



**AGENDA  
STATE RECORDS COMMITTEE  
October 15, 2026  
10:00 AM**

**Location: Online/Teleconference**

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

**Announcement of Open Public Meeting  
Reading of the August 20, 2026, Minutes**

**I. Administrative Actions:**

**A. Announcement of Approval of Destruction Authorization:  
Artemis Request: # 623234 – 624761**

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

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

1. Burlington County Institute of Technology - proposes a new imaging system (Certification #13032105-MP)
2. Township of West Windsor - proposes a microfilm system annual renewal (Certification #06110902-MF)
3. South Hunterdon Regional School District - proposes an imaging system annual renewal (Certification #09101509-MP)
4. Hazlet Township - proposes an imaging system annual renewal (Certification #03061901-NM)
5. New Jersey Health Care Facilities Financing Authority Division of Operations - proposes an imaging system annual renewal (Certification #23101001-MP)
6. Borough of Old Tappan - proposes an imaging system annual renewal (Certification #03101601-NM)
7. Borough of Old Tappan Borough Clerk - proposes an imaging system annual renewal (Certification #26092904-MP)
8. Carlstadt-East Rutherford Regional School District - proposes a new imaging system (Certification #26092903-MP)
9. Union County Vocational –Technical Schools - proposes a new imaging system (Certification #12101804-MP)
10. Point Pleasant Borough Schools - proposes an imaging system annual renewal (Certification #13051604-MP)
11. Florham Park School District - proposes an imaging system annual renewal (Certification #10102115-MP)
12. Kingsway Regional School District - proposes an imaging system annual renewal (Certification #24022301-MP)
13. Glassboro Public School District - proposes an imaging system annual renewal (Certification #12062102-MP)
14. Bogota Public Schools - proposes an imaging system annual renewal (Certification #26092801-MP)

15. Borough of Netcong - proposes a new imaging system (Certification #10071502-MP)
16. County of Burlington RIM - proposes a microfilm system annual renewal (Certification #00101902-MF)
17. Monmouth County - proposes an imaging system annual renewal (Certification #23060701-MP)
18. Township of Wayne - proposes an imaging system annual renewal (Certification #24062601-MP)
19. Township of Millburn - proposes an imaging system annual renewal (Certification #07021505-MP)
20. County of Hudson Enterprise Wide - proposes an imaging system amendment (Certification #07021505-MP)
21. County of Hudson Enterprise Wide - proposes an imaging system annual renewal (Certification #01121301-MP)
22. County of Atlantic Dept of Administrative Services, Div of Information Technology & Records Mgt - proposes an imaging system annual
23. renewal (Certification #10021803-MP)
24. County of Sussex EDMS - proposes a microfilm system annual renewal (Certification #12081604-MF)
25. South Hackensack School District - proposes an imaging system annual renewal (Certification #26091807-MP)
26. City of Burlington Board of Education - proposes a new imaging system (Certification #15052101-MP)
27. Franklin Township Public Schools - proposes an imaging system annual renewal (Certification #17051103-MP)
28. Manalapan-Englishtown Regional School District- proposes an imaging system annual renewal (Certification #26091804-MP)
29. Elmwood Park Public Schools -proposes a new imaging system (Certification #24080601-MP)
30. Township of Lacey - proposes an imaging system annual renewal (Certification #11072104-MP)
31. Township of Robbinsville - proposes an imaging system annual renewal (Certification #24100301-MP)
32. Robbinsville Township - Office of Planning and Zoning - proposes an imaging system annual renewal (Certification #09101505-MP)
33. Borough of Eatontown - proposes an imaging system annual renewal (Certification #12061606-MP)
34. Bergenfield Public Schools - proposes an imaging system annual renewal (Certification #13032104-MP)
35. Burlington County Special Services School District - proposes an imaging system annual renewal (Certification #14071703-MP)
36. Monroe Township School District - proposes an imaging system annual renewal (Certification #07051701-MP)
37. Township of Moorestown Building Department - proposes an imaging system annual renewal (Certification #18101103-MP)
38. Wayne Township Public School - proposes an imaging system annual renewal (Certification #12062111-MP)
39. Eastern Camden County Regional School District - proposes an imaging system annual renewal (Certification # 19022801-MP)
40. Burlington City - proposes an imaging system annual renewal (Certification # 25090401-MP)
41. Borough of Manasquan - proposes an imaging system annual renewal (Certification #11012023-MP)
42. Rowan College at Burlington County - proposes an imaging system annual renewal (Certification #18020801-MP)
43. Lakewood Public School District - proposes an imaging system annual renewal (Certification #16092201-MP)
44. County of Somerset Enterprise - proposes an imaging system annual renewal (Certification #08022101-MP)
45. Edgewater Park Township Schools - proposes an imaging system amendment (Certification # 12062111-MP)

**D. VRC Damaged Records: None**

**II. Old Business:**

**A. Request and Authorization for Records Disposal: None**

**B. Registered Imaging Systems/Amendments/Annual Reviews:**  
**None**

**C. Records Retention Schedules: None**

**III. New Business:**

**A. Records Retention Schedules:**  
**State**

1. **NJ Transit** – presented by Elizabeth Hartmann
  - a. **S800000 – 010, NJ Transit**
  - b. **S805720-001, Bus Operations/Labor Relations** - Retired
  - c. **S808311-001, Administrative Support, Finance/Operating and Capital Budget** - Retired

**B. Damaged Records Report:**

1. **Cape May County Municipal Utilities Authority** - presented by Terricka Page

**C. Other Business: NJ State Archives SARS Recommendations**

1. **NJ State Archives SARS Recommendations** - presented by Amanda Truppa
2. **DORES Update to SARS Recommendations** - presented by Yamileth Merchak



**MINUTES  
STATE RECORDS COMMITTEE  
August 20, 2026**

Amanda Truppa, Secretary, called the 470th meeting of the State Records Committee to order at 10:01 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Ms. Truppa stated that there was a quorum with five (5) members present.

**ATTENDANCE:**

- SRC:*** Office of the State Treasurer, Amanda Truppa, Designee  
Office of the Attorney General, Steven Gleeson, Designee  
Office of the State Auditor, Anna Lorenc, 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:*** Maria Pinho, Chief of Operations, Division of Revenue and Enterprise Services  
Patricia Curcio, Supervisor, Records Management Services  
Elizabeth Hartmann, Administrative Analyst 3, Records Management Services  
Karen A. Perry, Administrative Analyst 1, Records Management Services  
John J. Berry, Records Analyst 1, Records Management Services  
James Jenkins, Records Analyst 1, Records Management Services  
Terricka Page, Records Analyst 3, Records Management Services  
Virma Guzman-Reyes, Records Analyst 3, Records Management Services  
Basirat Omotesho, Records Analyst 3, Records Management Services
- Other:*** Carmen Biempica, Department of State, NJ State Archives  
Ellen Edwards, Department of the Treasury, Casino Re-investment Development Authority  
Clyde Mingo, Department of the Treasury, Administration, Fiscal  
Daniel Corpeno, NJ Transit  
Leon Cammarano, NJ Transit  
Joan L. DePaolo, NJ Transit  
Patrice Bassett, City of Camden

## **MINUTES:**

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

**Upon motion, seconded, the Committee voted to approve the February 19, 2026 Minutes two (2) yes, none (0) no, abstention.**

## **IV.**

### **Administrative Actions:**

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

**Artemis Request: # 618044 – 623233**

#### **F. Records Management**

**Report to the State Records Committee: None**

#### **G. Artemis-Registered Imaging Systems/Amendments/Annual Reviews: Report to the State Records Committee:**

1. **Mansfield Township** - proposes a new imaging system (Certification # 26072702-MP)
2. **Delaware Valley Regional High School** - proposes a new imaging system (Certification # 26071402-MP)
3. **Borough of Sea Girt - Borough Clerk's Office** - proposes an imaging system amendment (Certification # 09101519-NM)
4. **County of Gloucester – Library System** - proposes an imaging system annual renewal (Certification # 22040702-MP)
5. **County of Gloucester - Office of the County Prosecutor** - proposes an imaging system annual renewal (Certification # 08032002-NM)
6. **County of Gloucester – Division of Social Services DIMS** - proposes an imaging system annual renewal (Certification #13121210-NM)
7. **County of Gloucester – Office of the County Clerk LRMS** - proposes an imaging system annual renewal (Certification # 11051909-MP)
8. **County of Gloucester** - proposes an imaging system annual renewal (Certification #06121408-MF)
9. **Ocean County – Clerk of the Board** - proposes an imaging system annual renewal (Certification # 07062101-MP)
10. **County of Ocean – Board of Social Services** - proposes an imaging system annual renewal (Certification # 14051503-NM)
11. **County of Monmouth RIM-** proposes an imaging system annual renewal (Certification # 09071603-MP)
12. **County of Hudson - Department of Family Services, Division of Welfare** - proposes an annual imaging system renewal (Certification # 14051506-NM)
13. **Township of Wyckoff Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 24103001-MP)
14. **Township of Howell Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 24121601-MP)
15. **City of Northfield Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 24020201-MP)
16. **Borough of Bergenfield Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 10052004-MP)
17. **Township of Middletown Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 09071601-MP)
18. **Middlesex Regional Educational Services Commission of New Jersey-** proposes an imaging system annual renewal (Certification # 1210802-MP)
19. **Wall Township Public School District-** proposes an imaging system annual renewal (Certification # 11072109-MP)

20. **Tenaflly Public School District-** proposes an imaging system annual renewal (Certification # 24052903-MP)
21. **Delaware Valley Regional High School District-** proposes an imaging system annual renewal (Certification #13091902-MP)
22. **Gloucester City Public School District-** proposes an imaging system annual renewal (Certification # 19100302-MP)
23. **South Bergen Jointure Commission School District-** proposes an imaging system annual renewal (Certification # 12062108-MP)

**H. VRC Damaged Records:**

1. **City of Camden, Office of Code Enforcement** – presented by Terricka Page

**V. Old Business:**

**D. Request and Authorization for Records Disposal: None**

**E. Registered Imaging Systems/Amendments/Annual Reviews:**  
**None**

**F. Records Retention Schedules: None**

**VI. New Business:**

**D. Records Retention Schedules:**

**State**

1. **S800000 - 010 NJ Transit** – presented by Elizabeth Hartmann – Approved without change.
2. **S809000 - 003 NJ Transit, Administrative Support, Bus Operations - Bus Service Planning Stops and Shelters (Retired)** – presented by Elizabeth Hartmann – Approved without change.
3. **S808312 - 001 NJ Transit, Finance, Field Compliance (Retired)** – presented by Elizabeth Hartmann – Approved without change.
4. **S800040 - 002 NJ Transit, Board of Directors, Office of the Secretary of the Board (Retired)** – presented by Elizabeth Hartmann – Approved without change.
5. **S805730 - 001 NJ Transit, Administrative Support, Ethics (Retired)** – presented by Elizabeth Hartmann – Approved without change.
6. **S820201- 005 Treasury, Administration – Fiscal** – presented by Elizabeth Hartmann – Approved without change.
7. **S825000 - 002 Treasury, Casino Re-investment Development Authority** – presented by Elizabeth Hartmann – Approved without change.

**E. Damaged Records Report: None**

**F. Other Business: None**

**There being no other business, upon motion, seconded, the Committee adjourned at 10:18 a.m.**

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**Amanda Truppa, Secretary**

**Mikie Sherrill**, Governor  
**Dr. Dale G. Caldwell**, Lieutenant Governor  
**Priya Jain**, Commissioner  
**Kris Kolluri**, President & CEO

TWO GATEWAY  
283-299 MARKET STREET  
NEWARK, NJ 07102-5310  
973-491-7000



New Jersey Transit continues their effort to consolidate their schedules into one primary schedule for documents that are unique to their agency. As part of this effort New Jersey Transit is retiring four retention schedules S805720-001, and S8083110991, The record series on these schedules have been made obsolete, combined or moved to S800000-010.

**1RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

|            |                    |                  |   |    |   |
|------------|--------------------|------------------|---|----|---|
| DEPARTMENT | New Jersey Transit | AGENCY # S800000 |   |    |   |
| DIVISION:  |                    | SCHEDULE # 011   |   |    |   |
| BUREAU:    |                    | PAGE #           | 1 | OF | 1 |

**AGENCY AMENDMENTS**

|                                                            |                    |
|------------------------------------------------------------|--------------------|
| <b>FORMER AGENCY NAME<br/>(DEPARTMENT/DIVISION/BUREAU)</b> | New Jersey Transit |
| <b>FORMER AGENCY NUMBER</b>                                | S800000 - 010      |

**RECORDS SERIES AMENDMENTS**

| <b>RECORD SERIES<br/>#</b> | <b>RECORD SERIES NAME</b>                                                 | <b>TYPE OF<br/>CHANGE</b> | <b>FORMER DESIGNATION (IF APPLICABLE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>NEW DESIGNATION (IF APPLICABLE)</b>                                                                                                                                                                                                                                                                                                                             |
|----------------------------|---------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0004-0000                  | Capital Budgets and Controls Funding                                      | RS Name Change            | Capital Funding Files                                                                                                                                                                                                                                                                                                                                                                                                                                               | Capital Budgets and Controls Funding                                                                                                                                                                                                                                                                                                                               |
| 0004-0001                  | Capital Budgets and Controls Funding                                      | RS Name Change            | Capital Funding Files                                                                                                                                                                                                                                                                                                                                                                                                                                               | Capital Budgets and Controls Funding                                                                                                                                                                                                                                                                                                                               |
| 0004-0002                  | Capital Budgets and Controls Funding Federal Transit Administration (FTA) | RS Name Change            | Capital Funding Federal Transit Administration (FTA) Files                                                                                                                                                                                                                                                                                                                                                                                                          | Capital Budgets and Controls Funding Federal Transit Administration (FTA)                                                                                                                                                                                                                                                                                          |
| 4053-0000                  | Lease Financing                                                           | New                       | <u>S805720 - 0003-0000 Lease Purchases</u> - Includes: documents regarding purchase of rail cars (Bombardier overhauled cars), Certificate of Participation (COP) (notes New Jersey sales to private investors), contract (lease) correspondence and other related documents. 7 yrs after termination of lease<br>Destroy<br><br><u>S805720 - 0004-0000 Safe Harbor Lease File</u> Includes: contracts, schedules of payments, list of assets, selling tax benefits | <u>S800000 - 4053-0000 Lease Financing</u> Includes but not limited to Certificate of participation (COP) (notes New Jersey sales to private investors), contract (lease), schedules of payments, list of assets, selling tax benefits, related safe harbor lease documents, correspondence, and other related documents 7 yrs after termination of lease. Destroy |

|                                                      |                     |                   |                  |
|------------------------------------------------------|---------------------|-------------------|------------------|
| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | AGENCY #<br>S800000 | SCHEDULE #<br>010 | PAGE #<br>2 OF 2 |
|------------------------------------------------------|---------------------|-------------------|------------------|

| RECORD SERIES<br># | RECORD SERIES NAME           | TYPE OF<br>CHANGE | FORMER DESIGNATION (IF APPLICABLE)                                                                                      | NEW DESIGNATION (IF APPLICABLE)                                                                                            |
|--------------------|------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
|                    |                              |                   | and related safe harbor lease documents. 7<br>yrs after termination of lease Destroy                                    |                                                                                                                            |
| 5008-0000          | Labor Negotiation Workpapers | New               | <u>S805720 – 0002-0000 Labor Negotiation<br/>Workpapers</u> (Contracts are negotiated every<br>3 years) 7 Years Destroy | <u>S800000 – 5008-0000 Labor<br/>Negotiation Workpapers</u> Contracts<br>are negotiated every 3 years.) 7<br>Years Destroy |

|                                                   |                    |                               |                                        |                       |
|---------------------------------------------------|--------------------|-------------------------------|----------------------------------------|-----------------------|
| <b>Records Retention and Disposition Schedule</b> |                    | <b>Agency: S800000</b>        | <b>Schedule: 011</b>                   | <b>Page #:1 of 21</b> |
| <b>Department:</b>                                | New Jersey Transit | <b>Agency Representative:</b> | Leon Cammarano                         |                       |
|                                                   |                    | <b>Title:</b>                 | Director Of RIM - Custodian Of Records |                       |
|                                                   |                    | <b>Phone #:</b>               |                                        |                       |

