STATE OF NEW JERSEY

STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.777.1020

www.treas.state.nj.us

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



PO Box 661, Trenton, NJ, 08625-0661 609.530.3200

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MINUTES STATE RECORDS COMMITTEE October 17, 2024

Amanda Truppa, Secretary, called the 462nd 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:

<u>State</u>

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.

- 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.
- 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.

<u>County</u>

- 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.

Amanda A. Truppa, Secretary State Records Committee

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT								
DEPARTMENT								
SCHEDULE	State General Schedule	Agency # G100000						
HEADING								
DIVISION:		Schedule # 017						
BUREAU:		PAGE # 1	OF	2				

RETENTION SCHEDULE AMENDMENT

Former Agency Name (Department/Division/Bureau)	
FORMER AGENCY NUMBER	

Records Series Level Amendments

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

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

Records Retention and Disposition Schedule	Agency: G100000	Schedule: 017	Page #:0 of 1	
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Departmer	nt:	STATE GENERAL RECOR	DS SCHEDULE		Age	enc	y F	Rep	res	entative:	Yamilet	h Merchak		
				Title:							Assistant Director			
				-	Pho	one	#:							
SCHEDULE A and will be dis Committee.	PPRC	L DVAL: Unless in litigation, the record of as indicated in accordance with	ls covered by this schedule, upon ex the law and regulations of the State	piration Records	of th Cor	ieir r nmit	eter tee	ntion . Thi	n per is sc	riods, will be dee hedule will becc	emed to ha	ive no continuing value ve on the date approve	e to the State of Ne ed by the State Red	w Jersey cords
Agency Re	pres	entative Signature:	Date:	Sec	reta	ary,	, St	tate	e Re	ecords Com	mittee S	ignature:	Date:	
					1	-								
Record	Rec	ord Title and Description								Retenti	on Polic	У	Disposition	Citation
Series #					Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period		Minimum Period in Agency		
1428-0000	Re	eturned, Undeliverable Mail								3 years or a input and verification, whichever is			Destroy	
		ELECTRO	NIC RECORDS											
2900-0000	Sc	ocial Media Records												
	so for		c records created and stored cords in this series include va , image(s), and audio/video											
2900-0001	Sc	ocial Media Records - Inform	ational Postings		T			1	Ρ	1 Year			Destroy	
		nese records include broadca akeholder) communications o	asting and one-way (organiza on routine matters.	tion to										
2900-0002	Sc	ocial Media Records - Genera	al Information Exchange		T				Ρ	1 Year			Destroy	
	 Th	nese records include but are	not limited to informational po	ostings										

Records Re	tention and Disposition Schedule	Age	ency	/: G	i10	000	0	Schedule:	017	Page #:0 of	1
	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	Social Media Records - Service Transactions These records include communications connected with an agency's business processes and service delivery programs for example, delivery of digital content such as reports and other public documents and work order entry and tracking.	pr				Ρ	3 Years			Destroy	
2900-0004	Social Media Records - Planning, Decision Support And Knowledge Management 	al				P	25 Years			Archival review	
3000-0000	Electronic Communications Records This record series covers public records created and stored via electronic messaging systems in formats such as text, chat, instant messages and voice messages. Electronic messaging										

Records Re	tention and Disposition Schedule	Age	ncy:	G1	100	000) S	chedule: 017		Page #:0 of	1
	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 we as facilities to record and store voice messages.						·				
3000-0001	Electronic Communications Records - General/Routine Information Communications 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.					Ρ	1 Year		C	Destroy	
3000-0002	Electronic Communications Records - Operational Information Exchange Records in this category augment dialogue among agency staff, service providers and constituents. For instance, chats may serve to enhance information exchange among participants in online meetings and as a customer support channel for an agency contact center. Records produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc. These records may also have secondary uses such as operational research on the effectiveness and efficiency of customer support programs and online service offerings.					Ρ	3 Years		E	Destroy	
3000-0003	Electronic Communications Records - Service Transactions These records connect with an agency's service delivery processes. For example, agencies may use texts and chats to deliver tailored electronic content or private links (links to content directed to a specific individual) in response to document filing or information access requests.					Ρ	3 Years		C	Destroy	
3000-0004	Electronic Communications Records - Planning, Decision Suppor And Knowledge Management Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra- agency and external discussions and information on government					Ρ	25 Years			Archival eview	

Records Retention and Disposition Schedule	Agency: G100000	Schedule: 017	Page #:0 of 1	
 programs touching on policy research, constituent sentimerevolving products/technologies that impact agency operation procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaboratic communications at idea development and product or service innovations via feedback from individual citizens, organizat actors and various other stakeholders. Note that content in category may have enduring, historical value. Because of the Archival Review will be required prior to any disposition act taken on these records. For Guidelines regarding Electronic Communications Records Planning, Decision Support and Knowledge Management metrics and additional Electronic Communications records s for storage, data migration and digital repository consult the Department of the Treasury, Division of Revenue and Enter Services, Records Management Services' website. 	ons, I Ve ee ional this his, ion rds - ecord eries			

1RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT							
DEPARTMENT New Jersey Transit	Agency # S800000						
DIVISION:	SCHEDULE # 006						
BUREAU:	PAGE #	1	OF	2			

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	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
FORMER AGENCY NUMBER	S802307 – S809012 RETIRED

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
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 -</u> <u>Project Files – Strategy, Policy, and</u> <u>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	S800000-006 - 0001-0006 Project Files - Data Monitoring and Project Investigative (Exploratory) Files Includes but not limited to: project file copies, reports, feasibility studies, news articles, etc. involving potential projects. Periodic Review

	AGENCY #	SCHEDULE #	PAGE #	ł
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	S800000	006		ł
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RECORD SERIES	RECORD SERIES NAME	TYPE OF	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
#		CHANGE		
2009-0000	Locomotive Engineer and Assistant Conductor Training Program Individual Class Folders	New	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. RS 0002-0001 Assistant Conductor Training Program Individual Class Folders Consists of training, evaluations, examinations, tests quizzes and promotion records. 6 Years	S800000-006 - 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. 6 Years
2010-0000	Locomotive Engineer and Assistant Conductor Training Program, Summary Information	New	Transferred from S802370-002 RS 0001-0002 Locomotive Engineer Training Program, Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming 50 yrs from creation from file. RS 0002-0002 Assistant Conductor Training Program, Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming 50 yrs from creation from file	S800000-006 - 2010-0000 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 from file.

STATE OF NEW JERSEY



New Jersey Transit

S800000-006

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



Record	s Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13	ĺ
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Departmen	nt:	New Jersey Transit			Agen	cy I	Rep	rese	enta	ative:	Argean T	. Cook			
					Title:						Director Of RIM - Custodian Of Records				ds
				Phone #:											
SCHEDULE A disposed of as	APPRC s indica	VAL: Unless in litigation, the records c ated in accordance with the law and re	overed by this schedule, upon expi gulations of the State Records Com	ratior mitte	of their rete e. This sche	ntior dule	peri will b	ods, ecor	will I ne e	be deemed t ffective on tl	o have no co ne date appr	ontinuing value oved by the S	e to the Sta tate Record	te of New . s Committ	Jersey and will be ee.
Agency Re	epres	entative Signature:	Date:		Secretary	/, St	ate	Red	cor	ds Comm	ittee Sigr	nature:		Date:	
Record	Page	ord Title and Description								Poto	ntion Pol	01/	Disposi	tion	Citation
Series #	Reco	ora mue and Describuon		Audit		Alternate Media	Archival Review	Vital Record	Confidential	Total Retention		Minimum Period in Agency		uon	Citation
	Ca	pital Planning And Programs										1	1		
0001-0000	Pro	oject Files													
0001-0001		oject Files – Conceptual And Ini al Report and Associated Draw					х		Р	50 Years			Archival	Review	
0001-0002	 Inc res cor stu Dra En me and	pject Files – Conceptual And Ini dudes, but not limited to: initial b sponse to RFP, expression of in nsultants, billing and progress re dies, concept plans, corridor an aft Environmental Impact Stater vironmental Impact Statements betings, project related correspo d files. J.S.A. 2A:14-1.1	budget, RFP for consultant, terest, negotiation with eports, etc.; site feasibility ad general planning studies, nents and Final (DEIS & FEIS), minutes of							10 Years After com project	pletion of		Destroy		
0001-0003		oject Files – Conceptual And Ini e feasibility studies, concept pla	Ū						Ρ	25 Years			Destroy		

Records Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13	I
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	planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.						
0001-0004	Project Files – Design/ Construction – Phase Documents Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.			P	10 Years After completion of project	1 Years	Destroy
0001-0005	Project Files – Policy and Analysis 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.			Ρ	10 Years		Destroy
0001-0006	Project Files – Data Monitoring and Project Investigation (Exploratory) Files Includes but not limited to: project file copies, reports, feasibility studies, news articles, involving potential projects			Ρ	Periodic Review		Destroy
0002-0000	Facilities Files						
0002-0001	Facilities Files - Location Files Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests,			Ρ	7 Years After resolution		Destroy

Records Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13	
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	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.				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>			С	Life of structure plus 10 years	Destroy	
0004-0000	Capital Funding Files						

		Records Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13	
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0004-0001	Capital Funding Files 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.				7 yrs after completion of project or 3 yrs after termination/closing of grant, whichever is longer	Destroy
0004-0002	Capital Funding, Federal Transit Administration (FTA) Files Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.			Ρ	Periodic review	Destroy
0005-0000	Environmental Services			Ρ		
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) Files Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.			Ρ	5 Years	Destroy
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.				5 Years After permit expires	Destroy
0005-0003	Environmental Services - Hazardous Annual Generator Report (Copy) 			Ρ	5 Years	Destroy

Records Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13	
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	Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.						
0005-0004	Environmental Services - Remedial Reports, Copies			Ρ	30 Years	10 Years	Destroy
	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.						
0005-0005	Environmental Services - Underground Storage Tank Files			Ρ	30 Years	10 Years	Destroy
	Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.						
0005-0006	Environmental Services - Violation Notice File				3 Years After summons		Destroy
	Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.				has been satisfied		
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.				30 Years After completion of report		Destroy
	Records And Information Management						
1000-0000	Records Transmittal Forms				3 Years After Disposition or Permanent Removal of Records		Destroy
	Rail Operations						
2000-0000	Air Brake Kit Inventory Log Sheet				2 Years After final entry		Destroy
	List unit, type, date removed, date received, date ready, date				niter inital critiny		

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	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.		F	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.		F	2 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)		F	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.		F	⁹ 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)		F	2 Years	Destroy	
2006-0000	Maintenance Shop Reports Daily report of occurrences at the Maintenance Shop.		F	9 1 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13	
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2007-0000	Map Of Locomotives File contains locomotive engineering specifications.				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)			Ρ	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				Recommend Microfilming 50 yrs from creation from file.	Destroy	
	Internal Audit						
3000-0000	Internal Audit Report						

Records Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13	l
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3000-0001	Internal Audit Report (Record Copy)			С	Permanent	Archival Review
	 Includes: "New Jersey Transit Recommendation Reply and Implementation Status Report" and all other related documents.					
	Confidential based on N.J.S.A. 47:1A-1.1					
3000-0002	Internal Audit Report (Copy)			С	3 Years	Destroy
	Confidential based on N.J.S.A. 47:1A-1.1					
3001-0000	Internal Audit Program			С	7 Years After Completion of	Destroy
	Files contains but is not limited to step-by-step procedures used to conduct an audit, working papers and drafts.				Audit	
	Confidential based on N.J.S.A. 47:1A-1.1					
	Finance – Real Estate					
4000-0000	Deed Files Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request 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.		A	P	Permanent	Archives
4001-0000	Lease Files					
4001-0001	Lease Includes but not limited to: agreement (contract), plans,				7 yrs. after termination of lease or cancellation	Destroy

Records Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13	1
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	correspondence, RFPs, financial statements, income statements, and related documents							
4001-0002	Lease Books and Log Input		A		Ρ	Permanent	Archives	
	Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report.							
4001-0003	Lease Drafts				Ρ	3 Years	Destroy	
	Includes but not limited to: drafts and correspondence							
4002-0000	Adjacent Property Notice				Ρ	3 Years	Destroy	
	Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property							
4003-0000	Maps and Drawings		A		С	Permanent	Archives	
	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.							
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.				Ρ	7 yrs. after cancellation of permit	Destroy	

Records Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13
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	Finance – Ticket Office						
4050-0000	Daily Close-Out File and Daily Listing of Checks and Cash Deposited (53X's)			Ρ	1 Years	Destroy	
	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						
	Bus Operations - Maintenance						
5000-0000	Assignment Log			Ρ	1 yr after last entry	Destroy	
5001-0000	Bus Inventory/Location Master Report - Monthly			Ρ	3 Years	Destroy	
5002-0000	Operator's Bus Condition Report Includes but not limited to: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include operators and mechanic's post inspection certifications.				3 yrs. after problem corrected	Destroy	
5003-0000	Vehicle Maintenance Information File						
5003-0001	Vehicle Maintenance Information System (VMIS) Computerized system containing information regarding maintenance performed on buses.				3 yrs. after disposal of bus	Destroy	

Records Retention and Disposition Schedule	Agency: S800000	Schedule: 006	Page #:0 of 13	
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Major Log Includes but not limited to: Lists all significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.						disposal of bus or	Destroy	
Human Resources – Medical Services								
Medical Records - X-Rays - All X-Rays for Non- Maintenance Employees (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)					С	5 Years	Destroy	Retention Period designated by N.J.S.A. 26:8-5
Results of Random Urine Analysis Test Test are filed separately from the medical file.								
Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)						termination of	Destroy	
Results of Random Urine Analysis Test - Negative results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)					С	5 Years	Destroy	
	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. Human Resources – Medical Services Medical Records - X-Rays - All X-Rays for Non- Maintenance Employees (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) Results of Random Urine Analysis Test Test are filed separately from the medical file. Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) Results of Random Urine Analysis Test - Negative results	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. Human Resources – Medical Services Medical Records - X-Rays - All X-Rays for Non- Maintenance Employees (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) Results of Random Urine Analysis Test Test are filed separately from the medical file. Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) Results of Random Urine Analysis Test - Negative results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	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. Human Resources – Medical Services Medical Records - X-Rays - All X-Rays for Non- Maintenance Employees (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) Results of Random Urine Analysis Test Test are filed separately from the medical file. Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	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. Image: Constant of the bus garage. Human Resources – Medical Services Image: Constant of the bus garage. Medical Records - X-Rays - All X-Rays for Non- Maintenance Employees Image: Constant of the bus garage. (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) Image: Constant of the medical file. Results of Random Urine Analysis Test Image: Constant of the medical file. Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) Image: Constant of the medical file. Results of Random Urine Analysis Test - Negative results Image: Constant of the medical file. Image: Constant of the medical file. Results of Random Urine Analysis Test - Negative results Image: Constant of the medical file. Image: Constant of the medical file. Results of Random Urine Analysis Test - Negative results Image: Constant of the transport of transport of the transport of tran	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.Image: Confidential to the bus garage.Human Resources – Medical ServicesImage: Confidential to the bus garage.Image: Confidential to the bus garage.Medical Records - X-Rays - All X-Rays for Non- Maintenance Employees (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)Image: Confidential to the total	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.Image: Constant in the inception of the bus garage.Human Resources – Medical ServicesImage: Constant in the inception of the bus garage.Image: Constant in the inception of the bus garage.Medical Records - X-Rays - All X-Rays for Non- Maintenance EmployeesImage: Constant in the inception of the bus garage.Image: Constant inception of the bus garage.Medical Records - X-Rays - All X-Rays for Non- Maintenance EmployeesImage: Constant inception of the inception of th	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.disposal of bus or final entry.Human Resources – Medical ServicesImage: Construct of the bus garage.Image: Construct of the bus garage.Image: Construct of the bus garage.Medical Records - X-Rays - All X-Rays for Non- Maintenance EmployeesImage: Construct of the bus garage.Image: Construct of the bus garage.Image: Construct of the bus garage.Medical Records - X-Rays - All X-Rays for Non- Maintenance EmployeesImage: Construct of the bus garage.Image: Construct of the bus garage.Image: Construct of the bus garage.Image: Construct of the bus garage.Medical Records - X-Rays - All X-Rays for Non- Maintenance EmployeesImage: Construct of the bus garage.Image: Construct of the bus garage.Image: Construct of the bus garage.Image: Construct of the bus garage.Medical Records - X-Rays - All X-Rays for Non- Maintenance EmployeesImage: Construct of the bus garage.Image: Construct of the b	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.I is a significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.I is a significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.I is a significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.I is a significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.I is a significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.I is a significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.I is a significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.I is a significant bus repairs; i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.I is a significant bus replacing brakes, etc.,

RECORDS RETEN	RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT									
DEPARTMENT	New Jersey Transit	Agency	S802307 - RET	IRE						
DIVISION:	Rail Operations	SCHEDULE #	001							
BUREAU:	Rail Safety and Training Department	PAGE #	1	OF	1					

AGENCY AMENDMENTS

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

RECORD SERIES	RECORD SERIES NAME	TYPE OF	FORMER DESIGNATION (IF	NEW DESIGNATION (IF APPLICABLE)
#		CHANGE	APPLICABLE)	
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	Record Series (RS) 0001-0001Locomotive Engineer Training (LETP)Individual Class Folders CFR Part240.215 (a) (h)Consists of training, qualification andcertification of final examinations, testand / or quizzes.6 YearsRS 0002-0001Assistant Conductor TrainingProgram, Individual Class FolderConsists of training, evaluations,examinations, tests quizzes andpromotion6 Years	S800000 Record Series (RS) 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. 6 Years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

RECORD SERIES NAME	TYPE OF	FORMER DESIGNATION (IF	NEW DESIGNATION (IF APPLICABLE)
	CHANGE	APPLICABLE)	
Locomotive Engineer Training Program (LETP) Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming	Transferred, Combined records series and description Rename	RS 0001-0002Locomotive Engineer TrainingProgram Summary Information (LETP)Summary InformationIncludes: names, grades, attendancerecords and performance reviews.Recommend Microfilming50 yrs from creation of file <u>RS 0002-0002</u> Assistant Conductor Training ProgramSummary InformationIncludes: names, grades, attendancerecords and performance reviews.Recommend Microfilming50 yrs from creation of file	S800000 RS 2010-0000 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
Assistant Conductor Training Program	Header Obsolete		
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
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
	Locomotive Engineer Training Program (LETP) Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming Assistant Conductor Training Program Assistant Conductor Training Program, Individual Class Folder Consists of training, evaluations, examinations, tests quizzes and promotion Assistant Conductor Training Program, Individual Class Folder Consists of training, evaluations, examinations, tests quizzes and promotion Assistant Conductor Training Program, Summary Information Includes: names, grades attendance records and performance reviews.	CHANGELocomotive Engineer Training Program (LETP) Summary Information Includes: names, grades, attendance records and performance reviews. Recommend MicrofilmingTransferred, Combined records series and description RenameRecommend MicrofilmingRenameAssistant Conductor Training Program Individual Class Folder Consists of training, evaluations, examinations, tests quizzes and promotionHeader Obsolete Transferred, Combined records series and description RenameAssistant Conductor Training Program, Individual Class Folder Consists of training, evaluations, examinations, tests quizzes and promotion Includes: names, grades attendance records and performance reviews.Transferred, Combined records series and description Rename	CHANGE APPLICABLE Locomotive Engineer Training Program (LETP) Summary Information Includes: names, grades, attendance records and performance reviews. Transferred, Combined records series and description Rename RS 0001-0002 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 Assistant Conductor Training Program, Individual Class Folder Header Obsolete Non- Program Summary Information Includes: names, grades, attendance records and performance reviews. Recommend Microfilming 50 yrs from creation of file Assistant Conductor Training Program, Individual Class Folder Header Obsolete Obsolete Assistant Conductor Training Program, Summary Information Transferred, Combined Combined Rename Transferred, Combined Combined

Records R	Records Retention and Disposition Schedule		Ager	ency: S802307						Schedule: 001			Page #:1 of 1	
Departmen	t: New Jersey Transit		Ager	ncy	Re	pre	se	nta	tive:					
			Title											
			Phor	ne #	:									
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the reco indicated in accordance with the law a	ords covered by this schedule, upon expiration of nd regulations of the State Records Committee.	their rete This sche	entio edule	n pe e wil	eriod I bec	ls, w com	vill be e eff	e deem ective d	ed to have on the date	e no continuing e approved by t	value to the Stat he State Record	te of New Jersey and will be s Committee.	
	Status	Last Updated Date/Time					A	ppr	oved	Date		E	Effective Date	
	Published	3/17/2020 11:32 AM			_									
Record	Record Title and Description										n Policy	Dispositio	n Citation	
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Tota Rete Perio	ntion	Minimum Period in Agency			
				_				_			-	-		
0001-0000	Locomotive Engineer Trainin	g Program (LETP)												
0001-0001	Locomotive Engineer Trainin Part 240.215 (A) (H))	g Program - Individual Class Folders ((CFR					Ρ	6 Yea	ars		Destroy		
	Consists of training, qualifica tests and/or quizzes.	tion and certification of final examination	ons,											
0001-0002	Locomotive Engineer Trainin	g Program (LETP) - Summary Informa	tion					Ρ	50 Yo From			Destroy		
	Includes: names, grades, atte Recommend Microfilming.	endance records and performance revi	ews.						-	tion Of				
0002-0000	Assistant Conductor Training	Program												
0002-0001	-	Program - Individual Class Folder					T	Ρ	6 Ye	ars		Destroy		
	 Consists of training, evaluation promotion records.	ons, examinations, test quizzes and												
0002-0002	Assistant Conductor Training	Program - Summary Information						Ρ	50 Y From			Destroy		
	Includes: names, grades, atte Recommend Microfilming.	endance records and performance revi	ews.							tion Of				

RECORDS RETEN	RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT									
DEPARTMENT	New Jersey Transit	Agency	S808150							
DIVISION:	Administrative Support	SCHEDULE #		003						
BUREAU:	Human Resources / Strategic Staffing	PAGE #	1	OF	1					

NEW JERSEY TRANSIT AMENDMENTS

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

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

Records Rete	ention and Disposition Sch	edule	Agenc	y: \$	5808	315	0	Schedu	le: 003	F	Page #:1 of 2	
Department:	New Jersey Transit-Admin		Agenc	y R	epro	ese	enta	tive:				
	Resources/StrategicStaffi	ng	Title:								Is Committee.	
			Phone	#:								
SCHEDULE APP disposed of as inc	ROVAL: Unless in litigation, the reco dicated in accordance with the law a	ords covered by this schedule, upon expiration of ind regulations of the State Records Committee.	their reten This schedu	tion ule v	perio /ill be	ds, econ	will b ne eff	e deemed to have fective on the date	no continuing v approved by th	alue to the State e State Records	of New Jersey and will Committee.	
	Status	Last Updated Date/Time				A	ppr	oved Date		Ef	fective Date	
	Published	3/18/2015 3:56 PM										
	ecord Title and Description	1	•					Retentio	n Policy	Disposition	Citation	
Series #				II sooto Modio	Archival Review	Bacord	Confidential	Total Retention Period	Minimum Period in Agency			
					Arch	Vita	Con					
		e Placement and Promotional Test File		Т								
	scores, etc. These tests are Clerical, Cleaner/Servicepers	mited to: test workbook, answer sheet, for several positions such as: Bus opera son, Locomotive Engineer, ist/Pipefitter, Signal/Communications, e	ator,									
0001-0001	Employee Placement and Pr	omotional Test-Failed						2 Years	2 Years	Destroy		
0001-0002	Employee Placement and Pr	romotional Test-Passed						8 yrs after termination of employment	8 yrs after termination of employmen t	Destroy		
0001-0003	Non-Employee Placement a	nd Promotional Test-Passed and Failed						2 Years	2 Years			

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

Records Retention and Disposition Schedule		Agency: S808150)	Schedu	le: 003		Page #:2 of 2	
Record Series #	Record Title and Description		Τ				Retentior		Disposition	<u>ו</u> ו	Citation
		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention	Minimum Period in Agency			
0002-0000	Individual Employee Files Files include: active, non-active, resigned, terminated, part-time, retire 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 employment at NJ TRANSIT.	n					8 yrs after termination of	8 yrs after termination of employmen t	Destroy		
0003-0000	Position Folders File includes: resumes, job announcement, candidate selection forms worksheets, employment requisition, and related correspondence. File used in job interview process.							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	6 yrs after termination of employmen t	Destroy		
0005-0002	Criminal History Backgound Checks- Non-Employee						3 Years	3 Years	Destroy		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT									
DEPARTMENT	New Jersey Transit	Agency	Е						
DIVISION:	Administrative Support	Schedule # 001		001					
BUREAU:	Policy, Technology & Customer Support/Strategy, Policy and Analysis	PAGE #	1	OF	1				

NEW JERSEY TRANSIT AMENDMENTS

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

RECORD SERIES	RECORD SERIES NAME	TYPE OF	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
#		CHANGE		
	Management Engineering Projects	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	S800000-006 – 0001-0005 - Project Files – Strategy, Policy, and Analysis (Original) 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

Records Retention and Disposition Schedule		Agency: S809012					Sched	Schedule: 001		Page #:1 of 1	
Department: New Jersey Transit-Administrative Support-Policy, Technolog Customer Support/ Strategy*		dministrative Support-Policy, Technology, &	& Agency Representative:				ntat	ive:		I	
		rer Support/ Strategy*		Title:							
				Phone #:							
SCHEDULE AP disposed of as i	PROVAL: Unless in litigation, th ndicated in accordance with the	e records covered by this schedule, upon expiration of t law and regulations of the State Records Committee. T	heir retenti his schedu	ion p Ile w	oerioo ill be	ds, v com	vill be	e deemed to have to have to have to have to have the deemed to have thave the deemed to have the deemed to have the deemed to h	ve no continuing te approved by t	value to the State	e of New Jersey and will b Committee.
Status Last Updated Date/Tim		Last Updated Date/Time	Approved Date							Effective Date	
	Published	3/18/2015 3:56 PM									
	Record Title and Description				Τ			Retention Policy		Disposition	Citation
Series #			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0001-0000	Project Files				T	Γ					
	Includes studies conduct the company.	ted by this office that could result in cost sav	ing to								
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 Pro	ject Investigative (Exploratory) Files				T		Periodic	Periodic Review	Destroy	

Records Retention and Disposition Schedule Amendment DEPARTMENT: Municipal Public Works AGENCY # M660000 DIVISION: Municipal Government SCHEDULE # 003 BUREAU: PAGE # 1 OF 1

Agency Level Amendments

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



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 Re	Records Retention and Disposition Schedule				Agency: M660000								Schedule: 003			#:1 of 6
Departmer	nt: MUNICIPAL PL	IBLIC WORKS			Agen	су	Rep	ores	ser	ntat	ive:	GEORGE E. FOILES				
					Title:							BUILI	DING SUPE	RINTENDE	١T	
					Phone	e #										
SCHEDULE A disposed of as	APPROVAL: Unless in litigation in the second	tion, the records co vith the law and reg	vered by this schedule, upon expirati ulations of the State Records Commit	ion of th ttee. Th	neir reter nis scheo	ntior dule	n per will	iods beco	s, wi ome	ill be effe	e deemed ective on t	to have he date	no continuing approved by th	value to the Stat ne State Record	te of Ne s Comn	w Jersey and will be nittee.
Agency Re	epresentative Signat	ure:	Date:	Sec	retary	, S	tate	e Re	ecc	ord	s Comm	nittee	Signature:		Date	
	1													r		
Record Series #	Record Title and D	escription				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Ret Total Retenti Period		Minimum Period in Agency	Dispositio	n	Citation
	Director's Office															
0001-0000	Maps, Specificatio	ns and Blueprin	ts				Х	Х			Permar	ent		Retain at Agency		
0002-0000	Contracts and Change Orders (Copy)					Х					10 Yeai After complet constru	tion of		Destroy		
	Division of Public	Property														
0050-0000	Equipment Schem	atics									Until disposit equipm			Destroy		
0051-0000	Seniority Lists										As upda			Destroy		
0052-0000	Shade Tree File fo	r Tree Remova	and Tree Trim Requests			Х					6 Years			Destroy		
0053-0000	Shade Tree Index/	Register					Х	Х			Permar	ent		Retain at Ag	gency	
0054-0000	Blueprints and Pla	ns					Х	Х			Permar	ent		Retain at Ag	gency	
0055-0000	Work Orders - Divi	sion of Public P	roperty			Х					6 Years	;		Destroy		
0056-0000	Daily Assignment Sheets				Х					1 Years	;		Destroy			
0057-0000	Repair Requests					Х					3 Years	;		Destroy		

Records Re	etention and Disposition Schedule A	gency:	Me	6600	000)	Sche	dule: 003	Page	#:2 of 6
Record Series #	Record Title and Description	Audit	Alternate Media	rrchival Review	Vital Record	Confidential	Retention Total Retention Period	Ninimum Period in Agency	Disposition	Citation
0058-0000	Inventory	X	◄	∢	>		2 Years		Destroy	
0059-0000	Photographs			X			After update Permanent		Retain at Agency	
0060-0000	Contracts, Change Orders, And Building Specifications (Public Building (<u>N.J.A.C.</u> 13:47E-2.1)	s) X		Х		Ρ	Permanent		Retain at Agency	
0100-0000	Division of Streets		1	X	1		Permanent	1	Retain at Agency	
	Blueprints and Maps			Ĺ						
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	
	Garbage and Trash Removal									
0150-0000	Radio Dispatcher Log						5 Years After final entry		Destroy	
0151-0000	New Jersey Solid Waste Report (Department of Environmental Protecti applications and reports)	on X					6 Years		Destroy	
0152-0000	Daily Tonnage Slips/Hauler File	X	T	Х	T	Ρ	6 Years		Destroy	
	 (<u>N.J.A.C.</u> 13:47E-2.1)									
0153-0000	Daily Work Sheets (Daily Assignments)	X					6 Years		Destroy	
0154-0000	Seniority List						As updated		Destroy	

Records Re	etention and Disposition Schedule	Agency	: M	660	000	0		Scheo	dule: 003		Page #:3 of 6
Record Series #	Record Title and Description		Alternate Media	ale Ivleula val Review	Doord	Vital Record	aentiai	Retention Total Retention Period	Policy Minimum Period in Agency	Disposition	Citation
0155-0000	General Record Series Deleted - See County and Municipal General	Audit									
0156-0000	Schedule.	X			╀			3 Years		Destroy	
0157-0000	Pick Up Records Special Pick Up Records	x		+	╀			3 Years		Destroy	
0158-0000	Inspector's Reports	x		+	╀		- 6	6 Years		Destroy	
0159-0000	Truck Specifications						C	Until disposition of vehicle		Destroy	
0160-0000	Snow Removal Records				T						
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.		T		T						
0164-0000	Toll Bridge Commission Records	X			T		7	7 Years		Destroy	
0165-0000	Improvement Authority Dumping Coupon	X			T		7	7 Years		Destroy	
0166-0000	Weather Reports - Garbage and Trash Removal						Í	1 Years		Destroy	
	Recreation Maintenance			·							
0200-0000	Work Schedules	X					e	6 Years		Destroy	
0201-0000	Change Orders	X					e	6 Years		Destroy	

Records Re	etention and Disposition Schedule	Agency:	M	660	00	0	Scheo	dule: 003	Paç	je #:4 of 6
Record Series #	Record Title and Description		Alternate Media	Review	Vital Record	cord ntial	Retention	Policy Minimum Period in Agency	Disposition	Citation
		Audit		Archival	Vital Ra	Confidential				
0202-0000	Work Orders - Recreation Maintenance	X					6 Years		Destroy	
0203-0000	Project File	X			Τ					
0203-0001	Green Acres Project File	X	X	X			Permanent		Retain at Agenc	у
0203-0002	General Project File	X	X	(10 Years After completion		Destroy	
	Maintenance									
0250-0000	Equipment Brochures						Until equipment is replaced		Destroy	
0251-0000	Capital Improvement Monthly Status Reports on Projects for all facilitie	es X					10 Years After completion of construction		Destroy	
0252-0000	Daily Work Reports	X			T		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			Τ		6 Years		Destroy	
0257-0000	Sewage Reading Reports	X					1 Years		Destroy	
0258-0000	Water Pump Readings	X	T		T		1 Years		Destroy	

Records Re	etention and Disposition Schedule	Agency	: M	660	00	0	Sche	dule: 003	F	Page #:5 of 6
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	V/itel Doord	Vital Record	Retention Total Retention Period	Policy Minimum Period in Agency	Disposition	Citation
	Roads and Highways									
0300-0000	Inspection Sheets	X					7 Years Unless in litigation		Destroy	
0301-0000	Material Tickets	×			T		6 Years		Destroy	
0302-0000	Permits - Machinery Moving	×		╈	╀		7 Years		Destroy	
0303-0000	Reports - Foreman and Emergency Calls	×			T		6 Years		Destroy	
0304-0000	Traffic Signal Damage Claims	×	,	T			1 Years After settlement		Destroy	
0305-0000	Daily Work Schedules	×			T		6 Years		Destroy	
0306-0000	Gasoline Daily Log	×			T		2 Years		Destroy	
0307-0000	Vehicle Listing (Vehicles in for Maintenance) (Copy)	×			T		1 Years		Destroy	
0308-0000	Watchman's Call Log		T		T		7 Years		Destroy	
0309-0000	Weather Reports - Roads and Highways		T		T		1 Years		Destroy	
0310-0000	Absence Report List	×			T		1 Years		Destroy	
	Motor Pool/Garage									
0350-0000	Repair Orders	X					6 Years		Destroy	
0351-0000	Repair Index/Vehicle Log/Vehicle Ledger	×					3 Years After disposition of vehicle		Destroy	
0352-0000	Daily Vehicle Listing	×			T		3 Years		Destroy	
0353-0000	Inspection Notice Listing	X			Ī		As updated		Destroy	

Records Re	etention and Disposition Schedule	Agency	: M	660	00	0	Sche	dule: 003	Page	#:6 of 6
Record Series #	Record Title and Description	Audit	Alternate Madia	Archival Review	Vital Doord	VItal Record	Retention Total Retention Period	n Policy Minimum Period in Agency	Disposition	Citation
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	
	Solid Waste	•								
0400-0000	Hazardous Materials Files - Transport and Storage		7	×			40 Years		Destroy	
0401-0000	Resource Recovery Study		7	x x			Permanent		Retain at Agency	
0402-0000	Solid Waste Facility File Includes inspection reports, construction specifications, Engineering Plans/Drawings.		>	×			30 Years After facility is closed		Destroy	
0403-0000	Solid Waste Management Plan Plans are effective for ten years.						15 Years		Destroy	

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

City of Jersey City Image Processing Application Overview City of Jersey City Image Processing Application 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.



