



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**December 19, 2024**  
**10:00 AM**

**Location: Online/Teleconference**

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

**Announcement of Open Public Meeting**  
**Reading of the October 17, 2024 Minutes**

**I. Administrative Actions:**

**A. Announcement of Approval of Destruction Authorization:**  
**Artemis Request: # 605600 - 607158**

**B. Records Management**  
**Report to the State Records Committee: None**

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

1. **New Jersey Transit Police Department** - proposes an imaging system annual renewal. (Certification # 4111301-MP)
2. **New Jersey Transit, Information Technology** - proposes an imaging system annual renewal. (Certification # 24111302-MP)
3. **New Jersey Transit, Customer Service** - proposes an imaging system annual renewal. (Certification # 22102001-MP)
4. **Pinelands Commission, Division of Gaming Enforcement** - proposes an imaging system annual renewal. (Certification # 01092001)
5. **Borough of Atlantic Highlands** - proposes an imaging system annual renewal. (Certification # 09101502-MP)
6. **Borough of Collingswood** - proposes an imaging system annual renewal. (Certification # 21051903-MP)
7. **Borough of Tinton Falls** - proposes an imaging system annual renewal. (Certification # 09101523-MP)
8. **City of Camden Municipal Clerk** - proposes an imaging system annual renewal. (Certification # 7121301-MP)
9. **City of Elizabeth, Dept. of Planning and Community Development** - proposes an imaging system annual renewal. (Certification # 24111801-MP)
10. **City of Jersey City** - proposes an imaging system annual renewal. (Certification # 24112901-MP)
11. **City of Margate** - proposes an imaging system annual renewal. (Certification # 22040703-MP)
12. **Township of Byram** - proposes an imaging system annual renewal. (Certification # 21020401-MP)
13. **Township of Frankford** - proposes an imaging system annual renewal. (Certification # 24020201-MP)

14. **Township of Howell Police Department** - proposes an imaging system annual renewal.  
(Certification # 20112001-MP)
15. **Township of Mahwah, Building Department** - proposes an imaging system annual renewal.  
(Certification # 19071801-MP)
16. **Township of Wyckoff** - proposes an imaging system annual renewal.  
(Certification # 24103001-MP)
17. **School District of Franklin Lakes** - proposes an imaging system.  
(Certification # 24101101-MP)

**II. Old Business:**

- A. Request and Authorization for Records Disposal: None**
- B. Registered Imaging Systems/Amendments/Annual Reviews: None**
- C. Records Retention Schedules:**
  - 1. State General Schedule – G100000-017 - Presented by Karen A. Perry**  
Items 1428-0000, 2900-0000, 2900-0001, 2900-0002, 2900-0003, 2900-0004, 3000-0000, 3000-0001, 3000-0002, 2000-0003, 3000-0004

**III. New Business:**

- A. Records Retention Schedules:**

**State**

  - 1. NJ Transit – S800000-006 - Presented by Elizabeth Hartmann**  
Items 0001-0005, 0001-0006, 2009-0000, 2010-0000
  - 2. NJ Transit, Rail Operations, Rail Safety and Training – S802307-001, Retired - Presented by Elizabeth Hartmann**  
Items 0001-0000, 0001-0001, 0001-0002, 2000-0000, 2000-0001, 2000-0002
  - 3. NJ Transit, Human Resources/Strategic Staffing – S808150-003 Presented by Elizabeth Hartmann**  
Items 0002-0000
  - 4. NJ Transit, Policy, Technology and Customer Support/Strategy, Policy and Analysis – S809012-001, Retired - Presented by Elizabeth Hartmann**  
Items 0001-0000, 0001-0001, 0001-0002, 0002-0000

**Municipal**

  - 1. Public Works - M660000-003 - Presented by Elizabeth Hartmann**  
Items 0152-0000
- B. Damaged Records Reports:**
  - 1. City of Jersey City – Imaging Certification - Damaged Records – Presented by Karen A. Perry**
  - 2. City of Jersey City – Presented by John J. Berry**
- C. Other Business:**
  - 1. New – RMS Damaged/Lost Records Report Due to Cybersecurity Event – Presented by Karen A. Perry**
  - 2. Updated – RMS Damaged Records Report – Presented by Karen A. Perry**
  - 3. Proposed - 2025 State Records Committee Meeting and Special Meeting Dates – Presented by Karen A. Perry**



STATE OF NEW JERSEY  
STATE RECORDS COMMITTEE

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

[www.treas.state.nj.us](http://www.treas.state.nj.us)

MINUTES  
STATE RECORDS COMMITTEE  
October 17, 2024

Amanda Truppa, Secretary, called the 462<sup>nd</sup> meeting of the State Records Committee to order at 10:05 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

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

**ATTENDANCE:**

*SRC:* State Treasurer, Amanda A. Truppa, Designee (Chair and Secretary)  
Office of the Attorney General, Susan M. 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 of Operations, Division of Revenue and Enterprise Services  
Elizabeth Hartmann, Administrative Analyst 3, Records Management Services  
Karen A. Perry, Administrative Analyst, Records Management Services  
John J. Berry, Records Analyst 1, Records Management Services  
Campbell, Marcella, Records Analyst 2, Records Management Services  
Terricka Page, Records Analyst 3, Records Management Services  
Virma Guzman-Reyes, Records Analyst 3, Records Management Services

*Other:* 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  
Chalupa, Christine M., Technical Assistant 1, Motor Vehicle Commission  
Cook, Argean, CARMA  
Colletti, Carla M., Program Specialist 3, Motor Vehicle Commission

Dragos, Natalie, Agency Services Representative 1, Department of Environmental Protection  
Everly, Michele L. Office of the Gloucester County Clerk, CARMA  
Ford, Kathryn, Agency Services Representative 1, Department of Environmental Protection  
Hale, Wade, Deputy Director, Division of Elections, Department of State  
Harley, Keith, Agency Services Representative 3, Department of Environmental Protection  
Negron, Joseph, Elections Specialist, Division of Elections, Department of State  
Pfeiffer, Marc, Rutgers University, Edward J. Bloustein School of Planning and Public Policy  
Shaver, Benjamin D., Technical Assistant 1, Motor Vehicle Commission  
Strazzeri, Lauren, Permit Coordination Officer 1, Department of Environmental Protection

## **MINUTES:**

### **APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the September 26, 2024 Minutes four (4) yes, none (0) no, and none (0) abstentions.

## **I. Administrative Actions:**

### **A. Announcement of Approval of Destruction Authorization:**

Artemis Request # 605092 - 605599

### **B. Report to the State Records Committee:**

Registered Imaging Certification Systems/Amendments/Annual Reviews

1. **New Jersey Health Care Facilities Financing Authority, Division of Operations** - proposes an imaging system annual renewal. (Certification # 03061901-NM)
2. **Department of Law & Public Safety, Division of Consumer Affairs** - proposes an imaging system annual renewal. (Certification # 12081601-MP)
3. **New Jersey State Police, DNA Laboratory** - proposes an imaging system annual renewal. (Certification # 11051901-MP)
4. **County of Burlington RIM** - proposes an imaging system annual renewal. (Certification #10071502-MP)
5. **County of Hudson Enterprise-Wide** - proposes an imaging system annual renewal. (Certification # 07021505-MP)
6. **Hudson Regional Health Commission** - proposes an imaging system annual renewal. (Certification # 20120802-MP)
7. **Bergen New Bridge Medical Center - One Content** - proposes an imaging system annual renewal. (Certification # 19091201-MP)
8. **Bergen New Bridge Medical Center - Ultipro** - proposes an imaging system annual renewal. (Certification # 19091202-MP)

9. **Borough of Eatontown** - proposes an imaging system annual renewal. (Certification # 09101505-MP)
10. **Borough of Lincoln Park Police Department** - proposes a new imaging system. (Certification # 24091603-MP)
11. **Borough of Pine Hill** - proposes an imaging system annual renewal. (Certification # 18032202-MP)
12. **Borough of Oakland** - proposes an imaging system amendment. (Certification # 10052009-MP)
13. **Borough of Oakland** - proposes an imaging system annual renewal. (Certification # 10052009-MP)
14. **Borough of Old Tappan** - proposes an imaging system annual renewal. (Certification # 23101001-MP)
15. **Borough of Sea Girt** - proposes an imaging system annual renewal. (Certification # 09101519-NM)
16. **Borough of Sea Girt** - proposes an imaging system annual renewal. (Certification # 09101519-NM)
17. **City of Hoboken** - proposes a new imaging system. (Certification # 24091601-MP)
18. **Township of Harding** - proposes a new imaging system. (Certification # 24091602-MP)
19. **Township of Robbinsville, Office of Planning & Zoning** - proposes a new imaging system. (Certification # 24100301-MP)
20. **Township of Washington (Gloucester County)** - proposes an imaging system annual renewal. (Certification # 21030801-MP)
21. **Township of Lacey** - proposes an imaging system annual renewal. (Certification # 24080601-MP)
22. **Township of Wayne** - proposes an imaging system annual renewal. (Certification # 23060701-MP)
23. **Township of Wayne** - proposes an imaging system annual renewal. (Certification # 09121710-MP)
24. **Township of South Brunswick Police Department** - proposes an imaging system annual renewal. (Certification # 23101701-MP)
25. **Township of Bridgewater** - proposes an imaging system annual renewal. (Certification # 10021805-MP)
26. **Stanhope School District** - proposes a new imaging system. (Certification # 24091301-MP)

**II. Old Business: None**

**III. New Business:**

**A. Records Retention Schedules:**

**State**

1. **State General Schedule – G100000-017 - Presented by Karen A. Perry**

Items 2900-0000, 2900-0001, 2900-0002, 2900-0003, 2900-0004, 3000-0000, 3000-0001, 3000-0002, 2000-0003, 3000-0004 – Tabled, under review for resubmission at a later date.

After much discussion, it was suggested by the Committee that the schedule be tabled pending further review and clarification. Secretary Truppa called for a motion to table the schedule. Upon motion, seconded, the Committee voted to table the records retention schedule four (4) yes, none (0) no, and none (0) abstentions.

**2. Motor Vehicle Commission - Customer Operation Support - Imaging System Center S790101-001 – Presented by Marcella Campbell**

Items 0001-0000, 0001-0001, 0001-0002, 0001-0003 – Approved without change.

**3. Motor Vehicle Commission - Agency Service - Transaction Auditing Unit S790201-002 – Presented by Marcella Campbell**

Items 0001-0000, 0002-0000, 0002-0001, 0002-0002 – Approved without change.

**4. Department of Environmental Protection, Fish, Game and Wildlife – Shellfisheries S421205-002 – Presented by Marcella Campbell**

Items 0002-0000, 0003-0000, 0004-0000, 0005-0000, 0006-0000, 0007-0000, 0009-0000, 0010-0000, 0011-0000, 0015-0000, 0016-0000, 0017-0000, 0022-0000, 0025-0000, 0026-0000 – Approved without change.

**5. Department of Environmental Protection, Fish, Game and Wildlife – Marine Fisheries S421208-003 – Presented by Marcella Campbell**

Items 0001-0000, 0002-0000, 0002-0001, 0002-0002, 0003-0000, 0004-0000, 0004-0001, 0004-0002, 0005-0000, 0006-0000, 0006-0001, 0006-0002, 0006-00030004 – Tabled, under review for resubmission at a later date.

Donald Cornelius, Department of State, Division of Archives and Records Management Committee Member Designee, questioned the retention time period change for record series 0001-0000 Bureau Of Marine Fisheries - Final Reports, from Permanent to five (5) years in the agency and ten (10) years at the State Records Center. After discussion between Mr. Cornelius, Ms. Marcella Campbell, DORES-RMS Records Analyst 2 and Mr. Keith Harley, Department of Environmental Protection Agency Representative, Committee Member Cornelius suggested the schedule be tabled pending further review and clarification. Secretary Truppa called for a motion to table the schedule. Upon motion, seconded, the Committee voted to table the retention schedule three (3) yes, none (0) no, and none (0) abstentions.

Note: Office of the Attorney General, Susan M. Scott, Designee left the Committee meeting prior to the vote due a previous commitment.

**County**

**1. Board of Elections and Superintendent of Elections C440000-006 –  
Presented by Karen A. Perry**

Items 0108-0000, 0109-0000, 0110-0000, 0111-0000, 0112-0000,  
0113-0000, 0114-0000, 0115-0000, 0116-0000, 0117-0000, 0118-0000 –  
Approved without change.

**B. Damaged Records Reports:** None

**C. Special Request and Authorization for Records Disposal:** None

**IV. Other Business:** None

There being no other business, upon motion, seconded, the Committee adjourned at 11:39 a.m.

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Amanda A. Truppa, Secretary  
State Records Committee

**SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b> SCHEDULE      State General Schedule <b>HEADING</b>	<b>AGENCY # G100000</b>		
<b>DIVISION:</b>	<b>SCHEDULE # 017</b>		
<b>BUREAU:</b>	<b>PAGE # 1</b>	<b>OF</b>	<b>2</b>

**RETENTION SCHEDULE AMENDMENT**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	
<b>FORMER AGENCY NUMBER</b>	

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>DESCRIPTION</b>	<b>RETENTION</b>
1428-0000	Returned, Undeliverable Mail	New Record Series		3 years or after input and verification, whichever is sooner/Destroy
	<b>Electronic Records</b>			
2900-0000	Social Media Records	New Record Series		_____
2900-0001	Social Media Records - Informational Postings	New Record Series		1 Year/Destroy
2900-0002	Social Media Records - General Information Exchange	New Record Series		1 Year/Destroy
2900-0003	Social Media Records - Service Transactions	New Record Series		3 years/Destroy
2900-0004	Social Media Records - Planning, Decision Support And Knowledge Management	New Record Series		25 Years/Archival review
3000-0000	Electronic Communications Records	New Record Series		_____

3000-0001	Electronic Communications Records - General/Routine Information Communications	New Record Series		1 Year/Destroy
3000-0002	Electronic Communications Records - Operational Information Exchange	New Record Series		3 Years/Destroy
3000-0003	Electronic Communications Records - Service Transactions	New Record Series		3 Years/Destroy
3000-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management	New Record Series		25 Years/Archival review

# STATE OF NEW JERSEY



## STATE GENERAL RECORDS SCHEDULE

**G10000-017**



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

<b>Department:</b>	STATE GENERAL RECORDS SCHEDULE	<b>Agency Representative:</b>	Yamileth Merchak
		<b>Title:</b>	Assistant Director
		<b>Phone #:</b>	

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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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		
1428-0000	Returned, Undeliverable Mail						3 years or after input and verification, whichever is sooner		Destroy	
	<b>ELECTRONIC RECORDS</b>									
2900-0000	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).									
2900-0001	Social Media Records - Informational Postings --- These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.					P	1 Year		Destroy	
2900-0002	Social Media Records - General Information Exchange --- These records include but are not limited to informational postings					P	1 Year		Destroy	

\* P - Public, C - Confidential

	and exchanges between an agency and its constituents or other public agencies, such as: general feedback, question/answer, ratings, voting, likes/dislikes, etc.								
2900-0003	<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	
2900-0004	<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>For Guidelines regarding Social Media Records - Planning, Decision Support and Knowledge Management record series and additional Social Media records series for storage, data migration and digital repository consult the Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services' website.</p> <p><a href="https://www.nj.gov/treasury/revenue/rms/index.shtml">https://www.nj.gov/treasury/revenue/rms/index.shtml</a></p>				P	25 Years		Archival review	
3000-0000	<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</p>								

	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.								
3000-0001	<p>Electronic Communications Records - General/Routine Information Communications</p> <p>---</p> <p>These records include but are not limited to routine internal and external public agency requests for information, texts, chats, messages, staff general inquiries, agency questions/answers on basic technical or operational issues, constituent information requests from incoming telephone or online calls.</p>				P	1 Year		Destroy	
3000-0002	<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	
3000-0003	<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	
3000-0004	<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</p>				P	25 Years		Archival review	

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.

For Guidelines regarding Electronic Communications Records - Planning, Decision Support and Knowledge Management record series and additional Electronic Communications records series for storage, data migration and digital repository consult the Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services' website.

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

**1RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b> New Jersey Transit	<b>AGENCY # S800000</b>		
<b>DIVISION:</b>	<b>SCHEDULE # 006</b>		
<b>BUREAU:</b>	<b>PAGE #</b> 1	<b>OF</b>	2

**AGENCY AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	New Jersey Transit General Schedule / New Jersey Transit Rail Operations Rail Safety and Training Dept / New Jersey Transit Administrative Support Policy, Technology & Customer Support Strategy, Policy and Analysis
<b>FORMER AGENCY NUMBER</b>	S802307 – S809012 RETIRED

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0005	Project Files – Strategy, Policy, and Analysis (Original)	New	Transferred from S809012 Record Series 0001-0001 Project Files (Original)  10 Years	<u>S S800000-006 – 0001-0005 - Project Files – Strategy, Policy, and Analysis (Original)</u> includes studies conducted by this office that could result in cost savings to the company.  10 yrs
0001-0006	Project Files - Data Monitoring and Project Investigative (Exploratory) Files	New	Transferred from S809012 Record Series (RS) 0001-0002 Project Files (Copies) and 0002-0000 Data Monitoring and Project Investigation (Exploratory) Files  Combined  Periodic Review	<u>S800000-006 - 0001-0006 Project Files - Data Monitoring and Project Investigative (Exploratory) Files</u> Includes but not limited to: project file copies, reports, feasibility studies, news articles, etc. involving potential projects.  Periodic Review

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY # S800000</b>	<b>SCHEDULE # 006</b>	<b>PAGE # 2 OF 2</b>
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<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
2009-0000	Locomotive Engineer and Assistant Conductor Training Program Individual Class Folders	New	<p>Transferred from S802370-002 RS 0001-0001 Locomotive Engineer Training Program Individual Class Folders CFR Part 240.215 (a) (h) Consists of training, qualification and certification of final examinations, tests and/or quizzes.</p> <p>RS 0002-0001 Assistant Conductor Training Program Individual Class Folders Consists of training, evaluations, examinations, tests quizzes and promotion records.</p> <p>6 Years</p>	<p><u>S800000-006 - 2009-0000</u> <u>Locomotive Engineer, Assistant Conductor, and Mechanical Training Programs Individual Class Folders</u> <u>CRF Part 240.215 (a) (h)</u> Includes but not limited to training, evaluations, qualification certification of final examinations, tests and/or quizzes promotion records.</p> <p>6 Years</p>
2010-0000	Locomotive Engineer and Assistant Conductor Training Program, Summary Information	New	<p>Transferred from S802370-002 RS 0001-0002 Locomotive Engineer Training Program, Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming</p> <p>50 yrs from creation from file.</p> <p>RS 0002-0002 Assistant Conductor Training Program, Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming</p> <p>50 yrs from creation from file</p>	<p><u>S800000-006 - 2010-0000</u> <u>Locomotive Engineer, Assistant Conductor, and Mechanical Training Programs, Summary Information</u> Includes but not limited to names, grades, attendance records and performance reviews.</p> <p>Recommend Microfilming 50 yrs from creation from file.</p>

# STATE OF NEW JERSEY



## New Jersey Transit

**S800000-006**



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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

<b>Department:</b>	New Jersey Transit	<b>Agency Representative:</b>	Argean T. Cook
		<b>Title:</b>	Director Of RIM - Custodian Of Records
		<b>Phone #:</b>	

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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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		
	<b>Capital Planning And Programs</b>									
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 &amp; 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	
0001-0006	<p>Project Files – Data Monitoring and Project Investigation (Exploratory) Files ---</p> <p>Includes but not limited to: project file copies, reports, feasibility studies, news articles, involving potential projects</p>				P	Periodic Review		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,</p>				P	7 Years After resolution		Destroy	

	news clips, non-project related correspondence and other miscellaneous information specific to each facility.								
0002-0002	Facilities Files – Building Plans and Surveys --- Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots.  <i>Confidential based on N.J.S.A. 47:1A-1.1</i>					C	Life of structure plus 10 years		Destroy
0003-0000	Construction Management Files								
0003-0001	Construction Management Files – Project Site Files – Office and Site --- Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.					P	10 Years After completion		Destroy
0003-0002	Construction Management Files – As-Built Drawings --- Original reproducible as-built and shop drawings that have been revised to incorporate “as-built changes as completed”, technical details and components of construction projects.  <i>Confidential based on N.J.S.A. 47:1A-1.1</i>					C	Life of structure plus 10 years		Destroy
0004-0000	Capital Funding Files								

0004-0001	<p>Capital Funding Files ---</p> <p>Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and 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.</p>					P	7 yrs after completion of project or 3 yrs after termination/closing of grant, whichever is longer		Destroy	
0004-0002	<p>Capital Funding, Federal Transit Administration (FTA) Files ---</p> <p>Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.</p>					P	Periodic review		Destroy	
0005-0000	Environmental Services					P				
0005-0001	<p>Environmental Services - Discharge Monitoring Report (DMR) Files ---</p> <p>Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.</p>					P	5 Years		Destroy	
0005-0002	<p>Environmental Services - Discharge Pollutant Permit (Copy) ---</p> <p>Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.</p>					P	5 Years After permit expires		Destroy	
0005-0003	<p>Environmental Services - Hazardous Annual Generator Report (Copy) ---</p>					P	5 Years		Destroy	

	Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.									
0005-0004	Environmental Services - Remedial Reports, Copies --- Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.					P	30 Years	10 Years	Destroy	
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.					P	30 Years	10 Years	Destroy	
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.					P	3 Years After summons has been satisfied		Destroy	
0005-0007	Environmental Services - Due Diligence Reports --- Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.					P	30 Years After completion of report		Destroy	
	<b>Records And Information Management</b>									
1000-0000	Records Transmittal Forms					P	3 Years After Disposition or Permanent Removal of Records		Destroy	
	<b>Rail Operations</b>									
2000-0000	Air Brake Kit Inventory Log Sheet --- List unit, type, date removed, date received, date ready, date					P	2 Years After final entry		Destroy	

	shipped, quantity, item and status. Air brake kits are inspected every two (2) years.								
2001-0000	Capital Projects --- File includes: correspondence, drawings and project supporting information.					P	10 Years After completion of project		Destroy
2002-0000	Car History File --- File contains history and quality control manual on the train cars before they came to New Jersey Transit.					P	3 Years After Disposal of Car		Destroy
2003-0000	Inspection Report File --- Inspection Report File Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29)					P	2 Years		Destroy
2004-0000	Service And Inspection Work Packets --- Service and Inspection Work Packets Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.					P	3 Years After Disposal of Car		Destroy
2005-0000	Yearly Maintenance History File --- Yearly Maintenance History File File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report. (FRA 49 CFR 229.23)					P	2 Years		Destroy
2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.					P	1 Years		Destroy

2007-0000	Map Of Locomotives --- File contains locomotive engineering specifications.					P	10 Years After Disposal of Equipment		Destroy	
2008-0000	Wheel And Axle Assembly Report (AAR) – Quality Assurance --- File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3)					P	15 Years		Destroy	
2009-0000	Locomotive Engineer, Assistant Conductor, and Mechanical Training Programs Individual Class Folders CRF Part 240.215 (a) (h) --- Includes but not limited to training, evaluations, qualification certification of final examinations, tests and/or quizzes promotion records.					P	6 Years		Destroy	
2010-0000	Locomotive Engineer, Assistant Conductor, and Mechanical Training Programs, Summary Information --- Includes but not limited to names, grades, attendance records and performance reviews.  Recommended Microfilming					P	Recommend Microfilming 50 yrs from creation from file.		Destroy	
	<b>Internal Audit</b>									
3000-0000	Internal Audit Report									

3000-0001	<p><i>Internal Audit Report (Record Copy)</i></p> <p>---</p> <p><i>Includes: "New Jersey Transit Recommendation Reply and Implementation Status Report" and all other related documents.</i></p> <p><i>Confidential based on N.J.S.A. 47:1A-1.1</i></p>				C	Permanent		Archival Review	
3000-0002	<p>Internal Audit Report (Copy)</p> <p><i>Confidential based on N.J.S.A. 47:1A-1.1</i></p>				C	3 Years		Destroy	
3001-0000	<p>Internal Audit Program</p> <p>---</p> <p>Files contains but is not limited to step-by-step procedures used to conduct an audit, working papers and drafts.</p> <p><i>Confidential based on N.J.S.A. 47:1A-1.1</i></p>				C	7 Years After Completion of Audit		Destroy	
	<b>Finance – Real Estate</b>								
4000-0000	<p>Deed Files</p> <p>---</p> <p>Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc.; deed exception files; parcels not included in original conveyance of property; lists of properties currently owned and sold.</p>		A		P	Permanent		Archives	
4001-0000	Lease Files								
4001-0001	<p>Lease</p> <p>-----</p> <p>Includes but not limited to: agreement (contract), plans,</p>				P	7 yrs. after termination of lease or cancellation		Destroy	

	correspondence, RFPs, financial statements, income statements, and related documents								
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.  <i>Confidential based on N.J.S.A. 47:1A-1.1</i>		A		C	Permanent		Archives	
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 yrs. after cancellation of permit		Destroy	

	<b>Finance – Ticket Office</b>								
4050-0000	<p>Daily Close-Out File and Daily Listing of Checks and Cash Deposited (53X's)</p> <p>-----</p> <p>Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debits and credit grand totals, daily ticket count, etc. Also, attached to seller's daily tour listing are duplicates of each ticket sold per seller that day; also includes checks and cash deposited and bank deposit slip. Copies are sent to Revenue Accounting</p>				P	1 Years		Destroy	
	<b>Bus Operations - Maintenance</b>								
5000-0000	Assignment Log				P	1 yr after last entry		Destroy	
5001-0000	Bus Inventory/Location Master Report - Monthly				P	3 Years		Destroy	
5002-0000	<p>Operator's Bus Condition Report</p> <p>-----</p> <p>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>				P	3 yrs. after problem corrected		Destroy	
5003-0000	Vehicle Maintenance Information File								
5003-0001	<p>Vehicle Maintenance Information System (VMIS)</p> <p>-----</p> <p>Computerized system containing information regarding maintenance performed on buses.</p>				P	3 yrs. after disposal of bus		Destroy	

5003-0002	<p>Major Log</p> <p>-----</p> <p>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>					P	3 yrs. after disposal of bus or final entry.		Destroy	
<b>Human Resources – Medical Services</b>										
6000-0000	<p>Medical Records - X-Rays - All X-Rays for Non- Maintenance Employees</p> <p>(Confidentiality is based on OPRA N.J.S.A. 47:1A-10)</p>					C	5 Years		Destroy	Retention Period designated by N.J.S.A. 26:8-5
6001-0000	<p>Results of Random Urine Analysis Test</p> <p>-----</p> <p>Test are filed separately from the medical file.</p>									
6001-0001	<p>Results of Random Urine Analysis Test - Positive results</p> <p>(Confidentiality is based on OPRA N.J.S.A. 47:1A-10)</p>					C	6 yrs after termination of employment		Destroy	
6000-0002	<p>Results of Random Urine Analysis Test - Negative results</p> <p>(Confidentiality is based on OPRA N.J.S.A. 47:1A-10)</p>					C	5 Years		Destroy	

\* P - Public, C - Confidential

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY</b>	S802307 - RETIRE		
<b>DIVISION:</b>	Rail Operations	<b>SCHEDULE #</b>	001		
<b>BUREAU:</b>	Rail Safety and Training Department	<b>PAGE #</b>	1	<b>OF</b>	1

**AGENCY AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	New Jersey Transit – Rail Operations – Rail Safety and Training Department <b>Retired</b>
<b>FORMER AGENCY NUMBER</b>	S802307 <b>(All records series transferred to S80000 - 006)</b>

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Locomotive Engineering Program (LETP)	Header Obsolete		
0001-0001	Locomotive Engineer Training (LETP) Individual Class Folders CFR Part 240.215 (a) (h) Consists of training, qualification and certification of final examinations, test and / or quizzes.	Transferred, Combined records series and description	<u>Record Series (RS) 0001-0001</u> Locomotive Engineer Training (LETP) Individual Class Folders CFR Part 240.215 (a) (h) Consists of training, qualification and certification of final examinations, test and / or quizzes. 6 Years  <u>RS 0002-0001</u> Assistant Conductor Training Program, Individual Class Folder Consists of training, evaluations, examinations, tests quizzes and promotion 6 Years	<u>S800000 Record Series (RS) 2009-0000</u> Locomotive Engineer, Assistant Conductor, and Mechanical Training Programs Individual Class Folders CRF Part 240.215 (a) (h) Includes but not limited to training, evaluations, qualification certification of final examinations, tests and/or quizzes promotion records. 6 Years

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S802307 - RETIRE	<b>SCHEDULE #</b> 002	<b>PAGE #</b> 2 OF 2
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<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0002	Locomotive Engineer Training Program (LETP) Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming	Transferred, Combined records series and description Rename	<u>RS 0001-0002</u> Locomotive Engineer Training Program Summary Information (LETP) Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming 50 yrs from creation of file  <u>RS 0002-0002</u> Assistant Conductor Training Program Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming 50 yrs from creation of file	<u>S800000 RS 2010-0000</u> Locomotive Engineer, Assistant Conductor, and Mechanical Training Programs Summary Information Includes but not limited to names, grades, attendance records and performance reviews. Recommend Microfilming 50 yrs from creation of file
0002-0000	Assistant Conductor Training Program	Header Obsolete		
0002-0001	Assistant Conductor Training Program, Individual Class Folder Consists of training, evaluations, examinations, tests quizzes and promotion	Transferred, Combined records series and description Rename		See S800000 RS 2009-0000
0002-0002	Assistant Conductor Training Program, Summary Information Includes: names, grades attendance records and performance reviews. Recommended Microfilming	Transferred, Combined records series and description Rename		See S800000 RS 2010-0000

<b>Records Retention and Disposition Schedule</b>		<b>Agency: S802307</b>	<b>Schedule: 001</b>	<b>Page #:1 of 1</b>
<b>Department:</b>	New Jersey Transit	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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.

<b>Status</b>	<b>Last Updated Date/Time</b>	<b>Approved Date</b>	<b>Effective Date</b>
Published	3/17/2020 11:32 AM		

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	Locomotive Engineer Training Program (LETP)									
0001-0001	Locomotive Engineer Training Program - Individual Class Folders (CFR Part 240.215 (A) (H)) --- Consists of training, qualification and certification of final examinations, tests and/or quizzes.					P	6 Years		Destroy	
0001-0002	Locomotive Engineer Training Program (LETP) - Summary Information --- Includes: names, grades, attendance records and performance reviews. Recommend Microfilming.					P	50 Years From Creation Of File		Destroy	
0002-0000	Assistant Conductor Training Program									
0002-0001	Assistant Conductor Training Program - Individual Class Folder --- Consists of training, evaluations, examinations, test quizzes and promotion records.					P	6 Years		Destroy	
0002-0002	Assistant Conductor Training Program - Summary Information --- Includes: names, grades, attendance records and performance reviews. Recommend Microfilming.					P	50 Years From Creation Of File		Destroy	

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY</b>	S808150		
<b>DIVISION:</b>	Administrative Support	<b>SCHEDULE #</b>	003		
<b>BUREAU:</b>	Human Resources / Strategic Staffing	<b>PAGE #</b>	1	<b>OF</b>	1

**NEW JERSEY TRANSIT AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	New Jersey Transit Administrative Support – Human Resources / Strategic Staffing
<b>FORMER AGENCY NUMBER</b>	S808150 – Schedule 2

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0002-0000	Individual Employee Files	Retention Period	6 yrs after termination of employment	8 yrs after termination of employment

<b>Records Retention and Disposition Schedule</b>		<b>Agency: S808150</b>	<b>Schedule: 003</b>	<b>Page #:1 of 2</b>
<b>Department:</b>	New Jersey Transit-Administrative Support-Human Resources/StrategicStaffing	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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<b>Status</b>	<b>Last Updated Date/Time</b>	<b>Approved Date</b>	<b>Effective Date</b>
Published	3/18/2015 3:56 PM		

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	Employee and Non-Employee Placement and Promotional Test File --- File may include, but is not limited to: test workbook, answer sheet, test scores, etc. These tests are for several positions such as: Bus operator, Clerical, Cleaner/Serviceperson, Locomotive Engineer, Electrician/Lineman, Machinist/Pipefitter, Signal/Communications, etc.									
0001-0001	Employee Placement and Promotional Test-Failed						2 Years	2 Years	Destroy	
0001-0002	Employee Placement and Promotional Test-Passed						8 yrs after termination of employment	8 yrs after termination of employment	Destroy	
0001-0003	Non-Employee Placement and Promotional Test-Passed and Failed						2 Years	2 Years		

Records Retention and Disposition Schedule		Agency: S808150					Schedule: 003		Page #:2 of 2	
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	Individual Employee Files --- Files include: active, non-active, resigned, terminated, part-time, retired, project and transferred employees. May include, but not limited to the following: Personnel Action Request Form (HRM-1), white copy) and Payroll Action Request (Form NJY-1, pink copy), resume and/or employment application, New Hire Forms Package (general information regarding employee), and all related documents involving an individual's employment at NJ TRANSIT.						8 yrs after termination of employment	8 yrs after termination of employment	Destroy	
0003-0000	Position Folders --- File includes: resumes, job announcement, candidate selection forms, worksheets, employment requisition, and related correspondence. File is used in job interview process.						5 years after position filled	5 years after position filled	Destroy	
0004-0000	Resume Bank --- A collection of resumes from potential employees.						1 yr after update	1 yr after update	Destroy	
0005-0000	Criminal History Background Checks									
0005-0001	Criminal History Background Checks- Current and newly hired employees.						6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0005-0002	Criminal History Background Checks- Non-Employee						3 Years	3 Years	Destroy	

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY</b>	S809012 - RETIRE		
<b>DIVISION:</b>	Administrative Support	<b>SCHEDULE #</b>	001		
<b>BUREAU:</b>	Policy, Technology & Customer Support/Strategy, Policy and Analysis	<b>PAGE #</b>	1	<b>OF</b>	1

**NEW JERSEY TRANSIT AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	New Jersey Transit - Administrative Support – Policy, Technology & Customer Support/Strategy, Policy and Analysis
<b>FORMER AGENCY NUMBER</b>	S809012 (RETIRE)

**RECORDS SERIES AMENDMENTS**

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	<b>Management Engineering Projects</b>	Obsolete		
0001-0000	Project Files Includes studies conducted by this office that could result in cost savings to the company.	Obsolete	Header	
0001-0001	Project Files (Original)	Transfer and Rename	<u>S809012-001 0001-0001</u> <u>Project Files (Original)</u>  10 Years	<u>S800000-006 – 0001-0005 - Project Files – Strategy, Policy, and Analysis (Original)</u> 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.  10 Years

<b>Records Retention and Disposition Schedule</b>		<b>Agency: S809012</b>	<b>Schedule: 001</b>	<b>Page #:1 of 1</b>
<b>Department:</b>	New Jersey Transit-Administrative Support-Policy, Technology, & Customer Support/ Strategy*	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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<b>Status</b>	<b>Last Updated Date/Time</b>	<b>Approved Date</b>	<b>Effective Date</b>
Published	3/18/2015 3:56 PM		

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	Project Files --- Includes studies conducted by this office that could result in cost saving to the company.									
0001-0001	Project Files (Original)						10 Years	10 Years	Destroy	
0001-0002	Project Files (Copy)						Periodic Review	Periodic Review	Destroy	
0002-0000	Data Monitoring and Project Investigative (Exploratory) Files --- Includes reports, feasibility studies, news articles, etc. involving potential projects.						Periodic Review	Periodic Review	Destroy	

## Records Retention and Disposition Schedule Amendment

<b>DEPARTMENT:</b> Municipal Public Works	<b>AGENCY #</b> M660000
<b>DIVISION:</b> Municipal Government	<b>SCHEDULE #</b> 003
<b>BUREAU:</b>	<b>PAGE #</b> 1 <b>OF</b> 1

### Agency Level Amendments

<b>Former Agency Name (Department/Division/Bureau)</b>	
<b>Former Agency Number</b>	M660000-002

### Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0152-000	Daily Tonnage Slips/Hauler File	Title & Retention	Daily Tonnage Slips/Hauler Tickets Permanent	Daily Tonnage Slips/Hauler File 6 years/Destroy (NJAC 13:47E-2.1)

# STATE OF NEW JERSEY



## MUNICIPAL PUBLIC WORKS

**M660000-003**



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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: M660000	Schedule: 003	Page #:1 of 6
<b>Department:</b>	MUNICIPAL PUBLIC WORKS	<b>Agency Representative:</b>	GEORGE E. FOILES	
		<b>Title:</b>	BUILDING SUPERINTENDENT	
		<b>Phone #:</b>		

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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		
<b>Director's Office</b>										
0001-0000	Maps, Specifications and Blueprints		X	X			Permanent		Retain at Agency	
0002-0000	Contracts and Change Orders (Copy)	X					10 Years After completion of construction		Destroy	
<b>Division of Public Property</b>										
0050-0000	Equipment Schematics						Until disposition of equipment		Destroy	
0051-0000	Seniority Lists						As updated		Destroy	
0052-0000	Shade Tree File for Tree Removal and Tree Trim Requests	X					6 Years		Destroy	
0053-0000	Shade Tree Index/Register		X	X			Permanent		Retain at Agency	
0054-0000	Blueprints and Plans		X	X			Permanent		Retain at Agency	
0055-0000	Work Orders - Division of Public Property	X					6 Years		Destroy	
0056-0000	Daily Assignment Sheets	X					1 Years		Destroy	
0057-0000	Repair Requests	X					3 Years		Destroy	

\* P - Public, C - Confidential

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		
0058-0000	Inventory	X					2 Years After update		Destroy	
0059-0000	Photographs			X			Permanent		Retain at Agency	
0060-0000	Contracts, Change Orders, And Building Specifications (Public Buildings) --- (N.J.A.C. 13:47E-2.1)	X		X		P	Permanent		Retain at Agency	
<b>Division of Streets</b>										
0100-0000	Blueprints and Maps			X			Permanent		Retain at Agency	
0101-0000	Permits - Street Opening and Stubs	X					6 Years		Destroy	
0102-0000	Complaints						3 Years		Destroy	
0103-0000	Daily Work Report	X					6 Years		Destroy	
0104-0000	Inspector's Report	X					6 Years		Destroy	
0105-0000	Foreman's Report	X					6 Years		Destroy	
<b>Garbage and Trash Removal</b>										
0150-0000	Radio Dispatcher Log						5 Years After final entry		Destroy	
0151-0000	New Jersey Solid Waste Report (Department of Environmental Protection applications and reports)	X					6 Years		Destroy	
0152-0000	Daily Tonnage Slips/Hauler File --- (N.J.A.C. 13:47E-2.1)	X		X		P	6 Years		Destroy	
0153-0000	Daily Work Sheets (Daily Assignments)	X					6 Years		Destroy	
0154-0000	Seniority List						As updated		Destroy	

\* P - Public, C - Confidential

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		
0155-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0156-0000	Pick Up Records	X					3 Years		Destroy	
0157-0000	Special Pick Up Records	X					3 Years		Destroy	
0158-0000	Inspector's Reports	X					6 Years		Destroy	
0159-0000	Truck Specifications						Until disposition of vehicle		Destroy	
0160-0000	Snow Removal Records									
0160-0001	Plow Routes						As updated		Destroy	
0160-0002	General Record Series Deleted - See County and Municipal General Schedule.									
0161-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0162-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0164-0000	Toll Bridge Commission Records	X					7 Years		Destroy	
0165-0000	Improvement Authority Dumping Coupon	X					7 Years		Destroy	
0166-0000	Weather Reports - Garbage and Trash Removal						1 Years		Destroy	
	<b>Recreation Maintenance</b>									
0200-0000	Work Schedules	X					6 Years		Destroy	
0201-0000	Change Orders	X					6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M660000			Schedule: 003		Page #:4 of 6	
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		
0202-0000	Work Orders - Recreation Maintenance	X					6 Years		Destroy	
0203-0000	Project File	X								
0203-0001	Green Acres Project File	X	X	X			Permanent		Retain at Agency	
0203-0002	General Project File	X	X				10 Years After completion		Destroy	
	<b>Maintenance</b>									
0250-0000	Equipment Brochures						Until equipment is replaced		Destroy	
0251-0000	Capital Improvement Monthly Status Reports on Projects for all facilities	X					10 Years After completion of construction		Destroy	
0252-0000	Daily Work Reports	X					6 Years		Destroy	
0253-0000	Energy Reports --- Records data on electrical, gas, and oil usage.	X					6 Years		Destroy	
0254-0000	Gas Log	X					6 Years After final entry		Destroy	
0255-0000	Maintenance Request	X					6 Years		Destroy	
0256-0000	Oil Bills	X					6 Years		Destroy	
0257-0000	Sewage Reading Reports	X					1 Years		Destroy	
0258-0000	Water Pump Readings	X					1 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Roads and Highways</b>										
0300-0000	Inspection Sheets	X					7 Years Unless in litigation		Destroy	
0301-0000	Material Tickets	X					6 Years		Destroy	
0302-0000	Permits - Machinery Moving	X					7 Years		Destroy	
0303-0000	Reports - Foreman and Emergency Calls	X					6 Years		Destroy	
0304-0000	Traffic Signal Damage Claims	X					1 Years After settlement		Destroy	
0305-0000	Daily Work Schedules	X					6 Years		Destroy	
0306-0000	Gasoline Daily Log	X					2 Years		Destroy	
0307-0000	Vehicle Listing (Vehicles in for Maintenance) (Copy)	X					1 Years		Destroy	
0308-0000	Watchman's Call Log						7 Years		Destroy	
0309-0000	Weather Reports - Roads and Highways						1 Years		Destroy	
0310-0000	Absence Report List	X					1 Years		Destroy	
<b>Motor Pool/Garage</b>										
0350-0000	Repair Orders	X					6 Years		Destroy	
0351-0000	Repair Index/Vehicle Log/Vehicle Ledger	X					3 Years After disposition of vehicle		Destroy	
0352-0000	Daily Vehicle Listing	X					3 Years		Destroy	
0353-0000	Inspection Notice Listing	X					As updated		Destroy	

\* P - Public, C - Confidential

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		
0354-0000	Gas Usage Report	X					6 Years		Destroy	
0355-0000	Record of Vehicles Ordered and Received	X					6 Years		Destroy	
0356-0000	Vehicle Requests	X					1 Years		Destroy	
<b>Solid Waste</b>										
0400-0000	Hazardous Materials Files - Transport and Storage		X				40 Years		Destroy	
0401-0000	Resource Recovery Study		X	X			Permanent		Retain at Agency	
0402-0000	Solid Waste Facility File --- Includes inspection reports, construction specifications, Engineering Plans/Drawings.		X				30 Years After facility is closed		Destroy	
0403-0000	Solid Waste Management Plan --- Plans are effective for ten years.						15 Years		Destroy	

\* P - Public, C - Confidential

Image Processing Certification Application  
City of Jersey City

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

Presented to the NJ State Records Committee  
December 19, 2024

## Table of Contents

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City of Jersey City Image Processing Application Public Notice

City of Jersey City Resolution for Emergency Contract

City of Jersey City Contract – Document Re-Processors

## **Imaging Certification Application Overview**

### **City of Jersey City**

In October of 2012, Hurricane Sandy flooded the basement of the City Hall in the City of Jersey City and damaged banker boxes containing 3,037 records. The records damaged ranged from Permanent and long-term, Non-Permanent Records such as: Ordinances and Resolutions passed by the Municipal Council, Ledgers, Litigation – General, Engineering Drawings, Employee Records, etc.

A State of Emergency had been declared which shut down the affected the region. Thereafter when limited personnel were permitted to enter the area, it was then the damaged was discovered.

Immediately after, the City of Jersey City hired document restoration specialist, Document Re-Processors of Rushville, New York (a sole sourced, GSA-approved contractor) to remove and restore the thousands of records, drawings and ledgers from the City Hall site.

Document Re-Processors conducted the following:

- Document Re-Processors packed the records in specialized containers in a freezer truck and delivered them directly to their processing facility in Rushville, New York. They conducted the transportation, vacuum and freeze dry/sterilization processes - these documents still reside in the Rushville, New York facility.
- Document Re-Processors coordinated the inventory and restoration process to conduct the electronic image capture all of the Permanent Records and long-term, Non-Permanent Records.

City of Jersey City conducted the following:

- Submission of Artemis Records Destruction Requests to and approved by then NJDARM for the damaged records whose retention periods had already expired and not needed to be retrieved by Document Re-Processors.

The Permanent Records and long-term, Non-Permanent Records currently stored at the Document Re-Processors' Rushville, New York facility since Hurricane Sandy, present a significant annual cost to the City of Jersey City.

Therefore, in view of the fact that the damaged Permanent Records have all been imaged/scanned and catalogued, the City of Jersey City is seeking to proceed with the approval of the Imaging Application in order to destroy the remaining unsalvageable, permanent and non-permanent hardcopy records and uploaded imaged records into the City's network.



# IMAGE PROCESSING SYSTEM REGISTRATION APPLICATION

(N.J.A.C. 15:3-5et seq.) BEFORE completing this application, please read the [Instructions](#).

**AGENCY NAME:** City of Jersey City

- This is an application for:*
- In-house Imaging System
  - Service Bureau Imaging
  - Special Document Imaging Services (DORES services)

## APPLICATION PACKAGE CHECKLIST (PLEASE INCLUDE ALL THAT APPLY IN YOUR PACKAGE)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Review Form                               | <input checked="" type="checkbox"/> Imaged Records Series List                  |
| <input type="checkbox"/> Feasibility Study and or RFP/RFI/RFB (if applicable) | <input type="checkbox"/> Microfilm Inspection Report (if applicable)            |
| <input type="checkbox"/> Data Migration Report (replacement systems)          | <input checked="" type="checkbox"/> Data Migration Statement (all applications) |
| <input checked="" type="checkbox"/> Scanning Policy and Procedures            | <input type="checkbox"/> Disaster Preparedness and Recovery Plan                |

## AGENCY VERIFICATION

By entering the information below, I hereby certify that the documentation listed on and/or attached to this Image Processing System Registration Application is a true and an accurate reflection of the agency's image processing system upon this date. I understand that any future changes to the imaging system will require the submission of an Image Processing System Annual Review/Amendment Form to the State of New Jersey, Division of Revenue and Enterprise Services, Records Management Services for review for system compliance. Revenue and Enterprise Services will verify your identity after you submit this form.

Sidney Harris	11/12/2024
Signature: Primary Contact	Date
sharris@jcnj.org	+1 (201) 547-5241
Email: Primary Contact	Phone: Primary Contact
Sean Gallagher	11/12/2024
Signature: Custodian of Records	Date
seang@jcnj.org	+1 (201) 547-4486
Email: Custodian of Records	Phone: Custodian of Records
Eric Lundquist	11/12/2024
Signature: Vendor's Representative	Date
eric@documentprocessors.com	+1 (888) 437-9464
Email: Vendor's Representative (optional)	Phone: Vendor's Representative

# REVIEW FORM

## 1. AGENCY PROFILE

**Agency Name** (include Department, Division, and/or Bureau when appropriate):

City of Jersey City, City Hall

**Address:** (include Street Address, City, State and Zip Code): 280 Grove street Jersey City, NJ 07302

**Agency's Web Site:** www.jerseyCitynj.gov

**Primary Contact Information:** Sidney Harris

**Address (if different from above):** 400 U S Highway 1, Building #8

**Name:** Sidney Harris

**Title:** Records Manager

**Phone:** (201) 547-5241

**Fax:** N/A

**E-mail:** sharris@jcnj.org

## 2. RECORDS MANAGEMENT/INDEXING:

Please complete the form *Imaged Records Series List*

1. Are approved routine records disposal methods being used?  Yes  No (If "No" explain why)

If yes, please complete the *Imaged Records Series List* Below.

**Record Series List:**

Record Series Number	Record Series Name
Please see attached	

2. Indexing has the same functionality of the original records management system?

Yes  No

3. Unit responsible for the management of the image processing system:

I.T. Department

### 3. FEASIBILITY STUDY/REQUEST FOR PROPOSAL:

---

1. Was a feasibility study conducted for system selection?  Yes  No

(If "Yes" please attach required documentation)

Attach

2. Was a Request for Proposal (RFP) prepared for system selection?  Yes  No

(If "Yes" please attach required documentation)

Attach

### 4. SYSTEM CONFIGURATION & DOCUMENTATION:

---

#### 1. Capture

**Hardware** (include manufacturer and model #)

- Server or Mainframe: \_\_\_\_\_
- Desktop PC's: \_\_\_\_\_
- LAN: \_\_\_\_\_
- SAN: \_\_\_\_\_
- NAS: \_\_\_\_\_
- WAN: \_\_\_\_\_

**Software:** Operating System: Windows

Retrieval: Records mgmt.

Database(s): 14TB MODEL# WDBAMA0140HBK-NESN & 2TB Model # 4XBOK83868

#### File Format

- Single Page Tagged Image File Format (TIFF Group III or Group IV)
- Multi-Page Tagged Image File Format (TIFF Group III or Group IV)
- PNG
- Other: Please specify file format \_\_\_\_\_

**Scan DPI:**  200dpi black & white (minimum for small format documents)  
 300dpi black & white (minimum for large format documents)  
 Other: (please provide explanation) our documents images were scanned as a raw image TIFF' then processed as workable PDF/A then processed as a single image TIFF. Some of the documents were scanned at 300 DPI and some were scanned at 600 DPI, and both were scanned in color.

#### 2. Retrieval

**System Architecture:**  Open w/customization at Application Program Interface (API) level  
 Closed/Proprietary (If closed, agency **MUST** have an agreement to escrow source code)

**Hardware (include manufacturer and model #)**

- Server or Mainframe: 14TB MODEL# WDBAMA0140HBK-NESN & 2TB Model # 4XBOK83868
- Desktop PC's: \_\_\_\_\_
- LAN: \_\_\_\_\_
- SAN: \_\_\_\_\_
- NAS: \_\_\_\_\_
- WAN: \_\_\_\_\_

**Software:** Operating System: windows

- Retrieval: 14TB MODEL# WDBAMA0140HBK-NESN & 2TB Model # 4XBOK83868
- Database(s): \_\_\_\_\_

**5. QUALITY CONTROL:**

**1. Quality Control - QC is performed during: (check all that apply)**

- Scanning process
- Indexing process
- Other: (please provide brief explanation)

2. Scanned Images Log (mandatory):  Yes  No

3. Hardware/Software Error Log (mandatory):  Yes  No

**6. DISASTER PREVENTION/RECOVERY:**

1. Disaster Prevention/Recovery Review Cycle:  Monthly  Annual  Other: (please provide brief explanation)

Attach Plan

2. Location(s) of Offsite Storage of backup media: (this location must be at least 5 miles away in a different geographic risk zone)

VRI Inc (Vital Records) Roxbury Vault Mooney Mountain, Morris County, NJ

3. Backup Cycle:  Daily  Weekly  Monthly  Annually

Backup media:  Optical Disk (WORM)  CD  Tape  DVD

4. Backup media refresh rate:  Annual  Other: (please provide brief explanation)

5. Disaster Recovery Site  Hot Site Location: \_\_\_\_\_

Cold Site Location: \_\_\_\_\_

**6. Preservation of long term and/or permanent records:**

*\*Indicate how you will ensure the availability of the records throughout their retention period.*

*\*Records that are classified as archival on an approved retention schedule may **never** be destroyed.*

Original Documents     Archival Microfilm     Migration Path (describe the Migration Path below)

The originals are kept miles away in a different county and and for day to day purposes are available from our records storage center for the requesting office or department.

\* (If Archival Microfilm is Checked Inspection Report Must Be Attached.)