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

| Status           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Last Updated Date/Time |                 | Approved Date   |              |              |                                      |                          |                 | Effective Date |  |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|-----------------|--------------|--------------|--------------------------------------|--------------------------|-----------------|----------------|--|
| Work in Progress |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9/23/2026 3:03 PM      |                 |                 |              |              |                                      |                          |                 |                |  |
| Record Series #  | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Audit                  | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy                     |                          | Disposition     | Citation       |  |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |                 |                 |              |              | Total Retention Period               | Minimum Period in Agency |                 |                |  |
|                  | Capital Planning And Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |                 |                 |              |              |                                      |                          |                 |                |  |
| 0001-0000        | Project Files                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |                 |                 |              |              |                                      |                          |                 |                |  |
| 0001-0001        | Project Files - Conceptual And Initial Design<br>---<br>Final Report and Associated Drawings.                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |                 | X               |              | P            | 50 Years                             |                          | Archival Review |                |  |
| 0001-0002        | Project Files - Conceptual And Initial Design- Awarded<br>---<br>Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.<br>N.J.S.A. 2A:14-1.1 |                        |                 |                 |              | P            | 10 Years After completion of project |                          | Destroy         |                |  |
| 0001-0003        | Project Files - Conceptual And Initial Design -Not Awarded<br>---<br>Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.                                                                                                                                                                                                                                                   |                        |                 |                 |              | P            | 25 Years                             |                          | Destroy         |                |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 | Agency: S800000 |              |                                      | Schedule: 011            |                 | Page #:2 of 21 |  |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|--------------------------------------|--------------------------|-----------------|----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                     |                          | Disposition     | Citation       |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 |                 |              | Total Retention Period               | Minimum Period in Agency |                 |                |  |
| 0001-0004                                  | Project Files - Design/ Construction - Phase Documents<br>---<br>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 - Strategy, Policy, And Analysis (Original)<br>---<br>Includes studies conducted by this office that could result in cost savings to the company.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                 | X               |                 | P            | 10 Years                             |                          | Archival Review |                |  |
| 0002-0000                                  | Facilities Files                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                 |                 |                 |              |                                      |                          |                 |                |  |
| 0002-0001                                  | Facilities Files - Location Files<br>---<br>Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests, news clips, non-project related correspondence and other miscellaneous information specific to each facility.                                                                                                                                                                                                                                                                                                                                      |       |                 |                 |                 | P            | 7 Years After resolution             |                          | Destroy         |                |  |
| 0002-0002                                  | Facilities Files - Building Plans And Surveys<br>---<br>Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots.<br><br>Confidential based on N.J.S.A. 47:1A-1.1                                                                                                                                                                                                                                                                                                                                                                                                                 |       |                 |                 |                 | C            | Life of structure plus 10 years      |                          | Destroy         |                |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                 |                 | Agency: S800000 |              |                                                                                                    | Schedule: 011            |             | Page #:3 of 21 |  |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|----------------------------------------------------------------------------------------------------|--------------------------|-------------|----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                                                                                   |                          | Disposition | Citation       |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                 |                 |                 |              | Total Retention Period                                                                             | Minimum Period in Agency |             |                |  |
|                                            | Capital Planning And Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |                 |                 |                 |              |                                                                                                    |                          |             |                |  |
| 0003-0000                                  | Construction Management Files                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |                 |                 |                 |              |                                                                                                    |                          |             |                |  |
| 0003-0001                                  | Construction Management Files - Project Site Files - Office And Site<br>---<br>Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.                                                         |       |                 |                 |                 | P            | 10 Years After completion                                                                          |                          | Destroy     |                |  |
| 0003-0002                                  | Construction Management Files - As-Built Drawings<br>---<br>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.<br><br>Confidential based on N.J.S.A. 47:1A-1.1                                                                                                                                                                                                                                                                                                        |       |                 |                 |                 | C            | Life of structure plus 10 years                                                                    |                          | Destroy     |                |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                 |                 |                 |              |                                                                                                    |                          |             |                |  |
| 0004-0000                                  | Capital Budgets And Controls Funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |                 |                 |                 |              |                                                                                                    |                          |             |                |  |
| 0004-0001                                  | Capital Budgets And Controls Funding<br>---<br>Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials. |       |                 |                 |                 | P            | 7 yrs after completion of project or 3 yrs after termination/closing of grant, whichever is longer |                          | Destroy     |                |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |                 | Agency: S800000 |              |              | Schedule: 011                |                          | Page #:4 of 21 |          |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|--------------|--------------|------------------------------|--------------------------|----------------|----------|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                                         | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy             |                          | Disposition    | Citation |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |                 |                 |              |              | Total Retention Period       | Minimum Period in Agency |                |          |
| 0004-0002                                  | Capital Budgets And Controls Funding Federal Transit Administration (FTA)<br>---<br>Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.                                                                                                                                                                                                                              |       |                 |                 |              | P            | Periodic Review              |                          | Destroy        |          |
| 0005-0000                                  | Environmental Services                                                                                                                                                                                                                                                                                                                                                                                                               |       |                 |                 |              |              |                              |                          |                |          |
| 0005-0001                                  | Environmental Services - Discharge Monitoring Report (DMR) Files<br>---<br>Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc. |       |                 |                 |              | P            | 5 Years                      |                          | Destroy        |          |
| <b>Capital Planning And Programs</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |                 |                 |              |              |                              |                          |                |          |
| 0005-0002                                  | Environmental Services - Discharge Pollutant Permit (Copy)<br>---<br>Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.                                                                                                                                                                                                         |       |                 |                 |              | P            | 5 Years After permit expires |                          | Destroy        |          |
| 0005-0003                                  | Environmental Services - Hazardous Annual Generator Report (Copy)<br>---<br>Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.                                                                                                                                                                                                                                       |       |                 |                 |              | P            | 5 Years                      |                          | Destroy        |          |
| 0005-0004                                  | Environmental Services - Remedial Reports, Copies<br>---<br>Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.                                                                                          |       |                 |                 |              | P            | 30 Years                     | 10 Years                 | Destroy        |          |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                 |       |                 |                 | Agency: S800000 |              |                                                                                                                       |                          | Schedule: 011 |          | Page #:5 of 21 |  |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|----------|----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                    | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                                                                                                      |                          | Disposition   | Citation |                |  |
|                                            |                                                                                                                                                                                                                                                                                                                                 |       |                 |                 |                 |              | Total Retention Period                                                                                                | Minimum Period in Agency |               |          |                |  |
| 0005-0005                                  | Environmental Services - Underground Storage Tank Files<br>---<br>Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.                                                                                                                                        |       |                 |                 |                 | P            | 30 Years                                                                                                              | 10 Years                 | Destroy       |          |                |  |
| 0005-0006                                  | Environmental Services - Violation Notice File<br>---<br>Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.                                                                                                                                                              |       |                 |                 |                 | P            | 3 Years After summons has been satisfied                                                                              |                          | Destroy       |          |                |  |
| 0005-0007                                  | Environmental Services - Due Diligence Reports<br>---<br>Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.                                                                                     |       |                 |                 |                 | P            | 30 Years After completion of report                                                                                   |                          | Destroy       |          |                |  |
|                                            |                                                                                                                                                                                                                                                                                                                                 |       |                 |                 |                 |              |                                                                                                                       |                          |               |          |                |  |
| 0006-0000                                  | Government Funded Programs<br>---<br>Includes but not limited to Community Local Shuttles and Job Access Reverse Commute Shuttles, Vehicle Records, Transportation Management Associations (TMA) & Van Pool Service Providers (agreements, invoices, grant documents, reports, correspondence, and all other related documents) |       |                 |                 |                 |              |                                                                                                                       |                          |               |          |                |  |
| 0006-0001                                  | Federally Funded Programs                                                                                                                                                                                                                                                                                                       |       |                 |                 |                 | P            | 7 Years After Completion Of Project Or 3 Years After Termination Of Grant Or Equipment Disposition Whichever is later |                          | Destroy       |          |                |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |                 |                 | Agency: S800000 |              |                                                                                          | Schedule: 011            |             | Page #:6 of 21 |  |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|------------------------------------------------------------------------------------------|--------------------------|-------------|----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                                                                         |                          | Disposition | Citation       |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |                 |                 |                 |              | Total Retention Period                                                                   | Minimum Period in Agency |             |                |  |
| 0006-0002                                  | State Funded Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |                 |                 |                 | P            | 3 Years After termination of grant                                                       |                          | Destroy     |                |  |
| 0007-0000                                  | Senior Citizens Disabled Resident Transportation Assistance Program (SCDRTAP)                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                 |                 |                 |              |                                                                                          |                          |             |                |  |
| 0007-0001                                  | SCDRAP Program Files<br>---<br>Includes but not limited to: county files (program timeline, state program guidelines, allocation letter, application, agreement, sub-contracts, contract & budget modifications, ridership, public hearing, local advisory committee documents, reimbursement files, audit files (financial statement, account reports and expenditures, single program audit or equivalent) close out files. backup documentation, administrative and general correspondence.      |       |                 |                 |                 | P            | 7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer |                          | Destroy     |                |  |
| 0007-0002                                  | SCDRTAP, Public Hearing Files<br>---<br>Includes public notice, newspaper advertisements, support materials, PowerPoint presentations, attendance and speaker sheets, hearing transcripts and general correspondence.                                                                                                                                                                                                                                                                               |       |                 |                 |                 | P            | 7 Years                                                                                  |                          | Destroy     |                |  |
| 0008-0000                                  | Citizen Advisory Committee Files<br>---<br>Includes copies of related notices, agendas, handouts, monthly schedule, accessibility projects, resolutions, membership terms, appointment and resignation, catering invoices and general correspondence.                                                                                                                                                                                                                                               |       |                 |                 |                 | P            | 7 Years                                                                                  |                          | Destroy     |                |  |
| 0009-0000                                  | Section 5311 Program (S5311) Files<br>---<br>Includes but not limited to grant documents, POP status reports, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports) reimbursement files, audit files (financial statement, account reports and project expenditures), closeout files. |       |                 |                 |                 | P            | 7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer |                          | Destroy     |                |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |                 |                 | Agency: S800000 |              | Schedule: 011                                                                                             |                          | Page #:7 of 21 |          |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|-----------------------------------------------------------------------------------------------------------|--------------------------|----------------|----------|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                                                                                          |                          | Disposition    | Citation |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |                 |                 |                 |              | Total Retention Period                                                                                    | Minimum Period in Agency |                |          |
| 0010-0000                                  | Rural Transportation Assistance Program* (RTAP) Files<br>---<br>Includes but not limited to: training documents, scholarships, newsletters and general correspondence, contract documents, scholarship reimbursement files (expense reports, invoices, class and workshop announcement, activity reports (flyers, announcements for classes and workshops, reports from NTI on class attendance, class satisfaction surveys, any documentation relating to classes), closeout files backup documentation, general correspondence, administrative files. |       |                 |                 |                 | P            | 7 Years After S5311 And SCDRTAP Contract Closed, Or 3 Years After Termination Of Grant Whichever is later |                          | Destroy        |          |
| 0011-0000                                  | Section 5307 Program* (S5307) Files<br>---<br>Includes but not limited to: program files and grant documents, county files, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase correspondence, audits and general administration, reimbursement files, audit files, closeout files.                                                                                                                                                                                                  |       |                 |                 |                 | P            | 7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer                  |                          | Destroy        |          |
| 0012-0000                                  | Section 5310 Program (S5310) Files<br>---<br>Includes but not limited to grant documents, POP status reports, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence.       |       |                 |                 |                 | P            | 7 Years                                                                                                   |                          | Destroy        |          |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 | Agency: S800000 |              | Schedule: 011                                                                               |                          | Page #:8 of 21  |          |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|---------------------------------------------------------------------------------------------|--------------------------|-----------------|----------|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                           | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                                                                            |                          | Disposition     | Citation |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 |                 |              | Total Retention Period                                                                      | Minimum Period in Agency |                 |          |
| 0013-0000                                  | Federally Funded Vehicle Files (Non-Fixed Assets)<br>---<br>Includes accident reports, transfer, disposal vehicle agreements and general correspondence S5310 vehicles and other vehicles purchased under a variety of FTA grants coming under the administrative authority of Local Programs.                                                                                                                         |       |                 |                 |                 | P            | 7 Years After Termination Of Lease, Or 3 Years After Disposal Of Vehicle Whichever is later |                          | Destroy         |          |
| 0014-0000                                  | Drug And Alcohol Testing Program* Files<br>---<br>Includes but not limited to D&A plans, annual federal drug and alcohol testing reports submitted to NJ Transit from sub-recipients, site audits, financial statement, account reports, and project expenditures pertaining to consultant uses to conduct audits.<br><br>* Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs. |       |                 |                 |                 | P            | 7 Years                                                                                     |                          | Destroy         |          |
| 0015-0000                                  | Coordinated Human Services Transportation Plans (CHSTP)<br>---<br>Planning process that establishes coordination planning activities amongst various state agencies and grant sub- recipients                                                                                                                                                                                                                          |       |                 | X               |                 | P            | 7 Years After Contract Closed, Or 4 Years After Termination Of Grant Whichever Is Longer    |                          | Archival Review |          |
| <b>Records And Information Management</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 |                 |              |                                                                                             |                          |                 |          |
| 1000-0000                                  | Records Transmittal Forms                                                                                                                                                                                                                                                                                                                                                                                              |       |                 |                 |                 | P            | 3 Years After Disposition or Permanent Removal of Records                                   |                          | Destroy         |          |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                    |       |                 |                 | Agency: S800000 |              | Schedule: 011          |                          | Page #:9 of 21  |          |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|------------------------|--------------------------|-----------------|----------|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                       | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy       |                          | Disposition     | Citation |
|                                            |                                                                                                                                                                                                                                                                    |       |                 |                 |                 |              | Total Retention Period | Minimum Period in Agency |                 |          |
| 1001-0000                                  | Records Transfer Acknowledgment Form<br>---<br>List of records transferred to the New Jersey State Archives (Division of Archives and Records Management) N.J.S. 47:2-7                                                                                            |       |                 |                 |                 | P            | Permanent              |                          | Archival review |          |
|                                            | <b>Compliance And Ethics</b>                                                                                                                                                                                                                                       |       |                 |                 |                 |              |                        |                          |                 |          |
| 1050-0000                                  | Regulations<br>---<br>Includes, but not limited to regulations, correspondence and support materials created by and for NJ TRANSIT.                                                                                                                                |       |                 |                 |                 |              |                        |                          |                 |          |
| 1050-0001                                  | Adopted Regulations<br>---<br>Office of Administrative Law, NJ Department of Treasury, maintains all adopted rules and regulation on permanent basis.                                                                                                              |       |                 |                 |                 | P            | Periodic Review        |                          | Destroy         |          |
| 1050-0002                                  | Proposed Regulations                                                                                                                                                                                                                                               |       |                 |                 |                 | P            | As Revised             |                          | Destroy         |          |
| 1051-0000                                  | Ethics Investigation Cases<br>---<br>Includes all material to investigate alleged ethics violations, such as correspondence, copies of employee expenses reports, travel authorization forms, vendor files, meeting notes, affidavits and other related documents. |       |                 |                 |                 |              |                        |                          |                 |          |
| 1051-0001                                  | Ethics Investigation Cases - Withdrawn, Dismissed, Settled Without Disciplinary Action                                                                                                                                                                             |       |                 |                 |                 | P            | 7 Years                |                          | Destroy         |          |
| 1051-0002                                  | Ethics Investigation Cases - Settled With Disciplinary Action                                                                                                                                                                                                      |       |                 |                 |                 | P            | 60 Years               |                          | Destroy         |          |
| 1052-0000                                  | Outside Employment Forms<br>---<br>Forms completed by employees to determine if a potential conflict of interest exists.                                                                                                                                           |       |                 |                 |                 | P            | 5 Years                |                          | Destroy         |          |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                      |       |                 |                 | Agency: S800000 |              |                                                                                                        | Schedule: 011            |                 | Page #:10 of 21 |  |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|--------------------------------------------------------------------------------------------------------|--------------------------|-----------------|-----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                         | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                                                                                       |                          | Disposition     | Citation        |  |
|                                            |                                                                                                                                                                                                                                                      |       |                 |                 |                 |              | Total Retention Period                                                                                 | Minimum Period in Agency |                 |                 |  |
|                                            | <b>General Counsel</b>                                                                                                                                                                                                                               |       |                 |                 |                 |              |                                                                                                        |                          |                 |                 |  |
| 1080-0000                                  | Special Counsel And Deputy Attorney General Billing<br>---<br>Includes but not limited to, invoices and support documents, schedules, time reports, vendor information based on capital projects, reconciliation documents and other related papers. |       |                 |                 |                 | P            | 7 yrs after completion of project or 3 yrs after termination/cl<br>osing of grant, whichever is longer |                          | Destroy         |                 |  |
|                                            |                                                                                                                                                                                                                                                      |       |                 |                 |                 |              |                                                                                                        |                          |                 |                 |  |
| 1081-0000                                  | Legal Documents/Litigation Files, NJ TRANSIT Involved<br>---<br>Includes but not limited summons, subpoenas, request for legal representation, litigation and other documents relating to legal matters. Litigation.                                 |       |                 |                 |                 | P            | 7 Years After Closing                                                                                  |                          | Destroy         |                 |  |
|                                            | <b>Board Of Directors</b>                                                                                                                                                                                                                            |       |                 |                 |                 |              |                                                                                                        |                          |                 |                 |  |
| 1100-0000                                  | Board Action Items, Public Minutes & By-Laws (Public)<br>---<br>Public Board Approved Action Items, Public Board Approved Open Session Minutes & Board Approved By-Laws (Public)                                                                     |       |                 |                 |                 | P            | Permanent                                                                                              |                          | Archival review |                 |  |
|                                            |                                                                                                                                                                                                                                                      |       |                 |                 |                 |              |                                                                                                        |                          |                 |                 |  |
| 1101-0000                                  | Board Meeting Background Files<br>---<br>Include but not limited to drafts, agendas, minutes, and other relevant supporting material (i.e. BIRR, President & CEO's Review, Chair Review, and other meetings prior to the Board meeting.              |       |                 |                 |                 | C            | Permanent                                                                                              |                          | Archival review |                 |  |
| 1102-0000                                  | Executive Session Materials<br>---<br>Includes but not limited to: executive session agendas, minutes, and other relevant supporting material used as reference materials.                                                                           |       |                 |                 |                 | C            | Permanent                                                                                              |                          | Archival review |                 |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                   |       |                 |                 | Agency: S800000 |              |                                           | Schedule: 011            |             | Page #:11 of 21 |  |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|-------------------------------------------|--------------------------|-------------|-----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                      | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                          |                          | Disposition | Citation        |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                   |       |                 |                 |                 |              | Total Retention Period                    | Minimum Period in Agency |             |                 |  |
|                                            | Information And Digital Technology                                                                                                                                                                                                                                                                                                                |       |                 |                 |                 |              |                                           |                          |             |                 |  |
| 1200-0000                                  | Radio Station License<br>---<br>Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal.                                                                                                                                                                                                             |       |                 |                 |                 | P            | 10 Years                                  |                          | Destroy     |                 |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                   |       |                 |                 |                 |              |                                           |                          |             |                 |  |
| 1201-0000                                  | Radio Tower File<br>---<br>Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review - Plan Review Section, which are necessary for a construction permit. |       |                 |                 |                 | P            | Life of structure plus 10 years           |                          | Destroy     |                 |  |
| 1202-0000                                  | Statewide Radio System Project File<br>---<br>May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project.                                                                   |       |                 |                 |                 | P            | 10 Years After Installation Of New System |                          | Destroy     |                 |  |
|                                            | Rail Operations                                                                                                                                                                                                                                                                                                                                   |       |                 |                 |                 |              |                                           |                          |             |                 |  |