State of New Jersey Division of Revenue and Enterprise Services (DORES) Records Management Services - RMS

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) * Review Form * Imaged Records Series List Feasibility Study and or RFP/RFI/RFB (if applicable) Microfilm Inspection Report (if applicable) Data Migration Report (replacement systems) * Data Migration Statement (all applications)

x Scanning Policy and Procedures

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@documentreprocessors.com	+1 (888) 437-9464
Email: Vendor's Representative (optional)	Phone: Vendor's Representativ

REVIEW FORM 1. AGENCY PROFILE

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

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UILV	UL J		CILV.	CILV	I I GI I

Address: (include	Street Address, City, State and Zip Code): 280 Grove street Jersey City, NJ 07302							
Agency's Web Sit	e: www.jerseyCitynj.gov							
	Primary Contact Information: Sidney Harris							
Address (if diff	Address (if different from above): 400 U S Highway 1, Building #8							
Name: Sidney H	Iarris							
Title: Records								
Phone: (201) 54	47-5241							
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?				
(If "Yes" please attach required documentation)	Attach			
2. Was a Request for Proposal (RFP) prepared for system selection?				
2. Was a Request for Proposal (RFP) prepared i	or system selection? Yes No			

4. SYSTEM CONFIGURATION & DOCUMENTATION:

1.	Capture
----	---------

Hardware (include manufacturer and model #)

×	Server	or Mainfr	ame:				
		p PC's:					
	LAN:						
	SAN:						
	NAS:						
	WAN:						
		Operating	•	Windows			
		l: Records					
	Databas	e(s): 14TB	MODEL#	WDBAMA0140HBK-N	NESN & 2TB Mo	del # 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 PDFA 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:
 Image: Open w/customization at Application Program Interface (API) level

 Image: 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			
3. Hardware/Software Error Log (mandatory): ¥Yes No			
6. DISASTER PREVENTION/RECOVERY:			
6. DISASTER PREVENTION/RECOVERY:			
6. DISASTER PREVENTION/RECOVERY:			
6. DISASTER PREVENTION/RECOVERY: 1. Disaster Prevention/Recovery Review Cycle: □Monthly In Annual □Other: (please provide brief explanation) Attach Plan			
6. DISASTER PREVENTION/RECOVERY: 1. Disaster Prevention/Recovery Review Cycle: □Monthly ■Annual □Other: (please provide brief explanation)			
6. DISASTER PREVENTION/RECOVERY: 1. Disaster Prevention/Recovery Review Cycle: Monthly Information Monthly Information 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)			
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			
6. DISASTER PREVENTION/RECOVERY: 1. Disaster Prevention/Recovery Review Cycle: Monthly Information Monthly Information 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)			
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			
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			
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			
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			
6. DISASTER PREVENTION/RECOVERY: 1. Disaster Prevention/Recovery Review Cycle: Monthly Image: 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 Image: Annually Backup media: Optical Disk (WORM) CD Tape DVD 4. Backup media refresh rate: Annual Other: (please provide brief explanation)			
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			

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. Image: Original Documents Image: Archival Microfilm Image: 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: XVendor Other:				
Vendor Company Name Document Reprocessors of New York, Inc				
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): 20 Powell Lane Penn Yan, NY 14527				
Web Site: www.documentreprocessors.com				
Company Representative Name: Eric Lundquist				
Title: ^{owner}				
Phone: (888)437-9464				
Finine. Service and the servic				

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					
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
Address: (include Street Address, City, State and Zip Code):
Web Site:
Company Representative Name:
Title:
Phone:
Fax:
E-mail:
Vandar Campany Nama
Vendor Company Name:
□ IT Equipment Software I 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
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:	
Quika	nit by Empile Attack Decumentation
Subh	nit by Email Attach Documentation

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.

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POBL City of	IC NOTICE Jersey City
the State of New J fication from Rec ices of the Depart State of New Jer evaluation of the tem currently in tained in the offic City, City Hall has application for res processing system lic records has P.L.1994, c.140 and Copies of the con available for view the public at the o located at City F Room 118, Jersey (during regular bo	the City of Jersey City of ersey has received noti- ords Management Serv- ment of Treasury of the sey that a review and image processing sys- use for records main- ce(s) of City of Jersey been completed and an aistration of said image for the keeping of pub- been submitted, per N.J.A.C. 15:34 and 5. Spleted application are ing and examination by ffices of the City Clerk, Iall, 280 Grove Street, City, New Jersey, 07302, isiness hours, Monday coluding State holidays) und 3:30 p.m.
Sean J. Gallagher, City Clerk, City of	RMC CMR Jersey City
11/20/24	\$15.59

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

Res. 13-120 City Clerk File No.

FEB 2 7 2013

Agenda No. 10.N

Approved:

TITLE:

RESOLUTION AWARDING AN EMERGENCY CONTRACT TO DOCUMENT REPROCES 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:	Business Administrator

APPROVED AS 1	TO LEGAL FORM	-
	Anisterly	

unnun Corporation Counsel

Certification Required

Not Required

17-APPROVED 9-0

				RECORD OF COUNCIL 	OTE ON	FINAL I	ASSAGE	2.27.13			
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
SOTTOLANO	11			GAUGHAN	V.			LAVARRO	17		
DONNELLY	11.			FULOP	V.			RICHARDSON	T		
LOPEZ	17			COLEMAN	V		-	BRENNAN, PRES	17		

N.V.-Not Voling (Abstain)

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

Me Peter M. Brennan, President of Council

Robert Byrne, City

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
- 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:

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

e-mail: quintin@documentreprocessors.com

Cell: 585-259-5941

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Document Reprocessors

4.1.2

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4.1.3

EXECUTIVE SUMMARY - Flood Damaged City Records

DOCUMENT REPROCESSORS



https://www.youtube.com/watch?v=FE3IgXw-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

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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 3rd 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.

4.1.4

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.



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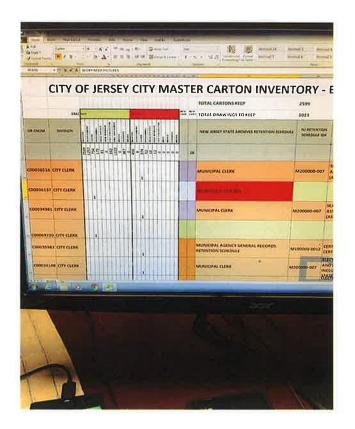
PHASE I – EMERGENCY SERVICES CONTRACT

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

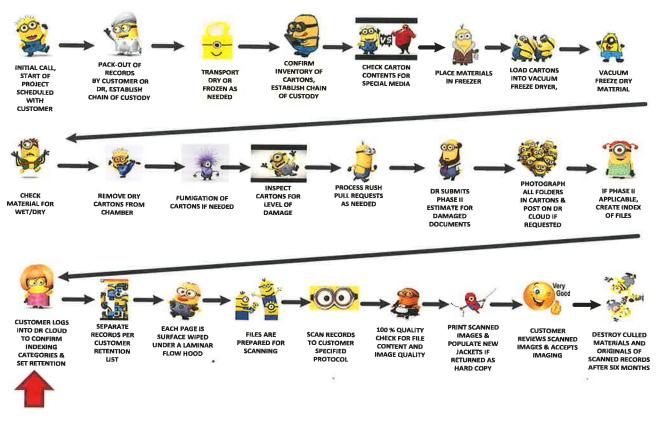




PHASE II – RESTORATION STEPS SHOWING PROGRESS

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.





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 31st, 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

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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

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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 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.

4.1.5

THE CITY OF JERSEY CITY

QUANTITY OF CARTONS BY DEPARTMENT BY RECORD TYPE

DEPARTMENT/RECORD TYPE	# OF CARTONS	# OF RECORD	
450500000	Cite of Oral Englished	TYPES	
ASSESSORS	1266	152	
ASSESSOR'S FILES	1208	1	
ASSESSOR'S FILES SECONDARY BOXES			
LOOSE PROPERTY RECORDS	49	1	
RECORDS OF SR. CITIZEN TAX EXEMPT	2	1	
VETERANS	6	1	
CITY CLERK	1140		
AGENCY RECEIPTS	3	1	
ANNUAL REPORTS COPY		1	
ASSESSMENT SEARCHES	43		
AUDIT REPORT FILE	12	1	
BANK STATEMENTS	1	1	
BUDGET FILE	6	1	
BUDGET FILES		1	
CASH BOOK	2	1	
CDBG	41	4	
CLERK ADMIN SUBJECT FILE	1	1	
CLERK ARCHITECTURE DRAWINGS NA	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			
CLERK DEPOSITS	11		
CLERK DEPOSITS SECONDARY BOXES	3		
CLERK DIVISION OF ARCHITECTURE	1	M	
CLERK ELECTION	52		
CLERK ETHICAL STANDARD BOARD	the second se	4	
CLERK FINANCE	10		
CLERK INTERDEPARTMENTAL MEMO	3		
CLERK INVOICES	1		
CLERK LANDLORD REGISTRATION	21	4	
CLERK LIVERY LICENSE	7	1	
CLERK MISC	106	1	
CLERK MISC UNK BOOKS		1	
CLERK MISC UNK LEDGERS	2	1	
CLERK MISC, UNK BINDERS WITH MAPS		1	
CLERK OFFICER COMMUNICATIONS	15	31	

THE CITY OF JERSEY CITY

QUANTITY OF CARTONS BY DEPARTMENT BY RECORD TYPE

DEPARTMENT/RECORD TYPE	# OF CARTONS	# OF RECORD
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	TYPES
CLERK OPRA	17	
CLERK ORDINANCE	191	1
CLERK ORDINANCE SECONDARY BOXES	3	
CLERK ORIGINAL TRANSCRIPTS	95	
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		1
CLERK TRANSCRIPTS	26	1
CLERK TRANSFILE TAPES - MICROFILM	6	1
CLERK VAULT		1
CONTRACTS	5	1
ELECTION RESULTS		1
ETHICAL STANDARDS	1	1
EXT CORRESPONDENCE	18	1
GOV BD MTG WORK PAPERS MUN A NOTES	1	1
NFORMATION SURVEY		1
NT CORRESPONDENCE	6	1
IOURNAL	1	1
JVERY FILES		1
MICROFILM	1	1
MINUTES FILE		1
MUN. CODE BOOK - SUPPLEMENT		1
MUNI CODE		1
MUNICIPAL CLERK NOTES	2	· · ·
AUNICIPAL CODE BOOK	1	
DRDINANCE	2	
DRIG RESOLUTION FILES	7	
PAYROLL REGISTER	2	
PERFORMANCE BONDS		
LANNING BOARD	4	4
PURCHASE ORDER COPY	3	1
RECEIPT BOOKS	3	
RECEIPT BOOKS SECONDARY BOXES	1	1
RECEIPTS		4
RECEIPTS COPY	2	
REFERENCE MATERIAL	1	1
REQUISITION FILES	2	4
ALARY RANGE	4	
AX FILE TAX APPEAL	4	
IME RECORD FILES	14	4

THE CITY OF JERSEY CITY

QUANTITY OF CARTONS BY DEPARTMENT BY RECORD TYPE

		# OF
DEDADTA ACAIT.	# OF	and a second second second
DEPARTMENT/RECORD TYPE		RECORD
	CARTONS	TYPES
TIME RECORDS		and the second
UNKNOWN NEED TO REVIEW WITH CLERK		1
VOTERS REGISTRATION RECORDS	4	1
VOUCHERS	1	1
	52	
REAL ESTATE	92	-
ACCOUNT BILLS		· · · · · · · · · · · · · · · · · · ·
AUTHORIZING & CONFIRMING RESOLUTIONS	1	1
BANK DEPOSIT BOOK	5	1
CHECKS & DEPOSITS		1
CITY OWNED PROPERTY FILES	1	1
DAILY TIME SHEETS	28	1
IN REM FORECLOSURES		1
IN REM FORECLOSURES	10	1
LEASE & LICENSE AGREEMENTS		1
LEASE & LICENSE AGREEMENTS	4	1
MISC PROPERTY FILES		4
	Contraction of the second	1
MISC SALES FORMS MISC SUPPLIES		1
		1
NON COMPLIANCE		1
OTTILIO VELAZQUEZ FILES	1	1
PARTIAL PAYMENT VOUCHERS	3	4
PARTIAL PAYMENT VOUCHERS SECONDARY BOXES	the second se	1
PROPERTY RENTAL AGREEMENTS	1	1
PUBLIC AUCTION SALE FILES	19	1
RECEIPTS & CANCELLED CHECKS RECEIPTS & CHECKS	1	1
		1
RECEIPTS & DEPOSITS	4	1
RENTAL ACCOUNT PAYMENTS & RECEIPTS	1	1
RENTAL PAYMENTS, TIME & LOG SHEETS		1
JNKNOWN		(1)
DIALVACIANIA		
RISK MANAGEMENT	12	
NSURANCE		
INKNOWN	2	A
	10	1
TAX COLLECTOR	617	
CASH REGISTER TAPES	(192 - 70 - 94)	
ORECLOSURE	1	1
REMEDIATION CERTIFICATES	3	1
AX SALE CERTIFICATES		1
AN ONLE VERTIFICATES	326	1

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
WORKFORCE MANAGEMENT	262	
BILLS		
CHECKING SALARIES, BUDGETS	2	1
CIVIL SERVICE CERT. FORMS	4	1
CIVILIAN EMPLOYEE BACKGROUND CRIMINAL CHECK -CHANGE DESCR.	2	
CLERK RESOLUTIONS	1	1
CS-6 FORMS	4	1
DONATED LEAVE FORM	Marine 18	1
EMPLOYEE CERTIFICATION FILES	37	1
PERSONNEL TERMINATION GREEN EMPLOYMENT HISTORY CARDS	121	1
GREEN EMPLOYMENT HISTORY CARDS GREEN EMPLOYMENT HISTORY CARDS SECONDARY BOXES	26	1
MISC CERT FILES/VERIFY EMP RECORDS & CREDIT CHECKS SENT EMAIL FOR REVIEW	33	1
PERSONNEL ACTION	1	4
PERSONNEL ACTION FORMS	6	4
POLICY APPEALS	1	1
PRE-EMPLOYMENT PHYSICALS		1
RECREATION SUMMER PROGRAM		-
REJECTIONS AND APPEALS	T	1
SEE ATTACHED SHEET	7	1
UNIFORM HOLIDAY PAY INCREASES REC AND SEASONAL	1	1
UNKNOWN	8	1
UNKNOWN COMMUNICATION DOP TO LARRY ROSS	and the second s	1
VOUCHERS	1	1
TOTAL CARTONS IN JOB	3389	
LEDGERS	91	
LEDGERS	289	1
LEDGERS	7	1
TOTAL LEDGERS IN JOB	387	
TOTAL ENGINEERING DRAWINGS INJOB	1024	1

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.
 - o 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
 - o 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
 - o 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.
- o 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
 - o 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.

4.1.6

4.1.7

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:
 - o Priority
 - o 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 Manger 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 ANSII 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 ANSII 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 ANSII 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 ANSII 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

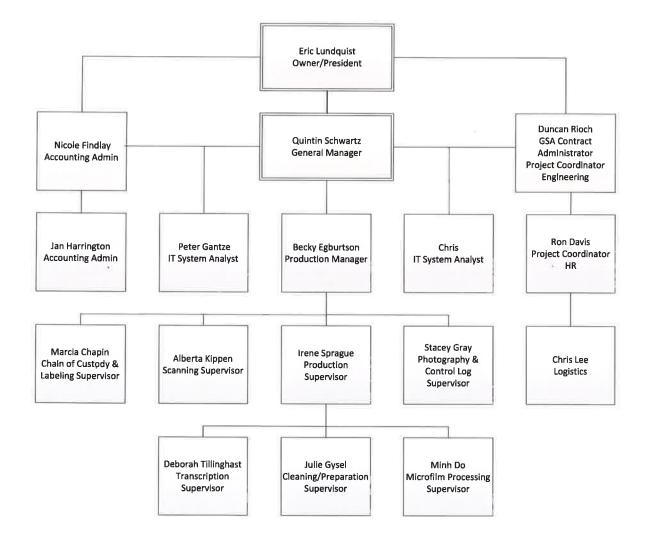
PROJECT ORGANIZATION

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



4.1.9

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

- o Identify Contents, Sort to Department Groups
- Use DR RECALL carton previously imaged samples
- o Have DR staff pull additional images where required
- Database to include:
 - o DR Carton ID Number
 - o Department Identify best estimate
 - o Record Type
 - o Record Description
 - o Range from/to
 - o Range Number/Name
 - o Date Range Start/End
 - o 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
 - o- Review Department/Record Type list
 - o 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
 - o 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

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.
 - o Insert scan sheets, target sheets, etc. as needed
- Proceed with cleaning, prepping and scanning documents per the City Records Manager priority list.
- Indexing
 - o 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
 - o 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
 - o 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
 - o If culls are rejected by NJDARM, process those files as above
- Final billing and closure

RISK FACTOR

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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.

ID	Task Mode	Task Name	Duration	Finish	Start		2018			2019		
1	widde	Contract Signature	2 days	Thu 11/2	2/Wed 11/1		Qtr 1	Qtr 2 Q	tr 3 Qtr 4	Otr 1	Qtr 2	Qtr 3
2	*	Schedule record rev Bob Gallagher has m this a priority - sche requires the same fo department heads	riews - 180 days nade duling	Fri	Mon 11/6/17	·						
3	R	Meet w/ Records M Dept. Heads - Depar Heads present case to of records not sepcif the NJDARM retentl schedule	tment for keep fled on		Mon 11/6/17	C						
4		Prepare Destruct List City Clerk to submit NJDARM for destruc cull cartons	to		Fri 11/10/17	E						
5		Sort Cartons By Reco & Keep/Cull, Separat media from paper			Tue 11/14/17	C	-					
6	1	Sponsor Document Reprocessors for Ima Certification by NJDA			Fri 12/15/17	0						
7	5 1	Image Capture Triage Prepare record type samples & prepare a docket to prioritize re type scan order	e - 200 days Job ecord	8/21/18	Wed 11/15/17	C						
8	1	Determine color vs b by size, signatures, se photos, and fading <n lask></n 	eals,		Fri 12/15/17	C			3			
9		dentify Master Folde			Tue	C	_		3			
10	ا المجرد ۱ ۱ ۱	econdary record typ n conjunction with C Records Manager and Department Heads cr Master Index for all n ypes	ity 255 days d : reate		12/12/17 Fri 12/1/17	C	-					
11		maging of keep recon UDARM Specification		Mon 11/26/18	Fri 12/1/17	6						
			Task	1			Inacti	ve Summa	ry 🔍	<u>, т. т. т.</u>		-
			Split				Manu	al Task	0		-	
			Milestone	•	•		Durat	ion-only		-	-	
oject	t: Jersey	City RFP Gant Char	Summary		•	~			ry Rollup 🖷	_		-
	rue 10/1		Project Summary	/				al Sum na		6		•
			External Tasks				Start-					
			External Mileston	ne			Finish			3		
			Inactive Task	11		÷.	Dead	ine	•			
			Inactive Milestor	1e	ê		Progr	229		_		-

	Task		Duration	Finish	Start	2018			2019		_
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12	×.	marry files to their inc			Fri 12/15/17	£					
13	AR	Transfer images to Cit their approval and use	e	2/7/19	Tue 1/2/18	C		-	3		
14	*	Secure NJDARM destri approval certificates for Permanente Records to inserted into Microfilm of these records	or to be		Tue 1/30/18	E				κ.	
15		Destroy keep original documents after 6 mo	108 days	Mon 7/15/19	Thu 2/14/19				E	-	
16	A.	Final project billing and acceptance	d 6 days		Mon						4
			Task			- Inaci	tive Summary				۵
			Split			Man	ual Task				~
						Man					5
			Split			uuuu Man Dura	ual Task	8			
	: Jersey ue 10/1	City RFP Gant Char	Split Milestone			Man Dura Man	ual Task ition-only	Rollup =			
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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

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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.

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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 within10 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 xcapture 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 anf the color scanned image second. (NOT IN RFP SCOPE OF WORK)

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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.

			- /107 -	ראטובר					
OPTION #1 PER RFP SPECIFICATION TO RESTORE AND IMAGE RECORDS LESS KNOWN CARTONS FOR DESTRUCTION	NGE RECOF	IDS LESS K	NOWN C	ARTONS	FOR DES	TRU	TION		
DATABASE	Cartons		Items ix	Extended Unit Units	Units	Uni	Unit Cost	Fxte	Extended Cost
Cost to update DR database (Nov. 2014) to final detailed database for project									
Cartons	3389	cartons	H	3,389	cartons	ŝ		ŝ	5
Microfilm	297	16mm rolls	1	297	16mm rolls		,	+ 17	
Ledgers	387	units	4	387	units		0 ((÷ v	
Engineering Drawings	1023	units	1	1.023	units	r v	0) - 50	ጉ 1/	6 s
Sorting of Materials into RETAIN and DESTROY LISTS	5000	units	1	456	hours	÷ vi	54.86	γv	25 016 16
IDENTIFY CARTONS						ŀ		•	07.070/07
Cost to define remaining 916 Carton Items	916	cartons	Ţ.		cartons				
Items reviewed June 2017 - 200 cartons	200	cartons			cartons			Drevi	nreviously hilled
Items to be reviewed Nov-Dec 2017 Tech 2 Labor	716	cartons	1	150	hours	Ś	54.86		8 279 DD
Items to be reviewed Nov-Dec 2017 Prog Mgr Labor	716	cartons	H	450	hours	• • •	124.69	• ••	56,110.50
Cost to prepare 140 NJDARM Reports, destruction, and certificates	EST	est		750	hours	ŝ	54.86	v	41 145 00
Cost to prepare 140 NJDARM Reports, destruction, and certificates	EST	est		200	hours	k iv	124.69	• •∕	00.074.44
DOCUMENT CLEANING			Images			F		}	00.000/144
Cost to finish CLEANING of business materials paper images for scanning	25	cartons	2000	94	hours	÷	05 CT	v	3 097 66
DOCUMENT PREPARATION PRIOR TO SCANNING						r		,	
Cost to finish DOCUMENT PREPARATION of images for scanning			Images						
Standard Business Materials 8 1/2 size	2498	cartons	2000	7.285	hours	ŝ	54.86	v	399 655 10
Index of cartons - Departmental Database	2498	cartons	50	7.285	hours	0	54.86		399 655 10
Engineering Drawings - 1023 D sized						-			
Prep for Scanning - 300 dpi	1023	drawings	1	56	hours	ŝ	54.86	Ś	3.072.16
Indexing for Engineering Drawings	1023	drawings	1	168	hours	ŝ	54.86	01	9 216 48
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	hours	Ś	54.86	Ś	17.500 34
Large Format over 11 x 17	247	ledgers	500	563	hours	· ·/	54.86		30 886 18
Reproduction (use 25 ledgers to coffee table reproductions - leather)	25	ledgers			ä			anon o	
IMAGE SCANNING		•			}	ŀ		242	
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	hours	ŝ	54.86	ŝ	979.196.14
Ledgers - Small Format	70	ea	500	319	hours	ŝ	54.86	ŝ	17.500.34
Ledgers - over 11 x 17	100	БЭ	200	456	hours	v	54.86		2E 016 16
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etal: - photos etal: - photos 1 365 hours 5 5,365 5 etal: - photos etal: - photos 1-16m film previously filmed -damaged 27) etal: - 1600 1,385,000 5 1,385,000 5 1000 5 3105 5 3105 5 1000 5 3105	ering Drawings - D sized	1023	ea	1	112	hours	- 10	54.86	r v	6 144 37
- 1.6mm film previously filmed -damaged 297 ea 4000 1,188,000 images 5 0.005 5 g of 797 Rolis of scamed microfilm 297 ea 100 29,700 images 5 0.005 5 R AND DESTROY materials incl NUDARM and City Approvels 3825 1 3,825 1 3,825 rms/mass 5 2000 5 9.00	l Media - photos	10000	ea	1	365	hours	• •/	54.86	v	20,002,000
g of 237 Rolls of scanned microfilm 297 ea 100 297,000 mages 5 2000 5 mt Usage MATERNAS 11.88,000 Ea 2000 59,400 days 5 1000 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 5 300 5 300 5 300 5 300 5 300 5 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5 300 5		297	ea	4000	1.188.000	images	v v	0.05	v	50,000,000
It. Name: 1,188,000 Ea 20000 59,40 days 5 100,00 5 5 MATERIAS 38.25 truckloads 5 500,00 5 3 3 MATERIAS 38.25 truckloads 5 500,00 5 3 3 MATERIAS 38.25 truckloads 5 500,00 5 3 3 MATERIAS 7 truckloads 5 500,00 5 3 3 MATERIAS 7 truckloads 5 500,00 5 3 3 ANWED IMAGES AND DUPLICATES 7 truckloads 5 500,00 5 3 ANWED IMAGES AND DUPLICATES 7 truckloads 5 500,00 5 3 ANWED IMAGES AND DUPLICATES 7 truckloads 5 500,00 5 3 ANWED IMAGES AND DUPLICATES 7 truckloads 5 500,00 5 3 ANWED IMAGES AND DUPLICATES 7 truckloads 5 5 3 3 3 3 3	ting of 297 Rolls of scanned microfilm	297	ea	100	29.700	images	e v		v 4	00.004.65
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rovide duplicates of 35 mm film - Engineering Drawings 1023 images 1 1 roll 5 100.00 5 13 rovide duplicates of 35 mm film - Engineering Drawings 200 rolls 1 200 rolls 1 200 rolls 5 95.00 5 13 rovide duplicates of 35 mm film - Ledgers 200 rolls 1 200 rolls 1 200 rolls 5 95.00 5 13 MPUTER SERVER USE 32 skids @ 5 49.87 1 200 rolls 5 13 90.00 5 36 40.87 5 90 5 36 40 87 1 200 rolls 5 36 40 87 40	iive digital color images to microfilm - Engineering Drawings	1023	images	-	4	roll	- 10	150.00		150.00
e digital color images to 35mm microfilm - 2 ledgers per roll 200 rolls 1 200 rolls 5 95,00 5 13 rovide duplicates of 35 mm film - Ledgers per roll 200 rolls 5 49.87 1 200 rolls 5 (55.00 5 13 metres 5 49.87)mo 32 skids (0 5 49.87) 1 200 rolls 5 (0.36.87 5 90 5 36 11 unit 24 24 month 5 1,500.00 5 36 two fres 0 unit 24 24 month 5 1,500.00 5 36 two fres 0 unit 24 24 month 5 1,500.00 5 36 two fres 0 unit 24 24 month 5 1,500.00 5 36 two fres 0 unit 24 24 month 5 1,500.00 5 36 two fres 0 unit 24 24 month 5 1,500.00 5 36 two fres 0 unit 24 24 month 5 1,666.67 5 40 fres 1 1 1 1 1 2796 hours 5 5,036.87 5 90 unit 2% 1118 hrs 1 1 2796 hours 5 5,036.87 5 153 two fres 0 unit 2% 1118 hrs 1 1 1 2796 hours 5 5,436 5 153 to 2396 hrs 1 2796 hours 5 5,436 5 153 to 2396 hrs 1 2796 hours 5 5,436 5 153 to 2396 hrs 1 2796 hours 5 5,436 5 153 to 2396 hrs 1 2796 hours 5 5,436 5 153 to 2396 hrs 1 2796 hours 5 5,436 5 153 to 2396 hrs 1 2796 hours 5 5,436 5 153 to 2396 hrs 1 2796 hours 5 5,436 5 130 to 2396 hrs 2 1 2796 hours 5 5,436 5 130 to 2396 hrs 2 1 2796 hours 5 5,436 5 130 to 2396 hrs 2 1 2796 hours 5 5,436 5 130 to 2396 hrs 1 2796 hours 5 5,436 5 130 to 2396 hrs 2 1 2796 hours 5 2,436 5 130 to 2396 hrs 2 1 2796 hours 5 2,436 5 130 to 2396 hrs 1 2,246 5 130 to 2396 hours 5 2,436 5 130 to 2396 hrs 1 2,246 5 130 to 2396 hours 5 2,436 5 130 to 2396 hours 5 130 to 2396 hours 5 2,436 5 130 to 2396 hours 5 130 to 2396 hours 5 2,436 5 130 to 2396 hours 5 130	provide duplicates of 35 mm film - Engineering Drawings	1023	images	H	+	roll	- 10	100.00		100.00
rovide duplicates of 35 mm film - Ledgers 200 rolls 1 200 rolls 5 65.00 5 MPUTER SERVER USE 32 skids @ 5 49.87 6 months 5 1,555.84 5 allets @ \$49.87/mo 32 skids @ 5 49.87 6 months 5 1,550.00 5 3 Palitets @ \$49.87/mo 101 skids @ 5 49.87 18 months 5 1,550.00 5 3 Ri 1.T. Maintenance 1 unit 24 24 months 5 1,566.67 5 3 1,666.67 5 3 1,666.67 5 3 1,666.67 5 3 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,666.67 5 1,676 6 1,756 6	nive digital color images to 35mm microfilm - 2 ledgers per roll	200	rolls	1	200	rolls	ŝ	95.00		19.000.01
affels @ \$49.87 6 months 5 1,595.84 5 affels @ \$49.87/mo 101 skids @ \$49.87 6 months 5 1,595.84 5 Palfets @ \$49.87/mo 101 skids @ \$49.87 18 months 5,1,595.84 5 8.1.T. Maintenance 1 unit 24 24 24 month 5 5,000.00 5 3 8.1.T. Maintenance 1 Unit 24 24 24 month 5 1,500.00 5 3 Revare, Bandwidth Usage Fee 0 Unit 1 0 ea 5 - openut 5 5,036.87 5 5 3 Terabyte drives disposable 0 Unit 1 0 ea 5 5,436 5 1 tor5% 5% 7829 hours 5 54.86 5 1 1 11 1 1 1 1 1 1 2 2 4 2 4 4 5 5 4 6 1 1<) provide duplicates of 35 mm film - Ledgers	200	rolls	1	200	rolls	ŝ	65.00		13,000.00
arecs er 3-93.0/mile Pallets @ 549.87/mo Pallets @ 549.87/mo 8.1.T. Maintenance itware, Bandwidth Usage Fee Terabyte drives - disposable or 14% Terabyte drives - disposable or 14% for 1678 for 5 for 5 for 5 for 5 for 5 for 6 for 6 for 5 for 6		Į	(
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xi.T. Maintenance 1 unit 24 24 month \$ 1,500.00 \$ tware, Bandwidth Usage Fee 1 Unit 24 24 month \$ 1,666.67 \$ > Terabyte drives disposable 0 Unit 1 0 ea \$ - OPENN for 5% 2796 hrs 1 2796 hours \$ 54.46 \$ 1 for 14% 7829 hrs 1 2796 hours \$ 54.86 \$ 1 in 2% 1118 hrs 1 1118 hrs 1 1678 hours \$ 54.86 \$ 1 or 2% 1118 hrs 1 1678 hours \$ 124.69 \$ 124.69 \$ 124.69 \$ 15 4 \$ 5 4,56 \$ 1 \$ 4,56 \$ 124.69 \$ 124.69 \$ 1 \$ 4,56 \$ 1,54.56 \$ 1,54.56 \$ 1,	1. rairets @ \$49.07/m0	101	skids @	Ş 49.87	18	months	ŝ	5,036.87	ŝ	90,663.66
Terabyte drives - disposable 1 Unit 24 24 month 5 566.67 5 Terabyte drives - disposable 0 Unit 1 0 ea 5 - OPENA for 5% 2796 hrs 1 2796 hours 5 54.86 5 1 for 14% 7829 hrs 1 7796 hours 5 64.84 5 5 in 2% 11.18 hrs 1 1118 hrs 1 1678 hours 5 64.84 5 5 in 2% 11.18 hrs 1 1678 hours 5 124.69 5 1 2% 0PTION #1 TOTAL 11.118 hrs 1 11.118 hrs 1 24.51 5 4,51	e & I.T. Maintenance	4	unit	24	24	month	\$	1,500.00	ŝ	36,000.00
Terabyte drives - disposable 0 Unit 1 0 ea 5 - OPEN N 5% 5% 2796 hrs 1 2796 hrs 1 2796 hours 5 54.86 5 1 1 14% 7829 hrs 1 7829 hours 5 54.86 5 1 5 5 64.84 5 1 5	oftware, Bandwidth Usage Fee	1	Unit	24	24	month		1,666.67	ŝ	40,000.08
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2% 1118 hrs 1 1118 hours \$ 54.86 \$ 33% 1678 hrs 1 1118 hours \$ 54.86 \$ 33% 1578 hrs 1 1678 hours \$ 84.79 \$ 23% 0PTION #1 TOTAL 1118 hrs 1 1118 hours \$ 124.69 \$ \$ 4,		7829	hrs	1	7829	hours	ŝ	64.84	ŝ	507,656.75
3% 1678 hrs 1 1678 hours \$ 84.79 \$ 2% 0PTION #1 TOTAL 1118 hrs 1 1118 hours \$ 124.69 \$ \$ 4,		1118	hrs	-1	1118	hours	ŝ	54.86		61,359.94
2% 1118 hrs 1 1118 hours \$ 124.69 \$ OPTION #1 TOTAL \$ 4,		1678	hrs	ч	1678	hours	ŝ	84.79		142,254.17
5 4,		1118	hrs	1	1118	hours	ŝ	124.69		139,463.56
	OPTION #1 TOTAL								\$,581,145.96

JERSEY CITY DOCUMENT RESTORATION PROJECT - NOV. 2017 - PROJECT BUDGET	DN PROJE	CT - NOV	1.2017 - 1	ROJEC	T BUDG	L			
OPTION #2 PER RFP SPECIFICATION TO RESTORE AND IMAGE RECORDS	ND IMAG	E RECOF	tDS						
OMIT 1262 ASSESSOR CTNS & 197 LEDGERS, 1023 ENG DRAWINGS,	LAWINGS,								
580 PRE SELECTED DESTROY CTNS + 165 TBD CTNS(50%0F REMAINING 330), + 50% OF 297 ROLLS OF FILM(149 ROLLS)		NG 330), 4	- 50% OF 2	97 ROLL	S OF FILN	A(149	ROLL	S)	
DATABASE	Cartons		Items ixte	Extended Unit Units	Units	Unit Cost	Cost	Exten	Extended Cost
Cost to update DR database (Nov. 2014) to final detailed database for project									
Cartons	3389	cartons	1	3,389	cartons	ŝ	,	ŝ	
Microfilm	297	16mm rolls	ч		16mm rolls				
Ledgers	387	units	1		units) (4		0 3
Engineering Drawings	1023	units	4	1,023	units	- 10		+ +C	
Sorting of Materials into RETAIN and DESTROY LISTS	5000	units	F	456	hours	- 10	54.86	. v	25 016 16
IDENTIFY CARTONS								r.	01:010/04
Cost to define remaining 916 Carton Items	916	cartons	1		cartons				
Items reviewed June 2017 - 200 cartons	200	cartons			cartons			previor	previously billed
Items to be reviewed Nov-Dec 2017 Tech 2 Labor	716	cartons	1	150	hours		54.86	. 10	8.279.00
Items to be reviewed Nov-Dec 2017 Prog Mgr Labor	716	cartons	1	450	hours		124.69		56 110 50
NJDARM REQUIREMENTS								,	00.011(00
Cost to prepare 140 NJDARM Reports, destruction, and certificates	EST	est		750	hours	v	54.86	v	11 145 00
Cost to prepare 140 NIDARM Reports, destruction, and certificates	FST	act		000			00.404		
DOCUMENT CLEANING	5	j	magec	2002	SINGI		20.12	. 7	24,938.00
Cost to finish CLEANING of business materials paper images for scanning	25	cartons	2000	04	hour	÷		Į,	2000
DOCUMENT PREPARATION PRIOR TO SCANNING	1			5	6000		60.24	ĥ	00.4004.0
Cost to finish DOCUMENT PREPARATION of images for scanning			mages						
Standard Business Materials 8 1/2 size	1209	cartons	2000	3 627	hours		74.86	~	CC 220 XH
Index of carlons - Departmental Databose	1209	cartons	50	3.627	hours		54.86		22. 10.001
Engineering Drawings - 1023 D sized									33.110.000
Prep for Scanning - 300 dpi	0	drawings	1	i.	hours	ŝ	54.86	~	,
Indexing for Engineering Drawings	0	drawings	1	3	hours		54.86		0 0
Return as pdf"A" files only, no reproduction								+	
Ledgers - 387 large and small ledgers			Images						
Small Format to 11 x 17	0	ledgers	0	R.9.	hours	ŝ	54.86	ŝ	,
Large Format over 11 x 17	100	IPrigers	500	228	hours		54.86	0	12.508.08
Reproduction (use 25 ledgers to coffee table reproductions - leather)	25	ledgers			ea	- ~		open	
IMAGE SCANNING)			1				
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	ŝ	54.86	\$ 4	474,229.04
Ledgers - Small Format	0	ea	500	*2	hours		54.86		3
Ledgers - over 11 x 17	100	ea	500	1,367	hours		54.86	. 10	74.993.62
Ledgers - twin page to 22 x 17	0	ea	500	v	hours		54.86		ł
Ledgers - twin page over 22 x 17	0	ea	500		hours		54.86	Ş	

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Equipment Usage - Color High Speed Scanner	3385200	Images	5000	677	davs	ŝ	50.00	v	12 0C1 00
Equipment Usage - Large Format Scanner	50000	Images	500	100	dave	-v	100.00	• •	10,000,00
Image Check	5705	hrs		5.705	hours	· v	54.86	γv	21 001 12
QA/QC of scanned Business Materials and Ledgers	31	hrs		31	hours	۰ v	54.86	. v	11.166,210
Final QA/QC	1209	ea		605	hours		54.86	v	33 162 87
Engineering Drawings - D sized	0	ea	1		hours		54.86		in anti-
Special Media - photos	10000	ea	1	365	hours		54.86		00 20 02
Microfilm - 16mm film previously filmed -damaged	148	ea	4000	592,000	images	~	0.05		29 600 00
Indexing of 297 Rolls of scanned microfilm	148	ea	100	14,800	images	ŝ	2.00	× •	29 600 00
Equipment Usage - Microfilm Scanner	606,800	ea	20000	30.34	davs		100.001	r v	3 034 00
DESTRUCTION OF MATERIALS		(•		•	
Cost to PREPARE AND DESTROY materials incl NJDARM and City Approvals	3825		г	3,825	ctns/units		9.98	Ś	38,173,50
Freight to certified destruction site	7	truckloads	-	4	truckloads		200.002		3 500 00
MICROFILM OF SCANNED IMAGES AND DUPLICATES - BASED ON 500 CTNS OF PERM RECORDS	1 RECORDS								
Cost to MICROFILM 16mm gray scale format - one up				,					
Cost to archive digital color images to microfilm - 110 ft gray scale rolls	600	rolls	1	600	rolls	Ś	150.00	\$	00 000 06
Cost to provide duplicates of 16 mm film	600	rolls	-	600	rolls	ŝ	40.00	- 10	24 000.00
Indexing for Microfilm Processing & Data Transfer	600	hrs	Ļ	600	hours	- ~	54.86	i vi	32.916.00
Cost to archive digital color images to microfilm - Engineering Drawings	0	images	1	•	roll	\$	150.00	- 10	-
Cost to provide duplicates of 35 mm film - Engineering Drawings	0	images	1	59	roll	ŝ	40.00	- 10	
Cost to archive digital color images to 35mm microfilm - 2 ledgers per roll	50	rolls	1	50	rolls	ŝ	95.00	ŝ	4.750.00
Cost to provide duplicates of 35 mm film - Leugens	50	rolls	-	50	rolls	ŝ	65.00	ŝ	3,250.00
STORAGE AND COMPUTER SERVER USE -									
Storage - 50 Pallets @ \$49.87/mo	50	skids @	\$ 49.87	9	months	\$ 2,	2,493.50	ŝ	14,961.00
Storage - 82 Pallets @ \$49.87/mo	82	skids @	\$ 49.87	18	months	\$ 4,	4,089.34	ŝ	73,608.12
Data Storage & I.T. Maintenance	1	unit	24	24	month	\$ 1,	\$ 1,500.00	s	36,000.00
Hardware, Software, Bandwidth Usage Fee	1	Linit	24	24	month	\$ 1,	1,666.67	ŝ	40,000.08
Deliverables - Terabyte drives - disposable	0	Unit	1	0	ea	ŝ	ì	OPEN	OPEN NOT IN RFP
ADMINISTRATION									
Control Logs 5%	1411	hrs	4	1411	hours	ŝ	54.86	ŝ	77,427.30
Proj Coordinator 14%	3952	hrs	1	3952	hours	Ş	64.84	Ş	256,235.52
Proj Accountant 2%	565	hrs	-1	565	hours	Ŷ	54.86	ŝ	30,970.92
Sr Project Mgr 3%	847	hrs	1	847	hours	ŝ	84.79	ŝ	71,801.61
General Mgr 2%	565	hrs		565	hours	Ş	124.69	ŝ	70,593.07
OPTION #2 TOTAL								\$	2,461,060.21
HIGHLIGHTED AREAS DEPICT CARTON AND ITEMS REDUCED FOR CARTONS BEING POTENTIALLY CULLED FROM PROJECT	TENTIALLY CU	LED 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	dual materials	and or ind	ex data need	ed to image	e and comp	lete re	cord ser	ies	
In the Clerks Office that may not be part of this buoget. Sound Contingency fee would cover those areas not included in the original RFP but those items are downed in "ucliman" is this proportional would arehably he processes to be included with the "Berl Foolence" - the other areas and	COVER THOSE &	ireas not in	cluded in the	e original KF	P but those	e item	are		
denote in version in this knobsal and would probably be necessary to be included with the "tinal package" as they make up the "missing pieces" to complete a	WITH THE TINA	package a	is they make	up the "mi	ssing pieces	s" to c	omplete	ю	
fully digital copy of the Clerk's materials.									