Attach Inspection Report

**7. Archival Microfilm produced**     In-house     Vendor (please provide information about the micrographics vendor below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. SUPPORT & VENDOR INFORMATION**

If the answer is "Other" please provide a brief explanation

**1. Technical Support:**    **Hardware:**  Vendor  Other: \_\_\_\_\_  
\_\_\_\_\_

**Software:**  Vendor  Other: \_\_\_\_\_  
\_\_\_\_\_

**2. Training:**    **Hardware:**  Vendor  Other: \_\_\_\_\_  
\_\_\_\_\_

**Software:**  Vendor  Other: \_\_\_\_\_  
\_\_\_\_\_

**3. Software Upgrade:**    **Software:**  Vendor  Other: \_\_\_\_\_  
\_\_\_\_\_

**Vendor Company Name:** Document Reprocessors of New York, Inc

**Vendor Type:** Disaster Recovery, Digital reproduction of documents

IT Equipment     Software     Installation     Imaging Services     Micrographics Services

**Address: (include Street Address, City, State and Zip Code):** 26 Powell Lane  
Penn Yan, NY 14527

**Web Site:** www.documentreprocessors.com

**Company Representative Name:** Eric Lundquist

**Title:** owner

**Phone:** (888)437-9464

**Fax:** \_\_\_\_\_

**E-mail:** eric@documentreprocessors.com

**Vendor Company Name:** \_\_\_\_\_

**Vendor Type:** \_\_\_\_\_

*IT Equipment*  *Software*  *Installation*  *Imaging Services*  *Micrographics Services*

**Address: (include Street Address, City, State and Zip Code):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Web Site:** \_\_\_\_\_

**Company Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Vendor Company Name:** \_\_\_\_\_

**Vendor Type:** \_\_\_\_\_

*IT Equipment*  *Software*  *Installation*  *Imaging Services*  *Micrographics Services*

**Address: (include Street Address, City, State and Zip Code):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Web Site:** \_\_\_\_\_

**Company Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Vendor Company Name:** \_\_\_\_\_

**Vendor Type:** \_\_\_\_\_

*IT Equipment*  *Software*  *Installation*  *Imaging Services*  *Micrographics Services*

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*IT Equipment*  *Software*  *Installation*  *Imaging Services*  *Micrographics Services*

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*IT Equipment*  *Software*  *Installation*  *Imaging Services*  *Micrographics Services*

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**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

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**Vendor Type:** \_\_\_\_\_

**IT Equipment**  **Software**  **Installation**  **Imaging Services**  **Micrographics Services**

**Address: (include Street Address, City, State and Zip Code):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Web Site:** \_\_\_\_\_

**Company Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

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**Vendor Company Name:** \_\_\_\_\_

**Vendor Type:** \_\_\_\_\_

**IT Equipment**  **Software**  **Installation**  **Imaging Services**  **Micrographics Services**

**Address: (include Street Address, City, State and Zip Code):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Web Site:** \_\_\_\_\_

**Company Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Vendor Company Name:** \_\_\_\_\_

**Vendor Type:** \_\_\_\_\_

**IT Equipment**  **Software**  **Installation**  **Imaging Services**  **Micrographics Services**

**Address: (include Street Address, City, State and Zip Code):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Web Site:** \_\_\_\_\_

**Company Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

## 8. A

### ADDITIONAL CONTACT INFORMATION

---

Please provide additional contact information. See Instructions for information on who to include.

**Name:**

**Title:**

**Role:**

**Address: (include Street Address, City, State and Zip Code):**

**Phone:**

**Fax:**

**E-mail:**

**Name:**

**Title:**

**Role:**

**Address: (include Street Address, City, State and Zip Code):**

**Phone:**

**Fax:**

**E-mail:**

**Name:**

**Title:**

**Role:**

**Address: (include Street Address, City, State and Zip Code):**

**Phone:**

**Fax:**

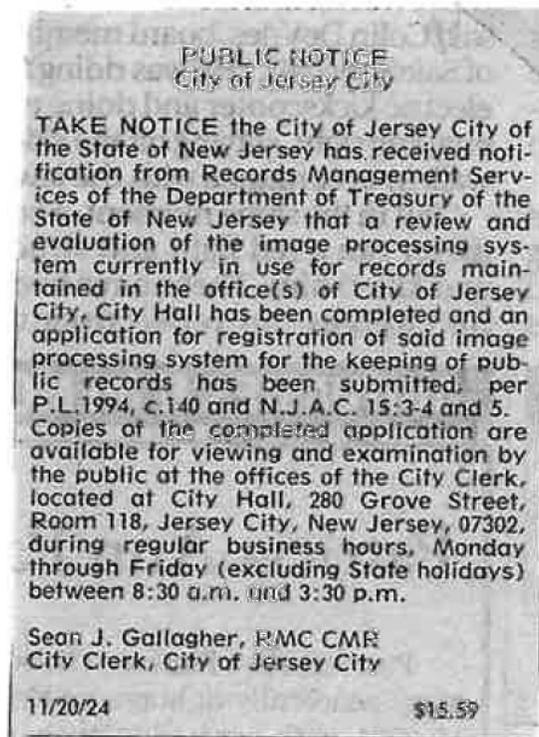
**E-mail:**

## **PUBLIC NOTICE**

### **City of Jersey City**

TAKE NOTICE the **City of Jersey City** of the State of New Jersey has received notification from Records Management Services of the Department of Treasury of the State of New Jersey that a review and evaluation of the image processing system currently in use for records maintained in the office(s) of **City of Jersey City, City Hall** has been completed and an application for registration of said image processing system for the keeping of public records has been submitted, per P.L.1994, c.140 and N.J.A.C. 15:3-4 and 5.

Copies of the completed application are available for viewing and examination by the public at the offices of the **City Clerk**, located at **City Hall, 280 Grove Street, Room 118, Jersey City, New Jersey, 07302**, during regular business hours, Monday through Friday (excluding State holidays) between **8:30 a.m.** and **3:30 p.m.**



# Resolution of the City of Jersey City, N.J.

City Clerk File No. Res. 13-120

Agenda No. 10.N

Approved: FEB 27 2013

TITLE:



**RESOLUTION AWARDING AN EMERGENCY CONTRACT TO DOCUMENT REPROCESSORS, INC. FOR CLEANING OF FILES AND DOCUMENTS FROM THE CITY HALL BASEMENT AS A RESULT OF HURRICAN SANDY**

Council offered and moved adoption of the following Resolution:

**WHEREAS**, as a result of the flooding of City Hall thousands of records stored in the basement form the Tax Assessor, City Clerk, Personnel, Real Estate and Risk Management were damaged; and

**WHEREAS**, the result of the damage caused by Hurricane Sandy to the basement of City hall the services of a professional document cleaning and salvage company to remove and clean the documents and files that were damaged in the basement of City Hall; and

**WHEREAS**, Document Reprocessors, Inc. , an experienced document cleaning and company was available on short notice; and

**WHEREAS**, in order to mitigate any further damage and to prevent any environmental issues such as mold and mildew an emergency existed and quick action was necessary; and

**WHEREAS**, the Purchasing Agent was satisfied that an emergency existed; and

**WHEREAS**, the New Jersey State Treasurer has determined that contracts awarded under emergency conditions pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 et seq. may be awarded without complying with the Pay to Play Law, N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the total cost for removal, transporting, cleaning, identifying and organizing these files is \$350,000; and

**WHEREAS**, these funds are available in Account No. 01-272-55-000-045

**NOW, THEREFORE, BE IT RESOLVED** by the Municipal Council of the City of Jersey City that:

1) because of the above stated reasons which are incorporated herein, an emergency contract award to Document Reprocessors, Inc. , 40 Railroad Avenue, Rushville, NY, 14544 made pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 et seq. to provide emergency document cleaning and salvage services is hereby ratified;

2) the total cost of the emergency contract is \$ 350,000;

3) the Director of the Office of Risk Management shall reduce to writing his notification to the Purchasing Agent of the emergency and file it with the Purchasing Agent;

APPROVED: \_\_\_\_\_

APPROVED AS TO LEGAL FORM \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Business Administrator

\_\_\_\_\_  
Corporation Counsel

Certification Required

Not Required

APPROVED 9-0

RECORD OF COUNCIL VOTE ON FINAL PASSAGE											
				2.27.13							
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
SOTTOLANO	✓			GAUGHAN	✓			LAVARRO	✓		
DONNELLY	✓			FULOP	✓			RICHARDSON	✓		
LOPEZ	✓			COLEMAN	✓			BRENNAN, PRES	✓		

✓ Indicates Vote

N.V.-Not Voting (Abstain)

Adopted at a meeting of the Municipal Council of the City of Jersey City N.J.

\_\_\_\_\_  
Peter M. Brennan, President of Council

\_\_\_\_\_  
Robert Byrne, City Clerk

RESOLUTION FACT SHEET

This summary sheet is to be attached to the front of any resolution, cooperation agreement or contract that is submitted for Council consideration. Incomplete or sketchy summary sheets will be returned with the resolution. The department, division or agency responsible for the overall implementation of the proposed project or program should provide a concise and accurate statement of facts.

1. **Full Title of Resolution Agreement:** Resolution awarding an emergency contract to Document Reprocessors, Inc, 40 Railroad Avenue, Rushville, NY, 14544
2. **Name and Title of Person Initiating the Resolution:**  
Peter Soriero, Risk Manager
3. **Concise Description of the Program, Project or Plan Proposed in the Resolution:** Document Reprocessors, Inc, will provide removal, transportation, cleaning, identification and organization of documents and files damaged by flood waters as a result of Hurricane sandy.
4. **Reasons (need) for the Proposed Program, Project, etc.:** The documents stored in the basement of City Hall were damaged when flood waters entered the basement. Immediate action was necessary for two reasons: One, to stop any additional damage that the documents would have sustained and , second to prevent any mold or other bacterial agents from forming on the documents or become airborne in the basement
5. **Anticipated Benefits to the Community:** The documents that were removed can now be cleaned and reproduced if necessary and any environmental issues were abated
6. **Cost of Proposed Program, etc. (Indicate the dollar amount of City, State and Federal Funds to be used, as well as match and in-kind contributions):** \$ \$350,000 which 75% will be eligible for FEMA reimbursement as this company has provided these services to many government entities and their fees are within FEMA reimbursement guidelines.
7. **Term of Contract:** 11/6/2012 to 11/5/2013
8. **Person responsible for coordinating the program:**

Peter Soriero                      547-5034

I certify that all the Facts Presented Herein are Accurate:

2/20/13  
Date:

  
Signature of Division Director

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature Business Administrator

4.1.1

**Solicitation 1709-001**

**RFP-DISASTER RECOVERY**

**DIGITAL REPRODUCTION OF DOCUMENTS**



Submitted By

**Document Reprocessors of New York, Inc.**

**26 Powell Lane**

**Penn Yan, NY 14527**

Phone: 888-437-9464

FAX: 585-554-4114

**Primary Contact: Quintin Schwartz, General Manager**

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## EXECUTIVE SUMMARY - Flood Damaged City Records

### *DOCUMENT REPROCESSORS*



<https://www.youtube.com/watch?v=FE3lgXw-44w&feature=youtu.be>

PLEASE TAKE MOMENT TO REVIEW THE YOUTUBE VIDEO

### **CITY OF JERSEY CITY – CITY HALL**

280 Grove St

Jersey City, NY 07302

Mr. Peter Folgado – City Purchasing Agent

Tel: 201-547-5156

Mr. John McKinney – City Attorney

Tel: 201-547-5179

Mr. Robert Byrne – City Clerk

Tel: 201-547-5149

Gentlemen,

Document Reprocessors of New York, Inc. (DR) appreciates the opportunity to respond to The City of Jersey City's (CITY) Disaster Recovery RFP for Digital Reproduction of Documents. DR agree to abide by the scope of work and all regulatory requirements set forth in Solicitation1709-001.

The purpose of this RFP is to complete restoration and imaging of 3,389 cartons of flood water damaged files, Micro Fiche, Micro Film, Engineering Drawings, Ledgers and such other materials required by CITY OF JERSEY CITY. Imaging is to be followed by placement of these images in a searchable index that makes the files readily available to designated City employees. A backup copy of all "Permanente Retention Files" is to be created on microfilm. Some of the original documents are faded due to water damage or age and must be scanned in color to capture signatures and hand written notes. All imaging and microfilming must adhere to NJDARM standards. City department heads shall review and approve all index entries and microfilm image capture.

DR pricing is based upon their GSA federal contract GS10F0126X. Please see attachment 4.2.1 for the GSA Federal Supply List Schedule. The estimated cost for completion of the project is **OPTION #1 AS PER RFP \$4,581,145.96 or OPTION #2 \$2,461,060.21** A detailed spreadsheet showing project steps and costs is located in section 4.1.15 Timing and Fees. **OPTION #2 Illustrates what the Project Budget might look like if specific cartons are omitted from the**

recovery process. This is in consideration of what Bob Gallagher conveyed was being considered based on the NJ State Retention Schedule. DR omitted the following cartons which include 1262 Cartons of Assessment files, 197 Assessment Ledgers(Could be more), 1023 Eng Drawings, 580 Cartons currently selected for destruction by mixed departments, 50% of the remaining Cartons to be reviewed(165 could be more), 50% of the Rolled Microfilm(149 Rolls Could be more). Consideration should be made to potentially scan just the 3 Property Cards from each file if the balance of the files is to be destroyed.

Document Reprocessors recommends using a Budget of \$3m to include potential residual materials and or index data needed to image and complete record series in the Clerk's Office that may not be part of this budget. A \$500k Contingency fee would cover those areas not included in the original RFP but those items are denoted in "yellow" in this Proposal and would probably be necessary to be included with the "final package" as they make up the "missing pieces" to complete a fully digital copy of the Clerk's materials.

There are approximately 716 cartons of records which had no carton identification or are files that City Department heads still need to identify by department and file type. The indexing process must allow for reconciliation of misfiled records, split files and naming convention changes. This is not a simple scan the page and hand the images over to the City project. The information must be compiled into a searchable, organized data base that is easily used by City employees in their day to day operations and provides the information support needed by the citizens of the City of Jersey City.

Many of the records that are within retention within the City of Jersey City have not been digitized. The City will need to allow the vendor of choice appropriate time to meet with Department heads to review all record types that are determined to be retained to establish proper index fields and review software required for the departments to access their data.

Retention schedules must first be approved by NJDARM and destruction approval established for damaged documents once they have been scanned with a microfilm backup when required. Each range of files must have a separate destruction request approved by NJDARM. DR is willing to work with the City Records Manager to obtain the file ranges, dates, and titles needed for this process.

In that many of the records are still inner filed and mixed on skids, the cartons will need to be sorted thru to identify, and sort together records approved for destruction. All remaining cartons will be relabeled with the retention detail on the outside of the carton for proper handling and chain of custody.

**CONCERNS: CURRENT STATE OF FILES WHEN PROJECT WAS PAUSED:**

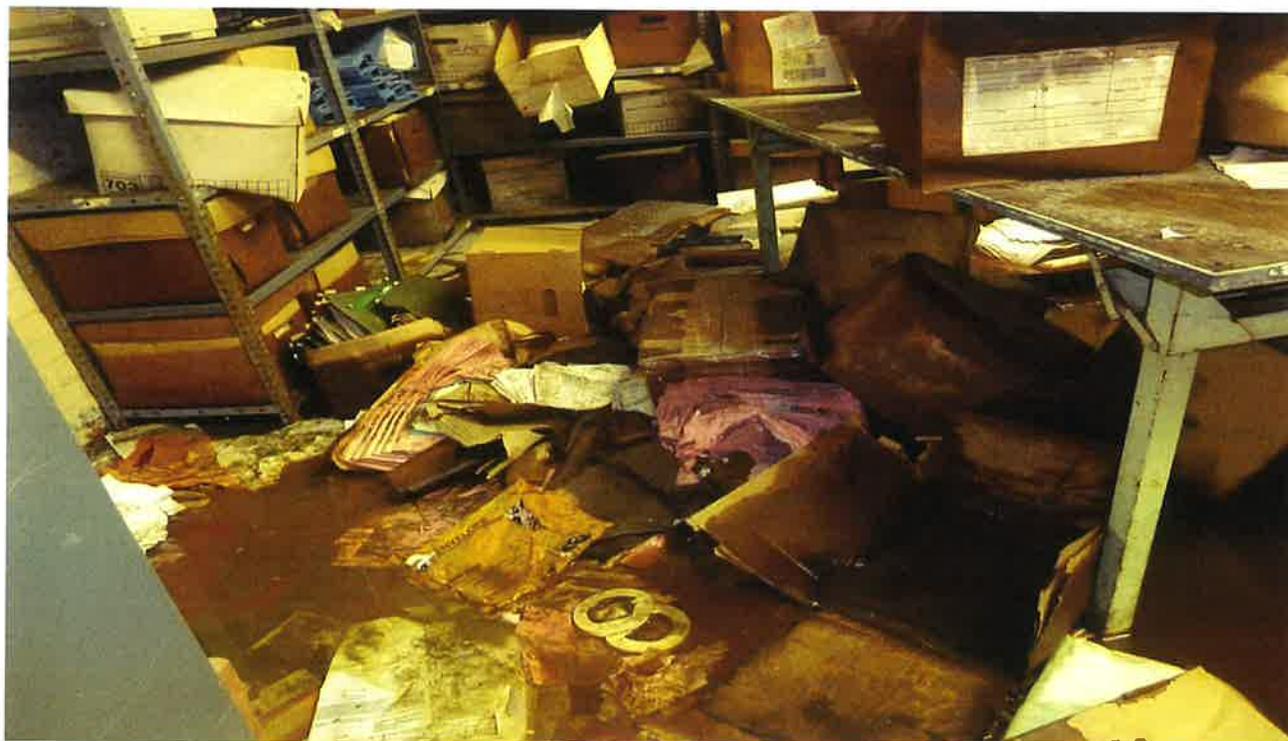
Many cartons contain files that were split between 4 different size scanners. At the time the City paused the project, split files subdivided by the different scanner sizes were marked and returned to area cartons in preparation for the job to move forward. The tracking system that DR used to identify where all the split files belong have NOT been interfiled back into their original cartons. It would be virtually impossible for a 3<sup>rd</sup> party vendor to put split files back together for both the original paper files as well as the digital images needing to be renamed and interfiled to create a MASTER working file. DR is very concerned that there will be loss of information if another vendor is to try and pick up where DR was asked to Pause Work.

Document Reprocessors (DR) has already demonstrated its ability to provide the City with the desired quality and user friendly results from their imaging department. DR is the vendor most familiar with the current status of project materials in process at the time work was stopped on the project. It is in the interest of the City of Jersey City to continue use of Document Reprocessors as their vendor of choice thus eliminating the expense of analyzing and, reorganizing a work in progress.

## BACKGROUND OF PROJECT

### PHASE I – PACKOUT

As a Result of Hurricane Sandy, JC City Hall was inundated by over six feet of contaminated flood waters. Document Reprocessors (DR) was contacted by the City of Jersey City to assist and support the recovery of its flood damaged records. DR responded under an Emergency Services Contract dispatching freezer trucks, cartons, skids and freezers to the site to receive cartons being removed by a local restoration contractor. DR staff met with the City of Jersey City Director of Records Mr. Bob Gallagher, Mr. Robert Byrne, and Mr. Peter Soriero.

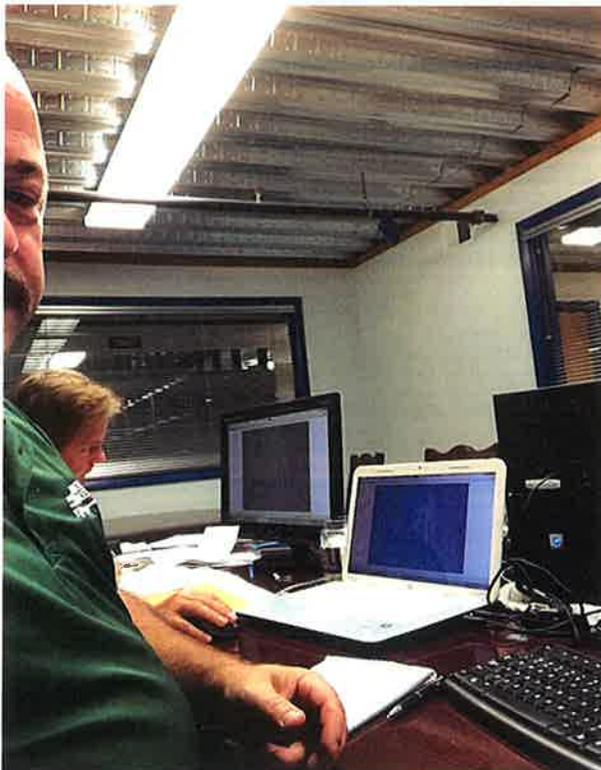


### PHASE I – EMERGENCY SERVICES CONTRACT

Under emergency response, the City engaged Document Reprocessors of New York (DR) to Transport, Vacuum Freeze Dry, Fumigate, Surface Wipe, Image and Index the records.



### PHASE II – REVIEW CARTON CONTENTS WITH DEPARTMENT HEADS & CITY RECORDS DIRECTOR AGAINST NJ STATE RETENTION SCHEDULE



CITY OF JERSEY CITY MASTER CARTON INVENTORY - E	
TOTAL CARTONS KEEP 2599	
TOTAL DRAWINGS TO KEEP 1023	
OR CHRM	REVISION
C00030516 CITY CLERK	1
C00036137 CITY CLERK	1
C00034981 CITY CLERK	1
C00067720 CITY CLERK	1
C00035461 CITY CLERK	1
C00034194 CITY CLERK	1

NEW JERSEY STATE ARCHIVES RETENTION SCHEDULE

MUNICIPAL CLERK M200000-007

MUNICIPAL CLERK M200000-007

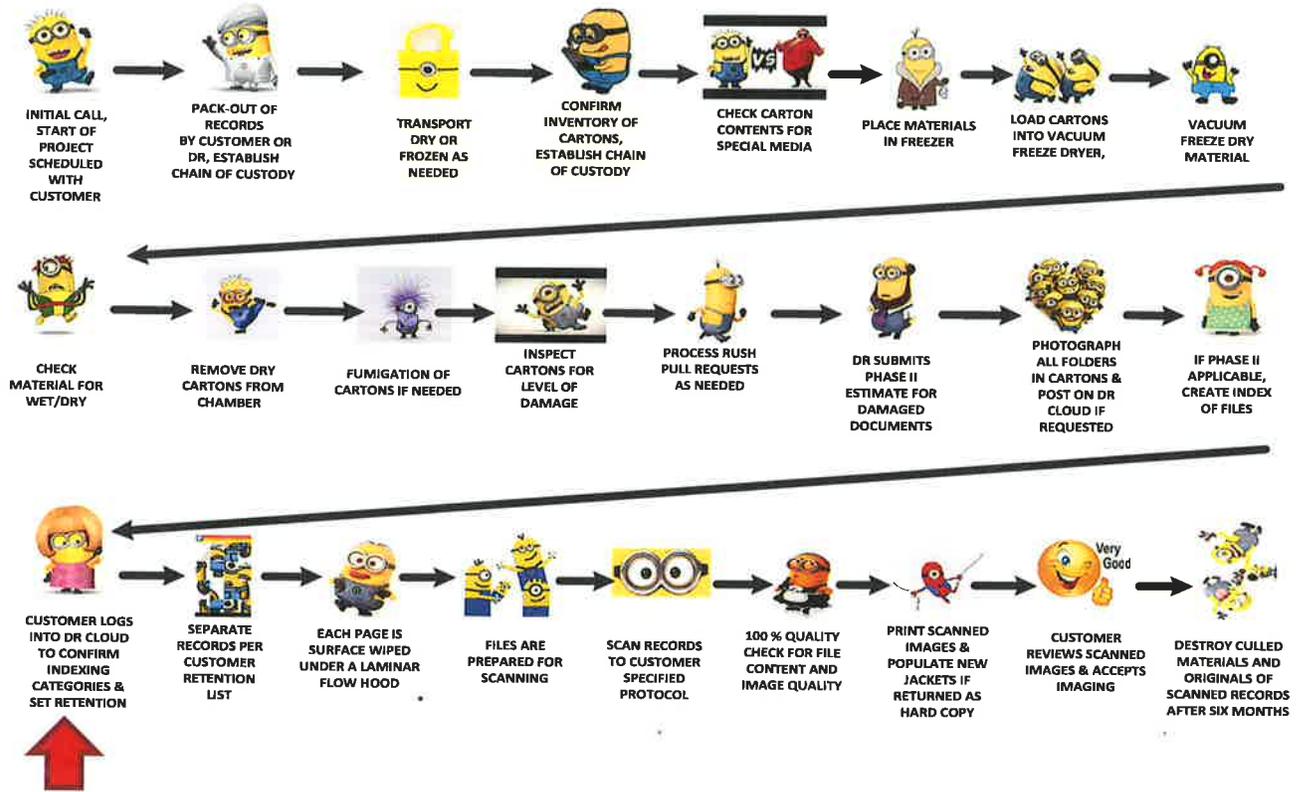
MUNICIPAL AGENCY GENERAL RECORDS RETENTION SCHEDULE M200000-0017

MUNICIPAL CLERK M200000-007

**PHASE II – RESTORATION STEPS SHOWING PROGRESS**

DR has tagged the Flow Chart below with a Red Arrow depicting the step that DR and the City Records Manager were last working on to review records for retention. Following the review process, each step that follows is required to salvage vital records for the City.

FLOW CHART FOR PHASE I & II RESTORATION OF CONTAMINATED DOCUMENTS  
DELIVERABLE AS A REPRODUCTION ON PAPER OR AS A DIGITAL IMAGE



**PHASE II – CITY OF JERSEY CITY REQUEST BUDGET UPDATE TO SUBMIT TO FEMA FOR FUNDING BASED ON ESTIMATED RECOVERY COST**

Please see APPENDICIES, FEMA BUDGET for the budget figures.

**DR WORKS WITH FEMA REP KEITH CHERNEY TO UPDATE PW**

**DAMAGE DESCRIPTION AND DIMENSIONS**

PA-02-NJ-4086-PW-05191(0)

During the incident period of October 26 to November 8, 2012, Hurricane Sandy's high wind and storm surge extensively damaged the Jersey City, City Hall. The 3 story insured historical building constructed in 1896 is constructed of solid granite block, marble walls and supported by a brick foundation. The lower level of the facility was flooded to a depth of 6.25 FT, damaging 3,389 multi-size cartons of multiple documents, 1,023 Engineering drawings, and 387 Ledgers. In addition, both micro-graphic and magnetic media was found inner disbursed in cartons inner mixed with paper documents. This included 297 rolls of Microfilm, Thousands of Historical Photographs, and various magnetic media all inundated with water, dirt, mold and sewage. The documents ledgers and drawings were submerged in floodwater that entered through the doorways and window openings. Electrical power was disrupted and rendering the sump pumps inoperable. The city stored and archived documents in the basement on a large train track filing system. The New Jersey Bureau of Records requires the applicant to retain all public records and in situations when documents have been damaged, the documents must be restored and retained in accordance with State, Local and Federal Retention Schedules.

**SCOPE OF WORK:**

PA-02-NJ-4086-PW-05191(0):

WORK COMPLETED: Applicant used a sole sourced specialized GSA approved contractor "Document Reprocessors" to remove 3,037 multi-sized cartons of documents, 1,023 Engineering Drawings and 387 Ledgers from the flooded basement. Documents were packed in containers, loaded in a freezer truck and delivered directly to their processing facility in Rushville, NY. Once the material was received it was placed in a large vacuum freeze dry/sterilized freezer to stabilize the documents. The documents are continuously stored in a frozen environment until the restoration process can be completed. As of December 31<sup>st</sup>, 2014, a portion of the project has been completed totaling \$3,135,010.59 which includes the initial pack-out, incoming transportation, labor, materials to address documents and 21 months of storage @ \$139,286.91

**WORK TO BE COMPLETED:**

The contractor will restore the balance of the documents to a pre-disaster condition and function, for an estimated cost of \$8m less cartons identified that have fulfilled the State of New Jersey Archives retention schedule excepting records deemed as necessary to conduct normal business at the City. Services include continuation of freezing process at processing plant, vacuum freeze drying, sterilizing, fumigating, cleaning, copy prepping, scanning, copy checking, enhancing, and copying to a material close to the original. Work and billing is ongoing and when complete, the

information contained on the documents will be transported back to the applicant. It is estimated that an additional 36 months @ \$6632.71 each, will be necessary to complete the reproduction and destruction process influenced by New Jersey State Archives ability to approve records to be destroyed.

The applicants' vendor "Document Reprocessors" has provided estimates for reproduction, The estimated cost to capture and restore document information is \$3,597,193.26 plus all expense associated with fulfilling New Jersey State Archives disposition and destruction. In addition, contingencies and cost to fill out and populate 135+ applications by record type need to be submitted to the State for approval. Additional fees for hardware needed to address the reproduction process are necessary to prevent loss of information during future disasters.

### **CONTRACT SCOPE OF WORK CHANGE:**

Recovery efforts, to be completed by the contractor, have been modified to include requirements issued by New Jersey State Archives under Department of Treasury. State Archives has met with Jersey City Records Manager as well as the contractor providing the appropriate application needed to address 135+ record types to be approved for destruction once the contractor demonstrates the vital information has been images according to NJ State Archives Imaging guideline. Historical Risk Management Director was not aware of the complete SOW required by the State to Review, Image, Film and Destroy critical records involved in Hurricane Sandy. The budgets have been updated to include critical requirements by the State and are being overseen by the City Clerk and Director of Records to ensure all cartons of material are properly classified by record type, record number, year range and destruction date. Imaging Indexing is also in review as it applies to Cartons of Documents, Ledgers, Microfilm, Photos, Magnetic Tape, and other various mixed forms of media. During the City's review process additional media was found in cartons ranging from 297 rolls of film and additional ledgers. The City did not include all aspects of the document recovery process and needs to include the median the digitized records will be submitted back to the City on. Applicable software is being reviewed to allow the city to access the data electronically to prevent having the material returned to the City Hall with fear they will get damaged in some future disaster. Record types that remain and partial or have been created since the loss will need to be indexed together with material being returned to address interruption of Business issues that occurred since the Loss. This includes specific residual record types that need to be scanned and indexed to prevent the City from having to maintain split records between paper and digital formats in fear of losing vital record date. i.e. Residual Ordinance Files.

Several hundred Ledgers were not included in the initial Scope of Work along with several hundred rolls of film and additional cartons of documents that expanded once the documents were reorganized in the cartons. Additional issues include the City submitting the initial budgets which did not include the actual quantities in the project along with explanation that the budget did not include all expense associated with fulfilling New Jersey State Archives Applications, deliverable package, and inserting Digital Certificates. The State requires the contractor to insert specific certificates of authority that they want inserted into select record types at the completion of the project. Please review the attached Project summary that encompasses the estimated total project budget which incorporates software, hardware and destruction services. There is hardware that is

required to return the digital information on one skid in lieu of 6 semi-trailers of paper (158 Pallets). Length of storage will be determined by New Jersey State Archives in its ability to approve destruction following the imaging and 6 month holding period needed for the City to review the Scanned images. The length of the project may also be extended as a result of the City's ability to review the remaining 800 + items that need to be identified by record type compared to the NJ State Archives Record Disposition List. This City changed Risk Managers and was not fully aware of the States requirements on the disposition and contingencies associated.

### **CITY OF JERSEY CITY REQUIRED TO CONVERT EMERGENCY SERVICES CONTRACT TO FORMAL CONTRACT – ISSUES RFP**

In order to secure further funding, this process was halted by the City in November 2014. The City desired to transfer from an emergency services contract to a Request for Proposal Contract.

### **PHASE II – SKIDS OF CARTONS PLACED IN LONGTERM STORAGE**



## SCOPE OF WORK – MACRO LEVEL

### PHASE II – SCOPE OF WORK:

The processes already completed by Document Reprocessors or others include:

- Pack-out of materials involved in the loss after Super Storm Sandy
- All cartons, engineering drawings and ledgers labeled with a unique barcode identifier
- Incoming Freight to Document Reprocessors Facilities
- Stabilization by Freezing of loss materials
- Vacuum Freeze Drying of Documents, Engineering Drawings and Ledgers
- Fumigation of Documents, Engineering Drawings and Ledgers
- Cleanup of Contaminated Cartons for review
- Placement of the materials in a humidity and temperature controlled environment
- Assist City Officials with preparation of a FEMA budget for submission to the State for FEMA funding of the project

### PROJECT INCLUDES

- 3389 cartons of business documents (1.2 cu ft)
- 387 historical ledgers- mostly large format bound ledgers
- 1023 Engineering Drawings – mostly D size and above
- 297 rolls of 16mm microfilm as presently identified – all have been successfully dried
- 250 cartons of business documents (1.2 cu. ft.) – 20 year Gap of Ordinance Files (NOT IN RFP SCOPE OF WORK).
- 250 ordinance ledgers - Part of 20 year Gap (NOT IN RFP SCOPE OF WORK).

These materials are divided amongst the following six departments supervised by department heads. Departmental and NJDARM requirements may differ regarding retention/destruction.

- Assessors
- City Clerks
- HR – Work Force
- Real Estate
- Risk Management
- Tax Collector

The sheets below reflect progress so far in identifying record types by department with quantities.

# THE CITY OF JERSEY CITY

## QUANTITY OF CARTONS BY DEPARTMENT BY RECORD TYPE

DEPARTMENT/RECORD TYPE	# OF CARTONS	# OF RECORD TYPES
<b>ASSESSORS</b>	<b>1266</b>	<b>152</b>
ASSESSOR'S FILES	1208	1
ASSESSOR'S FILES SECONDARY BOXES	1	1
LOOSE PROPERTY RECORDS	49	1
RECORDS OF SR. CITIZEN TAX EXEMPT	2	1
VETERANS	6	1
<b>CITY CLERK</b>	<b>1140</b>	
AGENCY RECEIPTS	3	1
ANNUAL REPORTS COPY	1	1
ASSESSMENT SEARCHES	43	1
AUDIT REPORT FILE	12	1
BANK STATEMENTS	1	1
BUDGET FILE	5	1
BUDGET FILES	1	1
CASH BOOK	2	1
CDBG	41	1
CLERK ADMIN SUBJECT FILE	1	1
CLERK ARCHITECTURE DRAWINGS NA	1	1
CLERK ASSESSMENT SEARCH	3	1
CLERK AUDITS	8	1
CLERK BOARD OF ED. MINUTES	1	1
CLERK BUDGETS	27	1
CLERK CAUCUS TAPES	31	1
CLERK CCML	9	1
CLERK CENSUS	1	1
CLERK CONSTRUCTION RECEIPTS	2	1
CLERK CONTRACT AGREEMENTS	6	1
CLERK COPIES OF TRANSCRIPTS	1	-
CLERK DEPOSITS	11	-
CLERK DEPOSITS SECONDARY BOXES	3	-
CLERK DIVISION OF ARCHITECTURE	1	-
CLERK ELECTION	52	-
CLERK ETHICAL STANDARD BOARD	1	1
CLERK FINANCE	10	1
CLERK INTERDEPARTMENTAL MEMO	3	1
CLERK INVOICES	1	1
CLERK LANDLORD REGISTRATION	21	1
CLERK LIVERY LICENSE	7	1
CLERK MISC	106	1
CLERK MISC UNK BOOKS	1	1
CLERK MISC UNK LEDGERS	2	1
CLERK MISC, UNK BINDERS WITH MAPS	1	1
CLERK OFFICER COMMUNICATIONS	15	1

1 OF 4

# THE CITY OF JERSEY CITY

## QUANTITY OF CARTONS BY DEPARTMENT BY RECORD TYPE

DEPARTMENT/RECORD TYPE	# OF CARTONS	# OF RECORD TYPES
CLERK OPRA	17	1
CLERK ORDINANCE	191	1
CLERK ORDINANCE SECONDARY BOXES	3	1
CLERK ORIGINAL TRANSCRIPTS	95	1
CLERK ORIGINAL TRANSCRIPTS SECONDARY BOXES	2	1
CLERK PETITIONS	10	1
CLERK PUBLIC WORKS	7	1
CLERK RECEIPTS	28	1
CLERK REGULAR SPECIAL MEETINGS	118	1
CLERK REPORT TO DIRECTOR	16	1
CLERK RESOLUTIONS	4	1
CLERK SID	24	1
CLERK SPECTRA ENERGY	3	1
CLERK TRANSCRIPTS	26	1
CLERK TRANSFILE TAPES - MICROFILM	6	1
CLERK VAULT	1	1
CONTRACTS	5	1
ELECTION RESULTS	1	1
ETHICAL STANDARDS	1	1
EXT CORRESPONDENCE	18	1
GOV BD MTG WORK PAPERS MUN A NOTES	1	1
INFORMATION SURVEY	1	1
INT CORRESPONDENCE	6	1
JOURNAL	1	1
LIVERY FILES	1	1
MICROFILM	1	1
MINUTES FILE	1	1
MUN. CODE BOOK - SUPPLEMENT	1	1
MUNI CODE	1	1
MUNICIPAL CLERK NOTES	2	1
MUNICIPAL CODE BOOK	1	1
ORDINANCE	2	1
ORIG RESOLUTION FILES	7	1
PAYROLL REGISTER	2	1
PERFORMANCE BONDS	1	1
PLANNING BOARD	4	1
PURCHASE ORDER COPY	3	1
RECEIPT BOOKS	3	1
RECEIPT BOOKS SECONDARY BOXES	1	1
RECEIPTS	1	1
RECEIPTS COPY	2	1
REFERENCE MATERIAL	1	1
REQUISITION FILES	2	1
SALARY RANGE	4	1
TAX FILE TAX APPEAL	7	1
TIME RECORD FILES	14	1

2 OF 4

# THE CITY OF JERSEY CITY

## QUANTITY OF CARTONS BY DEPARTMENT BY RECORD TYPE

DEPARTMENT/RECORD TYPE	# OF CARTONS	# OF RECORD TYPES
TIME RECORDS	1	1
UNKNOWN NEED TO REVIEW WITH CLERK	4	1
VOTERS REGISTRATION RECORDS	1	1
VOUCHERS	52	1
<b>REAL ESTATE</b>	<b>92</b>	
ACCOUNT BILLS	1	1
AUTHORIZING & CONFIRMING RESOLUTIONS	5	1
BANK DEPOSIT BOOK	1	1
CHECKS & DEPOSITS	1	1
CITY OWNED PROPERTY FILES	28	1
DAILY TIME SHEETS	1	1
IN REM FORECLOSURES	10	1
INSPECTORS GAS VOUCHERS	1	1
LEASE & LICENSE AGREEMENTS	4	1
LEDGERS & RECEIPTS	1	1
MISC PROPERTY FILES	1	1
MISC SALES FORMS	1	1
MISC SUPPLIES	1	1
NON COMPLIANCE	1	1
OTTILIO VELAZQUEZ FILES	1	1
PARTIAL PAYMENT VOUCHERS	3	1
PARTIAL PAYMENT VOUCHERS SECONDARY BOXES	1	1
PROPERTY RENTAL AGREEMENTS	1	1
PUBLIC AUCTION SALE FILES	19	1
RECEIPTS & CANCELLED CHECKS	1	1
RECEIPTS & CHECKS	1	1
RECEIPTS & DEPOSITS	4	1
RENTAL ACCOUNT PAYMENTS & RECEIPTS	1	1
RENTAL PAYMENTS, TIME & LOG SHEETS	1	1
TIME SHEETS	1	1
UNKNOWN	1	1
<b>RISK MANAGEMENT</b>	<b>12</b>	
INSURANCE	2	1
UNKNOWN	10	1
<b>TAX COLLECTOR</b>	<b>617</b>	
CASH REGISTER TAPES	1	1
FORECLOSURE	3	1
REMIEDIATION CERTIFICATES	1	1
TAX SALE CERTIFICATES	326	1

3 OF 4

# THE CITY OF JERSEY CITY

## QUANTITY OF CARTONS BY DEPARTMENT BY RECORD TYPE

DEPARTMENT/RECORD TYPE	# OF CARTONS	# OF RECORD TYPES
TAX SALE CERTIFICATES SECONDARY BOXES	285	1
UNKNOWN ADVERTISEMENTS	1	1
<b>WORKFORCE MANAGEMENT</b>	<b>262</b>	
BILLS	2	1
CHECKING SALARIES, BUDGETS	1	1
CIVIL SERVICE CERT. FORMS	4	1
CIVILIAN EMPLOYEE BACKGROUND CRIMINAL CHECK -CHANGE DESCR.	2	1
CLERK RESOLUTIONS	1	1
CS-6 FORMS	4	1
DONATED LEAVE FORM	1	1
EMPLOYEE CERTIFICATION FILES	37	1
PERSONNEL TERMINATION	121	1
GREEN EMPLOYMENT HISTORY CARDS	26	1
GREEN EMPLOYMENT HISTORY CARDS SECONDARY BOXES	33	1
MISC CERT FILES/VERIFY EMP RECORDS & CREDIT CHECKS SE'NT EMAIL FOR REVIEW	1	1
PERSONNEL ACTION	6	1
PERSONNEL ACTION FORMS	1	1
POLICY APPEALS	1	1
PRE-EMPLOYMENT PHYSICALS	1	1
RECREATION SUMMER PROGRAM	1	1
REJECTIONS AND APPEALS	1	1
SEE ATTACHED SHEET	7	1
UNIFORM HOLIDAY PAY INCREASES REC AND SEASONAL	1	1
UNKNOWN	8	1
UNKNOWN COMMUNICATION DOP TO LARRY ROSS	1	1
VOUCHERS	1	1
<b>TOTAL CARTONS IN JOB</b>	<b>3389</b>	
LEDGERS	91	1
LEDGERS	289	1
LEDGERS	7	1
<b>TOTAL LEDGERS IN JOB</b>	<b>387</b>	
<b>TOTAL ENGINEERING DRAWINGS INJOB</b>	<b>1024</b>	<b>1</b>

## PROCESSES REQUIRING COMPLETION – DOCUMENT FILES:

- File Identification
  - Photograph all file jackets and first page of files without completed jacket identification (NOT IN RFP SCOPE OF WORK). This will allow City officials to identify files without going off site. They can review the photographs from the DR encrypted cloud.
  - Create an initial index by carton of the files
  - Meet with the City Records Manager and Department Heads to identify Record Type, Department Ownership, Record Title, and Date Range
  - If further information is required by City officials, photograph internal pages to gain full file identification (NOT IN RFP SCOPE OF WORK)
  - Meet with the City Records Manager to assign Retention Schedule for each carton per NJDARM specifications
- Assign “keep” or “cull” per NJDARM Retention Schedule and Department Requirements for each carton
  - This stops work on documents that are only to be destroyed. This process will reduce the size of the imaging and indexing portions of the project. (NOT IN RFP SCOPE OF WORK).
- Complete the index of “keep” files with the Department Heads and City Records Manager so file content can be scanned to the identified file
- Prepare Materials for imaging
  - Surface Clean documents
  - Prepare for scanning by removing staples marking start and stop of stapled, ACCO or otherwise adjoined pages, inserting scan sheets and target sheets
  - Repair page tares and folds, iron to flatten where necessary
  - Prepare batch sheets for scanning
- Scan the “keep” documents. Note, when required, the scan must be in color to capture signatures and faded images.
- Copy Check 100% of scanned images to assure quality and complete image
- Normalize all images to TIFF Format per NJDARM digital image requirements
- Transfer images to the City
- Provide within twenty-four hours an emergency scan of documents required by City Officials or the Courts by placement on the Document Reprocessors encrypted cloud. Only the required and authorized City Official is given access to the scan. (NOT IN RFP SCOPE OF WORK)

## PROCESSES REQUIRING COMPLETION - LEDGERS

- Ledger Identification
  - Photograph all ledger jackets and first and last page (NOT IN RFP SCOPE OF WORK). This will allow City officials to identify ledger ownership and date range without going off site. They can review the photographs from the DR encrypted cloud.
  - Create an initial index by ledger
  - Meet with the City Records Manager and Department Heads to identify Record Type, Department Ownership, Record Title, and Date Range
  - If further information is required by City officials, photograph internal pages to gain full file identification (NOT IN RFP SCOPE OF WORK)
  - Meet with the City Records Manager to assign Retention Schedule for each ledger per NJDARM specifications
- Assign “keep” or “cull” per NJDARM Retention Schedule and Department Requirements for each ledger
  - This stops work on ledgers that are only to be destroyed. This process will reduce the size of the imaging and indexing portions of the project. (NOT IN RFP SCOPE OF WORK)
- Complete the index of “keep” files with the Department Heads and City Records Manager so ledger content can be scanned to the identified file
- Determine with the City Records Manager which, if any ledgers need to be printed and bound as “historical” documents (NOT ON RFP SCOPE OF WORK)
- Prepare Materials for imaging
  - Surface Clean documents
  - Prepare for scanning by shearing the binding
  - Repair page tares and folds, iron to flatten where necessary
  - Prepare batch sheets for scanning
- Scan the “keep” ledgers. Note, when required, the scan must be in color to capture signatures and faded images.
- Copy Check 100% of scanned images to assure quality and complete image
- Normalize all images to TIFF Format per NJDARM digital image requirements
- Transfer images to the City
- Provide within twenty-four hours an emergency scan of documents required by City Officials or the Courts by placement on the Document Reprocessors encrypted cloud. Only the required and authorized City Official is given access to the scan. (NOT IN RFP SCOPE OF WORK)

## PROCESSES REQUIRING COMPLETION – ENGINEERING DRAWINGS

### File Identification

- Photograph the first page of each drawing set for identification (NOT IN RFP SCOPE OF WORK). This will allow City officials to identify drawings without going off site. They can review the photographs from the DR encrypted cloud.
- Create an initial index by carton of the files
- Meet with the City Records Manager and Department Heads to identify Record Type, Department Ownership, Record Title, and Date Range
- If further information is required by City officials, photograph internal pages to gain full file identification (NOT IN RFP SCOPE OF WORK)
- Meet with the City Records Manager to assign Retention Schedule for each drawing set per NJDARM specifications
- Assign “keep” or “cull” per NJDARM Retention Schedule and Department Requirements for each drawing set
  - This stops work on drawings that are only to be destroyed. This process will reduce the size of the imaging and indexing portions of the project. (NOT IN RFP SCOPE OF WORK)
- Complete the index of “keep” files with the Department Heads and City Records Manager so file content can be scanned to the identified file
- Prepare Materials for imaging
  - Surface Clean documents
  - Prepare for scanning by removing staples marking start and stop of stapled, binding or otherwise adjoined pages, inserting scan sheets and target sheets
  - Repair page tares and folds, iron to flatten where necessary
  - Prepare batch sheets for scanning
- Scan the “keep” documents and engineering drawings. Note, scan must be in color to capture signatures and faded images.
- Copy Check 100% of scanned images to assure quality and complete image
- Normalize all images to TIFF Format per NJDARM digital image requirements
- Transfer images to the City
- Provide within twenty-four hours an emergency scan of documents required by City Officials or the Courts by placement on the Document Reprocessors encrypted cloud. Only the required and authorized City Official is given access to the scan. (NOT IN RFP SCOPE OF WORK)

## PROCESSES REQUIRING COMPLETION – 16 mm FICHE:

- Clean the Fiche using a film processor
- Scan each roll of film

- Meet with the City Records Manager and Department Heads to identify Record Type, Department Ownership, Record Title, and Date Range
- Meet with the City Records Manager to assign Retention Schedule for each roll per NJDARM specifications
- Assign “keep” or “cull” per NJDARM Retention Schedule and Department Requirements for each roll
  - This stops work on rolls that are only to be destroyed. This stops work on documents that are only to be destroyed. This process will reduce the size of the imaging and indexing portions of the project. **NOT IN RFP SCOPE OF WORK**
- Parse the images and complete the index of “keep” files with the Department Heads and City Records Manager
- Copy Check 100% of scanned images to assure quality and complete image
- Normalize all images to TIFF Format per NJDARM digital image requirements
- Transfer images to the City

### **DESTRUCTION OF PAST RETENTION & CONTAMINATED FILES**

- Prepare a spreadsheet of all “Permanente” records. This shall include record type, date range, department ownership, and title.
- Create a Microfilm copy of “Permanente” records for which the original must be destroyed due to contamination. Please note oversized drawing scans and color scans must be gray scale, 35mm, microfilm images.
- Prepare a spreadsheet of all documents deemed past retention by the City Records Manager and Clerk. This shall include record type, date range, department ownership, and title.
- The City Records Manager shall add retention categories to the spreadsheet
- Work with the City Records Manager to complete NJDARM destruction sheets. Go to the NJDARM with City officials as needed.
- Prepare a spreadsheet of Non-Permanente scanned records for which the original must be destroyed due to contamination. Present the City Records Manager with a Certificate of Destruction for these originals.
- Upon NJDARM approvals, City Records Manager approval and six month hold, destroy approved originals by certified destruction.

### **CREATE MICROFILM FOR PERMANENT RECORDS:**

- **MICROFILM** – Conversion of Scanned Color Images to “Gray Scale” archival microfilm

- State of New Jersey requires all documents that are considered “permanent retention” be microfilmed with an original copy and one duplicate.
- The current Jersey City Records Salvage project contains 500 cartons of materials that fall into the permanent retention category.
- For this project, the originals have been scanned, and the microfilming is done by using “Kodak” “ImageWriter” or equivalent equipment where the image is opened on a high resolution screen, and the “ImageWriter” then captures the image on film. The duplicate is made in the same manner. This conversion from scanned images to film has been in use for many years and accommodates the “born” digital document retention requirement.
- As Jersey City project “permanent retention” materials have considerable color, e.g. signatures, etc., the original scans are done in color. Without the “color” scan, the signatures and other “margin” notes tend to wash out and become unreadable.
- Because color microfilm is not available (color washes out over a period of time), in order to capture the best quality image, the images are converted (by the “ImageWriter”) from color to “gray scale”, then the “gray scale” image is captured on archival film. This still provides excellent resolution for reading what a color image was formerly, but is now distinguished by “gray scale”.
- Film size is either 16mm or 35mm depending on the size of the document. 16mm provides good resolution for 8 ½ x 11 and 8 ½ x 14 (A or B size); 35mm is preferred for C, D and larger engineering materials.
- New Jersey requires that all microfilming contain a “target” and an “index”. Additionally, it must be on archival film stock. Fuji manufactures archival film stock and guarantees 500 year use.
- Film rolls will be separately boxed into new acid free containers with roll number and index listed on the carton.

### **DESTRUCTION:**

Permanent Records may require insertion of a judge’s certificate in front of each digital file. If a Judge so finds, this would require an addition to the project budget to cover the cost of this insertion. Originals will be destroyed following a 6 month period to give City opportunity to review all data.

### **CITY OF JERSEY CITY SOFTWARE & HARDWARE**

Review City Software and Data Infrastructure to determine method and equipment to be used for transfer of scanned images to the City. Per the RFP the City will provide equipment for transfer of their data and the backup copy.

## OBJECTIVES

**The primary objective for this project is to serve the citizens of the City of Jersey City by return of the City of Jersey City Records Departments to before Super Storm Sandy conditions and to mitigate future loss of records by conversion of record storage to a digitized system. Document Reprocessors proposes accomplishment of this goal within the confines of the City's FEMA budget for record recovery.**

In order to accomplish this task, DR is proposing the following actions:

- Identification of all records by type, retention date, department ownership and indexing parameters.
- Sorting of all records into keep or cull categories based upon NJDARM and City requirements
- Destruction of all records beyond their NJDARM retention or department Head need.
- Recovery of information within flood water damaged keep records
- Mitigation of the exposure to future flood loss by digital imaging of the records with a microfilm backup of the imaging files, both of which can be stored at multiple sites outside flood zones
- Creation of an indexing system for historical records that is responsive to City employee needs and future record retention
- Compliance with NJDARM standards for record retention
- A means of individual emergency record file access during the restoration process to meet citizen and court needs.

Document Reprocessors will seek to limit the recovery and scanning project costs by working closely with City Officials, utilization of their thirty eight years of document recovery experience and use of their pre-vetted GSA Contract guaranteeing Jersey City the best unit pricing.

## PROJECT APPROACH

The restoration and reproduction of City of Jersey City records (intellectual property) due to excessive flooding, Hurricane Sandy, is the motive for this document.

At the request of The City of Jersey City, Document Reprocessors (GSA Contractor) is prepared to support the City in addressing Record Recovery Services on all materials contained in the project ranging from documents, ledgers, data binders, engineering drawings of varying sizes and condition, and Rolled Microfilm. With Use of PPE personal protective equipment, DR inspected the cartons and provided a photographic inventory of carton contents ready to inspect with the Department Heads to identify record type and retention date.

By use of DR Cloud Access to view the contents of each carton, the City will review and decide which records are to be retained, “keep, and what can be discarded, “culled”. DR will then separate the “keep” from “cull”; dispose of the “culls”; and clean, prepare and reproduce the City chosen records within a specified timeframe; (TBD) either in the form of hard copy or scanned images.

### APPROACH

DR takes a pragmatic approach and relies on 38 years of practical restoration and reproduction experience. DR is ready to respond to the recovery needs of The City of Jersey City and will adhere to the RFP specifications, **GSA contract (GS-10F-0126X)** pricing, and DR will, as required, adhere to NJDARM regulations.