| 2000-0000                                  | Air Brake Kit Inventory Log Sheet<br>---<br>List unit, type, date removed, date received, date ready, date shipped, quantity, item and status. Air brake kits are inspected every two (2) years.                                                                                                                                                  |       |                 |                 |                 | P            | 2 Years After final entry                 |                          | Destroy     |                 |  |
| 2001-0000                                  | Capital Projects<br>---<br>Capital Projects<br>File includes: correspondence, drawings and project supporting information.                                                                                                                                                                                                                        |       |                 |                 |                 | P            | 10 Years After completion of project      |                          | Destroy     |                 |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                             |       |                 |                 | Agency: S800000 |              |                                      | Schedule: 011            |             | Page #:12 of 21 |  |
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| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                     |                          | Disposition | Citation        |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                             |       |                 |                 |                 |              | Total Retention Period               | Minimum Period in Agency |             |                 |  |
| 2002-0000                                  | Car History File<br>---<br>File contains history and quality control manual on the train cars before they came to New Jersey Transit.                                                                                                                                                                                                                                                                       |       |                 |                 |                 | P            | 3 Years After Disposal of Car        |                          | Destroy     |                 |  |
| 2003-0000                                  | Inspection Report File<br>---<br>Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29) |       |                 |                 |                 | P            | 2 Years                              |                          | Destroy     |                 |  |
| 2004-0000                                  | Service And Inspection Work Packets<br>---<br>Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.                                                                                                                                                                                                                                                       |       |                 |                 |                 | P            | 3 Years After Disposal of Car        |                          | Destroy     |                 |  |
| 2005-0000                                  | Yearly Maintenance History File<br>---<br>File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report. (FRA 49 CFR 229.23)                                                                                                                                                                                                                     |       |                 |                 |                 | P            | 2 Years                              |                          | Destroy     |                 |  |
| 2006-0000                                  | Maintenance Shop Reports<br>---<br>Daily report of occurrences at the Maintenance Shop.                                                                                                                                                                                                                                                                                                                     |       |                 |                 |                 | P            | 1 Years                              |                          | Destroy     |                 |  |
| 2007-0000                                  | Map Of Locomotives<br>---<br>File contains locomotive engineering specifications.                                                                                                                                                                                                                                                                                                                           |       |                 |                 |                 | P            | 10 Years After Disposal Of Equipment |                          | Destroy     |                 |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                            |       |                 |                 | Agency: S800000 |              |                                                  | Schedule: 011            |                 | Page #:13 of 21 |  |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|--------------------------------------------------|--------------------------|-----------------|-----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                               | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                                 |                          | Disposition     | Citation        |  |
|                                            |                                                                                                                                                                                                                                                                                                                                            |       |                 |                 |                 |              | Total Retention Period                           | Minimum Period in Agency |                 |                 |  |
| 2008-0000                                  | Wheel And Axle Assembly Report (AAR) - Quality Assurance<br>---<br>File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3) |       |                 |                 |                 | P            | 15 Years                                         |                          | Destroy         |                 |  |
|                                            |                                                                                                                                                                                                                                                                                                                                            |       |                 |                 |                 |              |                                                  |                          |                 |                 |  |
| 2009-0000                                  | Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs Individual Class Folders CRF Part 240.215 (A) (H)<br>---<br>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<br>---<br>Includes but not limited to names, grades, attendance records and performance reviews                                                                                                                                            |       |                 |                 |                 | P            | 50 Years From Creation Of File Recommend Imaging |                          | Destroy         |                 |  |
| 2011-0000                                  | Rail Service Project Files<br>---<br>Contain operating plans developed to define the benefits of and to schedule new or additional rail service                                                                                                                                                                                            |       |                 |                 |                 |              |                                                  |                          |                 |                 |  |
| 2011-0001                                  | Rail Service Project Files - Successful                                                                                                                                                                                                                                                                                                    |       |                 |                 |                 | P            | 20 Years                                         |                          | Archival Review |                 |  |
| 2011-0002                                  | Rail Service Project Files - Unsuccessful                                                                                                                                                                                                                                                                                                  |       |                 |                 |                 | P            | 3 Years                                          |                          | Destroy         |                 |  |
| 2012-0000                                  | Rail Service Computer-Based Project Files<br>---<br>Used to test the viability and reliability of operating plans and projects.                                                                                                                                                                                                            |       |                 |                 |                 | P            | 10 Years After completion of project             |                          | Destroy         |                 |  |
| 2013-0000                                  | Plan And Schedules<br>---<br>Includes timetables, crew plans, equipment diagrams and related documents                                                                                                                                                                                                                                     |       |                 |                 |                 | P            | 10 Years                                         |                          | Destroy         |                 |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |                 |                 | Agency: S800000 |              |                                   | Schedule: 011            |             | Page #:14 of 21 |  |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|-----------------------------------|--------------------------|-------------|-----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                  |                          | Disposition | Citation        |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |                 |                 |                 |              | Total Retention Period            | Minimum Period in Agency |             |                 |  |
|                                            | Internal Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |                 |                 |                 |              |                                   |                          |             |                 |  |
| 3000-0000                                  | Internal Audit Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |                 |                 |                 |              |                                   |                          |             |                 |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |                 |                 |                 |              |                                   |                          |             |                 |  |
| 3000-0001                                  | Internal Audit Report (Record Copy)<br>---<br>Includes: "New Jersey Transit Recommendation Reply and Implementation Status Report" and all other related documents. Used in long-range planning for policy and decision making.<br><br>Confidentiality is based on N.J.S.A. 47:1A-10                                                                                                                                                                                                                       |       |                 |                 |                 | C            | Permanent                         |                          | Archives    |                 |  |
| 3000-0002                                  | Internal Audit Report (Copy)<br>---<br>Confidential based on N.J.S.A. 47:1A-1.1                                                                                                                                                                                                                                                                                                                                                                                                                            |       |                 |                 |                 | C            | 3 Years                           |                          | Destroy     |                 |  |
| 3001-0000                                  | Internal Audit Program<br>---<br>File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation.<br><br>Confidential based on N.J.S.A. 47:1A-1.1                                                                                                                                                                                                                                                                               |       |                 |                 |                 | C            | 7 Years After completion of audit |                          | Destroy     |                 |  |
|                                            | Real Estate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |                 |                 |                 |              |                                   |                          |             |                 |  |
| 4000-0000                                  | Deed Files<br>---<br>Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc.; deed exception files; parcels not included in original conveyance of property; lists of properties currently owned and sold. |       |                 |                 |                 | P            | Permanent                         |                          | Archives    |                 |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                 |                 | Agency: S800000 |              | Schedule: 011                      |                          | Page #:15 of 21 |          |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|------------------------------------|--------------------------|-----------------|----------|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                   |                          | Disposition     | Citation |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                 |                 |                 |              | Total Retention Period             | Minimum Period in Agency |                 |          |
| 4001-0000                                  | Lease Files                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |                 |                 |                 |              |                                    |                          |                 |          |
| 4001-0001                                  | Lease<br>---<br>Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents                                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 |                 | P            | 7 Years After termination of lease |                          | Destroy         |          |
| 4001-0002                                  | Lease Books And Log Input<br>---<br>Consists of log books listing: property location, lessor, lessee, lease number and occupancy; lease agreement and copy of environmental report.                                                                                                                                                                                                                                                                                                                                                   |       |                 |                 |                 | P            | Permanent                          |                          | Archives        |          |
| 4001-0003                                  | Lease Drafts<br>---<br>Includes but not limited to: drafts and correspondence                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |                 |                 |                 | P            | 3 Years                            |                          | Destroy         |          |
| 4002-0000                                  | Adjacent Property Notice<br>---<br>Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property                                                                                                                                                                                                                                                                                                                                                                   |       |                 |                 |                 | P            | 3 Years                            |                          | Destroy         |          |
| 4003-0000                                  | Maps And Drawings<br>---<br>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.<br><br>Confidential based on N.J.S.A. 47:1A-1.1 |       |                 |                 |                 | C            | Permanent                          |                          | Archives        |          |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                |       |                 |                 | Agency: S800000 |              |                                      | Schedule: 011            |             | Page #:16 of 21 |  |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|--------------------------------------|--------------------------|-------------|-----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                   | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                     |                          | Disposition | Citation        |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                |       |                 |                 |                 |              | Total Retention Period               | Minimum Period in Agency |             |                 |  |
| 4004-0000                                  | Permit File<br>---<br>Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.                                                                                                                                                                                         |       |                 |                 |                 | P            | 7 Years After Cancellation Of Permit |                          | Destroy     |                 |  |
|                                            | Finance                                                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 |                 |              |                                      |                          |             |                 |  |
| 4050-0000                                  | Daily Close-Out File And Daily Listing Of Checks And Cash Deposited (53X'S)<br>---<br>Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debit and credit grand totals, daily ticket count, copies of each ticket sold per seller pert day, checks, cash deposits and bank deposit slip. Copies are sent to NJT Office of Revenue Accounting. |       |                 |                 |                 | P            | 1 Years                              |                          | Destroy     |                 |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                |       |                 |                 |                 |              |                                      |                          |             |                 |  |
| 4051-0000                                  | Bus Garage Audits<br>---<br>Biannual audits conducted on all NJ Transit bus garages. Includes but not limited to Garage Audit Control, Inventory of Fuels and Lubricants, Exit Audit Report.                                                                                                                                                                                                   |       |                 |                 |                 | P            | 3 Years                              |                          | Destroy     |                 |  |
| 4052-0000                                  | Exact Fare Audits<br>---<br>Daily audits involving the counting of money from buses cash bins and revenue bins. Involves each bus garage statewide.                                                                                                                                                                                                                                            |       |                 |                 |                 | P            | 3 Years                              |                          | Destroy     |                 |  |
| 4053-0000                                  | Lease Financing<br>---<br>Includes but not limited to Certificate of participation (COP) (notes New Jersey sales to private investors), contract (lease), schedules of payments, list of assets, selling tax benefits, related safe harbor lease documents, correspondence, and other related documents.                                                                                       |       |                 |                 |                 | P            | 7 Years After termination of lease   |                          | Destroy     |                 |  |
|                                            | Bus Operations - Maintenance                                                                                                                                                                                                                                                                                                                                                                   |       |                 |                 |                 |              |                                      |                          |             |                 |  |
| 5000-0000                                  | Assignment Log                                                                                                                                                                                                                                                                                                                                                                                 |       |                 |                 |                 | P            | 1 Years After last entry             |                          | Destroy     |                 |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                    |       |                 |                 | Agency: S800000 |              | Schedule: 011                                 |                          | Page #:17 of 21 |          |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|-----------------------------------------------|--------------------------|-----------------|----------|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                       | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                              |                          | Disposition     | Citation |
|                                            |                                                                                                                                                                                                                                                                                                                    |       |                 |                 |                 |              | Total Retention Period                        | Minimum Period in Agency |                 |          |
| 5001-0000                                  | Bus Inventory/Location Master Report - Monthly                                                                                                                                                                                                                                                                     |       |                 |                 |                 | P            | 3 Years                                       |                          | Destroy         |          |
| 5002-0000                                  | Operator's Bus Condition Report<br>---<br>Includes but not limited to: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications. |       |                 |                 |                 | P            | 3 Years After Problem Corrected               |                          | Destroy         |          |
| 5003-0000                                  | Vehicle Maintenance Information File                                                                                                                                                                                                                                                                               |       |                 |                 |                 |              |                                               |                          |                 |          |
| 5003-0001                                  | Vehicle Maintenance Information System (VMIS)<br>---<br>Computerized systems containing information regarding maintenance performed on buses.                                                                                                                                                                      |       |                 |                 |                 | P            | 3 Years After Disposal Of Bus                 |                          | Destroy         |          |
| 5003-0002                                  | Major Log<br>---<br>Includes but not limited to: Lists all significant bus repairs, i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.                                                                                                                       |       |                 |                 |                 | P            | 3 Years After Disposal Of Bus Or Final Entry. |                          | Destroy         |          |
| 5004-0000                                  | Bus Schedules<br>---<br>Includes: run guides, headways and flats. Schedules are revised four times a year.                                                                                                                                                                                                         |       |                 |                 |                 | P            | 3 Years                                       |                          | Destroy         |          |
| 5005-0000                                  | Complaints - Riding And Standing Checks                                                                                                                                                                                                                                                                            |       |                 |                 |                 | P            | 3 Years After problem is resolved             |                          | Destroy         |          |
| 5006-0000                                  | Timetables (Timetables Distributed To Public)                                                                                                                                                                                                                                                                      |       |                 |                 |                 | P            | 10 Years                                      |                          | Destroy         |          |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                     |       |                 |                 | Agency: S800000 |              |                                                       | Schedule: 011            |             | Page #:18 of 21 |  |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|-------------------------------------------------------|--------------------------|-------------|-----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                        | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                                      |                          | Disposition | Citation        |  |
|                                            |                                                                                                                                                                                                                                                                                                     |       |                 |                 |                 |              | Total Retention Period                                | Minimum Period in Agency |             |                 |  |
| 5007-0000                                  | Bus Shelter Files<br>---<br>Includes the location of the bus shelters and bus stop signs existing and proposed throughout the state. File includes but not limited to: correspondence, maintenance agreements, installation diagrams, work order requests, maps, resolutions and related documents. |       |                 |                 |                 | P            | 7 Years After Disposal Of Shelter Or Removal Of Sign. |                          | Destroy     |                 |  |
| 5008-0000                                  | Labor Negotiation Workpapers<br>---<br>Contracts are negotiated every 3 years                                                                                                                                                                                                                       |       |                 |                 |                 | P            | 7 Years                                               |                          | Destroy     |                 |  |
|                                            | <b>Human Resources</b>                                                                                                                                                                                                                                                                              |       |                 |                 |                 |              |                                                       |                          |             |                 |  |
| 6000-0000                                  | Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees<br>---<br>Confidentiality is based on OPRA N.J.S.A. 47:1A-10                                                                                                                                                                   |       |                 |                 |                 | C            | 5 Years                                               |                          | Destroy     |                 |  |
|                                            |                                                                                                                                                                                                                                                                                                     |       |                 |                 |                 |              |                                                       |                          |             |                 |  |
| 6001-0000                                  | Results Of Random Urine Analysis Test<br>---<br>Test are filed separately from the medical file.                                                                                                                                                                                                    |       |                 |                 |                 |              |                                                       |                          |             |                 |  |
| 6001-0001                                  | Results Of Random Urine Analysis Test - Positive Results<br>---<br>Confidentiality is based on OPRA N.J.S.A. 47:1A-10                                                                                                                                                                               |       |                 |                 |                 | C            | 6 Years After termination of employment               |                          | Destroy     |                 |  |
| 6001-0002                                  | Results Of Random Urine Analysis Test - Negative Results<br>---<br>Confidentiality is based on OPRA N.J.S.A. 47:1A-10                                                                                                                                                                               |       |                 |                 |                 | C            | 5 Years                                               |                          | Destroy     |                 |  |
| 6002-0000                                  | Employee Assistance Program (EAP) Files<br>---<br>Includes intake and referrals of employee requiring assistance.                                                                                                                                                                                   |       |                 |                 |                 |              |                                                       |                          |             |                 |  |
| 6002-0001                                  | Employee Assistance Program (EAP) Files - Drug And Alcohol Related Cases                                                                                                                                                                                                                            |       |                 |                 |                 | P            | 10 Years After Contact                                |                          | Destroy     |                 |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                 |                 | Agency: S800000 |              |                                            | Schedule: 011            |             | Page #:19 of 21 |  |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|--------------------------------------------|--------------------------|-------------|-----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                                                                                                      | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                           |                          | Disposition | Citation        |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                 |                 |                 |              | Total Retention Period                     | Minimum Period in Agency |             |                 |  |
| 6002-0002                                  | Employee Assistance Program (EAP) Files - All Other Cases                                                                                                                                                                                                                                                                                                                                                                         |       |                 |                 |                 | P            | 5 Years After Contact                      |                          | Destroy     |                 |  |
| 6003-0000                                  | Personnel Review Committee Hearing Files - Wrongful Termination Claims<br>---<br>Includes: copies of personnel records including termination paper(s) letter of appeal from claimant, findings of review committee, final report.                                                                                                                                                                                                 |       |                 |                 |                 | P            | 7 Years After Case Closed/Final Settlement |                          | Destroy     |                 |  |
| 6004-0000                                  | Employee Program Files<br>---<br>Files contain documentation to support the planning and initiation of events, discount programs and other activities to promote morale among NJ TRANSIT's employees. Includes: copies of program outlines, planning documents, discount coupons, other offers being made to employees internal and external correspondence, critique of events, copies of invoices, and other related materials. |       |                 |                 |                 | P            | 3 Years                                    |                          | Destroy     |                 |  |
| 6005-0000                                  | Enhancement Training Files<br>---<br>Includes but limited to rosters (name of employees, courses attended), completed evaluation forms of students and instructor(s) performance,                                                                                                                                                                                                                                                 |       |                 |                 |                 | P            | 10 Years                                   |                          | Destroy     |                 |  |
|                                            | General                                                                                                                                                                                                                                                                                                                                                                                                                           |       |                 |                 |                 |              |                                            |                          |             |                 |  |
| 9022-0000                                  | National Transit Database Annual Report (NTDAR)<br>---<br>Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report.                                                                                                                                                                                                                                                              |       |                 |                 |                 |              |                                            |                          |             |                 |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                 |                 |                 |              |                                            |                          |             |                 |  |
| 9022-0001                                  | NTDAR - Bus And Rail Service Planning Records<br>---<br>Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR.<br><br>*Note: NTDAR Appears on S809000                                                                                                                                                                                               |       |                 |                 |                 | P            | 7 Years                                    |                          | Destroy     |                 |  |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                      |       |                 |                 | Agency: S800000 |              | Schedule: 011                        |                          | Page #:20 of 21 |          |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|--------------------------------------|--------------------------|-----------------|----------|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                         | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                     |                          | Disposition     | Citation |
|                                            |                                                                                                                                                                                                                                                                                                                                      |       |                 |                 |                 |              | Total Retention Period               | Minimum Period in Agency |                 |          |
| 9022-0002                                  | NTDAR - Federal, State, Local Funding<br>---<br>Includes but not limited to GTFS mapping, IAS-FD audit, planning studies, asset maintenance (non-fixed asset), correspondence and supporting documentation.<br><br>*Federal Circulars 5010.1F et. Al.                                                                                |       |                 |                 |                 | P            | 7 Years After termination of grant   |                          | Destroy         |          |
| 9022-0003                                  | NTDAR - Third Party Contracts<br>---<br>Includes but not limited to purchased transportation and calendar year reporting.                                                                                                                                                                                                            |       |                 |                 |                 | P            | 7 Years After Close Out              |                          | Destroy         |          |
| 9023-0000                                  | Legal Documents/Litigations Files, NJ TRANSIT Is Not Involved<br>---<br>Contains documents related to 3rd party litigation. Includes, but not limited to summons, subpoenas, request for legal representation, litigation and other documents relating to legal matters.                                                             |       |                 |                 |                 | P            | 3 Years From Subpoena Date           |                          | Destroy         |          |
| 9024-0000                                  | Public Hearing And Public Notice Files<br>---<br>Includes, but not limited to: support materials, hearing officer report, public notice, transcript, attendance and speaker sheets, service list, newspaper letter, PowerPoint presentations, hearing transcripts, general correspondence and other materials regarding the hearing. |       |                 |                 |                 |              |                                      |                          |                 |          |
| 9024-0001                                  | Public Hearing And Public Notice Files - Fare Increase                                                                                                                                                                                                                                                                               |       |                 |                 |                 | P            | 7 Years After Hearing Closed         |                          | Destroy         |          |
| 9024-0002                                  | Public Hearing And Public Notice Files - Major Projects                                                                                                                                                                                                                                                                              |       |                 |                 |                 | P            | 10 Years After completion of project |                          | Destroy         |          |