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4.1.16

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: <u>tfuscaldo@pvsc.nj.gov</u>

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@jcnj.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>

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 or Records and Information Management – Recently Retired but Consulting Tel: 228-518-0058

Email: 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
YEARS OF EXPERIENCE AT DR	27	9	9	15	10	6	13	1	6	16	10	16	19	11
EDUCATION														
Masters		x												
Bachelors	x	X		х										
Associates								х			i			
Technical School			х		х		х						1	
High School						х			х	х	х	х	х	x
POSITION TITLE														
General Manager	х													
Production Manager						х								
Project Coordinator		X	х											
Human Resources		X												
GSA Contract Administrator			X											
Engineering Techician			X											
IT Systems Engineer				Х	Х									
Project Accountant								X						
Production Supervisor			10				X							
Data Entry Technician									Х					
Production Line Supervisor										Х	Х	Х	Х	
Logistics														Х
AREAS SERVED														
Executive Billing/Contracts	Х		Х											
DISASTER TEAM	х	x	х			х	х		Х	х	х	x	х	x
PROJECT LOGIN	Х	X	Х			Х	Х	X	Х	Х	Х	Х		
RECEPTIONIST	Х	Х	Х			X	х	X	Х	х	Х	X		
INVENTORY TECHNICIAN	х	х				х	Х		Х		Х	Х		
CHAIN OF CUSTODY	X	Х				X	х		Х		X	X		

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
AREAS SERVED (CONT)														
DATA ENTRY TECHNICIAN	X					X	x		х			х		
DRYING TECHNICIAN	X		X											X
PHOTOGRAPHY TECHNICIAN	X					Х	Х				Х	х		
CLEANING TECHNICIAN	X					Х	Х			х	х	х	х	х
IMAGING PREP TECHNICIAN	X					х	х			х	х	Х	X	X
IMAGING TECHNICIAN	X					Х	х			х	х			
QAQC TECHNICIAN	X					х	х			х	X	Х		
LABELING TECHNICIAN	X					х	Х				х	X		_
HEAVY EQUIPMENT OPERATOR	X	Х	х							х	-			х
PROJECT ACCOUNTING	X	X	х			Х	х	х	х	х				
ENGINEERING			х	х							·			
INFORMATION TECHNOLOGY			х	х	Х								_	
PURCHASING	X	х	Х			х	Х	х	X		х	X		
OFFICE MANAGEMENT	X	Х	Х					Х	X					
ACCOUNTING/PAYROLL	X							х	X					
EXECUTIVE BILLING/CONTRACTS	X		Х											
HUMAN RESOURCES	X	Х	Х											
KNOWLEDGE OF SOFTWARE			19											
MICROSOFT WORD	X	Х	Х	Х	Х	Х	Х	Х	Х	X	X	Х	Х	Х
MICROSOFT EXCEL	X	Х	Х	Х	Х	Х	Х	X	X	X	X	X		
MICROSOFT OUTLOOK	X	Х	Х	X	X	Х	Х	Х	X	X	X	X	Х	Х
MICROSOFT ACCESS	X			X	X	Х	Х		X					
MICROSOFT POWERPOINT	X		Х	Х										
MICROSOFT PUBLISHER	X			X	X									
MICROSOFT PROJECT			Х											
MICROSOFT VISIO			Х											
TOTAL RECALL CARTON TRACKER	X					Х	Х				Х	Х		Х
DR DIAL UP SOFTWARE, RECORD														
RETRIEVAL						Х	X				Х	X		
NERO - MEDIAHOME	X													
PHOTOSHOP	X					Х	X							
LABELS - LABEL MAKER	X										X	X		
BROTHER P-TOUCH	X										X	X		

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
KNOWLEDGE OF														
SOFTWARE (CONT)														
COLORBAR GOLD PRODUCTION LABELS	x										x			
OPEN OFFICE WRITER CUSTOM LABELS	x										x			
KODAK CAPTURE PRO						Х	Х			Х	Х	Х		
EXCHANGE SERVER				Х	Х									
SYMANTEC ANTIVIRUS	X	Х	Х	Х	X	Х	Х	Х	Х	Х	Х	Х		Х
WINDOWS	X	Х	Х	X	Х	Х	Х	X	Х	Х	Х	Х	Х	X
QUANTUM MICROFILM SOFTWARE						х								
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	Х	х		
IRFAN VIEW														
KIP WIDE FORMAT SCANNER						X	x			X	х	х		
QUICKBOOKS PRO	Х			X				X	X					
PROPHET CRM SOFTWARE	Х													

REQUIRED FORMS

Confidential – Do Not Distribute

4.2

CITY OF JERSEY CITY

PROJECT: DISASTER RECOVERY: DIGITAL REPRODUCTION OF DOCUMENTS

The undersigned is (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:	Ene Id 72

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 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) Eur Z A J Z	a
SUBSCRIBED AND SWORN TO 5th of October OF 2017 BEFORE ME THIS DAY OF 2017	
AFFIANT UNDER SIGNATURE ALS SAN MATE	I BHALLA on # 2115372 IC • CALIFORNIA O COUNTY pires June 18, 2019

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

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City of Jersey City

Bid 1709-001

Item B. Statement of Ownership Disclosure

<u>STATEMENT OF OWNERSHIP DISCLOSURE</u> 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

<u>Part</u> 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)

Partnership Limited Partnership

Limited Liability Partnership (LLP)

Other (be specific):

<u>Part II</u>

M

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)

City of Jersey City

Bid 1709-001

(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

<u>Part III</u> 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

Document Reprocessors of New York, Inc. (hereafter "owner") do hereby agree that the The contractor and the Owner of provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 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 there unto, 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 alloged to have violated the Act during the performance of this contract, the contractor shall defond the owner In any action or administrative proceeding commenced pursuant to this Act. The contractor shall indomnify, protect, and save harmless the owner, its agents, sorvants, 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.

epresentative's Name/Title Print): Eric G.L	
epresentative's Signature:	x - 1 =
ame of Company: Document Reprocessors of N	ew York, inc.
Cel. No.: 888-437-9464	Date: (1)/7) //~

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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
FREC LUNDQUST	56%	1325 Howard & YOU BUZLINGTONE CA GYORD
Marez fun byurst	50%	Steel

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:	Twish of	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

2/2017 6:04 AM

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City of Jersey City

Bid 1709-001

(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 employmentgoals established in accordance with N.J.A.C. 17:27-5.2.

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EXHIBIT A (Continuation)

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

The contractor or subcontractor agrees to revise any of its testing procedures, if accessary, to assure that all personnel testing conforms with the principles of job related festing, 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 gaals, the contractor or subcontractor agrees to review all procedures relating to transfer, opgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, nutional 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.atate.ni.us/treasury/contract_compliance

The contractor and its subcontractors shall furnish such reports or other doctments in 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. (7:27.

The undersigned vehicles or their company's receipt, knowledge and compliment to empty with:

EXHIBIT A N.J.S.A. 105-331 and N.J.A.C. 17:27 MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE Gunda, Professional Services and General Service Contrasta (Mandatory Affirmative Action Language)

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

understands that thele contractleouppany's hid shall be relevied as an errounder if said consistion fully in the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Representative's Name/Title (Print)	ic G. Lundquist	
Representative's Signature: C	us ste	
Name of Company: Document Repr	rocessors of New York, Inc./	
Tel. Nat. 888-437-9464	Balle: 10/1/	



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.
FAILU	PART 1: CERTIFICATION BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. RE TO CHECK ONE OF THE ECXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.
contract invest complete subsidianties, or affilter in liters. The Chapter mutet review the list non-responsive. If if by law, rule or contra-	aw 2012, 2, 25, any person or entity that submits a site or proposal or objerwise proposal to enter into or rinnew etc the certification below its attest, under penalty of perjury. That hatther the person or entity, nor any or its parents fails is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging to investment activitie 25 list is faund on the Department of Treasury's Chapter 25 list as a person or entity engaging to investment activitie 26 list is faund on the Department of Treasury's Chapter 25 list as a person or entity engaging to investment activitie 26 list is faund on the Department of Treasury's Chapter 25 list are negative provide provide completing the below certification. Pallure to complete the certification will render a bidder's propose a Chapter finds a person or entity to be in violation of liew, since shall take action as may be appropriate and provide act, including but not limited to, imposing sanctions seeing compliance, recovering damages, declaring the party letterment or suspension of the party.
EASE CHECK TH	E APPROPRIATE BOX;
subsidiaries, activities in ica	strant to Public Lew 2012, c. 26, that neither the kidder listed above not any of the bidder's parents or affiliates is <u>flated</u> on the N.J. Decemment of the Treasury's list of solitons determined to be engaged in prohibits in pursuant to R L. 2012, c. 25 ("Checker 26 List"), I further period that i an the period stated shows, of I am an office we all the entity listed shows and an authorized to make this certification on its behalf. I will skip Part 2 ante sign an Certification below.
	p carbity as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates to listed o
bis Departme and sign mo microards an <u>PART 2:</u> P You must of the b	nf: Grapher 25 Hot. I will provide a detailed, accurate and pressed description of the activities in Part 2 below is complete the Certification below Faiter in provide such will result in the proposal barry rendered as non a portonale panelies, free under sanctions will be statistic a provided by bis. LEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES of IRAN provide a detailed, accurate and precise description of the activities inding verson/enticy, or one of its parents, subsidiaties of afiliates.
PART 2: 0 You must of the b angaging box balo	nt's Ghapmer 25 Hat, i will provide a detailed, accurate and presses description of the activities in Part 2 below is complete the Cartification below. Failth in provide such will result in the proposal being resoluted as two is approximate parallies, fines und/or sanctions will be astanteed as provided by the LEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN provide a detailed, accurate and precise description of the activities inding person/enticy, or one of its parents, subsidiaties or afiliates, in the investment activities in Iran outlined above by complexing the W.
PART 2: 0 You must of the b angaging box belo	nt's Ghapper 25 Hat, i will provide a detailed, accurate and present description of the activities in Part 2 below is complete the Cartification below. Failth in provide such will result in the proposal being resourced as num is appropriate parallies, fines und/or sanctions will be standed as provided by the. LEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN provide a detailed, accurate and precise description of the activities inding person/anticy, or one of its parents, subsidiaries or affiliates, in the investment activities in Iran outlined above by complexing the W. Estatorship is Edder/Oferor
PART 2: 0 You must of the b angaging box balo	nt's Ghapmer 25 Hat, i will provide a detailed, accurate and presses description of the activities in Part 2 below is complete the Cartification below. Failth in provide such will result in the proposal being resoluted as two is approximate parallies, fines und/or sanctions will be astanteed as provided by the LEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN provide a detailed, accurate and precise description of the activities inding person/enticy, or one of its parents, subsidiaties or afiliates, in the investment activities in Iran outlined above by complexing the W.
He Departme and sign and <u>INSCORER</u> and <u>PART 2</u> : P You must of the b angaging box belo Name Descroton X Acto	<pre>nfi Ghapper 25 Hot, i will provide a detailed, accurate and present description of the activities in Part 2 below is complete the Cartification below Failtr in provide such will read in the proposal being rendered as num is approximate penalties, fives und/or sanctions will be standed by the. LEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN provide a detailed, accurate and precise description of the activities infining version/enticy; or one of its parents, subsidiaries or affiliates, in the investment activities in Iran outlined above by complexing the wy.</pre>
the Department and sign and <u>PART 2</u> : P You must of the b angaging box belo Name Descroton ≼ Acto	nf: Chapter 25 Hat, i will provide a detailed, accurate and present description of the activities in Post 2 below <pre>complete the Certification below Failtr in provide such will result in the proposal barg renormal as non appropriate panalities, fines und/or sanctions will be statested as provided by the.</pre> LEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES on IRAN provide a detailed, accurate and precise description of the activities idding version/enticy, or one of its parents, subsidiaries or afiliates, in the investment activities in Iran outlined above by complexing the
Name Duration of Engage	nf: Chapter 25 Hat, i will provide a detailed, accurate and present description of the activities in Post 2 below <pre>complete the Certification below Failtr in provide such will result in the proposal barg renormal as non appropriate panalities, fines und/or sanctions will be statested as provided by the.</pre> LEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES on IRAN provide a detailed, accurate and precise description of the activities idding version/enticy, or one of its parents, subsidiaries or afiliates, in the investment activities in Iran outlined above by complexing the
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p. 46 Page 62

Taxpayer Identification# 161-368-649/000

01/10/17

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. na station and and a station of the second s

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. and the provide the second s

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.

- e.e.

Sincerely,

James J. Fruscione Director New Jersey Division of Revenue

BUSINESS REGISTRATION CERTIFICATE
DIVISION OF REVENUE
KEN OK NY OKKAOZSZ-
TAXPAYER NAME
ADDRESS:
RUSHVILLE NY 14544 9758
EFFECTIVE DATE
-05/15/12
New Jersey Division of Revenue

Confidential – Do Not Distribute

NJ	BUSINES	STATE OF I S REGISTR	NEW JERSEY ATION CERTI	FICATE	
Taxpayer Name Trade Name: Address:	40 R	CUMENT REPROC AILROAD AVE SHVILLE, NY 14	ESSORS OF NY INC		2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Certificate Nun Effective Date: Date of Issuanc	Мау	5652 15, 2012 ember 11, 2012			(
For Office Use (2012121108261)	S 81	2		* * *	
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Confidential - Do Not Distribute

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____

roposer: Document Reprocessors of New York, Inc.
roposer: Document Reprocessors of New York, Inc.

Street Address:	26 Powell Lane
City, State, Zip	Penn Yan, NY 14527
Authorized Signa	ature: ESDA
Date:	10/7/1-7

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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 Ne	WYork INC
Address:	26 Powell Lane Penn Yon NY	14527
	888-437-9464	- 14 ⁻ 14
Contact Name:	Quintin Schwartz, GM	2 5 5 pros
0.0		

Please check applicable category:

Minority Owned Business (MBE)

Minority& Woman Owned Business (MWBE)

Neither

Woman Owned business (WBE)

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.

Arian: a person having origins in any of the original peoples of the Far East, South Bast Asia, Indian subcontinent, Hawail or the Pacific Islands.

American Indian or Aleskan 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.

1.4

DIVISION OF PURCHASING COPY

9/22/2017 6:04 AM

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City of Jersey City

Bid 1709-001

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)

 χ _{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 perion having origins in any of the black racial groups of Africa

Elspanie: a person of Mexican, Puerto Rican, Cantral 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 subcontinant, 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 Businets 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

9/22/2017 6:04 AM

City of Jersey City

Bid 1709-001

RESPONDENT'S CHECKLIST

Item	Respondent Initials	AA/EEO Review
A. Non-Collusion Affidavit properly notarized	alla	Keview
B. Statement of Ownership Disclosure *	The	-
C. Mandatory Affirmative Action Language	This	-
D. Disclosure of Investment Activities in Iran	Lan	
 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." 	-011	-
F. Americans with Disabilities Act	Fait	
G. MWBE Questionnaire Forms (2 Copies)	That	
H. Business Registration Certificate	Thatta	
. Acknowledgement of Receipt of Addendum Form *	Last	-
. Exception Sheet(s) (optional - see below)	Hall	
K. Non-submission of proposal (optional)	Jack	1
. Original signature(s) on all required forms.	diff.	-

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

33

Please check one:

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

9/22/2017 6:04 AM

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CITY OF JERSEY CITY IMAGING APPLICATION LAST PAGE

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RECORDS DESTRUCTION NARRITIVE

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 ln 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 5th 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 Contact Person: Records Manager Sidney 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 he 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 wt:re a combination of river water from the I ludson 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 unsalvagcable'!

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 arc being taken to prevent future damage to the agency's records?

Ycs. All vita) 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

Agency Name:	WORKFORCE MANAGEMENT MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
Agency Retention Schedule :			
Retention Schedule Number:	M100000-013		
Record Series Number:	0200-0006		
Record Series Name:	BUDGET FILE- MONTHLY STATUS REPORT		
Retention Time:	03 YEARS		
Inclusive Years:	1989-1991		
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1		
Damage Type:	Flood		

DR Submitted:	RFD 231	
Carton tally:	1	
JC Approval Number:	560344	

Other copies available? DEPARTMENT **QFATHE 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 - IN	IVOICES		
Retention Time:	06YEARS			
Inclusive Years:	1996			
Volume (Cubic Feet):	2.40 cf	1.2 cf Carton 2		
Damage Type:	Flood			
Other <u>copies</u> available?	NIA			
Disposition	Destroyed			
Below Is a summary of t	he RFD's for this reco	ord series and type		
DR Submitted:	RFD 230			
JC Approval Number:	560784			

JC Approval Number:

560784

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		
Damaii:e <u>Type:</u>	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 5612	201	

DR Submitted:	DEPARTMENT OF RFID 282 A RFID 233	<u>RFD 250</u>	<u>RFD 279</u>
Carton tally:	<u>122</u> <u>10</u>	<u>4</u>	<u>1</u>

:

560784 560344 560784 561201

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

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

DR Submitted: Carton tally: JC Approval Number: RFD 247 1 560344

<u>Agency</u> Name:	WORKFORCE MANAGEMENT	
Agency Retention Schedule:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
Retention Schedule Number :	M100000-013	
Record Series Number:	0411-0000	
Record Series Name:	PERSONAL ACTION- NEW JERSEY DEPARTMENT OF PERSONNEL	
Retention Time:	06 YEARS AFTER TERMINATION	
Inclusive Years:	1966-2008	
Volume (Cubic Feet):	8.40 cf 1.2 cf Carton 7	
Damage Type:	Flood	
Other copies available?	N/A	
DR Submitted: Carton <u>tally:</u> JC Approval Number:	RFD 290 7 561201	
o approvar munoci.	001201	

Disposition

Destroyed

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

DR Submitted: Carton <u>tally:</u> JC Approval Number: RFD 290 7 561201

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

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

DR Submitted: Carton tally: JC Approval Number:

RFD 249 RFD 286 2 1 560344 564926

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

Disposition

Destroyed

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

DR Submitted: Carton tally: JC Approval Number: RFD 234 2 560344

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

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

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

Below is a summary of the RFOFs the the series and type DIVISION OF REVENUE AND ENTERPRISE SERVICES

IVISION OF REVENUE AND ENTERPRISE SERVICE RECORD MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

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

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

Below Is a summary of the RFD's to this fector d 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 221	
Carton tally:	1	
JC Approval Number:	95945	

Agency Name:	TAX COLLECTOR
Agency Retention Schedule :	MUNICIPAL TAX COLLECTOR
Retention Schedule Number:	M160000-003
Record Series Number:	0005 0000
Record Series Name:	DEEDS (COPY)
Retention Time:	AS UPDATED
<u>Inclusive Ye</u> ars:	1696-1927
<u>Volume (</u> Cubic Feet):	cf Ledger 6
Damage <u>Type:</u>	Flood
Other <u>copies</u> available?	N/A
Disposition	Destroyed
DR Submitted:	RFD 208 RFD 212
Carton <u>tally:</u>	5 1
JC <u>Approval</u> Number:	550342 550334

Below is a summary of the RFD's to this teed series and type DIVISION OF REVENUE AND ENTERPRISE SERVICES

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

A ency Name:	TAX COLLECTOR
Agency Retention Schedule :	MUNICIPAL TAX COLLECTOR
Retention Schedule Number :	M160000-003
Record Series Number:	0011-0000
<u>Record Series</u> Name:	LEDGER PAYMENTS
Retention Time:	06YEARS
Inclusive Years:	1861
<u>Volume (</u> Cubic Feet):	cf Ledger 1
Damage Type:	Flood
Other <u>copies</u> available?	N/A
Disposition	Destroyed
Below Is a summary of the DR Submitted:	RFD's for this record series and type RFD 213
Carton tally:	1
JC Approval Number:	550336

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

DEPARTMENT OF THE TREASURY Below is a summary rol the RFD's for this records eries and type

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

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

Agency Name:	TAX COLLECTOR
Agency Retention Schedule :	MUNICIPAL TAX COLLECTOR
Retention Schedule Number :	M160000-003
Record Series Number:	0031-0000
Record Series Name:	TAX REDEMPTION WORKSHEET
Retention Time:	06 YEARS AFTER SETTLEMENT
Inclusive Years:	BLANK BOOK
Volume (Cubic Feet):	cf Ledger 1
Damage Type:	Flood
Other copies available?	N/A
Disposition	Destroyed
Below is a summary of the R	RFD's for this record series and type
Carton tally:	1
JC Approval Number:	551388

Damaged Records Inventory RFD 223

DR Submitted:

Carton tally: JC Approval Number:

1 551388

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

Below is a summary of the RFOFs to File the televit series and type DR Submitted: DIVISION OF REVENUE REPORTED STORES RECORD MANAGEMENT SERVICES

Mailing: PO Box 66 I, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Ledger tally: JC Approval Number: 9 1 95943 560343

Agency Name:	REAL ESTATE
Agency Retention Schedule :	MUNICIPAL TAX COLLECTOR
	M460000 000
Retention Schedule Number :	M160000-003
Record Series Number:	0005-0000
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
Ledger tally:	1
JC Approval Number:	560341

Agency Name:	REAL ESTATE	
Agency Retention Schedule:	MUNICIPAL HOUSING AND DEVELOPMENT	
Retention Schedule Number:	M50000-002	
Record Series Number:	0250-0000	
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?	NIA	
Disposition	Destroyed	
Below Is a summary of the RFD's for this record series and type DR Submitted: RFD 274 RFD 179 RFD 178 RFD 229		

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

Carton tally:

DEPARTMENT OF THE TREASURY 33

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
o Chippi oval Lumber.	505520	01000/	010000	000010

Agency Name:	REAL ESTATE
A2ency Retention Schedule :	MUNICIPAL HOUSING AND DEVELOPMENT
Retention Schedule Number:	M500000-002
Record Series Number:	0250-0000
Record Series Name:	SOLD & REDEEMED PROPERTIES
Retention Time:	07 YEARS
Inclusive Years:	1886-1923
Volume (Cubic Feet):	cf Ledger 13
Damage Type:	Flood
Other <u>copies</u> available?	N/A
Disposition	Destroyed
Below is a summary of the RFD's	for this record series and type
DR Submitted:	RFD 206
Ledger tally:	13
JC <u>Approval</u> Number:	550325

A encyName:	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
	2000
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1
Damage Type:	Flood
Other copies available?	NIA
Disposition	Destroyed
y	D's for this record series and type
DR Submitted:	RFD 132
Carton Tally:	1
JC Approval Number:	545039

Agency Name:	CITY CLERK			
	MUNICIPAL AGENCIES GENERAL			
Agency Retention Schedule :	RECORDS RETENTION SCHEDULE			
Retention Schedule Number:	M100000-013			
Record Series Number:	0002-0000			
Record Series Name:	BANK STATEMENTS			
Retention Time:	06 YEARS			
Inclusive Years:	1979			
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1			
Damage Type:	Flood			
Other <u>copies</u> available?	NIA			
Disposition	Destroyed			
	,			
Below is a summary of the RFD's for this record series and type				
DR Submitted:	RFD 101			
JC Approval Number:	545040			

Carton tally:

DEPARTMENT OF THE TREASURY DIVISCON 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:

545041

Agency Name:	CITY CLERK			
	MUNICIPAL AGENCIES GENERAL			
Agency Retention Schedule :	RECORDS RETENTION SCHEDULE			
Retention Schedule Number :	M100000-013			
Record Series Number:	0004-0001			
Record Series Name:	CHECK FILE - CHECKS			
Retention Time:	06 YEARS			
Inclusive Years:	1963-2000			
Volume (Cubic Feel):	3.60 cf 1.2 cf Carton 3			
Dama e 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 218 RFD 156 RFD 267			
Carton Tally:	1 1 1			
JC Approval Number:	95942 546069 560784			

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

Below is a summary of the Rf DS for the 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

Damaged Records Inventory

Agency Name:

CITY CLERK

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

<u>Agency</u> Name:	CITY CLERK	
Agency Retention Schedule :	LOCAL BUILDING OF	FICE
Agency Retention Schedule .	LOCAL BOILDING OF	
Retention Schedule Number:	M100000-013	
Record Series Number:	0200-0001	
Record Series Name:	BUDGET FILE - INCLU	JDED IN MINUTES
Retention Time:	02 YEARS	
Inclusive Years:	2009	
Volume (Cubic Feet):	2.40 cf	1.2 cf Carton 2
Damage <u>Type:</u>	Flood	
Other <u>copies</u> 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	

Agency Name:	CITY CLERK	
Agency Retention Schedule:	LOCAL BUILDING OFFICE	
Agency Retention Schedule.		
Retention Schedule Number:	M100000-013	
Record Series Number:	0200-0005	
Record Series Name:	BUDGET FILE - COPY APPROVED BY GOVERNING BODY	
Retention Time:	02 YEARS	
Inclusive Years:	1970-2006	
Volume (Cubic Feet):	6.00 cf 1.2 cf Carton 5	
Damage <u>Type:</u>	Flood	
Other copies available?	N/A	
Disposition	Destroyed	
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 FOR 104 EASTOR 101 DIVIS[ON 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: JC Approval Number: 3 2 545040 546069

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	

Agency Name:	CITY CLERK	
		NCIES GENERAL
<u>Agency</u> Retention Schedule :	RECORDS RETE	NTION SCHEDULE
Detention Schedule Number .	M100000 012	
Retention Schedule Number :	M100000-013	
Record Series Number:	0302-0005	
Record Series Name:	BOND FILE - PER	RFORMANCE 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 recor	d 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 66l, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Agency Name:

CITY CLERK

JC <u>Approval</u> Number:

545040

Damaged Records Inventory

Agency Name:	CITY CLERK	
Ae;ency Retention Schedule :		NCIES GENERAL
Retention Schedule Number :	M100000-013	
Record Series Number:	0303-0001	
Record Series Name:		GREEMENTS AND GENERAL (ORIGINAL)
Retention Time:	06 YEARS	
Inclusive Years:	1908-2010	
Volume (Cubic Feet):	90.00 cf	1.2 cf Carton 75
Damage Type:	Flood	
Other copies available?	N/A	
Disposition	Destroyed	
Delewie e europeant of the DED's for this report earlies and type		

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

RFDEI62R RFIDE/1832 RFIDE/1838 RFD/108RFD 107DIVISION @F REVENDLE AND ENTERPRISE SERVICES 265RECORD MANAGEMENT SERVICES65Mailing: PO Box 661, Trenton, NJ 08618561Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618561

Damaged Records Inventory

<u>JC Approval Number: 546067 545072 550321 546067 545040 545040</u>

A2ency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0304-0002
Record Series Name:	VOUCHER/WARRANT, AND REQUISITION FILE (COPY)
Retention Time:	03 YEARS
Inclusive Years;	1984-2010
Volume (Cubic Feet):	3.60 d 1.2 cf Carton 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	
JC <u>Approval</u> Number:	546069 560340

DR Submitted: Carton Tally: DEPARTMENT ORFDE GREASORY 202 DIVISION OF REVENUE AND EXTERPRISE SERVICES RECORD MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

JC <u>Approval</u> Number:

546069 560340

A2ency Name:	CITY CLERK
Agency Retention Schedule:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0304-0003
Record Series Name:	PURCHASE ORDER FILE (ADDITIONAL COPY)
Retention Time:	01 YEARS
Inclusive Years:	1975-1995
Volume (Cubic Feet):	3.60 cf 1.2 cf Carton 3
Damage Type:	Flood
Other copies available?	NIA
Disposition	Destroyed
Below is a summary of the RFD's for this record series and type	
JC <u>Approval</u> Number:	545040

DR Submitted: DEPARTMENT OFREDE109EASURY 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 <u>Approval</u> Number:

545040

Agency Name:	CITY CLERK
	MUNICIPAL AGENCIES GENERAL
Agency Retention Schedule :	RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0307-0001
Record Series Name:	GRANT FILE - GENERAL APPROVED (ORIGINAL)
Retention Time:	06 YEARS AFTER TERMINATION OF GRANI
Inclusive Years:	1977-1995
Volume (Cubic Feet):	6.00 cf 1.2 cf Carton 5
Damage Type:	Flood
Other copies available?	NIA
Disposition	Destroyed
Below is a summary of the RFD-s for this record series and type JC <u>Approval</u> Number: 545040 546069	

DR Submitted:DEPARTMENT ORFDETRERSDR&5Carton talJy: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 <u>Approval</u> Number:

545040 546069

<u>Agency</u> Name:	CITY CLERK	
		NCIES GENERAL
Agency Retention Schedule :		NTION SCHEDULE
Agency Retention Schedule .	RECORDS RETE	NTION SCHEDULE
Retention Schedule Number:	M100000-013	
Record Series Number:	0309-0001	
Record Series Number:	0309-0001	
Record Series Name:	INVOICE FILE- II	NVOICES
Retention Time:	06 YEARS	
Retention Time.	00 TEARS	
loclusive Years:	1992	
Volume (Cubic Feet):	1.20 cf	1.2 cf Carton 1
Damage Type:	Flood	
Other <u>copies</u> available?	NIA	
Disposition	Destroyed	
	Destroyed	
Below is a summary of the	RFD's for this recor	d series and type
DR Submitted:	RFD 111	••
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

Damaged Records Inventory

JC Approval Number:

545040

Agency Name:	CITY CLERK	
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
Retention Schedule Number :	M100000-013	
Record Series Number:	0313-0003	
Record Series Name:	PAYROLL FILE - PAYROLL REGISTER (COPY)	
Retention Time:	03 YEARS	
Inclusive Years:	1981-2011	
Volume (Cubic Feet):	3.60 cf 1.2 cf Carton 3	
Damaie Type:	Flood	
Other <u>copies</u> available?	NIA	
Disposition	Destroyed	
Below is a summary of the RFD's for this record series and type		
JC Approval Number:	545040	

DR Submitted: Carton Tally: DEPARTMENT ORFIDIE 12REASURY OIVCSCON OF REVENUE AND ENTERPRISE SERVICES RECORD MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

JC Approval Number:

545040

Agency Name:	CITY CLERK	
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
Retention Schedule Number:	M100000-013	
Record Series Number:	0316-0001	
Record Series Name:	RECEIPTS (ORIGINAL)	
Retention Time:	06 YEARS	
Inclusive Years:	1986-2010	
Volume (Cubic Feet):	32.40 cf 1.2 cf Carton 27	
Damage Type:	Flood	
Other copies available?	NIA	
Disposition	Destroyed	
Balow 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	

Agency Name:	CITY CLERK
<u>Agency</u> Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number :	M100000-013
Record Series Number:	0316-0002
Record Series Name:	RECEIPTS (COPY)
Retention Time:	03 YEARS
Inclusive Years:	1975-2010
Volume (Cubic Feet):	28.80 cf 1.2 cf Carton 24
Damage Type:	Flood
Other copies available?	NIA
Disposition	Destroyed
DR Submitted: Carton tally:	RFD 113 24
JC <u>Approval</u> Number:	545040

Damaged Records Inventory

DR Submitted: Carton tally: JC <u>Approval</u> Number: RFD 113 24 545040

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number :	M100000-013
Record Series Number:	0318-0002
Record Series Name:	REQUISITION FILE (AGENCY COPY)
Retention Time:	03 YEARS
Inclusive Years:	1984-2003
Volume (Cubic Feet):	4.80 cf 1.2 cf Carton 4
Damage <u>Type:</u>	Flood
Other copies available?	NIA
Disposition	Destroyed
DR Submitted:	RFD 114
Carton tally: JC Approval Number:	4 545040

Below is a summary of the RFOFs the this teleord 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

