	after summary or verbatim transcript have been approved by the governing body, whichever is later	Erase	
0512-0000	Records Retention File									
0512-0001	Records Retention File - Microencoding Report						1 Years		Destroy	
0512-0002	Records Retention File - Microfilm Index			X		P	Permanent		Permanent	
0512-0003	Records Retention File - Records Retention and Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.						As updated		Destroy	
0512-0004	Records Retention File - Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.			X		P	Permanent		Permanent	
0512-0005	Records Retention File - Internal Request for Records						1 Years After file is returned or disposed		Destroy	
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy	
0514-0000	Visitor Security Daily Sign-In Log --- Visitor security daily sign-in log; may include visitor health screening/assessment forms.					P	3 Years		Destroy	

0515-0000	Reference Material File										
0515-0001	Reference Material						Periodic review		Destroy		
0515-0002	Reference Material Request						Periodic review		Destroy		
0516-0000	Surplus Property/Goods File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.										
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	X					3 Years After update		Destroy		
0516-0002	Surplus Property/Goods File -Excess/Surplus Property Notice	X					3 Years After audit		Destroy		
0517-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation. (PL 2001, c.404, PL 2024, c.16)										
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	X					6 Years		Destroy		
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						3 Years		Destroy		
0517-0003	Open Public Records Act (OPRA) File -OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.						3 Years After resolution		Destroy		
0518-0000	Government Records Access Unit - OPRA Complaint to Government Record's Council (GRC) Files (Copy) --- Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA						3 Years After resolution		Destroy		

	Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.											
0519-0000	Consultant File --- File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports											
0519-0001	Consultant File – Final Report			X		P	25 Years			Archival Review		
0519-0002	Consultant File – Contract					P	6 Years After termination of contract			Destroy		
0519-0003	Consultant File – Financial Documents					P	6 Years			Destroy		
0519-0004	Consultant File – Work Papers And Support File					P	3 Years			Destroy		
0520-0000	Security Access Card Swipe Log					P	3 Years			Destroy		
0521-0000	General Log File --- Log files maintained by the agency which are not specified elsewhere.					P	3 Years			Destroy		
0522-0000	Specialized Cleaning Documentation --- Records related to cleaning out of the ordinary, in response to a significant event; e.g. exposure to COVID 19.					P	3 Years			Destroy		
0523-0000	Contact Tracing Documentation --- Records related to the process of warning contacts of possible exposure to disease.					P				Destroy		
0524-0000	Legal File ---											

	File contains but is not limited to the following: Litigation documents, Request For Legal Opinion, Legal Opinion Rendered and supporting documentation. (N.J.S.A. 2A:14-5)											
0524-0001	Legal File - Litigation (Original) (N.J.S.A. 2A:14-5)					P	20 Years After final action		Destroy			
0524-0002	Legal File - Litigation (Copy)					P	6 Years		Destroy			
0524-0003	Legal File - Request For Legal Opinion And Opinion Rendered (Agency Copy)					P	6 Years		Destroy			
	Agency-Related Policy, Legislation, and Operating Procedures											
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.											
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)						3 Years After update		Destroy			
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy			
0601-0000	Notice File											
0601-0001	Notice File - Legal Notice						3 Years		Destroy			
0601-0002	Notice File - Emergency Notice						10 Years		Destroy			
0602-0000	Operating Procedures						3 Years		Destroy			
0603-0000	Ordinance File											
	Agency-Related Policy, Legislation, And Operating											
0603-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent		Permanent			

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

0606-0002	Resolutions (Copy)						Periodic review		Destroy	
	Agency-Related Policy, Legislation, And Operating									
0607-0000	Worker And Community Right To Know Act - Employer And County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, <u>N.J.S.A.</u> 34:5A-1et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.					P	6 Years		Destroy	
	Agency-Related Policy, Legislation, and Operating Procedures									
0608-0000	Americans With Disabilities Act (ADA) File --- Contains: Transition and Self-Evaluation Plans						65 Years		Destroy	
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.									
	Agency-Related Policy, Legislation, And Operating									
0609-0001	Municipal Code Book (Original)			X		P	Permanent		Archives	
	Agency-Related Policy, Legislation, and Operating Procedures									
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy	
	Agency-Related Policy, Legislation, And Operating									
0609-0003	Municipal Code Book - Supplement (Original)			X		P	Permanent		Archives	
	Agency-Related Policy, Legislation, and Operating Procedures									
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		Destroy	