| Records Retention and Disposition Schedule |                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 | Agency: S800000 |              |                                           | Schedule: 011            |             | Page #:21 of 21 |  |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|-----------------|--------------|-------------------------------------------|--------------------------|-------------|-----------------|--|
| Record Series #                            | Record Title and Description                                                                                                                                                                                                                                                                                                                           | Audit | Alternate Media | Archival Review | Vital Record    | Confidential | Retention Policy                          |                          | Disposition | Citation        |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 |                 |              | Total Retention Period                    | Minimum Period in Agency |             |                 |  |
| Retired Record Series                      |                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 |                 |              |                                           |                          |             |                 |  |
|                                            |                                                                                                                                                                                                                                                                                                                                                        |       |                 |                 |                 |              |                                           |                          |             |                 |  |
| 0001-0006                                  | Project Files - Data Monitoring And Project Investigative (Exploratory) Files<br>---<br>Includes but not limited to: project file copies, reports, feasibility studies, news articles, etc. involving potential projects.                                                                                                                              |       |                 |                 |                 | P            | 10 Years                                  |                          | Destroy     |                 |  |
| 4160-0000                                  | Radio Station License<br>---<br>Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal.                                                                                                                                                                                                                  |       |                 |                 |                 | P            | 10 Years                                  |                          | Destroy     |                 |  |
| 4161-0000                                  | Radio Station License<br>---<br>Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review - Plan Review Section, which are necessary for a construction permit. |       |                 |                 |                 | P            | Life Of Structure Plus 30 Years           |                          | Destroy     |                 |  |
| 4162-0000                                  | Statewide Radio System Project Files<br>---<br>May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project.                                                                       |       |                 |                 |                 | P            | 15 Years After Installation Of New System |                          | Destroy     |                 |  |

|                                                             |  |                                  |           |
|-------------------------------------------------------------|--|----------------------------------|-----------|
| <b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b> |  |                                  |           |
| <b>DEPARTMENT :</b> New Jersey Transit                      |  | <b>AGENCY #S805720 - RETIRED</b> |           |
| <b>DIVISION:</b> Bus                                        |  | <b>SCHEDULE #001</b>             |           |
| <b>BUREAU:</b> Operations/Labor Relations                   |  | <b>PAGE #</b> 1                  | <b>OF</b> |

**AGENCY AMENDMENTS**

|                                                            |                              |                                                                                                        |                                                                                                                   |                                                                                                                                                                                 |
|------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FORMER AGENCY NAME<br/>(DEPARTMENT/DIVISION/BUREAU)</b> |                              | New Jersey Transit – Bus – Operations/Labor Relations                                                  |                                                                                                                   |                                                                                                                                                                                 |
| <b>FORMER AGENCY NUMBER</b>                                |                              | S805720 – TO BE RETIRED / EXISTING RECORDS OBSOLETE OR TRANSFERRED TO S800000-011 - NEW JERSEY TRANSIT |                                                                                                                   |                                                                                                                                                                                 |
| <b>RECORDS SERIES<br/>AMENDMENTS<br/>RECORD SERIES #</b>   | <b>RECORD SERIES NAME</b>    | <b>TYPE OF<br/>CHANGE</b>                                                                              | <b>FORMER DESIGNATION (IF<br/>APPLICABLE)</b>                                                                     | <b>NEW DESIGNATION (IF<br/>APPLICABLE)</b>                                                                                                                                      |
| 0001-0000                                                  | Labor Agreements             | Obsolete                                                                                               | <u>0001-0000 Labor Agreements</u><br>7 yrs after termination of agreement<br>Destroy                              | <u>Use G100000 – 0403-0001</u><br>Contracts and Amendments –<br>Awarded (Original) Signed<br>originals and support material. 7<br>Years after completion of contract<br>Destroy |
| 0002-0000                                                  | Labor Negotiation Workpapers | Transfer                                                                                               | <u>0002-0000 Labor Negotiation<br/>Workpapers</u> (Contracts are<br>negotiated every 3 years.) 7 Years<br>Destroy | <u>S800000 – 5008-0000 Labor<br/>Negotiation Workpapers</u> Contracts<br>are negotiated every 3 years.) 7<br>Years Destroy                                                      |
|                                                            |                              |                                                                                                        |                                                                                                                   |                                                                                                                                                                                 |
|                                                            |                              |                                                                                                        |                                                                                                                   |                                                                                                                                                                                 |
|                                                            |                              |                                                                                                        |                                                                                                                   |                                                                                                                                                                                 |
|                                                            |                              |                                                                                                        |                                                                                                                   |                                                                                                                                                                                 |

| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT |                                      |                           |   |    |
|------------------------------------------------------|--------------------------------------|---------------------------|---|----|
| DEPARTMENT :                                         | New Jersey Transit                   | AGENCY #S808311 - RETIRED |   |    |
| DIVISION:                                            | Administrative Support               | SCHEDULE #001             |   |    |
| BUREAU:                                              | Finance/Operating and Capital Budget | PAGE #                    | 1 | OF |