Damaged Records Inventory

DR Submitted: Carton tally: JC Approval Number: RFD 114 4 545040

Agency Name:		CITY CLERK			
Agency Retention Schedule :				S GENERAL N SCHEDUL	
Retention Schedule Number:		M100000-0	13		
Record Series Number:		0319-0002			
Record Series Name:		SCHEDULI PAID	E OF VOUC	HERS AND E	BILLS
Retention Time:		06 YEARS			
Inclusive Years:		1953-2012			
Volume (Cubic Feet):		80.40	cf	1.2 cf Cartor	ı 67
Damage Type:		Flood			
Other copies available?		N/A			
Disposition		Destroyed			
<u>Carton tally:</u> JC Approval Number:	1 <u>95944</u>	<u>2</u> 546069	<u>28</u> 560340	<u>8</u> 545040	<u>28</u> 545072

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

 DR Submitted:
 DIVISION OF REKEDUZAN REDUTER PRISE 200 VIC RED 115
 RFD 146

 RECORD MANAGEMENT SERVICES
 RFD 146

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

<u>Carton tally:</u>	1	<u>2</u>	<u>28</u>	<u>8</u>	<u>28</u>
JC Approval Number:	<u>95944</u>	<u>546069</u>	<u>560340</u>	<u>545040</u>	<u>545072</u>

Agency Name:	CITY CLERK
<u>Agency</u> Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0416-0001
Record Series Name:	TIME RECORDS FILE (AGENCY ORIGINAL)
Retention Time:	06 YEARS
Inclusive Years:	1981-2009
Volume (Cubic Feet):	14.40 cf 1.2 cf Carton 12
Damage Type:	Flood
Other copies available?	NIA
Disposition	Destroyed
DR Submitted: Carton tally: JC <u>Approval</u> Number:	RFD 116 RFD 167 <u>11</u> 1 545040 546069

Below Is a summary of the RFD's the this teleord 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: Carton tally: JC <u>Approval</u> Number: RFD 116 RFD 167 11 1 545040 546069

Agency Name:	CITY CLERK	
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
Retention Schedule Number:	M100000-013	
Record Series Number:	0416-0002	
Record Series Name:	TIME RECORDS FILE (COPY)	
Retention Time:	01 YEARS	
Inclusive Years:	1974-2008	
Volume (Cubic Feet):	2.40 cf 1.2 cf Carton 2	
Damage Type:	Flood	
Other <u>copies</u> available?	NIA	
Disposition	Destroyed	
DR Submitted: Carton tally:	RFD 117 RFD 168	
JC <u>Approval</u> Number:	545040 546069	

Below is a summary of the RF OF stor the teel 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: Carton tally: JC <u>Approval</u> Number: **RFD 117 RFD 168** 1 545040 546069

Agency Name:	CITY CLERK
	MUNICIPAL AGENCIES GENERAL
Agency Retention Schedule :	RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Retention Schedule Number:	M100000-013
Record Series Number:	0422-0001
	SALARY RANGE FILE - REQUEST FOR
	CANCELLATION OR AMENDMENT, SALARY
Record Series Name:	RANGES AND ORDINANCES
Retention Time:	01 YEARS
Inclusive Years:	1983-1984
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1
Damage <u>Type:</u>	Flood
Other copies available?	NIA
Below is a summary of the RI	FD's for this record series and type
DR Submitted:	RFD 118
Carton tally:	1
JC <u>Approval</u> Number:	545040

Disposition

Destroyed

Below is a summary of the RFD's for this record series and typeDR Submitted:RFD 118Carton tally:1JC Approval Number:545040

AL JLE
RANGES
on 4

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	

Agency Name:	CITY CLERK	
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
Retention Schedule Number:	M100000-013	
Record Series Number:	0501-0002	
Record Series Name:	AGENDA COPY	
Retention Time:	00 PERIODIC REVIEW	
Inclusive Years:	1984	
Volume <u>(Cubic</u> Feet):	1.20 cf 1.2 cf Carton 1	
Damage Type:	Flood	
Other copies available?	N/A	
Disposition	Destroyed	
DR Submitted: Carton tally:	RFD 169 1	
JC Approval Number:	546069	

Below is a summary of The RFDF stor This Ascend 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: Carton tally: JC Approval Number: RFD 170 1 546069

Agency Name:	CITY CLERK
<u>Agency</u> Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0501-0003
Record Series Name:	PUBLIC NOTICES
Retention Time:	01 YEARS
InclUBive Years:	2005-2010
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1
Damage Type:	Flood
Other copies available?	N/A
Disposition	Destroyed
DR Submitted:	RFD 171
Carton tally: JC Approval Number:	<u> </u>

Below is a summary of the RFD's for this record aeries 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: Carton tally: JC Approval Number: RFD 172 1 546069

Agency Name:	CITY CLERK	
Agency Retention Schedule:	MUNICIPAL AGENCIES GENE RECORDS RETENTION SCHEI	
Retention Schedule Number:	M100000-013	
Record Series Number:)503-0001	
Record Series Name:	CORRESPONDENCE-GENERA EXTERNAL	AL
Retention Time:	03 YEARS	
Inclusive Years:	1945-2011	
Volume (Cubic Feet):	38.40 cf 1.2 cf Ca	arton 32
Damage Type:	Flood	
Other copies available?	NIA	
Disposition	Destroyed	
<u>Carton Tally:</u> JC Approval Number:	1 <u>20 2 8</u> 561200 <u>545040 545072 54606</u>	1 <u>9 560340</u>

Below is a summary of the RFD of the the Asterord series and type DR Submitted: DIVISION OF RE VED US AND FORTER PRISE SERVICES RECORD MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08618

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

<u>Carton Tally:</u>	1	<u>20</u>	<u>2</u>	<u>8</u>	1
JC Approval Number:	<u>561200</u>	<u>545040</u>	<u>545072</u>	<u>546069</u>	<u>560340</u>

Agency Name:	CITY CLERK
<u>Agency</u> Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number :	M100000-013
Record Series Number:	0503-0002
Record Series Name:	CORRESPONDENCE - ADMINISTRATIVE INTERNAL
Retention Time:	00 PERIODIC REVIEW
Inclusive Years:	1961-2006
Volume (Cubic Feet):	26.40 cf 1.2 cf Carton 22
Damage Type:	Flood
Other <u>copies</u> available?	N/A
Disposition	Destroyed
Below is a summary of the F DR Submitted:	RFD's for this record series and type RFD 121 RFD 172 RFD 121
Carton tally:	19 2 1
IC Approval Number	545040 546069 545040

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0504-0002
Record Series Name:	EXECUTIVE ADMINISTRATIVE SUBJECT FILE - NON-POLICY-SETTING
Retention Time:	04 YEARS
Inclusive Years:	1972-2010
Volume (Cubic Feet):	2.40 cf 1.2 cf Carton 2
Damage Type:	Flood
Other copies available?	NIA
Disposition DR Submitted:	Destroyed RFD 122
Carton tally: JC Approval Number:	<u>2</u> 545040

DEPARTMENT OF THE TREASURY Below is DISLIMONARY ROTVINGURADID FORTHREASE and type RECORD MANAGEMENT SERVICES

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

DR Submitted: Carton tally: JC Approval Number: RFD 122 2 545040

Agency Name:	CITY CLERK
Agency Retention Schedule:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0508-0002
Record Series Name:	MINUTES (COPY)
Retention Time:	00YEARS
Inclusive Years:	1995
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1
Damage <u>Type:</u>	Flood
Other <u>copies</u> available?	N/A
Disposition	Destroyed
DR Submitted:	RFD 124
Carton tally:	1
JC Approval Number:	545040

Below is a summary of the RFDFs for this feederd 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

Damaged Records Inventory

DR Submitted: Carton tally: JC Approval Number: RFD 124 1 545040

Agency Name:	CITY CLERK
Agency Retention Schedule:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0511-0000
Record Series Name:	RECORDS OF PUBLIC MEETINGS-PUBLIC OFFICIALS AUDIONIDEO (ANALOG & DIGITAL)
Retention Time:	80 DAYS
Inclusive Years:	1986-2000
Volume (Cubic Feet):	30.00 cf 1.2 cf Carton 25
Damage Type:	Flood
Other copies available?	N/A
Disposition	Destroyed
Carton tally:	23 2
JC <u>Approval</u> Number:	545040 546069

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

Damaged Records Inventory

Carton tally: JC <u>Approval</u> Number: 23 2 545040 546069

Agency Name:	CITY CLERK	
<u>Agency</u> Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
Retention Schedule Number :	M100000-013	
Record Series Number:	0515-0001	
Record Series Name:	REFERENCE MAT	ERIAL
Retention Time:	00 PERIODIC REV	ΊEW
Inclusive Years:	1949-2011	
Volume (Cubic Feet):	19.20 cf	1.2 cf Carton 16
Dama2e Type:	Flood	
Other copies available?	NIA	
Disposition	Destroyed	
Balow is a summary of the	RFD'a for this record	I series and type
DR Submitted:	RFD 126 RFD 17	
JC Approval Number:	545040 54606	9

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

Damaged Records Inventory

JC <u>Approval</u> Number:

545040 546069

Agency Name:	CITY CLERK
Agency Retention Schedule:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number :	M100000-013
Record Series Number:	0517-0001
Record Series Name:	OPEN PUBLIC RECORDS ACT (OPRA) FILE REQUEST FORM WITH FEE.
Retention Time:	06 YEARS
Inclusive Years:	2000-2012
Volume (Cubic Feet):	20.40 cf 1.2 cf Carton 17
Damage Type:	Flood
Other <u>copies</u> available?	NIA
Disposition	Destroyed
Below is a summary o	f the RFD's for this record series and type
DR Submitted:	RFD 127 RFD 155 RFD 227
Carton tally:	1 9 7
JC Approval Number:	545040 545072 560340

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0517-0002
Record Series Name:	OPEN PUBLIC RECORDS ACT (OPRA) REQUEST WITHOUT FEE
Retention Time:	03 YEARS
Inclusive Years:	2004-2005
Volume (Cubic Feet):	3.60 cf 1.2 cf Carton 3
Damage Type:	Flood
Other copies available?	NIA
Disposition	Destroyed
DR Submitted:	RFD 176
Carton tally:	3
JC <u>Approval</u> Number:	546069

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

DR Submitted: Carton tally: JC <u>Approval</u> Number: RFD 176 3 546069

Agency Name:	CITY CLERK	
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
Retention Schedule Number :	M100000-013	
Record Series Number:	0609-0002	
Record Series Name:	MUNICIPAL CODE BOOK (COPY)	
Retention Time:	00 PERIODIC REVIEW	
Inclusive Years:	1991-1995	
Volume (Cubic Feet):	2.40 cf 1.2 cf Carton 2	
Damage Type:	Flood	
Other copies available?	N/A	
Disposition	Destroyed	
DR Submitted: Carton tally:	RFD 128 2	
JC <u>Approval</u> Number:	545040	

DR Submitted: Carton tally: JC <u>Approval</u> Number: RFD 128 2 545040

Agency Name:	CITY CLERK
<u>Agenty</u> Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number :	M100000-013
Record Series Number:	0609-0004
Record Series Name:	MUNICIPAL CODE BOOK - SUPPLEMENT (COPY)
Retention Time:	00 PERIODIC REVIEW
Inclusive Years:	1996-2007
Volume (Cubic Feet):	8.40 cf 1.2 cf Carton 7
Damage Type:	Flood
Other <u>copies</u> available?	N/A
Disposition	Destroyed
DR Submitted:	RFD 129 RFD 238
Carton tally:	3 4
JC Approval Number:	545040 560783

DEPARTMENT OF THE TREASURY Below islats this response of the treasury RECORD MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08618

DR Submitted:
Carton tally:
JC Approval Number:

RFD 129 RFD 238 3 4 545040 560783

Agency Name:	CITY CLERK
Agency Retention Schedule ;	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0702-0002
Record Series Name:	REPORT FILE ANNUAL REPORT (COPY)
Retention Time:	00 YEARS
Inclusive Years:	1983-1993
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1
Damage Type:	Flood
Other copies available?	N/A
Disposition	Destroyed
DR Submitted: Carton tally:	RFD 130
JC <u>Approval</u> Number:	545040

Below is a summary of the TRE TOPS THE TREASUBILITY of the TREASUBILITY of the transmission of revenue and enterprise services

RECORD MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08618

DR Submitted: Carton tally: JC <u>Approval</u> Number: RFD 130 1 545040

Agency Name:	CITY CLERK
Agency Retention Schedule:	MUNICIPAL CLERK SCHEDULE
Retention Schedule Number:	M200000-009
Record Series Number:	0030-0000
	GOVERNING BODY MEETING WORK
	PAPERS AND SUPPORTING DOCUMENTATION - MUNICIPAL CLERK
Record Series Name:	NOTES
Retention Time:	00 PERIODIC REVIEW
Ketention Time.	
Inclusive Yean:	1980-2009
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1
Damaee Type:	Flood
Dumuee 1990	
Other <u>copies</u> available?	NIA
Disposition	Destroyed
Bolow is a summary o	of the RFD's for this record series and type
DR Submitted:	RFD 160
Carton tally:	1
JC Approval Number:	546070

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 - LIVERY, TAXI, TOW TRUCK &WRECKER
Retention Time:	03 YEARS
Inclusive Years:	1951-1994
Volume (Cubic Feet):	9.60 cf 1.2 cf Carton 8
Damage Type:	Flood
Other copies available?	N/A
Disposition	Destroyed
Carton tally:	8
JC Approval Number:	545037

Carton tally: JC <u>Approval</u> Number: 8 545037

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL CLERK SCHEDULE
Retention Schedule Number:	M200000-009
Record Series Number:	0006-0001
Record Series Number:	0000-0001
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 <u>Type:</u>	Flood
Other <u>copies</u> available?	N/A
Disposition	Destroyed
Below is a summary of	the RFD's for this record series and type
DR Submitted:	<u>RFD 157</u> <u>RFD 158</u> <u>RFD 135</u> <u>RFD 134</u>
Carton tally:	<u>5 12</u> 1 <u>43</u>
JC Approval Number:	<u>546070 546070 545037 545037</u>

Agency Name:	CITY CLERK	
Agency Retention Schedule :	MUNICIPAL CLERK SCHEDULE	
Retention Schedule Number:	M20000-009	
Record Series Number:	0006-0009	
Record Series Name:	PETITION - REFERENDUM AND REPEAL	
Retention Time:	05 YEARS AFTER SUBMISSION	
Inclusive Yean:	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 fally:	ŷ	

Carton tally:	9	
JC Approval Number:	545037	

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL CLERK SCHEDULE
Retention Schedule Number:	M200000-009
Record Series Number:	0011-0002
Record Series Name:	OR NANCEFILE-ORmNANCEBOOK (COPY)
Retention Time:	00 PERIODIC REVIEW
Inclusive Years:	1981-1988
Volume (Cubic Feet):	2.40 cf 1.2 cf Carton 2
Damage Type:	Flood
Other copies available?	N/A
Disposition	Destroyed
DR Submitted:	RFD 136
Carton tally:	2
JC Approval Number:	545037

Below is a summary of the RF DFs TOF this feedral 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

Damaged Records Inventory

Agency Name:

CITY CLERK

DR Submitted: Carton tally: JC Approval Number: RFD 136 2 545037

Agency Name:	CITY CLERK
Agency Retention Schedule:	MUNICIPAL CLERK SCHEDULE
Retention Schedule Number :	M200000-009
Record Series Number:	0012-0002
Record Series Name:	
Record Series Name:	RESOLUTION FILE (COPY)
Retention Time:	00 PERIODIC REVIEW
Retention Time.	
Inclusive Years:	1981-2006
Volume (Cubic Feet):	4.80 cf 1.2 cf Carton 4
Damage Type:	Flood
Damage Type.	11000
Other copies available?	NIA
Disposition	Destroyed
	D's for this record series and type
DR Submitted:	RFD 137
Carton tally:	4
JC <u>Approval</u> Number:	545037

Damaged Records Inventory

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL CLERK SCHEDULE
Retention Schedule Number:	M20000-009
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 RF	D'a for this record series and type
DR Submitted:	RFD 138 RFD 248 RFD 150
Carton tally:	21 5 4
JC Approval Number:	545037 560342 545037

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:	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	
<u>Damage Type:</u>	Flood	
Other <u>copies</u> 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 <u>Tally:</u>	8	
JC <u>Approval</u> Number:	545037	

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL CLERK SCHEDULE
Retention Schedule Number:	M200000-009
Record Series Number:	0019-0002
Record Series Name:	SEARCH FILE - WORKPAPERS SPECIAL IMPROVEMENT DISTRICT AND LOCAL MUNICIPAL IMPROVEMENT.
Retention Time:	07 YEARS
Inclusive Years:	1991-2010
Volume (Cubic Feet):	30.00 cf 1.2 cf Carton 25
Damage Type:	Flood
Other <u>conies</u> available?	N/A
Disposition	Destroyed
Below is a summary of the	e RFD's for this record series and type
DR Submitted:	RFD 140 RFD 228
JC Approval Number:	545037 560342

Carton tally:

DEPARTMENT OF THEATREASURY

JC Approval Number:

545037 560342

DEPARTMENT OF THE TREASURY

DIVIS[ON OF REVENUE AND ENTERPRISE SERV[CES RECORD MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Agency Name:	CITY CLERK
Agency Retention Schedule:	MUNICIPAL CLERK SCHEDULE
Agency Actention Schedule.	
Retention Schedule Number :	M200000-009
Record Series Number:	0019-0003
	SEARCH FILE - CERTIFICATE LIABILITY
	FOR ASSESSMENT FOR MUNICIPAL
Record Series Name:	IMPROVEMENT (ASSESSMENT SEARCH)
Retention Time:	07 YEARS
Actention Thire.	
Inclusive Years:	1954-1995
Volume (Cubic Feet):	55.20 cf 1.2 cf Carton 46
Volume (Cubic Feet).	
Damage Type:	Flood
Other copies available?	N/A
Disposition	Destroyed
,	D's for this record series and type
DR Submitted:	RFD 141
Carton Tally:	46
JC <u>Approval</u> Number:	545037

DEPARTMENT OF THE TREASURY

DIVISION OF REVENUE AND ENTERPRISE SERV[CES RECORD MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Agency Name:	CITY CLERK
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 <u>Type:</u>	Flood
Other <u>copies</u> available?	NIA
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

Disposition

DEPARTMENT OF THE TREASURY Destroyed

DIVISION OF REVENUE AND ENTERPRISE SERV[CES 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

Agency Name:	CITY CLERK	CITY CLERK		
Aiency Retention Schedule :	MUNICIPAL CLEF	RK SCHEDULE		
Retention Schedule Number :	M200000-009			
Record Series Number:	0020-0000			
Record Series Name:	FINANCIAL AND PERSONNEL DISCLOSURE STATEMENTS			
Retention Time:	06 YEARS			
Inclusive Years:	2006			
Volume (Cubic Feet):	1.20 cf	1.2 cf Carton 1		
<u>Damage</u> Type:	Flood			
Other copies available?	NIA			
Disposition DR Submitted:	Destroyed RFD 142			
Carton <u>tally:</u>	1			
JC Approval Number:	545072			

DEPARTMENT OF THE TREASURY Below is a summary of the RFD'S for the RECORD MANAGEMENT SERVICES

DR Submitted:	RFD 142	
Carton <u>tally:</u>	1	
JC Approval Number:	545072	

Agency Name:	CITY CLERK		
<u>Agency</u> Retention Schedule :	MUNICIPAL CLERK SCHEDULE		
Retention Schedule Number:	M200000-009		
Record Series Number:	0021-0000		
Record Series Name:	RENTAL REGISTRATION FILE		
Retention Time:	06 YEARS		
Inclusive Years:	1954-1982		
Volume (Cubic Feet):	22.80 cf 1.2 cf Carton 19		
Damage Type:	Flood		
Damage Type.	1000		
Other copies available?	N/A		
Disposition	Destroyed		
Below is a summary of the RFI DR Submitted:	D's for this record series and type RFD 159 RFD 144 RFD 143		
Carton <u>tally:</u>	1 17 1		
JC Approval Number:	546070 545037 545037		

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			
DR Submitted: Carton tally:	RFD's for this record series and type <u>RFD 145</u> <u>RFD 151</u> <u>RFD 160</u> <u>RFD 102</u> <u>8</u> <u>101</u> <u>2</u> <u>1</u> 545027 <u>545027</u> <u>545040</u>			
JC Approval Number:	545037 545037 546070 545040			

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL HEALTH DEPARTMENT
Agency Retention Schedule .	MONICIPALITEALITEDEPARTMENT
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 ia a summary of the RF	D•s for this record series and type
DR Submitted:	RFD 147
Carton tally:	9
JC Approval Number:	545065

Agency Name:	CITY CLERK	
	PLANNING/ZONING BOARDS OF	
Agency Retention Schedule:	ASSESSMENTS	
Detertion Schedule Number	M140000 004	
Retention Schedule Number:	M140000-004	
Record Series Number:	0020-0001	
	VARIANCE APPLICATION CASE FILE/	
	ZONING BOARD OF ADJUSTMENT CASE	
Record Series Name:	FILE • APPROVED (COPY)	
Retention Time:	DO PERIODIC REVIEW	
Inclusive Years:	1970-1980	
Volume (Cubic Feet):	4.80 cf 1.2 cf Carton 4	
volume (Cubic Feet).	4.00 Ci 1.2 Ci Carton 4	
Damage Type:	Flood	
Other copies available?	N/A	
Disposition	Destroyed	
	DEDIa for this record covide and the	_
	RFD's for this record series and type	3
DR Submitted:	RFD 131	
Carton Tally:	4	
JC Approval Number:	545041	

<u>A2ency</u> Name:	CITY CLERK		
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
Retention Schedule Number :	M100000-013		
Record Series Number:	0004-0002		
Record Series Name:	CHECK REGISTER		
Retention Time:	06 YEARS		
Inclusive Years:	1956-1967		
Volume (Cubic Feet):	cf	Ledger 2	
Damage Type:	Flood		
Other <u>copies</u> available?	NIA		
Disposition	Destroyed		
Ledger tally:	2		
JC <u>Approval</u> Number:	550322		

Below is a summary of the RF DFs top This Accord series and type DR Submitted: DIVISION OF REVENUE ANRED TEXPRISE SERVICES RECORD MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Ledger tally:	2	
JC <u>Approval</u> Number:	550322	

Agency Name:	CITY CLERK		
Agency Retention Schedule :	MUNICIPAL AGENCIE RECORDS RETENTIO		
Retention Schedule Number :	M100000-013		
Record Series Number:	0005-0000		
<u>Record Series Na</u> me:	DEPOSIT SLIPS		
Retention Time:	06 YEARS		
Inclusive Years:	1955-1995		
Volume (Cubic Feet):	cf	Ledger 41	
Damage <u>Type:</u>	Flood		
Other <u>copies</u> available?	NIA		
Disposition	Destroyed		
Ledger tally:	41		
JC Approval Number:	550324		

Below is a summary of TME REDISTOF the feedbal series and type DR Submitted: DIVISION OF REVENUE AND THE PRISE SERVICES RECORD MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Ledger tally:	41	
JC Approval Number:	550324	

Agency Name:	CITY CLERK		
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
Retention Schedule Number :	M100000-013		
Record Series Number:	0101-0000		
Record Series Name:	DAILY CASH JOURNALS		
Retention Time:	06 YEARS		
Inclusive Years:	1913-1986		
<u>Volume (</u> Cubic Feet):	cf Ledger 17		
Damage Type:	Flood		
Other copies available?	N/A		
Disposition	Destroyed		
Below Is a summary of the RfI Ledger tally: JC Approval Number:	D's for this record aeries and type $\frac{2}{550340}$ $\frac{14}{550340}$		
	550540 550540 550540		

Ledger tally:	2	1	14	
JC Approval Number:	550340	550340	550340	

Agency Name:	CITY CLERK	CITY CLERK		
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE			
Retention Schedule Number :	M100000-013			
Record Series Number:	0102-0002			
Record Series Name:	JOURNAL/LEDGER- SUBSIDIARY			
Retention Time:	06 YEARS			
Inclusive Years:	1984	_		
Volume (Cubic Feet):	cf	Ledger 1		
Damage Type:	Flood			
Other <u>copies</u> available?	N/A			
Disposition	Destroyed			
Lede;er <u>tally:</u>	1			
JC Approval Number:	550323			

Below is a summary of the Rf D's for this record series and type DR Submitted: RFD 188

Lede;er <u>tally:</u>	1	
JC Approval Number:	550323	

Agency Name:	CITY CLERK		
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
Retention Schedule Number :	M100000-013		
Record Series Number:	0313-0003		
Record Series Name:	PAYROLL FILE- PAYROLL REGISTER (COPY)		
Retention Time:	03 YEARS		
Inclusive Years:	1969-1980		
Volume (Cubic Feet):	cf Ledger 2		
Damage Type:	Flood		
Other <u>copies</u> available?	N/A		
Disposition	Destroyed		
Ledger tally:	2		
JC <u>Approval</u> Number:	550341		

Below is a summary of the RFD'a for this record series and type DR Submitted: RFD 189

Ledger tally:	2	
JC Approval Number:	550341	

Agency Name:	CITY CLERK		
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
Retention Schedule Number :	M100000-013		
Record Series Number:	0316-0001		
Record Series Name:	_RECEIPTS (ORIGINAL)		
Retention Time:	06 YEARS		
Inclusive Years:	1942-1954		
<u>Volume (</u> 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			
Ledger tally:	3		
JC <u>Approval</u> Number:	550349		

DR Submitted:

RFD 190

Ledger tally:	3	
JC Approval Number:	550349	

<u>Agency</u> Name:	CITY CLERK		
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
Retention Schedule Number :	M100000-013		
Record Series Number:	0316-0002		
Record Series Name:	RECEIPTS (COPY)		
Retention Time:	03 YEARS		
Inclusive Years:	1896		
Volume (Cubic Feet):	cf	Ledger 1	
<u>Damage</u> Type:	Flood		
Other <u>copies</u> available?	N/A		
Disposition	Destroyed		
Ledger tally:	1		
JC <u>Approval</u> Number:	550349		

Below Is a summary of the RFD's for this feedord series and type DR Submitted: DIVISION OF REVENUE AN RED TO REVICES RECORD MANAGEMENT SERVICES

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

Ledger tally:	1	
JC Approval Number:	550349	

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:	1948-1977		
Volume (Cubic Feet):	cf Ledger 10		
Damage Type:	Flood		
Other copies available?	N/A		
Disposition	Destroyed		
Ledger tally:	10		
JC <u>Approval</u> Number:	550343		

DEPARTMENT OF THE TREASURY Below is DAVSIAN ANY ROTVING RAD'S FOTTHER RECORD SAN ANY ROTVING RECORD MANAGER FOR SERVICES Mailing: PO Box 661, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Ledger tally:	10	
JC Approval Number:	550343	

Agency Name:	CITY CLERK
	MUNICIPAL AGENCIES GENERAL
Agency Retention Schedule :	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 th	he RFD's for this record series and type $10 3 4 1$
	<u>550370</u> <u>550370</u> <u>550370</u> <u>550370</u>
<u>JC Approval Number:</u>	<u>550370 550370 550370 550370</u>

DR Submitted:

DEPARTMENT OR REDEIGRERED ROOM RED 193 RED 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:	<u>10</u>	<u>3</u>	<u>4</u>	1
JC Approval Number:	<u>550370</u>	<u>550370</u>	<u>550370</u>	<u>550370</u>

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 Ledger tally:	Rf D's for this record series and type	
JC <u>Approval</u> Number:	550369	

DR Submitted:

DEPARTMENT ORFHE198 EASURY 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	

Agency Name:	CITY CLERK	
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
Retention Schedule Number:	M100000-013	
Record Series Number:	0701-0002	
Record Series Name:	PUBLICATIONS	
Retention Time:	00 PERIODIC REVIEW	
Inclusive Years:	1709-1887	
Volume (Cubic Feet):	cf Ledger 2	
Damage Type:	Flood	
Other copies available?	N/A	
Disposition	Destroyed	
Below is a summary of the RFI	D's for this record series and type	
JC <u>Approval</u> Number:	550361	

DR Submitted:

DEPARTMENT ORFDEGSEASURY 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	

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 <u>Ledger</u> 1	
Damaee Type:	Flood	
Other copies available?	N/A	
Disposition	Destroyed	
Below is a summary o	f the RFD's for this record series and type	x
DR Submitted:	RFD 196	Ŧ
Ledger tally:	1	
JC Approval Number:	550360	

Agenc.:y Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL CLERK SCHEDULE
Retention Schedule Number :	M200000-009
Record Series Number:	0003-0008
Record Series Name:	LICENSE FILE- MERCANTILETOURISM
Retention Time:	03 YEARS
Inclusive Years:	1933-1948
Volume (Cubic Feet):	cf Ledger 1
Damage Type:	Flood
Other <u>copies</u> available?	N/A
Disposition	Destroyed
	D's for this record series and type RFD 197

Ledger Tally:	1	
JC Approval Number:	550367	

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 <u>copies</u> 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	

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 Yean:	1961-1973	
Volume (Cubic Feet):	cf Ledger	6
Damage Type:	Flood	
Other copies available?	N/A	
Disposition	Destroyed	
Below Is a summarv of	f the RFD's for this record series and typ	е
DR Submitted:	RFD 203	
Led2er tally:	6	
JC Approval Number:	550351	

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?	NIA
Disposition	Destroyed
Below is a summary of the RFI	D's for this record series and type
T	1 7

Ledger tally:	1	7
JC Approval Number:	550455	550455

Damaged Records Inventory

Agency Name: DR Submitted: CITY CLERK RFD 200 RFD 199

Ledger tally:	1	7	
JC Approval Number:	550455	550455	

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:	1886-1972		
VoJume (Cubic Feet):	cf Ledger 4		
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 202 RFD 201		
Ledger taJly:	1 3		
JC Approval Number:	550339 550339		

Agency Name:	CITY CLERK DPW		
Agency Retention Schedule:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
Retention Schedule Number:	M100000-013		
Record Series Number:	0416-0001		
Record Series Name:	TIME RECORDS FILE (AGENCY ORIGINAL)		
Retention Time:	06 YEARS		
Inclusive Years:	1949		
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			
Ledger tally:	1		
,JC Approval Number:	550320		

OR Submitted:

DEPARTMENT OF FOR EASURY

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: ,JC Approval Number:

Agency Name:	PURCHASING			
A(!ency Retention Schedule :		MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
Retention Schedule Number :	M100000013			
Record Series Number:	0102-0002	0102-0002		
Record Series Name:	JOURNAL/LEDGER	JOURNAL/LEDGER- SUBSIDIARY		
Retention Time:	06 YEARS			
Inclusive Years:	1964-1966			
Volume (Cubic Feet):	cf	Ledger 1		
Damage <u>Type:</u>	Flood			
Other copies available?	N/A			
Disposition	Destroyed			
Ledger tally:	1			
JC <u>Approval</u> Number:	560340			

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

Damaged Records Inventory

Ledger tally: JC <u>Approval</u> Number:

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 O 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

A,?eocy Name:	WORKFORCE MANAGEMENT		
	MUNICIPAL AGENCIES GENERAL		
Agency Retention Schedule:	RECORDS RETENTION SCHEDULE		
Retention Schedule Number:	M100000-013		
Record Series Number:	0403-0000		
Record Series Name:	STATE EMPLOYEE SERVICE RECORD		
Retention Time:	60YEARS		
Inclusive Years:			
inclusive i curs.			
Volume (Cubic Feet):	72.00 cf 1.2 cf Carton 60		
volume (Cubie Tete).			
Damage <u>Type:</u>	Flood		
Damage <u>Type</u>	11000		
Other copies available?	NIA		
	Located in DR warehouse waiting on JC		
Disposition	destruction approval Number		
Carton tally:	60		
JC Approval Number:			

DEPARTMENT OF THE TREASURY Below is promotive the BEAR'S ENT This records and type DR Submitted: RECORD MANAGERER 28 SERVICES

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

Damaged Records Inventory

Carton tally:

60

JC Approval Number:

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 Yean:			
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 REDED

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: JC Approval Number:

Agency Name:	TAX COLLECTOR		
Aiency Retention Schedule :	MUNICIPAL TAX COLLECTOR		
And the second s			
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:			

Damaged Records Inventory

Agency Name:	TAX COLLECTOR
DR Submitted:	RFD 272

Carton tally: JC Approval Number:

Damaged Records Inventory

Agency Name:	TAX COLLECTOR		
A ency 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 <u>Approval</u> Number:

DEPARTMENT OF THE TREASURY Below is BISHING AFTER THE FARD ON THE SUBJECT SERVICES AND THE SUBJECT OF THE TREASURY DR Submitted: RECORD MANA REPLICATE 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

JC Approval Number:

Agency Name:	TAX COLLECTOR			
Agency Retention Schedule :	MUNICIPAL TAX COLLECTOR			
Retention Schedule Number :	M160000-003			
Record Series Number:	0024-0000			
	TAX SALE CERTIFICATES (COPY) AND			
Record Serles Name:	REGISTER			
Retention Time:	PERM			
Inclusive Years:	1910			
Volume (Cubic Feet):	cf Ledger 1			
Damage Type:	Flood			
	N/A			
Other copies available?	N/A			
Disposition	Located in DR warehouse waiting on JC			
Disposition	destruction approval Number			
Below Is a summary of the RFD's for this record series and type Carton tally:				
JC Approval Number:				

DR Submitted:

DEPARTMENT RED HOSTREASURY

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: JC <u>Approval</u> Number:

Agency Name:	TAX COLLECTOR		
Agency Retention Schedule :	MUNICIPAL TAX COLLECTOR		
Retention Schedule Number :	M160000-003		
Record Series Numher:	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 <u>tally:</u>	11		
JC Approval Number:			

DR Submitted:

DEPARTMENT REDERATREASURY

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 <u>tally:</u> JC Approval Number:

Damaged Records Inventory

Agency Name:	RISK MANAGEMENT		
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE		
Retention Schedule Number :	M100000-013		
Record Series Number:	0400-0000		
Record Series Name:	ACCIDENT REPORT-EMPLOYEE		
Retention Time:	06 YEARS AFTER FINAL PAY/SETTLEMENT		
Inclusive Years:	2006-2007		
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1		
Damage Type:	Flood		
Other copies available?	NIA		
Disposition	Located In DR warehouse waiting on JC destruction approval Number		
<u>Ledger</u> tally:			

JC Approval Number:

DEPARTMENT OF THE TREASURY Below Is a summary of the READ for this resort services and type DR Submitted: RECORD MAN REPART SERVICES

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

Damaged Records Inventory

Ledger tally: JC <u>Approval</u> Number:

Damaged Records Inventory

Agency Name:	RISK MANAGEMENT	
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	
Retention Schedule Number:	M100000-013	
Record Series Number:	0508-0001	
Record Series Name:	MINUTES (ORIGINAL)	
Retention Time:	PERM	
Inclusive Years:	2007-2009	
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	
Ledger tally:	1	

Ledger tally: JC <u>Approval</u> Number:

DEPARTMENT OF THE TREASURY Below Is BISHOM BING THE READ S FOR THE RECORD SHOW BE AND STREET RECORD MANRGEMENT SERVICES DR Submitted:

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

Damaged Records Inventory

Ledger tally:

1

JC Approval Number:

Agency Name:	REAL ESTATE	
Agency Retention Schedule :	MUNICIPAL HOUSING AND DEVELOPMENT	
Retention Schedule Number:	M50000-002	
Record Series Number:	0250-0000	
Record Series Name:	SOLD & REDEEMED PROPERTIES	
Retention Time:	07 YEARS	
Inclusive Years:	1955-2012	
Volume (Cubic Feet):	4.8 cf 1.2 Cartons 4	
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: 4		
JC <u>Approval</u> Number:		

DR Submitted:

DEPARTMENT OF THEFT PROBSURY

DIVIS[ON 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: JC <u>Approval</u> Number:

Damaged Records Inventory

Agency Name:	REAL ESTATE		
Agency Retention Schedule :	MUNICIPAL HOUSING AND DEVELOPMENT		
Detertion Schedule Number .	M50000 002		
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		
Balow is a summary of the RFD'a	for this record seri	es and type	
Carton <u>tally:</u>	19		

JC Approval Number:

Carton <u>tally:</u> JC <u>Approval</u> Number:

Agency Name:	REAL ESTATE
Agency Retention Schedule :	MUNICIPAL HOUSING AND DEVELOPMENT
Retention Schedule Number :	M50000-002
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 <u>Type:</u>	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 THEFT 276SURY 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: JC Approval Number:

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number :	M 100000-013
Record Series Number:	0200-0002
Record Series Name:	BUDGET FILE - NOT INCLUDED IN MINUTES
Retention Time:	PERM
Inclusive Years:	1951-2005
Volume (Cubic Feet):	34.80 cf 1.2 cf Carton 29
Damage <u>Type:</u>	Flood
Other copies available?	NIA
Disposition	Located In DR warehouse waiting on JC destruction approval Number
Carton Tally:	29
JC <u>Approval</u> Number:	

Below is a summary of the RFD's for the Superior series and type DR Submitted: RECORD MANAGEMENT SERVICES

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

Damaged Records Inventory

Carton Tally: JC <u>Approval</u> Number:

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0300-0001
Record Series Name:	AUDIT REPORT FILE - AUDIT REPORT (AGENCY ORIGINAL)
Retention Time:	PERM
Inclusive Years:	1924-1996
Volume (Cubic Feet):	25.20 cf 1.2 cf Carton 21
Damage Type:	Flood
Other copies available?	N/A
Disposition	Located in OR warehouse waiting on JC destruction approval Number
Carton <u>Tally:</u>	21
JC <u>Approval</u> Number:	

Below is a summary of the RFD^{OF} THE TREASURE of series and type 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

Carton <u>Tally:</u> JC <u>Approval</u> Number:

Attency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0504-0001
Record Series Name:	EXECUTIVE ADMINISTRATIVE SUBJECT FILE- POLICY-SETTING
Retention Time:	PERM
Inclusive Years:	1860-2009
Volume (Cubic Feet):	26.40 cf 1.2 cf Carton 22
Damage Type:	Flood
Other copies available?	NIA
Disposition	Located In DR warehouse waiting on JC destruction approval Number
Carton <u>TaUy:</u>	22
JC Approval Number:	

Below is a summary of the RPD's for this second series and typ-e DIVISION OF REVENUE AND ENTERPRISE SERVICES RECORD MANAGEMENT SERVICES

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

Damaged Records Inventory

Carton <u>TaUy:</u> JC <u>Approval</u> Number:

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 <u>copies</u> 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 ORFDE GREASURY

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: JC Approval Number:

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0702-0001
Record Series Name:	REPORT FILE • ANNUAL REPORT (AGENCY OF ORIGIN)
Retention Time:	PERM
Inclusive Yean:	1990
Volume (Cubic Feet):	1.20 cf 1.2 cf Carton 1
Damage Type:	Flood
Other <u>copies</u> available?	N/A
Disposition	Located In DR warehouse waiting on JC destruction approval Number
Carton Tally:	1
JC <u>Approval</u> Number:	

Below Is a summary of the RFD's The TREASLRY d s.eries and type DIVISION OF REVENUE AND ENTERPRISE SERVICES RECORD MANAGEMENT SERVICES **DR Submitted:**

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:

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 <u>copies</u> 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 <u>Approval</u> Number:	

DR Submitted:

DEPARTMENT OF FDE25 EASURY 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:		

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 <u>Approval</u> Number:	

DR Submitted:

DEPARTMENT ORFBEZEREASURY 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: JC <u>Approval</u> Number:

Agency Name:	CITY CLERK
<u>Agency</u> Reteotioo Schedule :	MUNICIPAL CLERK SCHEDULE
Retention Schedule Number :	M200000-009
Record Series Number:	JU12-UUU1
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 ${ m JC}$ destruction approval Number
Below is a summary of the RFD's for this record series and type	
Ledger Tally:	9
JC Approval Number:	-

DR Submitted:

Ledger Tally: JC Approval Number:

A2ency Name:	CITY CLERK
Agency Retention Schedule:	MUNICIPAL CLERK SCHEDULE
Retention Schedule Number :	M20000-009
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 RF	D's for this record series and type
Ledger Tally:	106
JC <u>Approval</u> Number:	

Ledger Tally: JC <u>Approval</u> Number:

DR Submitted:

Agency Name:	CITY CLERK
Agency Retention Sclledule :	MUNICIPAL CLERK SCHEDULE
Retention Sclledule Number:	M200000-009
Record Series Number:	0023-0000
Record Series Name:	TECHNICAL REQUIREMENTS FOR SITE REMEDIATION
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?	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:	3
JC <u>Approval</u> Number:	

DR Submitted:

DEPARTMENT ORFIDE OREASURY 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: JC <u>Approval</u> Number:

<u>Agency</u> Name:	CITY CLERK LAW
Agency Retention Schedule :	MUNICIPAL LAW DEPARTMENT
Retention Schedule Number:	MUNICIPAL LAW DEPARTMENT
Record Series Number:	0010-0000
Record Series Name:	LAW SUITS - GENERAL
Retention Time:	20 YEARS AFTER FINAL SETTLEMENT
Inclusive Years:	2005-2006
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
Carton <u>Tally:</u>	1
JC Approval Number:	

Below is a summary of the RFD's for this record series and type DR Submitted: DR Submitted: DR Submitted: DIVISION OF REVENUE AND DIVISION DIVISION DIVISION DIVISION DIVISION DIVISION DIVISION DI

RECORD MANAGEMENT SERVICES Mailing: PO Box 66l, Trenton, NJ 08618 Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Carton <u>Tally:</u> JC <u>Approval</u> Number:

Agency Name:	CITY CLERK
Agency Retention Schedule :	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE
Retention Schedule Number:	M100000-013
Record Series Number:	0702-0001
Record Series Name:	REPORT FILE - ANNUAL REPORT (AGENCY OF ORIGIN)
Retention Time:	PERM
Inclusive Years:	1873-1901
Volume (Cubic Feet):	cf Ledger 9
Damage Type:	Flood
Other copies available?	NIA
Disposition	Located In DR warehouse waiting on JC destruction approval Number
Ledgers tally:	9
JC <u>Approval</u> Number:	

Below is a summary of the RFOFs to this teleord series and type DR Submitted: DIVISION OF REVENUE AND THE 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

<u>Ledgers</u> tally: JC <u>Approval</u> Number:

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:	1904-1928
Volume (Cubic Feet):	cf Ledger 6
Damage Type:	Flood
Other copies available?	N/A
Disposition	Located $\ensuremath{\mathrm{in}}\xspace$ DR warehouse waiting on $\ensuremath{JC}\xspace$ destruction approval Number
Ledgers tally:	6

JC Approval Number:

DEPARTMENT OF THE TREASURY Below Is a summary of the RFR's for this regord series and type DR Submitted:

RECORD MANAGERER 255 ERVICES

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:

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 ORFORSREASURY 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: JC Approval Number:

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 THE 25BEASURY

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

<u>Ledgers</u> tally: JC <u>Approval</u> Number:

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:	

DR Submitted:

Damaged Records Inventory RFD 268

Ledger Tally: JC Approval Number:

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 <u>http://www.state.nj.us/state/dann/links/vendor.html</u> and *note our disclaimer at top of page*.

3) Review attached questionnaire <u>E-mail back to me upon completion.</u>

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 <u>N.J.A.C. 15:3-2.2(b)</u>, 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 ofrecords, including onset of mold and mildew; and

Page 3. 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 <u>htt://www.state.n·.us/state/darm/links/ df/local-manual. df</u>

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

7) Also you can review Disaster Recovery Journal website at <u>http://www.drj.com/</u> 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) 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 Ouestionnaire

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@jcnj.org

Contact Person: <u>"""S=id=n=e'--'-y</u>,<u>H=arr=is'-----</u>

Date the disaster occurred: 10/29/2012 ... = "-----"

Area declared accessible by Fire Marshall:	_x_`	Yes		No
Arson investigation currently being conducted:		Yes	Х	No
Records involved/file list of records in damaged area	Х	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

Page 5. restoration can be completed. Document Re-processor completed the initial pack-out, transportation, vacuum freeze dry *I* sterilization process and has stored the material continuously at its facility. Document processors has also supplied labor material, and management of the inventory and restoration process including the electronic capture and storage of the documents.

Extent of damage to the records:

Fire Damage:	 Slight	Severe		
Water Damage:	 Damp	Wet	X	Saturated

Person(s) who verified the amount of damage to the disaster site: <u>Document Re-processors and Jersey City management.</u>

Who established the Disaster Recovery Team: _Greg Kierce and Pete Soriero

Disaster Recovery Team members:

Greg Kierce (Office of Emergency Management Coordinator) Pete Soriero (then Risk Manager) Robert Byrne (then City Clerk)_Robert Gallagher (then Records Manager).

Salvaging performed:	<u>X</u>	Onsite	Off site	
Length of salvage operation:	_2,_	Days	Weeks	Months

When were staff allowed back into the bui	ding <u>:9 d=a</u> , <u>vs aft=e=r'</u>

When did the area become operational: 9 days after_

Electrical power affected:		Х	Yes		No
Telecommunications affected:		X	Yes		No
Information processing operations affected:		X	Yes		No
Were outside salvage companies contacted:	Structural				No
	Mechanical		Yes	Х	No
	Environmental	X	Yes		No

Department of the Treasury Division of Revenue and Enterprise Services PO Box 661 Trenton, NJ 08625-0661 Additional person(s) notified about the disaster: <u>Document Re proce sors and the State</u> of New <u>Jersey</u> <u>Records Management Services</u>

Security measures implemented: The balement wall closed off during repairs.					
If applicable, legal or financial concerns presently exist as a result: _	X_	Yes	No		
OPRA and Permanent records					
Will additional facilities, hardware, or supplies be needed:	X	Yes	No		
Was a Disaster Prevention and Recovery/ Business Continuity Plan in existence prior to the disaster:	Х	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:	Х	Yes	No		
What procedures were implemented to ensure human safety:					
The contractor, Document Re-processors. removed all documents and facility.	<u>deliv</u>	ered directly to	th ir proces. ing		
Additional comments and information:					

Were salvage methods implemented within two (2) days to			
prevent mold and mildew:			
	Yes	<u>_X</u>	No

If not, when were the methods implemented: <u>4 days after</u>

What salvage methods were or are currently being implemented:

An outside contractor was brought in to handle restoration and digitizing of all records involved.

Refrigerate Immediately:		Х	Yes	No
Re-boxing:				
	Boxes	_ X_	Yes	No
	Crates	X	Yes	No
	Other	_ X_	Yes	No
Freeze Drying:		_ X_	Yes	No
Vacuum Drying:		_ X_	Yes	No
Mold & Mildew Chemical Treatment:		_ X_	Yes	No
Fans:		_ X_	Yes	No
Hand-held Dryers:		_ X_	Yes	No
Window Ledge Drying:		_ X_	Yes	No
Table Drying:		- X_	Yes	No
Paper Towel/Blotter Paper Drying:		X_	Yes	No

Additional comments and information:

The contractor removed all documents and delivered directly to their processing facility.

Salvage Operations: Information Systems Recovery

Telecommunications Hardware Salvaged:	Yes	_ X No
Telecommunications Circuitry Salvaged:	Yes	X No
Information Processing Hardware Salvaged:	Yes	X No
Information Processing Software Salvaged:	Yes	<u>X</u> No
Disks and/or Tapes Salvaged:	Yes	X No
Microlmage Hardware Salvaged:	Yes	_ X No
Microlmage Software Salvaged:	Yes	X 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 <u>P.L. 1953, c.410</u> § 2 as amended by <u>P.L. 1994, c.140.</u> § 3 (N.J.S. 47:3-16), pursuant to provisions of the following State statute and rules:

1. <u>P.L. 1953, c.410,</u> "Destruction of Public Records Law (1953)," as amended by <u>P.L. 1994. c.140</u> (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. <u>15:3-4.4(d)</u> and <u>5.5</u>, 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 <u>N.J.A.C. 15:3-1.2</u>, 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 oflife 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 recreation 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 <u>N.J.A.C. 15:3-6</u>.

"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 ofmicroforms are found in <u>N.J.A.C. 15:3-3</u> 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 <u>N.J.A.C. 15:3-4</u>. Image Processing of Public Records, and in <u>N.J.A. 15:3-5</u>, Certification of Image Processing, as established pursuant to the provisions of <u>P.L. 1994. c.140</u> (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 <u>perN.J.A.</u> <u>15:3-6</u>, 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.

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 <u>of"semicurrent"</u> 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 <u>N.J.A.C. 15:3-6</u>, 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 <u>"Records Transfer Request"</u> 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 <u>P.L. 1953, c.410</u>, § 2, "Destruction of Public Records Law (1953)" as amended by <u>P.L. 1994, c.140</u>, § 3 (N.J.S. 47:3-15 et al.), and <u>N.J.A.C. 15:3- 2.2(a)</u>.



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 0 9 2024

SUBJECT: Records destroyed by Hurrricane 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 impratical.

Signature

Sean J. Gallagher City Clerk City of Jersey City

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280 Grove Street			5		13 Linden /							
Jersey City, NJ 07302	Email: matthew@icni org				Jersey City		-		Email:	rgalli	agher	r@icni.org
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Risk Manager	Office: (201) 547-5034				Director of			(Office: (201)	547-52	241
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280 Grove Street Jersey City, NJ 07302	SERVER USE				13 Linden	Ave	E.	Ē	Email: <u>maili</u> AMOUNT		icni.org ANCE
280 Grove Street Jersey City, NJ 07302	LOSING CONTRACTOR	Apr 1-15	Skids		13 Linden Jersey Cily	Ave	E. 07305	H			
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Ledgers and Plat books	Architectural Plans	Microfilm, Microfi	che, Apertures							
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Matthew Hogan									April 30, 2020	
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Risk Manager	Office: (201) 547-5034				Director of	of Re	ecords		Office: (201)	547-5241
The City of Jersey City					The City of	lore	ew City		(201)	OTT OF T
280 Grove Street					13 Linden		, ,			
Jersey City, NJ 07302	Email: matthew@jcni.org				Jersey City				Email: Irdalla	acher@icni.ora
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	EAST COAST 26 POWELL LANE · PENN YAN WEST COAST 1364 ROLLINS ROAD · BURLINGA E-MAIL eria@documentreprocesso	ME, CALIFORNIA 940	Toll Free (668) 437-9464 Li 10 Toll Free (600) 437-946 WEB ADDRESS http://w	4 Loc	al (650) 401-77	11 - 1	FAX (650) 401-871	1		
	PRC	JECT II	NVOICE #1							
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Matthew Hogan						~ .			May 15, 2020	
Risk Manager The City of Jersey City	Office: (201) 547-5034				Robert (of Re	ecords		Office: (201)	547-5241
280 Grove Street					The City of 13 Linden		, ,			
Jersey City, NJ 07302	Email: matthew@icni.org				Jersey City				Email: <u>rgalla</u>	agher@jcnj.org
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280 Grove Street					13 Linden							
Jersey City, NJ 07302	Email: matthew@icni.org				Jersey City		_		En	nail: <u>rgall</u>	saher	(Qicni org
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		Order # 1	27323 Jun. 1-1	5, 2	020	IM				
Matthew Hogan									June 15, 2020	
Risk Manager The City of Jersey City	Office: (201) 547-5034				Robert Director of	of Re	ecords		Office: (201)	547-5241
280 Grove Street					The City of 13 Linden		, ,			
Jersey City, NJ 07302	Email: matthew@jcnj.org				Jersey City				Email: rgalla	aher@icni.org
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	EAST COAST 26 POWELL LANE - PENN YAN WEST COAST 1384 ROLLINS ROAD - BURLINGP E-MAIL eric@documentreprocesso	IME, CALIFORNIA 940	Toll Free (888) 437-9464 10 Toll Free (800) 437-94 WEB ADDRESS http://	484 Laa	al· (650) 401-7	11 -	FAX (650) 401-87	11		
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The City of Jersey City					Director of				Office: (201) 547-5241
280 Grove Street					The City of		, ,			
Jersey City, NJ 07302	Email: matthew@jcni.org				13 Linden Jersey City				Email: rgall	agher@jcni.org
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SPECIALISTS IN RESTORATION OF ALL FORMS OF MEDIA SINCE 1979 BOOKS DOCUMENTS MICROGRAPHIC/MAGNETIC Library, Leather-bound Rare and Oversized Ledgers and Plat books Business Materials X-Rays, CD, DVD, VHS Photos, Negalives, Glass Plate Engineering Plans Architectural Plans Microfilm, Microfiche, Apertures EAST COAST: 26 POWELL LANE + PENN YAN, NEW YORK 14527 Toll Free - (888) 437-9464 Local - (585) 554-4500 · FAX (585) 554-4114 WEST COAST: 1384 ROLLINS ROAD + BURLINGAME, CALIFORNIA 94010 Toil Free - (800) 437-9464 Local - (650) 401-7711 · FAX (650) 401-8711 E-MAIL: eric@documentreprocessors.com WEB ADDRESS: http://www.documentreprocessors.com **PROJECT INVOICE #160** Purchase Order # 127323 July. 1-15, 2020 FLOOD CONTAMINATED RECORDS - SANDY CLAIM July 15, 2020 Matthew Hogan **Robert Gallagher** Risk Manager Office: (201) 547-5034 Director of Records Office: (201) 547-5241 The City of Jersey City The City of Jersey City 280 Grove Street 13 Linden Ave E. Jersey City, NJ 07302 Email: matthew@jcnj.org Jersey City, NJ 07305 Email: rgallagher@jcnj.org TASK HOURS GSA RATE AMOUNT BALANCE NORMALIZE DATA FOR INDEXING PERM RECORDS Normalize Data(Prep for consistant Naming Convention) Tech 2 20.25 @ \$ 54.86 \$ 1,110.92 = 32 Proj Coor 38 33.25 @ 64.84 \$ 2,155.93 S STORAGE AND COMPUTER SERVER USE \$ 3,266.85 Storage - Cartons & Ledgers / month July 1-15 Skids 41 @\$ 49.87 = \$ 2,044.67 2,044.67 \$ Computer server use Terabytes allocated July 1-15 Data Storage 0.5 @ \$1,500.00 750.00 s S 750.00 Backup of Computer server Terabytes allocated July 1-15 Backups 0.5 @ \$1,667.67 \$ 833.84 833.84 S Total Balance Due \$ 6,895.35 Terms: 2% Discount Paid in 10 Days - 30 Net on Receipt Federal ID: 16-1368649 Thank You Document Reprocessors 26 Powell Lane Penn Yan NY 14527 * Non GSA Items Email:eric@documentreprocessors.com

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	EAST COAST: 26 POWELL LANE · PENN YAN WEST COAST: 1384 ROLLINS ROAD · BURLINGA E-MAIL: eric@documentreprocesso	ME, CALIFORNIA 940	10 Toll Free · (800) 437-	9464 L	ocal· (650) 401-7	711 -	FAX (650) 401-8	711			
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	EAST COAST: 26 POWELL LANE · PENN YAN WEST COAST: 1384 ROLLINS ROAD · BURLINGA E-MAIL: eric@documentreprocesso	ME, CALIFORNIA 9401	Toll Free - (888) 437-9464 0 Toll Free - (800) 437-9 WEB ADDRESS: http://	3464 L	ocal (650) 401-	7711 -	FAX (650) 401-8	711		
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Risk Manager	Office: (201) 547-5034				Robert Director		0		Office: (004)	547 5044
The City of Jersey City					The City of				Office: (201)	547-5241
280 Grove Street					13 Linden					
Jersey City, NJ 07302	Email: <u>matthew@jcni.org</u>				Jersey Ci	ty, NJ	07305		Email: roall	agher@icni
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BULINABRE, CALIFORNIA 34001 DIFFee - (60137.9664 Local - (686) 457.7 E-MAIL: effedocumentreprocessors.com WEB ADDRESS: http://www.documentreproces PROJECT INVOICE #1783 Purchase Order # 139387 APR. 1-15, 2021 FLOOD CONTAMINATED RECORDS - SANDY CLAI Sidney I Office: (201) 547-5034 Director of 10 Provide (100 Provide) 10 J L Linden J The City of 10 Provide) J J Linden J Paperwork for Review Proj Coor 1ac 6 Paperwork for Review Proj Coor 1ac 10 Image Check of Digital Image Tech 2 220 34.25 Final QA/QC Image Check of Digital Image Tech 2 23 32.5 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 22 XING PERM RECORDS INFORMATION Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Convention) Proj Coor 3 23 Normalize Data(Prep for consistant Naming Conve	Budness Materials Architectural Plans Architectural Plans EAST COAST: 328 POWELL LANE - 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										\$	1,212.03
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	Data Entry of Perm Records		Tech 2	22A	42	@		11 11	\$ 2,488.50 \$ 840.36	-	
			Proj Coor	28		@	\$ 70.03	-	5 640.30		
										\$	3,328.86
NORMALIZE DATA FOR INC						-					
	Normalize Data(Prep for consistant Naming		Tech 2	32	3	@			\$ 177.75 \$ 1750.75	_	
	Normalize Data(Prep for consistant Naming Normalize Data(Prep for consistant Naming		Proj Coor Prod Mar	38	25	0			\$ 1,750.75 \$ 6,638.83	-	
	Normalize Data(Frep for consistant Narming			39	12.5		9 91.07	-	0,000.00	\$	8,567.33
RENAME INDEX DATA - AP	PLY ABBREVIATIONS APPROVED BY JC							t		-	
Renaming	Apply suggested Titles to Index Data		Prod Mgr	69	4.75	@	\$ 91.57	=	\$ 434.96		
										\$	434.96
STORAGE AND COMPUTER			-			-	-				
	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	3	2,200.20
		Juli 10	Duta Otorage	+ +	0.0		0 1,020.00	F	¢ 010.00	\$	810.00
	Backup of Computer server Terabytes							Г			
	allocated	Jun 1-15	Backups	+	0.5	@	\$ 1,801.08	=	\$ 900.54	-	000.5
ADMINISTRATION	-							+		\$	900.54
	COC Scan		Tech 2	92	2	@	\$ 59.25	=	\$ 118.50	-	
	Proj. Billing		Proj Coor	588	1	@		=	\$ 70.03		
										\$	188.5
Total Balance Due										\$	17,650.50
Terms: 2% Discount Pa	id in 10 Days - 30 Net on Receipt	Federal ID: 10	5-1368649		Thank Y	'ou		-			
	s 26 Powell Lane Penn Yan NY 14527	* Non GSA		Ema	-		entreprocess	ors	.com		

BOOKS	DOCUMENTS	MICROGRAPHIC/MA	GNETIC					-		MILLE		
library, Leather-bound	Business Materials	X-Rays, CD, DVD,							E٣	RULE	55	URS
Rare and Oversized	Engineering Plans	Photos, Negatives					\frown	-				
edgers and Plat books	Architectural Plans	Microfilm, Microfic	he, Apertures								-	
	EAST COAST: 26 POWELL LANE · PENN YAM WEST COAST: 1364 ROLLINS ROAD · BURLING4 E-MAIL: eric@documentreprocesso	ME, CALIFORNIA 9401	0 Toll Free (800) 437-94 WEB ADDRESS: http://	64 Loc www.do	al· (650) 401-771 cumentreproces	1 · F	AX (650) 401-871	1				
	FLOOD CONTA		9387 JUN 16-3 RECORDS - S			м						
									Jun	e 30, 2021		
Matthew Hogan					Sidney H	ları	ris					
Risk Manager	Office: (201) 547-5034				Director o	f Re	cords		Offic	ce: (201)	547	5241
The City of Jersey City					The City of	Jers	ey City					
280 Grove Street					13 Linden A	ve E						
Jersey City, NJ 07302	Email: matthew@jcnj.org				Jersey City	NJ	07305		Ema	ail: shar	ris@j	cnj.org
TASK	I	1		TT	HOURS		GSA RATE	Г	A	MOUNT	B	ALANCE
Record Review with Departr	ment Heads											
	Paperwork for Review		Proj Mgr	188	4	@	\$ 134.67	=	\$	538.68	-	
		_		\rightarrow				┝	-		\$	538,6
NORMALIZE DATA FOR IND	EXING PERM RECORDS			+	1			+	-		-	
	Normalize Data(Prep for consistant Namin	a Convention)	Proj Coor	38	69	@	\$ 70.03	=	\$	4.832.07	-	
	Normalize Data(Prep for consistant Namin		Prod Mgr	39	14.25	@	\$ 91.57	=	\$	1,304.87		
											\$	6 136 9
STORAGE AND COMPUTER	Storage - Cartons & Ledgers / month	Jun 16-30	Skids	+	41	a	\$ 53.86	=		2,208,26	<u> </u>	
	Storage - Cartons & Ledgers / month	Jun 16-30	Skids	+	41	(02)	\$ 03.60	-	1.2	2,208.20	s	2,208.2
	Computer server use Terabytes allocated	Jun 16-30	Data Storage	+	• 0.5	@	\$ 1,620.00	=	S	810.00	-	2,200.2
											\$	810.0
	Backup of Computer server Terabytes											
	allocated	Jun 16-30	Backups	+	• 0.5	@	\$ 1,801,08	=	\$	900.54	S	900.5
				+				+	-		3	900.5
	Proj. Billing		Proj Coor	588	0.5	@	\$ 70.03	=	\$	35.02		
											\$	35.0
Total Balance Due											\$	10,629,4

SPECIALISTS IN RESTORATION OF ALL FORMS OF MEDIA SINCE 1979

BOOKS Library, Leather-bound Rare and Oversized Ledgers and Plat books

DOCUMENTS Business Materials Engineering Plans Architeclural Plans

MICROGRAPHIC/MAGNETIC X-Rays, CD, DVD, VHS Photos, Negatives, Glass Plate Microfilm, Microfiche, Apertures



July 15, 2021

EAST COAST: 26 POWELL LANE · PENN YAN, NEW YORK 14527 Toll Free · (888) 437-9464 Local - (585) 554-4500 · FAX (585) 554-4114 WEST COAST: 1384 ROLLINS ROAD · BURLINGAME, CALIFORNIA 94010 Toll Free · (800) 437-9464 Local · (550) 401-7711 ·· FAX (650) 401-8711 E-MAIL: eric@documentreprocessors.com WEB ADDRESS: http://www.documentreprocessors.com

PROJECT INVOICE #184

Purchase Order # 139387 JUL 1-15, 2021 FLOOD CONTAMINATED RECORDS - SANDY CLAIM

Matthew Hogan

Dick Managor

Office: (201) 547-5034 **Sidney Harris** Director of Records The City of Jersey City 13 Linden Ave E: Jersey City, NJ 07305

Office: (201) 547-5241

Email: sharris@jcnj.org

Risk Manag	jer
The City of Je	ersey City
280 Grove St	reet
Jersey City, N	J 07302

Email: matthew@jcnj.org

TASK					HOURS		GSA RATE		AN	IOUNT	B.	ALANCE
Record Review with Depart	ment Heads											
	Paperwork for Review		Proj Mgr	188	4	@	\$ 134.67	=	\$	538.68		
											\$	538,68
NORMALIZE DATA FOR IN	DEXING PERM RECORDS			++			2	-				
	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	0	\$ 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
STORAGE AND COMPUTE	R SERVER USE											
	Storage - Cartons & Ledgers / month	JuL 1-15	Skids		41	@	\$ 53.86	=	\$ 2	2,208.26		
											\$	2,208.26
	Computer server use Terabytes allocated	JuL 1-15	Data Storage		0.5	@	\$ 1,620.00	=	\$	810.00		
		1									\$	810.00
	Backup of Computer server Terabytes allocated	JuL 1-15	Backups		0.5	@	\$ 1,801.08	=	\$	900.54		
								T			\$	900.54
ADMINISTRATION								T				
	Proj. Billing		Proj Coor	58B	0.5	@	\$ 70.03	=	\$	35.02		
						1			1		\$	35.02
Total Balance Due											\$	8,119.08
	aid in 10 Days - 30 Net on Receipt ors 26 Powell Lane Penn Yan NY 14527	Federal ID: * Non GS		E	Than mail:eric@d		u mentreproce	ess	sors.c	om		

BOOKS	DOCUMENTS	MICROGRAPHIC/MAG	NETIC										ARC
Library, Leather-bound	Business Materials	X-Rays, CD, DVD,	VHS						٢Ľ	.٣	ROCE	55	UKS
Rare and Oversized Ledgers and Plat books	Engineering Plans Architectural Plans	Photos, Negatives, Microfilm, Microfich									•		
	EAST COAST: 26 POWELL LANE · PE WEST COAST: 1384 ROLLINS ROAD · BU	RLINGAME, CALIFORNIA 94010	Toll Free · (800) 437-94	64 Lo	cal (650) 401-	7711	FAX (650		11				
	E-MAIL: eric@documentrep		WEB ADDRESS: http://w			essors.	com						
		ROJECT IN											
		hase Order # 139 NTAMINATED R				MIM							
										July	31, 2021		
Matthew Hogan					Sidney								
Risk Manager	Office: (201) 547-5034				Director	ofRe	ecords	5		Offic	e: (201)	547	·5241
The City of Jersey City					The City	of Jers	sey Cit	y					
280 Grove Street					13 Linder	n Ave	E.						
Jersey City, NJ 07302	Email: matthew@jcni.org				Jersey C	ity, NJ	07305	5		Ema	ail: shar	ris@j	cnj.org
TASK					HOURS	5	GSA	RATE	П	AM	NOUNT	В	ALANCE
Record Review with Departm	nent Heads												
	Paperwork for Review	· · · · · · · · · · · · · · · · · · ·	Proj Mgr	18B	0	@	\$ 1	134.67	=	\$. 12 L		
						_			\square			\$	•
NORMALIZE DATA FOR IND	EXING PERM RECORDS								Н				
	Normalize Data(Prep for consistant	Naming Convention)	Tech 2	32	0	@	\$	59.25	=	\$			
	Normalize Data(Prep for consistant		Proj Coor	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
RENAME INDEX DATA - APP	PLY ABBREVIATIONS APPROVED BY JC		Deciliar	-	1	@	\$	91.57		\$	91.57	_	
	Apply suggested Titles to Index Data	a	Prod Mgr	69	1		2	91.57	-	2	91.57	s	91.57
STORAGE AND COMPUTER	SERVERUSE								H			-	01.07
	Storage - Cartons & Ledgers / mont	h JuL 16-31	Skids		41	@	\$	53.86	=	\$	2,208.26		
												\$	2,208,26
	Computer server use Terabytes allo	cated JuL 16-31	Data Storage		0.5	@	\$ 1,6	520.00	=	\$	810.00		
						_			\square			\$	810.00
	Backup of Computer server Terabyt allocated	es JuL 16-31	Backups	11	0.5		e 1 0	801.08	=	\$	900.54		
	andCated	JUL 10-31	Dackups		0.5		91,0	101.00	-	9	300,34	S	900.54
ADMINISTRATION									Ħ			-	00010
	Proj. Billing		Proj Coor	58B	0.5	@	\$	70.03	=	\$	35,02		
												\$	35.02
Total Balance Due				1 1								\$	8.187.75

BOOKS	DOCUMENTS	MICROGRAPHIC/MAG									nee		
Library, Leather-bound	Business Materials	X-Rays, CD, DVD,							i C	FR	ULE	22	URS
Rare and Oversized Ledgers and Plat books	Engineering Plans Architectural Plans	Photos, Negatives, Microfilm, Microfich					\square	E					
Leugers and Flat books													
	EAST COAST: 26 POWELL LANE + PENN YAN WEST COAST: 1384 ROLLINS ROAD + BURLINGA E-MAIL: eric@documentreprocesso	ME, CALIFORNIA 94010 rs.com		464 La www.d	Ical (650) 401-7	711	FAX (650)		1				
					_								
	FLOOD CONTA		9387 AUG 1-'			IM							
									ŀ	August	15, 20	21	
Matthew Hogan					Sidney	Har	ris						
Risk Manager	Office: (201) 547-5034				Director	of Re	ecords		0	Office:	(201)	547-	5241
The City of Jersey City		The City of Jersey City											
280 Grove Street					13 Linden	Ave	E,						
Jersey City, NJ 07302	Email: matthew@jcni.org				Jersey Cit	y, NJ	07305		E	Email:	shari	ris@i	cnj.org
TASK					HOURS		GSA F	RATE		AMO	UNT	B	ALANCE
Record Review with Depart						-				-			
	Paperwork for Review	_	Proj Mgr	188	0	@	\$ 13	94,67	=	\$	· · · ·	\$	
NORMALIZE DATA FOR INI	DEXING PERM RECORDS				_	1		_					
	Normalize Data(Prep for consistant Namin	Convention)	Tech 2	32	0	@	\$ 5	59.25	=	S	0¥1		
	Normalize Data(Prep for consistant Namin		Proj Coor	38	36.5	@		70.03	=	\$ 2,5	56.10		
	Normalize Data(Prep for consistant Namin		Prod Mgr	39	6	@		91.57			549.42		
	PLY ABBREVIATIONS APPROVED BY JC			-		-			+			\$	3,105.52
	Apply suggested Titles to Index Data		Prod Mar	69	0	@	S S	1.57	=	\$	12		
	Tipping daggeored Thies to mook bend		1 Too Mgr	03			- · ·	/1.0/		•		S	1251
STORAGE AND COMPUTE													
	Storage - Cartons & Ledgers / month	Aug 1-15	Skids		41	@	\$ 5	53,86	=	\$ 2,2	208,26		0.000.00
	Computer server use Terabytes allocated	Aug 1-15	Data Storage	-	• 0.5	@	\$ 1,62	20.00	=	\$ 8	310.00	\$	2,208.26
		rugirio	Duta otorago		0.0						10.00	\$	810.00
	Backup of Computer server Terabytes								П				
	allocated	Aug 1-15	Backups	-	• 0.5	@	\$ 1,80	01.08	=	\$ 9	900.54	s	900.54
ADMINISTRATION				\top					H				000.0
	Proj. Billing		Proj Coor	588	0.5	@	\$ 7	70.03	=	\$	35.02		
		_			_	-						\$	35.02
Total Balance Due		_		-									

SPECIALISTS IN RESTORATION OF ALL FORMS OF MEDIA SINCE 1979 DOCUMENT REPROCESSORS BOOKS DOCUMENTS MICROGRAPHIC/MAGNETIC Library, Leather-bound X-Rays, CD, DVD, VHS **Business Materials** Rare and Oversized Photos, Negatives, Glass Plate Engineering Plans Ledgers and Plat books Architectural Plans Microfilm, Microfiche, Apertures EAST COAST: 26 POWELL LANE + PENN YAN, NEW YORK 14527 Toll Free + (888) 437-9464 Local + (585) 554-4500 + FAX (585) 554-4114 WEST COAST: 1384 ROLLINS ROAD + BURLINGAME, CALIFORNIA 94010 Toll Free + (800) 437-9464 Local + (650) 401-7711 + FAX (650) 401-8711 E-MAIL: eric@documentreprocessors.com WEB ADDRESS: http://www.documentreprocessors.com **PROJECT INVOICE #187** Purchase Order # 139387 AUG 16-31, 2021 FLOOD CONTAMINATED RECORDS - SANDY CLAIM August 31, 2021 **Sidney Harris Matthew Hogan** Risk Manager **Director of Records** Office: (201) 547-5034 Office: (201) 547-5241 The City of Jersey City The City of Jersey City 280 Grove Street 13 Linden Ave E. sharris@icni.org Email: Email: Jersey City, NJ 07302 matthew@icni.org Jersey City, NJ 07305 TASK HOURS GSA RATE AMOUNT BALANCE Record Review with Department Heads Paperwork for Review Tech 2 2.75 \$ 59.25 п \$ 162,94 @ 18e Proj Mgr 134.67 Paperwork for Review 134.67 = 18B 1 @\$ \$ 297.61 S NORMALIZE DATA FOR INDEXING PERM RECORDS 59.25 = \$ 70.03 = \$ 4,026.73 91.57 = \$ Normalize Data(Prep for consistant Naming Convention) Tech 2 0 @\$ 32 Proj Coor Prod Mgr Normalize Data(Prep for consistant Naming Convention) @ \$ 57.5 38 Normalize Data(Prep for consistant Naming Convention) 39 0 @ \$ \$ 4,026.73 PROCESSING DATA Load External Drive Prod Mgr 549,42 6 @\$ 91:57 = \$ 295 \$ 549.42 RENAME INDEX DATA - APPLY ABBREVIATIONS APPROVED BY JC Prod Mgr \$ 1,098.84 Apply suggested Titles to Index Data 12 @ \$ 91.57 . 69 1,098.84 \$ STORAGE AND COMPUTER SERVER USE 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 s 810.00 = \$ 810.00 Backup of Computer server Terabytes allocated Aug 16-31 Backups 0.5 @ \$ 1,801.08 = \$ 900.54 900.54 \$ ADMINISTRATION **RFD** Reports Tech 2 59.25 = \$ 548.06 9.25 @ S 92 Proj Coor Proj. Billing 0.5 @\$ 70.03 = \$ 35.02 58E \$ 583.08 Total Balance Due 10,474.47 \$ Federal ID: 16-1368649 Terms: 2% Discount Paid in 10 Days - 30 Net on Receipt Thank You Document Reprocessors 26 Powell Lane Penn Yan NY 14527 * Non GSA Items Email:eric@documentreprocessors.com