DR’s knowledgeable management team and sophisticated item master tracking program will keep The City of Jersey City cartons/records secure and available throughout the restoration and reproduction process. DR has the qualified production staff, state-of-the-art equipment and content management software in place to carry out the necessary restoration and reproduction tasks and record ongoing call activity to guarantee the project success.

The project manager and single point of contact for DR is Quintin J. Schwartz Sr. The recovery and reproduction managers also assigned to this project will be conveyed once decisions of vendor are made for (operation control), (production control), (digital department) and (inventory identification to NJDARM standards).

DR will provide the City Project Managers with status reports noting appropriate time lines for record recovery by department and record type.

It’s important, that although there are DR standard operating procedures (SOPs) to be followed, it is not uncommon to adjust production methods to restore and reproduce records that are discovered to be in a condition requiring special attention or deemed unrecoverable.

## STATEMENT OF WORK (SOW)

### CARTON REVIEW BY RECORD TYPE, DATE RANGE:

The process which provides an itemized list of dried materials for internal tracking and The City of Jersey City to make decisions to “Keep” (retain) or “Cull” (destroy) based on state and departmental retention requirements.

All cartons prior to freezing (Pack-Out) are identified by location, some by room number, cabinet, drawer, etc. Carton contents are not necessarily identified; hence the face panel may or may not contain the carton range or type of document.

Each carton is assigned a “unique bar-code” indicating job number and carton number. DR creates its carton inventory by either scanning the applied unique bar-code ID or by data entering the carton ID from pallet photos taken of the cartons. Later, each carton is given a second unique “C” or carton number which is linked to the carton location through the tracking software “Total Recall”.

Once it is safe for DR personnel to handle cartons (after sterilization), the carton content inventory is taken, and sufficient information provided to the City so that keep and cull decisions can be made by The City of Jersey City.

DR’s staff marries the different “forms” from NJDARM to document types used by each City Department in Jersey City. The “carton inventory” will include references to the NJDARM designation for each type of document so that the City Records manager can make the keep/cull decisions.

It’s important to note that the quantity of DR numbers of cartons will NOT remain the same due to swelling caused by water damage and discovery of special media i.e. computer disks, photos etc. after sterilization. Additionally where “other media” is found with paper media, it may be separated as it would not dry properly with vacuum freeze drying, e.g. photographs. An additional carton (same number with appendix) is created and then its contents remarried once the project is completed.

The DR carton inventory is most efficiently done by first sub-sorting the cartons by type and department then putting them through a “sorting” table to determine data from the carton, the carton contents, and data entry. The ensuing data list of cartons is then sorted by unique carton ID and record series identification:

- Range Known
  - If the department, type of document, and range of the record series within the cartons can be identified this becomes the source for keep/cull decisions.
- Range Unknown
  - If the range of the file type is unknown (orphans), DR will inventory the carton contents, add those fields to the capture information for the database, compare this to the retention schedule, then update the “list” for submission to the City.

- In some cases, digital photos from each carton will be taken, (end cap, content and/or file/jacket) as this is more efficient for data entry of indexes. Photo images will be made available to The City of Jersey City for review over the DR secured and encrypted website/cloud as needed and or requested.
- Carton files identified will be uploaded to a master database. An appended sequential list of carton contents will be available to The City of Jersey City for review upon request.
- **Keep and Cull Decisions.** The City will use the data file inventory list to make determination of which files are to be retained, and which can be “culled”. The City can use the DR data file for submission to NJ Archives when approval to destroy is deemed necessary. This is beneficial to be able to “clean house”.
- The City will review all cartons (documents, books, ledgers and plans) to determine if any of the physical hardcopy records need to be retained in the physical form or restored due to historical or other compliance requirement under the NJ Archive requirements.
- When approved, DR will pull those records and set them aside for destruction. DR will furnish a “Certificate of Destruction” when destroyed.
- For records that are to be retained, DR will place these in line for restoration in either of two categories:
  - Priority
  - Non-Priority

### **PHASE II – RESTORATION – REPRODUCTION, (Hard Copy and Digital)**

#### **RESTORATION:**

Under negative pressure (HEPA Filtered) and within contained enclosures, surface wiping of impacted records, (surface remediation of materials), is necessary to restore and reproduce the original document. This process reduces the threat of contamination and the presence of surface mold.

- Cleaning, removal of excess debris (dirt) – using brushes, chemical sponges, under HEPA ventilation hood. Average surface wiping time – 3 hours per carton.

#### **DOCUMENT PREPARATION:**

In order to ready documents of varying sizes, books and ledgers and plans for reproduction (hard copy and/or digital) DR will identify and notify the City Department Heads & the City Records Manager of any cartons/records set aside and deemed unrecoverable.

Prior to preparing the documents, DR will complete a record series Imaging Specification Sheet, identifying City reproduction preferences, determined by the City Records Manager.

Preparation tasks:

- **Copy Preparation** - Removal of bindings and the repair of damaged pages, unfold dog-ears, and tape rips and ragged edges, etc. Special preparation considerations

may be required for, books or ledgers, i.e., maintaining backs/binding, page ordering and large format plans (graphite or carbon powder may be needed to increase seal legibility). This includes identification of materials that had been stapled together, and will need to be identified to be re-stapled, plus additional indexing necessary to separate files into consistent and readable order. Average time – 3 hours per carton.

- Once the entire record; document, book, ledger, plan has been prepared and reproduced, pages may need to be rebound to maintain original sequencing. In most cases the originals are retained for six months, and then with the County's permission, these are destroyed.
- The City of Jersey City Records Manager is to provide DR with direction as to which record series are to be reproduced in hardcopy or digital form; and records that are to be destroyed based on NJDARM requirements or other retention policy.

### **HARD COPY:**

#### Reproduction of the original record/document.

- Reproduction of file folder consistent with pre-damaged state. Reproduction to include color coding, and single, multi, 1/3 cut, end or double tab folders and labels. A copy of the outside of the file folder is put into the new file for audit purposes.
- All documents in the original file are reproduced "in kind", unless otherwise approved or requested. All documents that were stapled are re-stapled if required by the department. All documents that were "punched" for ACCO or three- ring binders are hole-punched. New binders, red wells and envelopes are replaced where applicable.
- A shift supervisor will assign (wand) carton/record series prepared to designated Hard Copy workstations/operator. The range will include the starting and ending point for each carton/record series.
- Reproduction (Hard Copy) of paper records are produced from one of DR's 25 Toshiba high-speed copiers.

### **DIGITAL COPY:**

A digital image copy of the original document is to be saved and indexed as a digital image file, (Single Page Tiff Group IV):

- DR will consult with the City Records Manager to determine additional index values and resolution (DPI) preferences for each record series prior to scanning.
- In keeping within NLDARM guidelines, image and resolution considerations may be determined by the original size, unusual condition, and/or poor legibility of the original document.
- Special reproduction needs, i.e. raised seals may require carbon powder to enhance raised seal legibility for plans. DR will work with NJ Archives to ensure proper image conversion process is followed to meet State requirements.

- Reproduce (digital) each record; paper documents of varying sizes, including books, ledgers and plans, via high-resolution CCD document scanners (Bell Howell, Kodak, Panasonic and KIP) at 200 -1500 DPI, As per ANSI standards and NJDARM guidelines. Each side of a duplex document will be captured as an image ensuring 100% capture.
- Each image will be monitored during the scanning process via monitors and intelligent Kodak Capture Software for file integrity, proper contrast, brightness, feeding accuracy and skew, etc., ensuring legibility and a reproduction of the original document.
- Additionally, each scanned image (single page tiff group IV) will be viewed and inspected according to ANSI standards and NJDARM and State Records Committee requirements and guidelines by the shift supervisor prior to the image batch being released. If requested, a multipage tiff group IV can be done.
- Scan operators will maintain a log, identifying the operator, scan station ID, carton/record series, image and file count, batch ID, scan time, date and exceptions recorded and mark/wand the carton completed.

### **INDEXING:**

Manually keying of primary and/or secondary index values taken from the original record/file will be assumed, (i.e. file name and/or ID No.), additional index values are to be determined by The City of Jersey City Record Manager and noted in the DR Imaging Specification Sheet. The Pricing Fee Schedule is based on 30 indexes per 1.2 cu. Ft. carton, or 24 indexes (3 fields – 60 characters max) per index. Each individual file or tab counts as one index.

- Prior to any indexing, DR will confer with the City to determine the index values for each record series and container. The designated keyed index will be matched to the corresponding container label inventory data file as previously noted/assigned.
- DR will verify that the index values keyed from the folder/jacket matches the respective container labels. If an ASCII file noting specific/additional index values is available from Jersey City, DR will run a “match and merge”, against DR the manually keyed primary reference/index. A post-indexing process will match the keyed field with the text file and merge the remaining data into the associated index fields.
- Index fields manually keyed (2) or additional data fields acquired through the match merge process should be accessible/searchable from the City’s workstations. In lieu of a text file, DR will manually key the required index field/values (2) from the original file folder or as otherwise noted in the Imaging Specification Sheet.

## **QUALITY CONTROL:**

Documents reproduced (copied/imaged), will be verified against all the original documents by carton and record series and against image batch sequence using high resolution monitors. Image quality determination will be based on the best possible copy quality from the original document supplied and as per NJDARM and ANSI standards.

- DR dual verification, (copy operator and quality control operator), will check for clarity and legibility of each reproduced image and verified against the original document count and copy reproduced. Exceptions found will be logged and reported to the shift supervisor.
- Pages/images identified during quality control check (QC) that do not meet image quality standards will be recorded. The original substandard image identified will be deleted and original document will be reimaged and indexed accordingly. The reproduced/rescanned image will be noted and destroyed by QC supervisor.
- Accepted Images will be released and recorded as such. Record series cartons will be marked as imaged and placed in storage to be destroyed upon authorization from The City of Jersey City Records Manager and NJDARM.
- DR will direct scanned document images and associated indexes through the ISO 9660 "mastering" process and record the results via Kodak Capture Pro Software onto DVD/Hard drives (TBD).
- Images created will be a non-proprietary format (single page tiff group IV) enabling easy import into the City's server.
- Management standards Each original/master DVD/Hard drive will be labeled appropriately and inspected (QC/QA); ensuring image quality meets ANSI and NJDARM Records.
- Once the images have passed inspection, additional duplicate DVD's/Hard drives may be created/copied for disaster recovery, offsite storage and/or wider distribution of the records as needed.
- The City of Jersey City will import images DR scanned (single page tiff group IV) from the DVD/Hard drive into the City's storage media of choice (TBD).
- Prior to images/documents being released and copied to DVD/Hard drive for delivery, the City Records Manager will verify DR reproduction/copy quality.

## **QUALITY ASSURANCE**

### **DR REPORTS:**

- Item Master: tracks cartons unique ID, carton location, effort/labor associations through delivery and sign off, ensuring carton/record has been restored and returned.
- Imaging Specification Sheet: detail department preferences i.e. unique preparation, scanning and index criteria ensuring the record is accessible to The City of Jersey City.
- Production Reports: detail record series, number of jacket/files, document quantities, records and images/documents reproduced and the time it took to complete the various tasks by carton.

- Quality Reports: identify exceptions and orphans discovered, deletions and original rescans, image quality/resolution findings based on original document and items deemed unrecoverable.
- Performance Reports: operator accuracy and productivity consistency based on task, record series and document condition and time taken by carton.

### **MANAGEMENT PLAN TIMETABLE:**

DR is able to establish for The City of Jersey City turnaround times by record series and condition once the carton/record series (documents, books, ledgers, and plans) are safe (after sanitization), to be handled by DR personnel.

- Upon receiving the OK from the City Records Manager to restore and reproduce the water damaged record series in priority sequence; DR will provide The City of Jersey City with a production schedule showing estimated turnaround and cost. DR production commitment is based on volume, record series, its condition and DR current workload.
- Prior to each project segment/record series start up, a DR Imaging Specification Sheet detailing department's expectation and preferences will be completed.
- Noted on the DR Imaging Specification Sheet will be record series, and department contact, estimated volumes (number of cartons, estimated files and documents), expected productivity rates and estimated date for completion.
- Once the Imaging Specification Sheet is signed off, a record series sample will be delivered to the City's Record Manager for production approval within 3-5 days.

### **DOCUMENT REPROCESSORS CURRENT CAPACITY:**

This estimate is based on the number of cartons/documents per day, per shift. All schedules are based on the time cartons are approved for imaging and or destruction. Typically approvals are received over a sporadic time frame.

Special record series: Books and Ledgers, daily capacity, 15 per day, Large Format Plans, 3000-5000 per day.

- Once the City has accepted and approved this document in concept, DR will conduct an interchange test run. This test is an end-to-end detailed set-up and workflow through the entire process to verify both the technical and logistical elements of the project.
- The sample of restoration and reproduction will be fumigated, cleaned, prepared, reproduced paper/image, indexed; QC'd, released and recorded onto a DVD/hard drive and delivered to the City's management team for review and approval.
- The DR project manager will assign each unit/record to the restoration/reproduction team leaders for each stage. The technicians will sign (in and out) and log each unit/carton as it moves throughout the various stages, maintaining original sequence.
- Technicians will maintain a "Quality Report" identifying exceptions at each workstation. All discrepancies noted by the technicians will be entered and logged, which will be turned into the shift supervisor at the end of each shift to be addressed and/or resolved.

### IMPLEMENTATION STEPS:

- Drying of records/cartons through Phase 1 (fumigation), for safe handling. **Completed**
- Carton inventories and record series to be submitted to City
- Keep or Cull confirmation (TBD) Data File or DR online workbasket
- Determine City reproduction preferences, turnaround and costs (Imaging Specification Sheet).
- City Department Imaging Specification Sheet approval
- Confirm productivity, turnaround expectations and confirm funding.
- Produce test sample and sign off with city /department management
- Perform document reproduction and indexing as agreed upon
- City review and acceptance of work performed

### TURNAROUND:

Estimated record series turnaround times will be based on its volume, condition and The City of Jersey City pre-determined approved DR Imaging Specification Sheet preferences.

### COSTS:

Estimate, will be determined as per DR response and/or GSA Schedule. Estimates of quantity are provided solely for the purpose of project evaluation and investment planning. DR invoices will reflect actual billable units according to DR unit prices and/or pre-approved GSA Contract, or at an agreed “fixed price” per defined unit. Items outside the “fixed” price shall either be done “per item”, on a T&M basis, or other suitable pricing as agreed upon with the City.

### DR CONFIDENTIALITY STATEMENT:

Intellectual property developed as a result of DR restoration and reproduction process is confidential and is the sole property of Document Reprocessors of New York, Inc.

This confidential SOW is notification that DR is committed and prepared to proceed and perform the restoration and reproduction services as per GSA regulations and City guidelines as received. Should you need clarification or more information contact, Quintin Schwartz at 1- 888- 4DRYING (437-9464)

**4.1.8**

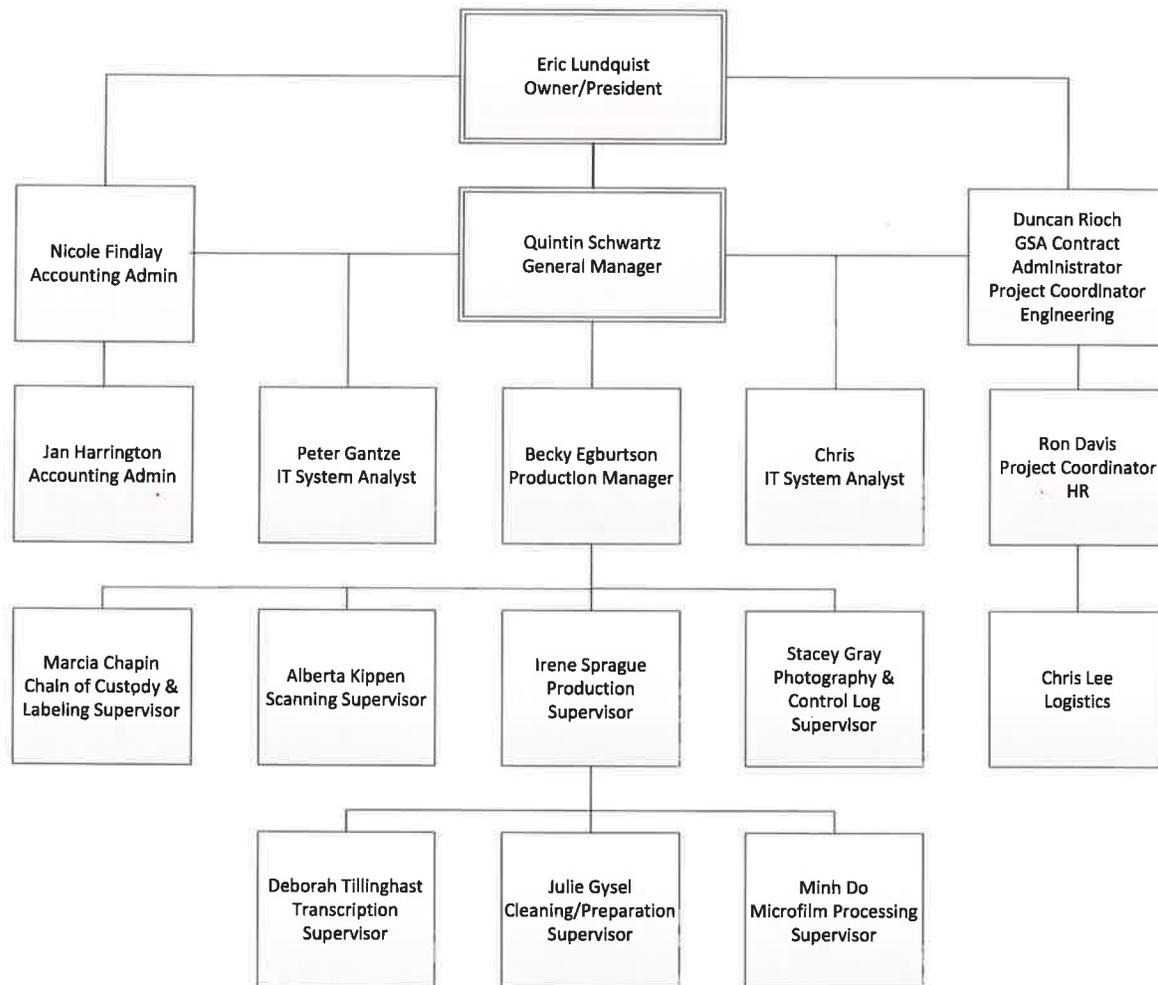
## PROJECT ORGANIZATION

Document Reprocessors will sufficiently dedicate the resources below to this project so as to assure meeting project time frames and budget. Please refer to Staffing, Section 4.1.13 for percentage estimates of time supervisors will dedicate to the project. Because the scope of size for this project is unknown until keep/cull decisions are made by City officials and NJDARM it is not possible to provide the exact labor hours that will be required. DR does have an available pool of fifteen trained

Technician 1 and Technician 2 employees and sufficient production equipment to complete the project on time even if no documents are removed by the culling process.

Document Reprocessors is an Equal Employment Opportunity Company. As a GSA Contractor, DR is required to always give preference to women and minority owned business contractors when they are available for subcontracted portions of a project. Document Reprocessors of New York is registered with SAM and under contract with GSA as a small business. There are no known subcontracts that would be allocated to minority or women owned business enterprises at this time.

## DOCUMENT REPROCESSORS MANAGEMENT TEAM CITY OF JERSEY CITY PROJECT



## PROJECT WORK PLAN

### WITH ORGANIZATION, CRITICAL SUCCESS FACTORS & RISKS

**Project Reduction** – actions to be undertaken immediately upon award of contract

Of the 3395 Cartons, there were 797 Un-Identified Cartons as of Nov. 2014.

Current SOW Task is to Identify all of these for either destruction or scanning.

Note: 200 were identified June 2017 by Records Manager Bob Gallagher and Quintin Schwartz Document Reprocessors GM.

These 200 still need to be evaluated by the Department Heads.

Remaining 600 cartons need full identification by Gallagher/ Schwartz and acceptance by Department Heads.

#### **AT DR - Identify carton contents**

- Pull cartons in the 800 category
- Enable DR RECALL to provide previously scanned images

#### **AT JERSEY CITY - Robert Gallagher, Records Manager**

- Identify Contents, Sort to Department Groups
- Use DR RECALL carton previously imaged samples
- Have DR staff pull additional images where required
- Database to include:
  - DR Carton ID Number
  - Department Identify - best estimate
  - Record Type
  - Record Description
  - Range from/to
  - Range Number/Name
  - Date Range Start/End
  - NJDARM Code
  - NJDARM Retention Requirements
  - ?? Has the carton exceeded NJDARM retention
  - ?? Is there a Department - retention requirement
  - Prepare Department/Record Type list for review by Department Heads

#### **AT JERSEY CITY after review by Records Manager**

- Meet with JC Department Heads
  - Review Department/Record Type list
  - Validate correct department
  - Validate general index information

- Decision: Retain or Destroy

**AT DR - Finalize Departmental List / Scan**

- Revise Department/Record Type as needed
- Prepare Revised Grouping by Department
- Develop Index
- Move carton to Department Skid
- Update CONTROL LOG with retained cartons

**AT DR - using updated CONTROL LOG**

- Produce QR Sheets for those to be reproduced
- Place QR Sheets in File
- Place Carton in Scanning Queue
- Scan File
- QA/QC File
- Update CONTROL LOG
- Return file to storage
- Update RECALL Inventory

**AT DR - Approval for Destruction**

- Using DR Master Inventory List
  - Sort by Department/Record Type
  - Prepare NJDARM Approval to Destroy
  - Send list to NJDARM by Department/Record Type
  - Receive NJDARM approval to Destroy
  - Pull Cartons from storage and palletize by Department
  - Validate to NJDARM List
  - Prepare Destroy "Bill of Lading"
  - Prepare "Destroy" Certificate of Destruction
  - Ship "Destroy" pallets to destruction vendor

**RISK FACTOR:**

If the City officials are unable to immediately review these unidentified records expeditiously, progress of the project will be negatively impacted. Until this operation, lists of record types will be incomplete and retention lists for NJDARM will be incomplete meaning a delay in NJDARM

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approvals of destruction lists. This delay increases the City expense for storage of project materials while they await the start of processing. The end date for the project would be effected.

Upon award of contract DR will seek appointments to meet with the City Records Manager and Department Heads to identify record types, date ranges and department ownership of all documents.

- A spreadsheet list will be prepared so the Records Manager can assign NJDARM retention codes to the documentation allowing a preliminary culling of past retention items.
- Rearrange “keep” documents to separate them by Department and Record Type
  - Meet with City Record Manager to prioritize order for processing record types
  - Assign records to next department to process the items
- Assign a temporary file number to each file, Engineering Drawing, ledger and roll of film.
  - Insert scan sheets, target sheets, etc. as needed
- Proceed with cleaning, prepping and scanning documents per the City Records Manager priority list.
- Indexing
  - Set index fields for each data type with City Records Manager and Department Heads
  - Complete gathering index data for each file or item
  - Create file Index
  - Marry File Index with temporary file numbers

### **RISK FACTOR:**

Failure of city officials and DR GM Quintin Schwartz to meet in a timely matter to set Index Fields for each record type will delay delivery of that record type to the City. City employees and residents that have been awaiting access to the information will continue to be delayed. The end date for the project would be effected.

- Scan delivery
  - Normalize data
  - Download data to City server or memory device
  - Review data with City Records Manager to assure the City can search and access data.
- Microfilm “Permanente” records
- Complete NJDARM destruction requests with City Records Manager
- After 6 months and NJDARM approvals destroy all originals and culls
  - If culls are rejected by NJDARM, process those files as above
- Final billing and closure

### **RISK FACTOR**

Payment of invoices within ten (10) working days qualifies the City for a 2% discount on that invoice. Delay in payment of monthly invoices beyond the net 30 day payment period is apt to cause delay in project progress at Document Reprocessors.

### 4.1.10

## CONFLICT OF INTEREST

- Document Reprocessors knows of no potential conflict of interest or appearance of impropriety that could be created by providing services to the City relating to other clients or officials or employees of the City.
- If an unforeseen incident were to arise, DR would immediately notify the City of the situation and work with the City to bring resolution that meets the City's satisfaction.
- There is no known pending litigation or regulatory action against Document Reprocessors that could have an adverse material impact on Document Reprocessors ability to serve the City.
- The Document Reprocessors paused emergency services contract with Jersey City to restore the materials in this RFP was terminated by the City while the City sought further funding. DR has assisted the City by providing information on the project so the City could seek further funding through the State from FEMA.
- There are no City employees of any capacity with any interest directly or indirectly in Document Reprocessors as officers, stock holders or employees.

### 4.1.11

## KEY DATES & DELIVERABLES

The time schedule within the Gant Chart below is fully dependent upon a dedicated rapid response by the City Records Manage and Department Heads to the need to complete identification of files and index parameters in a timely fashion. The schedule also assumes a quick turnaround of submissions to NJDARM.

DR is prepared to dedicate sufficient trained Technician 1 and Technician 2 staff to this project to meet the schedule timeframes.

Payment of the monthly invoices within the net 30 day period is key to being able to maintain the pace of the project.

RFP OCT 12, 2017 – CITY OF JERSEY CITY, NJ - DOCUMENT RECOVERY

ID	Task Mode	Task Name	Duration	Finish	Start	2018				2019			
						Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3
1		Contract Signature	2 days	Thu 11/2	Wed 11/1								
2		Schedule record reviews - Bob Gallagher has made this a priority - scheduling requires the same for department heads	180 days	Fri 7/13/18	Mon 11/6/17								
3		Meet w/ Records Mgr and Dept. Heads - Department Heads present case for keep of records not specified on the NJDARM retention schedule	180 days	Fri 7/13/18	Mon 11/6/17								
4		Prepare Destruct List for City Clerk to submit to NJDARM for destruction of cull cartons	180 days	Thu 7/19/18	Fri 11/10/17								
5		Sort Cartons By Record Type & Keep/Cull, Separate Cull media from paper	180 days	Mon 7/23/18	Tue 11/14/17								
6		Sponsor Document Reprocessors for Imaging Certification by NJDARM	12 days	Sat 12/30/17	Fri 12/15/17								
7		Image Capture Triage - Prepare record type samples & prepare a job docket to prioritize record type scan order	200 days	Tue 8/21/18	Wed 11/15/17								
8		Determine color vs bi-tonal by size, signatures, seals, photos, and fading<New Task>	245 days	Thu 11/22/18	Fri 12/15/17								
9		Identify Master Folders with secondary record type	248 days	Thu 11/22/18	Tue 12/12/17								
10		In conjunction with City Records Manager and Department Heads create Master Index for all record types	255 days	Thu 11/22/18	Fri 12/1/17								
11		Imaging of keep records per NJDARM Specifications	257 days	Mon 11/26/18	Fri 12/1/17								

Project: Jersey City RFP Gant Char Date: Tue 10/10/17	Task		Inactive Summary	
	Split		Manual Task	
	Milestone		Duration-only	
	Summary		Manual Summary Rollup	
	Project Summary		Manual Summary	
	External Tasks		Start-only	
	External Milestone		Finish-only	
	Inactive Task		Deadline	
	Inactive Milestone		Progress	

Page 1

RFP OCT 12, 2017 – CITY OF JERSEY CITY, NJ - DOCUMENT RECOVERY

ID	Task Mode	Task Name	Duration	Finish	Start	2018				2019			
						Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3
12		Normalize Images and marry files to their Index fields	294 days	Wed 1/30/19	Fri 12/15/17								
13		Transfer Images to City for their approval and use	288 days	Thu 2/7/19	Tue 1/2/18								
14		Secure NUDARM destruction approval certificates for Permanente Records to be inserted into Microfilm copy of these records	273 days	Thu 2/14/19	Tue 1/30/18								
15		Destroy keep original documents after 6 months	108 days	Mon 7/15/19	Thu 2/14/19								
16		Final project billing and acceptance	6 days	Mon 7/22/19	Mon 7/15/19								

Project: Jersey City RFP Gant Char Date: Tue 10/10/17	Task		Inactive Summary	
	Split		Manual Task	
	Milestone		Duration-only	
	Summary		Manual Summary Rollup	
	Project Summary		Manual Summary	
	External Tasks		Start-only	
	External Milestone		Finish-only	
	Inactive Task		Deadline	
	Inactive Milestone		Progress	

Page 2

4.1.12

## THE CITY OF JERSEY CITY RESPONSIBILITIES

In addition to the responsibilities to identify materials, work with DR to create a searchable index and filing destruction certificates with NJDARM as proposed in section 5, the City will be asked to:

- Supply sufficient hardware to store terabits of image information at the City facility or lease sufficient data storage from DR on a long term basis and support the cost of internet access to that data.
- Provide software or support purchase of software required to create and populate the searchable data base for their record data.

4.1.13

## STAFFING OF PROJECT

Title - Employee - Years' Experience - Background

**General Manager - Quintin Schwartz - 27 Years**

**Career DR Employee/Manager/Information Architect/ and Marketing**

Mr. Schwartz's experience in recovery and imaging damaged records enable him to fully understand the imaging and indexing requirements needed for oversight of this City project. He will spend 50% of his time on this project.

**Project Coordinator/ Eng. - Duncan Rioch - 9 Years**

**Retired IT Project Manager/Engineer**

Mr. Rioch's experience managing contracts, writing our GSA Contract, and coordinating projects with customers will enable him to keep City Officials aware of project progress. He is our onsite engineering technician for mechanical, electrical and facility maintenance. He will dedicate 25 % of his time to this project.

**Project Coordinator/HR - Ron Davis - 12 Years**

**Retired School Principal/Mathematics Teacher**

Mr. Davis will use his years of supervisory experience to assure qualified employees are assigned to this project and assist with resolving any billing questions. As our HR representative, he has coordinated obtaining FBI background checks on all employees assigned to your project. He will dedicate 30% of his time to this project

**General Manager IT Systems - Peter Ganze**

**Owner Ganze Technology & Storage Craft Master Engineer**

Mr. Gantz manages Document Reprocessors' IT Network. He will be assigned to this project on an as needed basis.

**Manager IT Systems - Chris Petty**

**IT Engineer trained in Microsoft, Server and PC technologies**

Mr. Petty supervises Document Reprocessors' IT Network. He will be assigned to this project on an as needed basis.

**Project Accountant - Nicole Findlay - 1 Years**

**Office Assistant and Scanning Operator**

Ms. Findlay will use her QuickBooks experience to assure accurate billing and coordinates logistics for shipping and receiving. She will be spending approximately 20% of her time on this project.

**Production Manager - Rebecca Egburtson - 6 Years**

**Former Store Owner/Manager**

Ms. Egburtson has managed the production side of DR for five years. She is adept at coordinating work flow and customer priorities. She has specialized in data processing, photography, and scan image engineering. She will be dedicating at least 65% of her time to this project.

**Production Supervisor - Irene Sprague - 15 Years**

**Career DR Employee**

Ms. Sprague is a document recovery and scanning supervisor and technical trainer. She will dedicate at least 90% of her time to this project.

**Lead Operator Scanning - Alberta Keppen - 16 Years**

**Career DR Employee, Technician II**

Ms. Keppen has many years' experience in supervision and scanning at DR. She will be dedicated full time to this project.

**Chain of Custody - Marcia Chapin - 10 Years**

**Career DR Employee, Technician II**

Ms. Chapin is trained in "Total Recall" and printing and scanning of barcode labels. She translates this information into spreadsheets for review by supervisors to understand work flow in production departments. She will be 60% dedicated to this project.

**Logistics - Christopher Lee - 11 Years**

**Former Kodak Logistics**

Mr. Lee is our truck driver, forklift operator, and equipment operator. He will be fully available on an as needed basis for this project.

**Cleaning/Preparation Lead Op - Julie Gysel - 22 Years**

**Career DR Employee, Technician II**

Ms. Gysel has an extensive experience cleaning and preparing documents for scanning. She will be full time on this project.

Index Transcription - Deborah Tillinghast - 6 Years  
Personal Business Owner

Ms. Tillinghast has transcribed Index information for DR on several projects with over one million images. She will be available full time when transcription is required.

Photography/Control Log - Stacy Gray - 16 Years  
Career DR Employee, Technician II

Ms. Gray is trained in photography to capture information for creating indexes of files and engineering drawings. She uses an EXCEL Control Log to track hours spent by technicians and progress of materials through the production process. She will spend at least 60% of her time on this project

Microfilm Processor Operator - Minh Do - 22 Years  
Career DR Employee, Technician II

Mr. Do is an experienced Microfilm Processor Operator and has served as the lead technician for our West Coast Offices. He will be available as needed for cleaning microfilm and film processing.

Document Reprocessors Technical Staff  
Technician I and Technician II Employees

Supervised, trained technicians will be added as work load requires throughout the project.

**4.1.14**

## ASSUMPTIONS OF PROJECT

### JERSEY CITY RFP DISCREPENCIES & GAPS

- 250 cartons of business documents (1.2 cu. ft.) containing a 20 year Gap of Ordinance Files which were above water during Super Storm Sandy still reside at the Jersey City Hall. DR assumes these files will need to be added to the project as part of FEMA mitigation. Mitigation requires inclusion of work that will prevent a future recurrence of a loss. **(NOT IN RFP SCOPE OF WORK).**
- 250 ordinance ledgers which were above water during Super Storm Sandy and still reside at the Jersey City Hall are also Part of the 20 year Gap. DR assumes these files will need to be added to the project as part of FEMA mitigation. **(NOT IN RFP SCOPE OF WORK).**
- DR assumes Photographing file jacket covers and culling and assigning of a retention schedule for City review is required after identification of files and dates. If further

information is required by City officials, DR would photograph internal pages to gain full file identification (NOT IN RFP SCOPE OF WORK)

- We are to assist in preparing destruction applications; DR understands this mean they expect the vendor to populate the applications for JC? (NOT IN RFP SCOPE OF WORK)
- Page 21 lists 16mm film as dried; DR assumes the job to include scanning and indexing of the film contents so retention schedules can be determined. Hard copies of the imaged materials do not appear to exist in the paper documents. The images would need to be indexed for Permanente records and added to the City data base. (NOT IN RFP SCOPE OF WORK)
- DR proposes that they Photograph all file jackets and first page of files without completed jacket identification. This will allow City officials to identify files without going off site. They can review the photographs from the DR encrypted cloud. (NOT IN RFP SCOPE OF WORK).
- DR offers a Quick Pay Discount on invoices paid within 10 days of the invoice date. (NOT IN RFP SCOPE OF WORK)
- Page 22, n. states as requested or deemed necessary to make a digital copy of documents, “the respondent shall research and adhere to NJ requirements and standards dealing with raised seals, notarized documents, original signatures, and photographs”. No mention is made for scanned copies of the state requirement to insert a NJDARM generated certificate in each file; DR assumes they will be required to insert an affidavit stating this is an official, full and complete copy of the document and the original has been destroyed due to flood damage. (NOT IN RFP SCOPE OF WORK)
- Imaging of documents that have undergone submersion in water which have hand written notes and signatures to the NJDARM scanning specifications does not capture the faded hand written writing. The signatures on some documents is required by City officials. DR proposes color scanning and grayscale imaging for Microfilm so as to capture the full image content. Copies of an Ordinance File with signatures is shown below. The copy to NJDARM specification is shown first and the color scanned image second. (NOT IN RFP SCOPE OF WORK)

RFP OCT 12, 2017 - CITY OF JERSEY CITY, NJ - DOCUMENT RECOVERY

RECORD OF FINAL COUNCIL VOTE

COUNCILPERSON	AYE	NAY	N.V.		COUNCILPERSON	AYE	NAY	N.V.		COUNCILPERSON	AYE	NAY	N.V.
SIGNORILE					WADDLETON					<b>FLOOD</b>			
O'DEA					VAZQUEZ					ROSARIO			
RAKOWSKI					WILEY					ROMAN, PRES.			

✓ Indicates Vote

N.V.—Not Voting (Abstain)

Adopted on first reading of the Council of Jersey City, N.J., on JAN 9 1991

Adopted on second and final reading after hearing on \_\_\_\_\_

This is to certify that the foregoing Ordinance was adopted by the Municipal Council at its meeting on \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council President

Date \_\_\_\_\_

\*Amendment(s):

APPROVED:

Gerald M. Conn  
Mayor

Date 1/25/91

Date To Mayor JAN 24 1991

RECORD OF FINAL COUNCIL VOTE

COUNCILPERSON	AYE	NAY	N.V.		COUNCILPERSON	AYE	NAY	N.V.		COUNCILPERSON	AYE	NAY	N.V.
SIGNORILE					WADDLETON					<b>FLOOD</b>			
O'DEA					VAZQUEZ					ROSARIO			
RAKOWSKI					WILEY					ROMAN, PRES.			

✓ Indicates Vote

N.V.—Not Voting (Abstain)

Adopted on first reading of the Council of Jersey City, N.J., on JAN 9 1991

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This is to certify that the foregoing Ordinance was adopted by the Municipal Council at its meeting on \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council President

Date \_\_\_\_\_

\*Amendment(s):

APPROVED:

Gerald M. Conn  
Mayor

Date 1/25/91

Date To Mayor JAN 24 1991

**4.1.15**

**TIMING & FEES** OF PROJECT

The overall project is expected to take eighteen months provided there are no delays waiting for City department Head, Records Manager, or Clerk decisions. An invoice shall be submitted monthly for work completed based upon GSA GS10F0126X pricing. Please see a copy of the GSA Price List in Section 4.1.16, Appendices. Please note a prompt payment within ten days of invoice results in a two percent (2%) discount. Invoices will also include per diem when travel is required to Jersey City or City requested meetings with NJDARM or FEMA representatives and reimbursement for items the City asks DR to purchase on their behalf.

Two project budgets are included. OPTION 1 is for the RFP quantities of material with known cull cartons removed from processing. OPTION 2 forecasts expected images to be processed after NJDARM and Departmental reviews.

**JERSEY CITY DOCUMENT RESTORATION PROJECT - NOV. 2017 - PROJECT BUDGET**

**OPTION #1 PER RFP SPECIFICATION TO RESTORE AND IMAGE RECORDS LESS KNOWN CARTONS FOR DESTRUCTION**

Database	Cartons	Items	Extended Unit	Units	Unit Cost	Extended Cost
Cost to update DR database (Nov. 2014) to final detailed database for project						
Cartons	3389	cartons	1	3,389	\$	\$
Microfilm	297	16mm rolls	1	297	\$	\$
Ledgers	387	units	1	387	\$	\$
Engineering Drawings	1023	units	1	1,023	\$	\$
Sorting of Materials into RETAIN and DESTROY LISTS	5000	units	1	456	\$	\$ 25,016.16
<b>IDENTIFY CARTONS</b>						
Cost to define remaining 916 Carton Items	916	cartons	1			
Items reviewed June 2017 - 200 cartons	200	cartons				previously billed
Items to be reviewed Nov-Dec 2017 Tech 2 Labor	716	cartons	1	150	\$	\$ 54.86
Items to be reviewed Nov-Dec 2017 Prog Mgr Labor	716	cartons	1	450	\$	\$ 124.69
<b>NJDARM REQUIREMENTS</b>						
Cost to prepare 140 NJDARM Reports, destruction, and certificates	EST	est		750	\$	\$ 54.86
Cost to prepare 140 NJDARM Reports, destruction, and certificates	EST	est		200	\$	\$ 124.69
<b>DOCUMENT CLEANING</b>						
Cost to finish CLEANING of business materials paper images for scanning	25	cartons	2000	94	\$	\$ 42.39
<b>DOCUMENT PREPARATION PRIOR TO SCANNING</b>						
Cost to finish DOCUMENT PREPARATION of images for scanning		Images				
Standard Business Materials - 8 1/2 size	2498	cartons	2000	7,285	\$	\$ 54.86
Index of cartons - Departmental Database	2498	cartons	50	7,285	\$	\$ 54.86
Engineering Drawings - 1023 D sized						
Prep for Scanning - 300 dpi	1023	drawings	1	56	\$	\$ 54.86
Indexing for Engineering Drawings	1023	drawings	1	168	\$	\$ 54.86
Return as pdf/A" files only, no reproduction						
Ledgers - 387 large and small ledgers		Images				
Small Format to 11 x 17	140	ledgers	500	319	\$	\$ 54.86
Large Format over 11 x 17	247	ledgers	500	563	\$	\$ 54.86
Reproduction (use 25 ledgers to coffee table reproductions - leather)	25	ledgers		ea	\$	open
<b>IMAGE SCANNING</b>						
Cost to SCAN Images - 2498 cartons net estimated		Images				
Business Materials - color - 8 1/2 size - use 2400 ctns net	2498	cartons	2800	17,849	\$	\$ 54.86
Ledgers - Small Format	70	ea	500	319	\$	\$ 54.86
Ledgers - over 11 x 17	100	ea	500	456	\$	\$ 54.86

Ledgers - twin page to 22 x 17	70	ea	500	957	hours	\$	54.86	\$	52,501.02
Ledgers - twin page over 22 x 17	147	ea	500	2,010	hours	\$	54.86	\$	110,268.60
Equipment Usage - Color High Speed Scanner	6994400	Images	5000	1,399	days	\$	50.00	\$	69,944.00
Equipment Usage - Large Format Scanner	193500	Images	500	387	days	\$	100.00	\$	38,700.00
Image Check	11780	hrs		11,780	hours	\$	54.86	\$	646,269.45
QA/QC of scanned Business Materials and Ledgers	31	hrs		31	hours	\$	54.86	\$	1,700.66
Final QA/QC	2498	ea		1,249	hours	\$	54.86	\$	68,520.14
Engineering Drawings - D sized	1023	ea	1	112	hours	\$	54.86	\$	6,144.32
Special Media - photos	10000	ea	1	365	hours	\$	54.86	\$	20,023.90
Microfilm - 16mm film	297	ea	4000	1,188,000	images	\$	0.05	\$	59,400.00
previously filmed -damaged	297	ea	100	29,700	images	\$	2.00	\$	59,400.00
Indexing of 297 Rolls of scanned microfilm	1,188,000	ea	20000	59.40	days	\$	100.00	\$	5,940.00
Equipment Usage - Microfilm Scanner									
<b>DESTRUCTION OF MATERIALS</b>									
Cost to PREPARE AND DESTROY materials incl NJDARM and City Approvals	3825		1	3,825	ctns/units	\$	9.98	\$	38,173.50
Freight to certified destruction site	7	truckloads	1	7	truckloads	\$	500.00	\$	3,500.00
<b>MICROFILM OF SCANNED IMAGES AND DUPLICATES</b>									
Cost to MICROFILM 16mm gray scale format - one up	600	rolls	1	600	rolls	\$	150.00	\$	90,000.00
Cost to archive digital color images to microfilm - 110 ft gray scale rolls	600	rolls	1	600	rolls	\$	40.00	\$	24,000.00
Cost to provide duplicates of 16 mm film	600	hrs	1	600	hours	\$	54.86	\$	32,916.00
Indexing for Microfilm Processing & Data Transfer	1023	images	1	1	roll	\$	150.00	\$	150.00
Cost to archive digital color images to microfilm - Engineering Drawings	1023	images	1	1	roll	\$	100.00	\$	100.00
Cost to provide duplicates of 35 mm film - Engineering Drawings	200	rolls	1	200	rolls	\$	95.00	\$	19,000.00
Cost to archive digital color images to 35mm microfilm - 2 ledgers per roll	200	rolls	1	200	rolls	\$	65.00	\$	13,000.00
Cost to provide duplicates of 35 mm film - Ledgers									
<b>STORAGE AND COMPUTER SERVER USE</b>									
Storage - 32 Pallets @ \$49.87/mo	32	skids @	\$ 49.87	6	months	\$	1,595.84	\$	9,575.04
Storage - 101 Pallets @ \$49.87/mo	101	skids @	\$ 49.87	18	months	\$	5,036.87	\$	90,663.66
Data Storage & I.T. Maintenance	1	unit	24	24	month	\$	1,500.00	\$	36,000.00
Hardware, Software, Bandwidth Usage Fee	1	Unit	24	24	month	\$	1,666.67	\$	40,000.08
Deliverables - Terabyte drives - disposable	0	Unit	1	0	ea	\$	-		OPEN NOT IN RFP
<b>ADMINISTRATION</b>									
Control Logs	2796	hrs	1	2796	hours	\$	54.86	\$	153,399.85
Proj Coordinator	7829	hrs	1	7829	hours	\$	64.84	\$	507,656.75
Proj Accountant	1118	hrs	1	1118	hours	\$	54.86	\$	61,359.94
Sr Project Mgr	1678	hrs	1	1678	hours	\$	84.79	\$	142,254.17
General Mgr	1118	hrs	1	1118	hours	\$	124.69	\$	139,463.56
<b>OPTION #1 TOTAL</b>									<b>\$ 4,581,145.96</b>

**JERSEY CITY DOCUMENT RESTORATION PROJECT - NOV. 2017 - PROJECT BUDGET**

**OPTION #2 PER RFP SPECIFICATION TO RESTORE AND IMAGE RECORDS  
 OMIT 1262 ASSESSOR CTNS & 197 LEDGERS, 1023 ENG DRAWINGS,  
 580 PRE SELECTED DESTROY CTNS + 165 TBD CTNS(50%OF REMAINING 330), + 50% OF 297 ROLLS OF FILM(149 ROLLS)**

DATABASE	Cartons	Items	Extended Unit	Units	Unit Cost	Extended Cost
Cost to update DR database (Nov. 2014) to final detailed database for project						
Cartons	3389	cartons	1	3,389 cartons	\$ -	\$ -
Microfilm	297	16mm rolls	1	297 16mm rolls	\$ -	\$ -
Ledgers	387	units	1	387 units	\$ -	\$ -
Engineering Drawings	1023	units	1	1,023 units	\$ -	\$ -
Sorting of Materials into RETAIN and DESTROY LISTS	5000	units	1	456 hours	\$ 54.86	\$ 25,016.16
<b>IDENTIFY CARTONS</b>						
Cost to define remaining 916 Carton items	916	cartons	1	cartons		
Items reviewed June 2017 - 200 cartons	200	cartons	1	cartons		previously billed
Items to be reviewed Nov-Dec 2017 Tech 2 Labor	716	cartons	1	150 hours	\$ 54.86	\$ 8,229.00
Items to be reviewed Nov-Dec 2017 Prog Mgr Labor	716	cartons	1	450 hours	\$ 124.69	\$ 56,110.50
<b>NIDARM REQUIREMENTS</b>						
Cost to prepare 140 NIDARM Reports, destruction, and certificates	EST	est		750 hours	\$ 54.86	\$ 41,145.00
Cost to prepare 140 NIDARM Reports, destruction, and certificates	EST	est		200 hours	\$ 124.69	\$ 24,938.00
<b>DOCUMENT CLEANING</b>						
Cost to finish CLEANING of business materials paper images for scanning	25	cartons	2000	94 hours	\$ 42.39	\$ 3,984.66
<b>DOCUMENT PREPARATION PRIOR TO SCANNING</b>						
Cost to finish DOCUMENT PREPARATION of images for scanning		Images				
Standard Business Materials 8 1/2 size	1209	cartons	2000	3,677 hours	\$ 54.86	\$ 198,977.22
Index of cartons - Departmental Database	1209	cartons	50	3,627 hours	\$ 54.86	\$ 198,977.22
Engineering Drawings - 1023 D sized	0	drawings	1	hours	\$ 54.86	\$ -
Prep for Scanning - 300 dpi	0	drawings	1	hours	\$ 54.86	\$ -
Return as pdf/A" files only, no reproduction						
Ledgers - 387 large and small ledgers	0	ledgers	0	hours	\$ 54.86	\$ -
Small Format to 11 x 17	100	ledgers	500	hours	\$ 54.86	\$ 12,508.08
Large Format over 11 x 17	25	ledgers	228	ea	\$ -	open
Reproduction (use 25 ledgers to coffee table reproductions - leather)						
<b>IMAGE SCANNING</b>						
Cost to SCAN Images - 1209 cartons net estimated		Images				
Business Materials - color - 8 1/2 size - use 2400 ctns net	1209	cartons	2800	8,644 hours	\$ 54.86	\$ 474,229.04
Ledgers - Small Format	0	ea	500	hours	\$ 54.86	\$ -
Ledgers - over 11 x 17	100	ea	500	1,367 hours	\$ 54.86	\$ 74,993.62
Ledgers - twin page to 22 x 17	0	ea	500	hours	\$ 54.86	\$ -
Ledgers - twin page over 22 x 17	0	ea	500	hours	\$ 54.86	\$ -

Equipment Usage - Color High Speed Scanner	3385200	Images	5000	677	days	\$	50.00	\$	33,852.00
Equipment Usage - Large Format Scanner	50000	Images	500	100	days	\$	100.00	\$	10,000.00
Image Check	5705	hrs		5,705	hours	\$	54.86	\$	312,991.17
QA/QC of scanned Business Materials and Ledgers	31	hrs		31	hours	\$	54.86	\$	1,700.66
Final QA/QC	1209	ea		605	hours	\$	54.86	\$	33,162.87
Engineering Drawings - D sized	0	ea	1	-	hours	\$	54.86	\$	-
Special Media - photos	10000	ea	1	365	hours	\$	54.86	\$	20,023.90
Microfilm - 16mm film	148	ea	4000	592,000	images	\$	0.05	\$	29,600.00
previously filmed -damaged	148	ea	100	14,800	images	\$	2.00	\$	29,600.00
Indexing of 297 Rolls of scanned microfilm	606,800	ea	20000	30.34	days	\$	100.00	\$	3,034.00
Equipment Usage - Microfilm Scanner									
<b>DESTRUCTION OF MATERIALS</b>									
Cost to PREPARE AND DESTROY materials incl NIDARM and City Approvals	3825	truckloads	1	3,825	ctns/units	\$	9.98	\$	38,173.50
Freight to certified destruction site	7	truckloads	1	7	truckloads	\$	500.00	\$	3,500.00
<b>MICROFILM OF SCANNED IMAGES AND DUPLICATES - BASED ON 500 CTNS OF PERM RECORDS</b>									
Cost to MICROFILM 16mm gray scale format - one up	600	rolls	1	600	rolls	\$	150.00	\$	90,000.00
Cost to archive digital color images to microfilm - 110 ft gray scale rolls	600	rolls	1	600	rolls	\$	40.00	\$	24,000.00
Cost to provide duplicates of 16 mm film	600	hrs	1	600	hours	\$	54.86	\$	32,916.00
Indexing for Microfilm Processing & Data Transfer	0	images	1	-	roll	\$	150.00	\$	-
Cost to archive digital color images to microfilm - Engineering Drawings	0	images	1	-	roll	\$	40.00	\$	-
Cost to provide duplicates of 35 mm film - Engineering Drawings	50	rolls	1	50	rolls	\$	95.00	\$	4,750.00
Cost to archive digital color images to 35mm microfilm - 2 ledgers per roll	50	rolls	1	50	rolls	\$	65.00	\$	3,250.00
Cost to provide duplicates of 35 mm film - Ledgers									
<b>STORAGE AND COMPUTER SERVER USE -</b>									
Storage - 50 Pallets @ \$49.87/mo	50	skids @	\$ 49.87	6	months	\$	2,493.50	\$	14,961.00
Storage - 82 Pallets @ \$49.87/mo	82	skids @	\$ 49.87	18	months	\$	4,089.34	\$	73,608.12
Data Storage & I.T. Maintenance	1	unit	24	24	month	\$	1,500.00	\$	36,000.00
Hardware, Software, Bandwidth Usage Fee	1	Unit	24	24	month	\$	1,666.67	\$	40,000.08
Deliverables - Terabyte drives - disposable	0	Unit	1	0	ea	\$	-	OPEN NOT IN RFP	
<b>ADMINISTRATION</b>									
Control Logs	1411	hrs	1	1411	hours	\$	54.86	\$	77,427.30
Proj Coordinator	3952	hrs	1	3952	hours	\$	64.84	\$	256,235.52
Proj Accountant	565	hrs	1	565	hours	\$	54.86	\$	30,970.92
Sr Project Mgr	847	hrs	1	847	hours	\$	84.79	\$	71,801.61
General Mgr	565	hrs	1	565	hours	\$	124.69	\$	70,393.07
<b>OPTION #2 TOTAL</b>									<b>\$ 2,461,060.21</b>

**HIGHLIGHTED AREAS DEPICT CARTON AND ITEMS REDUCED FOR CARTONS BEING POTENTIALLY CULLED FROM PROJECT.**

Document Reprocessors recommends using a Budget of \$3m to include potential residual materials and or index data needed to image and complete record series in the Clerks Office that may not be part of this budget. \$500k Contingency fee would cover those areas not included in the original RFP but those items are denoted in "yellow" in this Proposal and would probably be necessary to be included with the "final package" as they make up the "missing pieces" to complete a fully digital copy of the Clerk's materials.