#### AGENCY AMENDMENTS

| FORMER AGENCY NAME<br>(DEPARTMENT/DIVISION/BUREAU) |                    | New Jersey Transit – Administrative Support – Finance/Operating and Capital Budget                     |                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FORMER AGENCY NUMBER                               |                    | S808311 – TO BE RETIRED / EXISTING RECORDS OBSOLETE OR TRANSFERRED TO S800000-010 - NEW JERSEY TRANSIT |                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| RECORDS SERIES<br>AMENDMENTSRECORD<br>SERIES #     | RECORD SERIES NAME | TYPE OF<br>CHANGE                                                                                      | FORMER DESIGNATION (IF<br>APPLICABLE)                                                                                                                                                                                                                                                                                                                                                                   | NEW DESIGNATION (IF<br>APPLICABLE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0001-0000                                          | Capital Projects:  | Obsolete                                                                                               | <u>Capital Projects:</u> Files are separated into 3 categories: Headquarters, Bus and Rail. Each file is divided into 4 major subjects: 1) Project initiation form; which includes breakdown of budget and funding profile, 2) State funding including summary of obligation, 3) Purchase orders and requisitions and 4) Miscellaneous, which includes correspondence 7 yrs after completion of project | <u>Use S800000 – 0001-0001 Project Files – Conceptual and Initial Design</u> Final Report and Associated Drawings 50 Years Archival Review Destroy Use <u>0001-0002 Project Files – Conceptual and Initial Design</u> – Awarded Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers |

|                                                      |                                          |                       |                      |
|------------------------------------------------------|------------------------------------------|-----------------------|----------------------|
| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | AGENCY #<br>Agency #S805730 -<br>RETIRED | SCHEDULE #<br><br>001 | PAGE #<br><br>2 OF 4 |
|------------------------------------------------------|------------------------------------------|-----------------------|----------------------|

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|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  | <p>and files. 10 yrs after completion of project Destroy</p> <p><u>0001-0003 Project Files – Conceptual and Initial Design Not Awarded</u> Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS &amp; FEIS), minutes of meetings, project related correspondence, working papers and files. 25 Years Destroy</p> <p><u>0001-0004 Project Files – Design/Construction – Phase</u> 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 &amp; FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and</p> |
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| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | AGENCY #<br>Agency #S805730 -<br>RETIRED | SCHEDULE #<br><br>001 | PAGE #<br><br>3 OF 4 |
|------------------------------------------------------|------------------------------------------|-----------------------|----------------------|

|           |                        |                    |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                         |
|-----------|------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                        |                    |                                                                                                                                                                                                                                                                                                                                                     | schedules. 10 yrs after completion of project Destroy<br><u>0001-0005 Project Files – Strategy, Policy, and Analysis (Original)</u> Includes studies conducted by this office that could result in cost savings to the company 10 years Archival Review |
| 0002-0000 | Billing File           | Header<br>Obsolete | <u>Billing File – Includes federal and state request for funds forms, correspondence and other related documents</u>                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                         |
| 0002-0001 | Billing File - Federal | Obsolete           | <u>Billing File – Federal</u> - Includes requests for funds from TFS form 5805a. Form is divided into two sections. Section 1 - Message format including: amount, sender, receiver and third-party information and, Section 11 - Certification (must be completed by drawer) including signature and counter signature. 7 yrs after payment Destroy | <u>See Above S800000 – 0004-0001 Capital Budgets and Controls Funding Files</u><br><u>S800000 – 0004-0002 Capital Budgets and Controls Funding, Federal Transit Administration (FTA)</u>                                                                |
| 0002-0002 | Billing File - State   | Obsolete           | <u>Billing File – State</u> - State of New Jersey - Invoice AR5054. 7 yrs after payment Destroy                                                                                                                                                                                                                                                     | <u>See Above S800000 – 0004-0001 Capital Budgets and Control Funding Files</u>                                                                                                                                                                          |

|                                                      |                                          |                       |                      |
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| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | AGENCY #<br>Agency #S805730 -<br>RETIRED | SCHEDULE #<br><br>001 | PAGE #<br><br>4 OF 4 |
|------------------------------------------------------|------------------------------------------|-----------------------|----------------------|

|           |                        |                                       |                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------|------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0003-0000 | Lease Purchases        | Transfer<br>Combine with<br>0004-0000 | <u>0003-0000 Lease Purchases</u> -<br>Includes: documents regarding<br>purchase of rail cars (Bombardier<br>overhauled cars), Certificate of<br>Participation (COP) (notes New<br>Jersey sales to private investors),<br>contract (lease) correspondence and<br>other related documents. 7 yrs after<br>termination of lease Destroy | <u>S800000 - 4053-0000 Lease<br/>Financing</u> Includes but not limited<br>to Certificate of participation (COP)<br>(notes New Jersey sales to private<br>investors), contract (lease),<br>schedules of payments, list of<br>assets, selling tax benefits, related<br>safe harbor lease documents,<br>correspondence, and other related<br>documents 7 yrs after termination<br>of lease. Destroy |
| 0004-0000 | Safe Harbor Lease File | Transfer<br>Combine with<br>0003-0000 | <u>0004-0000 Safe Harbor Lease File</u><br>Includes: contracts, schedules of<br>payments, list of assets, selling tax<br>benefits and related safe harbor<br>lease documents. 7 yrs after<br>termination of lease Destroy                                                                                                            | <u>See S800000 – 4053-0000 Above</u>                                                                                                                                                                                                                                                                                                                                                              |



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

**Damaged Records Event  
Guidelines, Questionnaire, Report and Attestation**

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

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

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

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



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Damaged Records Event Response  
Agency Questionnaire

Agency Information:

Agency Name/Offices Involved: CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
Address: 1523 ROUTE 9 NORTH  
Phone: 609-465-9026  
Email: MCDEVITTAM@CMCMUA.COM  
Contact Person: ANN M. MCDEVITT

Date the disaster occurred: AUGUST 29, 2026

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

Arson investigation currently being conducted:      Yes ✓ No

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

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

A LEAK OCCURRED IN THE FIRST FLOOR BATHROOM RESULTING IN WATER OVERFLOW  
INTO THE BASEMENT WHICH SOAKED THROUGH THE CEILING MATERIAL AND DESTROYED  
THE CURRENT CLOSED CONTRACT FILES.

Extent of damage to the records:

Fire Damage: ☐ Slight ☐ Severe  
Water Damage: ☐ Damp ☐ Wet ☒ Saturated

Person(s) who verified the amount of damage to the disaster site: \_\_\_\_\_  
ANDREW WALLACE, RISK PROGRAM MANAGER

Who established the Disaster Recovery Team: ANDREW WALLACE, RISK PROGRAM MANAGER

Disaster Recovery Team members:  
ALLRISK PROPERTY DAMAGE EXPERTS

Salvaging performed: ☒ Onsite ☐ Off site  
Length of salvage operation: ☐ Days ☒ Weeks ☐ Months  
When were staff allowed back into the building: BUILDING WAS NEVER CLOSED  
When did the area become operational: AUGUST 31, 2026

|                                             |                                                       |                                        |
|---------------------------------------------|-------------------------------------------------------|----------------------------------------|
| Electrical power affected:                  | <input type="checkbox"/> Yes                          | <input checked="" type="checkbox"/> No |
| Telecommunications affected:                | <input type="checkbox"/> Yes                          | <input checked="" type="checkbox"/> No |
| Information processing operations affected: | <input type="checkbox"/> Yes                          | <input checked="" type="checkbox"/> No |
| Were outside salvage companies contacted:   |                                                       |                                        |
|                                             | Structural <input checked="" type="checkbox"/> Yes    | <input type="checkbox"/> No            |
|                                             | Mechanical <input checked="" type="checkbox"/> Yes    | <input type="checkbox"/> No            |
|                                             | Environmental <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

Additional person(s) notified about the disaster: NJUA JIF AND CNA INSURANCE

Security measures implemented: DAMAGE REMEDIATION

Legal or financial concerns as a result:

☐ Yes ☒ No

Will additional facilities, hardware, or supplies be needed:

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☐ No

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

☒ Yes ☐ No

Additional comments and information:

Salvage Operations: Hardcopy

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

☒ Yes ☐ No

If not, when were the methods implemented:

What salvage methods were or are currently being implemented:

Refrigerate Immediately:

☐ Yes ☐ No

Re-boxing:

Boxes

☐ Yes ☐ No

Crates

☐ Yes ☐ No

Other

☐ Yes ☐ No

Freeze Drying:

☐ Yes ☐ No

Vacuum Drying:

☐ Yes ☐ No

Mold & Mildew Chemical Treatment:

☐ Yes ☐ No

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

Additional comments and information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salvage Operations: Information Systems

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

☐ Hardcopy ☐ Disk ☐ Cloud Storage

Additional comments and information: N/A  
\_\_\_\_\_  
\_\_\_\_\_

What preventative, ongoing measures were taken to ensure safety of any records not affected: \_\_\_\_\_  
BOXES HAVE BEEN MOVED AWAY FROM AFFECTED AREA TO SAFER LOCATION.  
\_\_\_\_\_



DEPARTMENT OF THE TREASURY  
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RECORDS MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08625  
Location: 33 West State Street 5<sup>th</sup> Floor, Trenton, NJ 08618

### Damaged Records Report

Agency Name: CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY

Address: 1523 ROUTE 9 NORTH

Phone: 609-465-9026

Email: MCDEVITTAM@CMCMUA.COM

Contact Person: ANN M. MCDEVITT

Date the Damage Occurred: AUGUST 29, 2026

Date the Damage was Discovered: AUGUST 31, 2026

Complete the following.

**1. Describe the circumstances in which the damage occurred.**

A LEAK OCCURRED IN THE FIRST FLOOR BATHROOM RESULTING IN WATER OVERFLOW INTO THE BASEMENT WHICH SOAKED THE CEILING MATERIAL DESTROYED THE CURRENT CLOSED CONTRACT FILES.

Type text here

**2. How was the damage discovered?**

IT WAS DISCOVERED UPON ARRIVAL TO WORK ON MONDAY MORNING, AUGUST 31ST.

Type text here

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

NO. FANS WERE USED TO ATTEMPT TO DRY THEM.

Type text here

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

ALLRISK PROPERTY DAMAGE EXPERTS

Type text here

**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)?**

YES. THERE ARE DIGITAL COPIES SAVED IN LASERFICHE WHICH IS AN APPROVED RECORDS ARCHIVE SYSTEM BY THE STATE OF NJ.

Type text here

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

NO.

Type text here

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

MOVING RECORDS TO SAFER LOCATION AND REPLACING CURRENT CEILING MATERIALS WITH WATER RESISTENT MATERIAL.

Type text here



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

Damaged Records Inventory

Agency Name: CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY

Agency Retention Schedule: C820000

Retention Schedule Number: 020

Record Series Number: 0303-0001

Record Series Name: CONTRACTS/AGREEMENTS AND AMENDMENTS-GENERAL

Retention Time: 6 YEARS AFTER COMPLETION OF CONTRACT

Inclusive Years: 1/2020 - 12/2022

Volume (Cubic Feet): 48

Damage Type: WATER AND MOLD

Other copies available? YES, DIGITAL



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

Damaged Records  
Disposal Certification

TO: State Records Committee

FROM: <Agency>

DATE: <Date>

SUBJECT: \_\_\_\_\_

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

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Date



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

New Jersey State Records Committee Acknowledgement  
Damaged Records Disposal

TO: <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, State Records Committee



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

New Jersey State Records Committee Authorization  
Damaged Records Disposal

TO: <Agency>

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

DATE: <Date>

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

The New Jersey State Records Committee has 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: \_\_\_\_\_  
Secretary, State Records Committee



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** ALL RISK, INC.  
**Trade Name:**  
**Address:** 801 E CLEMENTS BRIDGE RD  
RUNNEMEDE, NJ 08078  
**Certificate Number:** 1113986  
**Effective Date:** December 21, 2004  
**Date of Issuance:** September 03, 2026

**For Office Use Only:**  
20260903161617283

[Return](#)

# **Closed Contract Files - Box A (1)**

**A.C. Schultes, Inc. (Contract RFP-07-21) Machine Shop Services**

**ABB, Inc. (Contract SW-EQUIP-09-20-REBID) Parts, Repairs & Inspection Services for Model TPS-52E01 Turbochargers**

**Acacia Financial Group, Inc. – (Contract RFP-58-21) Financial Advisor Services**

**Action Supply, Inc. (Contract MUA-07-20-REBID2) Premix Portland Concrete**

**ACV Environmental Services – (Contract RFP-31-21) Recycling Services for Disposal of Paint**

**ACV Environmental Services (Contract SER-05-22) – HHW ID, Collection, Packaging and Disposal for the CMCMUA SW Program**

**Advance Scale Co., Inc. (Contract SW-EQUIP-09-19) Provide Quarterly Inspection, Calibration and Maintenance for Truck Scales**

**Advance Tire, Inc. (Contract TS-EQUIP-33-19) Furnish, Deliver and Install (4) Soft Riding Rubber Tires for John Deere Front-End Loader**

**Advance Tire, Inc. (Contract RFP-09-21-REBID)**

**Advance Tire, Inc. (Contract SW-EQUIP-08-22) Furnish, Deliver and Install Eight (8) New 23.5R25 Soft Riding Solid Rubber Tires on Two (2) John Deere 644K Front End Loaders at the Transfer Station**

**Agate Construction Co., Inc. (Contract SLF-14-02) Sanitary Landfill – Phase 1E**

**AirNova, Inc. (Contract SLF-19-20-REBID) Laboratory Services for Sampling and Analysis**

**AirNova, Inc. (Contract SLF-29-22) 1,059 kW Electrical Generators**

**Applied Water Management, Inc. (Contract SM-WTF-18-08) Reclaimed Water for Beneficial Reuse Project (2 Folders)**

# **Closed Contract Files - Box A (1)**

**Arawak Paving Co. (Contract MUA-21-20 – Item IV) – Recycling  
Concrete Aggregate**

# **Closed Contract Files – Box A (2)**

**Asbury Park – Acquisition of RBCs**

**A+ Commercial Office Cleaners, LLC. (RFP-14-20) Janitorial Services for CMCMUA's Administrative Office Building**

**A-Gas US, Inc. – Recycling – CFCs, HCFCs and HFCS – Used Appliances**

**Atlantic Lining Co., Inc. (Contract SLF-01-05) Phase 1D Temporary & Final Cap (2 Folders)**

**Atlantic Lining Co., Inc. (Contract SLF-24-05) Phase 1F Construction (2 Folders)**

**Atlantic Lining Co., Inc. (Contract SLF-07-10) Phase 1E Temporary Cap  
Atlantic Lining Co., Inc. (Contract SLF-12-18 Rebid) Cell F – Gas Collection System Expansion (3 Folders)**

**Atlantic Lining Co., Inc. (Contract SLF-34-18) 2019 Landfill Cap Liner Miscellaneous Repair Services**

**Atlantic Lining Co., Inc. (Contract SLF-31-19) 2020 Landfill Cap Liner Miscellaneous Repair Services**

**Atlantic Lining Co., Inc. (Contract SLF-30-20) 2021 Landfill Cap Liner Miscellaneous Repair Services**

# **Closed Contract Files – Box A (3)**

**Atlantic Lining Co., Inc. (Contract SLF-51-21) 2022 Landfill Cap Liner  
Miscellaneous Repair Services**

**Atlantic Lining Co., Inc. (Contract SLF 48-22) Landfill Cap Liner**

**AXD Service Industries, Corp. (Contract SW-EQUIP-31-13) Furnish and  
Deliver (2) Multistage Centrifugal Blowers and Blower Equipment**