SPECIALISTS IN RESTORATIO	ON OF ALL FORMS OF MEDIA SINCE 1979					-		76	זר	ume	nT			
BOOKS	DOCUMENTS	MICROGRAPHIC/MAG							÷	Dorc	cc	nøc		
Library, Leather-bound Rare and Oversized	Business Materials	X-Rays, CD, DVD, Photos, Negalives,						1	-	nuc	33	una		
Ledgers and Plat books	Engineering Plans Architectural Plans	Microfilm, Microfich												
	EAST COAST: 26 POWELL LANE · PENN YAN, WEST COAST: 1384 ROLLINS ROAD · BURLINGAM E-MAIL: eric@documentreprocessors	E, CALIFORNIA 94010 .com		164 Lo www.d	cal· (650) 401-77 ocumentreproces	11 RI	FAX (650) 401-87	11						
		-	-	-										
			9387 SEP 1-1											
	FLOOD CONTAI	MINATED R	RECORDS - S	SAN	DY CLAI	M								
					0 :		-!-		Sep	otember 15	, 202	21		
Matthew Hogan					Sidney									
Risk Manager	Office: (201) 547-5034				Director o				Offi	ce: (201)) 547	-5241		
The City of Jersey City					The City of	Jers	sey City							
280 Grove Street					13 Linden	Ave	E,							
Jersey City, NJ 07302	Email: matthew@icnj.org				Jersey City	, NJ	07305		Ema	ail: shar	ris@	icnj.org		
TASK					HOURS	1	GSA RATE		A	MOUNT	В	ALANCE		
Record Review with Departs														
	Paperwork for Review		Tech 2	18e	0	@	\$ 59,25	-	\$	<u> </u>				
	Paperwork for Review		Proj Mgr	18B	2.25	@	\$ 134.67	=	\$	303.01	s	303.01		
						-		+	_		3	303,01		
NORMALIZE DATA FOR INC	DEXING PERM RECORDS		_	+				H						
	Normalize Data(Prep for consistant Naming	Convention)	Tech 2	32	0	@	\$ 59.25	=	S	÷				
	Normalize Data(Prep for consistant Naming		Proj Coor	38	68	@				4,762.04				
	Normalize Data(Prep for consistant Naming	Convention)	Prod Mgr	39	4.5	@		=	\$	412.07				
											\$	5,174.11		
PROCESSING DATA					_									
	Load External Drive		Prod Mgr	295		@	\$ 91.57	=	- ×	× .				
	Convert Files to Tiff Format		Prod Mgr	56	8.5	@	\$ 91.57	=	\$	778.35				
											\$	778,35		
RENAME INDEX DATA - AP	PLY ABBREVIATIONS APPROVED BY JC					-			-					
	Apply suggested Titles to Index Data		Prod Mgr	69	0	@	\$ 91.57	=	\$	*	ŝ			
STORAGE AND COMPUTER	R SERVER LISE				-	-		H			2	•		
	Storage - Cartons & Ledgers / month	Sep 1-15	Skids		41	@	\$ 53.86	=	S	2,208,26	-			
						10		T	Ť		\$	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		
ADMINISTRATION	RFD Reports		Tech 2	92	5.25	@	\$ 59.25	=	\$	311.06				
	Proj. Billing		Proj Coor	92 58B	0.5	@				35.02	-			
	r top coming			000	0.0		- 10.00	f	۳.	00,02	\$	346.08		
Total Balance Due						1	1	t			ŝ	10,520.34		
	aid in 10 Days - 30 Net on Receipt	Federal ID: 1	16 1368649	1	Than			L.,				10,020.04		
	rs 26 Powell Lane Penn Yan NY 14527	* Non GS		E			mentreproce	ess	ors.	com				

SPECIALISTS IN RESTORATIO	ON OF ALL FORMS OF MEDIA SINCE 1979							10	T	IIME	nT	
BOOKS Library, Leather-bound Rare and Oversized Ledgers and Plat books	DOCUMENTS Business Materials Engineering Plans Architectural Plans	MICROGRAPHIC/MAC X-Rays, CD, DVD, Photos, Negatives Microfilm, Microfich	VHS , Glass Plate					R			55	OR5
	EAST COAST: 26 POWELL LANE · PENN YAN, WEST COAST: 1384 ROLLINS ROAD · BURLINGAM E-MAIL: eric@documentreprocessors	E, CALIFORNIA 9401		464 Lo	cal (650) 401-77	11 × I	FAX (650) 401-87	11		-		
			IVOICE #									
			9387 SEP 16-									
	FLOOD CONTAI	MINATED	RECORDS - S	SAN	DY CLAI	M			-			
Matthew Hogan					Sidnov	Uae	aio.		Sep	otember 30	, 202	.1
-	0//				Sidney				~	(004)		5044
Risk Manager	Office: (201) 547-5034				Director o				Om	ice: (201)) 547	-5241
The City of Jersey City					The City of							
280 Grove Street					13 Linden	Ave	E,					
Jersey City, NJ 07302	Email: matthew@jcnj.org				Jersey City	, NJ	07305		Em	ail: shar	ris@	icni.org
TASK		T	1	1 1	HOURS	1 3	GSA RATE		Δ	MOUNT	P	ALANCE
Record Review with Departm	nent Heads			+	HOOKS	-	GOANAIL	+				ALANCE
	Paperwork for Review		Tech 2	18e	0	@	\$ 59,25	=	\$	2	-	
	Paperwork for Review		Proj Mgr	18B	3	@	\$ 134.67	=	\$	404.01		
											\$	404.01
NORMALIZE DATA FOR IND		Convertion	Tech 2		0	0	\$ 59.25	-	æ			
	Normalize Data(Prep for consistant Naming Normalize Data(Prep for consistant Naming		Proj Coor	32	13.5	00		_		945.41	_	
	Normalize Data(Prep for consistant Naming		Prod Mgr	39	4.5	@				412.07	-	
								T			\$	1,357.47
PROCESSING DATA												
	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
RENAME INDEX DATA - APP	PLY ABBREVIATIONS APPROVED BY JC							L		_		
	Apply suggested Titles to Index Data		Prod Mgr	69	30.5	@	\$ 91.57	=	\$	2,792.89		
STORAGE AND COMPUTER								┝	-		\$	2,792.89
STORAGE AND COMPUTER	Storage - Cartons & Ledgers / month	Sep 16-30	Skids		41	@	\$ 53.86	=	8	2,208.26	-	
	leterage bartene a Leagerer mentar		- Childo			100	\$ 00.00	T	Ψ	2,200.20	\$	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	Con 40 00	Backups		0.5		# 1 PO1 OP		s	000 54		
		Sep 16-30	Dackups	+ +	0.5	@	\$ 1,801.08	-	Ð	900.54	S	900.54
ADMINISTRATION		-				\vdash		+	-		Ŵ	500.04
	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 Coor	85	7	@				490.21		
	Proj. Billing		Proj Coor	58B	0.5	0	\$ 70.03	=	\$	35.02	-	0.004.00
Total Balance Due						+		+-	-		\$	2,391.60
											\$	11,986.50
	id in 10 Days - 30 Net on Receipt s 26 Powell Lane Penn Yan NY 14527	Federal ID: * Non GS		E	Than mail:eric@c	-	ou mentreproc	ess	ors	.com		

SPECIALISTS IN RESTORATIO	N OF ALL FORMS OF MEDIA SINCE 1979						1		hr	UME	mT	8
BOOKS Library, Leather-bound Rare and Oversized Ledgers and Plat books	DOCUMENTS Business Materials Engineering Plans Architectural Plans	MICROGRAPHIC/MAC X-Rays, CD, DVD, Photos, Negatives, Microfilm, Microfich	, VHS 5, Glass Plate					ł		ROCE	SS	ORS
	EAST COAST: 26 POWELL LANE + PENN YAN, WEST COAST: 1384 ROLLINS ROAD + BURLINGAM E-MAIL: eric@documentreprocessors	E, CALIFORNIA 9401		464 Lo	cal- (650) 401-77	11 - 1	FAX (650) 401-87	11				
	PPO	IECT IN	IVOICE #	101)							
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			9387 OCT 1-									
	FLOOD CONTAI		RECORDS - S	SAN	DY CLAI	М						
									Oct	ober 15, 2	021	
Matthew Hogan					Sidney I	lar	ris					
Risk Manager	Office: (201) 547-5034				Director o	fRe	ecords		Offi	ce: (201)) 547	-5241
The City of Jersey City					The City of	Jers	sey City					
280 Grove Street					13 Linden A	Ave	E					
Jersey City, NJ 07302	Email: matthew@jcnj.org				Jersey City				Em	ail: shar	ris@	jcnj.org
Jersey City, NJ 07302	induitor(selection)				Jersey City	, NJ	07303			un. onur	ino les	STUDIE .
TASK		1			HOURS		GSA RATE		A	MOUNT	E	BALANCE
Record Review with Departm	ent Heads											
	Paperwork for Review		Tech 2	18e	0	@	\$ 59.25	=	\$	×		
	Paperwork for Review		Proj Mgr	188	4	@	\$ 134.67	=	\$	538,68		
											\$	538.68
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	Load External Drive		Prod Mgr	295		@	\$ 91.57	=	\$	-		
	Convert Files to Tiff Format		Prod Mgr	56	3.75	@		=	S	343.39		
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RENAME INDEX DATA - APP	LY ABBREVIATIONS APPROVED BY JC	-						t	-			
	Apply suggested Titles to Index Data		Prod Mgr	69	14.5	@	\$ 91.57	=	\$	1,327.77		
		_									\$	1,327.77
STORAGE AND COMPUTER								L	_			
	Storage - Cartons & Ledgers / month	Oct 1-15	Skids		41	@	\$ 53.86	=	\$	2,208.26		0.000.00
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	Computer server use relabytes anotated	0011-15	Data Otolage	+	0.5		\$ 1,020.00	-	- 0	010.00	S	810.00
	Backup of Computer server Terabytes			+				1			1 V	010.00
	allocated	Oct 1-15	Backups		0.5	@	\$ 1,801.08	=	\$	900.54		
											\$	900,54
ADMINISTRATION												
	RFD Reports		Tech 2	92	0	@			\$	-	-	
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	id in 10 Days - 30 Net on Receipt s 26 Powell Lane Penn Yan NY 14527	Federal ID: * Non GS		E	Than Email:eric@d			ess	ors	.com		

SPECIALISTS IN RESTORATION	OF ALL FORMS OF MEDIA SINCE 1979							11	T	UME	nT	
BOOKS Library, Leather-bound Rare and Oversized Ledgers and Plat books	DOCUMENTS Business Materials Engineering Plans Architectural Plans	MICROGRAPHIC/MAG X-Rays, CD, DVD, Photos, Negalives, Microfilm, Microfich	VHS , Glass Plate					10		ROCE	55	DRS
	EAST COAST: 25 POWELL LANE · PENN YAN, WEST COAST: 1384 ROLLINS ROAD · BURLINGAM E-MAIL: eric@documentreprocessors	E, CALIFORNIA 94010		464 Lo	cal· (650) 401-77*	11 • 1	FAX (650) 401-87	1	-			
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	FLOOD CONTA	MINATED R	RECORDS - S	SAN	DY CLAI	М						
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Matthew Hogan					Sidney I							
Risk Manager	Office: (201) 547-5034				Director o				Offi	ce: (201)	547	-5241
The City of Jersey City					The City of	Jers	sey City					
280 Grove Street					13 Linden A	\ve	E,					
Jersey City, NJ 07302	Email: <u>matthew@icnj.org</u>				Jersey City	, NJ	07305		Ema	ail: shar	ris@i	cnj.org
TASK					HOURS		GSA RATE		A	MOUNT	B	ALANCE
Record Review with Department												
	Paperwork for Review		Tech 2	18e	0	@				•		
	Paperwork for Review		Proj Mgr	18B	0	@	\$ 134.67	=	\$		S	
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	Normalize Data(Prep for consistant Naming	Convention)	Tech 2	32	0.5	@	\$ 59.25	=	\$	29.63		
	Normalize Data(Prep for consistant Naming		Proj Coor	38	46	@		=	\$	3,221.38		
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	Load External Drive		Prod Mgr	295		0		=	\$	~	_	
	Convert Files to Tiff Format		Prod Mgr	56	9.5	@	\$ 91.57	=	\$	869.92		
									_		\$	869.92
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	Storage - Cartons & Ledgers / month	Oct 16-31	Skids		41	@	\$ 53.86	=	\$	2,208.26		
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	RFD Reports		Tech 2	92	0	@			\$	4		
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	Proj. Billing		Proj Coor	588	0.5	@	\$ 70.03	=	\$	35.02		000 50
Total Balance Due		+				-		-	-		\$	938.58
Total Balance Due											\$	8,978.30
	in 10 Days - 30 Net on Receipt 26 Powell Lane Penn Yan NY 14527	Federal ID: * Non GS		E	Than mail:eric@d			955	ors.	com		

SPECIALISTS IN RESTORATIO	ON OF ALL FORMS OF MEDIA SINCE 1979					_		76).	ume	пт					
BOOKS Library, Leather-bound	DOCUMENTS Business Materials	MICROGRAPHIC/MAC X-Rays, CD, DVD,						R	ÉP	ROLE	ĠĠſ	nRS				
Rare and Oversized	Engineering Plans	Photos, Negatives	, Glass Plate						-							
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	EAST COAST: 26 POWELL LANE PENN YAN, WEST COAST: 1384 ROLLINS ROAD BURLINGAM E-MAIL: eric@documentreprocessors	E, CALIFORNIA 9401		464 Loc	al (650) 401-77	11 F	AX (650) 401-87	11								
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	FLOOD CONTAI		KECORDS - 3	DAIN		IAI			Νοι	/ember 15.	2021	I				
Matthew Hogan					Sidney	Har	ris									
Risk Manager	Office: (201) 547-5034				Director of	f Re	ecords		Offi	ce: (201) 547-	5241				
The City of Jersey City					The City of	Jers	sey City									
280 Grove Street					13 Linden	Ave I	E,									
Jersey City, NJ 07302	302 Email: <u>matthew@jcni.org</u> Jersey City, NJ 07305									Email: sharris@jcnj.org						
TASK	1	1		1 1	HOURS	1	GSA RATE	Г	A	MOUNT	B	ALANCE				
Record Review with Departm	ment Heads															
	Paperwork for Review		Tech 2	18e	0	@	\$ 59.25	_			_	_				
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	Normalize Data(Prep for consistant Naming		Tech 2	32	0	0	\$ 59.25			•						
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	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						
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											\$	3,362,44				
RENAME INDEX DATA - API	PLY ABBREVIATIONS APPROVED BY JC								-							
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STORAGE AND COMPUTER	R SERVER USE			+				+	\vdash		- 2	0.5				
	Storage - Cartons & Ledgers / month	Nov 1-15	Skids		41	@	\$ 53.86	=	\$	2,208.26						
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								+			\$	1,057.08				
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	aid in 10 Days - 30 Net on Receipt	Federal ID:		-	Than											
Document Reprocessor	rs 26 Powell Lane Penn Yan NY 14527	* Non GS	A Items	E	mail:eric@c	IOCU	mentreproce	ess	ors	.com						

SPECIALISTS IN RESTORATIO				MICROGRAPHIC/MAC						L U	UL			
Library, Leather-bound Rare and Oversized Ledgers and Plat books	000	Business Materials Engineering Plans Architectural Plans		X-Rays, CD, DVD, Photos, Negatives, Microfilm, Microfich	VHS Glass Plate					R	EP		55	OR5
		COAST: 1384 ROLLINS F		E, CALIFORNIA 9401	oli Free · (888) 437-9464 D Toli Free · (800) 437-94 WEB ADDRESS: http://	464 Lo	cal· (650) 401	-7711 ·	FAX (650) 401					
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Matthew Hogan							Sidne	y Hai	ris					
Risk Manager	Office:	(201) 547-503	4				Directo	r of R	ecords		Offic	ce: (201)) 547	-5241
The City of Jersey City							The City	of Jer	sey City					
280 Grove Street							13 Linde	n Ave	E.					
Jersey City, NJ 07302	Email:	matthew@jcnj.c	rg				Jersey (ity, N.	07305		Ema	ail: shar	ris@	cnj.org
TASK							HOUR	S	GSA RA	ΓE	A	MOUNT	В	ALANCE
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		ernal Drive			Prod Mgr	295	_	@			\$	•		
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					Tech 2	297	44.25	@	\$ 59.	25	\$	2,621.81		
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	Storage -	Cartons & Ledge	s / month	Nov 16-30	Skids	+	41	@	\$ 53.	30	•	2,208.26	s	2.208.
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SPECIALISTS IN RESTORATIO					641F710					I L		JINE		
BOOKS Library, Leather-bound Rare and Oversized Ledgers and Plat books	DOCI	JMENTS Business Materials Engineering Plans Architectural Plans		MICROGRAPHIC/MAG X-Rays, CD, DVD, Photos, Negatives Microfilm, Microfic	, VHS , Glass Plate					2			55	ORS
		T COAST: 26 POWELL LANE · :OAST: 1384 ROLLINS ROAD · E-MAIL: eric@documen	BURLINGAM treprocessors	E, CALIFORNIA 9401 com		164 Lo www.d	cal (650) 401-7 ocumentreproc	711 ·	FAX (650) 401-87	11				
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		FLOOD C	ONTA		RECORDS - S	SAN	DY CLA	IM						
Metthew Hegen							Sidney	Har	rio		Dece	ember 15,	202	1
Matthew Hogan	0/5	(004) 547 5004					Sidney				045-	(004)		5044
Risk Manager	Office:	(201) 547-5034					Director				ΟΠΙΟ	e: (201)) 54/	-5241
The City of Jersey City							The City of the Ci							
280 Grove Street	Email:	matthew@icni.org					13 Linden				Ema	ul eber	rice	cni.org
Jersey City, NJ 07302	Email.	matthew(@jcnj.org					Jersey Ci	y, NJ	07305		LIIId	iii. Shai	ns(co)	cnj.org
TASK							HOURS	1	GSA RATE		A	NOUNT	B	ALANCE
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		ernal Drive			Prod Mgr	295		@		+	\$			
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					Tech 2	297	82	@	\$ 59.25	=	\$	4,858.50		
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BOOKS	DOCUMENTS	MICROGRAPHIC/MAG	GNETIC					÷	DCUME		-
Library, Leather-bound	Business Materials	X-Rays, CD, DVD,							FRUC	-55	UKS
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	EAST COAST: 26 POWELL LANE F PENN WEST COAST: 1384 ROLLINS ROAD BURLIN E-MAIL: eric@documentreproce	GAME, CALIFORNIA 9401		64 Lo	al- (650) 401-77	11 · F	AX (650) 401-87	11			
	PR	OJECT IN	IVOICE #'	195	5						
		se Order # 139									
	FLOOD CON	FAMINATED R	RECORDS - S	SAN	DY CLAI	M			December 3 ⁻	202	1
Matthew Hogan					Sidney ł	lar	rie		December 5	, 202	
Risk Manager	Office: (201) 547-5034				Director o				Office: (20	1) 547	52/1
The City of Jersey City	01100. (201) 547-5004				The City of				01100. (2.0	1) 347	-02-11
280 Grove Street					13 Linden A						
Jersey City, NJ 07302	Email: matthew@jcnj.org				Jersey City		2		Email: sha	rris@	icnj.org
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TASK PROCESSING DATA				+	HOURS	_	GSA RATE	+	AMOUNT	+ -	BALANCE
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STORAGE AND COMPUTER											
	Storage - Cartons & Ledgers / month	Dec 16-31	Skids		41	@	\$ 53.86	=	\$ 2,208.26	_	0.000.0
	Computer server use Terabytes allocate	ed Dec 16-31	Data Storage	+	0.5	@	\$ 1,620.00	=	\$ 810.00	\$	2,208.2
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ADMINISTRATION				+				+-		\$	900.5
Sidney Request	Damaged Records Inventory		Tech 2	92	15.75	@	\$ 59.25	=	\$ 933.19	-	
	Proj. Billing		Proj Coor	588	0.5	@	\$ 70.03	=			
										\$	968.2
Total Balance Due								1		\$	7,079.2

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ibrary, Leather-bound		Business Materials		X-Rays, CD, DVD						10	e۲	UME ROCE	55	UKS
Rare and Oversized edgers and Plat books		Engineering Plans Architectural Plans		Photos, Negatives Microfilm, Microfic					\cap				1	
	FAS	T COAST: 26 POWELL LANE				Local	(585) 554.45	10 # FAX	(585) 554.	4114				
	WESTC	OAST: 1384 ROLLINS ROAD E-MAIL: eric@documer	BURLINGAM	E, CALIFORNIA 9401	VEB ADDRESS: http://w	164 Lo	cal· (650) 401	-7711 🛞	FAX (650) 4	101-8711				
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					39387 JAN 1-1 RECORDS - S			MIA						
		12000									Jai	nuary 15, 2	022	
Matthew Hogan							Sidne	y Har	ris					
Risk Manager	Office:	(201) 547-5034					Directo	r of Re	ecords		Of	fice: (201)) 547	-5241
The City of Jersey City							The City	of Jer	sey City					
280 Grove Street							13 Linde	n Ave	E,					
Jersey City, NJ 07302	Email:	matthew@jcnj.org					Jersey (ity, NJ	07305		En	nail: shar	ris@	icni.org
TASK				1			HOUR	s	GSA R	ATE	17	MOUNT	E	ALANCE
PROCESSING DATA				-							_			
	Load Exte	ernal Drive			Prod Mgr	295		@	\$ 9	1.57	= \$			
	Convert F	Files to Tiff Format			Prod Mgr	56	0	@	\$ 9	1.57	= \$	~		
					Tech 2	297	114	@	\$ 5	9.25	= \$	6,754.50		
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STORAGE AND COMPUTER				1 4 45	0111						-		_	
	Storage -	Cartons & Ledgers / m	onth	Jan 1-15	Skids		41	@	\$ 5	3.86	= \$	2,208.26	\$	2,208,2
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													\$	810.0
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	anocated			Jan 1-15	Dackups		0.5		31,00	1_00		900.54	Ś	900.5
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Sidney Request		Records Inventory			Tech 2	92	0	@			= \$	•		
	Proj. Billin	ng			Proj Coor	58B	0.5	@	\$ 7	0.03	= \$	35.02		05.4
Total Balance Due													\$	35.0
													\$	11,120.3

BOOKS Library, Leather-bound	DOCUMENTS Business Materials	MICROGRAPHIC/MAC X-Rays, CD, DVD,						ł	p	ROCE	SS	ORS
Rare and Oversized	Engineering Plans	Photos, Negatives	Glass Plate									
Ledgers and Plat books	Architectural Plans	Microfilm, Microfic	he, Apertures								-	
		SAME, CALIFORNIA 9401 Sors.com	VEB ADDRESS: http://	197	cal· (650) 401-77 ocumentreproces	11 · F	AX (650) 401-87	11				
	Purchas FLOOD CONT		9387 JAN 16-			М						
	FLOOD CONT		LECORDS - 3	27414					Janu	iary 31, 20	022	
Matthew Hogan					Sidney I	lar	ris					
Risk Manager	Office: (201) 547-5034				Director o	fRe	cords		Offic	e: (201)) 547	-5241
The City of Jersey City					The City of	Jers	ey City					
280 Grove Street					13 Linden /	Ave I	Ξ.					
Jersey City, NJ 07302	Email: matthew@jcnj.org				Jersey City	, NJ	07305		Ema	il: shar	ris@	jcnj.org
TASK			T	ТТ	HOURS	1	GSA RATE	Г	AN	OUNT	E	BALANCE
PROCESSING DATA												
	Load External Drive		Prod Mgr	295		@	\$ 91.57	=	\$	2(#)		
	Convert Files to Tiff Format		Prod Mgr	56	0	@	\$ 91.57	=	\$	5 5 5		
			Tech 2	297	136.75	@	\$ 59.25	=	\$ 8	8,102.44		
			Proj Coor	203		@	\$ 70.03	=	\$	5 7 3		
				+			_				\$	8,102.4
RENAME INDEX DATA - API	Apply suggested Titles to Index Data		Prod Mgr	69	0	@	\$ 91.57	=	S		-	
	Apply suggested Thes to Index Data		i i i i i i i i i i i i i i i i i i i	69		100	U 31.07	Ē	ų.		\$	
STORAGE AND COMPUTER												
	Storage - Cartons & Ledgers / month	Jan 16-31	Skids		41	@	\$ 53.86	=	\$ 2	2,208.26		
	Computer server use Terabytes allocate	d Jan 16-31	Data Storage	+	• 0.5	@	\$ 1,620.00	-	\$	810.00	\$	2,208.
		Jan 10-51	Data Otorage	+	0,0		⊕ 1,020,00	F	3	010.00	S	810.
	Backup of Computer server Terabytes							Г				
	allocated	Jan 16-31	Backups	+	• 0.5	@	\$ 1,801.08	=	\$	900.54	s	900.
ADMINISTRATION				+	-	-		+	-		->	900,
Sidney Request	Damaged Records Inventory		Tech 2	92	0	@	\$ 59.25	=	\$	18		
	Proj. Billing		Proj Coor	58B	0.5	@	\$ 70.03	=	\$	35.02		
				11							\$	35.
Total Balance Due				1 1		1		1	1		\$	12.056.

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BOOKS	DOCUMENTS	MICROGRAPHIC/M						Ľ	2	.UIIIC		D II'D di*
Library, Leather-bound Rare and Oversized	Business Materiais	X-Rays, CD, DVI					particular and	M	r.r	'KULL	550	INS .
Ledgers and Piat books	Engineering Plans Architectural Plans	Photos, Negative Microfilm, Microfi										
	EAST COAST 26 POWELL LANE PENN YAN, WEST COAST 1384 ROLLINS ROAD BURLINGA E-MAIL eric@documentreprocessor	ME, CALIFORNIA 94 s.com	Toll Free (888) 437-946 (010 Toll Free (800) 437 WEB ADDRESS http NVOICE #	-9464 L ://www	.ocal (650) 401-7 .documentreproc	711	FAX (650) 401-8	5711			00	
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	FLOOD CONTA					164						
	I EOOD CONTA		RECORDS -	JAI	NUT CLA	TIAL			Fe	bruary 15, 2	2022	
Matthew Hogan					Sidney I	Har	ris					
Risk Manager	Office: (201) 547-5034				Director o	of Re	ecords		Ofi	fice: (201)	547-5	241
The City of Jersey City					The City of	Jers	ey City					
280 Grove Street					13 Linden A	Ave I	Eic					
Jersey City, NJ 07302	Email: matthewieticnj.org				Jersey City	, NJ	07305		Eπ	nail: shar	is@icn	n'old
TASK		T		1-1	HOURS	-	GSA RATE	T		AMOUNT	BA	ALANCE
DATA ENTRY						1		t				
	Data Entry Records		Tech 2	22A	14	0			5	829.50		
· · · · · · · · · · · · · · · · · · ·	Data Entry - Corrections		Tech 2	28	31.25	0	\$ 59.25	=	\$	1,851.56	\$	0.681.00
PROCESSING DATA						-		+	+		\$	2,681.06
	Load External Drive		Prod Mgr	295	0	@	\$ 91.57	-	5	12		
	Convert Files to Tiff Format - Perm Records		Tech 2	297	127.25	@	\$ 59.25	-	<u> </u>	7,539,56		
			Proj Coor	203		@	\$ 70.03	=	\$	2		
STOP LOF AND COMPUTER OF											\$	7,539.56
STORAGE AND COMPUTER SI	Storage - Cartons & Ledgers / month	Feb 1-15	Skids		44		\$ 53.86		0	0.000.00		
	olonge outons a codgets / month	1 60 1-15	JRIUS		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	4	6,200,20
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes				_			1			\$	810.00
	allocated	Feb 1-15	Backups		* 0.5	0	\$ 1,801.08	=	\$	900.54		
						100		t		000101	\$	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	=	S	2.693.40		
	Proj. Billing		Proj Coor	58B	0.5	0	\$ 70.03			35.02		
Total Palanas Dur						100					\$	2,728,42
Total Balance Due				1 1	1						\$	16.867.84

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SPECIALISTS IN RESTORATION	OF ALL FORMS OF MEDIA SINCE 1979					-			-	0.0		164 127	-
BOOKS	DOCUMENTS	MICROGRAPHIC/M/					/		Ц	μų	UIIIE		
Library, Leather-bound Rare and Oversized	Business Matenals Engineering Plans	X-Rays, CD, DVD					10		M	cr	WULF	:55	UKS
Ledgers and Plat books	Architectural Plans	Pholos, Negalive Microfilm, Microfic					0				0-		
	EAST COAST 26 POWELL LANE PENN YAN WEST COAST. 1384 ROLLINS ROAD BURLINGA E-MAL eric@documentreprocessor	ME, CALIFORNIA 94	Toll Free · (888) 437-940 010 Toll Free · (800) 437 WEB ADDRESS http	-9464 1	Local (650) 401-	7711	FAX	(650) 401-8	711			3	
			NVOICE #			uuu oo							
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	FLOOD CONTA												
	I LOOD CONTA		RECORDS -	SA	NUTCLA	AIIVI				Fo	bruary 28, 1	2022	
Matthew Hogan					Sidney	Har	ris			1C	oruary 20, i	2022	
Risk Manager	Office: (201) 547-5034				Director			ds		Of	fice: (201) 547-	5241
The City of Jersey City					The City o			• -		011	100. (201) 0 - 1 -	0241
280 Grove Street					13 Linden			7					
Jersey City, NJ 07302	Email: matthew@jcni.org				Jersey City)5		En	nail: shar	ris@j	onjiorg
TASK	T	1			HOURS	-	1.05	A RATE	-	-	MOUNT		BALANCE
DATA ENTRY				-	Hours	+	00	ABAIL	-	- 1	1000141		SALANCE
	Data Entry Records		Tech 2	22A	82.25	@	S	59.25	=	\$	4,873.31	-	
	Data Entry - Corrections		Tech 2	20	34.5	@	S	59.25	=	S	2,044.13		
PROCESSING DATA						-	-		-			\$	6,917.44
	Load External Drive	1	Prod Mar	295	17.75	@	S	91.57	=	s	1,625.37		
	Convert Files to Tiff Format - Perm Records		Tech 2	207	16	@		59.25	-	-	948.00		
				207	10	100	Ψ	33 23	-	φ	940.00	s	2,573.37
STORAGE AND COMPUTER SE				+	-				t	-			2,3(3.3)
	Storage - Cartons & Ledgers / month	Feb 16-28	Skids		41	@	\$	53.86	=	\$	2,208.26		
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Feb 16-28	Data Storage	+	, 0.5	10	0.1	000.00			040.00	\$	2,208.26
		1 60 10-20	Data Storage	+-+	, 0.5	@	31	,620.00	1=	\$	810.00	\$	810.00
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes	17	23.55						t			-	010.00
	allocated	Feb 16-28	Backups		• 0.5	@	\$1	,801.08	=	\$	900,54		
TIFF FORMAT - 10.179 TB	Computer server use Terabytes allocated	Feb 16-28	Data Characa			_	_					\$	900.54
111110110110110110110	Computer server use relabytes anocated	LED 10-59	Data Storage			-	-		+	-			
TIFF FORMAT - 10 179 TB	Backup of Computer server Terabytes allocated	Feb 16-28	Backup						T				
ADMINISTRATION													
	Prepare Project Samples		Prod Mar		4	100	\$	91.57			366.28		
	Prepare Project Samples		Proj Mgr	92 58B	4	00		134.67			538.68		
	Project Budget		Proj Mgr	92	8	@	_	134.67			1.077.36	-	
	Proj. Billing		Proj Coor	588	1	@		70.03			70.03		
Territoria D												\$	2,052.35
Total Balance Due									1			s	15,461.96

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SPECIALISTS IN RESTORATION OF ALL FORMS OF MEDIA SINCE 1979

BOOKS Library, Leather-bound Rare and Oversized Ledgers and Plat books

46

DOCUMENTS Business Materials Engineering Plans Architectural Plans

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June 5, 2022

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PROJECT INVOICE #200

Purchase Order # 139387 MÅRCH 1-15, 2022 FLOOD CONTAMINATED RECORDS - SANDY CLAIM

Matthew Hogan

Risk Manager The City of Jersey City 280 Grove Street

280 Grove Street Jersey City, NJ 07302 Email: matthew@gonj.org

Office:

Sidney Harris

Director of Records The City of Jersey City 13 Linden Ave E. Jersey City, NJ 07305 Office: (201) 547-5241

Email: sharris@jc.nj.org

TASK				11	HOURS	1	GSA RATE	11	AMOUNT	В	ALANCE
DATA ENTRY											
	Data Entry Records		Tech 2	Z2A	9	0	\$ 59.25	=	\$ 533.25		
	Data Entry - Corrections		Tech 2	28	14.25	0	\$ 59.25	=	\$ 844.31		
										\$	1,377.56
STORAGE AND COMPUTER S								П			
	Storage - Cartons & Ledgers / month	March 1 - 15	Skids		41	0	\$ 53.86	=	\$ 2,208.26		
			line and the second							\$	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		
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PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes allocated	March 1 - 15	Backups		0,5	0	\$ 1,801.08	=	\$ 900.54		
										S	900.54
ADMINISTRATION								11			
	Liason		Prod Mgr	92	4	@	\$ 134.67	=	\$ 538.68		
										\$	538,68
Total Balance Due										s	5,835.04
	in 10 Days - 30 Net on Receipt 26 Powell Lane Penn Yan NY 14527	Federal ID: 16- * Non GSA I		Ema	Thank Y il:eric@doc		ntreprocess	ors.	com		