## APPENDICES/OTHER REFERENCES

### **Passaic Valley Sewage Commission, Newark, NJ.**

**2012 Hurricane Sandy.**

**2 – 53' Semi Trailers Flood Damage & Mold**

Packed out and removed cartons from multiple office buildings after being damaged during Hurricane Sandy. Documents inundated with flood water containing raw sewage, inorganic & organic compounds, environmental contamination containing molds and other various residual. Various degrees of damage all needing to be reproduced and returned in-kind. Project included paper documents, books, Engineering Drawings, Microfilm, Ledgers and magnetic media. Project Contained 2-53' Semi Trailers of Material

Contact: Mr. Tom Fuscaldo  
Director of Purchasing  
Tel: 973-900-2848  
Email: [tfuscaldo@pvsc.nj.gov](mailto:tfuscaldo@pvsc.nj.gov)

1,236 Cartons, 50 Ledgers, 1000 Photos, Mixed Magnetic Media  
3.7 million Images for digitizing

### **MTA NYC 2012**

Bruce Siahpoosha

Sandy Claim: 800 Cabinets of Engineering Drawings

Tel: 646-252-3081

8 Semi Trucks of Flooded Drawings & CD's

### **Town of Smithtown Long Island 2017**

Vincent Puleo

Tel: 631-265-3036

1 Semi Truck of Flood Damaged Records

### **Town of Islip 2017**

Caitlyn Carry

Tel: 631-224-5450

Building Dept Files – Smaller Project

## **Cayuga Family Center 2017**

Nate Spieker – Chief Quality Officer

Tel: 315-664-4950

NYC Multiple Loss – Mid Size Project

## **Jersey City City Hall, Jersey City, NJ.**

**Hurricane Sandy.**

**6 – 53' Semi Trailers Flood Damage & Mold**

Packed out and removed cartons from City Hall offices after being damaged during Hurricane Sandy. Documents inundated with flood water containing raw sewage, inorganic & organic compounds, environmental contamination containing molds and other various residual. Various degrees of damage all needing to be reproduced and returned in-kind. Project included paper documents, books, Engineering Drawings, Microfilm, Ledgers and magnetic media. Project Contained 6-53' Semi Trailers of Material

Contact: Mr. Robert Byrne & Sean Gallagher

City Clerk

Tel: 201-315-3891

Email: [rbyrne@icnj.org](mailto:rbyrne@icnj.org)

3,036 Cartons, 286 rolls of film, 450 Ledgers, 1200 Engineering Drawings  
10 million Images for digitizing,

## **Infoshred Record Center – Large Loss Roof Collapsed**

**2011 Est 7500 Cartons**

Material was packed out by the record center and staged for Document Reprocessors(DR) to pickup pallets of wet documents. DR transported to its NY State processing facility. Extremely sensitive material and required security escort supplied by customer to and from DR. Chain of custody was maintained by scanning each carton with a barcode in order to process and service the record center to respond to rush pull request.

Contact: Mr. Jack DiPiazza

Operations Manager

Tel: 860-712-3534

Email: Jack DiPiazza <[JDIPiazza@infoshred.com](mailto:JDIPiazza@infoshred.com)>

## **Mississippi Power, Gulf Port, MS. – Large Loss**

**2005 Hurricane Katrina.**

**22 – 53' Semi Trailers 4 were below water 18 above**

Packed out and removed cartons from 400 plus offices after being damaged during Katrina. Material Packed out in 8 different locations in and around the surrounding areas of Gulfport. Various degrees of damage some needing to be reproduced and returned in-kind. Project included paper documents, books, Engineering Drawings, Microfilm, and Fiche. Project Contained 22 53' Semi Trailers of Material

Contact: Ms. Gail Ann McCreary

Director of Records and Information Management – Recently Retired but Consulting

Tel: 228-518-0058

Email: [gailannmccreary@gmail.com](mailto:gailannmccreary@gmail.com)

**RESUMES:**

Employee Name	Quintin Schwartz	Ronald Davis	Duncan Rioch	Peter Ganze	Christopher Petty	Rebecca Egburtson	Irene Sprague	Nicole Findlay	Deborah Tillinghast	Alberta Keppen	Marcia Chapin	Stacy Gray	Julie Gysel	Christopher Lee
<b>YEARS OF EXPERIENCE AT DR</b>	27	9	9	15	10	6	13	1	6	16	10	16	19	11
<b>EDUCATION</b>														
Masters		X												
Bachelors	X	X		X										
Associates								X						
Technical School			X		X		X							
High School						X			X	X	X	X	X	X
<b>POSITION TITLE</b>														
General Manager	X													
Production Manager						X								
Project Coordinator		X	X											
Human Resources		X												
GSA Contract Administrator			X											
Engineering Technician			X											
IT Systems Engineer				X	X									
Project Accountant								X						
Production Supervisor							X							
Data Entry Technician									X					
Production Line Supervisor										X	X	X	X	
Logistics														X
<b>AREAS SERVED</b>														
Executive Billing/Contracts	X		X											
DISASTER TEAM	X	X	X			X	X		X	X	X	X	X	X
PROJECT LOGIN	X	X	X			X	X	X	X	X	X	X		
RECEPTIONIST	X	X	X			X	X	X	X	X	X	X		
INVENTORY TECHNICIAN	X	X				X	X		X		X	X		
CHAIN OF CUSTODY	X	X				X	X		X		X	X		

RFP OCT 12, 2017 – CITY OF JERSEY CITY, NJ - DOCUMENT RECOVERY

Employee Name	Quintin Schwartz	Ronald Davis	Duncan Rioch	Peter Ganze	Christopher Petty	Rebecca Egburtson	Irene Sprague	Nicole Findlay	Deborah Tillinghast	Alberta Keppen	Marcia Chapin	Stacy Gray	Julie Gysel	Christopher Lee
<b>AREAS SERVED (CONT)</b>														
DATA ENTRY TECHNICIAN	X					X	X		X			X		
DRYING TECHNICIAN	X		X											X
PHOTOGRAPHY TECHNICIAN	X					X	X				X	X		
CLEANING TECHNICIAN	X					X	X			X	X	X	X	X
IMAGING PREP TECHNICIAN	X					X	X			X	X	X	X	X
IMAGING TECHNICIAN	X					X	X			X	X			
QAQC TECHNICIAN	X					X	X			X	X	X		
LABELING TECHNICIAN	X					X	X				X	X		
HEAVY EQUIPMENT OPERATOR	X	X	X							X				X
PROJECT ACCOUNTING	X	X	X			X	X	X	X	X				
ENGINEERING			X	X										
INFORMATION TECHNOLOGY			X	X	X									
PURCHASING	X	X	X			X	X	X	X		X	X		
OFFICE MANAGEMENT	X	X	X					X	X					
ACCOUNTING/PAYROLL	X							X	X					
EXECUTIVE BILLING/CONTRACTS	X		X											
HUMAN RESOURCES	X	X	X											
<b>KNOWLEDGE OF SOFTWARE</b>														
MICROSOFT WORD	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MICROSOFT EXCEL	X	X	X	X	X	X	X	X	X	X	X	X		
MICROSOFT OUTLOOK	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MICROSOFT ACCESS	X			X	X	X	X		X					
MICROSOFT POWERPOINT	X		X	X										
MICROSOFT PUBLISHER	X			X	X									
MICROSOFT PROJECT			X											
MICROSOFT VISIO			X											
TOTAL RECALL CARTON TRACKER	X					X	X				X	X		X
DR DIAL UP SOFTWARE, RECORD RETRIEVAL						X	X				X	X		
NERO - MEDIAHOME	X													
PHOTOSHOP	X					X	X							
LABELS - LABEL MAKER	X										X	X		
BROTHER P-TOUCH	X										X	X		

RFP OCT 12, 2017 – CITY OF JERSEY CITY, NJ - DOCUMENT RECOVERY

Employee Name	Quintin Schwartz	Ronald Davis	Duncan Rioch	Peter Ganze	Christopher Petty	Rebecca Egburtson	Irene Sprague	Nicole Findlay	Deborah Tillinghast	Alberta Keppen	Marcia Chapin	Stacy Gray	Julie Gysel	Christopher Lee
<b>KNOWLEDGE OF SOFTWARE (CONT)</b>														
COLORBAR GOLD PRODUCTION LABELS	X										X			
OPEN OFFICE WRITER CUSTOM LABELS	X										X			
KODAK CAPTURE PRO						X	X			X	X	X		
EXCHANGE SERVER				X	X									
SYMANTEC ANTIVIRUS	X	X	X	X	X	X	X	X	X	X	X	X		X
WINDOWS	X	X	X	X	X	X	X	X	X	X	X	X	X	X
QUANTUM MICROFILM SOFTWARE						X								
KIRTAS SCANNING SOFTWARE						X								
LIMB IMAGING SOFTWARE OCR						X								
ADOBE ACROBAT	X			X	X	X	X							
ADOBE READER	X			X	X	X	X	X	X	X	X	X		
IRFAN VIEW														
KIP WIDE FORMAT SCANNER						X	X			X	X	X		
QUICKBOOKS PRO	X			X				X	X					
PROPHET CRM SOFTWARE	X													

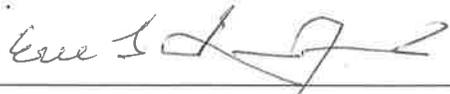
## REQUIRED FORMS

**CITY OF JERSEY CITY**

**PROJECT: DISASTER RECOVERY: DIGITAL REPRODUCTION OF DOCUMENTS**

The undersigned is (an individual)  
(a corporation) under the laws of the State of  
New York  
(a partnership)

having offices at 26 Powell Lane, Penn Yan, NY 14527  
and submits this proposal in response to the City's RFP.

Signed: 

Name: Eric G. Lundquist

Title: President / Owner

Company: Document Reprocessors of New York, Inc.

Address: 26 Powell Lane, Penn Yan, NY 14527

**Item A. Non-Collusion Affidavit**

STATE OF NEW JERSEY  
CITY OF JERSEY CITY ss:

I certify that I am Eric G. Lundquist

of the firm of Document Reprocessors of New York, Inc.

the bidder making the proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the City of Jersey City relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

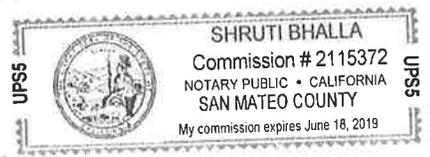
I further warrant that no person or selling agency has been employed to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by (N.J.S.A. 52: 34-25)

(Signature of respondent) *Eric G. Lundquist*

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS DAY 5<sup>th</sup> of October OF 2017  
Eric G. Lundquist

(TYPE OR PRINT NAME OF  
AFFIANT UNDER SIGNATURE)  
Shruti Bhalla *Bhalla*

NOTARY PUBLIC OF  
MY COMMISSION EXPIRES: 2017



**(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).**

**Item B. Statement of Ownership Disclosure**

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** Document Reprocessors of New York, Inc.

**Organization Address:** 26 Powell Lane, Penn Yan, NY 14527

**Part I** Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership     Limited Partnership     Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

- The list on the following page contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST ON THE NEXT PAGE IN THIS SECTION)**

**OR**

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
Eric G. Lundquist	250 Roblar Ave, Hillsborough, CA 94010
Muriel S. Lundquist	250 Roblar Ave, Hillsborough, CA 94010

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Item F. Americans with Disabilities Act

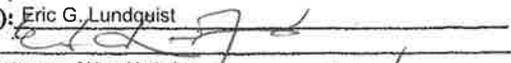
APPENDIX A  
AMERICANS WITH DISABILITIES ACT OF 1990  
Equal Opportunity for Individuals with Disability

The contractor and the Owner of Document Reprocessors of New York, Inc. (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title Print: Eric G. Lundquist  
Representative's Signature:   
Name of Company: Document Reprocessors of New York, Inc.  
Tel. No.: 888-437-9464  
Date: 08/17/17

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
ERIC LUNDQUIST	50% 1325 HOWARD ST 404 DORLINGHEIM CA 94020
MARCUS LUNDQUIST	50% Same

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the City of Jersey City is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the City of Jersey City to notify the City of Jersey City in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the City of Jersey City to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Eric G. Lundquist	Title:	President / Owner
Signature:		Date:	10/6/17

**Item C. Mandatory Affirmative Action Language**

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)/  
AFFIRMATIVE ACTION (AA) REQUIREMENTS**

**FOR GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

Questions in reference to EEO/AA requirements for Goods,  
Professional Service and General Service Contracts should be  
directed to:

Jeana F. Abuan  
EEO/AA Officer, P.A.C.O.  
Department of Administration  
Office of EEO/AA  
280 Grove Street Room-103  
Jersey City NJ 07302  
Tel. # 201-547-4533  
Fax# 201-547-5088  
E-Mail Address: abuanj@jcnj.org

(REVISED 4/13)

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Continuation)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

The undersigned vendor certifies on their company's receipt, knowledge and commitment to comply with:

EXHIBIT A  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
Guide, Professional Services and General Service Contracts  
(Mandatory Affirmative Action Language)

The undersigned vendor further agrees to furnish the required forms of evidence and

understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Representative's Name/Title (Print): Eric G. Lundquist

Representative's Signature: [Handwritten Signature]

Name of Company: Document Reprocessors of New York, Inc.

Tel. No.: 888-437-9464

DATE: 10/1/17

Certification 50320

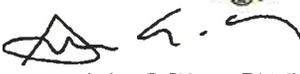
**CERTIFICATE OF EMPLOYEE INFORMATION REPORT**

**INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-FEB-2013 to 15-FEB-2020

DOCUMENT REPROCESSORS OF NEW YORK, INC  
40 RAILROAD AVENUE  
RUSHVILLE NY 14544

  
Andrew P. Sidamon-Eristoff  
State Treasurer

Item D. Disclosure of Investment Activities in Iran

CITY OF JERSEY CITY, NEW JERSEY 07307  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

COMPANY NAME: Document Reprocessors of New York, Inc.

**PART 1: CERTIFICATION**  
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.  
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/procurement/Chapter25list.pdf>. Bidders must review the list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**  
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____	
Duration of Engagement _____ Associated Contract Dates _____	
Bidder/Offeror Contact Name _____	Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any statements therein to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contract with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation on this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State as its action may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Eric G. Lundquist      Signature: 

Title: President / Owner      Date: 10/17/17

01/10/17

Taxpayer Identification# 161-368-649/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

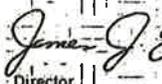
If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione  
Director  
New Jersey Division of Revenue

<b>STATE OF NEW JERSEY</b>	
<b>BUSINESS REGISTRATION CERTIFICATE</b>	
DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252, 207 TRENTON, NJ 08646-0252	
TAXPAYER NAME: DOCUMENT REPROCESSORS OF NEW YORK, INC	TRADE NAME:
ADDRESS: 40 RAILROAD AVE RUSHVILLE NY 14544-9758	SEQUENCE NUMBER: 1716652
EFFECTIVE DATE: 05/15/12	ISSUANCE DATE: 01/10/17
 Director New Jersey Division of Revenue	



**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE**

**Taxpayer Name:** DOCUMENT REPROCESSORS OF NY INC  
**Trade Name:**  
**Address:** 40 RAILROAD AVE  
RUSHVILLE, NY 14544-9758  
**Certificate Number:** 1716652  
**Effective Date:** May 15, 2012  
**Date of Issuance:** December 11, 2012

**For Office Use Only:**  
20121211082619003

**Item I.**

**CITY OF JERSEY CITY  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM FORM  
DISASTER RECOVERY: DIGITAL REPRODUCTION OF DOCUMENTS**

The undersigned acknowledges receipt of the following addenda to the Request For Proposal:

**THE COMPLETED ACKNOWLEDGMENT OF ADDENDA FORM SHOULD BE  
RETURNED WITH PROPOSAL PACKAGE: NOT TO BE SENT SEPARATELY**

NOTE: Failure to acknowledge receipt of all addenda will cause the proposal to be considered non-responsive and the proposal will be rejected. Acknowledgement of receipt of each addendum must be clearly established and included with the proposal pursuant to N.J.S.A. 40A:11-23.2 (e).

Addendum No.   1   Dated   11 Oct. 2017  

Addendum No.            Dated           

Addendum No.            Dated           

Name of Proposer:   Document Reprocessors of New York, Inc.  

Street Address:   26 Powell Lane  

City, State, Zip   Penn Yan, NY 14527  

Authorized Signature:   *[Handwritten Signature]*  

Date:   10/17/17

City of Jersey City

Bld 1709-001

Minority/Woman Business Enterprise (MWBE)  
Questionnaire for Bidders

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name: Document Reprocessors of New York, Inc  
Address: 26 Powell Lane, Penn Yan, NY, 14527  
Telephone No.: 888-437-9464  
Contact Name: Quintin Schwartz, GM

Please check applicable category:

- Minority Owned Business (MBE)
- Minority & Woman Owned Business (MWBE)
- Woman Owned business (WBE)
- Neither

Definitions

Minority Business Enterprise

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

**African American:** a person having origins in any of the black racial groups of Africa

**Hispanic:** a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

**Asian:** a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Business Enterprise

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

DIVISION OF PURCHASING COPY

Item G. MWBE Questionnaire Forms (2 Copies)

Minority/Woman Business Enterprise (MWBE)  
Questionnaire for Bidders

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name : Document Reprocessors of New York, Inc  
Address : 26 Powell Lane, Penn Yan, N.Y. 14527  
Telephone No. : 888-437-9464  
Contact Name : Quintin Schwartz, GM

Please check applicable category :

Minority Owned Business (MBE)       Minority & Woman Owned Business (MWBE)  
 Woman Owned business (WBE)       Neither

Definitions  
Minority Business Enterprise

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

**African American:** a person having origins in any of the black racial groups of Africa

**Hispanic:** a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

**Asian:** a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Business Enterprise

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

OFFICE OF EQUAL OPPORTUNITY COPY

# RFP OCT 12, 2017 – CITY OF JERSEY CITY, NJ - DOCUMENT RECOVERY

City of Jersey City

Bld 1709-001

### RESPONDENT'S CHECKLIST

Item	Respondent Initials	AA/EEO Review
A. Non-Collusion Affidavit properly notarized	<i>[Signature]</i>	
B. Statement of Ownership Disclosure *	<i>[Signature]</i>	
C. Mandatory Affirmative Action Language	<i>[Signature]</i>	
D. Disclosure of Investment Activities in Iran	<i>[Signature]</i>	
E. Employee Information Report. Submit one of the three forms: (1.) Copy of Letter of Federal Approval, valid for one year from the date of issuance. (2.) Copy of Certificate of Employee Information Report, must be renewed prior to their expiration date in order to remain valid. (3.) Copy of Initial Employee Report, Form AA-302, if first time doing business with Jersey City. Original must be submitted to the State with a check or money order for \$150.00 made payable to "Treasurer, State of NJ."		
F. Americans with Disabilities Act	<i>[Signature]</i>	
G. MWBE Questionnaire Forms (2 Copies)	<i>[Signature]</i>	
H. Business Registration Certificate	<i>[Signature]</i>	
I. Acknowledgement of Receipt of Addendum Form *	<i>[Signature]</i>	
J. Exception Sheet(s) (optional – see below)	<i>[Signature]</i>	
K. Non-submission of proposal (optional)	<i>[Signature]</i>	
L. Original signature(s) on all required forms.	<i>[Signature]</i>	

\* Failure to include these documents with Proposal will result in automatic rejection of Proposal.

Please check one:

- No exception to specifications  
 Exception sheet(s) attached to Proposal

**CITY OF JERSEY CITY  
IMAGING APPLICATION  
LAST PAGE**

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## **RECORDS DESTRUCTION NARRATIVE**

In October of 2012, Hurricane Sandy flooded the basement of City Hall and damaged banker boxes containing 3,037 separate records. The records damaged ranged from permanent records such as ordinances and resolutions passed by the municipal council, engineering drawings, employee records, etc. During the State of Emergency everywhere in the affected region was shut down and when some personnel were permitted into the area several days later the damaged was discovered.

Immediately after the storm, The City of Jersey City hired a sole sourced GSA approved contractor to remove the thousands of records, drawings and ledgers from the City Hall site. The City hired a document restoration specialist, Document Re-Processors of Rushville, New York to restore the damaged records.

Document Re-processors packed the records in specialized containers, loaded in a freezer truck and delivered directly to their processing facility in up-state New York. They did all the transportation, vacuum, freeze dry/sterilization process and have the damaged records stored at their facility, handling management of the inventory and the restoration process including the electronic capture and storage of a percentage of the **(non-permanent)** records and **all of the permanent records**. **Note: Since the hurricane - Artemis destruction requests have been submitted and approved for damaged records that were passed their retention time.**

These records have been stored at Document Re-Processors' facility ever since at significant annual cost to the City. Considering that the damaged permanent records have all been restored, scanned and catalogued, the City is looking to proceed with the destruction of the permanent **(paper)** records. Once the application(s) are done and all the needed approvals are received we can destroy the damaged **(permanent/non-permanent) paper** records, which are all unsalvageable, and move forward with all needed **(imaged)** records uploaded into the City's network.

**Damaged permanent records/documents have all been restored, scanned and catalogued by Document Re-Processors'**

### **How are the documents being imaged?**

Scanned as a raw image TIFF's then processed as workable PDF-A then processed as a single image TIFF to meet New Jersey's imaging guidelines. Some of the documents were scanned at 300 DPI and some were scanned at 600 DPI, and both were scanned in color.

### **How are the documents being stored?**

Remaining documents are being stored in warehouse, in a controlled environment on skids.

**AWAITING APPROVAL AND DISPOSITION LIST- Need Total Cubic Feet (Boxes) and Ledgers)**

**AGENCY NAME: CITY CLERK**

**MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE - MI00000 (Old Schedule # 013)  
0200-0002 Budget File - Not Included In Minutes**

Retention Time: Permanent (Archival Review) Disposition: Permanent  
Inclusive Years: 1951 - 2005  
Volume: 34.8 cf  
Cartons: 29  
Other copies available: N/A

**0300-0001 Audit Report File - Audit Report (Agency Original)**

Retention Time: Permanent (Archival Review) Disposition: Permanent  
Inclusive Years: 1924 - 1996  
Volume: 25.2 cf  
Cartons: 21  
Other copies available: N/A

**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.**

Retention Time: Permanent (Archival Review)  
Disposition: Permanent  
Inclusive Years: 1860 - 2009  
Volume: 26.4 cf  
Cartons: 22  
Other copies available: N/A

**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**

Retention Time: 25 years  
Disposition: Archival Review  
Inclusive Years: 1920 - 2006  
Volume: 7.2 cf  
Cartons: 6  
Other copies available: N/A

**0702-0001 Report File - Annual Report (Agency Of Origin)**

Retention Time: Permanent (Archival Review)  
Disposition: Permanent  
Inclusive Years: 1990  
Volume: 1.2 cf  
Cartons: 1  
Other copies available: N/A

**0702-0001 Report File - Annual Report (Agency Of Origin)**

Retention Time: Permanent (Archival Review)

Disposition: Permanent

Inclusive Years: 1873 - 1901

Volume: 9 Ledgers

Cartons: 10.8

Other copies available: N/A

**MUNICIPAL CLERK SCHEDULE- M200000 (Old Schedule # 9)**

**0005-0000 Deeds And Easements (Municipal Property Acquisitions)**

**File includes final appraisal used for purchase.**

Retention Time: Permanent

Disposition: Archives

Inclusive Years: 1914

Volume: 1.2 cf

Cartons: 1

Other copies available: N/A

**0011-0001 Ordinance File - Ordinance Book (Original)**

Retention Time: Permanent

Disposition: Archives

Inclusive Years: 1925 - 1992

Volume: 262.8 cf

Cartons: 219

Other copies available: N/A

**0011-0001 Ordinance File - Ordinance Book (Original)**

Retention Time: Permanent

Disposition: Archives

Inclusive Years: 1904 - 1928

Volume: 6 Ledgers

Cartons: 7.2

Other copies available: N/A

**0012-0001 Resolution File (Original)**

Retention Time: Permanent

Disposition: Archives

Inclusive Years: 1975 - 1989

Volume: 10.8 cf

Cartons: 9

Other copies available: N/A

**0012-0001 Resolution File (Original)**

Retention Time: Permanent

Disposition: Archives

Inclusive Years: 1880 - 1904

Volume: 5 Ledgers

Cartons: 4

Other copies available: N/A

**0013-0001 Minutes File (Original)**

Retention Time: Permanent  
Disposition: Archives  
Inclusive Years: 1917 - 2012  
Volume: 129.6 cf  
Cartons: 108  
Other copies available: N/A

**0013-0001 Minutes File (Original)**

Retention Time: Permanent  
Disposition: Archives  
Inclusive Years: 1865 - 1954  
Volume: 109 Ledgers  
Cartons: 91  
Other copies available: N/A

**0023-0000 Technical Requirements For Site Remediation - Notification Of Cleanup Of A Contaminated Site And Letter Of Hazardous Substance**

**Notification from the party concerned to the Municipal Clerk regarding the cleanup of a contaminated site within the Municipality which may or may not be under the oversight of the Department of Environmental Protection. (NJSA 46:30-1 through 12)**

Retention Time: 30 years  
Disposition: Destroy  
Inclusive Years: 1988 - 2011  
Volume: 3.6 cf  
Cartons: 3  
Other copies available: N/A

**MUNICIPAL LAW DEPARTMENT SCHEDULE – M150000 002**

**0010-0000 Law Suits - General**

Retention Time: 20 years after final settlement  
Disposition: Destroy  
Inclusive Years: 2005 - 2006  
Volume: 1.2 cf  
Carton: 1  
Other copies available: N/A

**MUNICIPAL PUBLIC WORKS SCHEDULE - M660000 002**

**0053-0000 Shade Tree Index/Register**

Retention Time: Permanent (Archival Review)  
Disposition: Retain at Agency  
Inclusive Years: 1928 - 1951  
Volume: 1 Ledger  
Carton: 1  
Other copies available: N/A

## **AGENCY NAME: WORKFORCE MANAGEMENT**

### **MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE – M100000 (Old Schedule # 13)**

#### **0403-0000 Employee History/Service Record Card**

Retention Time: 60 Years After termination of employment or age 85, whichever is sooner

Disposition: Destroy

Inclusive Years: 1966 - 2011

Volume: 72 cf

Cartons: 60

Other copies available: N/A

## **AGENCY NAME: RISK MANAGEMENT**

### **MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE – M10000 (Old Schedule #13)**

#### **0400-0000 Accident Reports – Employee**

**File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.**

Retention Time: 6 Years After final payment or settlement Destroy

Disposition: Destroy

Inclusive Years: 2006 - 2007

Volume: 1.2 cf

Cartons: 1

Other copies available: N/A

#### **0508-0001 Minutes (Original)**

Retention Time: Permanent (Archival Review)

Disposition: Permanent

Inclusive Years: 2007 - 2009

Volume: 1.2 cf

C a r t o n s : 1

Other copies available: N/A

## **AGENCY NAME: TAX COLLECTOR**

### **MUNICIPAL TAX COLLECTOR SCHEDULE- M160000 003)**

#### **0007-0000 Extended Tax Duplicate (Copy)**

**Received from the County Board of Taxation each May incorporating those adjustments made by the assessor. This document becomes the official duplicate. By the end of year, copies of the added and omitted assessment bills mailed and the certification of tax bill distribution become part of the extended tax duplicate. The original lists and letters are filed with the County Board of Taxation. Includes Tables of Equalized Valuation/Certificate of Valuation.**

**\*Microfilming Recommended.**

Retention Time: Permanent (Archival Review)

Disposition: Retain at Agency

Inclusive Years: 1924 - 2003

Volume: 732 cf

Cartons: 610

Other copies available: N/A

**0009-0000 In Rem Tax Foreclosure List**

**Official list of approved property liens (Tax Sale Certificates) foreclosed upon by the governing body of municipality.**

Retention Time: Permanent (Archival Review)  
Disposition: Retain at Agency  
Inclusive Years: 1997 - 2010  
Volume: 3.6 cf  
C a r t o n s : 3  
Other copies available: N/A

**0024-0000 Tax Sale Certificates (Copy) and Register**

**A tax sale certificate is a recorded lien against the property for an outstanding levy. By approval of the governing body of the municipality, municipal tax sale certificates may be offered for sale by either private or public methods. Also contains final notices for unpaid taxes, water and assessments. \*Recommend Microfilming.**

Retention Time: Permanent (Archival Review)  
Disposition: Retain at Agency  
Inclusive Years: 1863 - 1970  
Volume: 12 cf  
Cartons: N/A  
Other copies available: N/A

**0024-0000 Tax Sale Certificates (Copy) and Register**

Retention Time: Permanent (Archival Review)  
Disposition: Retain at Agency  
Inclusive Years: 1910  
Volume: 1 ledger  
Cartons: 1  
Other copies available: N/A

**0025-0000 Tax Title Lien Ledger**

**Upon payment of delinquent taxes of the prior year, a tax sale certificate is issued and recorded in this ledger. The ledger serves as a master file for recorded liens and as a master list for preparation of the In Rem Foreclosure list.**

Retention Time: Permanent (Archival Review)  
Disposition: Retain at Agency  
Inclusive Years: 1886 - 1930  
Volume: 11 ledgers  
Cartons: 11  
Other copies available: N/A

**AGENCY NAME: REAL ESTATE**

**MUNICIPAL HOUSING AND DEVELOPMENT SCHEDULE- M500000 002**

**0250-0000 Sold Properties And Indices**

Retention Time: 7 Years Unless in litigation/Destroy  
Disposition: Destroy  
Inclusive Years: 1955 - 2012  
Volume: 4.8 cf  
Cartons: 4  
Other copies available: N/A

**0254-0000 Owned Properties and Indices**

Retention Time: Permanent (Archival Review)

Disposition: Retain at Agency

Inclusive Years: 1973 - 2012

Volume: 22.8 cf

Cartons: 19

Other copies available: N/A

**0256-0000 Title Foreclosures**

Retention Time: Permanent (Archival Review)

Disposition: Retain at Agency

Inclusive Years: 1977 - 2010

Volume: 12 cf

Cartons: 10

Other copies available: N/A



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 5<sup>th</sup> Floor, Trenton, NJ 08618

## Damaged Records Report

Agency Name: [The City of Jersey City](#)  
Address: [280 Grove Street Jersey City New Jersey](#)  
Phone: [\(201\) 547-5241](#)  
Email: [sharris@jcnj.org](mailto:sharris@jcnj.org)  
Contact Person: [Records Manager Sidney I Harris](#)  
  
Date the Damage Occurred: [10/29/2012](#)  
  
Date the Damage was Discovered: [Several days later](#)

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

### **1. Describe circumstances of how the damage occurred.**

[As a result of hurricane Sandy the City hall of Jersey City, NJ was inundated by over six feet of contaminated flood waters. This storm flooding caused our records to be destroyed by being submerged in river water, dirt, mold, and mildew for over 72 hours.](#)

### **2. Describe circumstances of how the damage was discovered.**

[Once the State of emergency was lifted and the streets were re-opened, the initial personnel returning to work discovered the flooding of the basement.](#)

### **3. What salvage attempts were made!**

[All records in question were contaminated by mold, mildew, moisture, dirt, and debris from the flood waters. The flood waters were a combination of river water from the Hudson River and storm water also. All documents were removed by a sole sourced specialized GSA approved contractor "Document Re-processors" that the city hired.](#)

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

No.

**5. Why are these records unsalvagable?!**

The records were contaminated by mold, mildew, dirt, and debris after sitting in over four feet of river and storm water for four days.

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

Document Re-processors Of New York, Inc.

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

No.

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

Yes.

All vital and /or permanent records are sent off site to the Records Storage Center.

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

Yes. All vital and /or permanent records are sent off site to the Records Stage Center and records used frequently are backed up on the city network.

Inventory

Approved and Destroyed

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

## Damaged Records Inventory

<b>Agency Name:</b>	WORKFORCE MANAGEMENT
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0200-0006
<b>Record Series Name:</b>	BUDGET FILE- MONTHLY STATUS REPORT
<b>Retention Time:</b>	03 YEARS
<b>Inclusive Years:</b>	1989-1991
<b>Volume (Cubic Feet):</b>	1.20 cf      1.2 cf Carton    1
<b>Damage Type:</b>	Flood
<b>DR Submitted:</b>	RFD 231
<b>Carton tally:</b>	1
<b>JC Approval Number:</b>	560344

**Other copies available?** DEPARTMENT OF THE TREASURY

---

Disposition Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted: RFD 231

---

Carton tally: 1

---

JC Approval Number: 560344

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

## Damaged Records Inventory

**Agency Name:** WORKFORCE MANAGEMENT

---

**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

---

**Retention Schedule Number:** M100000-013

---

**Record Series Number:** 0309-0001

---

**Record Series Name:** INVOICE FILE - INVOICES

---

**Retention Time:** 06YEARS

---

**Inclusive Years:** 1996

---

**Volume (Cubic Feet):** 2.40 cf 1.2 cf Carton 2

---

**Damage Type:** Flood

---

**Other copies available?** NIA

---

**Disposition** Destroyed

**Below is a summary of the RFD's for this record series and type**

**DR Submitted:** RFD 230

---

**JC Approval Number:** 560784



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

## Damaged Records Inventory

**Agency Name:** WORKFORCE MANAGEMENT

---

**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

---

**Retention Schedule Number:** M100000-013

---

**Record Series Number:** 0407-0000

---

**Record Series Name:** INDIVIDUAL EMPLOYEE JACKET FILE

---

**Retention Time:** 06 YEARS

---

**Inclusive Years:**

---

**Volume (Cubic Feet):** 164.40 cf 1.2 cf Carton 137

---

**Damain:e Type:** Flood

---

**Other copies available?** N/A

---

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

JC Approval Number: 560784 560344 560784 561201

DR Submitted:  
Carton tally:

DEPARTMENT OF RFD 282 RFD 233 RFD 250 RFD 279  
122 10 4 1

JC Approval Number:

560784 560344 560784 561201

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

## Damaged Records Inventory

<b>Agency Name:</b>	WORKFORCE MANAGEMENT
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000-013
<b>Record Series Number:</b>	0409-0002
<b>Record Series Name:</b>	LEAVE REQUEST <u>(COPY)</u>
<b>Retention Time:</b>	06 YEARS
<b>Inclusive Years:</b>	2002
<b>Volume (Cubic Feet):</b>	1.20 cf      1.2 cf Carton      1
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA
<b>Disposition</b>	<b>Destroyed</b>
<b>DR Submitted:</b>	RFD 247
<b>Carton tally:</b>	1
<b>JC Approval Number:</b>	560344

DEPARTMENT OF THE TREASURY  
**Below is a summary of the RFD's for this record series and type**

---

<b>DR Submitted:</b>	RFD 247
<b>Carton tally:</b>	1
<b>JC Approval Number:</b>	560344

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	WORKFORCE MANAGEMENT
<b>Agency Retention Schedule:</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000-013
<b>Record Series Number:</b>	<b>0411-0000</b>
<b>Record Series Name:</b>	PERSONAL ACTION- NEW JERSEY DEPARTMENT OF PERSONNEL
<b>Retention Time:</b>	06 YEARS AFTER TERMINATION
<b>Inclusive Years:</b>	1966-2008
<b>Volume (Cubic Feet):</b>	8.40 cf      1.2 cf Carton    7
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>DR Submitted:</b>	RFD 290
<b><u>Carton tally:</u></b>	7
<b>JC Approval Number:</b>	561201

**Disposition**

**Destroyed**

**Below is a summary of the RFD's for this record series and type**

**DR Submitted:**

RFD 290

**Carton tally:**

7

**JC Approval Number:**

561201

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

## Damaged Records Inventory

<b>Agency Name:</b>	WORKFORCE MANAGEMENT		
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
<b>Retention Schedule Number :</b>	M100000-013		
<b>Record Series Number:</b>	0416-0001		
<b>Record Series Name:</b>	TIME RECORDS FILE (AGENCY ORIGINAL)		
<b>Retention Time:</b>	06 YEARS		
<b>Inclusive Years:</b>			
<b>Volume (Cubic Feet):</b>	3.60 cf	1.2 cf Carton	3
<b>Damage Type:</b>	Flood		
<b>Other copies available?</b>	NIA		
<b>Disposition</b>	Destroyed		
<b>DR Submitted:</b>	RFD 249	RFD 286	
<b>Carton tally:</b>	2	1	
<b>JC Approval Number:</b>	560344	564926	

Below is a summary of the RFD's for this record series and type

DR Submitted:	RFD 249	RFD 286
Carton tally:	2	1
JC Approval Number:	560344	564926

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

## Damaged Records Inventory

<b>Agency Name:</b>	WORKFORCE MANAGEMENT
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000-013
<b>Record Series Number:</b>	0421-0002
<b>Record Series Name:</b>	CERTIFICATION FILES-CERTIFICATION OF ELIGIBLE FOR APPOINTMENT
<b>Retention Time:</b>	03 YEARS
<b>Inclusive Years:</b>	2004
<b>Volume (Cubic Feet):</b>	2.40 cf      1.2 cf Carton    2
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA
<b>DR Submitted:</b>	RFD 234
<b>Carton tally:</b>	2
<b>JC Approval Number:</b>	560344

Disposition

Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted:

RFD 234

Carton tally:

2

JC Approval Number:

560344

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	WORKFORCE MANAGEMENT
<b><u>Agency Retention Schedule :</u></b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b><u>Retention Schedule Number :</u></b>	M100000-013
<b><u>Record Series Number:</u></b>	0426-0002
<b><u>Record Series Name:</u></b>	EXAMINATION FILE-PROMOTIONAL ANNOUNCEMENT
<b><u>Retention Time:</u></b>	03 YEARS
<b><u>Inclusive Years:</u></b>	2011
<b><u>Volume (Cubic Feet):</u></b>	6.00 cf      1.2 cf Carton      5
<b><u>Damage Type:</u></b>	Flood
<b><u>Other <u>copies</u> available?</u></b>	N/A
Disposition	Destroyed
DR Submitted:	RFD 235
Carton tally:	5
JC Approval Number:	560344

Below is a summary of the RFD's for this record series **and type**

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DR Submitted:	RFD 235
Carton tally:	5
JC Approval Number:	560344

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

## Damaged Records Inventory

<b>Agency Name:</b>	WORKFORCE MANAGEMENT
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0500-0000
<b>Record Series Name:</b>	ADMINISTRATIVE SUBJECT FILE
<b>Retention Time:</b>	03 YEARS
<b>Inclusive Years:</b>	2010
<b>Volume (Cubic Feet):</b>	1.20 cf      1.2 cf Carton      1
<b>Damage Type:</b>	Flood
<b>Other <u>copies</u> available?</b>	N/A
<b>Disposition</b>	Destroyed
<b>DR Submitted:</b>	RFD 237
<b>Carton tally:</b>	1
<b>JC Approval Number:</b>	560344

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

## **Damaged Records Inventory**

DR Submitted:	RFD 237
Carton tally:	1
JC Approval Number:	560344

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

## Damaged Records Inventory

<b>Agency Name:</b>	TAX COLLECTOR
<b>Agency Retention Schedule :</b>	MUNICIPAL TAX COLLECTOR
<b>Retention Schedule Number :</b>	M160000-003
<b>Record Series Number:</b>	0003-0002
<b>Record Series Name:</b>	CASH RECEIPT JOURNAL SHEETS - DAILY REPORTS
<b>Retention Time:</b>	01 YEAR AFTER AUDIT
<b>Inclusive Years:</b>	1997-2002
<b>Volume (Cubic Feet):</b>	1.20 cf      1.2 cf Carton    1
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA
<b>Disposition</b>	<b>Destroyed</b>
DR Submitted:	RFD 221
Carton tally:	1
JC <u>Approval</u> Number:	95945

**Below is a summary of the RFDs for this record series and type**

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

DR Submitted:	RFD 221
Carton tally:	1
JC <u>Approval</u> Number:	95945

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

## Damaged Records Inventory

<u>Agency Name:</u>	TAX COLLECTOR
<hr/>	
<u>Agency Retention Schedule :</u>	MUNICIPAL TAX COLLECTOR
<hr/>	
<u>Retention Schedule Number:</u>	M160000-003
<hr/>	
<u>Record Series Number:</u>	000S 0000
<hr/>	
<u>Record Series Name:</u>	DEEDS (COPY)
<u>Retention Time:</u>	AS UPDATED
<u>Inclusive Years:</u>	1696-1927
<u>Volume (Cubic Feet):</u>	cf          Ledger          6
<u>Damage Type:</u>	Flood
<hr/>	
<u>Other <u>copies</u> available?</u>	N/A
<hr/>	
<b>Disposition</b>	<b>Destroyed</b>
<u>DR Submitted:</u>	RFD 208    RFD 212
<u>Carton <u>tally</u>:</u>	5          1
<u>JC <u>Approval</u> Number:</u>	550342    550334
<hr/>	

**Below is a summary of the RFD's for this record series and type**

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

DR Submitted:	RFD 208	RFD 212
Carton <u>tally</u> :	5	1
JC <u>Approval</u> Number:	550342	550334

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

## Damaged Records Inventory

<b>Agency Name:</b>	TAX COLLECTOR
<b>Agency Retention Schedule :</b>	MUNICIPAL TAX COLLECTOR
<b>Retention Schedule Number :</b>	M160000-003
<b>Record Series Number:</b>	0011-0000
<b><u>Record Series Name:</u></b>	LEDGER PAYMENTS
<b>Retention Time:</b>	06YEARS
<b><u>Inclusive Years:</u></b>	1861
<b><u>Volume (Cubic Feet):</u></b>	cf Ledger 1
<b>Damage Type:</b>	Flood
<b>Other <u>copies</u> available?</b>	N/A
<b>Disposition</b>	<b>Destroyed</b>

**Below is a summary of the RFD's for this record series and type**

DR Submitted:	RFD 213
Carton tally:	1
JC <u>Approval</u> Number:	550336

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

## Damaged Records Inventory

<b>Agency Name:</b>	TAX COLLECTOR
<b>Agency Retention Schedule:</b>	MUNICIPAL TAX COLLECTOR
<b>Retention Schedule Number:</b>	M160000-003
<b>Record Series Number:</b>	0026-0000
<b>Record Series Name:</b>	FINAL NOTICES OF UNPAID TAXES/TAX SALE NOTICE
<b>Retention Time:</b>	01 YEAR AFTER AUDIT
<b>Inclusive Years:</b>	1890-1921
<b>Volume (Cubic Feet):</b>	cf Ledger
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	<b>Destroyed</b>
DR Submitted:	RFD 222
Carton tally:	1
JC Approval Number:	551413

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFD's for this record series and type  
DIVISION OF REVENUE  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

DR Submitted:	RFD 222
Carton tally:	1
JC Approval Number:	551413

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 66I, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

**Agency Name:** TAX COLLECTOR

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**Agency Retention Schedule :** MUNICIPAL TAX COLLECTOR

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**Retention Schedule Number :** M160000-003

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**Record Series Number:** 0031-0000

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**Record Series Name:** TAX REDEMPTION WORKSHEET

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**Retention Time:** 06 YEARS AFTER SETTLEMENT

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**Inclusive Years:** BLANK BOOK

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Volume (Cubic Feet): cf Ledger 1

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**Damage Type:** Flood

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**Other copies available?** N/A

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Disposition Destroyed

Below is a summary of the RFD's for this record **series** and type

Carton tally: 1

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JC Approval Number: 551388

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

## **Damaged Records Inventory**

DR Submitted:

RFD 223

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Carton tally:

1

JC Approval Number:

551388

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

## Damaged Records Inventory

<b>Agency Name:</b>	RISK MANAGEMENT	
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
<b>Retention Schedule Number :</b>	M100000-013	
<b>Record Series Number:</b>	0400-0000	
<b>Record Series Name:</b>	ACCIDENT REPORT-EMPLOYEE	
<b>Retention Time:</b>	06 YEARS AFTER FINAL PAY/SETTLEMENT	
<b>Inclusive Years:</b>	1975-2012	
<b>Volume (Cubic Feet):</b>	12.00 cf	1.2 cf Carton 10
<b>Damage Type:</b>	Flood	
<b>Other copies available?</b>	N/A	
<b>Disposition</b>	<b>Destroyed</b>	
Ledger tally:	9	1
JC Approval Number:	95943	560343

**Below is a summary of the RFDs for this record series and type**  
DR Submitted: DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RFD 219 RFD 246

---

RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Ledger tally:	9	1
JC Approval Number:	95943	560343

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

## Damaged Records Inventory

**Agency Name:** REAL ESTATE

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**Agency Retention Schedule :** MUNICIPAL TAX COLLECTOR

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**Retention Schedule Number :** M160000-003

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**Record Series Number:** 0005-0000

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**Record Series Name:** DEEDS (COPY)

**Retention Time:** 00 PERIODIC REVIEW

**Inclusive Years:** 1895

**Volume (Cubic Feet):** cf Ledger 1

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted:	RFD 240
<u>Ledger</u> tally:	1
JC Approval Number:	560341

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

## Damaged Records Inventory

**Agency Name:** REAL ESTATE

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**Agency Retention Schedule:** MUNICIPAL HOUSING AND DEVELOPMENT

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**Retention Schedule Number:** M500000-002

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**Record Series Number:** 0250-0000

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**Record Series Name:** SOLD & REDEEMED PROPERTIES

**Retention Time:** 07 YEARS

**Inclusive Years:** 1886-2012

**Volume (Cubic Feet):** 70.B cf 1.2 Cartons 59

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

**Below is a summary of the RFD's for this record series and type**

<b>DR Submitted:</b>	RFD 274	RFD 179	RFD 178	RFD 229
<b>JC Approval Number:</b>	565528	546337	546338	560345

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**Carton tally:**

DEPARTMENT OF THE TREASURY 33

15

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DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

**Agency Name:**

REAL ESTATE

**JC Approval Number:**

565528 546337 546338 560345

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

## Damaged Records Inventory

<b>Agency Name:</b>	REAL ESTATE
<b>Agency Retention Schedule :</b>	MUNICIPAL HOUSING AND DEVELOPMENT
<b>Retention Schedule Number:</b>	M500000-002
<b>Record Series Number:</b>	0250-0000
<b>Record Series Name:</b>	SOLD & REDEEMED PROPERTIES
<b>Retention Time:</b>	07 YEARS
<b>Inclusive Years:</b>	1886-1923
<b>Volume (Cubic Feet):</b>	cf      Ledger      13
<b>Damage Type:</b>	Flood
<b>Other <u>copies</u> available?</b>	N/A
<b>Disposition</b>	Destroyed

Below is a summary of the RFD's for this record **series** and type

<b>DR Submitted:</b>	RFD 206
<b><u>Ledger</u> tally:</b>	13
<b>JC <u>Approval</u> Number:</b>	550325

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

## Damaged Records Inventory

Agency Name:	CITY CLERK
Agency Retention Schedule :	LOCAL BUILDING OFFICE
Retention Schedule Number :	M190000-006
Record Series Number:	0150-0001
Record Series Name:	BUILDING/SITE PLANS
Retention Time:	10YEARS
Inclusive Years:	2000
Volume (Cubic Feet):	1.20 cf                      1.2 cf Carton 1
Damage Type:	Flood
Other copies available?	NIA
Disposition	Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted:	RFD 132
Carton Tally:	1
JC Approval Number:	545039

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0002-0000
<b>Record Series Name:</b>	BANK STATEMENTS
<b>Retention Time:</b>	06 YEARS
<b>Inclusive Years:</b>	1979
<b>Volume (Cubic Feet):</b>	1.20 cf                      1.2 cf Carton 1
<b>Damage Type:</b>	Flood
<b>Other <u>copies</u> available?</b>	NIA
<b>Disposition</b>	<b>Destroyed</b>

**Below is a summary of the RFD's for this record series and type**

DR Submitted:	RFD 101
JC <u>Approval</u> Number:	545040

Carton tally:

DEPARTMENT OF THE TREASURY

DIVISION OF REVENUE AND ENTERPRISE SERVICES

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RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

JC Approval Number:

545041

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

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**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

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**Retention Schedule Number :** M100000-013

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**Record Series Number:** 0004-0001

---

**Record Series Name:** CHECK FILE - CHECKS

---

**Retention Time:** 06 YEARS

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**Inclusive Years:** 1963-2000

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**Volume (Cubic Feet):** 3.60 cf 1.2 cf Carton 3

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**Damage Type:** Flood

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**Other copies available?** NIA

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**Disposition** Destroyed

### Below is a summary of the RFD's for this record series and type

DR Submitted:	RFD 218	RFD 156	RFD 267
Carton Tally:	1	1	1
JC Approval Number:	95942	546069	560784

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK	
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
<b>Retention Schedule Number:</b>	M100000-013	
<b>Record Series Number:</b>	0005-0000	
<b>Record Series Name:</b>	DEPOSIT SLIPS	
<b>Retention Time:</b>	06 YEARS	
<b>Inclusive Years:</b>	1995-1997	
<b>Volume (Cubic Feet):</b>	1.20 cf	1.2 cf Carton 1
<b>Damage Type:</b>	Flood	
<b>Other copies available?</b>	NIA	
<b>Disposition</b>	<b>Destroyed</b>	
<b>DR Submitted:</b>	RFD 148	
<b>Carton tally:</b>	1	
<b>JC Approval Number:</b>	545072	

Below is a summary of the RFD's for this record series and type

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name:

CITY CLERK

DR Submitted:	RFD 148
Carton tally:	1
JC Approval Number:	545072

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** LOCAL BUILDING OFFICE

**Retention Schedule Number:** M100000-013

**Record Series Number:** 0200-0001

**Record Series Name:** BUDGET FILE - INCLUDED IN MINUTES

**Retention Time:** 02 YEARS

**Inclusive Years:** 2009

**Volume (Cubic Feet):** 2.40 cf 1.2 cf Carton 2

**Damage Type:** Flood

**Other copies available?** N/A

Disposition Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted: RFD 103

Carton Tally: 2

JC Approval Number: 545040

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule:</b>	LOCAL BUILDING OFFICE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0200-0005
<b>Record Series Name:</b>	BUDGET FILE - COPY APPROVED BY GOVERNING BODY
<b>Retention Time:</b>	02 YEARS
<b>Inclusive Years:</b>	1970-2006
<b>Volume (Cubic Feet):</b>	6.00 cf      1.2 cf Carton 5
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	<b>Destroyed</b>

**Below is a summary of the Rf D's for this record series and type**

Carton Tally:	3	2
JC Approval Number:	545040	546069

**DR Submitted:**

DEPARTMENT OF TREASURY

~~FD-104-RDR16~~  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

**Agency Name:**

CITY CLERK

Carton Tally:

3

2

JC Approval Number:

545040

546069

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** LOCAL BUILDING OFFICE

**Retention Schedule Number :** M100000-013

**Record Series Number:** 0301-0002

**Record Series Name:** BIDS AND PROPOSALS (COPY)

**Retention Time:** 03 YEARS

**Inclusive Years:** 2001

**Volume (Cubic Feet):** 1.20 cf 1.2 cf Carton 1

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

**DR Submitted:** RFD 105

**Carton Tally:** 1

**JC Approval Number:** 545040

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

**Retention Schedule Number :** M100000-013

**Record Series Number:** 0302-0005

**Record Series Name:** BOND FILE - PERFORMANCE BONDS

**Retention Time:** 06 YEARS

**Inclusive Years:** 1971

**Volume (Cubic Feet):** 1.20 cf 1.2 cf Carton 1

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

Below is a summary of the RFD's for this record **series** and type

DR Submitted: RFD 106

JC Approval Number: 545040

Carton tally:

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

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## Damaged Records Inventory

Agency Name:

CITY CLERK

JC Approval Number:

545040

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

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**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

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**Retention Schedule Number :** M100000-013

---

**Record Series Number:** 0303-0001

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**Record Series Name:** CONTRACTS/AGREEMENTS AND  
AMENDMENTS - GENERAL (ORIGINAL)

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**Retention Time:** 06 YEARS

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**Inclusive Years:** 1908-2010

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**Volume (Cubic Feet):** 90.00 cf 1.2 cf Carton 75

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**Damage Type:** Flood

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**Other copies available?** N/A

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**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type  
JC Approval Number: 546067 545072 550321 546067 545040 545040