# **Closed Contract Files – Box B (1)**

**Bakers Waste Equipment, Inc. (Contract SW-EQUIP-27-15) Furnish and Deliver (6) New Open-Top Roll-Off Containers**

**Barber's Professional Landscape Maintenance (Contract SW-02-14) (Parts E & F) Sale of Premium Landscape Color Mulch**

**Barton & Loguidice, Inc. (RFP-10-09) Professional Engineering Services Landfill Phase 1 – Cell E Temporary Cap – Design and Related Services**

**BASF Corporation (Contract CHEM-17-15) (Parts 1, 3, 4 & 5) Furnish and Deliver Polymer to Various Wastewater Facilities**

**Bellmawr Truck Repair (Contract MUA-EQUIP-31-22) (Parts A, B, C, D & E) Parts and Services for Heavy Duty Trucks**

**Bendlin, Inc. (Contract WW-EQUIP-07-13 Rebid – Parts A & D) Furnish and Deliver Replacement Component Parts for the Various Pumping Station Pumps**

**Benlee, Inc. (Contract SW-EQUIP-39-15) Furnish and Deliver (1) New Roll-Off Container Trailer**

**Birdsall & Laughlin, LLC (Agreement) Special Legal Services – Permit Appeals on Behalf of Coastal Discharge Group (2010)**

**Brentwood Industries, Inc. (Contract WW-EQUIP-16-21) Furnish & Deliver Replacement Component Parts for Polychem Collector Mechanisms to Various WTF's**

**Brentwood Industries (Contract WW-EQUIP-26-23) Sludge Collection Components**

**Britton Industries (RFP-11-22-REBID) Woodchip Mulch Colorant**

**BR Welding Inc. – Disposal of RBC Equipment Components**

**Brentwood Industries, Inc. (Contract WW-EQUIP-18-16) Furnish & Deliver Replacement Component Parts for Polychem Collector Mechanisms to Various WTF's**

# **Closed Contract Files – Box B (1)**

**BTS Cleaning Service LLC (RFP-25-16) Provide Janitorial Services for the Administration Building**

**BTS Cleaning Service LLC (RFP-11-17) Provide Janitorial Services for the Administration Building**

**Buchart Horn (RFP-19-16) 2017 General Consulting Engineering Services**

**Buchart Horn (RFP-21-16) 2017 Miscellaneous Electrical Engineering**

**Buchart Horn (RFP-12-17) 2018 Miscellaneous Electrical Engineering**

**Buchart Horn (RFP-14-18) 2019 Miscellaneous Electrical Engineering**

**Buchart Horn (RFP-03-18) Professional Engineering Services – Ocean City Region Design and Construction Management Services for Bay Avenue Force Main Replacement**

**Buchart Horn (RFP-01-19) Professional Electrical Engineering Services – Design and Construction Management Services for New Electrical Systems for Various Pump Stations**

**Buchart Horn (RFP-13-19) 2020 General Consulting Engineering Services**

**Buchart Horn (RFP-14-19) 2020 Miscellaneous Electrical Engineering**

# **Closed Contract Files – Box B (2)**

**Buchart Horn (RFP-07-20) Coral Ave Pump Station**

**Buchart Horn (RFP-12-20) 2021 General Consulting Engineering Services**

**Buchart Horn (RFP-13-20) 2021 Miscellaneous Electrical Engineering**

**Buchart Horn (RFP-52-21) 2022 General Consulting Engineering Services**

**Buchart Horn (RFP-53-21) 2022 Miscellaneous Electrical Engineering**

# **Closed Contract Files – Box C (1)**

**C. Abbonizio Contractors, Inc. (Contract SLF-17-14 Rebid) Landfill Expansion – Cell 2G, Phase 1**

**C. Abbonizio Contractors, Inc. (Contract SLF-02-19 Rebid) Sanitary Landfill Cell F – Temporary Cap (2 Folders)**

**C.W. Mill Equipment Co., Inc. (Contract SW-EQUIP-27-14) OEM Replacement Parts and Repair Services for Hogzilla Model HTC-1462L Industrial Tub Grinder**

**C.W. Mill Equipment Co., Inc. (Contract SW-EQUIP-42-16) OEM Replacement Parts and Repair Services for Hogzilla Industrial Tub Grinder (Model HTC-1462L)**

**C.W. Mill Equipment Co., Inc. (Contract SW-EQUIP-27-18) OEM Replacement Parts and Repair Services for Hogzilla Industrial Tub Grinder (Model HTC-1462L)**

**Camp, Dresser & McKee, Inc. (Professional Services Agreement) Quality Assurance Inspection Services – Phase 1E Landfill Construction 12/02/2002 Thru 12/01/2003**

**Camp, Dresser & McKee, Inc. (Agreement) Quality Assurance Inspection Services – Phase 1F Landfill Construction 02/01/2006 – Until Completed**

**Camp, Dresser & McKee, Inc. (Professional Engineering Services Agreement) Landfill Gas Conditioning System – Evaluation and Design 02/15/2006 – Until Completed**

**Cape May Seashore Lines, Inc. (Right-Of-Way Easement) (Block 123, Lot 1) Woodbine, NJ (September, 2009)**

**Caprioni Family Septic, Inc. (Contract SER-16-15) Loading, Hauling and Disposal of Sewage Sludge from WTF's**

**Caprioni Family Septic, Inc. (Contract SER-15-17) (Parts A, B, C and D) Loading, Hauling and Disposal of Sewage Sludge**

# **Closed Contract Files – Box C (1)**

**Caprioni Family Septic, Inc. (Contract SLF-08-15) Load and Haul Leachate from the Landfill to 7-Mile**

**Caprioni Family Septic, Inc. (Contract SLF-11-17) Load and Haul Leachate from the Landfill to 7-Mile**

## **Closed Contract Files – Box C (2)**

**Caprioni Family Septic (Contract SER-28-18) Loading and Hauling of Liquid Sludge**

**Caprioni Family Septic (Contract SER-16-19) (Parts A, B, C, and D) Loading, Hauling and Disposal of Sewage Sludge**

**Caprioni Family Septic (Contract SLF-12-19) Load and Haul up to 5,000,000 Gallons of Leachate from SLF to SMM**

**Caprioni Portable Toilets, Inc. (Contract SER-14-13) Loading, Hauling & Disposal of Sewage Sludge from WTF's**

**Carbon Industrial Services, Inc. (RFP-06-18) Recycling Service and/or Beneficial Use of Mixed Loads of Commingled and Assorted Tires**

**Care Environmental Corp. (Contract SER-06-13) Collection & Disposal of Household Hazardous Waste – 2013**

**Care Environmental Corp. (Contract SER-12-14) Collection & Disposal of Household Hazardous Waste – 2014**

**Care Environmental Corp. (Contract SER-09-15) Collection & Disposal of Household Hazardous Waste – 2015**

**Care Environmental Corp. (Contract SER-04-16) Collection & Disposal of Household Hazardous Waste – 2016**

**Care Environmental Corp. (Contract SER-07-18) Collection & Disposal of Household Hazardous Waste – 2018**

**Care Environmental Corp. (Contract SER-05-19) Collection & Disposal of Household Hazardous Waste - 2019**

**Care Environmental Corp. (Contract SER-04-20) Collection & Disposal of Household Hazardous Waste - 2020**

**Care Environmental Corp. (Contract SER-06-21) Collection & Disposal of Household Hazardous Waste - 2021**

# **Closed Contract Files – Box C (2)**

**Carus Corporation (Contract CHEM-13-14) (Part B) Furnish and Deliver Potassium Permanganate**

**CCIA (Shared Services) Vehicle Maintenance**

**CCIA (Shared Services) 2002 Caterpillar Scrapper**

**CCIA (Shared Services) IPF Recycling**

**Chammings Electric, Inc. (Contract MISC-26-13) 2014 Miscellaneous Services – Electrical Work**

**Chammings Electric, Inc. (Contract MISC-35-14) 2015 Miscellaneous Services – Electrical Work**

**Chammings Electric, Inc. (Contract MISC-32-15) 2016 Miscellaneous Services – Electrical Work**

**Chammings Electric, Inc. (Contract MISC-32-18) 2019 Miscellaneous Services – Electrical Work**

# **Closed Contract Files – Box C (3)**

**Chammings Electric, Inc. (Contract MISC-29-19) 2020 Miscellaneous Services – Electrical Work**

**CNS Cleaning Co., Inc. (RFP-15-15) Provide Janitorial Services for the CMCMUA Administration Building**

**Clear Technologies LLC (Contract SLF-17-22) (Parts A & C) Hydrogen Sulfide Removal**

**Clear Technologies LLC (Contract SLF-14-21) (Part A) Furnish & Deliver Hydrogen Sulfide Removal Media**

**CME Associates (RFP-01-22) 2022 Surveying Services**

**Commerce Bank – Trustee Paying Agent**

**Coastal Technical Sales, Inc. (Contract SM-33-14) Furnish & Deliver (2) 8,500 Gallon Sodium Hypochlorite Tanks**

**Coastal Technical Sales, Inc. (Contract WW-EQUIP-22-18) New Tanks for Storage of Chemicals at Various WTF's**

**Commercial Diving Service (RFP-05-13) Ocean Outfall – Diffuser Inspection**

**Commercial Diving Service (RFP-08-14) Ocean Outfall – Diffuser Inspection and Maintenance**

**Commercial Diving Service (Contract WW-41-16) Repairs to OC Ocean Outfall and Diffuser Inspection at Various Ocean Outfall Locations**

**Commercial Diving Service (RFP-03-19) Ocean Outfall – Riser Inspection at Various Locations**

**Consulting Engineer Services (Contract RFP-01-21) Surveying 2021**

**Consulting Engineer Services (Contract RFP-01-22) Surveying 2022**

**Consulting Engineer Services (Contract RFP-01-23) Surveying 2023I**

## **Closed Contract Files – Box C (3)**

**Core & Main LP (Contract WW-EQUIP-26-17) Furnish & Deliver Diffuser & Cleanout Riser Pipes for Various Ocean Outfall Locations**

**Core & Main LP (MUA-EQUIP-29-21) Furnish & Deliver HDPE Pipe & Assorted Fittings**

**Core Mechanical, Inc. (Contract MISC-36-14) 2015 Miscellaneous Services – HVAC Work**

**Cornerstone Environmental Group (RFP-08-13) Consulting Engineering Services Related to Air Permitting Issues**

**Cornerstone Environmental Group (RFP-10-13) Engineering Services Design of Landfill Cell 2G**

**Cornerstone Environmental Group (RFP-05-14) Engineering Services Related to Air Permitting Issues**

# **Closed Contract Files – Box C (4)**

**Cornerstone Environmental Group (RFP-05-15) Engineering Services Related to Air Permitting Issues**

**Cornerstone Environmental Group (RFP-12-16) Professional Engineering Services Related to Air Permitting Issues**

**Cornerstone Environmental Group (RFP-06-17) Professional Engineering Services Related to Air Permitting Issues**

**Cornerstone Environmental Group (RFP-07-18) Professional Engineering Services Related to Air Permitting Issues**

**Corrosion Products & Equipment, Inc. (Contract WW-EQUIP-06-17) (Parts A and C) Furnish and Deliver Positive Displacement Pumps and Repair Parts to Various Facilities**

**Corrpro Companies, Inc. (Contract WWL-28-15 Rebid-Negotiated) Ocean Outfall Anode Replacement**

**Cruzan's Truck Service, Inc. (Contract MUA-EQUIP-17-19 – Part C) Provide Repair Services for Various Trucks for the CMCMUA**

**Craft Oil Corporation d/b/a Petrochoice (Contract MUA-EQUIP-44-15) Furnish and Deliver Petroleum Oil and Lubricant Products**

**CS Products d/b/a Conshohocken Steel (Contract SW-EQUIP-42-21) Furnish & Deliver six (6) new 60 Cubic Yard Open Top Roll-Off Containers**

**CS Products d/b/a Conshohocken Steel (Contract SW-EQUIP-20-18) Furnish & Deliver (6) New 60 Cubic Yard Open Top Roll-Off Containers**

**Custom Bandag, Inc. (Contract MUA-EQUIP-20-17) (Parts A & B) Furnish and Deliver Remanufacturing of Tires and Procurement of Remanufactured Tires**

**Custom Bandag, Inc. (Contract MUA-EQUIP-29-22) (Part A) Remanufacturing of Tires**

## **Closed Contract Files – Box C (4)**

**Custom Bandag, Inc. (Contract MUA-EQUIP) (Parts A & B) Furnish & Deliver Remanufacturing of Tires & Procurement of Remanufactured Tires**

**C.W. Mill Equipment Company, Inc. (Contract SW-EQUIP-25-19) Furnish and Deliver OEM Replacement Parts and Repair Services for Hogzilla Industrial Tub Grinder**

**C.W. Mill Equipment Company, Inc. (Contract SW-EQUIP-17-21-REBID) Furnish & Deliver OEM Replacement Parts and Repair Services for Hogzilla Industrial Tub Grinder**

**C.W. Mill Equipment Company, Inc. (Contract SW-EQUIP-22-22) Hogzilla Tub Grinder**

**C.W. Mill Equipment Company, Inc. (Contract SW-EQUIP-19-22) Tub Grinder/Repair Services C.W. Mill Equipment Company, Inc.**

# **Closed Contract Files – Box D (1)**

**Daley's Pit (Contract SW-25-14 Rebid2) Furnish and Deliver Recycled Concrete Aggregate, Recycled Bituminous Asphalt Aggregate and NJDOT 2007 Specification Recycled Concrete**

**Daley's Pit (Contract SW-32-16) Furnish and Deliver Recycled Aggregates and 3/8 inch Stone**

**Daley's Pit (Contract MUA-23-18) Furnish and Deliver Recycled Concrete Aggregate, Recycled Bituminous Asphalt Aggregate, NJDOT 2007 Specification Recycled Concrete Aggregate & 3/8-inch Stone**

**Daley's Pit (Contract MUA-21-20) (Parts I, II, III & V) Furnish & Deliver Recycled Concrete Aggregate, Recycled Bituminous Asphalt, NJDOT 2007 Specification Recycled Concrete Aggregate**

**Dave Heiner Associates, Inc. (Contract WW-EQUIP-05-17) (Part H) Furnish and Deliver Centrifugal Pumps and Repair Parts to Various Facilities**

**D.A. Nolt, Inc. (Contract WW-07-19) Roof Replacement on Various Wastewater Treatment Plant Buildings and Pump Stations**

**Denali Water Solutions. LLC. (Contract SER-10-19) Loading, hauling and Disposal of Dewatered Biosolids for Various CMCMUA Facilities**

**Denali Water Solutions. LLC. (Contract SER-30-21) Loading, Hauling and Disposal of Dewatered Biosolids**

**Design Plastic Systems, Inc. (Contract WW/L-01-19) Furnish and Deliver Six (6) New 4,100 Gallon tanks for the Storage of Sodium Hypochlorite at the WW/L WTF**

**DLB Associates, Inc. (RFP-19-12) Professional Engineering Services Electrical Design – Landfill Gas to Energy Generation Building**

# **Closed Contract Files – Box E (1)**

**Electri-Tech, Inc. (Contract CM-08-17) Effluent Building Switchgear and Standby Generator Replacement**

**Emcon (Agreement) Engineering Consultant Services – Closure of Cell 1C – Year 2000**

**Emcon (Agreement) Engineering Consultant Services – Design and Basic Engineering Services during Construction of Cell 1E (2002-2003) (Phase 1E)**