0610-0000	Incoming Mail Log						3 Years		Destroy	
0611-0000	Calendar and Meeting Schedules						3 Years		Destroy	
	Reports and Publications									
0700-0000	Newsletter									
0700-0001	Newsletter (Original)			X		P	Permanent		Permanent	
0700-0002	Newsletter (Copy)						Periodic review		Destroy	
0701-0000	Publications									
0701-0001	Publications (Original)			X		P	Permanent		Permanent	
0701-0002	Publications (Copy)						Periodic review		Destroy	
0702-0000	Report File									
0702-0001	Report File - Annual Report (Agency Of Origin)			X		P	Permanent		Permanent	
0702-0002	Report File - Annual Report (Copy)						Periodic review		Destroy	
0702-0003	Report File - Monthly Report						3 Years		Destroy	
0702-0004	Report File - Quarterly Report						3 Years		Destroy	
0702-0005	Report File - Statistical Report						3 Years		Destroy	
0702-0006	Report File - Weekly Report						1 Years		Destroy	

0702-0007	Report File - Daily Report						1 Months		Destroy	
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification		Destroy	
0703-0000	Agency Year Two Thousand (Y2K) Testing Plan --- Includes documentation that may be used for: monitoring testing procedures, remediation, statutory and regulatory requirements, and providing evidence in lawsuits. Contains but is not limited to the following: Analysis Documentation-records that show the decisions that were made on what files, applications and systems would be converted and which ones would not, surveys, and contract review reports. Testing Documentation-the documentation that shows the final outcome of the conversion did result in a Year 2000 compliant system. Certification Documentation-written user signoffs for converted systems. Project Plans-listing of tasks completed, persons accountable, and time frames for completing Year 2000 project. Meeting minutes, memos, status reports, letters, reports that include information on: decisions made regarding Year 2000, confirmation of policy and procedures, identification of accountability of Year 2000 project tasks. External-response letters from vendors, responses to business partners for compliance statements, any other public announcements regarding Year 2000. Information posted on the Year 2000 website. Copies of compliance letters mailed to vendors. E-mail pert									
Reports and Publications										
0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	X					7 Years		Destroy	
0703-0002	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	X					7 Years		Destroy	
0703-0003	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	X					7 Years		Destroy	
0703-0004	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	X					Periodic review		Destroy	

0704-0000	Image Processing System								
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial/Renewal/Revoked Certification --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.			X		P	Permanent		Permanent
0704-0002	Audit Reports --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.	X					7 Years		Destroy
0704-0003	Image Processing System Initial/Renewal/Revoked Certification --- Agency image processing certification, as granted by the State Records Committee. File contains: certification, evaluation, application (copy), correspondence, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.			X		P	Permanent		Retain at Agency
0704-0004	Image Processing System Annual Review --- Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.						As updated		Destroy
0704-0005	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion. Also used to identify files that are being transferred to a shared scanning unit.					P	7 Years	Upon Completion of Batch	Destroy
0705-0000	Agency Internet File								
Reports and Publications									

0705-0001	<p>Web Usage Log</p> <p>---</p> <p>Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.</p>					30 Days		Destroy	
0705-0002	<p>Transaction/Click Through Log</p> <p>---</p> <p>Log tracking the number of times an agency's website is accessed from outside the agency.</p>					30 Days		Destroy	
0705-0003	<p>Website Creation And Update File</p> <p>---</p> <p>File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.</p>				P	30 Days After website is discontinued		Destroy	
0705-0004	<p>Information Technology Program Documentation File</p> <p>---</p> <p>File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.</p>			X	P	7 yrs after program is either superseded or discontinued		Archival Review	
0705-0005	<p>Information Technology Operating System Documentation File</p> <p>---</p> <p>File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.</p>			X	P	7 yrs after system is either superseded or discontinued		Archival Review	
0706-0000	<p>Video Surveillance Recordings</p> <p>---</p> <p>Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the Municipal offices of the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. Incidents may include, but not limited to: slip and fall, motor vehicle accident, crime and ballot drop box activity. NJSA19:63-16.1b(2)a</p>				P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported		Destroy	
0707-0000	<p>Body Worn Cameras (BWC)</p> <p>---</p> <p>Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law</p>				P	90 Days unless one of the exceptions are met		Destroy	