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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK	
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
<b>Retention Schedule Number:</b>	M100000-013	
<b>Record Series Number:</b>	0304-0002	
<b>Record Series Name:</b>	VOUCHER/WARRANT, AND REQUISITION FILE (COPY)	
<b>Retention Time:</b>	03 YEARS	
<b>Inclusive Years;</b>	1984-2010	
<b>Volume (Cubic Feet):</b>	3.60 d	1.2 cf Carton 3
<b>Damage Type:</b>	Flood	
<b>Other copies available?</b>	N/A	
<b>Disposition</b>	<b>Destroyed</b>	

**Below is a summary of the RFD's for this record series and type**

<b>JC Approval Number:</b>	546069	560340
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DR Submitted: DEPARTMENT OF TREASURY  
REF ID: AFD262  
Carton Tally: DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

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JC Approval Number: 546069 560340

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule:</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0304-0003
<b>Record Series Name:</b>	PURCHASE ORDER FILE (ADDITIONAL COPY)
<b>Retention Time:</b>	01 YEARS
<b>Inclusive Years:</b>	1975-1995
<b>Volume (Cubic Feet):</b>	3.60 cf      1.2 cf Carton 3
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA
<b>Disposition</b>	<b>Destroyed</b>
<b>Below is a summary of the RFD's for this record series and type</b>	
<b>JC Approval Number:</b>	545040

**DR Submitted:**

DEPARTMENT OF TREASURY

**Carton tally:**

DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

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**JC Approval Number:**

545040

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0307-0001
<b>Record Series Name:</b>	GRANT FILE - GENERAL APPROVED (ORIGINAL)
<b>Retention Time:</b>	06 YEARS AFTER TERMINATION OF GRANI
<b>Inclusive Years:</b>	1977-1995
<b>Volume (Cubic Feet):</b>	6.00 cf          1.2 cf Carton 5
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA
<b>Disposition</b>	<b>Destroyed</b>

**Below is a summary of the RFD's for this record series and type**

<b>JC Approval Number:</b>	545040    546069
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**DR Submitted:** DEPARTMENT OF TREASURY  
**Carton tally:** DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

JC Approval Number:

545040 546069

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

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**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

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**Retention Schedule Number:** M100000-013

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**Record Series Number:** 0309-0001

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**Record Series Name:** INVOICE FILE- INVOICES

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**Retention Time:** 06 YEARS

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**Inclusive Years:** 1992

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**Volume (Cubic Feet):** 1.20 cf 1.2 cf Carton 1

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**Damage Type:** Flood

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**Other copies available?** NIA

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Disposition Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted: RFD 111

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JC Approval Number: 545040

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Carton tally:

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

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## **Damaged Records Inventory**

JC Approval Number:

545040

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

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**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

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**Retention Schedule Number :** M100000-013

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**Record Series Number:** 0313-0003

---

**Record Series Name:** PAYROLL FILE - PAYROLL REGISTER  
(COPY)

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**Retention Time:** 03 YEARS

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**Inclusive Years:** 1981-2011

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**Volume (Cubic Feet):** 3.60 cf 1.2 cf Carton 3

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**Damaie Type:** Flood

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**Other copies available?** NIA

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**Disposition** Destroyed

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**Below** is a summary of the RFD's for this record series and type

**JC Approval Number:** 545040

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DR Submitted:

DEPARTMENT OF TREASURY

Carton Tally:

OFFICE OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

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JC Approval Number:

545040

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK	
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
<b>Retention Schedule Number:</b>	M100000-013	
<b>Record Series Number:</b>	0316-0001	
<b>Record Series Name:</b>	RECEIPTS (ORIGINAL)	
<b>Retention Time:</b>	06 YEARS	
<b>Inclusive Years:</b>	1986-2010	
<b>Volume (Cubic Feet):</b>	32.40 cf	1.2 cf Carton 27
<b>Damage Type:</b>	Flood	
<b>Other copies available?</b>	NIA	
<b>Disposition</b>	<b>Destroyed</b>	

**Below is a summary of the RFD's for this record series and type**

DR Submitted:	RFD 153	RFD 166
Carton tally:	26	1
JC Approval Number:	545072	546069

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	CITY CLERK
<b><u>Agency Retention Schedule :</u></b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b><u>Retention Schedule Number :</u></b>	M100000-013
<b><u>Record Series Number:</u></b>	0316-0002
<b><u>Record Series Name:</u></b>	RECEIPTS (COPY)
<b><u>Retention Time:</u></b>	03 YEARS
<b><u>Inclusive Years:</u></b>	1975-2010
<b><u>Volume (Cubic Feet):</u></b>	28.80 cf      1.2 cf Carton 24
<b><u>Damage Type:</u></b>	Flood
<b><u>Other copies available?</u></b>	NIA
<b>Disposition</b>	<b>Destroyed</b>
DR Submitted:	RFD 113
Carton tally:	24
<b><u>JC Approval Number:</u></b>	545040

Below is a summary of the RFD's for this record series and type

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

## **Damaged Records Inventory**

DR Submitted:	RFD 113
Carton tally:	24
JC <u>Approval</u> Number:	545040

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000-013
<b>Record Series Number:</b>	0318-0002
<b>Record Series Name:</b>	REQUISITION FILE (AGENCY COPY)
<b>Retention Time:</b>	03 YEARS
<b>Inclusive Years:</b>	1984-2003
<b>Volume (Cubic Feet):</b>	4.80 cf      1.2 cf Carton 4
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA
<b>Disposition</b>	Destroyed
DR Submitted:	RFD 114
Carton tally:	4
<b>JC Approval Number:</b>	545040

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFD's for this record series and type  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

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RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

DR Submitted:	RFD 114
Carton tally:	4
JC Approval Number:	545040

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

**Retention Schedule Number:** M100000-013

**Record Series Number:** 0319-0002

**Record Series Name:** SCHEDULE OF VOUCHERS AND BILLS  
PAID

**Retention Time:** 06 YEARS

**Inclusive Years:** 1953-2012

**Volume (Cubic Feet):** 80.40 cf 1.2 cf Carton 67

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

**Carton tally:** 1 2 28 8 28  
**JC Approval Number:** 95944 546069 560340 545040 545072

**Below is a summary of the RFD's for this record series and type**  
**DR Submitted:** DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES RFD 220 RFD 177 RFD 226 RFD 115 RFD 146  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

<b><u>Carton tally:</u></b>	<u>1</u>	<u>2</u>	<u>28</u>	<u>8</u>	<u>28</u>
<b><u>JC Approval Number:</u></b>	<u>95944</u>	<u>546069</u>	<u>560340</u>	<u>545040</u>	<u>545072</u>

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	CITY CLERK
<b><u>Agency Retention Schedule :</u></b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b><u>Retention Schedule Number:</u></b>	M100000-013
<b><u>Record Series Number:</u></b>	0416-0001
<b><u>Record Series Name:</u></b>	TIME RECORDS FILE (AGENCY ORIGINAL)
<b><u>Retention Time:</u></b>	06 YEARS
<b><u>Inclusive Years:</u></b>	1981-2009
<b><u>Volume (Cubic Feet):</u></b>	14.40 cf                      1.2 cf Carton 12
<b><u>Damage Type:</u></b>	Flood
<b><u>Other copies available?</u></b>	NIA
<b>Disposition</b>	Destroyed
<b>DR Submitted:</b>	RFD 116    RFD 167
<b>Carton tally:</b>	11                      1
<b><u>JC Approval Number:</u></b>	545040    546069

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFD's for this record series and type  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

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RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

DR Submitted:	RFD 116	RFD 167
Carton tally:	11	1
JC <u>Approval</u> Number:	545040	546069

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0416-0002
<b>Record Series Name:</b>	TIME RECORDS FILE (COPY)
<b>Retention Time:</b>	01 YEARS
<b>Inclusive Years:</b>	1974-2008
<b>Volume (Cubic Feet):</b>	2.40 cf                      1.2 cf Carton 2
<b>Damage Type:</b>	Flood
<b>Other <u>copies</u> available?</b>	NIA
<b>Disposition</b>	Destroyed
<b>DR Submitted:</b>	RFD 117   RFD 168
<b>Carton tally:</b>	1
<b>JC Approval Number:</b>	545040   546069

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFD's for this record series and type  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

---

RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

DR Submitted:	RFD 117	RFD 168
Carton tally:	1	
JC <u>Approval</u> Number:	545040	546069

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0422-0001
<b>Record Series Name:</b>	SALARY RANGE FILE - REQUEST FOR CANCELLATION OR AMENDMENT, SALARY RANGES AND ORDINANCES
<b>Retention Time:</b>	01 YEARS
<b>Inclusive Years:</b>	1983-1984
<b>Volume (Cubic Feet):</b>	1.20 cf                      1.2 cf Carton 1
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA

Below is a summary of the RFD's for this record series and type

<b>DR Submitted:</b>	RFD 118
<b>Carton tally:</b>	1
<b>JC Approval Number:</b>	545040

Disposition

Destroyed

**Below is a summary of the RFD's for this record series and type**

DR Submitted:	RFD 118
Carton tally:	1
JC <u>Approval</u> Number:	545040

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule:</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0422-0002
<b>Record Series Name:</b>	SALARY RANGE FILE - SALARY RANGES AND ORDINANCES
<b>Retention Time:</b>	01 YEARS
<b>Inclusive Years:</b>	1980-1994
<b>Volume (Cubic Feet):</b>	4.80 cf      1.2 cf Carton 4
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA
<b>Disposition</b>	<b>Destroyed</b>
DR Submitted:	RFD 119
Carton tally:	4
JC Approval Number:	545040

**Below is a summary of the RFD's for this record series and type**

DR Submitted:	RFD 119
Carton tally:	4
JC Approval Number:	545040

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b><u>Retention Schedule Number:</u></b>	M100000-013
<b><u>Record Series Number:</u></b>	0501-0002
<b><u>Record Series Name:</u></b>	AGENDA COPY
<b><u>Retention Time:</u></b>	00 PERIODIC REVIEW
<b><u>Inclusive Years:</u></b>	1984
<b><u>Volume (Cubic Feet):</u></b>	1.20 cf                      1.2 cf Carton 1
<b><u>Damage Type:</u></b>	Flood
<b><u>Other copies available?</u></b>	N/A
<b>Disposition</b>	Destroyed
<b>DR Submitted:</b>	RFD 169
<b>Carton tally:</b>	1
<b><u>JC Approval Number:</u></b>	546069

Below is a summary of the RFD's for this record series and type

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

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RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

DR Submitted:	RFD 170
Carton tally:	1
JC Approval Number:	546069

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0501-0003
<b>Record Series Name:</b>	PUBLIC NOTICES
<b>Retention Time:</b>	01 YEARS
<b>InclUBive Years:</b>	2005-2010
<b>Volume (Cubic Feet):</b>	1.20 cf          1.2 cf Carton 1
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Destroyed
<b>DR Submitted:</b>	RFD 171
<b>Carton tally:</b>	1
<b>JC Approval Number:</b>	546069

Below is a summary of the RFD's for this record series and type

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

DR Submitted:	RFD 172
Carton tally:	1
JC Approval Number:	546069

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

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**Agency Retention Schedule:** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

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**Retention Schedule Number:** M100000-013

---

**Record Series Number:** J503-0001

---

**Record Series Name:** CORRESPONDENCE-GENERAL  
EXTERNAL

---

**Retention Time:** 03 YEARS

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**Inclusive Years:** 1945-2011

---

**Volume (Cubic Feet):** 38.40 cf 1.2 cf Carton 32

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**Damage Type:** Flood

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**Other copies available?** NIA

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**Disposition** Destroyed

<b><u>Carton Tally:</u></b>	1	<u>20</u>	<u>2</u>	<u>8</u>	1
<b><u>JC Approval Number:</u></b>	<u>561200</u>	<u>545040</u>	<u>545072</u>	<u>546069</u>	<u>560340</u>

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

**Below is a summary of the RFD's for this record series and type**

**DR Submitted:**      RFD 292    RFD 120    RFD 154    RFD 171    RFD 245

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

<b><u>Carton Tally:</u></b>	1	<u>20</u>	<u>2</u>	<u>8</u>	1
<b><u>JC Approval Number:</u></b>	<u>561200</u>	<u>545040</u>	<u>545072</u>	<u>546069</u>	<u>560340</u>

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

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**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

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**Retention Schedule Number :** M100000-013

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**Record Series Number:** 0503-0002

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**Record Series Name:** CORRESPONDENCE - ADMINISTRATIVE  
INTERNAL

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**Retention Time:** 00 PERIODIC REVIEW

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**Inclusive Years:** 1961-2006

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**Volume (Cubic Feet):** 26.40 cf 1.2 cf Carton 22

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**Damage Type:** Flood

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**Other copies available?** N/A

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Disposition Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted:	RFD 121	RFD 172	RFD 121
Carton tally:	19	2	1
JC Approval Number:	545040	546069	545040

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0504-0002
<b>Record Series Name:</b>	EXECUTIVE ADMINISTRATIVE SUBJECT FILE - NON-POLICY-SETTING
<b>Retention Time:</b>	04 YEARS
<b>Inclusive Years:</b>	1972-2010
<b>Volume (Cubic Feet):</b>	2.40 cf                      1.2 cf Carton 2
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA
Disposition	Destroyed
DR Submitted:	RFD 122
Carton tally:	2
JC Approval Number:	545040

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFDs for this record series and type  
DIVISION OF REVENUE SERVICES  
RECORD MANAGEMENT SERVICES

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Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

DR Submitted:	RFD 122
Carton tally:	2
JC Approval Number:	545040

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule:</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0508-0002
<b>Record Series Name:</b>	MINUTES (COPY)
<b>Retention Time:</b>	00YEARS
<b>Inclusive Years:</b>	1995
<b>Volume (Cubic Feet):</b>	1.20 cf                      1.2 cf Carton 1
<b>Damage Type:</b>	Flood
<b>Other <u>copies</u> available?</b>	N/A
<b>Disposition</b>	Destroyed
<b>DR Submitted:</b>	RFD 124
<b>Carton tally:</b>	1
<b>JC Approval Number:</b>	545040

Below is a summary of the RFD's for this record series and type

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

DR Submitted:	RFD 124
Carton tally:	1
JC Approval Number:	545040

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK	
<b>Agency Retention Schedule:</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
<b>Retention Schedule Number:</b>	M100000-013	
<b>Record Series Number:</b>	0511-0000	
<b>Record Series Name:</b>	RECORDS OF PUBLIC MEETINGS-PUBLIC OFFICIALS AUDIONIDEO (ANALOG & DIGITAL)	
<b>Retention Time:</b>	80 DAYS	
<b>Inclusive Years:</b>	1986-2000	
<b>Volume (Cubic Feet):</b>	30.00 cf	1.2 cf Carton 25
<b>Damage Type:</b>	Flood	
<b>Other copies available?</b>	N/A	
<b>Disposition</b>	<b>Destroyed</b>	
<b>Carton tally:</b>	23	2
<b>JC Approval Number:</b>	545040	546069

**Below is a summary of the RFD's for this record series and type**  
**DR Submitted:** DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RFD 125 RFD 174

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RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

<b>Carton tally:</b>	23	2
<b>JC <u>Approval</u> Number:</b>	545040	546069

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

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**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

---

**Retention Schedule Number :** M100000-013

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**Record Series Number:** 0515-0001

---

**Record Series Name:** REFERENCE MATERIAL

---

**Retention Time:** 00 PERIODIC REVIEW

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**Inclusive Years:** 1949-2011

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**Volume (Cubic Feet):** 19.20 cf 1.2 cf Carton 16

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**Dama2e Type:** Flood

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**Other copies available?** NIA

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**Disposition** Destroyed

**Below is a summary of the RFD'a for this record series and type**

**DR Submitted:** RFD 126 RFD 175

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**JC Approval Number:** 545040 546069

---

Carton tally:

DEPARTMENT OF THE TREASURY

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DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

JC Approval Number:

545040 546069



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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0517-0002
<b>Record Series Name:</b>	OPEN PUBLIC RECORDS ACT (OPRA) REQUEST WITHOUT FEE
<b>Retention Time:</b>	03 YEARS
<b>Inclusive Years:</b>	2004-2005
<b>Volume (Cubic Feet):</b>	3.60 cf                      1.2 cf Carton 3
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	NIA
<b>Disposition</b>	<b>Destroyed</b>
DR Submitted:	RFD 176
Carton tally:	3
<b>JC Approval Number:</b>	546069

Below is a summary of the RFD's for this record series and type

DR Submitted:	RFD 176
Carton tally:	3
JC <u>Approval</u> Number:	546069

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b><u>Agency</u> Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000-013
<b>Record Series Number:</b>	0609-0002
<b>Record Series Name:</b>	MUNICIPAL CODE BOOK (COPY)
<b>Retention Time:</b>	00 PERIODIC REVIEW
<b>Inclusive Years:</b>	1991-1995
<b>Volume (Cubic Feet):</b>	2.40 cf                      1.2 cf Carton 2
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	<b>Destroyed</b>
<b>DR Submitted:</b>	RFD 128
<b>Carton tally:</b>	2
<b>JC <u>Approval</u> Number:</b>	545040

**Below is a summary of the RFD's for this record series and type**

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<b>DR Submitted:</b>	RFD 128
Carton tally:	2
JC <u>Approval</u> Number:	545040

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000-013
<b>Record Series Number:</b>	0609-0004
<b>Record Series Name:</b>	MUNICIPAL CODE BOOK - SUPPLEMENT (COPY)
<b>Retention Time:</b>	00 PERIODIC REVIEW
<b>Inclusive Years:</b>	1996-2007
<b>Volume (Cubic Feet):</b>	8.40 cf                      1.2 cf Carton 7
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	<b>Destroyed</b>
<b>DR Submitted:</b>	RFD 129    RFD 238
<b>Carton tally:</b>	3                      4
<b>JC Approval Number:</b>	545040    560783

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFD's for this record series and type

RECORD MANAGEMENT SERVICES

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Mailing: PO Box 661, Trenton, NJ 08618

<b>DR Submitted:</b>	RFD 129	RFD 238
Carton tally:	3	4
JC <u>Approval</u> Number:	545040	560783

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule ;</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0702-0002
<b>Record Series Name:</b>	REPORT FILE· ANNUAL REPORT (COPY)
<b>Retention Time:</b>	00 YEARS
<b>Inclusive Years:</b>	1983-1993
<b>Volume (Cubic Feet):</b>	1.20 cf                      1.2 cf Carton 1
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Destroyed
<b>DR Submitted:</b>	RFD 130
<b>Carton tally:</b>	1
<b>JC Approval Number:</b>	545040

Below is a summary of the RFD's for this record series and type  
DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

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RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

DR Submitted:	RFD 130
Carton tally:	1
JC <u>Approval</u> Number:	545040

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule:** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0030-0000

**Record Series Name:** GOVERNING BODY MEETING WORK  
PAPERS AND SUPPORTING  
DOCUMENTATION - MUNICIPAL CLERK  
NOTES

**Retention Time:** 00 PERIODIC REVIEW

**Inclusive Year:** 1980-2009

**Volume (Cubic Feet):** 1.20 cf 1.2 cf Carton 1

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Destroyed

### Below is a summary of the RFD's for this record series and type

DR Submitted: RFD 160  
Carton tally: 1  
JC Approval Number: 546070

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

## Da1naged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule:</b>	<b>MUNICIPAL</b> CLERK SCHEDULE
<b>Retention Schedule Number:</b>	M200000-009
<b>Record Series Number:</b>	0003-0009
<b>Record Series Name:</b>	LICENSE FILE - LIVERY, TAXI, TOW TRUCK &WRECKER
<b>Retention Time:</b>	03 YEARS
<b>Inclusive Years:</b>	1951-1994
<b>Volume (Cubic Feet):</b>	9.60 cf                      1.2 cf Carton 8
<b>Damage Type:</b>	Flood
Other copies available?	N/A
Disposition	Destroyed
Carton tally:	8
<b>JC Approval Number:</b>	545037

Below is a summary of the RFD's for this record series and type  
DR Submitted: RFD 133

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

Carton tally: 8  
JC Approval Number: 545037

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0006-0001

**Record Series Name:** ELECTION RETURN

**Retention Time:** 05 YEARS

**Inclusive Years:** 1930-2010

**Volume (Cubic Feet):** 73.20 cf 1.2 cf Carton 61

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

<u>DR Submitted:</u>	<u>RFD 157</u>	<u>RFD 158</u>	<u>RFD 135</u>	<u>RFD 134</u>
<u>Carton tally:</u>	<u>5</u>	<u>12</u>	<u>1</u>	<u>43</u>
<u>JC Approval Number:</u>	<u>546070</u>	<u>546070</u>	<u>545037</u>	<u>545037</u>

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0006-0009

**Record Series Name:** PETITION - REFERENDUM AND REPEAL

**Retention Time:** 05 YEARS AFTER SUBMISSION

**Inclusive Year:** 2009

**Volume (Cubic Feet):** 10.80 cf 1.2 cf Carton 9

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

### Below is a summary of the RFD's for this record series and type

DR Submitted:	RFD 149
Carton tally:	9
JC Approval Number:	545037

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL CLERK SCHEDULE
<b>Retention Schedule Number:</b>	M200000-009
<b>Record Series Number:</b>	0011-0002
<b>Record Series Name:</b>	OR NANCEFILE-ORrnNANCEBOOK (COPY)
<b>Retention Time:</b>	00 PERIODIC REVIEW
<b>Inclusive Years:</b>	1981-1988
<b>Volume (Cubic Feet):</b>	2.40 cf                      1.2 cf Carton 2
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Destroyed
<b>DR Submitted:</b>	RFD 136
<b>Carton tally:</b>	2
<b>JC Approval Number:</b>	545037

Below is a summary of the RFD's for this record series and type

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name:

CITY CLERK

DR Submitted:

RFD 136

Carton tally:

2

JC Approval Number:

545037

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule:** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number :** M200000-009

**Record Series Number:** 0012-0002

**Record Series Name:** RESOLUTION FILE (COPY)

**Retention Time:** 00 PERIODIC REVIEW

**Inclusive Years:** 1981-2006

**Volume (Cubic Feet):** 4.80 cf 1.2 cf Carton 4

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted:	RFD 137
Carton tally:	4
JC Approval Number:	545037

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0013-0002

**Record Series Name:** MINUTES FILE (COPY)

**Retention Time:** 00 PERIODIC REVIEW

**Inclusive Years:** 1940-2012

**Volume (Cubic Feet):** 36.00 cf 1.2 cf Carton 30

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Destroyed

### Below is a summary of the RFD'a for this record series and type

<b>DR Submitted:</b>	RFD 138	RFD 248	RFD 150
<b>Carton tally:</b>	21	5	4
<b>JC Approval Number:</b>	545037	560342	545037

DEPARTMENT OF THE TREASURY

DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule:** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0018-0001

**Record Series Name:** TAX FILE - TAX APPEAL (COPY)

**Retention Time:** 03 YEARS

**Inclusive Years:** 2003-2012

**Volume (Cubic Feet):** 9.60 cf 1.2 cf Carton 8

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

### Below is a summary of the Rf D's for this record series and type

**DR Submitted:** RFD 139

**Carton Tally:** 8

**JC Approval Number:** 545037

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL CLERK SCHEDULE
<b>Retention Schedule Number:</b>	M200000-009
<b>Record Series Number:</b>	0019-0002
<b>Record Series Name:</b>	SEARCH FILE - WORKPAPERS SPECIAL IMPROVEMENT DISTRICT AND LOCAL MUNICIPAL IMPROVEMENT.
<b>Retention Time:</b>	07 YEARS
<b>Inclusive Years:</b>	1991-2010
<b>Volume (Cubic Feet):</b>	30.00 cf          1.2 cf Carton 25
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Destroyed

Below is a summary of the RFD's for this record **series** and type

DR Submitted:	RFD 140	RFD 228
JC Approval Number:	545037	560342

Carton tally:

DEPARTMENT OF THE ~~HE~~TREASURY

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JC Approval Number: 545037 560342

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DEPARTMENT OF THE TREASURY

DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule:** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number :** M200000-009

**Record Series Number:** 0019-0003

**Record Series Name:** SEARCH FILE - CERTIFICATE LIABILITY  
FOR ASSESSMENT FOR MUNICIPAL  
IMPROVEMENT (ASSESSMENT SEARCH)

**Retention Time:** 07 YEARS

**Inclusive Years:** 1954-1995

**Volume (Cubic Feet):** 55.20 cf 1.2 cf Carton 46

**Damage Type:** Flood

**Other copies available?** N/A

Disposition Destroyed

**Below** is a summary of the RFD's for this record series and type

DR Submitted: RFD 141

Carton Tally: 46

JC Approval Number: 545037

DEPARTMENT OF THE TREASURY

DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name: CITY CLERK

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Agency Retention Schedule : MUNICIPAL CLERK SCHEDULE

---

Retention Schedule Number: M200000-009

---

Record Series Number: 0019-0003

---

Record Series Name: FOR ASSESSMENT FOR MUNICIPAL  
IMPROVEMENT (ASSESSMENT SEARCH)

---

Retention Time: 07 YEARS

---

Inclusive Years: 1954-1995

---

Volume (Cubic Feet): 55.20 cf 1.2 cf Carton 46

---

Damaite Type: Flood

---

Other copies available? NIA

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**Below** is a summary of the **RFD's** for this **record** series and type

DR Submitted: RFD 141

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Carton Tally: 46

---

JC Approval Number: 545037

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Disposition

DEPARTMENT OF THE TREASURY  
Destroyed

DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES

**Below** is a summary of the **RFD's** for this **record** series and type

DR Submitted:	RFD 141
Carton Tally:	46
JC Approval Number:	545037

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<hr/>	
<b>Agency Retention Schedule :</b>	MUNICIPAL CLERK SCHEDULE
<hr/>	
<b>Retention Schedule Number :</b>	M200000-009
<hr/>	
<b>Record Series Number:</b>	0020-0000
<hr/>	
<b>Record Series Name:</b>	FINANCIAL AND PERSONNEL DISCLOSURE STATEMENTS
<hr/>	
<b>Retention Time:</b>	06 YEARS
<hr/>	
<b>Inclusive Years:</b>	2006
<hr/>	
<b>Volume (Cubic Feet):</b>	1.20 cf                      1.2 cf Carton 1
<hr/>	
<b><u>Damage</u> Type:</b>	Flood
<hr/>	
<b>Other copies available?</b>	<i>NIA</i>
<hr/>	
<b>Disposition</b>	Destroyed
<b>DR Submitted:</b>	RFD 142
<hr/>	
<b><u>Carton tally:</u></b>	1
<hr/>	
<b>JC Approval Number:</b>	545072
<hr/>	

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

Below is a summary of the RFDs for this record series and type

DR Submitted:	RFD 142
Carton <u>tally</u> :	1
JC Approval Number:	545072



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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0030-0000

**Record Series Name:** GOVERNING BODY MEETING WORK  
PAPERS AND SUPPORTING  
DOCUMENTATION-MUNICIPAL CLERK  
NOTES

**Retention Time:** 1950-2000

**Inclusive Years:** 1954-1982

**Volume (Cubic Feet):** 134.40 cf 1.2 cf Carton 112

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

<u>DR Submitted:</u>	<u>RFD 145</u>	<u>RFD 151</u>	<u>RFD 160</u>	<u>RFD 102</u>
<u>Carton tally:</u>	<u>8</u>	<u>101</u>	<u>2</u>	<u>1</u>
<u>JC Approval Number:</u>	<u>545037</u>	<u>545037</u>	<u>546070</u>	<u>545040</u>

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL HEALTH DEPARTMENT

**Retention Schedule Number:** M640000-004

**Record Series Number:** 0666-0000

**Record Series Name:** APPLICATION FOR CERTIFIED COPY OF  
VITAL STATISTIC RECORDS

**Retention Time:** 06 YEARS

**Inclusive Years:** 1966-2011

**Volume (Cubic Feet):** 10.80 cf 1.2 cf Carton 9

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted: RFD 147

Carton tally: 9

JC Approval Number: 545065

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule:</b>	PLANNING/ZONING BOARDS OF ASSESSMENTS
<b>Retention Schedule Number:</b>	M140000-004
<b>Record Series Number:</b>	0020-0001
<b>Record Series Name:</b>	VARIANCE APPLICATION CASE FILE/ ZONING BOARD OF ADJUSTMENT CASE FILE • APPROVED (COPY)
<b>Retention Time:</b>	DO PERIODIC REVIEW
<b>Inclusive Years:</b>	1970-1980
<b>Volume (Cubic Feet):</b>	4.80 cf                      1.2 cf Carton 4
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Destroyed

**Below** is a summary of the RFD's for this record series and type

DR Submitted:	RFD 131
Carton Tally:	4
JC Approval Number:	545041

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	CITY CLERK
<hr/>	
<b><u>Agency Retention Schedule :</u></b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<hr/>	
<b><u>Retention Schedule Number :</u></b>	M100000-013
<hr/>	
<b><u>Record Series Number:</u></b>	0004-0002
<hr/>	
<b>Record Series Name:</b>	CHECK REGISTER
<b>Retention Time:</b>	06 YEARS
<b><u>Inclusive Years:</u></b>	1956-1967
<hr/>	
<b>Volume (Cubic Feet):</b>	cf                      Ledger 2
<b>Damage Type:</b>	Flood
<b><u>Other copies available?</u></b>	<i>NIA</i>
<hr/>	
<b>Disposition</b>	<b>Destroyed</b>
<hr/>	
<b><u>Ledger tally:</u></b>	2
<b><u>JC Approval Number:</u></b>	550322
<hr/>	

Below is a summary of the RFDs for this record series and type  
DR Submitted: DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Ledger tally:	2
JC Approval Number:	550322

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	CITY CLERK
<hr/>	
<b><u>Agency Retention Schedule :</u></b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<hr/>	
<b><u>Retention Schedule Number :</u></b>	M100000-013
<hr/>	
<b><u>Record Series Number:</u></b>	0005-0000
<hr/>	
<b><u>Record Series Name:</u></b>	DEPOSIT SLIPS
<b><u>Retention Time:</u></b>	06 YEARS
<b><u>Inclusive Years:</u></b>	1955-1995
<b><u>Volume (Cubic Feet):</u></b>	cf Ledger 41
<b><u>Damage Type:</u></b>	Flood
<hr/>	
<b><u>Other copies available?</u></b>	NIA
<hr/>	
<b><u>Disposition</u></b>	<b>Destroyed</b>
<hr/>	
Ledger tally:	41
<hr/>	
JC <u>Approval</u> Number:	550324
<hr/>	

Below is a summary of the RFDs for this record series and type  
DR Submitted: DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

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Ledger tally:	41
JC Approval Number:	550324

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000-013
<b>Record Series Number:</b>	0101-0000
<b>Record Series Name:</b>	DAILY CASH JOURNALS
<b>Retention Time:</b>	06 YEARS
<b>Inclusive Years:</b>	1913-1986
<b>Volume (Cubic Feet):</b>	cf Ledger 17
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	<b>Destroyed</b>

Below is a summary of the RfD's for this record **series** and type

Ledger tally:	2	1	14
JC Approval Number:	550340	550340	550340

DR Submitted:

RFD 187 RFD 182 RFD 186

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Ledger tally:

2 1 14

JC Approval Number:

550340 550340 550340

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000-013
<b>Record Series Number:</b>	0102-0002
<b>Record Series Name:</b>	JOURNAL/LEDGER- SUBSIDIARY
<b>Retention Time:</b>	06 YEARS
<b>Inclusive Years:</b>	1984
<b>Volume (Cubic Feet):</b>	cf                      Ledger 1
<b>Damage Type:</b>	Flood
<b>Other <u>copies</u> available?</b>	N/A
<b>Disposition</b>	Destroyed
<b>Lede;er <u>tally</u>:</b>	1
<b>JC Approval Number:</b>	550323

Below is a summary of the Rf D's for this record series and type  
DR Submitted: RFD 188

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Leder tally:	1
JC Approval Number:	550323

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000-013
<b>Record Series Number:</b>	0313-0003
<b>Record Series Name:</b>	PAYROLL FILE- PAYROLL REGISTER (COPY)
<b>Retention Time:</b>	03 YEARS
<b>Inclusive Years:</b>	1969-1980
<b>Volume (Cubic Feet):</b>	cf                      Ledger 2
<b><u>Damage Type:</u></b>	Flood
<b>Other <u>copies</u> available?</b>	N/A
<b>Disposition</b>	Destroyed
<b>Ledger tally:</b>	2
<b>JC <u>Approval</u> Number:</b>	550341

Below is a summary of the RFD'a for this record series and type  
DR Submitted: RFD 189

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Ledger tally:	2
JC <u>Approval</u> Number:	550341

---

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

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**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

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**Retention Schedule Number :** M100000-013

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**Record Series Number:** 0316-0001

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**Record Series Name:** RECEIPTS (ORIGINAL)

**Retention Time:** 06 YEARS

**Inclusive Years:** 1942-1954

**Volume (Cubic Feet):** cf Ledger 3

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** **Destroyed**

Below is a summary of the RFD's for this record series and type

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Ledger tally: 3

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JC Approval Number: 550349

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DR Submitted:

RFD 190

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Ledger tally:	3
JC Approval Number:	550349

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	CITY CLERK
<hr/>	
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<hr/>	
<b>Retention Schedule Number :</b>	M100000-013
<hr/>	
<b>Record Series Number:</b>	0316-0002
<hr/>	
<b>Record Series Name:</b>	RECEIPTS (COPY)
<b>Retention Time:</b>	03 YEARS
<b><u>Inclusive</u> Years:</b>	1896
<b><u>Volume</u> (Cubic Feet):</b>	cf Ledger 1
<b><u>Damage</u> Type:</b>	Flood
<hr/>	
<b>Other <u>copies</u> available?</b>	N/A
<hr/>	
<b>Disposition</b>	<b>Destroyed</b>
<b>Ledger tally:</b>	1
<b>JC <u>Approval</u> Number:</b>	550349
<hr/>	

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
Below is a summary of the RFD's for this record series and type  
DR Submitted: RFD 191

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RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

---

Ledger tally: 1  
JC Approval Number: 550349

---

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0319-0002
<b>Record Series Name:</b>	SCHEDULE OF VOUCHERS AND BILLS PAID
<b>Retention Time:</b>	06 YEARS
<b>Inclusive Years:</b>	1948-1977
<b>Volume (Cubic Feet):</b>	cf                      Ledger 10
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Destroyed
<b>Ledger tally:</b>	10
<b>JC Approval Number:</b>	550343

DEPARTMENT OF THE TREASURY

Below is a summary of the RFD's for this record series and type

DR Submitted:

DIVISION OF REVENUE AND FINANCE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

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<u>Ledger tally:</u>	10
<u>JC Approval Number:</u>	550343

---

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

**Retention Schedule Number :** M100000-013

**Record Series Number:** 0515-0001

**Record Series Name:** REFERENCE MATERIAL

**Retention Time:** 00 PERIODIC REVIEW

**Inclusive Years:** 1867-1988

**Volume (Cubic Feet):** cf Ledger 18

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Destroyed

**Below is a summary of the RFD's for this record series and type**

<b>Led2er tally:</b>	<u>10</u>	<u>3</u>	<u>4</u>	<u>1</u>
<b>JC Approval Number:</b>	<u>550370</u>	<u>550370</u>	<u>550370</u>	<u>550370</u>

**DR Submitted:**

DEPARTMENT OF TREASURY      RFD 191   RFD 204   RFD 193   RFD 205  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES      -  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

**Led2er tally:**

10                    3                    4                    1  
**JC Approval Number:**                    550370                    550370                    550370                    550370

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

**Retention Schedule Number :** M100000-013

**Record Series Number:** 0601-0001

**Record Series Name:** NOTICE FILE - LEGAL NOTICE

**Retention Time:** 03 YEARS

**Inclusive Years:**

**Volume (Cubic Feet):** cf Ledger 10

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Destroyed

Below is a summary of the Rf D's for this record series and type

**Ledger tally:** 10

**JC Approval Number:** 550369

DR Submitted:

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

Ledger tally:	10
JC Approval Number:	550369

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0701-0002
<b>Record Series Name:</b>	PUBLICATIONS
<b>Retention Time:</b>	00 PERIODIC REVIEW
<b>Inclusive Years:</b>	1709-1887
<b>Volume (Cubic Feet):</b>	cf                      Ledger 2
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Destroyed
<hr/> <b>Below is a summary of the RFD's for this record series and type</b>	
<b>Ledger tally:</b>	2
<b>JC Approval Number:</b>	550361

DR Submitted:

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

## Damaged Records Inventory

Agency Name:

CITY CLERK

---

Ledger tally:	2
JC Approval Number:	550361

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0003-0006

**Record Series Name:** GENERAL LICENSE-FILE

**Retention Time:** 03 YEARS

**Inclusive Years:** 1947-1974

**Volume (Cubic Feet):** cf Ledger 1

**Damaee Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

Below Is a summary of the RFD's for this record series and type

**DR Submitted:** RFD 196

**Ledger tally:** 1

**JC Approval Number:** 550360

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number :** M200000-009

**Record Series Number:** 0003-0008

**Record Series Name:** LICENSE FILE- MERCANTILE/TOURISM

**Retention Time:** 03 YEARS

**Inclusive Years:** 1933-1948

**Volume (Cubic Feet):** cf Ledger 1

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

**DR Submitted:** RFD 197

**Ledger Tally:** 1

**JC Approval Number:** 550367

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0003-0009

**Record Series Name:** LICENSE FILE- MERCANTILEfTOURISM

**Retention Time:** 03 YEARS

**Inclusive Years:** 1933-1948

**Volume (Cubic Feet):** cf Ledger 1

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted: RFD 197

Ledier Tally: 1

JC Approval Number: 550367

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number :** M200000-009

**Record Series Number:** 0006-0001

**Record Series Name:** ELECTION RETURN

**Retention Time:** 05 YEARS

**Inclusive Year:** 1961-1973

**Volume (Cubic Feet):** cf Ledger 6

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

Below is a summary of the RFD's for this record series and type

DR Submitted:	RFD 203
Led2er tally:	6
JC Approval Number:	550351

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0016-0000

**Record Series Name:** AFFIDAVITS OF PUBLICATION

**Retention Time:** 06YEARS

**Inclusive Years:** 1927-1938

**Volume (Cubic Feet):** cf Ledger 8

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Destroyed

Below is a summary of the RFD's for this record **series** and type

<b>Ledger tally:</b>	1	7
<b>JC Approval Number:</b>	550455	550455

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

## Damaged Records Inventory

Agency Name:  
DR Submitted:

CITY CLERK  
RFD 200 RFD 199

<u>Ledger tally:</u>	1	7
<u>JC Approval Number:</u>	550455	550455

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<hr/>	
<b>Agency Retention Schedule:</b>	MUNICIPAL CLERK SCHEDULE
<hr/>	
<b>Retention Schedule Number:</b>	M200000-009
<hr/>	
<b>Record Series Number:</b>	0019-0003
<hr/>	
<b>Record Series Name:</b>	SEARCH FILE - CERTIFICATE LIABILITY FOR ASSESSMENT FOR MUNICIPAL IMPROVEMENT (ASSESSMENT SEARCH}
<hr/>	
<b>Retention Time:</b>	07 YEARS
<hr/>	
<b>Inclusive Years:</b>	1886-1972
<hr/>	
<b>Volume (Cubic Feet):</b>	cf                      Ledger 4
<hr/>	
<b>Damage Type:</b>	Flood
<hr/>	
<b>Other copies available?</b>	N/A
<hr/>	
<b>Disposition</b>	Destroyed

Below is a summary of the RFD's for this record series and type

<b>DR Submitted:</b>	RFD 202	RFD 201
<hr/>		
<b>Ledger tally:</b>	1	3
<hr/>		
<b>JC Approval Number:</b>	550339	550339
<hr/>		

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK DPW
<b>Agency Retention Schedule:</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0416-0001
<b>Record Series Name:</b>	TIME RECORDS FILE (AGENCY ORIGINAL)
<b>Retention Time:</b>	06 YEARS
<b>Inclusive Years:</b>	1949
<b>Volume (Cubic Feet):</b>	cf Ledger 1
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	<b>Destroyed</b>

Below is a summary of the RFD's for this record **series** and type

Ledger tally:	1
JC Approval Number:	550320

OR Submitted:

DEPARTMENT OF TREASURY

~~RFD-208~~

---

DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

Ledger tally:

1

,JC Approval Number:

550320

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

## Damaged Records Inventory

<b>Agency Name:</b>	PURCHASING
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number :</b>	M100000--013
<b>Record Series Number:</b>	0102-0002
<b>Record Series Name:</b>	JOURNAL/LEDGER- SUBSIDIARY
<b>Retention Time:</b>	06 YEARS
<b>Inclusive Years:</b>	1964-1966
<b>Volume (Cubic Feet):</b>	cf                      Ledger 1
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	<b>Destroyed</b>
<b>Ledger tally:</b>	1
<b>JC Approval Number:</b>	560340

Below is a summary of the RFD's for this record series and type  
DR Submitted: DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Ledger tally:

1

JC Approval Number:

560340

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

Damaged Records  
Disposal Certification

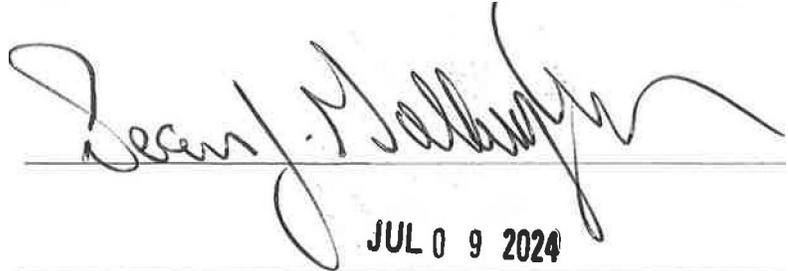
TO: State Records Committee

FROM: Sean Gallagher

DATE: JUL 0 9 2024'

SUBJECT: Records destroyed by Hurricane Sandy disaster

I hereby certify that the records listed on the attached *Request and Authorization/or 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 been deemed impractical.



---

JUL 0 9 2024

---

Date

Inventory

Awaiting

Approval and Disposition

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

## Damaged Records Inventory

**Agency Name:** WORKFORCE MANAGEMENT

---

**Agency Retention Schedule:** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

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**Retention Schedule Number:** M100000-013

---

**Record Series Number:** 0403-0000

---

**Record Series Name:** STATE EMPLOYEE SERVICE RECORD

---

**Retention Time:** 60YEARS

---

**Inclusive Years:**

---

**Volume (Cubic Feet):** 72.00 cf 1.2 cf Carton 60

---

**Damage Type:** Flood

---

**Other copies available?** NIA

---

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

Carton tally: 60  
JC Approval Number:

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFDs for this record series and type  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
DR Submitted: RECORD MANAGEMENT SERVICES  
REID 283  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Carton tally: 60  
JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** TAX COLLECTOR

**Agency Retention Schedule :** MUNICIPAL TAX COLLECTOR

**Retention Schedule Number:** M160000-003

**Record Series Number:** 0007-0000

**Record Series Name:** EXTENDED TAX DUPLICATE

**Retention Time:** PERM

**Inclusive Year:**

**Volume (Cubic Feet):** 732.00 cf 1.2cfCarton 610

**Damaee Type:** Flood

**Other copies available?** N/A

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

Below is a summary of the RFD's for this record **series** and type

**Carton tally:** 610

**JC Approval Number:**

DR Submitted:

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

---

## Damaged Records Inventory

Agency Name:

TAX COLLECTOR

Carton tally:

610

JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** TAX COLLECTOR

**Agency Retention Schedule :** MUNICIPAL TAX COLLECTOR

**Retention Schedule Number :** M160000-003

**Record Series Number:** 0009-0000

**Record Series Name:** IN REM TAX FORECLOSURE LIST

**Retention Time:** PERM

**Inclusive Years:** 1997-2010

**Volume (Cubic Feet):** 3.60 cf 1.2 cf Carton 3

**Damage Type:** Flood

**Other copies available?** N/A

Disposition Located in DR warehouse waiting on JC  
destruction approval Number

**Below Is a summary of the RFD's for this record series and type**

Carton tally: 3

JC Approval Number:

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

## Damaged Records Inventory

Agency Name: TAX COLLECTOR  
DR Submitted: RFD 272

---

Carton tally: 3  
JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** TAX COLLECTOR

**Agency Retention Schedule :** MUNICIPAL TAX COLLECTOR

**Retention Schedule Number:** M160000-003

**Record Series Number:** 0024-0000

**Record Series Name:** TAX SALE CERTIFICATES (COPY) AND REGISTER

**Retention Time:** PERM

**Inclusive Years:** 1863-1970

**Volume (Cubic Feet):** 12.00 cf      1.2 cf Carton    10

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

Carton tally: 10

JC Approval Number:

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFD's for this record series and type  
DR Submitted: ~~DIVISION OF REVENUE AND ENTERPRISE SERVICES~~ RFD 273  
~~RECORD MANAGEMENT SERVICES~~

---

Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name: TAX COLLECTOR

Carton tally: 10

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JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** TAX COLLECTOR

**Agency Retention Schedule :** MUNICIPAL TAX COLLECTOR

**Retention Schedule Number :** M160000-003

**Record Series Number:** 0024-0000

**Record Serles Name:** TAX SALE CERTIFICATES (COPY) AND REGISTER

**Retention Time:** PERM

**Inclusive Years:** 1910

**Volume (Cubic Feet):** cf Ledger 1

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Located in DR warehouse waiting on JC destruction approval Number

**Below Is a summary of the RFD's for this record series and type**

Carton tally: 1

JC Approval Number:

DR Submitted:

DEPARTMENT OF THE TREASURY

RFD 288

DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name:

TAX COLLECTOR

Carton tally:

1

JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** TAX COLLECTOR

**Agency Retention Schedule :** MUNICIPAL TAX COLLECTOR

**Retention Schedule Number :** M160000-003

**Record Series Number:** 0025-0000

**Record Series Name:** TAX TITLE LIEN LEDGER

**Retention Time:** PERM

**Inclusive Years:** 1886-1930

**Volume (Cubic Feet):** cf Ledger 11

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

**Below Is a summary of the RFD's for this record series and type**

**Carton tally:** 11

**JC Approval Number:**

DR Submitted:

DEPARTMENT OF TREASURY

~~RF 0184~~  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

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RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

Agency Name:

TAX COLLECTOR

Carton tally:

11

JC Approval Number:

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

## Damaged Records Inventory

<b>Agency Name:</b>	RISK MANAGEMENT
<hr/>	
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<hr/>	
<b>Retention Schedule Number :</b>	M100000-013
<hr/>	
<b>Record Series Number:</b>	0400-0000
<hr/>	
<b>Record Series Name:</b>	ACCIDENT REPORT-EMPLOYEE
<hr/>	
<b>Retention Time:</b>	06 YEARS AFTER FINAL PAY/SETTLEMENT
<hr/>	
<b>Inclusive Years:</b>	2006-2007
<hr/>	
<b>Volume (Cubic Feet):</b>	1.20 cf      1.2 cf Carton 1
<hr/>	
<b><u>Damage Type:</u></b>	Flood
<hr/>	
Other copies available?	NIA
<hr/>	
Disposition	Located In DR warehouse waiting on JC destruction approval Number
<hr/>	
<u>Ledger</u> tally:	
JC <u>Approval</u> Number:	

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

**Below is a summary of the RFD's for this record series and type**

DR Submitted:

RECORD MANAGEMENT SERVICES

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Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Ledger tally:

JC Approval Number:

---

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

## Damaged Records Inventory

<u>Agency Name:</u>	RISK MANAGEMENT
<u>Agency Retention Schedule :</u>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<u>Retention Schedule Number:</u>	M100000-013
<u>Record Series Number:</u>	0508-0001
<u>Record Series Name:</u>	MINUTES (ORIGINAL)
<u>Retention Time:</u>	PERM
<u>Inclusive Years:</u>	2007-2009
<u>Volume (Cubic Feet):</u>	1.20 cf      1.2 cf Carton 1
<u>Damage Type:</u>	Flood
<u>Other copies available?</u>	N/A
<u>Disposition</u>	Located in DR warehouse waiting on JC destruction approval Number
<u>Ledger tally:</u>	1
<u>JC Approval Number:</u>	

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFD's for this record series and type  
DR Submitted: RECORD MANAGEMENT SERVICES  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Ledger tally: 1  
JC Approval Number: \_\_\_\_\_

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

## Damaged Records Inventory

<b>Agency Name:</b>	REAL ESTATE
<b>Agency Retention Schedule :</b>	MUNICIPAL HOUSING AND DEVELOPMENT
<b>Retention Schedule Number:</b>	M500000-002
<b>Record Series Number:</b>	0250-0000
<b>Record Series Name:</b>	SOLD & REDEEMED PROPERTIES
<b>Retention Time:</b>	07 YEARS
<b>Inclusive Years:</b>	1955-2012
<b>Volume (Cubic Feet):</b>	4.8 cf      1.2 Cartons    4
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Located in DR warehouse waiting on JC destruction approval Number
Below is a summary of the RFD's for this record <b>series</b> and type	
<b>Carton tally:</b>	4
<b>JC Approval Number:</b>	

DR Submitted:

DEPARTMENT OF THE TREASURY  
REF ID: A67293  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

---

## Damaged Records Inventory

Carton tally:

4

JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** REAL ESTATE

**Agency Retention Schedule :** MUNICIPAL HOUSING AND DEVELOPMENT

**Retention Schedule Number :** MS00000-002

**Record Series Number:** 0254-0000

**Record Series Name:** OWNED PROPERTIES AND INDICES

**Retention Time:** PERM

**Inclusive Years:** 1973-2012

**Volume (Cubic Feet):** 22.8 cf 1.2 Cartons 19

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Located in DR warehouse waiting on JC destruction approval Number

### **Below is a summary of the RFD'a for this record series and type**

Carton tally: 19

JC Approval Number:

**DR Submitted:**

RFD 275

---

Carton tally:

19

JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** REAL ESTATE

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**Agency Retention Schedule :** MUNICIPAL HOUSING AND DEVELOPMENT

---

**Retention Schedule Number :** M500000-002

---

**Record Series Number:** 0256-0000

---

**Record Series Name:** TITLE FORECLOSURES

---

**Retention Time:** PERM

---

**Inclusive Years:** 1977-2010

---

**Volume (Cubic Feet):** 12 cf 1.2Cartons 10

---

**Damage Type:** Flood

---

**Other copies available?** NIA

---

Disposition Located in DR warehouse waiting on JC  
destruction approval Number

Below is a summary of the RFD's for this record **series** and type

Carton tally: 10

**JC Approval Number:**

---

DR Submitted:

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

## Damaged Records Inventory

Carton tally:

10

JC Approval Number:

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b><u>Retention Schedule Number :</u></b>	<b>M100000-013</b>
<b><u>Record Series Number:</u></b>	0200-0002
<b><u>Record Series Name:</u></b>	BUDGET FILE - NOT INCLUDED IN MINUTES
<b><u>Retention Time:</u></b>	PERM
<b><u>Inclusive Years:</u></b>	1951-2005
<b><u>Volume (Cubic Feet):</u></b>	34.80 cf                      1.2 cf Carton 29
<b><u>Damage Type:</u></b>	Flood
<b><u>Other copies available?</u></b>	N/A
<b><u>Disposition</u></b>	Located In DR warehouse waiting on JC destruction approval Number
<b><u>Carton Tally:</u></b>	29
<b><u>JC Approval Number:</u></b>	

Below is a summary of the RFD's for this record series and type  
DR Submitted: DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RFD 261

---

RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

Carton Tally:

29

JC Approval Number:

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 66 I, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0300-0001
<b>Record Series Name:</b>	AUDIT REPORT FILE - AUDIT REPORT (AGENCY ORIGINAL)
<b>Retention Time:</b>	PERM
<b>Inclusive Years:</b>	1924-1996
<b>Volume (Cubic Feet):</b>	25.20 cf                      1.2 cf Carton 21
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Located in OR warehouse waiting on JC destruction approval Number
<b>Carton Tally:</b>	21
<b>JC Approval Number:</b>	

Below is a summary of the RFD-s for this record series and type  
DR Submitted: DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RFD 262

---

RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Carton Tally:

21

JC Approval Number:

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0504-0001
<b>Record Series Name:</b>	EXECUTIVE ADMINISTRATIVE SUBJECT FILE- POLICY-SETTING
<b>Retention Time:</b>	PERM
<b>Inclusive Years:</b>	1860-2009
<b>Volume (Cubic Feet):</b>	26.40 cf                      1.2 cf Carton 22
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	<b>Located In DR warehouse waiting on JC destruction approval Number</b>
<b>Carton <u>TaUy</u>:</b>	22
<b>JC <u>Approval</u> Number:</b>	