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			9387 MAR 16								
	FLOOD CONTA					18.4					
	FLOOD CONTA	WINATED	RECORDS -	SAN	DT CLA	1141			April 4, 2022		
Matthew Hogan					Sidney H	lar	ris		npin 4, cocc		
Risk Manager	Office: (201) 547-5034				Director o				Office: (201)	547-	5241
The City of Jersey City					The City of				01100. (201)	0.11	02.11
280 Grove Street					13 Linden A		, ,				
Jersey City, NJ 07302	Email: matthew@icn.org								Email: sharr	. Ania	in an
Jersey City, NJ 07302	Ennan, <u>Bikinna Alegia big</u>				Jersey City,	, NJ	07305		Enten. acen	12 Petto	adrong
TASK				TT	HOURS		GSA RATE		AMOUNT	Ĩ	BALANCE
DATA ENTRY											
	Data Entry Records		Tech 2	22A	82.25	@	\$ 59.25	11	\$ 4,873.31		
	Data Entry - Corrections		Tech 2	28	34.5	@	\$ 59.25	=	\$ 2,044.13	ŝ	0.017.4
PROCESSING DATA				+				H		Ð	6,917,4
FROCESSING DATA	Load External Drive	-	Prod Mgr	295	17.75	@	\$ 91.57	-	\$ 1.625.37		
	Convert Files to Tiff Format - Perm Records		Tech 2	295	16	0	\$ 59.25	E	\$ 948.00		
	Convert Files to Thi Format - Ferni Records			207	10	<u>w</u>	\$ 35.23	-	\$ 940.00	Ŝ	2,573.3
STORAGE AND COMPUTER S	ERVER USE		-	++				t			2,010,0
	Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	@	\$ 53.86	=	\$ 2,208.26		
										\$	2,208.2
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage		0.5	@	\$ 1,620.00	=	\$ 810.00	6	040.0
PDF FORMAT - 0.953 TB	Backup of Computer server Terabytes			++		-		⊢		\$	810.0
	allocated	Mar 16 - 31	Backups		0.5	@	\$ 1,801.08	=	\$ 900.54		
	2									\$	900.5
ADMINISTRATION											
	Prepare Project Samples		Prod Mgr	92	4	@	\$ 91.57	-			
	Prepare Project Samples		Proj Mgr	583	4	0	\$ 134.67	=	000.00		
	Project Budget		Proj Mgr	£2	8	@	\$ 134.67	=			
	Proj. Billing		Proj Coor	588	1	@	\$ 70.03	-	\$ 70.03	\$	2.052
				-		-		1		Ψ	2,032

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rotal Balance Due										\$	3,918.8
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	Proj. Billing		Proj Coor	58B	0	@	\$ 70.03				
	Project Budget		Proj Mgr	92	0	@	\$ 134.67	-		_	
	Prepare Project Samples		Proj Mgr	588	0	@	\$ 134.67				
DMINISTRATION	Prepare Project Samples		Prod Mar	92	0	@	\$ 91.57	=	\$ -		_
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PDF FORMAT - 0,953 TB	Backup of Computer server Terabytes allocated	Mar 16 - 31	Backups		0.5	@	\$ 1,801.08	=	\$ 900.54		
PDF FORMAT - 0.953 TB	Computer server use Terabytes allocated	Mar 16 - 31	Data Storage		0.5	@	\$ 1,620.00	=	\$ 810.00	\$	810.
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ersey City, NJ 07302	Email: matthewig collors				Jersey City,				Email: shari	is@jc	nj.org
280 Grove Street					13 Linden A		· ·				
The City of Jersey City					The City of					5.0 0	
Risk Manager	Office: (201) 547-5034				Director o				Office: (201)	547-5	241
Matthew Hogan					Sidney H	lar	ris		000 10, 2022		
	FLOOD CONTA	MINATED	RECORDS -	SAN	DY CLA	IM			Oct. 18, 2022		
			9387 APR 1								
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	EAST COAST 26 POWELL LANE * PENN YAN, WEST COAST: 1384 ROLLINS ROAD * BURLINGAN E-MAIL * eric@dacumentreprocessor:	IE, CALIFORNIA 940	Toll Free (888) 437-946 10 Toll Free (800) 437- WEB ADDRESS http	9464 Lo	cal (650) 401-7	711 :::	FAX (650) 401-8	711			
Ram and Oversized edgers and Plat books	Engineering Plans Architectural Plans	Photos, Negatives Microfilm, Microfich									
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BOOKS	OF ALL FORMS OF MEDIA SINCE 1979 DOCUMENTS	MICROGRAPHIC/MA	ONETIC][JLUME		
Library, Leather-bound Rate and Oversized Ledgers and Plat books	Business Materials Engineering Plans Architectural Plans	X-Rays, CD, DVD Photos, Negatives Microfilm, Microfict	VHS Glass Plate					2E	PROCE	550	DRS
	EAST COAST 26 POWELL LANE PENN YA WEST COAST 1384 ROLLINS ROAD BURLING	N, NEW YORK 14527 AME, CALIFORNIA 940	Toll Free (888) 437-946	4 Local -9464 Lo	(585) 554-4500 ccal (650) 401-7) · FA	X (585) 554-4114 FAX (650) 401-8	711			
	E-MAIL, eric@documentroprocess	ors.com		:llwww.c	Incumentreproc						
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	FLOOD CONT	AMINATED	RECORDS -	SAN	IDY CLA	IN			June 6, 2022		
Matthew Hogan					Sidney	Hari	rie		00110 0, 2022		
Risk Manager	Office: (201) 547-5034				Director c				06 (001)		0.4.4
0	Office: (201) 547-5034								Office: (201)	1547-5	1247
The City of Jersey City					The City of	Jers	ey City				
280 Grove Street					13 Linden /	Ave E	ī.				
Jersey City, NJ 07302	Email: matthew@jcn.org				Jersey City	, NJ	07305		Email: shari	ris@ic	ni org
TASK					HOURS		GSA RATE		AMOUNT	B	ALANCE
DATA ENTRY											
	Data Entry Records		Tech 2	22A	20	@	\$ 59.25				
	Data Entry - Corrections		Tech 2	28	20	@	\$ 59.25	=	\$ 1,185,00	-	
		-				-		\square		\$	2,370.0
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PROCESSING DATA STORAGE AND COMPUTER S		Mar 16 - 31	Skide		41	0	\$ 53.86	-	\$ 2,208.26	_	
	SERVER USE Storage - Cartons & Ledgers / month	Mar 16 - 31	Skids		41	0	\$ 53.86	=	\$ 2,208.26	¢.	2 208 2
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STORAGE AND COMPUTER S	Storage - Cartons & Ledgers / month										
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STORAGE AND COMPUTER S PDF FORMAT - 0.953 TB PDF FORMAT - 0.953 TB	Storage - Cartons & Ledgers / month Computer server use Terabytes allocated Backup of Computer server Terabytes allocated Prepare Project Samples	Mar 16 - 31	Data Storage Backups Prod Mgr	92	0.5	0	\$ 1,620.00 \$ 1,801.08 \$ 91.57	n n n	\$ 810.00 \$ 900.54 \$ -	\$	810.0
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STORAGE AND COMPUTER S PDF FORMAT - 0.953 TB PDF FORMAT - 0.953 TB	Storage - Cartons & Ledgers / month Computer server use Terabytes allocated Backup of Computer server Terabytes allocated Prepare Project Samples Prepare Project Samples	Mar 16 - 31	Data Storage Backups Prod Mgr Proj Mgr	588	0.5 0.5 0	88	\$ 1,620.00 \$ 1,801.08 \$ 91.57 \$ 134.67	10 10 11 11 11 11 11 11 11 11 11 11 11 1	\$ 810.00 \$ 900.54 \$ - \$ - \$ -	\$	2,208.21 810.00 900.5
STORAGE AND COMPUTER S PDF FORMAT - 0.953 TB PDF FORMAT - 0.953 TB ADMINISTRATION	Storage - Cartons & Ledgers / month Computer server use Terabytes allocated Backup of Computer server Terabytes allocated Prepare Project Samples Prepare Project Samples Project Budget	Mar 16 - 31	Data Storage Backups Prod Mgr Proj Mgr Proj Mgr	588 92	0.5 0.5 0.5	000	\$ 1,620,00 \$ 1,801.08 \$ 91.57 \$ 134.67 \$ 134.67	20 10 10 10 10 10 10 10 10 10 10 10 10 10	\$ 810.00 \$ 900.54 \$ - \$ - \$ -	\$	810.0
STORAGE AND COMPUTER S	Storage - Cartons & Ledgers / month Computer server use Terabytes allocated Backup of Computer server Terabytes allocated Prepare Project Samples Prepare Project Samples Project Budget	Mar 16 - 31	Data Storage Backups Prod Mgr Proj Mgr Proj Mgr	588 92	0.5 0.5 0.5	000	\$ 1,620,00 \$ 1,801.08 \$ 91.57 \$ 134.67 \$ 134.67	20 10 10 10 10 10 10 10 10 10 10 10 10 10	\$ 810.00 \$ 900.54 \$ - \$ - \$ -	\$	810.0

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	EAST COAST: 26 POWELL LANE PENN YAI	N. NEW YORK 14527	Toll Free (888) 437-946	4 Local	(585) 554-450	FA	AX (585) 554-4114	L.			
	E-MAIL eric@documentraprocess	ITS COM	WEB ADDRESS http	-9464 L E//www.	oca⊫ (650) 401 documentreproc	//11 :9550ri	6.com	711			
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	FLOOD CONTA	AMINATED	RECORDS -	SAP	NDY CLA	IN			huma 6, 0000		
Matthew Hogan					Gidney	Llaw	ri e		June 6, 2022		
Risk Manager	Office: (201) 547-5034				Sidney						
0	Office: (201) 547-5034				Director o				Office: (201)	547-	5241
The City of Jersey City					The City of	Jers	iey City				
280 Grove Street					13 Linden	Ave 6	E.				
Jersey City, NJ 07302	Email: matthewildion.org				Jersey City	, NJ	07305		Email: shar	ris <u>(a)</u>	cni.org
TASK				11	HOURS		GSA RATE		AMOUNT	1	BALANCE
DATAENTRY	Data Entry Records										
			Tech 2	72A	72	0	\$ 59.25	=	\$ 4,266.00		
			and the second se			6		-			
	Data Entry - Corrections		Tech 2	23	72	@	\$ 59.25	=	\$ 4,266.00		
PROCESSING DATA			and the second se			@		=	\$ 4,266,00	\$	8,532.0
PROCESSING DATA STORAGE AND COMPUTER S	Data Entry - Corrections		and the second se			0		=	\$ 4,266,00	\$	8,532.0
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STORAGE AND COMPUTER S	Data Entry - Corrections ERVER USE Storage - Carlons & Ledgers / month	Mar 16 - 31	Tech 2		72	00			\$ 4,266.00 \$ 2,208.26	\$	
	Data Entry - Corrections ERVER USE	Mar 16 - 31 Mar 16 - 31	Tech 2		72	Ô	\$ 59.25				
STORAGE AND COMPUTER S	Data Entry - Corrections ERVER USE Storage - Carlons & Ledgers / month Computer server use Terabytes allocated		Tech 2 Skids		41	0	\$ 59.25 \$ 53.86		\$ 2,208,26		2,208.2
STORAGE AND COMPUTER S	Data Entry - Corrections ERVER USE Storage - Carlons & Ledgers / month Computer server use Terabytes allocated Backup of Computer server Terabytes	Mar 16 - 31	Tech 2 Skids Data Storage		72 41 • 0.5	8 8	\$ 59.25 \$ 53.86 \$ 1,620.00		\$ 2,208.26 \$ 810.00	\$	2,208.2
STORAGE AND COMPUTER S	Data Entry - Corrections ERVER USE Storage - Carlons & Ledgers / month Computer server use Terabytes allocated		Tech 2 Skids		41	0	\$ 59.25 \$ 53.86 \$ 1,620.00		\$ 2,208,26	\$	2,208.2 810.0
STORAGE AND COMPUTER S	Data Entry - Corrections ERVER USE Storage - Carlons & Ledgers / month Computer server use Terabytes allocated Backup of Computer server Terabytes	Mar 16 - 31	Tech 2 Skids Data Storage		72 41 • 0.5	8 8	\$ 59.25 \$ 53.86 \$ 1,620.00		\$ 2,208.26 \$ 810.00	\$	8,532.0 2,208.2 810.0 900.5
STORAGE AND COMPUTER S PDF FORMAT - 0.953 TB PDF FORMAT - 0.953 TB	Data Entry - Corrections ERVER USE Storage - Carlons & Ledgers / month Computer server use Terabytes allocated Backup of Computer server Terabytes allocated	Mar 16 - 31	Tech 2 Skids Data Storage Backups	23	72 41 • 0.5	0	\$ 59.25 \$ 53.86 \$ 1,620.00 \$ 1,801.08		\$ 2,208,26 \$ 810.00 \$ 900.54	\$	2,208.2 810.0
STORAGE AND COMPUTER S PDF FORMAT - 0.953 TB PDF FORMAT - 0.953 TB	Data Entry - Corrections ERVER USE Storage - Carlons & Ledgers / month Computer server use Terabytes allocated Backup of Computer server Terabytes allocated Prepare Project Samples	Mar 16 - 31	Tech 2 Skids Data Storage Backups Prod Mgr	23	72 41 • 0.5 • 0.5	8 8 8 8	\$ 59.25 \$ 53.86 \$ 1,620.00 \$ 1.801.08 \$ 91.57	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$ 2,208,26 \$ 810,00 \$ 900,54 \$ -	\$	2,208.2 810.0
STORAGE AND COMPUTER S PDF FORMAT - 0.953 TB PDF FORMAT - 0.953 TB	Data Entry - Corrections ERVER USE Storage - Carlons & Ledgers / month Computer server use Terabytes allocated Backup of Computer server Terabytes allocated	Mar 16 - 31	Tech 2 Skids Data Storage Backups Prod Mgr Proj Mgr	23	72 41 • 0.5 • 0.5	00 0 0 0	\$ 59.25 \$ 53.86 \$ 1,620.00 \$ 1.801.08 \$ 91.57 \$ 134.67	1 1 1	\$ 2,208,26 \$ 810,00 \$ 900,54 \$ - \$	\$	2,208.2 810.0
STORAGE AND COMPUTER S PDF FORMAT - 0.953 TB PDF FORMAT - 0.953 TB	Data Entry - Corrections ERVER USE Storage - Carlons & Ledgers / month Computer server use Terabyles allocated Backup of Computer server Terabytes allocated Prepare Project Samples Prepare Project Samples	Mar 16 - 31	Tech 2 Skids Data Storage Backups Prod Mgr	23	72 41 • 0.5 • 0.5	8 8 8 8	\$ 59.25 \$ 53.86 \$ 1,620.00 \$ 1,801.08 \$ 91.57 \$ 134.67 \$ 134.67		\$ 2,208,26 \$ 810,00 \$ 900,54 \$ - \$ - \$ 1,077,36	\$	2,208.2 810.0
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Matthew Hogan					Cisland	Haw	-1-		June 6, 2022		
Risk Manager	000				Sidney						
0	Office: (201) 547-5034				Director of				Office: (201)	547-	5241
The City of Jersey City					The City of						
280 Grove Street					13 Linden	Ave E	E,				
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TASK	Email: <u>matthew@kcn.org</u>	1			Jersey City	/, NJ	07305 GSA RATE		Email: shar		BALANCE
TASK					HOURS		GSA RATE		AMOUNT		
Jersey City, NJ 07302 TASK DATA ENTRY	Data Entry Records		Tech 2	22A	HOURS	œ	GSA RATE \$ 59.25	=	AMOUNT \$ 3,555.00		
TASK			Tech 2 Tech 2	22A 28	HOURS 60 63		GSA RATE \$ 59.25	=	AMOUNT		BALANCE
TASK	Data Entry Records				HOURS	œ	GSA RATE \$ 59.25	=	AMOUNT \$ 3,555.00		BALANCE
TASK DATA ENTRY	Data Entry Records			28	HOURS 60 63 0	@	GSA RATE \$ 59.25 \$ 59.25	0 0	AMOUNT \$ 3,555.00 \$ 3,732.75		BALANCE
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PROCESSING DATA	Data Entry Records Data Entry - Corrections Load External Drive Convert Files to Tiff Format - Perm Records		Tech 2 Prod Mgr	28 295	HOURS 60 63 0 0 0	0	GSA RATE \$ 59.25 \$ 59.25 \$ 91.57	n n	AMOUNT \$ 3,555,00 \$ 3,732.75 \$		BALANCE
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Matthew Hogan Risk Manager					Sidney I						
	Office: (201) 547-5034				Director o				Office: (201) 547-	5241
The City of Jersey City					The City of	Jers	sey City				
280 Grove Street					13 Linden A	lve	E.;;)				
Jersey City, NJ 07302	Email: matthew@jcni.org				Jersey City	, NJ	07305		Email: sha!	ris <u>(Qi</u>	inj org
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Risk Manager	Office: (201) 547-5034				Director o	fRe	ecords		Offi	ce: (201)	547-8	5241
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280 Grove Street					13 Linden A	Ave 6	Ξ.					
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Matthew Hogan					Sidney								
Risk Manager	Office: (201) 547-5034				Director of	of Re	ecord	S		Offic	e: (201)	547-52	241
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SPECIALISTS IN RESTORATION OF ALL FORMS OF MEDIA SINCE 1979 MICROGRAPHIC/MAGNETIC X-Rays, CD, DVD, VHS Photos, Negatives, Glass Plate BOOKS DOCUMENTS Library, Leather-bound Business Materials Rare and Oversized Ledgers and Plat books Engineering Plans Architectural Plans Microfilm, Microfiche, Apertures EAST COAST 26 POWELL LANE PENN YAN, NEW YORK 14527 Toll Free (888) 437-9464 Local (585) 554-4500 FAX (585) 554-4114 WEST COAST 1384 ROLLINS ROAD - BURLINGAME, CALIFORNIA 94010 Toll Free (800) 437-9464 Local (650) 401-7711 FAX (650) 401-8711 E-MAIL eric@docume WEB ADDRESS: http://www.documontreprocessors.com processors.com PROJECT INVOICE #224 Purchase Order # 139387 MAR 1-15, 2023 FLOOD CONTAMINATED RECORDS - SANDY CLAIM April 15, 2023 Matthew Hogan Sidney Harris Risk Manager Office: (201) 547-5034 Director of Records Office: (201) 547-5241 The City of Jersey City The City of Jersey City 280 Grove Street 13 Linden Ave E. Email: matthew/@ichi.org Jersey City, NJ 07302 Email: sharrisigion org Jersey City, NJ 07305 TASK HOURS AMOUNT BALANCE GSA RATE DATA ENTRY Data Entry Records Tech 2 0 £ 59.25 = S Data Entry - Corrections Tech 2 0 @ \$ S 0 \$ PROCESSING DATA 0 Load External Drive Prod Mgr @ 0 91.57 \$ S Convert Files to Tiff Format - Perm Records Tech 2 0 @ \$ 59.25 S -STORAGE AND COMPUTER SERVER USE Storage - Cartons & Ledgers / month Mar 16 - 31 41 53.86 \$ 2,208.26 0 \$ 2,208,26 \$ Data Storage PDF FORMAT - 0.953 TB Computer server use Terabyles allocated Mar 16 - 31 0.5 0 \$ 1,620.00 ± S 810.00 810.00 PDF FORMAT - 0.953 TB Backup of Computer server Terabytes allocated Mar 16 - 31 Backups 0.5 \$ 1,801.08 0 S 900.54 \$ 900.54 TIFF FORMAT - 10.179 TB Computer server use Terabytes allocated Mar 16 - 31 Data Storage 0.5 0 \$ 1,620.00 = S 810.00 810.00 Backup of Computer server Terabytes TIFF FORMAT - 10.179 TB allocated Mar 16 - 31 Backups 0.5 S 1,801.08 900.54 0 \$ \$ 900.54 ADMINISTRATION Prepare Project Samples Prod Mgr 91.57 0 \$ Prepare Project Samples Proj Mgr 134.67 = \$ 0 \$ 588 @ Project Budget Proj Mgr 0 0 \$ 134.67 = \$ 92 Proj Coor Proj. Billing 658 0 0 \$ 70.03 \$ Total Balance Due \$ 5,629.34 Terms: 2% Discount Paid in 10 Days - 30 Net on Receipt Federal ID: 16-1368649 Thank You Document Reprocessors 26 Powell Lane Penn Yan NY 14527 * Non GSA Items Email:eric@documentreprocessors.com

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Matthew Hogan						Sidney I	lar	ris					
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PROJECT INVOICE #227 Purchase Order # 139387 APR 16-30, 2023 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

matthew@jcnj.org

Sidney Harris Director of Records

Office: (201) 547-5241

May 30, 2023

Director of Records The City of Jersey City 13 Linden Ave E. Jersey City, NJ 07305

Email: sharris@jcnj.org

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PROJECT INVOICE #228 Purchase Order # 139387 MAY 1-15, 2023 FLOOD CONTAMINATED RECORDS - SANDY CLAIM

Matthew Hogan

Risk Manager	Office:	(201) 547-5034
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Jersey City, NJ 07302	Email:	matthew@jcni.org

@icni.org

Sidney Harris

Director of Records The City of Jersey City 13 Linden Ave E. Jersey City, NJ 07305

Email: sharris@icnj.org

Office: (201) 547-5241

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Email: matthew@jcni.org				Jersey City	, NJ	07305			Email: shan	SICOLC	ni.org
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PROJECT INVOICE #230 Purchase Order # 139387 JUNE 1- 15, 2023

FLOOD CONTAMINATED RECORDS - SANDY CLAIM

Matthew Hogan

Risk Manager The City of Jersey City 280 Grove Street Jersey City, NJ 07302

(201) 547-5034 Office: matthew@icni.org Email:

Sidney Harris

Director of Records The City of Jersey City

Office: (201) 547-5241

13 Linden Ave E. Jersey City, NJ 07305

Email: sharris@jcni.org

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Jersey City, NJ 07302	Email: matthew@jcnj.org	27			Jersey City	/, NJ	07305		Em	ail: shar	ris <u>@ic</u>	<u>nj.org</u>
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July 31, 2023

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PROJECT INVOICE #233 Purchase Order # 139387 JULY 15-31, 2023 FLOOD CONTAMINATED RECORDS - SANDY CLAIM

Matthew Hogan

Risk Manager	Office:	(2
The Clty of Jersey City		
280 Grove Street		
Jersey City, NJ 07302	Email:	ma

nffice: (201) 547-5034 mail: <u>matthew@icnl.org</u> Sidney Harris

Director of Records The City of Jersey City 13 Linden Ave E. Jersey City, NJ 07305 Office: (201) 547-5241

Email: sharris@jcnj.org

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Purchase Order # 139387 AUG 1 - 15, 2023 FLOOD CONTAMINATED RECORDS - SANDY CLAIM Sidney Harris Sidney Harris Director of Records Office: (201) 547-5034 Director of Records Office: (201) 547-5241 The City of Jersey City The City of Jersey City The City of Jersey City Office: (201) 547-5241 280 Grove Street Jersey City, NJ 07302 Email: matthew@locil.org The City of Jersey City Email: sharri@liginl.org TASK Outa Entry Records Tech 2 2mail 0 0 8.525 \$ - Data Entry Records Tech 2 2mail 0 0 8.525 \$ - Load Entry Corrections Tech 2 2mail 0 0 \$ 5 - Convort Files to TIff Format - Perm Records Tech 2 2mil 0 0 \$ 5 - Convort Files to TIff Format - Perm Records Tech 2 2mil 0 0 \$ 5 2		WEST COAST: 1384 ROLLINS ROAD · BURLINGAME, E-MAIL: eric@documentreprocessors.c	CALIFORNIA 9401	0 Toll Free (800) 43 WEB ADDRESS: ht	37-9464 tp://ww	w.d	ical· (650) 401· locumentrepro	7711	• FA	X (660) 401	14 -871	11				
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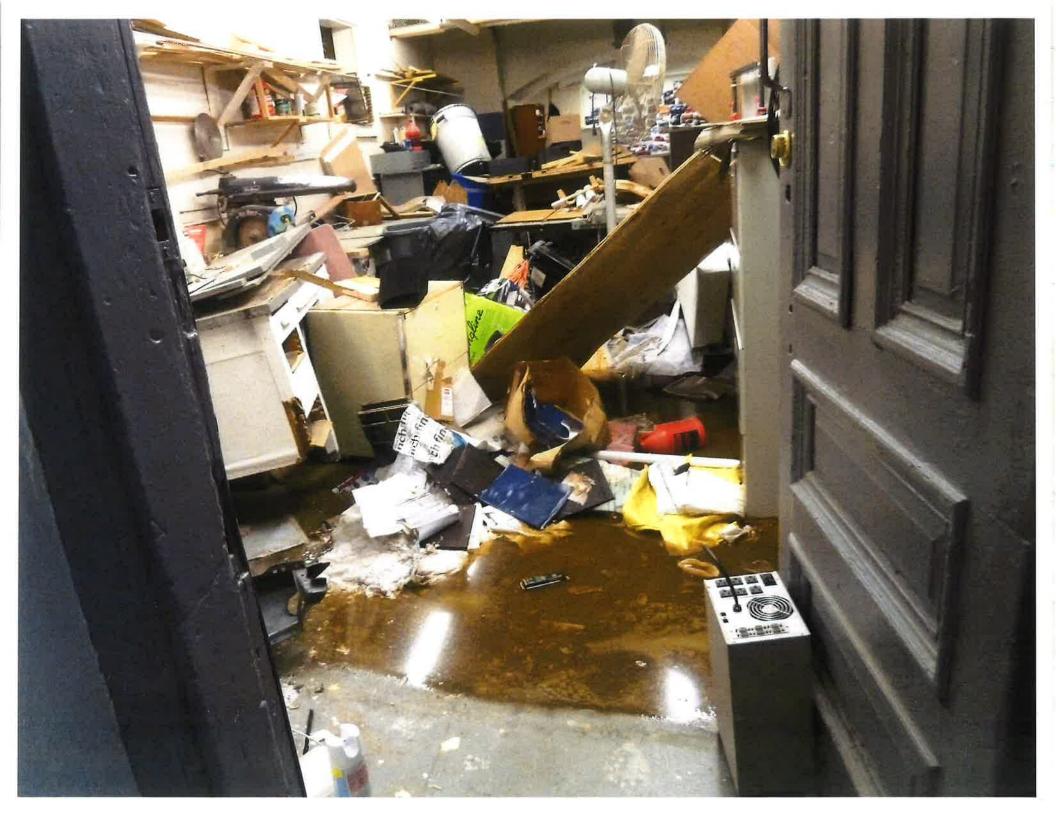
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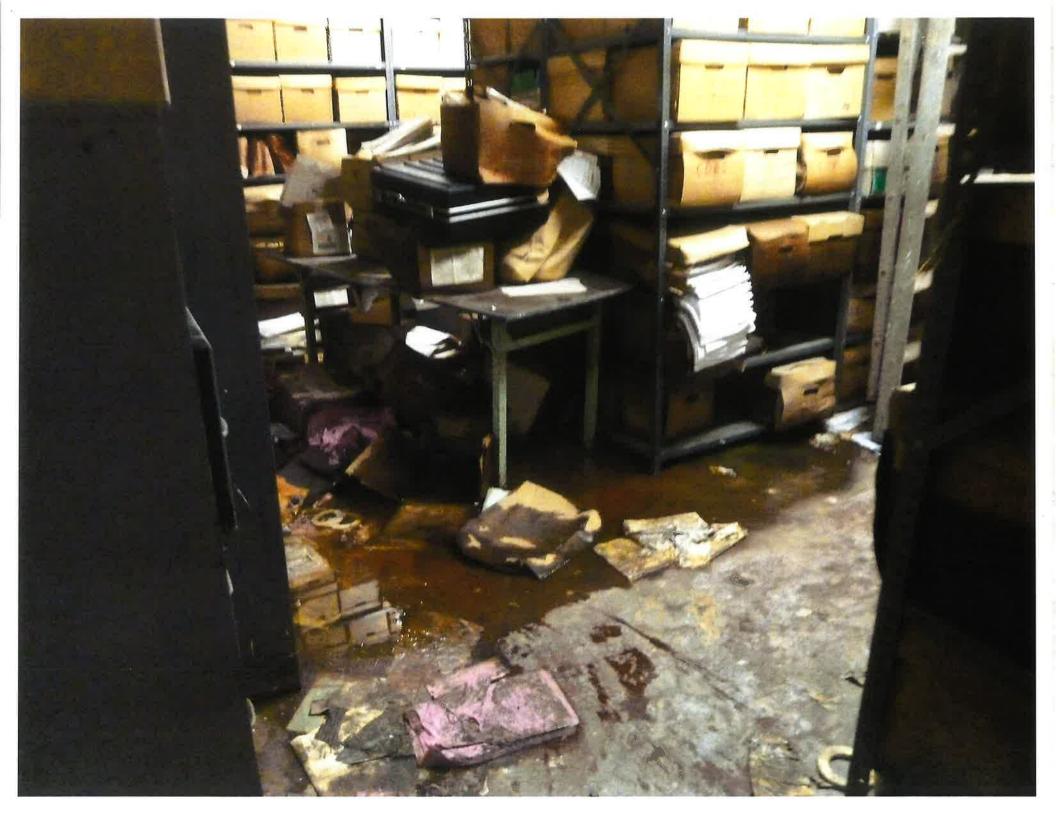
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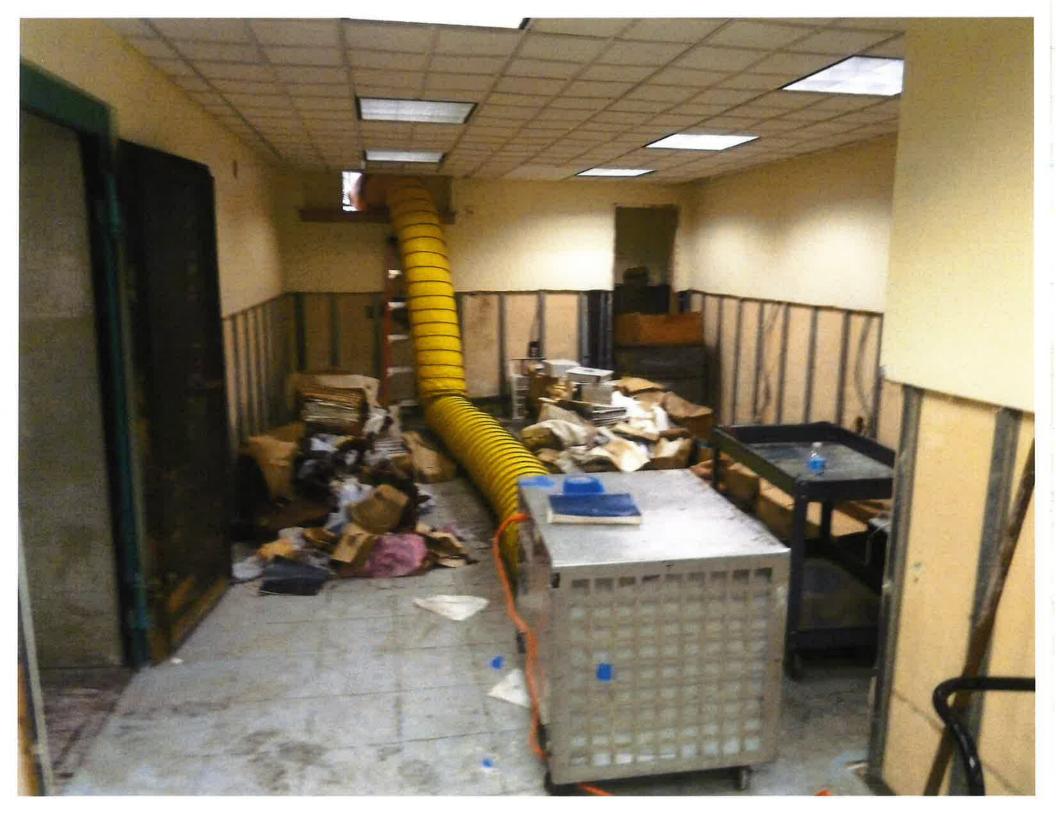
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SPECIALISTS IN RESTORATION OF ALL FORMS OF MEDIA SINCE 1979 DOCUMENTS MICROGRAPHIC/MAGNETIC воока X-Rays, CD, DVD, VHS Library, Leather-bound **Business Materials** Photos, Negalives, Glass Plate Rare and Oversized Engineering Plans Microfilm, Microfiche, Apertures Ledgors and Plat books Architectural Plans EAST COAST: 26 POWELL LANE · PENN YAN, NEW YORK 14527 Toll Free · (888) 437-9464 Local · (585) 554-4500 · FAX (585) 554-4114 WEST COAST: 1384 ROLLINS ROAD · BURLINGAME, CALIFORNIA 94010 Toil Free · (800) 437-9454 Local · (850) 401-7711 · FAX (850) 401-8711 E-MAIL: eric@documentreprocessors.com WEB ADDRESS: http://www.documentreprocessors.com **PROJECT INVOICE #244** Purchase Order #139387 Jan. 1-15 2024 FLOOD CONTAMINATED RECORDS - SANDY CLAIM Jan. 28, 2024 Matthew Hogan **Sidney Harris** Risk Manager Office: (201) 547-5034 Director of Records Office: (201) 547-5241 The City of Jersey City The City of Jersey City 13 Linden Ave E. 280 Grove Street sharris@lcni.org Email: Email: matthew@jcnj.org Jersey City, NJ 07305 Jersey City, NJ 07302 BALANCE HOURS GSA RATE AMOUNT TASK DATA ENTRY Tech 2 n @\$ 59.25 = Data Entry Records 22A 59.25 @ \$ = \$ Data Entry - Corrections Tech 2 0 28 0 \$ PROCESSING DATA 0 91.57 Prod Mgr = \$ 0 @ \$ Load External Drive 295 Tech 2 \$ Convert Files to Tiff Format - Perm Records 0 @ \$ 59.25 = 297 \$ STORAGE AND COMPUTER SERVER USE Jan. 1-15 41 53,86 \$ 2,208.26 Storage - Cartons & Ledgers / month Skids @ = -\$ 2,208.26 \$ PDF FORMAT - 0.953 TB Data Storage 810.00 Computer server use Terabytes allocated Jan. 1-15 0.5 @ \$ 1,620.00 = \$ 810.00 \$ Backup of Computer server Terabytes PDF FORMAT - 0.953 TB Backups 0.5 0 \$ 1,801.08 \$ 900.54 allocated Jan. 1-15 900.54 \$ TIFF FORMAT - 10.179 TB Computer server use Terabytes allocated Data Storage 0.5 \$ 1,620.00 = \$ 810.00 Jan. 1-15 @ 810.00 TIFF FORMAT - 10.179 TB Backup of Computer server Terabytes \$ 1,801.08 \$ 900.54 Backups 0.5 @ Jan. 1-15 = allocated 900.54 \$ ADMINISTRATION Prod Mgr 0 @ 91.57 = S Prepare Project Samples S 82 134.67 = \$ Proj Mgr 0 @\$ Prepare Project Samples 58B ÷ 134.67 = Project Budget Proj Mgr 0 @ \$ \$ 92 70.03 = Proj. Billing Proj Coor 0 S \$ 68B \$ Total Balance Due 5,629.34 \$ Federal ID: 16-1368649 Thank You Terms: 2% Discount Paid in 10 Days - 30 Net on Receipt * Non GSA Items Email:eric@documentreprocessors.com Document Reprocessors 26 Powell Lane Penn Yan NY 14527