	<p>enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (<u>N.J.S.A. 52:17B-98</u>; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:</p> <p>A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention.</p> <p>B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint.</p> <p>C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.</p>								
0708-0000	<p>Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File</p> <p>---</p> <p>File pertaining to a specialized, agency-generated Study and Report, Feasibility Study, Needs Assessment and Remediation, and Strategic Plan which may be intra- and/or extra-agency and conducted a single time or ongoing depending on the scope of the project. File contains but is not limited to the following: Specialized Study and Report, Feasibility Study, Needs Assessment and Remediation, Strategic Plan and supporting documentation.</p>								
0708-0001	Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File (Original)			X	P	20 Years		Archival Review	
0708-0002	Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File (Copy)				P	Periodic review		Destroy	
	E-Mail Records And Electronic Administrative Resource								
0800-0000	E-Mail Records And Electronic Administrative Resource Files								
0801-0000	<p>E-Mail Records (Seven Years Or Less)</p> <p>---</p> <p>This schedule facilitates the management of E-Mail records of all kinds</p>				P	7 Years		Destroy	

<p>that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1).</p> <p>Attestation elements include:</p> <ol style="list-style-type: none">1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system(s) that is separate from the E-Mail system (Notes 2 and 3);2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).;3. That the agency has adopted acceptable use policies for E-Mail and internet usage, with supporting employee training and/or informational programs;4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events. <p>Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request.</p> <p>Note 2: Centrally managed E-Mail vaults and journals, cloud-based</p>								
--	--	--	--	--	--	--	--	--

	<p>services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail.</p> <p>Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.</p>								
0802-0000	<p>Electronic Administrative Resource Files</p> <p>---</p> <p>Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p>				P	Retain Until No Longer Needed For Administrative Purposes.		Destroy	
0803-0000	<p>Customer Profile Payment Data</p> <p>---</p> <p>Records documenting customer orders for products and services. Includes information related to tracking and initiating financial transactions. Includes credit card and other than credit card payments.</p>				P	3 Years		Destroy	
0804-0000	<p>Database, Including Production, Test, And Development Versions, And Any Associated Tables And Logs</p> <p>---</p> <p>Exclusion – If the database is scheduled for permanent retention or there is a disposition instruction indicating Review for Archives or Archives, contact the State Archives for guidance on whether the database is: now eligible for disposition; must be maintained in a readable form indefinitely; or needs to be accessioned into the Archives' digital repository.</p>				P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0001	<p>Application Programs Used To Access, Update, Maintain And Secure The Database</p>				P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	

0804-0002	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0003	Machine-Readable Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0004	Paper-Based Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0005	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database					P	As updated		Destroy	
0804-0006	Security Information --- Tables and files used to authenticate and authorize personnel to access and use the database for purposes defined by the custodian of the database					P	Maintain Until Superseded		Destroy	
0804-0007	Logs --- Tables/files that capture information about the database's functions including access and updating activity, error conditions, failed log-in attempts, performance metrics, etc.					P	Maintain Until Superseded		Destroy	

0805-0000	Social Media Records --- This record series covers public records created and stored via social media services/sites. Records in this series include various forms of content, including text, image(s), and audio/video recording(s).									
0805-0001	Social Media Records - Informational Postings --- These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.				P	1 Years			Destroy	
0805-0002	Social Media Records - General Information Exchange --- Records in this category include informational postings connected with two-way constituent services/communications. Content produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc.				P	1 Years			Destroy	
0805-0003	Social Media Records - Service Transactions --- These records include communications connected with an agency's business processes and service delivery programs -- for example, delivery of digital content such as reports and other public documents and work order entry and tracking.				P	3 Years			Destroy	
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management --- Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external discussions and information on governmental programs touching on policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these records. (Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Social Media Records)				P	25 Years			Archival Review	