Below is a summary of the RFD's for this record series and type  
DR Submitted: DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RFD 263

---

RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

Carton TaUy:

22

JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL AGENCIES GENERAL  
RECORDS RETENTION SCHEDULE

**Retention Schedule Number:** M100000-013

**Record Series Number:** 0519-0001

**Record Series Name:** CONSULTANT REPORT

**Retention Time:** PERM

**Inclusive Years:** 1920-2006

**Volume (Cubic Feet):** 7.20 cf 1.2 cf Carton 6

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

**Below** is a summary of the RFD's for this record series and type

**Carton Tally:** 6

**JC Approval Number:**

DR Submitted:

DEPARTMENT OF TREASURY

RFID 204

---

DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

Carton Tally:

6

JC Approval Number:

---

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<b>Retention Schedule Number:</b>	M100000-013
<b>Record Series Number:</b>	0702-0001
<b>Record Series Name:</b>	REPORT FILE • ANNUAL REPORT (AGENCY OF ORIGIN)
<b>Retention Time:</b>	PERM
<b>Inclusive Year:</b>	1990
<b>Volume (Cubic Feet):</b>	1.20 cf                      1.2 cf Carton 1
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	Located In DR warehouse waiting on JC destruction approval Number
<b>Carton Tally:</b>	1
<b>JC Approval Number:</b>	

**Below is a summary of the RFD's for this record series and type**  
**DR Submitted:** DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RFD 265

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RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name: CITY CLERK

Carton Tally: 1

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JC Approval Number:

---

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number :** M200000-009

**Record Series Number:** 0005-0000

**Record Series Name:** DEEDS AND EASEMENTS (MUNICIPAL  
PROPERTY ACQUISITIONS)

**Retention Time:** PERM

**Inclusive Years:** 1914

**Volume (Cubic Feet):** 1.20 cf 1.2 cf Carton 1

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

**Below is a summary of the Rf D's for this record series and type**

**Carton Tally:** 1

**JC Approval Number:**

DR Submitted:

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

## Damaged Records Inventory

Agency Name:

CITY CLERK

---

Carton Tally:

1

---

JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0011-0001

**Record Series Name:** ORDINANCE FILE-ORDINANCE BOOK  
(ORIGINAL)

**Retention Time:** PERM

**Inclusive Years:** 1925-1992

**Volume (Cubic Feet):** 262.80 cf 1.2 cf Carton 219

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

Below is a summary of the RFD's for this record series and type  
Carton Tally: 219

**JC Approval Number:**

DR Submitted:

DEPARTMENT OF TREASURY

RFID 254

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DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

**Agency Name:**

CITY CLERK

Carton Tally:

219

JC Approval Number:

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

## Damaged Records Inventory

Agency Name: CITY CLERK

Agency Retention Schedule : MUNICIPAL CLERK SCHEDULE

Retention Schedule Number : M200000-009

Record Series Number: J012-0001

Record Series Name: RESOLUTION FILE (ORIGINAL)

Retention Time: PERM

Inclusive Years: 1975-1989

Volume (Cubic Feet): 10.80 cf 1.2 cf Carton 9

Damage Type: Flood

Other copies available? N/A

Disposition Located in DR warehouse waiting on JC  
destruction approval Number

**Below** is a summary of the RFD's for this record series and type

Ledger Tally: 9

JC Approval Number:

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

DR Submitted:

RFD 256

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Ledger Tally:

9

JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule:** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number :** M200000-009

**Record Series Number:** 0013-0001

**Record Series Name:** MINUTES FILE (ORIGINAL)

**Retention Time:** PERM

**Inclusive Years:** 1917-2012

**Volume (Cubic Feet):** 129.60 cf 1.2 cf Carton 108

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

Below is a summary of the RFD's for this record series and type

**Ledger Tally:** 106

**JC Approval Number:**

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

DR Submitted:

RFD 258

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Ledger Tally:

106

JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule :** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0023-0000

**Record Series Name:** TECHNICAL REQUIREMENTS FOR SITE  
REMEDATION

**Retention Time:** 30 YEARS

**Inclusive Years:** 1988-2011

**Volume (Cubic Feet):** 3.60 cf 1.2 cf Carton 3

**Damage Type:** Flood

**Other copies available?** N/A

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

**Below** is a summary of the RFD's for this record series and type

**Carton Tally:** 3

**JC Approval Number:**

DR Submitted:

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

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## **Damaged Records Inventory**

Carton Tally:

3

JC Approval Number:

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

## Damaged Records Inventory

<b><u>Agency Name:</u></b>	CITY CLERK LAW
<b><u>Agency Retention Schedule :</u></b>	MUNICIPAL LAW DEPARTMENT
<b><u>Retention Schedule Number:</u></b>	MUNICIPAL LAW DEPARTMENT
<b><u>Record Series Number:</u></b>	0010-0000
<b><u>Record Series Name:</u></b>	LAW SUITS - GENERAL
<b><u>Retention Time:</u></b>	20 YEARS AFTER FINAL SETTLEMENT
<b><u>Inclusive Years:</u></b>	2005-2006
<b><u>Volume (Cubic Feet):</u></b>	1.20 cf                      1.2 cf Carton 1
<b><u>Damage Type:</u></b>	Flood
<b><u>Other copies available?</u></b>	N/A
<b><u>Disposition</u></b>	<b>Located in DR warehouse waiting on JC destruction approval Number</b>
<b><u>Carton Tally:</u></b>	1
<b><u>JC Approval Number:</u></b>	

Below is a summary of the RFD's for this record series and type  
DR Submitted: DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RFD 253

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RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## **Damaged Records Inventory**

Carton Tally:

1

JC Approval Number:

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

## Damaged Records Inventory

<u>Agency Name:</u>	CITY CLERK
<u>Agency Retention Schedule :</u>	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
<u>Retention Schedule Number:</u>	M100000-013
<u>Record Series Number:</u>	0702-0001
<u>Record Series Name:</u>	REPORT FILE - ANNUAL REPORT (AGENCY OF ORIGIN)
<u>Retention Time:</u>	PERM
<u>Inclusive Years:</u>	1873-1901
<u>Volume (Cubic Feet):</u>	cf      Ledger      9
<u>Damage Type:</u>	Flood
<u>Other copies available?</u>	NIA
<u>Disposition</u>	Located In DR warehouse waiting on JC destruction approval Number
<u>Ledgers tally:</u>	9
<u>JC Approval Number:</u>	

Below is a summary of the RFD's for this record series and type  
DR Submitted: DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RFD 266

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RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name:

CITY CLERK

Ledgers tally:

9

JC Approval Number:

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

## Damaged Records Inventory

<b>Agency Name:</b>	CITY CLERK
<b>Agency Retention Schedule :</b>	MUNICIPAL CLERK SCHEDULE
<b>Retention Schedule Number :</b>	M200000 009
<b>Record Series Number:</b>	0011-0001
<b>Record Series Name:</b>	ORDINANCE FILE-ORDINANCE BOOK (ORIGINAL)
<b>Retention Time:</b>	PERM
<b>Inclusive Years:</b>	1904-1928
<b>Volume (Cubic Feet):</b>	cf          Ledger          6
<b>Damage Type:</b>	Flood
<b>Other copies available?</b>	N/A
<b>Disposition</b>	<b>Located in DR warehouse waiting on JC destruction approval Number</b>
Ledgers tally:	6
JC Approval Number:	

DEPARTMENT OF THE TREASURY  
Below is a summary of the RFD's for this record series and type  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
DR Submitted: RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name: CITY CLERK

Ledgers tally: 6  
JC Approval Number:

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

## Damaged Records Inventory

Agency Name: CITY CLERK

Agency Retention Schedule : MUNICIPAL CLERK SCHEDULE

Retention Schedule Number: M200000-009

Record Series Number: 0012-0001

Record Series Name: RESOLUTION FILE (ORIGINAL)

Retention Time: PERM

Inclusive Years: 1860-1904

Volume (Cubic Feet): cf Ledger 5

Damage Type: Flood

Other copies available? N/A

Disposition Located in DR warehouse waiting on JC  
destruction approval Number

Below is a summary of the RFD's for this record **series** and type

Ledgers tally: 5

JC Approval Number:

DR Submitted:

DEPARTMENT OF THE TREASURY

RFID-257

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DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name:

CITY CLERK

Ledgers tally:

5

JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK

**Agency Retention Schedule:** MUNICIPAL CLERK SCHEDULE

**Retention Schedule Number:** M200000-009

**Record Series Number:** 0013-0001

**Record Series Name:** MINUTES FILE (ORIGINAL)

**Retention Time:** PERM

**Inclusive Years:** 1865-1954

**Volume (Cubic Feet):** cf Ledger 109

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

Below is a summary of the RFD's for this record series and type

**Ledgers tally:** 109

**JC Approval Number:**

DR Submitted: DEPARTMENT OF TREASURY  
RFD-253  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORD MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08618  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name: CITY CLERK

Ledgers tally: 109  
JC Approval Number:

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

## Damaged Records Inventory

**Agency Name:** CITY CLERK DPW

**Agency Retention Schedule :** MUNICIPAL PUBLIC WORKS

**Retention Schedule Number :** M660000-002

**Record Series Number:** 0053-0000

**Record Series Name:** SHADE TREE/ REGISTER

**Retention Time:** PERM

**Inclusive Years:** 1928-1951

**Volume (Cubic Feet):** cf Ledger 1

**Damage Type:** Flood

**Other copies available?** NIA

**Disposition** Located in DR warehouse waiting on JC  
destruction approval Number

Below is a summary of the RFD's for this record series and type

**Ledger Tally:** 1

**JC Approval Number:**

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

## **Damaged Records Inventory**

DR Submitted:

RFD 268

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Ledger Tally:

1

JC Approval Number:

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

## Public Records Disaster Response

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

The Division has prepared guidelines for the proper and efficient means to handle this process.

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

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

**IMPORTANT:** Attach inventory list of damaged records by:

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

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

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

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

records may be destroyed. The Division shall report all authorizations for destruction of public records to the State Records Committee at each regularly scheduled meeting of the committee. Such reports shall become part of the records maintained in perpetuity for the said committee.

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

### **NJAC 15:3-2.2 Disposal of Public Records**

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

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

1. Obtain a master list of all damaged documents;
2. Apply appropriate state records retention schedules;
3. Determine whether the damaged records can be duplicated from other sources (microfilm, duplicate filings at other agencies, etc.);
4. Examine damaged documents to determine:
  - i. What should be saved?
    - (1) Salvage of vital and permanent records must be done immediately.
    - (2) Depending on the amount and severity of damage, damp records may be saved by air-drying, and water saturated records may be saved by freeze-drying.
    - (3) Contact the Division immediately for disaster assistance;
  - ii. What can be destroyed?
    - (1) Damaged records that are not vital or permanent records of the agency and whose retention period has expired, is within one year of expiration;
    - (2) Records that are deemed unsalvageable; and
    - (3) Damaged records that can be duplicated from other sources;
5. Damaged records should be reported immediately to the Division to prevent further loss of records, including onset of mold and mildew; and

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

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

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

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

The Division along with State Records Committee will review and may, upon recommendation of the Division, grant special authorization for disposal of your records that have been damaged. This can only be done if the request(s) and instructions (detailed above) are correctly completed and submitted. If you have further questions, please e-mail [Gohn.berry@treas.nj.gov](mailto:Gohn.berry@treas.nj.gov) or call me at (609) 292-8683.

Thank you for your cooperation.

Sincerely,

*John J. Berry*

John J. Berry, Records Analyst 1  
Treasury - DORES - RMS



DEPARTMENT OF THE TREASURY  
 DIVISION OF REVENUE AND ENTERPRISE SERVICES - RECORDS MANAGEMENT SERVICES  
 PO BOX 661 TRENTON, NJ 08625

Disaster Recovery Questionnaire

Agency Information:

Agency Name/Offices Involved: Jersey City, City Hall/ Tax Assessor, Real Estate, Human Resources, City Clerk, Risk Management, and Tax Collector

Address: 280 Grove Street, Jersey City, NJ 07302

Phone: (201) 547-5241

Email: sharris@icnj.org

Contact Person: ''''S=id=n=e'--'y\_\_\_,H=arr=is'-----

Date the disaster occurred: 10/29/2012 : . = " - - - - ' ' -----

Area declared accessible by Fire Marshall:  Yes  No

Arson investigation currently being conducted:  Yes  No

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

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

Hurricane Sandy's high winds and storm surges extensively damaged Jersey City, City Hall. The lower level of the facility was flooded to a depth of 4.25 ft. 3037 cartons of multiple documents 1023 Engineering drawings and 218 ledgers. The documents, ledgers and drawings were submerged in floodwater that entered through doorway and windows openings. Electrical power was disrupted rendering the sump pumps inoperable. The city stored and archived documents in the basement on a large train track filing system. The city hired a sole sourced specialized GSA approved contractor "Document Re processors" to remove 3037 cartons of documents, 1023 Engineering drawings, and 218 ledgers from the flooded basement. Documents were packed in specialized containers, loaded in a freezer truck and delivered directly to Document Re-processors processing facility Rushville, NY. Once the material was received it was placed in a large vacuum freeze dry/ sterilized freezer to stabilize the documents. The documents are continuously stored in a frozen environment until the



Additional person(s) notified about the disaster: Document Re processors and the State of New Jersey Records Management Services

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Security measures implemented: The ba ement wa clo ed off during repairs.

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

OPRA and Permanent records

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

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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

What procedures were implemented to ensure human safety:

The contractor, Document Re-processors, removed all documents and delivered directly to th ir proces. ing facility.

Additional comments and information: .....

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## Salvage Operations: Information Systems Recovery

Telecommunications Hardware Salvaged:	Yes	<input checked="" type="checkbox"/>	No
Telecommunications Circuitry Salvaged:	Yes	<input checked="" type="checkbox"/>	No
Information Processing Hardware Salvaged:	Yes	<input checked="" type="checkbox"/>	No
Information Processing Software Salvaged:	Yes	<input checked="" type="checkbox"/>	No
Disks and/or Tapes Salvaged:	Yes	<input checked="" type="checkbox"/>	No
MicroImage Hardware Salvaged:	Yes	<input checked="" type="checkbox"/>	No
MicroImage Software Salvaged:	Yes	<input checked="" type="checkbox"/>	No

Additional comments and information: In October of 2012, Super Storm Sandy flooded the basement of City Hall and damaged banker boxes containing 3,037 separate documents. The documents damaged ranged from permanent records such as ordinances and resolutions passed by the municipal council, to non-permanent, but nonetheless historically significant documents such as tax cards featuring images of historic properties in the City. These tax cards are used by the City's Historic Preservation Commission to evaluate applications for building rehabilitations within the City's five historic districts.

Immediately after the storm, the City hired a document restoration specialist, Document Re-Processors of Rushville, New York to restore the damaged documents. These documents have been stored at Document Re-Processors' facility ever since at significant annual cost to the City. Considering that the damaged permanent files have all been restored, scanned and catalogued, the City is looking to proceed with the destruction of the permanent records.

Consequently, I request permission to proceed with our application to destroy the permanent records damaged by Super Storm Sandy.

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

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

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



DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES - RECORDS MANAGEMENT SERVICES  
PO BOX 661 TRENTON, NJ 08625

### **Abridged Title 15 Department of State Chapter 3 Records Retention: Disposal of Damaged Records and Vital Records Preservation**

#### **NJAC 15:3-2.2 Disposal of Public Records**

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

1. Obtain a master list of all damaged documents;
2. Apply appropriate state records retention schedules;
3. Determine whether the damaged records can be duplicated from other sources (microfilm, duplicate filings at other agencies, etc.);
4. Examine damaged documents to determine:
  - i. What should be saved?
    - (1) Salvage of vital and permanent records must be done immediately.
    - (2) Depending on the amount and severity of damage, damp records may be saved by air-drying, and water saturated records may be saved by freeze-drying.
    - (3) Contact the Division immediately for disaster assistance;
  - ii. What can be destroyed?
    - (1) Damaged records that are not vital or permanent records of the agency and whose retention period has expired, is within one year of expiration;
    - (2) Records that are deemed unsalvageable; and
    - (3) Damaged records that can be duplicated from other sources;
5. Damaged records should be reported immediately to the Division to prevent further loss of records, including onset of mold and mildew; and
6. Agencies requesting emergency destruction of such records shall follow destruction authorization procedures in (d) below.

## **NJAC 15:3-2.5 Vital Records Program**

**(a) Purpose.** This section prescribes policies and procedures for establishing a program for the identification and protection of vital records, those records needed by State agencies and authorities or its political subdivisions for continuity of operations before, during, and after emergencies, and those records needed to protect the legal and financial rights of State or local government and persons affected by State or local government activities. The records may be maintained on a variety of media including paper, magnetic tape or disk, photographic film, and microfilm. The management of vital records is part of an agency's continuity of operations plan designed to meet emergency management responsibilities.

**(b) Responsibilities for establishment and maintenance of a vital records program.** Heads of State and local government agencies and authorities and/or their governing bodies are responsible for establishment and maintenance of a vital records program for the records of their agency, as defined in P.L. 1953, c.410 § 2 as amended by P.L. 1994, c.140, § 3 (N.J.S. 47:3-16), pursuant to provisions of the following State statute and rules:

1. P.L. 1953, c.410, "Destruction of Public Records Law (1953)," as amended by P.L. 1994, c.140 (N.J.S. 47:3-15 et seq.);

2. N.J.A.C. 15:3-2.2(a), concerning procedures for requesting routine and special authorization for disposal of records; and
3. N.J.A.C. 15:3-4.4(d) and 5.5, concerning disaster planning and recovery.

**(c) Terminology.** The words and phrases used in this section shall have the standard meaning in records management terminology as defined in N.J.A.C. 15:3-1.2, except the following words and phrases which apply to this section and shall have the designated meanings, unless the context clearly indicates otherwise:

**"Contingency planning"** means instituting policies and procedures to mitigate the effects of potential emergencies or disasters on an agency's operations and records. Contingency planning is part of the continuity of operations planning.

**"Cycle"** means the periodic removal of obsolete copies of vital records and their replacement with copies of current vital records, which may occur daily, weekly, quarterly, annually or at other designated intervals.

**"Disaster"** means:

- I. Any natural or man-made catastrophe, including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, or other catastrophe, caused by adverse or unusual weather conditions or human activity, that results in destruction of life or property; or
2. Pursuant to 44 CFR 9206.2(17), any fire, flood, explosion, or other catastrophe which in the determination of the President of the United States causes damage of sufficient severity and magnitude to warrant major disaster assistance in order to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**"Emergency"** means a situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally of short duration, for example, an interruption of normal agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes.

**"Emergency destruction"** means eliminating records under abnormal circumstances, as provided by law or regulations. These circumstances involve a state of emergency or disaster and also a continuing menace to life, health, or property.

**"Emergency operating records"** means that type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records that assist agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.

**"Legal financial rights records"** means that type of vital records essential to the resumption or continuation of operations: the re-creation of the legal or financial status of an agency and the fulfillment of obligations to the public. Although only three to five percent of an agency's records are vital, there could be a liability situation if these records are lost, stolen, or destroyed. Examples include the current, regular updated information needed for daily activities such as: accounts receivable, master personnel listings, irreplaceable research or development data, original signed copies of major contracts or agreements, insurance policy information, municipal standing executive orders, and municipal ordinances and resolutions. These records were formerly defined as "rights-and-interests" records.

**"National security emergency"** means any occurrence, including national disaster, military attack, technological emergency, or other emergency, that seriously degrades or threatens the national security of the United States, as defined in Executive Order No. 12656, "Assignment of Emergency Preparedness Responsibilities."

**"Off-site storage"** means a facility other than an agency's normal place of business where vital records are stored for protection to ensure that the vital records are not subject to damage or destruction from an emergency or disaster affecting an agency's normal place of business. Any facility considered for off-site storage of vital records by State or local governments must meet standards established for storage of public records per N.J.A.C. 15:3-6.

**"Records disaster prevention and recovery program"** means a written and approved plan detailing how records will be handled in a disaster prior, during, and after in the recovery stage. Also includes interim operating procedures.

**"Vital records"** means records essential to the continued functioning or reconstitution of the State or local government during and after an emergency or disaster and also those records essential to protecting the rights and interests of the State or local government and of the individuals directly affected by its activities. Sometimes called essential records, they include both emergency operating and legal and financial rights records. Vital records considerations are part of an agency's records disaster prevention and recovery program.

**"Vital records program"** means the policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect the essential records needed to meet operational responsibilities under State or local government emergencies or other emergency or disaster conditions or to protect its rights to those of its citizens. This is a program element of an agency's emergency management function.

**"Vital records schedule"** means a detailed list identifying the vital records, their location, protection instructions, and method of protection in case the records were lost during an emergency or disaster.

**(d) Vital records program.** The vital records program is conducted to identify and protect those records that specify how an agency will operate in case of emergency or disaster, those records vital to the continued operations of the agency during and after an emergency or disaster, and records needed to protect the legal and financial rights of the State or local government and of the persons affected by its actions. An agency identifies vital records in the course of contingency planning activities carried out in the context of the emergency management function. In carrying out the vital records program agencies shall:

1. Specify agency staff responsibilities;
2. Ensure that all concerned staff are appropriately informed about vital records;
3. Ensure that the designation of vital records is current and complete; and
4. Ensure that vital records and copies of vital records are adequately protected, accessible, and immediately usable.

**(e) Emergency plans.** Vital records include emergency plans and related records that specify how an agency is to respond to an emergency as well as those records that would be needed to continue operations and protect legal and financial rights. Agencies should consider the informational content of records series and electronic records systems when identifying vital records. Only the most recent and complete source of the vital information needs to be treated as vital records.

**(f) Ensuring that retrieval procedures for vital records require only routine effort.** Agencies shall ensure that retrieval procedures for vital records require only routine effort to locate needed information, especially since individuals unfamiliar with the records may need to use them during an emergency or disaster. Agencies also shall ensure that all equipment needed to read vital records or copies of vital records **will** be available in case of emergency or disaster. For electronic records systems, agencies also shall ensure that system documentation adequate to operate the system and access the records will be available in case of emergency or disaster.

**(g) Measures to ensure the survival of the vital records.** Agencies shall take appropriate measures to ensure the survival of the vital records or copies of vital records in case of emergency or disaster. In the case of electronic records, this requirement is met if the information needed in the event of emergency or disaster is available in a copy made for general security purposes, even when the copy contains other information.

**(h) Duplication of vital records.** The following pertain to duplication of vital records:

1. Computer backup tapes created in the normal course of system maintenance or other electronic copies that may be routinely created in the normal course of business may be used as the vital record copy.
2. For original paper records, agencies may choose to make digital images or microform copies. Standards for the creation, preservation and use of microforms are found in N.J.A.C. 15:3-3 as established pursuant to the provisions of N.J.S. 47:3-26 et al. as amended. Standards for the creation, use and preservation of digital images for public records are found in N.J.A.C. 15:3-4, Image Processing of Public Records, and in N.J.A. 15:3-5, Certification of Image Processing, as established pursuant to the provisions of P.L. 1994. c.140 (N.J.S. 47:3-26 et al. as amended).

**(i) Storage of vital records.** The following pertain to storage of vital records:

1. When agencies choose duplication as a protection method, the copy of the vital record stored off-site is normally a duplicate of the original record. Designating and using duplicate copies of original records as vital records facilitates destruction or deletion of obsolete duplicates when replaced by updated copies, whereas original vital records must be retained for the period specified in agency records disposition schedule.
2. The agency may store the original records off-site if protection of original signatures is necessary, or if it does not need to keep the original record at its normal place of business.
3. Any facility used for off-site storage of vital records by State or local governments shall meet standards established for storage of public records per N.J.A. 15:3-6, Storage of Public Records.

**(j) Storage of copies of vital records.** Agencies need to consider several factors when deciding where to store copies of vital records, including:

1. Copies of emergency operating vital records need to be accessible in a very short period of time for use in the event of an emergency or disaster. Copies of legal and financial rights records may not be needed as quickly. In deciding where to store vital records copies, agencies shall treat records that have the properties of both categories, that is, emergency operating and legal and financial rights records, as emergency operating records.
2. Under certain circumstances, the State Records Storage Center and local government records storage centers may store copies of emergency operating and legal and financial rights records.
  - i. The State Records Storage Center and local government records storage centers can store small volumes of such records, but may not be able to provide storage for large collections or ones requiring constant recycling of the vital records, except under reimbursable agreement.
  - ii. Whenever State agency vital records are semicurrent, they are eligible for storage at the State Records Storage Center, provided that they meet all other storage criteria. However, many State agency vital records are active records, and therefore may not be stored at the State Records Storage Center. Other storage facilities, such as a commercial records center, should be sought for such records. (See definition of "semicurrent" in N.J.A.C. 15:3-1.2)
  - iii. County and municipal agencies should contact their local records storage center or commercial records center for their storage criteria for vital records.
  - iv. Any commercial records storage facility contracting with State or local agency or agencies for the storage and

maintenance of vital records, regardless of their established retention schedules, must be in compliance with and operate according to the standards established for long-term or permanent records in N.J.A.C. 15:3-6, Storage of Public Records.

3. When using the State Records Storage Center for storing semicurrent vital records that are duplicate copies of original records, the agency must specify on the "Records Transfer Request" form that they are vital records (duplicate copies) and the medium on which they are maintained. The agency shall also periodically cycle (update) them by removing obsolete items and replacing them with the most recent version, when necessary. County and municipal agencies should contact their local records storage center for specific information about their policies and procedures.

4. State agencies that transfer permanent, original vital records into the physical and legal custody of the State Archives become the permanent legal responsibility of the Archives. This transfer of legal custody is a major distinction between the services provided by the State Archives and the State Records Storage Center:

- i. In the State Records Storage Center, only physical custody passes from the agency of origin; legal ownership is not affected. The agency may request the return of its records at any time, and it alone controls access to those records.
- ii. In the State Archives, legal as well as physical custody passes from the agency of origin to the State Archives. Legal ownership is transferred to the State Archives to ensure permanent preservation of the record.

5. The transfer of records from any public agency and accessioning them into the custody of the State Archives shall be documented in an Accession Record, including signed forms and other documentation transferring physical and legal custody and ownership of all rights to the State Archives. County and municipal agencies should contact their local archives or historical society for specific information about their policies and procedures.

**(k) Disposition of original vital records.** The following pertain to disposition of original vital records:

1. The disposition of original vital records is governed by State records retention schedules approved by the State Records Committee.
2. Retention schedules summarize information about individual record series and designate minimum lengths of time records must be held in active, semiactive or inactive storage. Retention schedules also designate when and how a record may be disposed.
3. A timely and consistent records disposition result in increases in safety and efficiency and decreases in recordkeeping expenses. Use of the Statewide disposal authorization process helps to eliminate inconsistent records destruction, thereby minimizing the likelihood of adverse legal, administrative, fiscal, and historical impact.
4. Retention schedules for copies of records, other than original records, created and maintained for the sole purpose of providing duplicate copies of records for a vital records program may, in some cases, have a separate retention period established by the State Records Committee, if applicable.
5. Emergency destruction of records, when determined to be necessary by the State Records Committee, shall be authorized by the same pursuant to P.L. 1953, c.410, § 2, "Destruction of Public Records Law (1953)" as amended by P.L. 1994, c.140, § 3 (N.J.S. 47:3-15 et al.), and N.J.A.C. 15:3- 2.2(a).



DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES - RECORDS MANAGEMENT SERVICES  
PO BOX 661 TRENTON, NJ 08625

## Damaged Records Disposal Certification

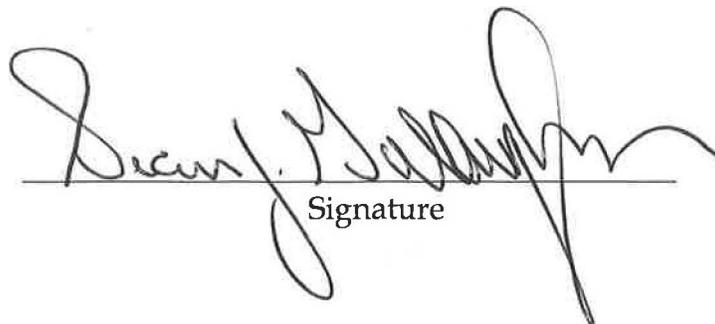
TO: State Records Committee

FROM: Sean Gallagher

DATE: **JUL 09 2024**

SUBJECT: Records destroyed by Hurricane Sandy disaster

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.

A handwritten signature in black ink, appearing to read "Sean J. Gallagher", written over a horizontal line.

Signature

**Sean J. Gallagher**  
**City Clerk**  
**City of Jersey City**

\_\_\_\_\_  
Title

City of Jeddah  
City Office  
Jeddah, Kingdom of Saudi Arabia

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**PROJECT INVOICE #151 - REVISED**  
Purchase Order # 127323 Feb. 16-29, 2020  
FLOOD CONTAMINATED RECORDS - SANDY CLAIM

**Matthew Hogan**  
Risk Manager  
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Jersey City, NJ 07302

Office: (201) 547-5034  
Email: [matthew@icnj.org](mailto:matthew@icnj.org)

**Robert Gallagher**  
Director of Records  
The City of Jersey City  
13 Linden Ave E.  
Jersey City, NJ 07305

February 29, 2020  
Office: (201) 547-5241  
Email: [rgallagher@icnj.org](mailto:rgallagher@icnj.org)

TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DOCUMENT SCANNING</b>							
	Image Scanning - Scan Document		Tech 2	22h	@ \$ 54.86	= \$ 1,001.20	
							\$ 1,001.20
<b>DATA ENTRY</b>							
	Data Entry of Perm Records		Tech 2	23A	@ \$ 54.86	= \$ 82.29	
			Proj Coor	26	@ \$ 64.84	= \$ 486.30	
							\$ 568.59
	Banding Images into Single Files		Tech 2	120	@ \$ 54.86	= \$ 7,529.54	
			Proj Coor	28A	@ \$ 64.84	= \$ 113.47	
			Prod Mgr	39	@ \$ 84.79	= \$ 211.98	
							\$ 7,854.98
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Feb 16-29	Skids	41	@ \$ 49.87	= \$ 2,044.67	
							\$ 2,044.67
	Computer server use Terabytes allocated	Feb 16-29	Data Storage	0.5	@ \$ 1,500.00	= \$ 750.00	
							\$ 750.00
	Backup of Computer server Terabytes allocated	Feb 16-29	Backups	0.5	@ \$ 1,667.67	= \$ 833.84	
							\$ 833.84
<b>ADMINISTRATION</b>							
	Project Tracking, Accounting & Payrolls		Proj Acct	57	@ \$ 54.86	= \$ 109.72	
							\$ 109.72
	Project Admin Labor with Depts		Proj Coor	58D	@ \$ 64.84	= \$ 389.04	
			Proj Mgr	59A	@ \$ 124.69	= \$ 2,805.53	
							\$ 3,194.57
	Administrative		Tech 2	100	@ \$ 54.86	= \$ 41.15	
	Administrative		Proj Coor	10H	@ \$ 64.84	= \$ 178.31	
	Administrative		Proj Mgr	10E	@ \$ 124.69	= \$ 31.17	
							\$ 250.63
	Credit for Invoices 148, 149, & 150						\$ (5,836.18)
							\$ 10,772.00
<b>Total Balance Due</b>							\$ 10,772.00

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**PROJECT INVOICE #152 - REVISED**  
**Purchase Order # 127323 Mar. 1-15, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

**Matthew Hogan**  
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**Robert Gallagher**  
Director of Records  
The City of Jersey City  
13 Linden Ave E.  
Jersey City, NJ 07305

March 15, 2020

Office: (201) 547-5241

Email: [rgallagher@icnj.org](mailto:rgallagher@icnj.org)

TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	Mar 1-15	Skids		41	@ \$ 49.87	= \$ 2,044.67	
Computer server use Terabytes allocated	Mar 1-15	Data Storage		0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
Backup of Computer server Terabytes allocated	Mar 1-15	Backups		0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>ADMINISTRATION</b>							
Project Tracking, Accounting & Payrolls		Proj Acct	37		@ \$ 54.86	= \$ -	\$ -
Project Admin Labor with Depts		Proj Coord	58B		@ \$ 64.84	= \$ -	\$ -
		Proj Mgr	50A	0.25	@ \$ 124.69	= \$ 31.17	\$ 31.17
Administrative		Tech 2	10G		@ \$ 54.86	= \$ -	\$ -
Administrative		Proj Coord	10H	1	@ \$ 64.84	= \$ 64.84	\$ 64.84
Administrative		Proj Mgr	10E	0.5	@ \$ 124.69	= \$ 62.35	\$ 127.19
<b>Total Balance Due</b>							<b>\$ 3,786.86</b>

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**PROJECT INVOICE #153 - REVISED**  
**Purchase Order # 127323 Mar. 16-31, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

**Matthew Hogan**  
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March 31, 2020

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Email: [rgallagher@icnj.org](mailto:rgallagher@icnj.org)

TASK				HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Banding Images into Single Files		Tech 2	17.25	@	\$ 54.86	= \$ 946.34	
								\$ 946.34
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16-31	Skids	41	@	\$ 49.87	= \$ 2,044.67	
								\$ 2,044.67
	Computer server use Terabytes allocated	Mar 16-31	Data Storage	0.5	@	\$ 1,500.00	= \$ 750.00	
								\$ 750.00
	Backup of Computer server Terabytes allocated	Mar 16-31	Backups	0.5	@	\$ 1,667.67	= \$ 833.84	
								\$ 833.84
<b>Total Balance Due</b>								<b>\$ 4,574.84</b>

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**PROJECT INVOICE #154**  
**Purchase Order # 127323 Apr. 1-15, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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Jersey City, NJ 07305

April 15, 2020  
Office: (201) 547-5241  
Email: [rgallagher@icnj.org](mailto:rgallagher@icnj.org)

TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	Apr 1-15	Skids		41	@ \$ 49.87	= \$ 2,044.67	
Computer server use Terabytes allocated	Apr 1-15	Data Storage	*	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
Backup of Computer server Terabytes allocated	Apr 1-15	Backups	*	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>Total Balance Due</b>							<b>\$ 3,628.51</b>

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**PROJECT INVOICE #155**  
**Purchase Order # 127323 Apr. 16-30, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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April 30, 2020  
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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	Apr 16-30	Skids		41	@ \$ 49.87	= \$ 2,044.67	
Computer server use Terabytes allocated	Apr 16-30	Data Storage	*	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
Backup of Computer server Terabytes allocated	Apr 16-30	Backups	*	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>Total Balance Due</b>							<b>\$ 3,628.51</b>

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**PROJECT INVOICE #156**  
**Purchase Order # 127323 May 1-15, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

**Matthew Hogan**  
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Office: (201) 547-5241  
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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	May 1-15	Skids		41	@ \$ 49.87	= \$ 2,044.67	
Computer server use Terabytes allocated	May 1-15	Data Storage	*	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
Backup of Computer server Terabytes allocated	May 1-15	Backups	*	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>Total Balance Due</b>							<b>\$ 3,628.51</b>

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**PROJECT INVOICE #157**  
**Purchase Order # 127323 May 16-31, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

**Matthew Hogan**  
Risk Manager  
The City of Jersey City  
280 Grove Street  
Jersey City, NJ 07302

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Email: [matthew@icnj.org](mailto:matthew@icnj.org)

**Robert Gallagher**  
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May 31, 2020  
Office: (201) 547-5241  
Email: [rgallagher@icnj.org](mailto:rgallagher@icnj.org)

TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Carlons & Ledgers / month	May 16-31	Skids		41	@ \$ 49.87	= \$ 2,044.67	
Computer server use Terabytes allocated	May 16-31	Data Storage	*	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
Backup of Computer server Terabytes allocated	May 16-31	Backups	*	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>Total Balance Due</b>							<b>\$ 3,628.51</b>

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**PROJECT INVOICE #158**  
**Purchase Order # 127323 Jun. 1-15, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	Jun 1-15	Skids		41	@ \$ 49.87	= \$ 2,044.67	
Computer server use Terabytes allocated	Jun 1-15	Data Storage	*	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
Backup of Computer server Terabytes allocated	Jun 1-15	Backups	*	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>Total Balance Due</b>							<b>\$ 3,628.51</b>

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**PROJECT INVOICE #159**  
**Purchase Order # 127323 Jun. 16-30, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	Jun 16-30	Skids		41	@ \$ 49.87	= \$ 2,044.67	
Computer server use Terabytes allocated	Jun 16-30	Data Storage	*	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
Backup of Computer server Terabytes allocated	Jun 16-30	Backups	*	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>Total Balance Due</b>							<b>\$ 3,628.51</b>

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**PROJECT INVOICE #160**  
**Purchase Order # 127323 July. 1-15, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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Jersey City, NJ 07305

July 15, 2020

Office: (201) 547-5241

Email: [rgallagher@icni.org](mailto:rgallagher@icni.org)

TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>							
Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	20.25	@ \$ 54.86	= \$ 1,110.92	
		Proj Coor	38	33.25	@ \$ 64.84	= \$ 2,155.93	
							\$ 3,266.85
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	July 1-15	Skids		41	@ \$ 49.87	= \$ 2,044.67	
Computer server use Terabytes allocated	July 1-15	Data Storage	*	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
Backup of Computer server Terabytes allocated	July 1-15	Backups	*	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>Total Balance Due</b>							<b>\$ 6,895.35</b>

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**PROJECT INVOICE #161**  
**Purchase Order # 127323 July. 16-31, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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July 31, 2020  
Office: (201) 547-5241  
Email: [rgallagher@icnj.org](mailto:rgallagher@icnj.org)

TASK				HOURS		GSA RATE		AMOUNT	BALANCE
DATA ENTRY									
	Data Entry of Perm Records		Tech 2	22A	55.25	@	\$ 54.86	= \$ 3,031.02	
			Proj Coor	28	1.75	@	\$ 64.84	= \$ 113.47	
									\$ 3,144.49
NORMALIZE DATA FOR INDEXING PERM RECORDS									
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	40.75	@	\$ 54.86	= \$ 2,235.55	
									\$ 2,235.55
STORAGE AND COMPUTER SERVER USE									
	Storage - Cartons & Ledgers / month	July 16-31	Skids		41	@	\$ 49.87	= \$ 2,044.67	
	Computer server use Terabytes allocated	July 16-31	Data Storage	*	0.5	@	\$ 1,500.00	= \$ 750.00	\$ 2,044.67
	Backup of Computer server Terabytes allocated	July 16-31	Backups	*	0.5	@	\$ 1,667.67	= \$ 833.84	\$ 750.00
									\$ 833.84
ADMINISTRATION									
	Project Admin Labor with Depts								
			Proj Acct	95	4	@	\$ 54.86	= \$ 219.44	
			Proj Coor	58B	1.25	@	\$ 64.84	= \$ 81.05	
									\$ 300.49
<b>Total Balance Due</b>									<b>\$ 9,309.03</b>

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**PROJECT INVOICE #162**  
**Purchase Order # 127323 AUG. 1-15, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

**Matthew Hogan**  
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August 15, 2020  
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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry of Perm Records		Tech 2	22A 33	@ \$ 54.86	= \$ 1,810.38	
			Proj Coord	28 0	@ \$ 64.84	= \$ -	
							\$ 1,810.38
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>							
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32 38.5	@ \$ 54.86	= \$ 2,112.11	
							\$ 2,112.11
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Aug 1-15	Skids	41	@ \$ 49.87	= \$ 2,044.67	
	Computer server use Terabytes allocated	Aug 1-15	Data Storage	* 0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
	Backup of Computer server Terabytes allocated	Aug 1-15	Backups	* 0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>ADMINISTRATION</b>							
	Project Admin Labor with Depts						
			Proj Acct	95 0	@ \$ 54.86	= \$ -	
			Proj Coord	588 0.75	@ \$ 64.84	= \$ 48.63	
<b>Total Balance Due</b>							\$ 48.63
							\$ 7,599.63

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**PROJECT INVOICE #163**  
**Purchase Order # 127323 AUG. 16-31, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

August 31, 2020

**Matthew Hogan**  
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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
DATA ENTRY							
	Data Entry of Perm Records		Tech 2	59	@ \$ 54.86	= \$ 3,236.74	
			Proj Coord	0	@ \$ 64.84	= \$ -	
							\$ 3,236.74
NORMALIZE DATA FOR INDEXING PERM RECORDS							
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	14	@ \$ 54.86	= \$ 768.04	
							\$ 768.04
STORAGE AND COMPUTER SERVER USE							
	Storage - Cartons & Ledgers / month	Aug 16-31	Skids	41	@ \$ 49.87	= \$ 2,044.67	
							\$ 2,044.67
	Computer server use Terabytes allocated	Aug 16-31	Data Storage	0.5	@ \$ 1,500.00	= \$ 750.00	
							\$ 750.00
	Backup of Computer server Terabytes allocated	Aug 16-31	Backups	0.5	@ \$ 1,667.67	= \$ 833.84	
							\$ 833.84
ADMINISTRATION							
	Project Admin Labor with Depts						
			Proj Acct	0	@ \$ 54.86	= \$ -	
			Proj Coord	0.5	@ \$ 64.84	= \$ 32.42	
							\$ 32.42
<b>Total Balance Due</b>							<b>\$ 7,665.71</b>

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**PROJECT INVOICE #164**  
**Purchase Order # 127323 SEP. 1-15, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry of Perm Records		Tech 2	50.25	@ \$ 54.86	= \$ 2,756.72	
			Proj Coord	0	@ \$ 64.84	= \$ -	
							\$ 2,756.72
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Sep 1-15	Skids	41	@ \$ 49.87	= \$ 2,044.67	
	Computer server use Terabytes allocated	Sep 1-15	Data Storage	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
	Backup of Computer server Terabytes allocated	Sep 1-15	Backups	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>ADMINISTRATION</b>							
	Project Admin Labor with Depts						
			Proj Acct	0	@ \$ 54.86	= \$ -	
			Proj Coord	0.5	@ \$ 64.84	= \$ 32.42	
<b>Total Balance Due</b>							\$ 32.42
							\$ 6,417.64

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**PROJECT INVOICE #165**  
**Purchase Order # 127323 SEP. 16-30, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
Data Entry of Perm Records			Tech 2	22A	79 @ \$ 54.86 =	\$ 4,333.94	
			Proj Coord	28	0 @ \$ 64.84 =	\$ -	
							\$ 4,333.94
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	Sep 16-30	Skids		41 @	\$ 49.87 =	\$ 2,044.67	
Computer server use Terabytes allocated	Sep 16-30	Data Storage	*	0.5 @	\$ 1,500.00 =	\$ 750.00	\$ 2,044.67
Backup of Computer server Terabytes allocated	Sep 16-30	Backups	*	0.5 @	\$ 1,667.67 =	\$ 833.84	\$ 750.00
							\$ 833.84
<b>ADMINISTRATION</b>							
Project Admin Labor with Depts			Proj Acct	95	0 @ \$ 54.86 =	\$ -	
			Proj Coord	588	0.5 @ \$ 64.84 =	\$ 32.42	
<b>Total Balance Due</b>							\$ 32.42
							\$ 7,994.87

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**PROJECT INVOICE #166**  
**Purchase Order # 127323 OCT. 1-15, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

**Matthew Hogan**  
Risk Manager  
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**Robert Gallagher**  
Director of Records  
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13 Linden Ave E.  
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October 15, 2020  
Office: (201) 547-5241  
Email: [rgallagher@icni.org](mailto:rgallagher@icni.org)

TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry of Perm Records		Tech 2	22A	40	@ \$ 54.86	= \$ 2,194.40	
			Proj Coord	28	0	@ \$ 64.84	= \$ -	
								\$ 2,194.40
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Oct 1-15	Skids		41	@ \$ 49.87	= \$ 2,044.67	
	Computer server use Terabytes allocated	Oct 1-15	Data Storage	*	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
	Backup of Computer server Terabytes allocated	Oct 1-15	Backups	*	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
								\$ 833.84
<b>ADMINISTRATION</b>								
	Project Admin Labor with Depts							
			Proj Acct	55	0	@ \$ 54.86	= \$ -	
			Proj Coord	589	0.5	@ \$ 64.84	= \$ 32.42	
<b>Total Balance Due</b>								\$ 32.42
								\$ 5,855.33

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**PROJECT INVOICE #167**  
**Purchase Order # 127323 OCT. 16-31, 2020**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry of Perm Records		Tech 2	46	@ \$ 54.86	= \$ 2,523.56	
			Proj Coord	0	@ \$ 64.84	= \$ -	
							\$ 2,523.56
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Oct 16-31	Skids	41	@ \$ 49.87	= \$ 2,044.67	
	Computer server use Terabytes allocated	Oct 16-31	Data Storage	0.5	@ \$ 1,500.00	= \$ 750.00	\$ 2,044.67
	Backup of Computer server Terabytes allocated	Oct 16-31	Backups	0.5	@ \$ 1,667.67	= \$ 833.84	\$ 750.00
							\$ 833.84
<b>ADMINISTRATION</b>							
	Project Admin Labor with Depts						
			Proj Acct	0	@ \$ 54.86	= \$ -	
			Proj Coord	0.5	@ \$ 64.84	= \$ 32.42	
<b>Total Balance Due</b>							\$ 32.42
							\$ 6,184.49

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**PROJECT INVOICE #178**  
**Purchase Order # 139387 APR. 1-15, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

April 15, 2021

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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>									
	Paperwork for Review		Proj Coor	18x	6	@	\$ 70.03	= \$ 420.18	
	Paperwork for Review		Proj Mgr	18B	10	@	\$ 134.67	= \$ 1,346.70	
									\$ 1,766.88
<b>IMAGE CHECK 100%</b>									
	Image Check of Digital Image		Tech 2	22D	34.25	@	\$ 59.25	= \$ 2,029.31	
									\$ 2,029.31
<b>FINAL QAQC</b>									
	Final QA/QC Image Check of Digital Image		Tech 2	78	3.25	@	\$ 59.25	= \$ 192.56	
									\$ 192.56
<b>DATA ENTRY</b>									
	Data Entry of Perm Records		Tech 2	22A	12.75	@	\$ 59.25	= \$ 755.44	
			Proj Coor	28	22	@	\$ 70.03	= \$ 1,540.66	
									\$ 2,296.10
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>									
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	61.25	@	\$ 59.25	= \$ 3,629.06	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coor	38	23	@	\$ 70.03	= \$ 1,610.69	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	69	@	\$ 91.57	= \$ 6,318.33	
									\$ 11,558.08
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Apr 1-15	Skids		41	@	\$ 53.86	= \$ 2,208.26	
	Computer server use Terabytes allocated	Apr 1-15	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
	Backup of Computer server Terabytes allocated	Apr 1-15	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	COC Scan		Tech 2	92	2	@	\$ 59.25	= \$ 118.50	
	Proj. Billing		Proj Coor	58B	1	@	\$ 70.03	= \$ 70.03	
									\$ 188.53
<b>Total Balance Due</b>									<b>\$ 21,950.27</b>

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**PROJECT INVOICE #179**  
**Purchase Order # 139387 APR. 16-30, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

April 30, 2021

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TASK				HOURS		GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>								
	Paperwork for Review		Proj Coor	18x 4	@	\$ 70.03	= \$ 280.12	
	Paperwork for Review		Proj Mgr	18B 5.5	@	\$ 134.67	= \$ 740.69	
								\$ 1,020.81
<b>IMAGE CHECK 100%</b>								
	Image Check of Digital Image		Tech 2	22D 14	@	\$ 59.25	= \$ 829.50	
								\$ 829.50
<b>DATA ENTRY</b>								
	Data Entry of Perm Records		Tech 2	22A 28	@	\$ 59.25	= \$ 1,659.00	
			Proj Coor	28 9.75	@	\$ 70.03	= \$ 682.79	
								\$ 2,341.79
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>								
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32 34.25	@	\$ 59.25	= \$ 2,029.31	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coor	38 41.75	@	\$ 70.03	= \$ 2,923.75	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39 0	@	\$ 91.57	= \$ -	
								\$ 4,953.07
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>								
	Renaming		Prod Mgr	69 31.5	@	\$ 91.57	= \$ 2,884.46	
	Apply suggested Titles to Index Data							\$ 2,884.46
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Apr 16-30	Skids	41	@	\$ 53.86	= \$ 2,208.26	
	Computer server use Terabytes allocated	Apr 16-30	Data Storage	* 0.5	@	\$ 1,620.00	= \$ 810.00	\$ 2,208.26
	Backup of Computer server Terabytes allocated	Apr 16-30	Backups	* 0.5	@	\$ 1,801.08	= \$ 900.54	\$ 810.00
								\$ 900.54
<b>ADMINISTRATION</b>								
	COC Scan		Tech 2	92 8.5	@	\$ 59.25	= \$ 503.63	
	Proj. Billing		Proj Coor	58B 1	@	\$ 70.03	= \$ 70.03	
								\$ 573.66
<b>Total Balance Due</b>								<b>\$ 16,522.07</b>

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**PROJECT INVOICE #180**  
**Purchase Order # 139387 MAY 1-15, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

May 15, 2021

**Matthew Hogan**  
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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>							
	Paperwork for Review		Proj Mgr	188	5 @ \$ 134.67 =	\$ 673.35	\$ 673.35
<b>DOCUMENT SCANNING</b>							
	Image Scanning - Scan Document		Tech 2	94	3.25 @ \$ 59.25 =	\$ 192.56	\$ 192.56
<b>IMAGE CHECK 100%</b>							
	Image Check of Digital Image		Tech 2	22D	2.25 @ \$ 59.25 =	\$ 133.31	\$ 133.31
<b>FINAL QAQC</b>							
	Final QA/QC Image Check of Digital Image		Tech 2	76	2.25 @ \$ 59.25 =	\$ 133.31	\$ 133.31
<b>DATA ENTRY</b>							
	Data Entry of Perm Records		Tech 2	22A	57 @ \$ 59.25 =	\$ 3,377.25	
			Prod Mgr	29X	8 @ \$ 91.57 =	\$ 732.56	
							\$ 4,109.81
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>							
	Normalize Data(Prep for constant Naming Convention)		Tech 2	32	51.25 @ \$ 59.25 =	\$ 3,036.56	
	Normalize Data(Prep for constant Naming Convention)		Proj Coord	38	29.25 @ \$ 70.03 =	\$ 2,048.38	
	Normalize Data(Prep for constant Naming Convention)		Prod Mgr	39	55 @ \$ 91.57 =	\$ 5,036.35	
	Banding Images into Single Files		Tech 2	12D	5 @ \$ 59.25 =	\$ 296.25	
							\$ 10,417.54
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>							
	Renaming		Prod Mgr	69	3.25 @ \$ 91.57 =	\$ 297.60	\$ 297.60
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	May 1-15	Skids		41 @ \$ 53.86 =	\$ 2,208.26	\$ 2,208.26
	Computer server use Terabytes allocated	May 1-15	Data Storage	*	0.5 @ \$ 1,620.00 =	\$ 810.00	\$ 810.00
	Backup of Computer server Terabytes allocated	May 1-15	Backups	*	0.5 @ \$ 1,801.08 =	\$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>							
	Proj. Billing		Proj Coord	58B	1.5 @ \$ 70.03 =	\$ 105.05	\$ 105.05
<b>Total Balance Due</b>							<b>\$ 19,981.34</b>

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**PROJECT INVOICE #181**  
**Purchase Order # 139387 MAY 16-31, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

May 31, 2021

**Matthew Hogan**  
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TASK				HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry of Perm Records		Tech 2	22A	48.75	@ \$ 59.25	= \$ 2,888.44	
								\$ 2,888.44
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>								
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	63.25	@ \$ 59.25	= \$ 3,747.56	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coord	38	13	@ \$ 70.03	= \$ 910.39	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	36	@ \$ 91.57	= \$ 3,296.52	
								\$ 7,954.47
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>								
Renaming	Apply suggested Titles to Index Data		Prod Mgr	69	16	@ \$ 91.57	= \$ 1,465.12	
								\$ 1,465.12
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	May 16-31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
	Computer server use Terabytes allocated	May 16-31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
	Backup of Computer server Terabytes allocated	May 16-31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Proj. Billing		Proj Coord	588	1	@ \$ 70.03	= \$ 70.03	
								\$ 70.03
<b>Total Balance Due</b>								<b>\$ 16,296.86</b>

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**PROJECT INVOICE #182**  
**Purchase Order # 139387 JUN 1-15, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