SPECIALISTS IN RESTORATION OF ALL FORMS OF MEDIA SINCE 1979 MICROGRAPHIC/MAGNETIC DOCUMENTS BOOKS X-Rays, CD, DVD, VHS Photos, Negatives, Glass Plate Library, Leather-bound Business Materials Rare and Oversized Ledgers and Plat books Engineering Plans Architectural Plans Microfilm, Microfiche, Apertures EAST COAST: 26 POWELL LANE - PENN YAN, NEW YORK 14527 Toll Free • (809) 437-9464 Local • (505) 554-4500 • FAX (585) 554-4114 WEST COAST: 1364 ROLLINS ROAD • BURLINGAME, CALIFORNIA 94010 Toll Free • (800) 437-9464 Local • (550) 401-7711 • FAX (550) 401-8711 E-MAIL: eric@dooumentreprocessore.com WEB ADDRESS: http://www.documentreprocessore.com **PROJECT INVOICE #245** Purchase Order #139387 Jan. 16-31 2024 FLOOD CONTAMINATED RECORDS - SANDY CLAIM Jan. 28, 2024 **Sidney Harris** Matthew Hogan Director of Records Office: (201) 547-5241 Risk Manager Office: (201) 547-5034 The City of Jersey City The City of Jersey City 13 Linden Ave E. 280 Grove Street Email: sharris@lcnl.org matthew@icni.org Jersey City, NJ 07305 Jersey City, NJ 07302 Email: BALANCE HOURS GSA RATE AMOUNT TASK DATA ENTRY Data Entry Records Tech 2 0 @ 9 59.25 -\$ 22A 59.25 = Tech 2 0 @ S Data Entry - Corrections 28 \$ 0 S 0 PROCESSING DATA 91.57 = Prod Mgr 0 @ \$ \$ Load External Drive 295 Tech 2 0 59.25 @ \$ = \$ Convert Files to Tiff Format - Perm Records 207 \$ STORAGE AND COMPUTER SERVER USE Storage - Cartons & Ledgers / month Jan. 16-31 Skids 41 @ \$ 53.86 \$ 2,208.26 2,208.26 Data Storage @ \$1,620.00 810.00 Computer server use Terabytes allocated 0.5 \$ PDF-FORMAT - 0.953 TB Jan. 16-31 810.00 S Backup of Computer server Terabytes PDF FORMAT - 0.953 TB 900.54 Jan. 16-31 Backups 0.5 0 \$ 1,801.08 \$ allocated 900.54 \$ Computer server use Terabytes allocated Jan. 16-31 Data Storage 0.5 @ \$ 1,620.00 \$ 810.00 TIFF FORMAT - 10.179 TB 810.00 \$ Backup of Computer server Terabytes TIFF FORMAT - 10.179 TB \$ 1,801.08 \$ 900,54 <u>Jan. 16-31</u> Backups 0.5 0 = allocated 900.54 \$ ADMINISTRATION Prod Mgr 91.57 = \$ Prepare Project Samples 0 @ 9 92 Proj Mgr 0 @ \$ 134.67 = \$ -Prepare Project Samples 66B = \$ Proj Mgr @\$ 134.67 Project Budget 92 0 = \$ Proj Coor 70.03 Proj. Billing 68B 0 @ \$ \$ 5,629.34 **Total Balance Due** \$ Federal ID: 16-1368649 Thank You Terms: 2% Discount Paid in 10 Days - 30 Net on Receipt Email:eric@documentreprocessors.com * Non GSA Items Document Reprocessors 26 Powell Lane Penn Yan NY 14527











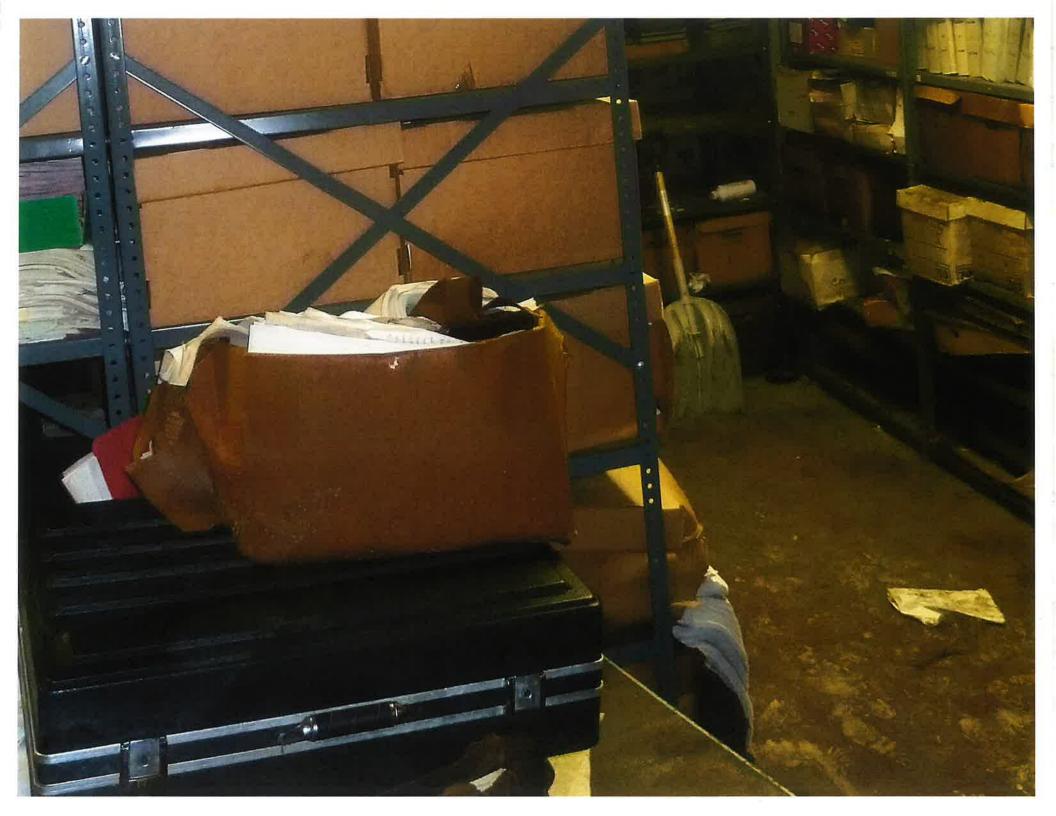
















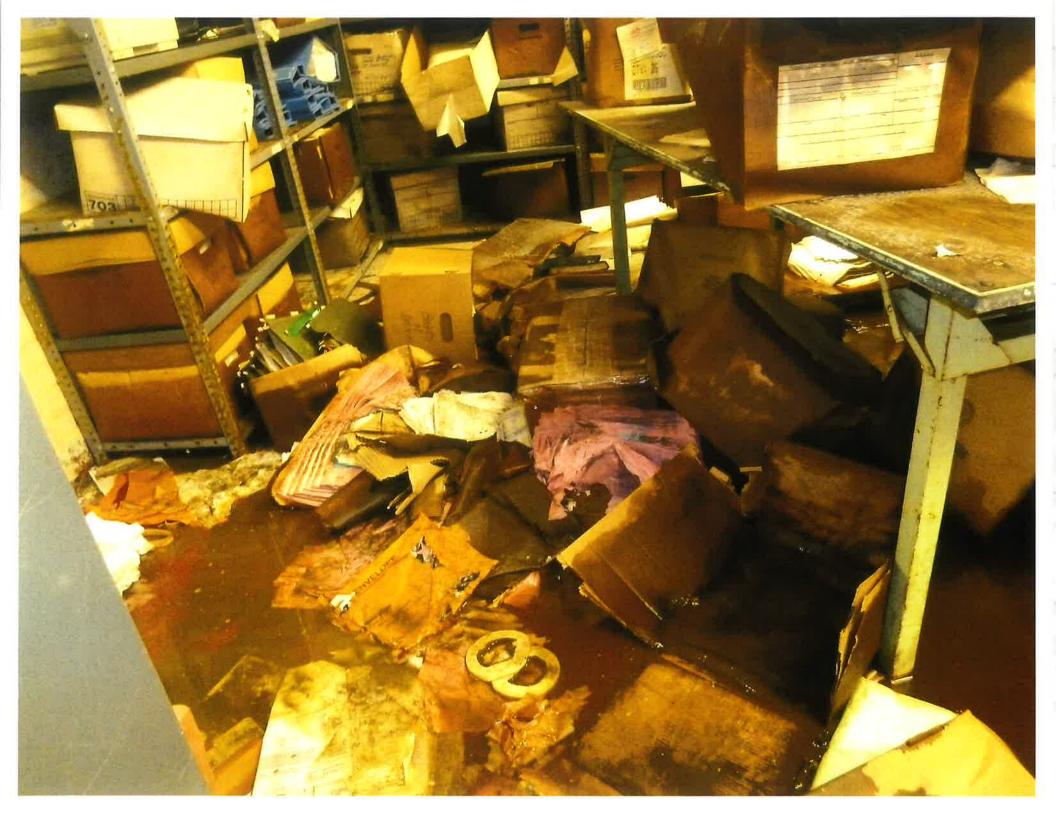






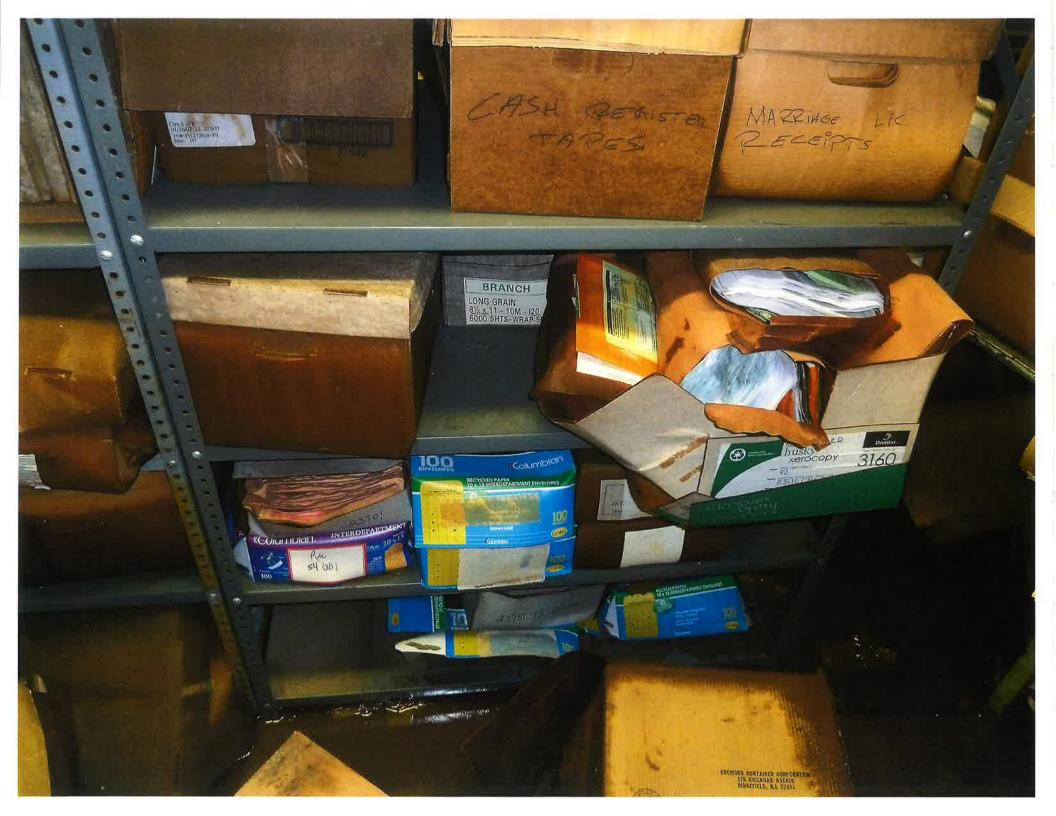


















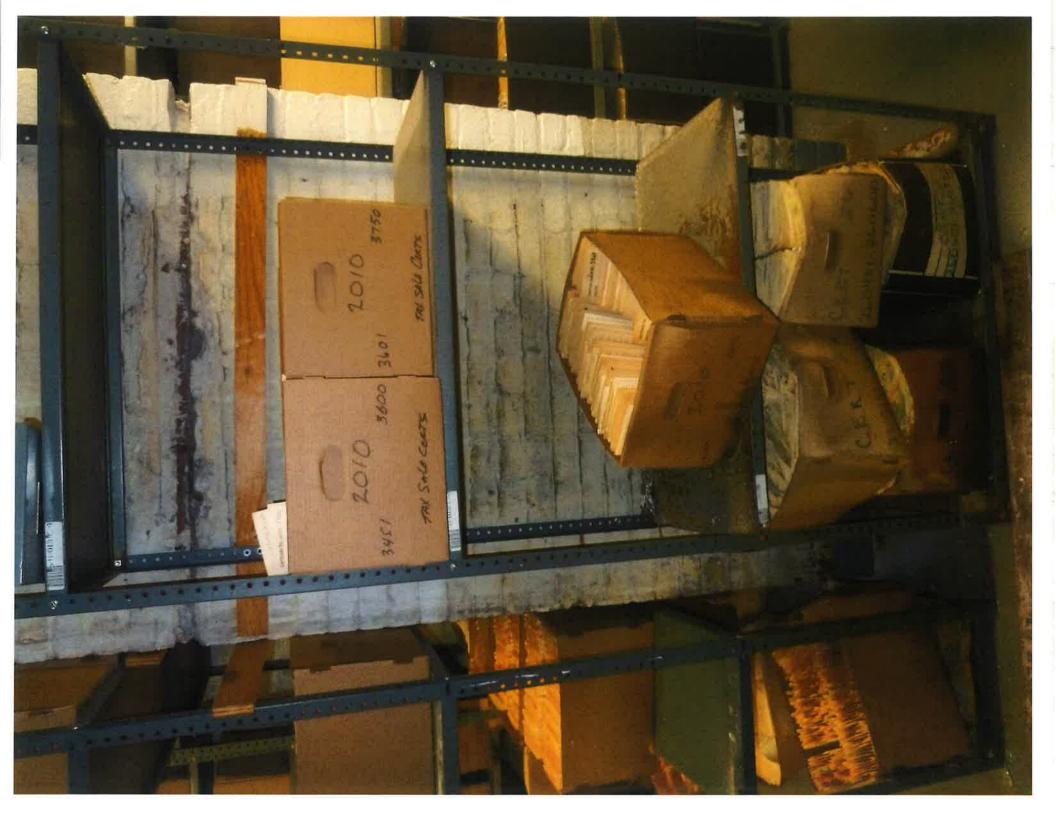


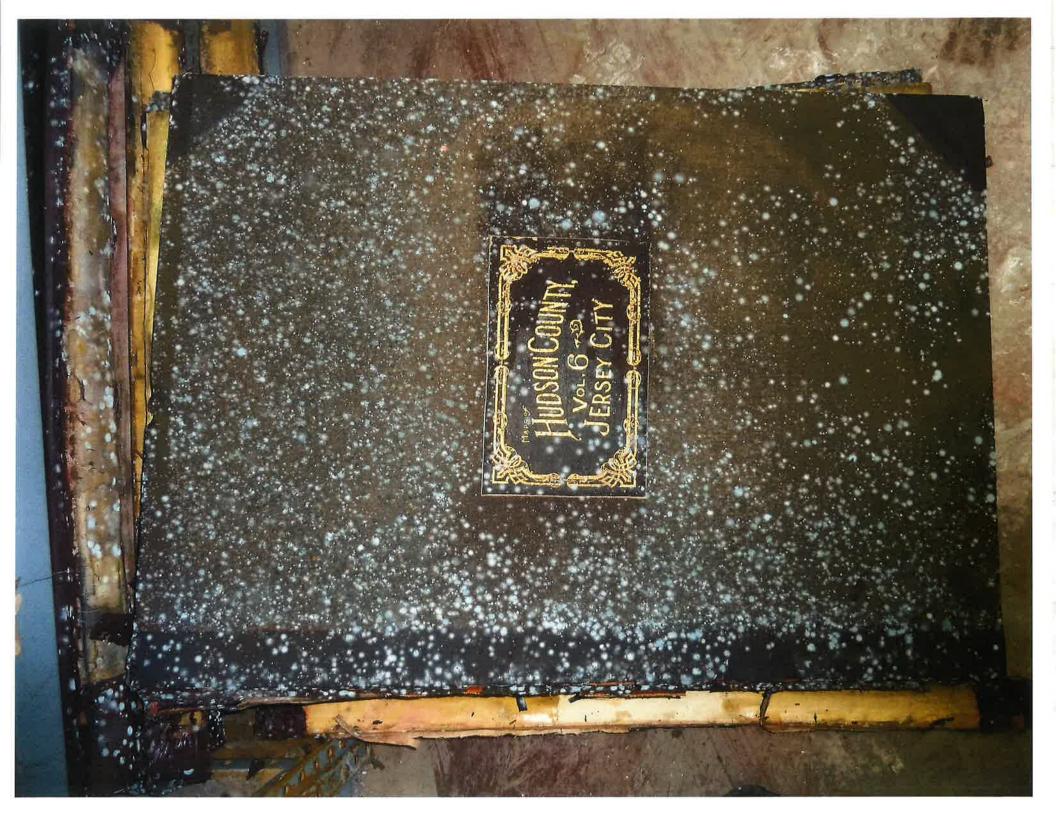














Resolution of the City of Jersey City, N.J.

 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 <u>N.J.S.A</u> 40A:11-4.1 <u>et seq.</u> 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 <u>et seq.</u> may be awarded without complying with the Pay to Play Law, N.J.S.A. 19:44A-20.4 <u>et seq.</u>; 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:

- 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 <u>N.J.S.A.</u> 40A:11-6 and <u>N.J.A.C.</u> 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, <u>N.J.S.A.</u> 40A:5-1 <u>et seq</u>.; 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, 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	l				
	AYE	NAY	N.V.	Absent		AYE	NAY	N.V.	Absent		AYE	NAY	N.V.	Absent	N.V.
RIDLEY	1				SALEH	\checkmark				LAVARRO	\checkmark				(Abs
PRINZ-AREY	1				SOLOMON	\checkmark				RIVERA	\checkmark				1
BOGGIANO	1				ROBINSON	1				WATTERMAN, PRES				1	1

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

Joyce E. Watterman, President of Council

Aan

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, Di	rector 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

1	Emergency contract award for the restoration of documents damaged by Superstorm Sandy.	J
1.14		

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

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 <u>N.J.S.A.</u> 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@jcnj.org

EXHIBITA N.J.S.A.105-31 et seq. (P.L. 1975, C. 127) N.J.S.A.105-31 et seq. (P.L. 1975, C. 127) N.J.S.A.105-31 et seq. (P.L. 1975, C. 127)

COODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACT

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, oreed color, national origin, encestry, marital status affectional or second orientation, gender identity or expression, disability, nationality or sex. Except with nespect to affectional or second orientation and gender identity or expression, due contractor will ensure that employees are treated during employment, without regard to their age, race, creed color, national origin, encestry, marital atatus, affectional or sexual orientation, gender identity or expression, disability, camployees are treated during employment, without regard to their age, race, creed color, national origin, encestry, marital atatus, affectional or sexual orientation, gender identity or expression, disability, employment, upgrading, demotion, or transfer, norminent or norminent advertising, layoff or employment, upgrading, demotion, or transfer, norminent or norminent advertising, layoff or termination; mues of pay or other forms of compensation; and selection for training including apprendiceabip. The contractor agrees to post in conspiruous places, available to employees and explications for employment, notices to be provided by the Public Agency Compliance Officer sening apprendiceabip. The contractor agrees to post in conspiruous places, available to employees and explications for employment, notices to be provided by the Public Agency Compliance Officer sening apprendiceabip. The contractor agrees to post in conspiruous places, available to employees and explicants for employment, notices to be provided by the Public Agency Compliance Officer sening forth provided and the anotise contractor agrees to post in conspiruous places, available to employees and explicants for employment, notices to be provided by the Public Agency Compliance Officer sening forth provisions of this nondiscrimination causes.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contactor, state that all qualified applicants will receive consideration for employment without regard to age, race, aread color, national origin, ancestry marital status, affectional or sexual orientation, gender identity or expression disability, mationality 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 agancy contracting officer, advising the labor union of the contractor's commitments under this chapter and ahall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith effort to meet targeted county employment goals established in accordance with N.A.C.I.7:27 -5.2.

EXHIBIT A (Continuation)

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The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but notlimited 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, anaestry, 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 of subcontractor agrees to revise any of thetesting procedures, if accessary, 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 faw 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 hav 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 ducuments:

Lener 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 <u>www.state.nj.u.treasury_contract_compliance</u>

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 NaLAC, 17:27.

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

EXHIBITA N.J.S.A. 105551 and N.J.A.C. 1727 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 tails to comply with the requirements of NJ,S,N, 1025-31 and NJ, NC, 1727

Representative's Name Title (Print): ERic	hundquist on per
Representative's Signature:	minad fr
Same of Company: Document	Reprocessors Ny
1el. No. 585-554-4500	Hate: 11/23/7020

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The continuitor and this <u>1123/2010</u> of <u>DRW1</u> Downment, Kiprocusofds, of Wy) providence of Title 11 of the Americane With Distribution Act of 1990 (his "Ant") do hereby agreedint line and antivities provided or much switches barie of distribution, and he miss and sources, program, and antivities provided or much switches by public anticles, and the miss and sources, program, and antivities provided or much switches by public anticles, and the miss and sources providence of the Americane With Distribution, and the miss and source providence on the barie of the source providence of the source of th

The ownershall, as seen as partitudes after a data has been made against it, give written notice descario the contentor along with this and complete particulans of the data. If any action or administrative proceeding is brought against the cursor or any of its agains, converse, and employees, the evener shall expeditionally forward or have forwarded to the contentor every domand, completely, notice, emmony, pleading, or other process received by the cursor or its representatives.

It is expressly agained and understood that any approval by the constr of the anvious provided by the contraster pursuant to this contrast will not colling the contactor of the chilgadian to comply with the Act and to defind, indexndift, protock, and care kanning the contactor pursuant to this paragraph.

It is further agened and understood that the owner assumes no obligation to informily or care hainflate the contactor, its agents, servanic, outployees and enheatments for any size which any arise out of their performance of this Agrounsit. Furthermore, the contractor expressly understands and agroup that the provisions of this informitization clause shall in no way limit the contractor's obligations assumed in this Agroument, nor shall they be construct to relieve the contractor from any flatfilly, nor proclude the owner from taking any other actions available to its underfare other provisions of the Agroup of the and any flatfilly.

figuescantativo's Name/Nills Print); Representativo's Alguntures LANdouist may Vane of Company Document Kennebasones NU 11123/2020

Minority/Woman Bashasa Enterprise (MWBE) Questionnaire for Bidders

Jensey City Ophinance C-829 establishes a goal of avarding 20% of the dollar amount of total eity procurement to minority and women owned instinant enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned unifer women owned butiness, and return this form with your bid proposel.

Business Name :	Document Reprocessors of NY, Inc
Address :	The Pavell have Pennyan, ny 14527
Thisphone No. :	585-554-4500
Contact Name :	Angela Clarke, CEO
Additional of Addition a	

Please check applicable category :

-	Minority Owned Business (MBB)

_____ Minority& Woman Owned Business(MWBB)

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Minority Business Beterprise

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American Indian or Alaskan Nativa: a passa having origins in my of the mighal pappins of Narih. American mi who maintains automi identification (mough tribal edificition or community sucception.

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OFFICE OF EQUAL OFFORTUNITY 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 essist us with monitoring our supplier diversity performance.

Business Name:	Document Reprocessors of UY. Inc
Address:	26 Powell Lane Pennyan NY 14527
Phone:	585-554-4500
Email:	Angela@ diocerment Reprocessors, com
Contact Name:	Angela Clarke, CEO

Please indicate if your business gualifies as any of the following: (See definitions for clarification)

- Minority Owned
- U Woman Owned
- Veteran Owned
- Disability Owned
- Lesbian, Gay, Bisexual, Transgender Owned
- None None

Please indicate if your business is currently <u>certified</u> by an authorized certifying body as any of the following:

- Minority Business Enterprise
- U 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 Cortificate 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:

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CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification

50320

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

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

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Vendor Name:	Docume	N- REMOC	<u>ossoks</u>	of UY, Inc
Address: 26	Dowell	Lane !		
City: Down		State: NY	Zip:	14527

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of <u>N.J.S.A.</u> 19:44A-20.26 and as represented by the Instructions accompanying this form.

er

Belevertelilico	Belinda Williak	Office Marao
Signature	Printed Name	Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to <u>N.J.S.A.</u> 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$
-N/A			0
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Check here if the information is continued on subsequent page(s)

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page 1 of ____

Vendor Name:

Contain And Manage	Reciptent Name	Date	Dollar Amount
Contributor Name			\$
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CERTIFICATION OF COMPLIANCE WITH THE CITY OF JERSEY CITY CONTRACTOR PAY-TO-PLAY REPORTORDENANCE 03-128 ADOPTED ON SEPTEMBER 3, 2008

PART I - Vender Affirmation

The undersigned, being sufficiented and knowledgeship of the chromestances, does hereby certify that Document + Reduces + Second proceeding + 2019 - 2020 (date City Council events) that would be deemed to be violations of Section One of the City of Jessey City's Contentor Fly-to-Flay Rathern Ordinance 08-128 (attached hereto) and that would be award of this contract. I further certify that during the term of the contract <math>Document + Reduces + Section One of the City of Jessey City's Contractor Fly-to-Flay Rathern Ordinance 08-128 (attached hereto) and that would be award of this contract. I further certify that during the term of the contract <math>Document + Reduces + Section One of the City of Ordinance 08-128 (attached hereto) and that would be award of this contract. I further certify that during the term of the contract <math>Document + Reduces + Section Ordinance 08-128 (attached hereto) and the violation of Ordinance 08-128 (attached hereto) attached hereto) and the violation of Ordinance 08-128 (attached hereto) attached hereto) attache

PART II - Signature and Attestation:

QUALIFIED IN YATES COUNTY COMMISSION EXPIRES 04-39-20

The undersigned is fully aware that if I have missepresented in whole or part this affirmation and confidention. I and/or the business satisfy, will be liable for any penalty permitted under law.

R 2 105 0 1 Name of Busine 020 litter Sime ELCG ø Print Namo Subseribed and sween before me this 23 day of Neverbel, 2020. REX My Commission expirest 4/30/2 Comparete Sad (Print page & tille of all JILL S.H. RIPLEY NOTARY PUBLIC, STATE OF NEW YORK NO. 01RI6260762

**Present to Section 2 of Onlinence 08-128, no contributions or solicitation of contributions made prior to the effective date Ordinance 08-128 (Reptember 23, 2008) shall be deemed to be a violation of the Ordinance. MUST BE NOTARIZED*

MUST BE NOTARIZED* .

MUST BE MOTARIZED*

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 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 contrast by the governing bady) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the <aans of entity of elected officials > as defined pursuant to N.J.S.A. Steven Falon 2024

Lavano for Councilman	Mira Prinz-Arey for Council
Friends of Joyce Watterman	Friends of Richard Boggiano
Friends of Daniel Rivera	Saleh for Jersey City Council
Ridley for Council	Solomon for Council 2021
and another a	Friends of Jennaine Robinson

Part II - Ownership Disclosure Certification X

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 ren Mannan Ale

Partnership	Accorporation thip CLimited Linbit	Sole Proprietorship	Subchapter S Corporation
Name of Stock Errc G. L Muriej Lu	er Shareholder UndqWSt- UndqWSt		Home Address ve. Hillsborough CA 74010 ve. Hillsborough CA 74010
ant 1 Of an and			

Elgenature and Attestation:

The undersigned is fully sware 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.

Signature of Affiants Bull August France	processors of DY, Inc
Printed Name of Affiant : ERICG UNICH	Date: U/22/2020
Subscribed and swom before me this 2 day of	Add g
My Commission expires: 4/36/2024	W (Witnessed of attested by)
	(Seal)

JILL S.H. RIPLEY NOTARY PUBLIC, STATE OF NEW YORK NO. 01Ri8280762 QUALIFIED IN YATES COUNTY COMMISSION EXPIRES 04-30-20-24

Page 17 of 28

STOCKHOLDER DISCLOSURE CERTIFICATION

.

Name of Business: Document R	eprocessors of NY, Inc
	nes and home addresses of all stockholders holding
I certify that no one stockholder owns 10% undersigned.	or more of the issued and outstanding stock of the
Check the box that represents the type of business	organization:
Partnership Decorporation	Sole Proprietorship
Limited Partnership	Corporation
Subchapter S Corporation	
Sign and notarize the form below, and, if necess	ary, complete the stockholder list below.
Stockholders:	
Name: En'c Lundguist	Name: Muriel Lundquist
Name: Enic Lundguist Home Address: 250 Roblar Ave	Name: Muriel Lundguist Home Address: 250 Robbar Ave
Hillsborough, Ck 14010	Hillsboraugh, CA.74010.
	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
3	
Subscribed and swam before me this Br day of Normber, 20.	
(Notary Public)	Erec 6 Lexpron 197-
My Commission empires: 4/30/2094	(Print assue & title of affiant)
	(Corporate Seal)
JILL S.H. RIPLEY NOTARY PUBLIC, STATE OF NEW YORK NO. 01RI6260762 QUALIFIED IN YATES COUNTY COMMISSION EXPIRES 04-30-20 24	

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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

Mr. Man

Certificate Number : 2495623430 Verify this certificate online at https://wwwi.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp Elizabeth Maher Muoio State Treasurer

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 <u>N.J.S.A</u>. 40A:11-4.1 <u>et seq</u>; 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 $\underline{N.J.A.C}$. 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.

<u>ARTICLE II</u>

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 Contractors 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 are intended to complement and supplement each other. In the event that there is a conflict or discrepancy between 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

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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

Page 4 of 8

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 <u>N.J.S.A.</u> 10:5-31 <u>et seq</u>. (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 $\underline{\text{et}} \underline{\text{seq}}$.) 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 Gallagh City Clerk

City of Jersey City

John Metro, Business Administrator

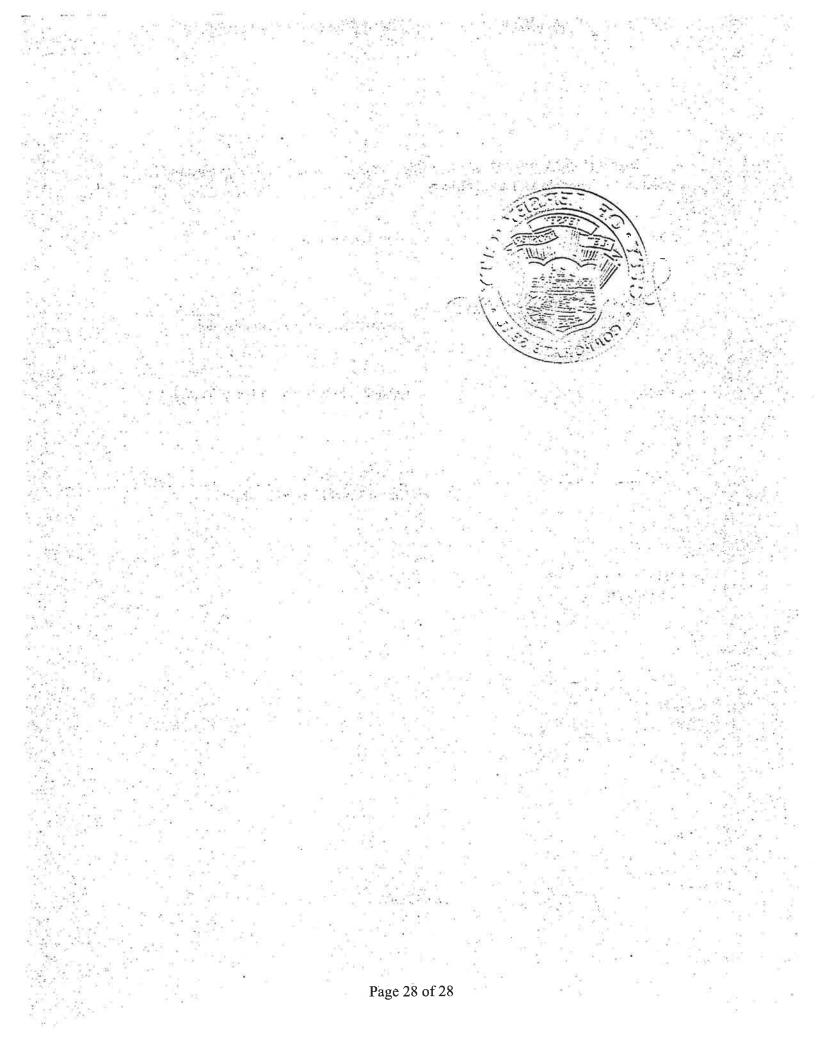
Attest:

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 5th 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: <u>Prior to reporting to the SRC</u>, 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 <u>https://www.cyber.nj.gov/report</u>.

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. <u>Respond to any questions posed by RMS</u> RMS will review the forms above and reach out to the agency contact with any questions.
- 3. <u>After Finalizing the Forms with RMS, Attend the State Records Committee Meeting</u> 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. <u>Attend the Committee Meeting and be Prepared to Answer any Questions</u> 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 <u>Approve</u> the premature disposal of the records; or A<u>cknowledge</u> 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. <u>File the SRC-issued Acknowledgement or Approval</u> Permanent retention.
- 6. <u>Provide Future Requestors Seeking Access to the Involved Records with an Attestation</u> 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 5th 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.

<u>1. List the records affected by the event.</u>

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))

<u>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)?</u>

<u>7. Are recovered records, if any, kept in the storage platform where the event occurred?</u> If yes, how are these records now being protected from future attacks?

<u>8. Did the agency make the required notification as per State Law PL 1953, c. 410/NJSA 47 and PL 2023, c.19?</u>

Yes

No



Records Inventory Public Records Affected by Cybersecurity Event <Date>

Agency Name:	
Agency Retention Schedule:	
Retention Schedule Number:	
Record Series Number:	
Backup Copies Available?	



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.

Signature and Title

Date



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



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 5th Floor, Trenton, NJ 08618

Damaged Records Event Guidelines, Questionnaire, Report and Attestation

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

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

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

- 1) Implement the Disaster Prevention & Recovery, Business Continuity of Operations (COOP) Plan.
- 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 DIVISION OF REVENUE AND ENTERPRISE SERVICES RECORDS MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08625 Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Event Response Agency Questionnaire

Agency Information:

Agency Name/Offices Involved:	
Address:	
Phone:	
Email:	
Contact Person:	
Date the disaster occurred:	_
Area declared accessible by the State of Local Fire Marshall:	YesNo
Arson investigation currently being conducted:	YesNo
Records involved/file list of records in damaged area	YesNo

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

Extent of damage to the records:

Who established the Disaster Recovery Team:	
Disaster Recovery Team members:	
Disaster Recovery Team members:	
Disaster Recovery Team members:	
Salvaging performed:OnsiteOff site	
Length of salvage operation: Days Weeks Months	
When were staff allowed back into the building:	
When did the area become operational:	
Electrical power affected:Yes	No
Telecommunications affected:Yes	No
Information processing operations affected:Yes	No
Were outside salvage companies contacted: Structural Yes	No
Mechanical Yes 1	No
EnvironmentalYes1	No
Additional person(s) notified about the disaster:	
Security measures implemented:	

Yes	
	No
existence p	prior to the disaster:
Yes	No
	being developed: No
-	ecords affected by the disaster:
	No
old and mil	dew:
Yes	No
Yes	No
	existence pYes n currentlyYes ing to the reYes old and milYesYesYesYesYesYesYesYesYesYesYesYesYes

Fans:	YesNo
Hand-held Dryers:	YesNo
Window Ledge Drying:	YesNo
Table Drying:	YesNo
Paper Towel/Blotter Paper Drying:	YesNo
Additional comments and information:	
Salvage Operations: Information Systems	
Telecommunications Hardware Salvaged:	YesNo
Telecommunications Circuitry Salvaged:	YesNo
IT Hardware Salvaged:	YesNo

Hardcopy Disk Cloud Storage

____Yes ____No

Yes No

____Yes ____No

_____Yes _____No

Yes No

Additional comments and information:

IT Software Salvaged:

Disks and/or Tapes Salvaged:

Micro-Image Hardware Salvaged:

Micro-Image Software Salvaged:

Were backup copies maintained:

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



DEPARTMENT OF THE TREASURY DIVISION OF REVENUE AND ENTERPRISE SERVICES RECORDS MANAGEMENT SERVICES Mailing: PO Box 661, Trenton, NJ 08625 Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Report

Agency Name:	
Address:	
Phone:	
Email:	
Contact Person:	
Date the Damage Occurred:	
Date the Damage was Discovered:	
Complete the following.	

complete the following.

<u>1. Describe the circumstances in which the damage occurred.</u>

2. How was the damage discovered?

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?



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?



Damaged Records Disposal Certification

TO:	State Records Committee
FROM:	<agency></agency>
DATE:	<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.

Agency

Date



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



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 authorizes 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:
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Secretary and Chair, State Records Committee

State Records Committee Meeting Dates 2025

January 16^{th*} February 20th March 20^{th*} April 17th May 15^{th*} June 19th July 17^{th*} August 21st September 18^{th*} October 16th November 20^{th*}

Footnote:

^{*} Indicates that this is a date reserved to be called for an *Emergency* or *Special Purpose* meeting of the State Record Committee.