<p>General Note on Modes of Storage for Social Media Records</p> <p>It is common for agencies to use third party social media services and platforms that are publicly facing and that use a variety of electronic storage formats that can evolve rapidly. Also, third party service providers may offer varying levels of quality and storage capacities that could change over time. This can make the underlying storage technologies and service levels for the agency's social media program uncertain and unstable. In this connection, consider the following storage options.</p> <p>a. Implement an archiving tool that allows for the scheduled extraction and migration of social media content to an agency-owned or controlled trusted digital repository. This is the preferred approach. A trusted digital repository enables the agency to store digital records, including social media records, in formats that assure access, use and analysis of the records for the entire length of their retention periods. This functionality is critical for long-term and permanent records. However, for ease of administration, agencies may wish to include short-term records in these repositories as well. 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 (https://nj.gov/treasury/rms/pdf/GuidelinesforRecordsManagementintheCloud.pdf).</p> <p>For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (https://nj.gov/state/archives/pdf/FileFormats_NJSA.pdf). Once records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the site.</p> <p>b. If the agency's social media site(s) contain records not subject to longer term retention, and the procurement of an archiving tool is not feasible, migrate the records periodically to a trusted digital repository via importation of tested back-ups or through the use of data export/import applications. Otherwise, copy (cut and paste) content to the repository. This snippet approach is not a best practice but may be used if there are no other options available to the agency.</p> <p>c. If it is not possible to procure an archiving tool, and the agency's records need to be retained for short time frames -- no more than 2 years, consider relying on the platform used by the social media service provider exclusively. Ensure that the provider has back-</p>									
---	--	--	--	--	--	--	--	--	--

	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. Test the back-up/recovery tools and export/import applications to ensure that lost or damaged content can be restored.								
0806-0000	<p>Electronic Communications Records</p> <p>---</p> <p>This record series covers public records created and stored 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. This includes online resources, telecommunications interactions and mobile text messaging for users of mobile devices such as smart phones and tablets, as well as facilities to record and store voice messages.</p>								
0806-0001	<p>Electronic Communications Records - General/Routine Information Communications</p> <p>---</p> <p>These records include messaging services for the exchange routine information such as meeting reminders, general questions/answers shared among staff/constituents on technical and operational matters, general inquiries, or requests for the return of a telephone or online call.</p>				P	1 Years		Destroy	
0806-0002	<p>Electronic Communications Records - Operational Information Exchange</p> <p>---</p> <p>Records in this category 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.</p>				P	3 Years		Destroy	
0806-0003	<p>Electronic Communications Records - Service Transactions</p> <p>---</p> <p>These records 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.</p>				P	3 Years		Destroy	

0806-0004	<p>Electronic Communications Records - Planning, Decision Support And Knowledge Management</p> <p>---</p> <p>Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external discussions and information on governmental programs touching on policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these records.</p> <p>(Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Electronic Communications Records)</p> <p>General Note on Modes of Storage for Electronic Communications Records</p> <p>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).</p> <p>a. Given the backdrop above, when addressing storage solutions for electronic messaging, agencies should consider the following policies:</p> <ul style="list-style-type: none">• 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					P	25 Years		Archival Review	
-----------	--	--	--	--	--	---	----------	--	-----------------	--

<p>generally, any messaging that involves investigations, audits, the formulation of public policy and/or administration of legal processes such as contracts.</p> <ul style="list-style-type: none">• 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, https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf). <p>b. Choose appropriate storage solutions or mix of solutions.</p> <ul style="list-style-type: none">• 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. 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. 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, https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf). For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage ((https://nj.gov/state/archives/pdf/FileFormats_NJSA.pdf)). After records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the source platform.• 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 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									
--	--	--	--	--	--	--	--	--	--



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 Event
Guidelines, Questionnaire, Report and Attestation

In accordance with PL 1953, c. 410/NJSA 47, a public agency seeking approval to destroy public records (regardless of their medium) that have been damaged due to a disaster must submit a Damaged Records Report and supporting attestation forms to Records Management Services (RMS) for presentation to the State Records Committee (SRC) for disposal authorization.