June 15, 2021

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>							
	Paperwork for Review		Proj Mgr	18B	9 @ \$ 134.67 =	\$ 1,212.03	\$ 1,212.03
							\$ 1,212.03
<b>DATA ENTRY</b>							
	Data Entry of Perm Records		Tech 2	22A	42 @ \$ 59.25 =	\$ 2,488.50	
			Proj Coor	2B	12 @ \$ 70.03 =	\$ 840.36	
							\$ 3,328.86
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>							
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	3 @ \$ 59.25 =	\$ 177.75	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coor	3B	25 @ \$ 70.03 =	\$ 1,750.75	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	72.5 @ \$ 91.57 =	\$ 6,638.83	
							\$ 8,567.33
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>							
Renaming	Apply suggested Titles to Index Data		Prod Mgr	69	4.75 @ \$ 91.57 =	\$ 434.96	\$ 434.96
							\$ 434.96
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Jun 1-15	Skids		41 @ \$ 53.86 =	\$ 2,208.26	\$ 2,208.26
	Computer server use Terabytes allocated	Jun 1-15	Data Storage	*	0.5 @ \$ 1,620.00 =	\$ 810.00	\$ 810.00
	Backup of Computer server Terabytes allocated	Jun 1-15	Backups	*	0.5 @ \$ 1,801.08 =	\$ 900.54	\$ 900.54
							\$ 900.54
<b>ADMINISTRATION</b>							
	COC Scan		Tech 2	92	2 @ \$ 59.25 =	\$ 118.50	
	Proj. Billing		Proj Coor	56B	1 @ \$ 70.03 =	\$ 70.03	
							\$ 188.53
<b>Total Balance Due</b>							<b>\$ 17,650.50</b>

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**PROJECT INVOICE #183**  
**Purchase Order # 139387 JUN 16-30, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

June 30, 2021

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TASK				HOURS		GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>								
	Paperwork for Review		Proj Mgr	185	4	@ \$ 134.67	= \$ 538.68	
								\$ 538.68
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>								
	Normalize Data(Prep for consistant Naming Convention)		Proj Coord	36	69	@ \$ 70.03	= \$ 4,832.07	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	14.25	@ \$ 91.57	= \$ 1,304.87	
								\$ 6,136.94
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Jun 16-30	Skids		41	@ \$ 53.86	= \$ 2,208.26	
	Computer server use Terabytes allocated	Jun 16-30	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 810.00
	Backup of Computer server Terabytes allocated	Jun 16-30	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>								
	Proj. Billing		Proj Coord	589	0.5	@ \$ 70.03	= \$ 35.02	\$ 35.02
<b>Total Balance Due</b>								<b>\$ 10,629.44</b>

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**PROJECT INVOICE #184**  
**Purchase Order # 139387 JUL 1-15, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

July 15, 2021

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>							
	Paperwork for Review		Proj Mgr	185	4 @ \$ 134.67	= \$ 538.68	\$ 538.68
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>							
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	3.75 @ \$ 59.25	= \$ 222.19	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coor	38	24.75 @ \$ 70.03	= \$ 1,733.24	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	18.25 @ \$ 91.57	= \$ 1,671.15	
							\$ 3,626.58
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	JuL 1-15	Skids		41 @ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
	Computer server use Terabytes allocated	JuL 1-15	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
	Backup of Computer server Terabytes allocated	JuL 1-15	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Proj. Billing		Proj Coor	588	0.5 @ \$ 70.03	= \$ 35.02	
							\$ 35.02
<b>Total Balance Due</b>							<b>\$ 8,119.08</b>

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**PROJECT INVOICE #185**  
**Purchase Order # 139387 JUL 16-31, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

July 31, 2021

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TASK				HOURS		GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>								
	Paperwork for Review		Proj Mgr	188	0	@ \$ 134.67	= \$ -	\$ -
								\$ -
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>								
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	0	@ \$ 59.25	= \$ -	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coord	38	28.75	@ \$ 70.03	= \$ 2,013.36	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	23.25	@ \$ 91.57	= \$ 2,129.00	
								\$ 4,142.37
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>								
	Apply suggested Titles to Index Data		Prod Mgr	69	1	@ \$ 91.57	= \$ 91.57	
								\$ 91.57
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Jul 16-31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
	Computer server use Terabytes allocated	Jul 16-31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
	Backup of Computer server Terabytes allocated	Jul 16-31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Proj. Billing		Proj Coord	56B	0.5	@ \$ 70.03	= \$ 35.02	
								\$ 35.02
<b>Total Balance Due</b>								<b>\$ 8,187.75</b>

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**PROJECT INVOICE #186**  
**Purchase Order # 139387 AUG 1-15, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

August 15, 2021

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TASK				HOURS		GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>								
	Paperwork for Review		Proj Mgr	188	0	@ \$ 134.67	= \$ -	\$ -
								\$ -
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>								
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	0	@ \$ 59.25	= \$ -	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coord	38	36.5	@ \$ 70.03	= \$ 2,556.10	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	38	6	@ \$ 91.57	= \$ 549.42	
								\$ 3,105.52
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>								
	Apply suggested Titles to Index Data		Prod Mgr	68	0	@ \$ 91.57	= \$ -	\$ -
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Aug 1-15	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
	Computer server use Terabytes allocated	Aug 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
	Backup of Computer server Terabytes allocated	Aug 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Proj. Billing		Proj Coord	588	0.5	@ \$ 70.03	= \$ 35.02	
								\$ 35.02
<b>Total Balance Due</b>								<b>\$ 7,059.33</b>

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**PROJECT INVOICE #187**  
**Purchase Order # 139387 AUG 16-31, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

August 31, 2021

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TASK				HOURS		GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>								
Paperwork for Review		Tech 2	18e	2.75	@	\$ 59.25	= \$ 162.94	
Paperwork for Review		Proj Mgr	18B	1	@	\$ 134.67	= \$ 134.67	
								\$ 297.61
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>								
Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	0	@	\$ 59.25	= \$ -	
Normalize Data(Prep for consistant Naming Convention)		Proj Coord	38	57.5	@	\$ 70.03	= \$ 4,026.73	
Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	0	@	\$ 91.57	= \$ -	
								\$ 4,026.73
<b>PROCESSING DATA</b>								
Load External Drive		Prod Mgr	295	6	@	\$ 91.57	= \$ 549.42	
								\$ 549.42
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>								
Apply suggested Titles to Index Data		Prod Mgr	69	12	@	\$ 91.57	= \$ 1,098.84	
								\$ 1,098.84
<b>STORAGE AND COMPUTER SERVER USE</b>								
Storage - Cartons & Ledgers / month	Aug 16-31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
Computer server use Terabytes allocated	Aug 16-31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
								\$ 810.00
Backup of Computer server Terabytes allocated	Aug 16-31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
RFD Reports		Tech 2	92	9.25	@	\$ 59.25	= \$ 548.06	
Proj. Billing		Proj Coord	58B	0.5	@	\$ 70.03	= \$ 35.02	
								\$ 583.08
<b>Total Balance Due</b>								<b>\$ 10,474.47</b>

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**PROJECT INVOICE #188**  
**Purchase Order # 139387 SEP 1-15, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

September 15, 2021

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>								
	Paperwork for Review		Tech 2	18e	0	@ \$ 59.25	= \$ -	
	Paperwork for Review		Proj Mgr	18B	2.25	@ \$ 134.67	= \$ 303.01	
								\$ 303.01
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>								
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	0	@ \$ 59.25	= \$ -	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coor	38	68	@ \$ 70.03	= \$ 4,762.04	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	4.5	@ \$ 91.57	= \$ 412.07	
								\$ 5,174.11
<b>PROCESSING DATA</b>								
	Load External Drive		Prod Mgr	295		@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format		Prod Mgr	56	8.5	@ \$ 91.57	= \$ 778.35	
								\$ 778.35
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>								
	Apply suggested Titles to Index Data		Prod Mgr	69	0	@ \$ 91.57	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Sep 1-15	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
	Computer server use Terabytes allocated	Sep 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
	Backup of Computer server Terabytes allocated	Sep 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	RFD Reports		Tech 2	92	5.25	@ \$ 59.25	= \$ 311.06	
	Proj. Billing		Proj Coor	58B	0.5	@ \$ 70.03	= \$ 35.02	
								\$ 346.08
<b>Total Balance Due</b>								<b>\$ 10,520.34</b>

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**PROJECT INVOICE #189**  
**Purchase Order # 139387 SEP 16-30, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

September 30, 2021

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>							
	Paperwork for Review		Tech 2	18e	0	@ \$ 59.25 = \$ -	
	Paperwork for Review		Proj Mgr	18B	3	@ \$ 134.67 = \$ 404.01	\$ 404.01
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>							
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	0	@ \$ 59.25 = \$ -	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coord	38	13.5	@ \$ 70.03 = \$ 945.41	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	4.5	@ \$ 91.57 = \$ 412.07	
							\$ 1,357.47
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	295		@ \$ 91.57 = \$ -	
	Convert Files to Tiff Format		Prod Mgr	56	12.25	@ \$ 91.57 = \$ 1,121.73	
							\$ 1,121.73
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>							
	Apply suggested Titles to Index Data		Prod Mgr	69	30.5	@ \$ 91.57 = \$ 2,792.89	
							\$ 2,792.89
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Sep 16-30	Skids		41	@ \$ 53.86 = \$ 2,208.26	
							\$ 2,208.26
	Computer server use Terabytes allocated	Sep 16-30	Data Storage	*	0.5	@ \$ 1,620.00 = \$ 810.00	
							\$ 810.00
	Backup of Computer server Terabytes allocated	Sep 16-30	Backups	*	0.5	@ \$ 1,801.08 = \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	RFD Reports		Tech 2	92	24.25	@ \$ 59.25 = \$ 1,436.81	
	Prepare Final Report for NJ Application		Tech 2	10H	7.25	@ \$ 59.25 = \$ 429.56	
	Prepare Final Report for NJ Application		Proj Coord	85	7	@ \$ 70.03 = \$ 490.21	
	Proj. Billing		Proj Coord	58B	0.5	@ \$ 70.03 = \$ 35.02	
							\$ 2,391.60
<b>Total Balance Due</b>							<b>\$ 11,986.50</b>

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**PROJECT INVOICE #190**  
**Purchase Order # 139387 OCT 1-15, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

October 15, 2021

**Matthew Hogan**  
Risk Manager  
The City of Jersey City  
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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>									
	Paperwork for Review		Tech 2	18e	0	@	\$ 59.25	= \$ -	
	Paperwork for Review		Proj Mgr	18B	4	@	\$ 134.67	= \$ 538.68	
									\$ 538.68
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>									
	Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	0	@	\$ 59.25	= \$ -	
	Normalize Data(Prep for consistant Naming Convention)		Proj Coor	38	69	@	\$ 70.03	= \$ 4,832.07	
	Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	0	@	\$ 91.57	= \$ -	
									\$ 4,832.07
<b>PROCESSING DATA</b>									
	Load External Drive		Prod Mgr	295		@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format		Prod Mgr	56	3.75	@	\$ 91.57	= \$ 343.39	
									\$ 343.39
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>									
	Apply suggested Titles to Index Data		Prod Mgr	69	14.5	@	\$ 91.57	= \$ 1,327.77	
									\$ 1,327.77
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Oct 1-15	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
	Computer server use Terabytes allocated	Oct 1-15	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
	Backup of Computer server Terabytes allocated	Oct 1-15	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	RFD Reports		Tech 2	92	0	@	\$ 59.25	= \$ -	
	Prepare Final Report for NJ Application		Tech 2	10H	14.25	@	\$ 59.25	= \$ 844.31	
	Prepare Final Report for NJ Application		Proj Coor	85	0	@	\$ 70.03	= \$ -	
	Proj. Billing		Proj Coor	58B	0.5	@	\$ 70.03	= \$ 35.02	
									\$ 879.33
<b>Total Balance Due</b>									<b>\$ 11,840.03</b>

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**PROJECT INVOICE #191**  
**Purchase Order # 139387 OCT 16-31, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

October 31, 2021

**Matthew Hogan**  
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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>							
Paperwork for Review		Tech 2	18e	0	@ \$ 59.25	= \$ -	
Paperwork for Review		Proj Mgr	18B	0	@ \$ 134.67	= \$ -	\$ -
							\$ -
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>							
Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	0.5	@ \$ 59.25	= \$ 29.63	
Normalize Data(Prep for consistant Naming Convention)		Proj Coor	38	46	@ \$ 70.03	= \$ 3,221.38	
Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	0	@ \$ 91.57	= \$ -	
							\$ 3,251.01
<b>PROCESSING DATA</b>							
Load External Drive		Prod Mgr	295		@ \$ 91.57	= \$ -	
Convert Files to Tiff Format		Prod Mgr	56	9.5	@ \$ 91.57	= \$ 869.92	
							\$ 869.92
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>							
Apply suggested Titles to Index Data		Prod Mgr	69	0	@ \$ 91.57	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	Oct 16-31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
Computer server use Terabytes allocated	Oct 16-31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
Backup of Computer server Terabytes allocated	Oct 16-31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
RFD Reports		Tech 2	92	0	@ \$ 59.25	= \$ -	
Prepare Final Report for NJ Application		Tech 2	10H	15.25	@ \$ 59.25	= \$ 903.56	
Prepare Final Report for NJ Application		Proj Coor	85	0	@ \$ 70.03	= \$ -	
Proj. Billing		Proj Coor	58B	0.5	@ \$ 70.03	= \$ 35.02	
							\$ 938.58
<b>Total Balance Due</b>							<b>\$ 8,978.30</b>

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**PROJECT INVOICE #192**  
**Purchase Order # 139387 NOV 1-15, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

November 15, 2021

**Matthew Hogan**  
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Email: [sharris@icnj.org](mailto:sharris@icnj.org)

TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>Record Review with Department Heads</b>							
Paperwork for Review		Tech 2	18a	0	@ \$ 59.25	= \$ -	
Paperwork for Review		Proj Mgr	18B	0	@ \$ 134.67	= \$ -	\$ -
							\$ -
<b>NORMALIZE DATA FOR INDEXING PERM RECORDS</b>							
Normalize Data(Prep for consistant Naming Convention)		Tech 2	32	0	@ \$ 59.25	= \$ -	
Normalize Data(Prep for consistant Naming Convention)		Proj Coord	38	7.5	@ \$ 70.03	= \$ 525.23	
Normalize Data(Prep for consistant Naming Convention)		Prod Mgr	39	0	@ \$ 91.57	= \$ -	
							\$ 525.23
<b>PROCESSING DATA</b>							
Load External Drive		Prod Mgr	295		@ \$ 91.57	= \$ -	
Convert Files to Tiff Format		Prod Mgr	56	0	@ \$ 91.57	= \$ -	
		Tech 2	297	56.75	@ \$ 59.25	= \$ 3,362.44	
		Proj Coord	203		@ \$ 70.03	= \$ -	
							\$ 3,362.44
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>							
Apply suggested Titles to Index Data		Prod Mgr	69	0	@ \$ 91.57	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	Nov 1-15	Skids		41	@ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
Computer server use Terabytes allocated	Nov 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
Backup of Computer server Terabytes allocated	Nov 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
RFD Reports		Tech 2	92	2.5	@ \$ 59.25	= \$ 148.13	
Prepare Final Report for NJ Application		Tech 2	10H	14.75	@ \$ 59.25	= \$ 873.94	
Prepare Final Report for NJ Application		Proj Coord	85	0	@ \$ 70.03	= \$ -	
Proj. Billing		Proj Coord	58B	0.5	@ \$ 70.03	= \$ 35.02	
							\$ 1,057.08
<b>Total Balance Due</b>							<b>\$ 8,863.54</b>

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**PROJECT INVOICE #193**  
**Purchase Order # 139387 NOV 16-30, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

November 30, 2021

**Matthew Hogan**  
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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>PROCESSING DATA</b>								
	Load External Drive		Prod Mgr	295		@ \$ 91.57 =	\$ -	
	Convert Files to Tiff Format		Prod Mgr	56	3	@ \$ 91.57 =	\$ 274.71	
			Tech 2	297	44.25	@ \$ 59.25 =	\$ 2,621.81	
			Proj Coord	203		@ \$ 70.03 =	\$ -	
								\$ 2,896.52
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>								
	Apply suggested Titles to Index Data		Prod Mgr	69	0	@ \$ 91.57 =	\$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Nov 16-30	Skids		41	@ \$ 53.86 =	\$ 2,208.26	
								\$ 2,208.26
	Computer server use Terabytes allocated	Nov 16-30	Data Storage	*	0.5	@ \$ 1,620.00 =	\$ 810.00	
								\$ 810.00
	Backup of Computer server Terabytes allocated	Nov 16-30	Backups	*	0.5	@ \$ 1,801.08 =	\$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	RFD Reports/Master Carton Summary		Tech 2	92	22	@ \$ 59.25 =	\$ 1,303.50	
	Proj. Billing		Proj Coord	588	0.5	@ \$ 70.03 =	\$ 35.02	
								\$ 1,338.52
<b>Total Balance Due</b>								<b>\$ 8,153.84</b>

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**PROJECT INVOICE #194**  
**Purchase Order # 139387 DEC 1-15, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

December 15, 2021

**Matthew Hogan**  
Risk Manager  
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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>PROCESSING DATA</b>									
	Load External Drive		Prod Mgr	295		@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format		Prod Mgr	56	0	@	\$ 91.57	= \$ -	
			Tech 2	297	82	@	\$ 59.25	= \$ 4,858.50	
			Proj Coord	203		@	\$ 70.03	= \$ -	
									\$ 4,858.50
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>									
	Apply suggested Titles to Index Data		Prod Mgr	69	0	@	\$ 91.57	= \$ -	
									\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Dec 1-15	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
	Computer server use Terabytes allocated	Dec 1-15	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
	Backup of Computer server Terabytes allocated	Dec 1-15	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	Sidney Request		Tech 2	92	9	@	\$ 59.25	= \$ 533.25	
			Proj Coord	568	0.5	@	\$ 70.03	= \$ 35.02	
									\$ 568.27
	<b>Total Balance Due</b>								<b>\$ 9,345.57</b>

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**PROJECT INVOICE #195**  
**Purchase Order # 139387 DEC 16-31, 2021**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

December 31, 2021

**Matthew Hogan**  
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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>PROCESSING DATA</b>									
	Load External Drive		Prod Mgr	295		@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format		Prod Mgr	56	0	@	\$ 91.57	= \$ -	
			Tech 2	297	37	@	\$ 59.25	= \$ 2,192.25	
			Proj Coord	203		@	\$ 70.03	= \$ -	
									\$ 2,192.25
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>									
	Apply suggested Titles to Index Data		Prod Mgr	69	0	@	\$ 91.57	= \$ -	
									\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Dec 16-31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
	Computer server use Terabytes allocated	Dec 16-31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
	Backup of Computer server Terabytes allocated	Dec 16-31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	Sidney Request								
	Damaged Records Inventory		Tech 2	92	15.75	@	\$ 59.25	= \$ 933.19	
	Proj. Billing		Proj Coord	589	0.5	@	\$ 70.03	= \$ 35.02	
									\$ 968.20
<b>Total Balance Due</b>									<b>\$ 7,079.25</b>

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**PROJECT INVOICE #196**  
**Purchase Order # 139387 JAN 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

January 15, 2022

**Matthew Hogan**  
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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>PROCESSING DATA</b>								
	Load External Drive		Prod Mgr	295		@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format		Prod Mgr	56	0	@ \$ 91.57	= \$ -	
			Tech 2	297	114	@ \$ 59.25	= \$ 6,754.50	
			Proj Coor	203		@ \$ 70.03	= \$ -	
								\$ 6,754.50
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>								
	Apply suggested Titles to Index Data		Prod Mgr	69	4.5	@ \$ 91.57	= \$ 412.07	
								\$ 412.07
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Jan 1-15	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
	Computer server use Terabytes allocated	Jan 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
	Backup of Computer server Terabytes allocated	Jan 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
Sidney Request	Damaged Records Inventory		Tech 2	92	0	@ \$ 59.25	= \$ -	
	Proj. Billing		Proj Coor	585	0.5	@ \$ 70.03	= \$ 35.02	
								\$ 35.02
<b>Total Balance Due</b>								<b>\$ 11,120.38</b>

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**PROJECT INVOICE #197**  
**Purchase Order # 139387 JAN 16-31, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

January 31, 2022

**Matthew Hogan**  
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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>PROCESSING DATA</b>									
	Load External Drive		Prod Mgr	295		@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format		Prod Mgr	56	0	@	\$ 91.57	= \$ -	
			Tech 2	297	136.75	@	\$ 59.25	= \$ 8,102.44	
			Proj Coord	203		@	\$ 70.03	= \$ -	
									\$ 8,102.44
<b>RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC</b>									
	Apply suggested Titles to Index Data		Prod Mgr	69	0	@	\$ 91.57	= \$ -	
									\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Jan 16-31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
	Computer server use Terabytes allocated	Jan 16-31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
	Backup of Computer server Terabytes allocated	Jan 16-31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
Sidney Request	Damaged Records Inventory		Tech 2	92	0	@	\$ 59.25	= \$ -	
	Proj. Billing		Proj Coord	568	0.5	@	\$ 70.03	= \$ 35.02	
									\$ 35.02
<b>Total Balance Due</b>									<b>\$ 12,056.25</b>

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**PROJECT INVOICE #198**  
**Purchase Order # 139387 FEB 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

February 15, 2022

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TASK				HOURS		GSA RATE	AMOUNT	BALANCE
DATA ENTRY								
	Data Entry Records		Tech 2	23A 14	@	\$ 59.25	= \$ 829.50	
	Data Entry - Corrections		Tech 2	28 31.25	@	\$ 59.25	= \$ 1,851.56	
								\$ 2,681.06
PROCESSING DATA								
	Load External Drive		Prod Mgr	295 0	@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297 127.25	@	\$ 59.25	= \$ 7,539.56	
			Proj Coord	203	@	\$ 70.03	= \$ -	
								\$ 7,539.56
STORAGE AND COMPUTER SERVER USE								
	Storage - Cartons & Ledgers / month	Feb 1-15	Skids	41	@	\$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Feb 1-15	Data Storage	* 0.5	@	\$ 1,620.00	= \$ 810.00	
								\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Feb 1-15	Backups	* 0.5	@	\$ 1,801.08	= \$ 900.54	
								\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Feb 1-15	Data Storage	*				
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Feb 1-15	Backups	*				
ADMINISTRATION								
	Project Status Reports		Proj Mgr	92 20	@	\$ 134.67	= \$ 2,693.40	
	Proj. Billing		Proj Coord	588 0.5	@	\$ 70.03	= \$ 35.02	
								\$ 2,728.42
Total Balance Due								\$ 16,867.84

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**PROJECT INVOICE #199**  
**Purchase Order # 139387 FEB 16-28, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

February 28, 2022

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TASK					HOURS		GSA RATE		AMOUNT	BALANCE
<b>DATA ENTRY</b>										
	Data Entry Records		Tech 2	22A	82.25	@	\$ 59.25	=	\$ 4,873.31	
	Data Entry - Corrections		Tech 2	28	34.5	@	\$ 59.25	=	\$ 2,044.13	
										\$ 6,917.44
<b>PROCESSING DATA</b>										
	Load External Drive		Prod Mgr	293	17.75	@	\$ 91.57	=	\$ 1,625.37	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	16	@	\$ 59.25	=	\$ 948.00	
										\$ 2,573.37
<b>STORAGE AND COMPUTER SERVER USE</b>										
	Storage - Cartons & Ledgers / month	Feb 16-28	Skids		41	@	\$ 53.86	=	\$ 2,208.26	
										\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Feb 16-28	Data Storage	*	0.5	@	\$ 1,620.00	=	\$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Feb 16-28	Backups	*	0.5	@	\$ 1,801.08	=	\$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Feb 16-28	Data Storage							
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Feb 16-28	Backup							
<b>ADMINISTRATION</b>										
	Prepare Project Samples		Prod Mgr	92	4	@	\$ 91.57	=	\$ 366.28	
	Prepare Project Samples		Proj Mgr	58B	4	@	\$ 134.67	=	\$ 538.68	
	Project Budget		Proj Mgr	92	8	@	\$ 134.67	=	\$ 1,077.36	
	Proj. Billing		Proj Coor	58B	1	@	\$ 70.03	=	\$ 70.03	
										\$ 2,052.35
<b>Total Balance Due</b>										<b>\$ 15,461.96</b>

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**PROJECT INVOICE #200**  
**Purchase Order # 139387 MARCH 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

June 5, 2022

**Matthew Hogan**

Risk Manager

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TASK					HOURS		GSA RATE		AMOUNT	BALANCE
<b>DATA ENTRY</b>										
	Data Entry Records		Tech 2	22A	9	@	\$ 59.25	=	\$ 533.25	
	Data Entry - Corrections		Tech 2	2B	14.25	@	\$ 59.25	=	\$ 844.31	
										\$ 1,377.56
<b>STORAGE AND COMPUTER SERVER USE</b>										
	Storage - Cartons & Ledgers / month	March 1 - 15	Skids		41	@	\$ 53.86	=	\$ 2,208.26	
										\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	March 1 - 15	Data Storage	*	0.5	@	\$ 1,620.00	=	\$ 810.00	
										\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	March 1 - 15	Backups	*	0.5	@	\$ 1,801.08	=	\$ 900.54	
										\$ 900.54
<b>ADMINISTRATION</b>										
	Liason		Prod Mgr	92	4	@	\$ 134.67	=	\$ 538.68	
										\$ 538.68
<b>Total Balance Due</b>										<b>\$ 5,835.04</b>

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**PROJECT INVOICE #201**  
**Purchase Order # 139387 MAR 16-31, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

April 4, 2022

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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>									
	Data Entry Records		Tech 2	22A	82.25	@	\$ 59.25	= \$ 4,873.31	
	Data Entry - Corrections		Tech 2	28	34.5	@	\$ 59.25	= \$ 2,044.13	
									\$ 6,917.44
<b>PROCESSING DATA</b>									
	Load External Drive		Prod Mgr	295	17.75	@	\$ 91.57	= \$ 1,625.37	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	16	@	\$ 59.25	= \$ 948.00	
									\$ 2,573.37
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	Prepare Project Samples		Prod Mgr	92	4	@	\$ 91.57	= \$ 366.28	
	Prepare Project Samples		Proj Mgr	58D	4	@	\$ 134.67	= \$ 538.68	
	Project Budget		Proj Mgr	92	8	@	\$ 134.67	= \$ 1,077.36	
	Proj. Billing		Proj Coord	58B	1	@	\$ 70.03	= \$ 70.03	
									\$ 2,052.35
<b>Total Balance Due</b>									<b>\$ 15,461.96</b>

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**PROJECT INVOICE #202**  
**Purchase Order # 139387 APR 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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Oct. 18, 2022  
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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>									
	Data Entry Records		Tech 2	22A	0	@	\$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	2B	0	@	\$ 59.25	= \$ -	
					0				\$ -
<b>PROCESSING DATA</b>									
	Load External Drive		Prod Mgr	205	0	@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0	@	\$ 59.25	= \$ -	
									\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	Prepare Project Samples		Prod Mgr	92	0	@	\$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	58B	0	@	\$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@	\$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	58B	0	@	\$ 70.03	= \$ -	
									\$ -
<b>Total Balance Due</b>									<b>\$ 3,918.80</b>

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**PROJECT INVOICE #203**  
**Purchase Order # 139387 APR 16-30, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

June 6, 2022

**Matthew Hogan**  
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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	20	@ \$ 59.25	= \$ 1,185.00	
	Data Entry - Corrections		Tech 2	20	@ \$ 59.25	= \$ 1,185.00	
							\$ 2,370.00
<b>PROCESSING DATA</b>							
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids	41	@ \$ 53.86	= \$ 2,208.26	
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 2,208.26
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 810.00
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	0	@ \$ 70.03	= \$ -	
<b>Total Balance Due</b>							<b>\$ 6,288.80</b>

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**PROJECT INVOICE #204**  
**Purchase Order # 139387 MAY 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

June 6, 2022

**Matthew Hogan**

Risk Manager  
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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>									
	Data Entry Records		Tech 2	72	@	\$ 59.25	= \$	4,266.00	
	Data Entry - Corrections		Tech 2	72	@	\$ 59.25	= \$	4,266.00	
									\$ 8,532.00
<b>PROCESSING DATA</b>									
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Carbons & Ledgers / month	Mar 16 - 31	Skids	41	@	\$ 53.86	= \$	2,208.26	
<b>PDF FORMAT - 0.953 TB</b>	<b>Computer server use Terabytes allocated</b>	<b>Mar 16 - 31</b>	<b>Data Storage</b>	<b>0.5</b>	<b>@</b>	<b>\$ 1,620.00</b>	<b>= \$</b>	<b>810.00</b>	\$ 2,208.26
<b>PDF FORMAT - 0.953 TB</b>	<b>Backup of Computer server Terabytes allocated</b>	<b>Mar 16 - 31</b>	<b>Backups</b>	<b>0.5</b>	<b>@</b>	<b>\$ 1,801.08</b>	<b>= \$</b>	<b>900.54</b>	\$ 810.00
									\$ 900.54
<b>ADMINISTRATION</b>									
	Prepare Project Samples		Prod Mgr	0	@	\$ 91.57	= \$	-	
	Prepare Project Samples		Proj Mgr	0	@	\$ 134.67	= \$	-	
	Project Budget		Proj Mgr	8	@	\$ 134.67	= \$	1,077.36	
	Proj Billing		Proj Coor	0	@	\$ 70.03	= \$	-	
<b>Total Balance Due</b>									\$ 1,077.36
									\$ 13,528.16

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**PROJECT INVOICE #205**  
**Purchase Order # 139387 MAY 16-31, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

June 6, 2022

**Matthew Hogan**  
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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
DATA ENTRY									
	Data Entry Records		Tech 2	22A	60	@	\$ 59.25	= \$ 3,555.00	
	Data Entry - Corrections		Tech 2	2B	63	@	\$ 59.25	= \$ 3,732.75	
					0				\$ 7,287.75
PROCESSING DATA					0				
	Load External Drive		Prod Mgr	295	0	@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0	@	\$ 59.25	= \$ -	
									\$ -
STORAGE AND COMPUTER SERVER USE									
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
ADMINISTRATION									
	Prepare Project Samples		Proj Mgr	585	8	@	\$ 134.67	= \$ 1,077.36	
									\$ 1,077.36
<b>Total Balance Due</b>									<b>\$ 12,283.91</b>

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**PROJECT INVOICE #206**  
**Purchase Order # 139387 JUNE 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Oct. 18, 2022

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	295	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	588	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	588	0	@ \$ 70.03	= \$ -	
<b>Total Balance Due</b>								\$ 5,629.34

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**PROJECT INVOICE #207**  
**Purchase Order # 139387 JUNE 16-30, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Oct. 18, 2022

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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>									
	Data Entry Records		Tech 2	23A	0	@	\$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@	\$ 59.25	= \$ -	
					0				\$ -
<b>PROCESSING DATA</b>									
	Load External Drive		Prod Mgr	295	0	@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@	\$ 59.25	= \$ -	
									\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	Prepare Project Samples		Prod Mgr	62	0	@	\$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	58B	0	@	\$ 134.67	= \$ -	
	Project Budget		Proj Mgr	62	0	@	\$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	58B	0	@	\$ 70.03	= \$ -	
									\$ -
<b>Total Balance Due</b>									<b>\$ 5,629.34</b>

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**PROJECT INVOICE #208**  
**Purchase Order # 139387 JULY 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
DATA ENTRY									
	Data Entry Records		Tech 2	22A	0	@	\$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	23	0	@	\$ 59.25	= \$ -	
					0				\$ -
PROCESSING DATA									
	Load External Drive		Prod Mgr	285	0	@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@	\$ 59.25	= \$ -	
									\$ -
STORAGE AND COMPUTER SERVER USE									
	Storage - Carlons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
ADMINISTRATION									
	Prepare Project Samples		Prod Mgr	92	0	@	\$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	58B	0	@	\$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@	\$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	58E	0	@	\$ 70.03	= \$ -	
									\$ -
<b>Total Balance Due</b>									<b>\$ 5,629.34</b>

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**PROJECT INVOICE #209**  
**Purchase Order # 139387 JULY 16-31, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Oct, 18, 2022

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	23A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>								
	Load External Drive		Prod Mgr	295	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 900.54
TIFF FORMAT - 10,179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 810.00
TIFF FORMAT - 10,179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	588	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	588	0	@ \$ 70.03	= \$ -	
<b>Total Balance Due</b>								
								\$ 5,629.34

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**PROJECT INVOICE #210**  
**Purchase Order # 139387 AUG 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Oct. 18, 2022

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TASK				HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			\$ -
	Load External Drive		Prod Mgr	245	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	588	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	588	0	@ \$ 70.03	= \$ -	
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #211**  
**Purchase Order # 139387 AUG 16-31, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

**Matthew Hogan**  
Risk Manager  
The City of Jersey City  
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Email: [matthew@jcnj.org](mailto:matthew@jcnj.org)

**Sidney Harris**  
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Oct 18, 2022

Office: (201) 547-5241

Email: [sharris@jcnj.org](mailto:sharris@jcnj.org)

TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	221	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0 @ \$ 59.25	= \$ -	
				0			\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	285	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids	41	@ \$ 53.86	= \$ 2,208.26	
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	@ \$ 1,620.00	= \$ 810.00	\$ 2,208.26
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	@ \$ 1,801.08	= \$ 900.54	\$ 810.00
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	@ \$ 1,620.00	= \$ 810.00	\$ 900.54
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	@ \$ 1,801.08	= \$ 900.54	\$ 810.00
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	92	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	583	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	583	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #212**  
**Purchase Order # 139387 SEPT 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Oct. 18, 2022

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	26	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	285	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 900.54
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	589	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	589	0	@ \$ 70.03	= \$ -	
<b>Total Balance Due</b>								\$ 5,629.34

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**PROJECT INVOICE #213**  
**Purchase Order # 139387 SEPT 16-30, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Oct 18, 2022

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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>									
	Data Entry Records		Tech 2	22A	0	@	\$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@	\$ 59.25	= \$ -	
					0				\$ -
<b>PROCESSING DATA</b>					0				
	Load External Drive		Prod Mgr	295	0	@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0	@	\$ 59.25	= \$ -	
									\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Carlons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
<b>PDF FORMAT - 0.953 TB</b>	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	\$ 2,208.26
									\$ 810.00
<b>PDF FORMAT - 0.953 TB</b>	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	\$ 900.54
<b>TIFF FORMAT - 10.179 TB</b>	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	\$ 810.00
<b>TIFF FORMAT - 10.179 TB</b>	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>									\$ 900.54
	Prepare Project Samples		Prod Mgr	92	0	@	\$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	588	0	@	\$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@	\$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	588	0	@	\$ 70.03	= \$ -	
<b>Total Balance Due</b>									\$ 5,629.34

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**PROJECT INVOICE #214**  
**Purchase Order # 139387 OCT 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Oct. 18, 2022

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	78	0 @ \$ 59.25	= \$ -	
				0			\$ -
<b>PROCESSING DATA</b>				0			
	Load External Drive		Prod Mgr	295	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41 @ \$ 53.86	= \$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	92	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	58B	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	58B	0 @ \$ 70.03	= \$ -	
<b>Total Balance Due</b>							\$ 5,629.34

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**PROJECT INVOICE #215**  
**Purchase Order # 139387 OCT 16-31, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	2.2A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	2B	0 @ \$ 59.25	= \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	205	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41 @ \$ 53.86	= \$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	92	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	566	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	566	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #216**  
**Purchase Order # 139387 NOV 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Oct. 18, 2022

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	2B	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>								
	Load External Drive		Prod Mgr	205	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	58B	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	58B	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #217**  
**Purchase Order # 139387 NOV 16-30, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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Nov. 25, 2022  
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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
Data Entry - Corrections		Tech 2	26	0	@ \$ 59.25	= \$ -	
				0			\$ -
<b>PROCESSING DATA</b>							
				0			
Load External Drive		Prod Mgr	295	0	@ \$ 91.57	= \$ -	
Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	* 0.5	@ \$ 1,620.00	= \$ 810.00	\$ 2,208.26
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	* 0.5	@ \$ 1,801.08	= \$ 900.54	\$ 810.00
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	* 0.5	@ \$ 1,620.00	= \$ 810.00	\$ 900.54
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	* 0.5	@ \$ 1,801.08	= \$ 900.54	\$ 810.00
							\$ 900.54
<b>ADMINISTRATION</b>							
Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
Prepare Project Samples		Proj Mgr	589	0	@ \$ 134.67	= \$ -	
Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
Proj. Billing		Proj Coord	586	0	@ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #218**  
**Purchase Order # 139387 DEC 1-15, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

**Matthew Hogan**  
Risk Manager  
The City of Jersey City  
280 Grove Street  
Jersey City, NJ 07302

Office: (201) 547-5034  
Email: [mahogan@icnj.org](mailto:mahogan@icnj.org)

**Sidney Harris**  
Director of Records  
The City of Jersey City  
13 Linden Ave E  
Jersey City, NJ 07305

Nov. 25, 2022  
Office: (201) 547-5241  
Email: [sharris@icnj.org](mailto:sharris@icnj.org)

TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>								
	Load External Drive		Prod Mgr	255	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 2,208.26
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 810.00
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 900.54
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 810.00
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	560	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	568	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #219**  
**Purchase Order # 139387 DEC 16-31, 2022**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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Nov. 25, 2022  
Office: (201) 547-5241  
Email: [sharris@icjcn.org](mailto:sharris@icjcn.org)

TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>									
	Data Entry Records		Tech 2	22A	0	@	\$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@	\$ 59.25	= \$ -	
					0				\$ -
<b>PROCESSING DATA</b>					0				\$ -
	Load External Drive		Prod Mgr	295	0	@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@	\$ 59.25	= \$ -	
									\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>									\$ -
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage		0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups		0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage		0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups		0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	Prepare Project Samples		Prod Mgr	02	0	@	\$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	565	0	@	\$ 134.67	= \$ -	
	Project Budget		Proj Mgr	02	0	@	\$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	568	0	@	\$ 70.03	= \$ -	
									\$ -
<b>Total Balance Due</b>									<b>\$ 5,629.34</b>

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**PROJECT INVOICE #220**  
**Purchase Order # 139387 JAN 1-15, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

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April 15, 2023  
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Email: [sharris@icnj.org](mailto:sharris@icnj.org)

TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>									
	Data Entry Records		Tech 2	22A	0	@	\$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@	\$ 59.25	= \$ -	
					0				\$ -
<b>PROCESSING DATA</b>									
	Load External Drive		Prod Mgr	295	0	@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@	\$ 59.25	= \$ -	
									\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	Prepare Project Samples		Prod Mgr	92	0	@	\$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	568	0	@	\$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@	\$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	568	0	@	\$ 70.03	= \$ -	
									\$ -
<b>Total Balance Due</b>									<b>\$ 5,629.34</b>

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**PROJECT INVOICE #221**  
**Purchase Order # 139387 JAN 16-31, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

April 15, 2023

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Email: [sharris@icnj.org](mailto:sharris@icnj.org)

TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	295	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 2,208.26
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 810.00
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 900.54
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 810.00
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	588	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	588	0	@ \$ 70.03	= \$ -	
					*			\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #222**  
**Purchase Order # 139387 FEB 1-15, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

**Matthew Hogan**

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April 15, 2023

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TASK					HOURS		GSA RATE		AMOUNT	BALANCE
<b>DATA ENTRY</b>										
	Data Entry Records		Tech 2	22A	0	@	\$ 59.25	=	\$ -	
	Data Entry - Corrections		Tech 2	2B	0	@	\$ 59.25	=	\$ -	
					0					\$ -
<b>PROCESSING DATA</b>					0					\$ -
	Load External Drive		Prod Mgr	295	0	@	\$ 91.57	=	\$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@	\$ 59.25	=	\$ -	
										\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>										\$ -
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	=	\$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	=	\$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	=	\$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	=	\$ 810.00	\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	=	\$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>										\$ -
	Prepare Project Samples		Prod Mgr	92	0	@	\$ 91.57	=	\$ -	
	Prepare Project Samples		Proj Mgr	56B	0	@	\$ 134.67	=	\$ -	
	Project Budget		Proj Mgr	92	0	@	\$ 134.67	=	\$ -	
	Proj. Billing		Proj Coor	56B	0	@	\$ 70.03	=	\$ -	
<b>Total Balance Due</b>										\$ 5,629.34

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**PROJECT INVOICE #223**  
**Purchase Order # 139387 FEB 16-28, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

April 15, 2023

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Email: [sharris@cnj.org](mailto:sharris@cnj.org)

TASK				HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	26	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	295	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	588	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	588	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #224**  
**Purchase Order # 139387 MAR 1-15, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

April 15, 2023

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0 @ \$ 59.25	= \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	295	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41 @ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	92	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	585	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	585	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #225**  
**Purchase Order # 139387 MAR 16-31, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

April 15, 2023

**Matthew Hogan**  
Risk Manager  
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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	22B	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>								
	Load External Drive		Prod Mgr	28E	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	29F	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage		* 0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups		* 0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage		* 0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups		* 0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	58G	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	58B	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #226**  
**Purchase Order # 139387 APR 1-15, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

April 15, 2023

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TASK					HOURS		GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>									
	Data Entry Records		Tech 2	22A	0	@	\$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@	\$ 59.25	= \$ -	
					0				\$ -
<b>PROCESSING DATA</b>					0				\$ -
	Load External Drive		Prod Mgr	295	0	@	\$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@	\$ 59.25	= \$ -	
									\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>									
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	= \$ 2,208.26	
									\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage	*	0.5	@	\$ 1,620.00	= \$ 810.00	
									\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups	*	0.5	@	\$ 1,801.08	= \$ 900.54	
									\$ 900.54
<b>ADMINISTRATION</b>									
	Prepare Project Samples		Prod Mgr	92	0	@	\$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	588	0	@	\$ 134.67	= \$ -	
	Project Budget		Proj Mgr	62	0	@	\$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	588	0	@	\$ 70.03	= \$ -	
									\$ -
<b>Total Balance Due</b>									<b>\$ 5,629.34</b>

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**PROJECT INVOICE #227**  
**Purchase Order # 139387 APR 16-30, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

May 30, 2023

**Matthew Hogan**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0 @ \$ 59.25	= \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	285	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	May 1 - 15	Skids		41 @ \$ 53.86	= \$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	May 1 - 15	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	May 1 - 15	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	May 1 - 15	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	May 1 - 15	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	62	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	585	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	62	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	685	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #228**  
**Purchase Order # 139387 MAY 1-15, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

May 30, 2023

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25 = \$ -	
	Data Entry - Corrections		Tech 2	26	0	@ \$ 59.25 = \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	205	0	@ \$ 91.57 = \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0	@ \$ 59.25 = \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	May 1 - 15	Skids		41	@ \$ 53.86 = \$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	May 1 - 15	Data Storage	*	0.5	@ \$ 1,620.00 = \$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	May 1 - 15	Backups	*	0.5	@ \$ 1,801.08 = \$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	May 1 - 15	Data Storage	*	0.5	@ \$ 1,620.00 = \$ 810.00	\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	May 1 - 15	Backups	*	0.5	@ \$ 1,801.08 = \$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	02	0	@ \$ 91.57 = \$ -	
	Prepare Project Samples		Proj Mgr	005	0	@ \$ 134.67 = \$ -	
	Project Budget		Proj Mgr	02	0	@ \$ 134.67 = \$ -	
	Proj. Billing		Proj Coor	008	0	@ \$ 70.03 = \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #229**  
**Purchase Order # 139387 MAY 16-31, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

June 15, 2023

**Matthew Hogan**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0 @ \$ 59.25	= \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	285	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	287	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	May 16-31	Skids		41 @ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
<b>PDF FORMAT - 0.953 TB</b>	Computer server use Terabytes allocated	May 16-31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
<b>PDF FORMAT - 0.953 TB</b>	Backup of Computer server Terabytes allocated	May 16-31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>TIFF FORMAT - 10.179 TB</b>	Computer server use Terabytes allocated	May 16-31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
<b>TIFF FORMAT - 10.179 TB</b>	Backup of Computer server Terabytes allocated	May 16-31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	82	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	688	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	82	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	688	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #230**  
**Purchase Order # 139387 JUNE 1- 15, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

June 30, 2023

**Matthew Hogan**

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	26	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	295	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	227	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	June 1-15	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	June 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	June 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	June 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	June 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	B2	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	695	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	B2	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	695	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #231**  
**Purchase Order # 139387 JUNE 15-30, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

July 15, 2023

**Matthew Hogan**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25 =	\$ -	
	Data Entry - Corrections		Tech 2	2B	0 @ \$ 59.25 =	\$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	2B5	0 @ \$ 91.57 =	\$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	2B7	0 @ \$ 59.25 =	\$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	June 16-30	Skids		41 @ \$ 53.86 =	\$ 2,208.26	
							\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	June 16-30	Data Storage	*	0.5 @ \$ 1,620.00 =	\$ 810.00	
							\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	June 16-30	Backups	*	0.5 @ \$ 1,801.08 =	\$ 900.54	
							\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	June 16-30	Data Storage	*	0.5 @ \$ 1,620.00 =	\$ 810.00	
							\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	June 16-30	Backups	*	0.5 @ \$ 1,801.08 =	\$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	02	0 @ \$ 91.57 =	\$ -	
	Prepare Project Samples		Proj Mgr	68B	0 @ \$ 134.67 =	\$ -	
	Project Budget		Proj Mgr	02	0 @ \$ 134.67 =	\$ -	
	Proj. Billing		Proj Coord	68B	0 @ \$ 70.03 =	\$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #232**  
**Purchase Order # 139387 JULY 1-15, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

July 31, 2023

**Matthew Hogan**  
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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	2B	0 @ \$ 59.25	= \$ -	
				0			\$ -
<b>PROCESSING DATA</b>				0			
	Load External Drive		Prod Mgr	295	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	July 1-15	Skids		41 @ \$ 53.86	= \$ 2,208.26	\$ 2,208.26
<b>PDF FORMAT - 0.953 TB</b>	Computer server use Terabytes allocated	July 1-15	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
<b>PDF FORMAT - 0.953 TB</b>	Backup of Computer server Terabytes allocated	July 1-15	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
<b>TIFF FORMAT - 10.179 TB</b>	Computer server use Terabytes allocated	July 1-15	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
<b>TIFF FORMAT - 10.179 TB</b>	Backup of Computer server Terabytes allocated	July 1-15	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	92	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	58B	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	58B	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #233**  
**Purchase Order # 139387 JULY 15-31, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

July 31, 2023

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	285	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	287	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	July 15- 31	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
<b>PDF FORMAT - 0.953 TB</b>	Computer server use Terabytes allocated	July 15- 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
<b>PDF FORMAT - 0.953 TB</b>	Backup of Computer server Terabytes allocated	July 15- 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>TIFF FORMAT - 10.179 TB</b>	Computer server use Terabytes allocated	July 15- 31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
<b>TIFF FORMAT - 10.179 TB</b>	Backup of Computer server Terabytes allocated	July 15- 31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	P2	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	58B	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	P2	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	68B	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #234**  
**Purchase Order # 139387 AUG 1 - 15, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Sept. 1, 2023

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	26	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	265	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Aug. 1-15	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
<b>PDF FORMAT - 0.953 TB</b>	Computer server use Terabytes allocated	Aug. 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
<b>PDF FORMAT - 0.953 TB</b>	Backup of Computer server Terabytes allocated	Aug. 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>TIFF FORMAT - 10.179 TB</b>	Computer server use Terabytes allocated	Aug. 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
<b>TIFF FORMAT - 10.179 TB</b>	Backup of Computer server Terabytes allocated	Aug. 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	565	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	665	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #235**  
**Purchase Order # 139387 AUG 15-31, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Sept. 1, 2023

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.26	= \$ -	
	Data Entry - Corrections		Tech 2	2B	0 @ \$ 59.25	= \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	205	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Aug 16-31	Skids		41 @ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Aug 16-31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Aug 16-31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Aug 16-31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Aug 16-31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	02	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	08B	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	02	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	08B	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #236**  
**Purchase Order # 139387 SEPT 1-15, 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Sept. 16, 2023

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	205	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Sept 1-15	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Sept 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Sept 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Sept 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Sept 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	96B	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	98B	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #237**  
**Purchase Order #139387      Sept. 16-30 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Sept. 30 2023

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A 0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	26 0	@ \$ 59.25	= \$ -	
				0			\$ -
<b>PROCESSING DATA</b>				0			
	Load External Drive		Prod Mgr	265 0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	287 0	@ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Sept. 16-30	Sklds	41	@ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
<b>PDF FORMAT - 0.953 TB</b>	Computer server use Terabytes allocated	Sept. 16-30	Data Storage	* 0.5	@ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
<b>PDF FORMAT - 0.953 TB</b>	Backup of Computer server Terabytes allocated	Sept. 16-30	Backups	* 0.5	@ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>TIFF FORMAT - 10.179 TB</b>	Computer server use Terabytes allocated	Sept. 16-30	Data Storage	* 0.5	@ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
<b>TIFF FORMAT - 10.179 TB</b>	Backup of Computer server Terabytes allocated	Sept. 16-30	Backups	* 0.5	@ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	02 0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	68B 0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	02 0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	68B 0	@ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							\$ 5,629.34

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**PROJECT INVOICE #238**  
**Purchase Order #139387 Oct. 1-15 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Jan. 28, 2024

**Matthew Hogan**  
Risk Manager  
The City of Jersey City  
280 Grove Street  
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Office: (201) 547-5241  
Email: [sharris@icnj.org](mailto:sharris@icnj.org)

TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0 @ \$ 59.25	= \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	296	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Oct. 1-15	Skids		41 @ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Oct. 1-15	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Oct. 1-15	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Oct. 1-15	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Oct. 1-15	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	92	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	888	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	02	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	588	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #239**  
**Purchase Order #139387      Oct. 16-31 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Jan. 28, 2024

**Matthew Hogan**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0 @ \$ 59.25	= \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	265	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	207	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Oct. 16-31	Skids		41 @ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
<b>PDF FORMAT - 0.953 TB</b>	Computer server use Terabytes allocated	Oct. 16-31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
<b>PDF FORMAT - 0.953 TB</b>	Backup of Computer server Terabytes allocated	Oct. 16-31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>TIFF FORMAT - 10.179 TB</b>	Computer server use Terabytes allocated	Oct. 16-31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
<b>TIFF FORMAT - 10.179 TB</b>	Backup of Computer server Terabytes allocated	Oct. 16-31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	82	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	668	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	82	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	668	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							\$ 5,629.34

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**PROJECT INVOICE #240**

**Purchase Order #139387 Nov. 1 - 15 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Jan. 28, 2024

**Matthew Hogan**

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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	206	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Nov. 1 - 15	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
<b>PDF FORMAT - 0.953 TB</b>	Computer server use Terabytes allocated	Nov. 1 - 15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
<b>PDF FORMAT - 0.953 TB</b>	Backup of Computer server Terabytes allocated	Nov. 1 - 15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>TIFF FORMAT - 10.179 TB</b>	Computer server use Terabytes allocated	Nov. 1 - 15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
<b>TIFF FORMAT - 10.179 TB</b>	Backup of Computer server Terabytes allocated	Nov. 1 - 15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	68B	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	68B	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #241**  
**Purchase Order #139387      Nov. 16-31 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Jan. 26, 2024

**Matthew Hogan**  
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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	295	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Nov. 16-31	Skids		41	@ \$ 53.86	= \$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Nov. 16-31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Nov. 16-31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Nov. 16-31	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Nov. 16-31	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	92	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	988	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	62	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	888	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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**PROJECT INVOICE #242**  
**Purchase Order #139387 Dec. 1 - 15 2023**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Jan. 28, 2024

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A 0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28 0	@ \$ 59.25	= \$ -	
				0			\$ -
<b>PROCESSING DATA</b>				0			
	Load External Drive		Prod Mgr	295 0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297 0	@ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Dec. 1 - 15	Skids	41	@ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Dec. 1 - 15	Data Storage	* 0.5	@ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Dec. 1 - 15	Backups	* 0.5	@ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Dec. 1 - 15	Data Storage	* 0.5	@ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Dec. 1 - 15	Backups	* 0.5	@ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	02 0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	60B 0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	02 0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	66B 0	@ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

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**PROJECT INVOICE #243**

**Purchase Order #139387**

**Dec. 1 - 15 2023**

**Dec. 16 - 31**

Jan. 28, 2024

**Matthew Hogan**

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TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	28	0 @ \$ 59.25	= \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	285	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Dec. 1 - 15	Skids		41 @ \$ 53.86	= \$ 2,208.26	
							\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Dec. 1 - 15	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Dec. 1 - 15	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Dec. 1 - 15	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	
							\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Dec. 1 - 15	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	
							\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	92	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	588	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	588	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							\$ 5,629.34