**Emcon (Agreement) Material Conformance Testing – Cell 1E (2003) (Phase 1E)**

**EmployeeCare – Employment Assistance Program**

**EMSL Analytical, Inc. (Contract SER-33-17) Provide Laboratory Services for the Solid Waste Program (2 Folders)**

**Enterprise Fleet Management (Contract #060618-EFM) Fleet Management Services**

**Environmental Protection & Improvement Co., LLC. (Contract SER-37-22) – Dewatered Biosolids**

**Enviro-Services & Constructors, Inc. dba RRT Design & Construction (RFP-09-19) Consulting Services for Various Assignments Related to the CMCMUA Recycling Program**

**Enviro-Services & Constructors, Inc. (Contract RFP-08-20) Consulting Services**

**E.O. Habegger Co., Inc. (Contract WW-EQUIP-14-19) Furnish and Deliver Fuel Day Tank Systems to Various WTFs**

## **Closed Contract Files – Box E (2)**

**Eurofins QC, Inc. (Contract SER-34-15) Provide Laboratory Services for the Solid Waste Program (2 Folders)**

**Eurofins QC, Inc. (Contract SER-25-16) Provide Laboratory Services (PCB Testing) for the Wastewater Management Program**

**Eurofins QC, Inc. (Contract SER-30-16) (Part II – SQAR Testing) Provide Laboratory Services for the Wastewater Management Program**

**Eurofins QC, Inc. (Contract SER-30-18) Provide Laboratory Services: SQAR Testing Wastewater**

**Eurofins QC, Inc. (Contract SER-32-19) Lab Services for Solid Waste Program**

**Eurofins QC, Inc. (Contract CHEM-EQUIP-29-20) Furnishing and Delivery of Rotating Biological Contactors (RBCs) to the CMWTF**

**Evoqua Water Technologies, LLC (Contract CHEM-13-14) (Part G) Furnish and Deliver Hydrogen Peroxide**

**Evoqua Water Technologies, LLC (Contract CHEM-16-17) Furnish and Deliver Hydrogen Peroxide**

# **Closed Contract Files – Box F (1)**

**Fabbri Builders, Inc. (Contract SLF-19-12) Design/Construction of Pre-Engineered Metal Building**

**Fabbri Builders, Inc. (Contract SLF-09-13) Maintenance Building Partial Metal Roof Replacement**

**Ferguson Enterprises (Contract MUA-EQUIP-55-21) HDPE**

**FM Generator, Inc. (RFP-02-11) Professional Services – Evaluation of Emergency Generators**

**F&M Equipment LTD dba Komatsu Northeast (Contract SW-EQUIP-20-19-REBID) Furnish and Deliver OEM Replacement Parts and Repair Service for Bomag Heavy Equipment**

**Foley, Inc. (Sourcewell Contract# 041719-TER) Procure One (1) New 2019 Genie GS-3246 Scissor Lift**

**Foley, Inc. (Sourcewell Contract# 041719-ACC) Procure One (1) New 2019 Atlas Copco Model XAS185 Air Compressor**

**Ford, Scott & Associates, L.L.C. (RFP-16-13) Provide Auditing Services 09/01/2013 – 08/31/2014**

**Ford, Scott & Associates, L.L.C. (RFP-18-14) Provide Auditing Services 09/01/2014 – 08/31/2015**

**Ford, Scott & Associates, L.L.C. (RFP-10-15) Provide Auditing Services 09/01/2015 – 08/31/2016**

**Ford, Scott & Associates, L.L.C. (RFP-17-16) Provide Auditing Services 09/01/2016 – 08/31/2017**

**Ford, Scott & Associates, L.L.C. (RFP-07-17) Provide Auditing Services 09/01/2017 – 08/31/2018**

**Ford, Scott & Associates, L.L.C. (RFP-12-18) Provide Auditing Services 09/01/2018 – 08/31/2019**

# **Closed Contract Files – Box F (1)**

**Ford, Scott & Associates, L.L.C. (RFP-12-19) Provide Auditing Services  
09/01/2019 – 08/31/2020**

**Ford, Scott & Associates, L.L.C. (RFP-10-20) Professional Services –  
Auditing Services**

**Ford, Scott & Associates, L.L.C. (RFP-41-21) Professional Services –  
Auditing Services**

**Ford, Scott & Associates, L.L.C. (RFP-43-22) Auditing Services**

**Fournier Industries, Inc. (Contract WW-EQUIP-10-18) Furnishing and  
Delivery of Dewatering Equipment for Various WTFs**

**Franklin Miller, Inc. (Contract WW-EQUIP-11-14 Parts A-1 and B-1)  
Furnish and Deliver Grinder Cutter Replacement Part Kits and Grinder  
Cutter Exchange Units to Various Wastewater Facilities**

**Franklin Miller, Inc. (Contract WW-02-17) Furnish and Deliver Grinder  
Cutter Replacement Part Kits, Grinder Cutter Exchange Units and New  
Grinder Units to Various WTF**

## **Closed Contract Files – Box F (2)**

**Fred M. Schiavone Construction, Inc. (Contract TS-01-16 Rebid) Partial Floor, Pushwall and Drainage Improvements (2 Files)**

**Fred M. Schiavone Construction, Inc. (Contract TS-09-17) Partial Floor, Pushwall and Drainage Improvements – Phase 3**

**Fred M. Schiavone Construction, Inc. (Contract SCF-27-21-REBID) Composting Utility Consolidation**

# **Closed Contract Files – Box G (1)**

**Gabrielli Kenworth of New Jersey, LLC. (Contract #081716-KTC)  
Procure One (1) New Kenworth T-880 Tandem Axle Gap Vax Truck**

**Garden State Laboratories, Inc. (Contract SER-23-14-Rebid) Provide  
Laboratory Services for the Wastewater Management Program**

**Garden State Laboratories, Inc. (Contract SER-30-16) (Parts 1 & 3)  
Provide Lab Services for the Wastewater Management Program**

**Garton's Rigging, Inc. (Contract SER-26-19) (Parts I & II) Lab Services:  
Surface Water Testing**

**Garton's Rigging, Inc. (Contract MUA-EQUIP-04-18) Rental of Hydraulic  
Cranes 80 Tons and Under**

**Garton's Rigging, Inc. (Contract MUA-EQUIP-05-18) Rental of Hydraulic  
Cranes 100 Tons and Over**

**Garton's Rigging, Inc. (Contract WW-25-18-REBID) Rigging and Lifting of  
Wastewater Equipment for Various Wastewater Facilities**

**Garton's Rigging, Inc. (WW-11-23) RBC & Other Misc. Equip**

**Gayle Corporation (Contract WW-EQUIP-11-14 Parts A-3 and B-3)  
Furnish and Deliver Grinder Cutter Replacement Part Kits and Grinder  
Cutter Exchange Units to Various Wastewater Facilities**

**Geiger Pump & Equipment Co. (Contract WW-EQUIP-07-13 Rebid) (Parts  
F & I) Furnish and Deliver Replacement Component Parts for Various  
Pumping Station Pumps**

**Geiger Pump & Equipment Co. (Contract WW-EQUIP-05-15) Furnish and  
Deliver Replacement Component Parts for Various Pumps**

**Geiger Pump & Equipment Co. (Contract MUA-EQUIP-04-17 – Part D)  
Furnish and Deliver Replacement Submersible Pumps to Various  
CMCMUA Facilities**

# **Closed Contract Files – Box G (1)**

**General Carbon Corporation (Contract WW-EQUIP-19-16) Furnish and Deliver Vapor Phase Carbon to Various WTF's**

**Geologic Computer Systems (Contract SW-EQUIP-32-17) Furnish and Install (1) Global Positioning System (GPS) for the Landfill Compactor**

**Geologic Computer Systems (RFP-08-19) Furnish and Deliver (1) Global Positioning Satellite (GPS) System for John Deere 850K Track Dozer**

**George S. Coyne Chemical Co., Inc. (Contract CHEM-06-14 Rebid) Furnish and Deliver Methanol to the Seven Mile WTF**

**George S. Coyne Chemical Co., Inc. (Contract CHEM-18-14) Furnish and Deliver Dry Synthetic Polymer Compounds**

**George S. Coyne Chemical Co., Inc. (Contract CHEM-20-16) (Part G) Provide Hydrogen Peroxide to Various WTF's**

## **Closed Contract Files – Box G (2)**

**George S. Coyne Chemical Co., Inc. (Contract CHEM-27-16) Furnish and Deliver Methanol to the Seven Mile WTF**

**George S. Coyne Chemical Co., Inc. (Contract CHEM-24-17) Furnish and Deliver Methanol to the Seven Mile WTF**

**George S. Coyne Chemical Co., Inc. (Contract CHEM-04-19) (Part 3) Furnish & Deliver Polymer**

**George S. Coyne Chemical Co., Inc. (Contract CHEM-15-20) Furnish & Deliver Hydrogen Peroxide**

**George Kelso Co., Inc. (Contract WW-EQUIP-07-13 Rebid) (Part M) Furnish and Deliver Replacement Component Parts for Various Pumping Station Pumps**

**George Kelso Co., LLC (Contract SM-EQUIP-20-13) Furnish and Deliver (2) New Replacement FRP Fans**

**George Kelso Co., LLC (Contract MUA-EQUIP-04-17 – Part B) Furnish and Deliver Replacement Submersible Pumps to Various CMCMUA Facilities**

**GeoSystems Consultants, Inc. (Agreement) Provide Professional Services Related to Final Cover Testing and Engineering Review Phase 1D – SLF (05/18/2005 – 05/17/2006)**

**Gibson Associates, P.A. (RFP-05-06) Professional Services Construction Inspector – Phase 1F**

**Gibson Associates, P.A. (RFP-02-13) Professional Surveying Services**

**Gibson Associates, P.A. (RFP-01-14) Professional Surveying Services**

**Gibson Associates, P.A. (RFP-01-15) Professional Surveying Services**

**Gibson Associates, P.A. (RFP-01-16) Professional Surveying Services**

**Gibson Associates, P.A. (RFP-01-17) Professional Surveying Services**

**Gibson Associates, P.A. (RFP-02-19) Professional Surveying Services**

## **Closed Contract Files – Box G (2)**

**Gibson Associates, P.A. (RFP-01-20) Professional Surveying Services**

**Gibson Associates, P.A. (RFP-01-22) 2022 General Surveying Services**

**Gibson Associates, P.A. (RFP-01-23) 2023 General Surveying Services**

**Global Common, Inc. (RFP-10-17) Seven Mile Residual BioSolids Management (Crest Haven Complex) Microgrid Feasibility Study**

**Groff Tractor New Jersey, LLC (RFP-08-15) Furnish and Deliver (1) New 5.5 Cubic Yard Roll-Out Bucket to the Sludge Composting Facility**

**Groff Tractor New Jersey, LLC (Contract SW-EQUIP-21-15 Rebid) Furnish and Deliver Replacement Component Parts, Maintenance and Repair Service for 2003 Peterson Pacific HC5400 Horizontal Grinder Shredder**

**G.P. Jager & Associates, Inc. (Contract WW-EQUIP-07-13 Rebid) (Part P) Furnish and Deliver Worthington Pump Parts to Various Pumping Station Pumps**

# **Closed Contract Files – Box H (1)**

**Hall & Associates (Agreement) Provide Legal Services Related to “Ocean Dischargers Group” (2001 – 2002) and (2002 – 2003)**

**Hall & Associates (Agreements) Special Legal Services Related to Permit and Regulations Issues: NJDEP Surface Water Quality Standards (2006 – 2009)**

**Hall & Associates (RFP-14-14) Technical Services – Complete Mixing Zone Justification Report for (3) Ocean Outfall Discharges**

**Hatch Mott MacDonald (RFP-01-10) Professional Engineering Services – Design and Related Services for the Avalon Boulevard Force Main Replacement (04/01/2010 – Completion)**

**Hatch Mott MacDonald (RFP-11-11) Professional Services – Construction Inspection – Avalon Boulevard Force Main Replacement (08/21/2011 – Completion)**

**Hatch Mott MacDonald (RFP-01-13) Construction Inspection Services (Garden State Parkway Improvements)**

**Hatch Mott MacDonald (RFP-02-13) Professional Surveying Services**

**Hatch Mott MacDonald (RFP-18-13) General Consulting Engineering Services (Annual Facility Inspections w/ Report)**

**Hatch Mott MacDonald (RFP-01-14) Professional Surveying Services**

**Hatch Mott MacDonald (RFP-02-14) Professional Engineering Services for the Study of Solutions for the Treatment and Disposal of the Leachate from the CMCMUA Sanitary Landfill and the Local Community’s Wastewater**

**Hatch Mott MacDonald (RFP-20-14) Consulting Engineering Services  
Hatch Mott MacDonald (RFP-12-15) 2016 General Consulting Engineering Services**

**Hatch Mott MacDonald (RFP-01-16) Professional Surveying Services**

# **Closed Contract Files – Box H (1)**

**Hawking Delafield & Wood LLC (RFP-63-22) Special Legal Counsel**

**Hazen and Sawyer (RFP-05-16) Consulting Services for Long Term Comprehensive BioSolids Management Plan**

**Hazen and Sawyer (RFP-15-16) Design and Construction Management of the Aeration System Replacement (7-Mile)**

## **Closed Contract Files – Box H (2)**

**Hazen and Sawyer (RFP-05-17) Design and Construction Management Services for Wet Well Restorations – Various Regions**

**HD Supply Waterworks, LTD. (Contract SW-EQUIP-37-14) Furnish and Deliver HDPE Pipe, PVC Pipe and Assorted Fittings**

**Hisco Pump, Inc. (Contract WW-EQUIP-05-17) (Part A) Furnish & Deliver Centrifugal Pumps and Repair Parts to Various Facilities**

**Houpert Fleet Services, LLC. (Contract MUA-EQUIP-17-19) Repair Services for Various Trucks**

**Houpert Fleet Services, LLC. (MUA-EQUIP-31-22) (Part B) OEM/Non-OEM Parts & Services – Heavy Duty Trucks**

**Hudson Baylor/Republic Services (RFP-12-09) Operation and Maintenance of the CMC IPF (3 Files)**

**Hydro-Dyne Engineering (Contract WW-EQUIP-01-20-REBID) Furnishing and Delivery of Center Flow Screening Systems for the Seven Mile Beach/Middle and Wildwood/Lower Wastewater Treatment Facilities**

# **Closed Contract Files – Box I (1)**

**Iaconelli Contracting, Inc. (Contract WW-25-18 Part D) Rigging and Lifting of Wastewater Equipment for Various WTFs**

**Intex Environmental Group, Inc. (Contract SLF-02-13) 2013 Laboratory Services for Landfill Gas Sampling and Analysis**

**Intex Environmental Group, Inc. (Contract SLF-01-14) 2014 Laboratory Services for Landfill Gas Sampling and Analysis**

**Intex Environmental Group, Inc. (Contract SLF-24-15) 2015 Laboratory Services for Landfill Gas Sampling and Analysis**

**Intex Environmental Group, Inc. (Contract SLF-46-16) Laboratory Services for Sampling and Analysis of Emissions from (3) 1,059 KW Electrical Generators**

**Intex Environmental Group, Inc. (Contract SLF-19-17 Rebid) 2017 Laboratory Services for Landfill Gas Sampling and Analysis**

**Intex Environmental Group, Inc. (Contract SLF-21-18) 2018 Laboratory Services for Landfill Gas Sampling and Analysis**

**Intex Environmental Group, Inc. (Contract SLF-18-20) Laboratory Services for Sampling and Analysis of Emissions from Three (3) 1,059 kW Electric Generators**