In the aftermath of the disaster, and the facility has been declared safe to enter, it is imperative that an assessment be conducted to ascertain the status of the public records maintained by the agency - hardcopy, electronic, digital and micro imaged to determine what may be salvaged and what must be disposed.

The following measures are to be implemented to begin to assess the records on hand:

- 1) Implement the Disaster Prevention & Recovery, Business Continuity of Operations (COOP) Plan.
- 2) Assemble the Disaster Recovery Team – Management, Records Management, IT, Custodian of Public Record and Local Law Enforcement.
- 3) Contact Federal & State Disaster Recovery and Cyber Security Agencies accordingly.
- 4) Review Agency Insurance Policy for coverage options.
- 5) Review Disaster Recovery Vendor Lists - Disaster Recovery Services and Supplies, System Hardware and Software and Electronic Records Disaster Recovery Services.
- 6) Contact a professional disaster salvage/remediation company.
- 7) Conducted the Damaged Records Event Response Questionnaire.
- 8) Create and submit Damaged Records Report and supporting attestation forms to Records Management Services (RMS).



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 Event Response
Agency Questionnaire

Agency Information:

Agency Name/Offices Involved: _____
Address: _____
Phone: _____
Email: _____
Contact Person: _____

Date the disaster occurred: November 7, 2023

Area declared accessible by the State of Local Fire Marshall: x Yes No

Arson investigation currently being conducted: Yes x No

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

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

A partial roof and racking collapse at a VRC facility located at 375 Mill Road, Edison NJ 08837
All clients were notified via email to the billing address on 11/8/2024. Subsequent follow up
email communications were sent to the same email addresses periodically during the recovery
period.

Extent of damage to the records: Boxes were completely destroyed by the collapse

Fire Damage: _____ Slight _____ Severe

Water Damage: _____ Damp _____ Wet x Saturated

Person(s) who verified the amount of damage to the disaster site: VRC

Who established the Disaster Recovery Team: VRC

Disaster Recovery Team members:

Salvaging performed: x Onsite _____ Off site

Length of salvage operation: _____ Days _____ Weeks _____ Months

When were staff allowed back into the building: July 15, 2024

When did the area become operational: 2/10/2025

Electrical power affected: x Yes _____ No

Telecommunications affected: _____ Yes x No

Information processing operations affected: x Yes _____ No

Were outside salvage companies contacted: Structural x Yes _____ No

Mechanical _____ Yes _____ No x

Environmental _____ Yes _____ No x

Additional person(s) notified about the disaster: Contracted State agencies, "Town" Police Department, and NJ Department of Treasury representatives Elizabeth Hartmann and James Fruscione

Security measures implemented: Facility was physically guarded until appropriate security measures were put in place

Legal or financial concerns as a result: _____ Yes _____ No

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

Was a Disaster Prevention and Recovery/Business Continuity Plan in existence prior to the disaster:

☒ Yes _____ No

If not, is a Disaster Prevention and Recovery/Business Continuity Plan currently being developed:

_____ Yes _____ No

Do the staff have copies of the Records Retention Schedule(s) pertaining to the records affected by the disaster:

☒ Yes _____ No

Additional comments and information: _____

Salvage Operations: Hardcopy

Were salvage methods implemented within two (2) days to prevent mold and mildew:

_____ Yes _____ ☒ No

If not, when were the methods implemented:

Due to safety concerns, salvage methods were implemented after 2 days

What salvage methods were or are currently being implemented:

Refrigerate Immediately: _____ Yes _____ ☒ No

Re-boxing: Boxes ☒ Yes _____ No

Crates _____ Yes ☒ No

Other _____ Yes ☒ No

Freeze Drying: _____ Yes ☒ No

Vacuum Drying: _____ Yes ☒ No

Mold & Mildew Chemical Treatment: _____ Yes ☒ No

Fans:	_____ Yes	_____ x	_____ No
Hand-held Dryers:	_____ Yes	_____ x	_____ No
Window Ledge Drying:	_____ Yes	_____ x	_____ No
Table Drying:	_____ Yes	_____ x	_____ No
Paper Towel/Blotter Paper Drying:	_____ Yes	_____ x	_____ No

Additional comments and information: _____ These salvage methods do not apply to this case