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**PROJECT INVOICE #244**  
**Purchase Order #139387 Jan. 1-15 2024**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Jan. 28, 2024

**Matthew Hogan**  
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TASK					HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>								
	Data Entry Records		Tech 2	22A	0	@ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	26	0	@ \$ 59.25	= \$ -	
					0			\$ -
<b>PROCESSING DATA</b>					0			
	Load External Drive		Prod Mgr	295	0	@ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	297	0	@ \$ 59.25	= \$ -	
								\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>								
	Storage - Cartons & Ledgers / month	Jan. 1-15	Skids		41	@ \$ 53.86	= \$ 2,208.26	
								\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Jan. 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Jan. 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Jan. 1-15	Data Storage	*	0.5	@ \$ 1,620.00	= \$ 810.00	
								\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Jan. 1-15	Backups	*	0.5	@ \$ 1,801.08	= \$ 900.54	
								\$ 900.54
<b>ADMINISTRATION</b>								
	Prepare Project Samples		Prod Mgr	82	0	@ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	589	0	@ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	92	0	@ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coord	589	0	@ \$ 70.03	= \$ -	
								\$ -
<b>Total Balance Due</b>								<b>\$ 5,629.34</b>

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Ledgers and Plat books

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Architectural Plans

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E-MAIL: [eric@documentreprocessors.com](mailto:eric@documentreprocessors.com) WEB ADDRESS: <http://www.documentreprocessors.com>

**PROJECT INVOICE #245**  
**Purchase Order #139387 Jan. 16-31 2024**  
**FLOOD CONTAMINATED RECORDS - SANDY CLAIM**

Jan. 28, 2024

**Matthew Hogan**

Risk Manager  
The City of Jersey City  
280 Grove Street  
Jersey City, NJ 07302

Office: (201) 547-5034

Email: [matthew@icnj.org](mailto:matthew@icnj.org)

**Sidney Harris**

Director of Records  
The City of Jersey City  
13 Linden Ave E.  
Jersey City, NJ 07305

Office: (201) 547-5241

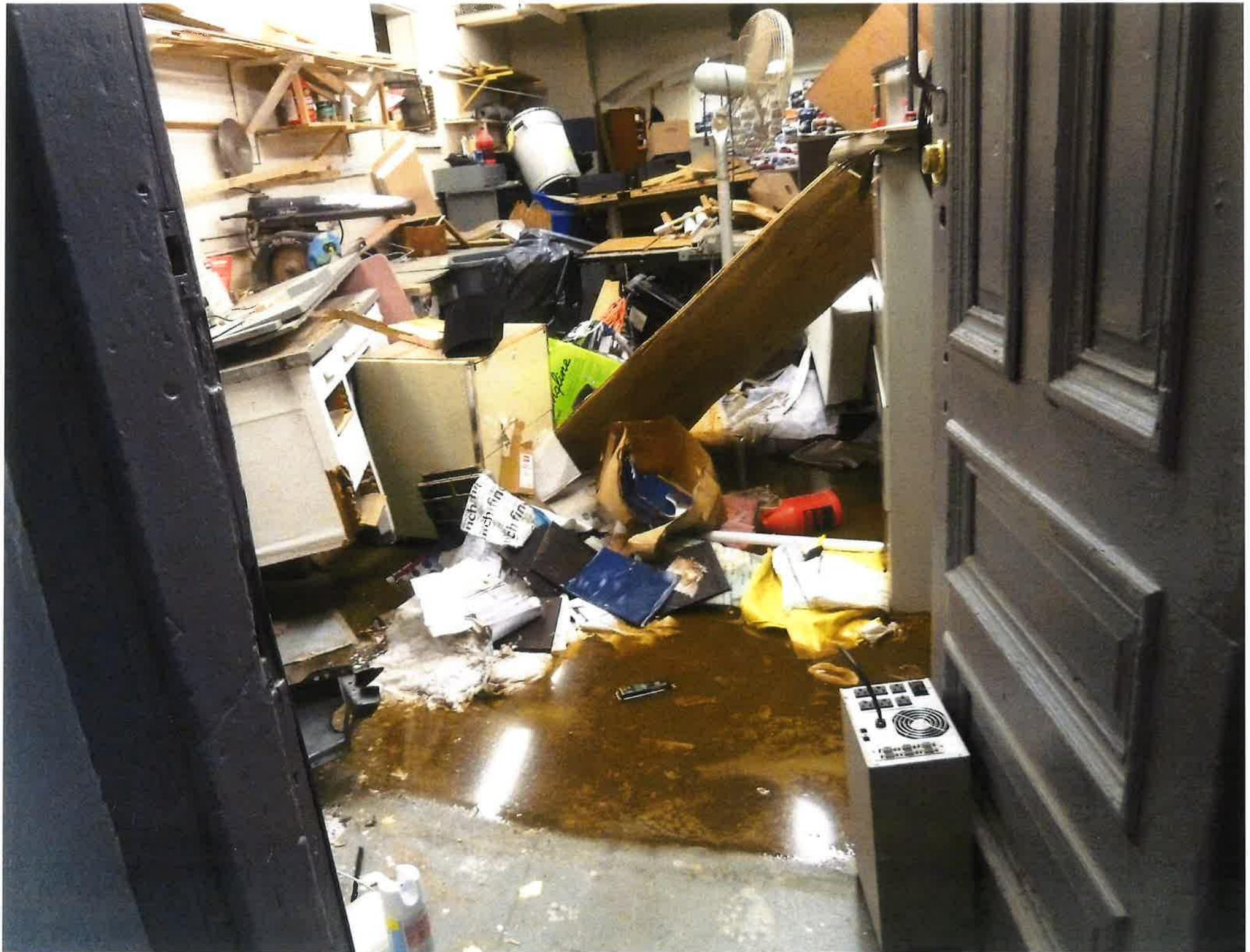
Email: [sharris@icnj.org](mailto:sharris@icnj.org)

TASK				HOURS	GSA RATE	AMOUNT	BALANCE
<b>DATA ENTRY</b>							
	Data Entry Records		Tech 2	22A	0 @ \$ 59.25	= \$ -	
	Data Entry - Corrections		Tech 2	2B	0 @ \$ 59.25	= \$ -	
					0		\$ -
<b>PROCESSING DATA</b>							
	Load External Drive		Prod Mgr	295	0 @ \$ 91.57	= \$ -	
	Convert Files to Tiff Format - Perm Records		Tech 2	287	0 @ \$ 59.25	= \$ -	
							\$ -
<b>STORAGE AND COMPUTER SERVER USE</b>							
	Storage - Cartons & Ledgers / month	Jan. 16-31	Skids		41 @ \$ 53.86	= \$ 2,208.26	\$ 2,208.26
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Jan. 16-31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	Jan. 16-31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Jan. 16-31	Data Storage	*	0.5 @ \$ 1,620.00	= \$ 810.00	\$ 810.00
TIFF FORMAT - 10.179 TB	Backup of Computer server Terabytes allocated	Jan. 16-31	Backups	*	0.5 @ \$ 1,801.08	= \$ 900.54	\$ 900.54
<b>ADMINISTRATION</b>							
	Prepare Project Samples		Prod Mgr	92	0 @ \$ 91.57	= \$ -	
	Prepare Project Samples		Proj Mgr	66B	0 @ \$ 134.67	= \$ -	
	Project Budget		Proj Mgr	P2	0 @ \$ 134.67	= \$ -	
	Proj. Billing		Proj Coor	66B	0 @ \$ 70.03	= \$ -	
							\$ -
<b>Total Balance Due</b>							<b>\$ 5,629.34</b>

Terms: 2% Discount Paid in 10 Days - 30 Net on Receipt  
Document Reprocessors 26 Powell Lane Penn Yan NY 14527

Federal ID: 16-1368649  
\* Non GSA Items

Thank You  
Email: [eric@documentreprocessors.com](mailto:eric@documentreprocessors.com)















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700-715

MSC. 350-399

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JANUARY-FEBRUARY

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Resolutions

June 1981

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FELLOWES  
DAILY PAPER  
DAILY PAPER CO. INC.  
MADISON, WI

BULK FILE # 9  
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MISC 1  
FILES  
ECONO/STOR 703

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ECONO/STOR 703

CASH Book  
COMM Rec  
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WILSON COUNTY VOL 6  
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ECONO/STOR  
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Add  
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McGraw-Hill Education

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CASH BOOK  
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CCML REC

CCML REC



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OPRA REQUESTS

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OPRA REQUESTS

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THRU 2799		

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Map of  
**HUDSON COUNTY,**  
Vol. 6 of  
**JERSEY CITY**



**VACUUM FREEZE DRYING  
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# Resolution of the City of Jersey City, N.J.

File No. Res. 20-843  
Agenda No. 10.8  
Approved: Dec 16 2020



## RESOLUTION RATIFYING AN EMERGENCY CONTRACT AWARD TO DOCUMENT REPROCESSORS OF NEW YORK, INC. FOR THE PROVISION OF DOCUMENT RESTORATION SERVICES FOR THE CITY OF JERSEY CITY.

### COUNCIL offered and moved adoption of the following resolution:

WHEREAS, on December 13, 2017, pursuant to Resolution 17- 975, the City of Jersey City ("City") awarded a contract pursuant to N.J.S.A. 40A:11-4.1 et seq. to Document Reprocessors of New York, Inc. ("Contractor"), with an office at 26 Powell Lane, Penn Yan, New York 14527, to restore documents damaged in Superstorm Sandy for an amount not to exceed \$2,461,060.21; and

WHEREAS, on December 19, 2018, pursuant to Resolution 18- 1136, the City exercised a renewal option to extend the contract with Contractor for a term of 1 year; and

WHEREAS, the contract with Contractor expired; and

WHEREAS, outstanding work remained to be completed upon the expiration of the contract that required an extension of the contract; and

WHEREAS, due to changes in personnel and the onset of the COVID-19 pandemic, the City did not extend the contract to address the outstanding work; and

WHEREAS, on or about March 21, 2020, New Jersey Governor Phillip D. Murphy issued Executive Order No. 108 declaring both a State of Emergency and a Public Health Emergency due to the COVID-19 pandemic; and

WHEREAS, due to the social distancing requirements in place, coupled with the lack of staff available throughout City offices at the time, it is not practicable to solicit other bids for the outstanding work or to move the documents to a different location from Contractor's offices; and

WHEREAS, the Purchasing Agent was satisfied that an emergency existed; and

WHEREAS, the New Jersey State Treasurer has determined that contracts awarded under emergency conditions pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 et seq. may be awarded without complying with the Pay to Play Law, N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, funds are available in the Operating Account; and

Acct #	P.O. #	Total Contract
04-215-55-128-990	139387	\$357,000.00

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY CITY AS FOLLOWS:

1. Because of the above stated reasons which are incorporated herein, an emergency contract award to Contractor for a term not to exceed one (1) year pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1 et seq. for document restoration services is hereby ratified; and
2. The total cost of the emergency contract is \$357,000.00; and
3. The Director of Human Resources has reduced in writing his notification to the Purchasing Agent of the emergency and filed it with the Purchasing Agent; and
4. Upon certification by an official or employee of the City authorized to administer the contract, that the services have been provided and the requirements of the contract met, then payment to the contractor

**Resolution ratifying an emergency contract award to Document Reprocessors of New York, Inc. for the provision of document restoration services for the City of Jersey City.**

shall be made in accordance with the provisions of the Local Fiscal Affairs Law, N.J.S.A. 40A:5-1 et seq.; and

5. The Purchasing Agent and Business Administrator are authorized to take such other actions as may be necessary to effectuate the purposes of this resolution.

**Resolution ratifying an emergency contract award to Document Reprocessors of New York, Inc. for the provision of document restoration services for the City of Jersey City.**

I, Elizabeth Castillo Elizabeth Castillo, Chief Financial Officer, hereby certify that there are sufficient funds for the payment of this resolution in the amount of \$357,000.00, in account number 04-215-55-128-990; PO# 139387.

APPROVED AS TO LEGAL FORM

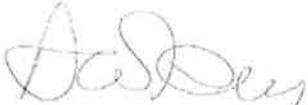
  
 \_\_\_\_\_  
 Business Administrator

  
 \_\_\_\_\_  
 Corporation Counsel

Certification Required

RECORD OF COUNCIL VOTE – Dec 16														8-0	
	AYE	NAY	N.V.	Absent		AYE	NAY	N.V.	Absent		AYE	NAY	N.V.	Absent	N.V. – (Abstain)
RIDLEY	✓				SALEH	✓				LAVARRO	✓				
PRINZ-AREY	✓				SOLOMON	✓				RIVERA	✓				
BOGGIANO	✓				ROBINSON	✓				WATTERMAN, PRES					✓

Adopted at a meeting of the Municipal Council of the City of Jersey.

  
 \_\_\_\_\_  
 Joyce E. Watterman, President of Council

  
 \_\_\_\_\_  
 Sean J. Gallagher, City Clerk

**Resolution ratifying an emergency contract award to Document Reprocessors of New York, Inc. for the provision of document restoration services for the City of Jersey City.**

**RESOLUTION FACT SHEET -**

This summary sheet is to be attached to the front of any resolution that is submitted for Council consideration. Incomplete or vague fact sheets will be returned with the resolution.

**Project Manager**

John Metro, Director of Finance	201-547-5147	jmetro@jcnj.org
Division	Office of the Business Administrator	

Note: Project Manager must be available by phone during agenda meeting (Wednesday prior to council meeting @ 1:00 p.m.)

**Purpose**

Emergency contract award for the restoration of documents damaged by Superstorm Sandy.

**Contract term (include all)**

1 year maximum.

**Type of award:**

Emergency, Contractual

**ATTACHMENTS:**

EMERGENCY CERTIFICATION - Doc Repreocessors - 11-19-2020  
Document Reprocessor - Document Restoration - RM  
Agreement with Document Reprocessors

Approved by	Status:
John Mercer, Assistant Business Administrator	Approved - Nov 19 2020
Melissa Kozakiewicz, Assistant Business Administrator	None
Gregory Corrado, Asst. Business Administrator	None
John McKinney, Attorney	Approved - Nov 19 2020
Peter Baker, Corporation Counsel	None
Amy Forman, Attorney	None
Nick Strasser, Attorney	None
Norma Garcia, Attorney	None
Ray Reddington, Attorney	None
Jeremy Jacobsen, Attorney	None
Sapana Shah, Attorney	None
Jeana Abuan, Public Agency Compliance Officer	Approved - Nov 19 2020
Soraya Hebron, Diversity and Inclusion	Approved - Nov 20 2020
Raquel Tosado, Assistant Purchasing Agent	None
Patricia Vega, Assistant Purchasing Agent	None
Patrice Lambert, Purchasing	Approved - Nov 23 2020
Elizabeth Castillo, Chief Financial Officer	Approved - Nov 23 2020
John Metro, Director of Finance	Approved - Dec 08 2020

## EMERGENCY CERTIFICATION

1. I am the Risk Manager for the City of Jersey City (the "City").
2. On March 9, 2020, the Governor of the State of New Jersey has declared the concurrent invocation of both a State of Emergency pursuant to N.J.S.A. App.A.:9-33 et seq. and a Public Health Emergency as contemplated by N.J.S.A. 26:13-1 et seq., which action invoked the authority and powers contemplated by N.J.S.A. 26:13-3, the Emergency Health Powers Act.
3. On March 21, 2020 New Jersey Governor Phillip D. Murphy issued Executive Order No. 108 requiring New Jersey residents to remain at home or at their place of residence subject to limited exceptions, cancelling social gathering and requested that people stay off the roads during the COVID-19 emergency unless providing or seeking to obtain essential service or supplies.
5. Due to personnel changes at the time, a contract with Document Reprocessors of New York, Inc. ("Contractor") expired before it could be extended to address work that remains outstanding. Due to the social distancing requirements in place, coupled with the lack of staff available throughout City offices at the time, it is not practicable to solicit other bids for the outstanding work or to move the documents to a different location from Contractor's offices. Contractor provides a number of document restoration and storage services that are still required by the City in relation to the restoration of documents damaged by Superstorm Sandy. Therefore, pursuant to N.J.S.A. 40A:11-6, an emergency situation exists that justifies the emergency award of a contract for the provision of document restoration services for the City.
9. I have deemed that Contractor, with an office address at 26 Powell Lane, Penn Yan, New York 14527, is capable of providing the above described document restoration services to the City.
10. I respectfully submit that an emergency contract not to exceed one (1) year to the Company be approved.

I certify the foregoing statements are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

November 19, 2020

/s/ Matthew Hogan

Matthew Hogan  
Risk Manager

**EQUAL EMPLOYMENT OPPORTUNITY EEO/  
AFFIRMATIVE ACTION (AA) REQUIREMENTS**

**For Goods, Professional Services and General Service Contracts**

**Questions in reference to EEO/ AA requirements for Goods,  
Professional Service and General Services Contracts should be  
directed to:**

**Jeana F. Abuan  
EEO/AA Officer, P.A.C.O.  
Department of Administration  
Office of EEO/AA  
280 Grove Street Room-103  
Jersey City NJ 07302  
Tel. # 201-547-4533  
Fax# 201-547-5088  
E-Mail Address: [abuanj@jenj.org](mailto:abuanj@jenj.org)**



**EXHIBIT A ( continuation)**

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay off to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract/compliance](http://www.state.nj.us/treasury/contract/compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

The undersigned vendor certifies on their company's receipt, knowledge and commitment to comply with:

**EXHIBIT A  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
Goods, Professional Services and General Service Contracts  
(Mandatory Affirmative Action Language)**

The undersigned vendor further agrees to furnish the required forms of evidence and

understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Representative's Name/Title (Print):

*Eric Lundquist/owner*

Representative's Signature:

*Eric Lundquist*

Name of Company:

*Document Reprocessors, NY*

Tel. No.:

*585-554-4500*

Date:

*11/23/2020*

**APPENDIX A**  
**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The contractor and the 11/23/2010 of DRNY Document Reprocessors, NY (hereafter "owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 USC, 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to the Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature, arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from any action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representative.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title: Eric Lundquist / Owner  
 Representative's Signature: [Signature]  
 Name of Company: Document Reprocessors NY  
 Tel. No.: 585-554-4500 Date: 11/23/2010

**Minority/Woman Business Enterprise (MWBE)  
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name : Document Reprocessors of NY, Inc  
Address : 216 Powell Lane Penn Yan, NY 14527  
Telephone No. : 585-554-4500  
Contact Name : Angela Clarke, CEO

Please check applicable category:

Minority Owned Business (MBE)       Minority & Woman Owned Business (MWBE)  
 Woman Owned business (WBE)       Neither

**Definitions**

**Minority Business Enterprise**

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation of least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

**African American:** a person having origins in any of the black racial groups of Africa

**Hispanic:** a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

**Asian:** a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Woman Business Enterprise**

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation of least 51% of which is owned and controlled by a woman or women.

**OFFICE OF EQUAL OPPORTUNITY COPY**



**CITY OF JERSEY CITY  
DEPARTMENT OF BUSINESS ADMINISTRATION  
OFFICE OF DIVERSITY AND INCLUSION**



**SUPPLIER DIVERSITY BIDDER QUESTIONNAIRE:**

The City of Jersey City is committed to ensuring that its utilization of vendors reflects the diversity of its community. Please complete this form to assist us with monitoring our supplier diversity performance.

**Business Name:** Document Reprocessors of NY, Inc  
**Address:** 26 Powell Lane Pennyan NY 14627  
**Phone:** 585-554-4500  
**Email:** Angela@documentreprocessors.com  
**Contact Name:** Angela Clarke, CEO

Please indicate if your business qualifies as any of the following: (See definitions for clarification)

- Minority Owned
- Woman Owned
- Veteran Owned
- Disability Owned
- Lesbian, Gay, Bisexual, Transgender Owned
- None

Please indicate if your business is currently certified by an authorized certifying body as any of the following:

- Minority Business Enterprise
- Woman Business Enterprise
- Veteran Business Enterprise
- Disability Owned Business Enterprise
- Lesbian, Gay, Bisexual, Transgender Business Enterprise
- Disadvantaged Business Enterprise
- Small Business Enterprise
- None

**THE CITY OF JERSEY CITY IS AN AFFIRMATIVE ACTION & EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS IN EMPLOYMENT AND CONTRACTING.**

This is the application to obtain the Certificate of Employee Information Report for the first time. E-mail us with a copy of the \$150 check along with the application; mail originals to the:

Form AA302  
Rev. 1/1/11

**STATE OF NEW JERSEY**  
Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program

**EMPLOYEE INFORMATION REPORT**

REPORTING AGENCY ORGANIZATIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY TO GREAT THE REQUIRED NEEDED FOR ANY DELAY CLAIMS OF YOUR ORGANIZATION. DO NOT SUBMIT EEO-4 REPORT FOR SECTION 2, ITEM 11. For instructions on completing the form, go to <http://www.state.nj.gov/purchase/contractcompliance/eeo4report.pdf>

**SECTION A - COMPANY IDENTIFICATION**

1. FTA NO. OR SOCIAL SECURITY: \_\_\_\_\_ 2. TYPE OF BUSINESS:  1. RETAIL  2. SERVICE  3. WHOLESALE  4. RETAIL  5. OTHER \_\_\_\_\_ 3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY: 8

4. COMPANY NAME: Document Reprocessors of NY, Inc

5. STREET: 26 Powell Lane CITY: Penn Yan STATE: NY ZIP CODE: 14527

6. NATURE OF BUSINESS OR APPLICATED COMPANY (FEDERAL GOVERNMENT): None CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

7. CHECK ONE IN THIS COMPANY:  1. FEDERAL GOVERNMENT EMPLOYEE  2. STATE GOVERNMENT EMPLOYEE  3. LOCAL GOVERNMENT EMPLOYEE

8. IF EMPLOYER IS A FEDERAL GOVERNMENT EMPLOYEE, STATE THE NUMBER OF EMPLOYEES OF EACH OF THE FOLLOWING: 0

9. TOTAL NUMBER OF EMPLOYEES BY RACE/ETHNICITY WHOSE NAMES HAVE BEEN AWARDED THE CONTRACT: 13

10. CITY OF AWARD CONTRACT: City of Jersey City CITY: Jersey City COUNTY: Hudson STATE: NJ ZIP CODE: 07306

**SECTION B - EMPLOYEE DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. When there are no employees in a particular category, enter zero. Include ALL employees, not just those in contractually defined categories. In columns 1, 2, & 3. COMPLETENESS OF DATA REPORTED:

JOB CATEGORIES	RACE/ETHNICITY			SEX									
	1. TOTAL	2. MALE	3. FEMALE	4. WHITE	5. BLACK	6. AMER. INDIAN	7. ASIAN	8. HAWAIIAN	9. PACIFIC ISLANDER	10. HISPANIC	11. OTHER	12. UNK.	13. TOTAL
Officials/Managers			1										1
Professionals			1										1
Technicians	2	2	8									2	8
Other Workers	1											1	
Office & Clerical			1										1
Construction (Other)													
Operations (Manufacturing)		1										1	
Industry (Production)		1	2									1	2
Service Workers													
<b>TOTAL</b>													
Underemployment (Part-time/Seasonal/Temporary)	4	4	12									5	13

The data below should NOT be included in the figures for the appropriate categories above.

12. HOW WAS INFORMATION AS TO RACE/ETHNICITY OBTAINED?  L. Visual Survey  M. Personnel Files  N. Other (Specify): \_\_\_\_\_

13. DATES OF PAYROLL PERIOD USED: From 10/11/20 To 10/7/20

14. IS THIS THE FIRST Employee Information Report Submitted? YES  NO  1. YES 2. NO

15. IF NO, DATE LAST REPORT SUBMITTED: MO. DAY YEAR: 4 12 2020

16. NAME OF PERSON COMPLETING FORM (Print or Type) SIGNATURE: Belinda J. Wilcox Belinda Wilcox TITLE: owner DATE: 11 20 2020

17. ADDRESS NO. & STREET CITY COUNTY STATE ZIP CODE (FEDERAL AREA CODE, NO. PREFIXING) 26 Powell Lane Penn Yan NY 14527 585-554-4500

# CERTIFICATE OF EMPLOYEE INFORMATION REPORT

## INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-FEB-2013 to 15-FEB-2020

**DOCUMENT REPROCESSORS OF NEW YORK INC**  
**40 RAILROAD AVENUE**  
**RUSHVILLE NY 14544**

*Expired  
renewal will  
send copy  
of renewal  
proof of payment*



Andrew P. Sidamon-Eristoff  
State Treasurer

Enclosed is your Certificate of Employee information Report (hereinafter referred to as the "Certificate" and issued based on the Employee Information Report (AA-302) form completed by a representative of your company or firm. Immediately upon receipt, this certificate should be forwarded to the person in your company or firm responsible for ensuring equal employment opportunity and/or overseeing the company or firm's contracts with public agencies. Typically, this person may be your company or firm's Human Resources Manager, Equal Employment Opportunity Officer or Contract Administrator. If you do not know to whom the certificate should be forward, kindly forward it to the head of your company or firm. Copies of the certificate should also be distributed to all facilities of your company or firm who engage in bidding on public contracts in New Jersey and who use the same federal identification number and company name. The certificate should be retained in your records until the date it expires. This is very important since a request for a duplicate/replacement certificate will result in a \$75.00 fee.

On future successful bids on public contracts, your company or firm must present a photocopy of the certificate to the public agency awarding the contract after notification of the award but prior to execution of a goods and services or professional services contract. Failure to present the certificate within the time limits prescribed may result in the awarded contract being rescinded in accordance with N.J.A.C. 17:27-4.3b.

Please be advised that this certificate has been approved only for the time periods stated on the certificate. As early as ninety (90) days prior to its expiration, the Division will forward a renewal notification. Upon the Division's receipt of a properly completed renewal application and \$150.00 application fee, it will issue a renewal certificate. In addition, representatives from the Division may conduct periodic visits and/or request additional information to monitor and evaluate the continued equal employment opportunity compliance of your company or firm. Moreover, the Division may provide your company or firm with technical assistance, as required. Please be sure to notify the Division immediately if your company's federal identification number, name or address changes.

If you have any questions, please call (609) 292-5473 and a representative will be available to assist you.

Enclosure(s) (AA-01 Rev. 11/11)





MUST BE NOTARIZED

MUST BE NOTARIZED

MUST BE NOTARIZED

**CERTIFICATION OF COMPLIANCE WITH THE CITY OF JERSEY CITY CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE 08-128 ADOPTED ON SEPTEMBER 3, 2008**

**PART I - Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Document Reprocessors of NY (name of business entity) has not made any reportable contributions in the <sup>\*\*</sup>one-year period preceding 2019-2020 (date City Council awards contract) that would be deemed to be violations of Section One of the City of Jersey City's Contractor Pay-to-Play Reform Ordinance 08-128 (attached hereto) and that would bar the award of this contract. I further certify that during the term of the contract Document Reprocessors of NY (name of business entity) will not make any reportable contributions in violation of Ordinance 08-128.

**PART II - Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Document Reprocessors of NY

Signed [Signature] Title: 11/23/2020

Print Name: ERIC G WINDQUIST Date: PREX

Subscribed and sworn before me this 23<sup>rd</sup> day of November, 2020. [Signature]

My Commission expires: 4/30/2024 ERIC G WINDQUIST PREX  
(Print name & title of affiant) (Corporate Seal)

JILL S.H. RIPLEY  
NOTARY PUBLIC, STATE OF NEW YORK  
NO. 01R16280782  
QUALIFIED IN YATES COUNTY  
COMMISSION EXPIRES 04-30-2024

**\*\*Pursuant to Section 2 of Ordinance 08-128, no contributions or solicitation of contributions made prior to the effective date Ordinance 08-128 (September 23, 2008) shall be deemed to be a violation of the Ordinance.**

\*MUST BE NOTARIZED\*

\*MUST BE NOTARIZED\*

\*MUST BE NOTARIZED\*

**BUSINESS ENTITY DISCLOSURE CERTIFICATION  
FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**CITY OF JERSEY CITY**

**Part I - Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (date of award scheduled for approval of the contract by the governing body) to any of the following named candidate committee, joint candidates committee, or political party committee representing the elected officials of the <name of entity of elected officials> as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Steven Fulop 2021	Mira Prinz-Arey for Council
Lavano for Councilman	Friends of Richard Boggiano
Friends of Joyce Watterman	Saleh for Jersey City Council
Friends of Daniel Rivera	Solomon for Council 2021
Ridley for Council	Friends of Jermaine Robinson

**Part II - Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership     
 Corporation     
 Sole Proprietorship     
 Subchapter S Corporation  
 Limited Partnership     
 Limited Liability Corporation     
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Eric G. Lundquist	250 Roblar Ave, Hillsborough CA 74010
Muriel Lundquist	250 Roblar Ave, Hillsborough CA 74010

**Part 3 - Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Document Processors of NY, Inc  
Signature of Affiant: [Signature] Title: President  
Printed Name of Affiant: ERIC G LUNDQUIST Date: 4/23/2020

Subscribed and sworn before me this 32<sup>nd</sup> day of Dec 2020  
My Commission expires: 4/30/2024  
[Signature]  
(Witnessed or attested by)  
[Signature]  
(Seal)

JILL S.H. RIPLEY  
NOTARY PUBLIC, STATE OF NEW YORK  
NO. 01R18280782  
QUALIFIED IN YATES COUNTY  
COMMISSION EXPIRES 04-30-2024

**STOCKHOLDER DISCLOSURE CERTIFICATION**

Name of Business: Document Reprocessors of NY, Inc

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership                       Corporation                       Sole Proprietorship  
 Limited Partnership               Limited Liability Corporation       Limited Liability Partnership  
 Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: <u>Eric Lundquist</u>	Name: <u>Muriel Lundquist</u>
Home Address: <u>250 Roblar Ave Hillsborough, CT 74010</u>	Home Address: <u>250 Roblar Ave Hillsborough, CT 74010</u>
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 23rd day of November, 2020

(Notary Public) [Signature]

My Commission expires: 4/30/2024

[Signature]  
 (Affiant)  
ERIC G. LUNDQUIST  
 (Print name & title of affiant)  
 (Corporate Seal)

**JILL S.H. RIPLEY**  
 NOTARY PUBLIC, STATE OF NEW YORK  
 NO. 01R18260762  
 QUALIFIED IN YATES COUNTY  
 COMMISSION EXPIRES 04-30-2024

**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
ANNUAL REPORT CERTIFICATE**

**DOCUMENT REPROCESSORS OF NEW YORK, INC.**  
0400740799

The Division of Revenue and Enterprise Services hereby affirms that the following annual reports for DOCUMENT REPROCESSORS OF NEW YORK, INC. was submitted on 07/26/2020 for the years: 2019-2020

**Registered Agent and Office**

CORPORATION SERVICE COMPANY  
PRINCETON SOUTH CORPORATE CTR  
STE 160, 100 CHARLES EWING BLVD  
EWING, NJ 08628

**Main Business Address**

26 POWELL LANE  
PENN YAN, NY 14527

**Officers and Directors**

PRESIDENT  
ERIC LUNDQUIST  
26 POWELL LANE  
PENN YAN, NY 14527

PRESIDENT  
ERIC LUNDQUIST  
26 POWELL LANE  
PENN YAN, NY 14527



*IN TESTIMONY WHEREOF, I have  
hereunto set my hand and affixed  
my Official Seal, this  
26th day of July, 2020*

*Elizabeth Maher Muoio*

**Elizabeth Maher Muoio  
State Treasurer**

Certificate Number : 2495623430  
Verify this certificate online at  
[https://www1.state.nj.us/TYTR\\_StandingCert/JSP/Verify\\_Cert.jsp](https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp)

## AGREEMENT

AGREEMENT made this 15th day of December, 2020 between the CITY OF JERSEY CITY, a municipal corporation of the State of New Jersey ("City"), City Hall, 280 Grove Street, Jersey City, New Jersey 07302 and DOCUMENT REPROCESSORS OF NEW YORK, INC. ("Contractor"), 26 Powell Lane, Penn Yan, New York 14527.

WHEREAS, the City has a need for disaster recovery – digitization of documents services for documents damaged by Hurricane Sandy; and

WHEREAS, the City may acquire these services pursuant to the competitive contracting provisions of N.J.S.A. 40A:11-4.1 et seq; and

WHEREAS, the Municipal Council approved Resolution 15-024 on January 14, 2015, authorizing the use of competitive contracting for this purpose; and

WHEREAS, a Request for Proposals (RFP) was issued by the City on September 22, 2017; and

WHEREAS, on October 19, 2017, the City received a single proposal in response to its RFP from Document Reprocessors of New York, Inc.; and

WHEREAS, a review committee appointed by the City's Business Administrator pursuant to N.J.A.C. 5:34-4.3 reviewed the proposal and recommended that the contract be awarded to the Contractor; and

WHEREAS, Resolution 17-975 approved on December 13, 2017 authorized this Agreement between the City and the Contractor; and

WHEREAS, due to unforeseeable circumstances, the work was not completed within the projected 2 year time frame; and

WHEREAS, the contracted between the City and Contractor dated January 17, 2018 has since expired; and

WHEREAS, due to COVID-19, various issues have interfered with continued work on the restoration of the documents; and

WHEREAS, it would be impractical and difficult to solicit new vendors under the current circumstances; and

WHEREAS, work remains to be completed and the City requires the services of Contractor to continue to preserve and restore the documents; and

WHEREAS, the City may award an emergency contract pursuant to the provisions of N.J.S.A. 40A:11-6; and

WHEREAS, the rates quoted in the Agreement dated January 17, 2018 shall be increased by 8%; and

WHEREAS, the total amount of the contract shall not exceed \$357,000.00.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the parties agree as follows:

**ARTICLE I**  
**Purpose of Agreement**

The purpose of this Agreement is for Contractor to provide the City with disaster recovery: digital reproduction of documents services.

**ARTICLE II**  
**Scope of Services**

1. Contractor shall perform for the City all the services as described in the City's Request for Proposals (RFP) (Exhibit "A"), and the Contractor's Proposal (Exhibit "B") which are attached to the agreement between the City and the Contractor dated January 17, 2018 and incorporated herein by reference (Contract Documents). The contract consists of this Agreement and the Contract Documents. This Agreement and the Contract Documents are intended to complement and supplement each other. In the event that there is a conflict or discrepancy between the provisions of this Agreement and the Contract Documents, the provisions of this Agreement shall govern over the provisions of the Contract Documents; the provisions of the City's RFP shall govern over the provisions of the Contractor's Proposal.
2. The contract term shall not exceed one (1) year and shall be effective as of the execution date of this Agreement by City Officials.
3. The scope of services to be performed shall not be materially different from, or more or less extensive, than those specified above unless such modifications are reduced in writing and signed by authorized representatives of the City and Contractor. Any modifications which increase the compensation of the Contractor shall require the prior authorization of the City.

**ARTICLE III**  
**Contractual Relationship**

1. In performing the services under this agreement, Contractor shall operate and have the status of an independent contractor and shall not act as an agent or employee of the City. As an

independent contractor, Contractor shall be solely responsible for determining the means and methods of performing the services described in the Scope of Services.

2. Contractor shall perform the services to be furnished under this Agreement with the degree of skill and care that is required by customarily accepted competent professional practices to assure that all work is correct and appropriate for the purposes intended.

ARTICLE IV  
Compensation and Payment

1. In exchange for performing the services described in Article II herein, the Contractor shall receive a total contract amount not to exceed \$357,000.00, including fees and expenses. Compensation shall be payable upon submission and verification of monthly invoices to the City's Records Manager. Each invoice shall include a description of all services and materials for which the invoice is being submitted. Contractor understands that each invoice must be submitted to the governing body of the City for approval prior to payment. The governing body meets on the second and fourth Wednesdays of each month. The processing time for payment is approximately three (3) weeks.

2. The rates quoted in the original Contract Documents shall be increased by 8%.

ARTICLE V  
Insurance

1. Contractor shall purchase and maintain the following insurance during the terms of this Contract:

A. Comprehensive General Liability: including Premises Operations, Products Completed Operations, and Independent Contractor Coverages - covering as insured Contractor with not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; including produced and completed operations coverage. The City of Jersey City, its agents, servants shall be named as additional insured.

B. Professional Liability Insurance: covering as insured the Contractor with not less than two million dollars (\$2,000,000). Professional liability insurance shall be kept in force until at least one (1) year after the expiration of this Agreement.

C. Automobile Liability Coverage: covering as insured Contractor with not less than one million dollars (\$1,000,000) combined single limit for Bodily Injury and Property Damage Liability, including non-owned Automobile Liability Coverage.

D. Workmen's Compensation Insurance: New Jersey statutory limits and Employer's Liability in the amount of \$1,000,000

E. Error and Omissions Liability in the amount of \$2,000,000 per occurrence and in aggregate.

2. Contractor agrees to procure and maintain insurance of the kinds and in the amounts hereinabove provided in insurance companies authorized to do business in the State of New Jersey, as rated in the Best Key Rating Guide for Property and Casualty covering all operations under this Contract.

Contractor shall furnish the City certificates of insurance upon execution of this Agreement.

3. The insurance policies described in this Article shall be kept in force for the period specified below.

All coverage should remain in effect for the term of the contract.

#### ARTICLE VI Disputes

1. The City and Contractor agree that in the event of a dispute arising under the Agreement, whether involving law or fact or both, or extra work, or claims for additional compensation or claims for alleged breach of contract, the parties agree to the following:

a) All such disputes shall be reported to the Business Administrator or his designee within 48 hours of commencement of such dispute. Contractor shall submit a detailed claim with such specificity to provide the Business Administrator with an intelligent basis for resolving the dispute.

b) Any claim not presented within the time limit specified in this paragraph shall be deemed to have been waived except that if the claim is of a continuing character and notice of the claim is not given within 48 hours of its commencement, the claim will be considered only for a period commencing 48 hours prior to the receipt of the City of notice thereof.

c) Each decision by the Business Administrator will be in writing and will be mailed to the Contractor by registered or certified mail, return receipt requested, directed to his last known address.

d) If the Contractor does not agree with a decision of the Business Administrator, he shall in no case allow the dispute to delay the work, but shall notify the City promptly that he is proceeding with the work under protest.

e) In the event of disputes involving non-monetary issues, the Business Administrator's decision shall prevail. The Business Administrator, in his decision, may conduct

such fact finding as he deems necessary in order to resolve the decision.

**ARTICLE VII**  
**Termination**

This Agreement may be terminated by the City pursuant to the provisions set forth in Section 3.8 of the RFP.

**ARTICLE VIII**  
**Indemnity**

1. Contractor agrees to protect, defend and save harmless the City against damage for payment for the use of any patented material process, article or devise that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or from, any of the acts of the contractor, its servants or agents. Should Contractor retain any subcontractors, such subcontractors shall also agree to the aforementioned indemnification language.

**ARTICLE IX**  
**Entire Agreement**

1. This Agreement constitutes the entire agreement among the Cities and Contractor. It supersedes all prior or contemporaneous communications, representations of agreement, whether oral or written with respect to the subject matter thereof and has been induced by no representations, statements or agreements other than those herein expressed. No agreement hereafter made between the parties shall be binding on either party unless reduced to writing and signed by an authorized officer of the party sought to be bound thereby.

2. This agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which when taken together shall constitute the same instrument.

3. This agreement shall in all respects be interpreted and construed and the rights of the party thereto shall be governed by the laws of the State of New Jersey.

ARTICLE X  
Assignment

Contractor shall make no assignment nor transfer this Agreement or assign or transfer any part of the work under this Agreement without the written consent of the Cities. This Agreement shall be binding upon the parties hereto, their heirs, executors, legal representatives and assigns.

ARTICLE XI  
Notice

All notices or other communications given hereunder shall be in writing and shall be deemed to be duly given if delivered to:

John Metro  
City Business Administrator  
City Hall  
280 Grove Street  
Jersey City, NJ 07302

Angela Clarke  
CEO, Document Reprocessors  
26 Powell Lane  
Penn Yan, NY 14527

ARTICLE XII  
Compliance with Affirmative Action Plan

(a) If the Agreement exceeds \$40,000.00, it shall be subject to the Affirmative Action Amendments to the Law Against Discrimination, N.J.S.A. 10:5-31 et seq.

(b) This Agreement shall not become effective and Contractor shall provide no services under this Agreement until it has executed the following documents:

1. A supplemental Affirmative Action Agreement pursuant to N.J.S.A. 10:5-31 et seq. (for contracts which exceed \$40,000.00). The Affirmative Action Agreement is attached hereto as Exhibit "B" and is incorporated herein by reference.
2. An Affirmative Action Employee Information Report (form AA-302) (for contracts which exceed \$40,000.00).

**ARTICLE XIII**  
**New Jersey Business Registration Requirements**

The Contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the Contractor.

Before final payment on the contract is made by the contracting agency, the Contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the Contractor and each of its affiliates and a subcontractor and each of its affiliates (N.J.S.A. 52:32-44(g)(3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

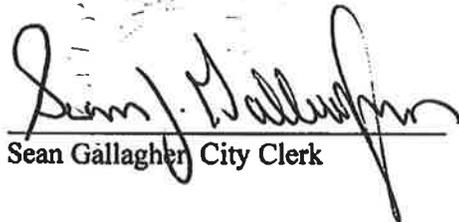
A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c. 134 (C.52:32-44 et seq.) of subsection e. or f. of section 92 of P.L. 1977, c. 110(C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

**ARTICLE XIV**  
**City of Jersey City Lobbyist Disclosure Ordinance**

This contract was awarded in accordance with the provisions of the City's Disclosure of Lobbyist Representative Status Ordinance §3-9.1 et seq. adopted on June 12, 2002. As such the undersigned does hereby attest that Contractor either did not retain the services of a lobbyist to lobby on behalf of the Contractor for the award of this contract, or if a lobbyist was retained by the Contractor for such purposes, the Contractor's lobbyist, prior to commencing his/her lobbying activities, filed a notice of lobbyist representative status form with the City Clerk. Any Contractor whose lobbyist failed to comply with the provisions of Ordinance §3-9.1 et seq., following notice and an opportunity to be heard, shall be disqualified from entering into contracts with the City for a period of two (2) years for each violation.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

Attest:

  
Sean Gallagher City Clerk

City of Jersey City

  
\_\_\_\_\_  
John Metro, Business Administrator

Attest:

Document Reprocessors of New York, Inc.

\_\_\_\_\_  
 12/15/2020  
Angela Clarke, Chief Executive Officer

JM  
12-15-2020





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 5<sup>th</sup> Floor, Trenton, NJ 08618

## Reporting Damaged/Lost Records Associated with a Cybersecurity Event

In accordance with PL 1953, c. 410/NJSA 47 and PL 2023, c.19, in the aftermath of a cybersecurity event that results in damage and/or loss of public records stored in a computer system(s), once the extent of damage/loss is known and the agency has taken all possible measures to restore the affected records, the agency must submit a Cybersecurity Event Report to the Division of Revenue and Enterprise Services, Records Management Services Unit (RMS) detailing the damage/loss. RMS will present the Report to the State Records Committee (SRC) for disposal authorization.

Note: Prior to reporting to the SRC, the agency must comply with New State Laws PL 2023, c.19, governing reporting on cyber incidents and breaches. You may access information and report via the New Jersey Cybersecurity and Communications Integration Cell at <https://www.cyber.nj.gov/report>.

Following are the instructions for reporting damaged/lost records associated with a cybersecurity event to RMS for presentation to the State Records Committee. The instructions include links to the required reporting forms.

### Instructions for Reporting: Damaged/Lost Records Associated with a Cybersecurity Event

1. **Download, Complete and Send the Forms** - Listed below, to the Division of Revenue and Enterprise Service, Records Management Services Unit.
  - a. Cybersecurity Event Damaged/Lost Records Report <provide url>
  - b. Records Inventory for Cybersecurity Event <provide url>
  - c. Agency Attestation Regarding Lost or Damaged Public Records Due to a Cybersecurity Event <provide url>

**Mail:** PO Box 661, Trenton, NJ 08625  
Attn: RMS Cyber

**or**

**Encrypted Email:** < >

2. **Respond to any questions posed by RMS** - RMS will review the forms above and reach out to the agency contact with any questions.
3. **After Finalizing the Forms with RMS, Attend the State Records Committee Meeting** - During which the Committee is scheduled to review them. RMS will conduct all required internal reviews with the State Archives and then advise the agency of the date/time of the Committee meeting. RMS will also provide instructions for attendance.
4. **Attend the Committee Meeting and be Prepared to Answer any Questions** - The Committee may take one of several actions:
  - a) Send the forms back for further information/clarification, which will require the agency to repeat Steps 1-3;
  - b) Formally Approve the premature disposal of the records; or Acknowledge the agency's due diligence in connection with the event and lost/damage records.

**Note:** The agency will receive a letter from the Committee in the event of an acknowledgement or approval.
5. **File the SRC-issued Acknowledgement or Approval** – Permanent retention.
6. **Provide Future Requestors Seeking Access to the Involved Records with an Attestation** – Detailing their loss/damage (see example template). <provide url>



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 5<sup>th</sup> Floor, Trenton, NJ 08618

**SENSITIVE/CONFIDENTIAL**

Damaged/Lost Records Report Due to Cybersecurity Event  
<Date>

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date the Cyber Attack Occurred: \_\_\_\_\_

Date the Cyber Attack was Discovered: \_\_\_\_\_

Complete the following.

**1. List the records affected by the event.**

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**2. Describe the circumstances in which the event occurred and how it was discovered?**

**3. Were IT and cyber security professionals contacted for help and what measures were taken to identify and block the event?**

**4. Were any records affected by this event recoverable? Detail the recovery attempts made.**

**5. If records were not recoverable, which official(s) made the determination? (Provide name(s) and title(s) )**

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

**7. Are recovered records, if any, kept in the storage platform where the event occurred? If yes, how are these records now being protected from future attacks?**

**8. Did the agency make the required notification as per State Law PL 1953, c. 410/NJSA 47 and PL 2023, c.19?**

**Yes**

**No**



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

Records Inventory  
Public Records Affected by Cybersecurity Event  
<Date>

Agency Name: \_\_\_\_\_

Agency Retention Schedule: \_\_\_\_\_

Retention Schedule Number: \_\_\_\_\_

Record Series Number: \_\_\_\_\_

Record Series Name: \_\_\_\_\_

Retention Time: \_\_\_\_\_

Inclusive Years: \_\_\_\_\_

Backup Copies Available? \_\_\_\_\_



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

Public Records  
Agency Attestation Regarding Lost or Damaged Public Records  
Due to a Cybersecurity Event

TO: State Records Committee

FROM: <Agency>

DATE: <Date>

SUBJECT: Cyberattack of Agency-owned Public Records

I hereby attest that due to a cybersecurity event that occurred on or around <Date>, the records listed below were lost and/or damaged. The above-referenced made diligent efforts to recover all lost/damaged records.

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Signature and Title

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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  
Public Records Lost/Damaged Due to a Cybersecurity Event  
<Date>

TO: \_\_\_\_\_

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

DATE: \_\_\_\_\_

SUBJECT: New Jersey State Records Committee (SRC)-Acknowledgement of  
Public Records Lost or Damaged Due to a Cybersecurity Event

The New Jersey State Records Committee acknowledges the cybersecurity event and loss and/or damage of records from <Agency> as shown in the attached attestation, 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. Representatives from <Agency> and Records Management Services Staff presented the acknowledgement to the Committee on <Date>.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary and Chair, State Records Committee



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

Public Records  
Attestation to Records Requestors

TO: Records Requestor

FROM: <Agency Date>

DATE: <Date>

SUBJECT: Cyberattack of Agency-owned Public Records

I hereby attest that the records listed below were affected by a cybersecurity event that occurred on or around <Date.>. <Agency> made diligent efforts to obtain, retrieve and salvage these records. As a result of this, <Agency>:

- Cannot provide the requested records
- Can provide portions of the records, but due to the cybersecurity event, cannot verify the completeness or accuracy of the records

---

Signature and Title

---

Date



DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORDS MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08625  
Location: 33 West State Street 5<sup>th</sup> 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 Vendor.
- 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  
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RECORDS MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08625  
Location: 33 West State Street 5<sup>th</sup> 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: \_\_\_\_\_

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):

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Legal or financial concerns as a result:  Yes  No

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

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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: \_\_\_\_\_

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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:

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

Additional comments and information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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  
Micro-Image Hardware Salvaged:  Yes  No  
Micro-Image Software Salvaged:  Yes  No  
Were backup copies maintained:  Yes  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 5<sup>th</sup> Floor, Trenton, NJ 08618

## Damaged Records Report

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date the Damage Occurred: \_\_\_\_\_

Date the Damage was Discovered: \_\_\_\_\_

Complete the following.

**1. Describe the circumstances in which the damage occurred.**

**2. How was the damage discovered?**

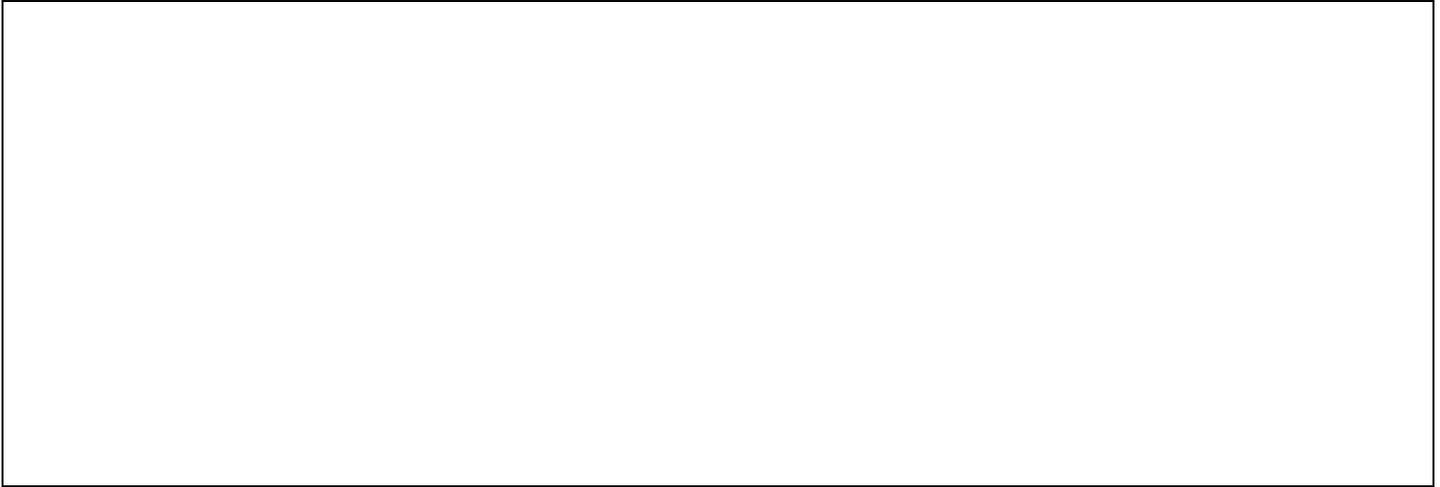
**3. Were any records affected by this event salvageable? Detail salvage attempts made.**

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

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

**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: \_\_\_\_\_

Agency Retention Schedule: \_\_\_\_\_

Retention Schedule Number: \_\_\_\_\_

Record Series Number: \_\_\_\_\_

Record Series Name: \_\_\_\_\_

Retention Time: \_\_\_\_\_

Inclusive Years: \_\_\_\_\_

Volume (Cubic Feet): \_\_\_\_\_

Damage Type: \_\_\_\_\_

Other copies available? \_\_\_\_\_



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: <Agency>

DATE: <Date>

SUBJECT: \_\_\_\_\_

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.

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Agency

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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: <Agency>

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

DATE: <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 and Chair, 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 and Chair, State Records Committee

**State Records Committee**  
**Meeting Dates**  
**2025**

**January 16<sup>th</sup>\***

**February 20<sup>th</sup>**

**March 20<sup>th</sup>\***

**April 17<sup>th</sup>**

**May 15<sup>th</sup>\***

**June 19<sup>th</sup>**

**July 17<sup>th</sup>\***

**August 21<sup>st</sup>**

**September 18<sup>th</sup>\***

**October 16<sup>th</sup>**

**November 20<sup>th</sup>\***

**December 18<sup>th</sup>**

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**Footnote:**

\* Indicates that this is a date reserved to be called for an *Emergency* or *Special Purpose* meeting of the State Record Committee.