Salvage Operations: Information Systems

Telecommunications Hardware Salvaged:	_____ Yes	_____ No
Telecommunications Circuitry Salvaged:	_____ Yes	_____ No
IT Hardware Salvaged:	_____ Yes	_____ No
IT Software Salvaged:	_____ Yes	_____ No
Disks and/or Tapes Salvaged:	_____ Yes	_____ No
MicroImage Hardware Salvaged:	_____ Yes	_____ No
MicroImage Software Salvaged:	_____ Yes	_____ No
Were backup copies maintained:	_____ Yes	_____ No

_____ Hardcopy _____ Disk _____ Cloud Storage

Additional comments and information: _____ This does not apply

What preventative, ongoing measures were taken to ensure safety of any records not affected: _____

To ensure safety of other records, once allowed into the building, unaffected boxes were removed

and reconciled.



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: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Date the Damage Occurred: 11/7/23

Date the Damage was Discovered: 11/7/23

Complete the following.

1. Describe the circumstances in which the damage occurred.

Partial racking and roof collapse

2. How was the damage discovered?

VRC staff was onsite at the time of the collapse.

3. Were any records affected by this event salvageable? Detail salvage attempts made.

No. Boxes that were not in the immediate area of the collapse were untouched. Any boxes in the collapse area were completely destroyed by the collapse making it impossible to salvage.

4. If records were not salvageable, who made the determination and why were they not salvageable?

This was not a discretionary situation. The material was destroyed by the event itself. VRC did not choose to destroy material based on its condition. This destroyed material was been kept secure to prevent any unauthorized disclosure and was incinerated.

5. Are there other copies of the damaged records or can they be reconstructed (e.g. payroll records may be recovered from a payroll service provider)?

Unknown

6. Are records still kept where the incident occurred? If yes, how are these records now being protected?

The building was completely repaired and all new rack installed. Boxes have begun to move back into the facility.

7. What measures is your agency taking to prevent future damage to your agency's records?



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 Event Response
Agency Questionnaire

Agency Information:

Agency Name/Offices Involved: Voorhees Township
Address: 2400 Voorhees Town Centre, Voorhees, NJ 08043
Phone: 856-429-4482
Email: g.david@VoorheesNJ.com
Contact Person: Paul David

Date the disaster occurred: 11/7/2023

Area declared accessible by the State of Local Fire Marshall: ☐ Yes ☐ No

Arson investigation currently being conducted: ☐ Yes ☐ No

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

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

Received notification from VRC that 3 cartons
we had in storage were destroyed due to
structural damage.

Extent of damage to the records:

Fire Damage: Slight Severe

Water Damage: Damp Wet Saturated

Person(s) who verified the amount of damage to the disaster site: _____

Who established the Disaster Recovery Team: _____

Disaster Recovery Team members:

Salvaging performed: _____ Onsite _____ Off site

Length of salvage operation: Days Weeks Months

When were staff allowed back into the building: _____

When did the area become operational: _____

Electrical power affected: _____ Yes _____ No

Telecommunications affected: _____ Yes _____ No

Information processing operations affected: Yes No

Were outside salvage companies contacted: Structural ☐ Yes ☐ No

Mechanical Yes No

Environmental Yes No

Additional person(s) notified about the disaster: _____

Security measures implemented: _____

Legal or financial concerns as a result:

____ Yes ____ No

Will additional facilities, hardware, or supplies be needed:

____ Yes ____ No

Was a Disaster Prevention and Recovery/Business Continuity Plan in existence prior to the disaster:

____ Yes ____ No

If not, is a Disaster Prevention and Recovery/Business Continuity Plan currently being developed:

____ Yes ____ No

Do the staff have copies of the Records Retention Schedule(s) pertaining to the records affected by the disaster:

____ Yes ____ No

Additional comments and information:

Salvage Operations: Hardcopy

Were salvage methods implemented within two (2) days to prevent mold and mildew:

____ Yes ____ No

If not, when were the methods implemented:

What salvage methods were or are currently being implemented:

Refrigerate Immediately:

____ Yes ____ No

Re-boxing: Boxes

____ Yes ____ No

Crates

____ Yes ____ No

Other

____ Yes ____ No

Freeze Drying:

____ Yes ____ No

Vacuum Drying:

____ Yes ____ No

Mold & Mildew Chemical Treatment:

____ Yes ____ No

Fans:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hand-held Dryers:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Window Ledge Drying:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Table Drying:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paper Towel/Blotter Paper Drying:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional comments and information: _____

Salvage Operations: Information Systems

Telecommunications Hardware Salvaged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Telecommunications Circuitry Salvaged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
IT Hardware Salvaged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
IT Software Salvaged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disks and/or Tapes Salvaged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
MicroImage Hardware Salvaged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
MicroImage Software Salvaged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were backup copies maintained:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

☐ Hardcopy ☐ Disk ☐ Cloud Storage

Additional comments and information: _____

What preventative, ongoing measures were taken to ensure safety of any records not affected: _____



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: Voorhees Township
Address: 2400 Voorhees Town Center, Voorhees, NJ 08043
Phone: 856-429-4482
Email: g.david@voorheesnj.com
Contact Person: Gail David
Date the Damage Occurred: 11/7/23
Date the Damage was Discovered: _____

Complete the following.

1. Describe the circumstances in which the damage occurred.

Structural Collapse

2. How was the damage discovered?

3. Were any records affected by this event salvageable? Detail salvage attempts made.

No

4. If records were not salvageable, who made the determination and why were they not salvageable?

VRC determined they were not salvageable.

5. Are there other copies of the damaged records or can they be reconstructed (e.g. payroll records may be recovered from a payroll service provider)?

No

6. Are records still kept where the incident occurred? If yes, how are these records now being protected?

yes

7. What measures is your agency taking to prevent future damage to your agency's records?



DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
PO Box 661, Trenton, NJ 08625

Damaged Records Inventory

Agency Name: Voorhees Township

Agency Retention Schedule: 6 years

Retention Schedule Number: 005

Record Series Number: 0666-0000

Record Series Name: Applications For Certified Copies of Vital Statistics Records.

Retention Time: 6 years

Inclusive Years: August 2020 - March 2021

Volume (Cubic Feet): 3 Boxes / 2 CF

Damage Type: DESTROYED FROM VRC STRUCTURAL COLLAPSE

Other copies available? NO



DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
PO Box 661, Trenton, NJ 08625

Damaged Records
Disposal Certification

TO: State Records Committee

FROM:

DATE:

SUBJECT: VRC destroyed 3 boxes of 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.

VRC needs to sign
agency

Date



DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
PO Box 661, Trenton, NJ 08625

New Jersey State Records Committee Acknowledgement
Damaged Records Disposal

TO: Voorhees Township

FROM: DIVISION OF REVENUE AND ENTERPRISE SERVICES (DORES),
RECORDS MANAGEMENT SERVICES (RMS)

DATE:

SUBJECT: New Jersey State Records Committee (SRC)-Acknowledged Request to Destroy
Damaged Records

The New Jersey State Records Committee has acknowledged the premature destruction of records from <Agency> as denoted in the attached Damaged Records Report, and recognizes the due diligence the Agency has shown in coming before the Committee. This Acknowledgement is therefore formally entered into the Minutes of the New Jersey State Records Committee. The Damaged Records Report was presented to the New Jersey State Records Committee by Representative(s) from <Agency> and Records Management Services Staff on <Date>.

Signature: _____

Date: _____

Secretary, State Records Committee



DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
PO Box 661, Trenton, NJ 08625

New Jersey State Records Committee Authorization
Damaged Records Disposal

TO: <Agency>

FROM: DIVISION OF REVENUE AND ENTERPRISE SERVICES (DORES),
RECORDS MANAGEMENT SERVICES (RMS)

DATE: <Date>

SUBJECT: New Jersey State Records Committee (SRC)-Authorized Request to Destroy
Damaged Records

The New Jersey State Records Committee has authorized the premature destruction of records from <Agency> as denoted in the attached Damaged Records Report, and recognizes the due diligence the Agency has shown in coming before the Committee. This Authorization is therefore formally entered into the Minutes of the New Jersey State Records Committee. The records were presented by representatives from <Agency> and Records Management Services Staff to the Committee on <Date>.

Signature: _____ Date: _____

Secretary, State Records Committee