**ISCO Industries, Inc. (Contract SLF-EQUIP-36-15) Furnish and Deliver HDPE Pipe and Fittings**

# **Closed Contract Files – Box J (1)**

**J.T. Seeley & Co., Inc. (Contract WW-EQUIP-07-13 Rebid) (Part K) Furnish and Deliver Replacement Component Parts for Various Pump Station Pumps**

**J.T. Seeley & Co., Inc. (Contract WW-EQUIP-05-15) (Part 11) Furnish and Deliver Replacement Component Parts for Various Pumps**

**J.T. Seeley & Co., Inc. (Contract MUA-EQUIP-04-17) (Part A) Furnish and Deliver Repair Parts & Replacement Submersible Pumps to Various Facilities**

**J.T. Seeley & Co., Inc. (Contract WW-EQUIP-05-17) (Part D) Furnish and Deliver Centrifugal Pumps & Repair Parts to Various Facilities**

**J.T. Seeley & Co., Inc. (Contract WW-EQUIP-07-17) (Part A) Furnish & Deliver Vertical Turbine Pumps & Repair Parts to Various Facilities**

**J.T. Seeley & Co., Inc. (Contract MUA-EQUIP-19-19) (Part A) Furnish and Deliver Repair Parts & Replacement Submersible Pumps to Various Facilities**

**JCDTOC – Litter Control Services for the CMCMUA**

**JCI Jones Chemicals, Inc. (Contract CHEM-20-16) (Part D) Chlorine – Furnish and Deliver Chemicals to Various WTF's**

**JCI Jones Chemicals, Inc. (Contract 17-18) (Part D) Chlorine – Furnish and Deliver Chemicals to Various WTF's**

**JCI Jones Chemicals, Inc. (Contract CHEM-21-19) (Part B – Chlorine) Furnish & Deliver Various Chemicals**

**Jersey Cape Diagnostic, Training and Opportunity Center, Inc. (RFP-12-14) Litter Control Services**

**Jersey Cape Diagnostic, Training and Opportunity Center, Inc. (RFP-08-16) Litter Control Services**

**Jersey Cape Diagnostic, Training and Opportunity Center, Inc. (RFP-09-18) Litter Control Services**

## **Closed Contract Files – Box J (2)**

**Jesco, Inc. (Contract SW-EQUIP-18-13) Furnish and Deliver (1) New Tracked Crawler/Bulldozer**

**Jesco, Inc. (Contract SW-EQUIP-08-14) Furnish and Deliver (1) New Wheel Loader**

**Jesco, Inc. (Contract SW-EQUIP-22-14) Furnish and Deliver (1) New Hydraulic Excavator**

**Jesco, Inc. (RFP-15-14) Furnish and Deliver OEM Replacement Parts and Repair Service for Bomag Construction and Heavy Equipment**

**Jesco, Inc. (Contract SW-EQUIP-02-15) Furnish and Deliver OEM Replacement Parts and Repair Service for John Deere Heavy Equipment**

**Jesco, Inc. (Contract SW-EQUIP-22-15) Furnish and Deliver OEM Replacement Parts and Repair Service for Bomag Heavy Equipment**

**Jesco, Inc. (Contract MUA-EQUIP-37-16) Furnish and Deliver OEM Replacement Parts and Repair Services for John Deere Heavy Equipment**

**Jesco, Inc. (Contract SW-EQUIP-17-17) Furnish & Deliver OEM Replacement Parts & Repair Service for Bomag Heavy Equipment**

**Jesco, Inc. (Sourcewell Cooperative Contract #121918-FTS) New 2019 Felling XF-70-2 HDG Trailer**

**Jesco, Inc. (Sourcewell Cooperative Contract #032515-JDC) New 2019 John Deere 644K Loader with High Lift and Scale**

**Jesco, Inc. (Sourcewell Cooperative Contract #032515-JDC) New 2019 John Deere 644K Loader with Standard Lift and Without Scale**

**Jesco, Inc. (Contract MUA-EQUIP-35-18) Furnish and Deliver OEM Replacement Parts and Repair Services for John Deere Heavy Equipment**

## **Closed Contract Files – Box J (2)**

**Jesco, Inc. (Contract MUA-EQUIP-37-21-REBID) John Deere Equipment**

**Judy Cantin d/b/a/ Valuclene Janitorial Services (RFP-26-14) Provide Janitorial Services for the Administration Building**

**JWC Environmental, LLC (Contract WW-EQUIP-11-14) (Part A-2) (Part B-2) and (Part C) Furnish and Deliver Grinder Cutter Replacement Part Kits, Grinder Cutter Exchange Units and (1) New Auger Assembly to Various Wastewater Treatment Facilities**

**JWC Environmental, LLC (Contract WW-02-17) Furnish & Deliver Grinder Cutter Replacement Part Kits, Grinder Cutter Exchange Units and New Grinder Units to Various WTF's**

# **Closed Contract Files – Box K (1)**

**Kemira Water Solutions, Inc. (Contract CHEM-13C-14) Supply Liquid Ferric Chloride**

**Kemira Water Solutions, Inc. (Contract CHEM-20-16) Furnish and Deliver Various Chemicals to Various WTF's Part C – Liquid Ferric Chloride**

**Kemira Water Solutions, Inc. (Contract CHEM-17-18) Furnish and Deliver Various Chemicals to Various WTF's Part C – Liquid Ferric Chloride**

**Kemira Water Solutions, Inc. (Contract CHEM-21-19) (Part A) Liquid Ferric Chloride – Furnish and Deliver Various Chemicals**

**Kershner Environmental Technologies, LLC (Contract OC-EQUIP-23-16 Rebid) Furnish and Deliver RBR Media to the Ocean City Wastewater Treatment Facility**

**Kessler Consulting, Inc. (Contract RFP-09-19) Consulting Services for various Assignment Related to the CMCMUA Recycling Program**

**Kessler Consulting, Inc. (Contract RFP-08-20) Consulting Services**

**Kessler Consulting, Inc. (Contract RFP-03-22) Evaluation of Recycling Program**

**Keystone Engineering Group (RFP-20-13) Miscellaneous Electrical Engineering Services**

**Keystone Engineering Group (RFP-23-14) Miscellaneous Electrical Engineering Services**

**Keystone Engineering Group (RFP-13-15) 2016 Miscellaneous Electrical Engineering Services**

**Kline Construction Company, Inc. (Contract TS-01-15) Transfer Station Partial Floor & Pushwall Rehabilitation**

# **Closed Contract Files – Box K (1)**

**Kline Construction Company, Inc. (Contract WW-12-15 Rebid) Fiber Optic Cable Termination and Testing Services for Various Wastewater Treatment Facilities (2) Folders**

**Komatsu America Corp. (CHEM-34-21) Sodium Hypochlorite**

**Komatsu America Corp. (SW-EQUIP-35-21) Bomag Heavy Equipment**

**Komatsu America Corp. (Contract SW-EQUIP-57-22) Bomag Heavy Equipment**

**Kuehne Chemical Co., Inc. (Contract CHEM-53-22) Sodium Hypochlorite**

## **Closed Contract Files – Box K (2)**

**Kraft Power Corporation (Contract SW-EQUIP-16-14) Furnish and Deliver OEM Replacement Parts and Repair Services for Kraft Power/Waukesha LFG/Electric Generators**

**Kraft Power Corporation (Contract SW-EQUIP-26-16) Furnish and Deliver OEM Replacement Parts and Repair Services for Kraft Power/Waukesha LFG/Electric Generators**

**Kroff Chemical Company, Inc. (Contract SCF-21-14) Furnish and Deliver Odor Neutralizer to the SCF**

**Kroff Chemical Co., Inc. (Contract SCF-20-15) (Part 2) Furnish and Deliver Odor Neutralizer Products to the SCF**

**Kuehne Chemical Co., Inc. (Contract CHEM-13A & 13D-14) Furnish and Deliver Various Chemicals**

**Kuehne Chemical Co., Inc. (Contract CHEM-20-16) Furnish and Deliver Various Chemicals to Various WTF's Part A – Sodium Hypochlorite**

**Kuehne Chemical Co., Inc. (Contract CHEM-17-18) Furnish and Deliver Various Chemicals to Various WTF's Part A – Sodium Hypochlorite and Part B – Temporary Sodium Hypochlorite Storage**

# **Closed Contract Files – Box L (1)**

**Lafayette Utility Construction Co., Inc. (Contract MISC-25-13) 2014  
Miscellaneous Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract MISC-34-14) 2015  
Miscellaneous Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract MISC-31-15) 2016  
Miscellaneous Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract MISC-38-16) 2017  
Miscellaneous Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract MISC-28-17) 2018  
Miscellaneous Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract MISC-31-18-REBID)  
2019 Miscellaneous Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract MISC-28-19) 2020  
Miscellaneous Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract MISC-26-20) 2021  
Miscellaneous Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract (Contract OC-06-19)  
Region Bay Avenue Force Main Replacement (2 Files)**

**Lafayette Utility Construction Co., Inc. (Contract MISC-49-21) 2022  
Misc. Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract MISC-49-21) 2022  
Misc. Services – Buried Piping Systems**

**Lafayette Utility Construction Co., Inc. (Contract MISC-45-22-REBID)  
2023 Buried Piping Systems**

## **Closed Contract Files – Box L (2)**

**Larsen Marine Services, LLC (Contract WW-27-17 Rebid) Ocean Outfall Repairs & Riser and Diffuser Inspections**

**Lee Supply Company, Inc. (Contract SW-EQUIP-16-13) Furnish and Deliver HDPE Pipe, Fittings & Accessories**

**Lee Supply Company, Inc. (Contract MUA-EQUIP-04-17) (Part E) EPG – Furnish and Deliver Repair Parts & Replacement Submersible Pumps to Various Facilities**

**Lee Supply Company, Inc. (Contract SLF-EQUIP-11-19) Furnish and Deliver (2) HDPE Hydrogen Sulfide Scrubbers**

**Lee Supply Company, Inc. (Contract SLF-EQUIP-19-19) (Part E) EPG – Furnish and Deliver Repair Parts & Replacement Submersible Pumps to Various Facilities**

**Lee-Way Electrical (Contract MISC-50-21) 2022 Misc. Electrical Work**

**Liberty Kenworth-Hino Truck Sales, Inc. d/b/a/ Liberty Kenworth of South Jersey (Contract SW-EQUIP-38-15) Furnish and Deliver (2) New Aluminum Body Waste Transfer Trailers**

## **Closed Contract Files – Box M (1)**

**Mark I Industries, R-Way Tooling, Municipal Maintenance (Contract RFP-04-19) Procure Machine Shop/Miscellaneous Fabrication Work for Various CMCMUA Facilities**

**Marsh & McLennan Agency, LLC (RFP-24-16) Extraordinary Unspecifiable Services – Health Insurance Broker of Record and Consulting Services**

**McManimon, Scotland & Baumann, LLC (RFP-19-13) Professional Service Agreement – Bond Counsel (11/18/2013 – 11/17/2014)**

**McManimon, Scotland & Baumann, LLC (RFP-25-14) Professional Service Agreement – Bond Counsel (12/15/2014 – 12/14/2015)**

**McManimon, Scotland & Baumann, LLC (RFP-18-15) Professional Services – Bond Counsel**

**McManimon, Scotland & Baumann, LLC (RFP-23-16) Professional Services – Bond Counsel**

**McManimon, Scotland & Baumann, LLC (RFP-13-17) Professional Services – Bond Counsel**

**McManimon, Scotland & Baumann, LLC (RFP-17-18) Professional Services – Bond Counsel**

**McManimon, Scotland & Baumann, LLC (RFP-15-19) Professional Services – Bond Counsel**

**McManimon, Scotland & Baumann, LLC (Contract RFP-32-20) Professional Service – Bond Counsel Service**

**McManimon, Scotland & Baumann, LLC (Contract RFP-57-21) Bond Counsel Services**

**McManimon, Scotland & Baumann, LLC (Contract RFP-67-22) Bond Counsel Services**

## **Closed Contract Files – Box M (1)**

**McNish Corporation d/b/a Walker Process Equipment (Contract WW-EQUIP-13-17) Furnish and Deliver (12) Rotating Biological Contactor Gearboxes (RBC's) to Seven Mile WTF**

**Metcalf & Eddy, Inc. (Agreement) Consulting Engineering Services – RWBR Project – Irrigation of County Parks and Grounds – 2005 to Completion**

## **Closed Contract Files – Box M (2)**

**MGL Engineering, Inc. (Contract SW-EQUIP-13-16) Furnish and Deliver  
(1) New Woodchip Colorant Machine**

**MidAtlantic Engineering Partners, LLC. (RFP-03-20) Ocean Outfall Riser  
Inspection a Various Locations**

**MidAtlantic Engineering Partners, LLC. (Contract WW-19-21) Outfall  
Riser Inspection & Diffuser**

**MidAtlantic Engineering Partners, LLC. (Contract 15-22-REBID) Ocean  
Outfall**

**Mid Atlantic Pump & Equipment Company (Contract WW-EQUIP-07-13  
Rebid) (Parts B & Q) Furnish and Deliver Replacement Component Parts  
for Various Pump Stations**

**Mid Atlantic Pump & Equipment Company (Contract WW-EQUIP-03-19)  
Furnishing and Delivery of Four (4) Immersible Pumps for 69<sup>th</sup> Street  
Station**

**Mid Atlantic Pump & Equipment Company (Contract OC-EQUIP-23-20)  
32<sup>nd</sup> Street Pumps**

**Mid Atlantic Pump & Equipment Company (Contract WWL-EQUIP-01-21)  
Furnishing & Delivery of Four (4) Immersible Pumps for Spicer Ave PS**

**Mid Atlantic Pump & Equipment Company (Contract WWL-EQUIP-09-22)  
10<sup>th</sup> & Rosemary Rd PS**

**Motion Industries, Inc. (Contract SCF-EQUIP-32-14 Part B) Furnish and  
Deliver New Belts for the Wastewater Management Program**

**Mott MacDonald, LLC (RFP-19-16) 2017 General Consulting Engineering  
Services**

**Mott MacDonald, LLC (RFP-01-17) 2017 Surveying Services**

**Mott MacDonald, LLC (RFP-09-17) 2018 General Consulting Engineering  
Services**

## **Closed Contract Files – Box M (2)**

**Mott MacDonald, LLC (RFP-01-18) 2018 Surveying Services**

**Mott MacDonald, LLC (RFP-13-18) Professional Engineering Services –  
2019 General Consulting Services**

**Mott MacDonald, LLC (RFP-02-19) Professional Services - 2019  
Surveying Services**

**Mott MacDonald, LLC (RFP-13-19) Professional Engineering Services –  
2020 General Consulting Services**

**Mott MacDonald, LLC (Contract RFP-01-20) Professional Services –  
2020 Surveying Services**

**Mott MacDonald, LLC (Contract RFP-12-20) – 2021 General Consulting  
Services**

**Mott MacDonald, LLC (Contract RFP-01-21) -2021 General Surveying  
Services**

## **Closed Contract Files – Box M (3)**

**Mott MacDonald, LLC (Contract RFP-52-21) General Consulting Services**

**Mott MacDonald, LLC (Contract RFP-01-23) 2023 Surveying Services**

**Moyno, Inc. (Contract WW-EQUIP-07-13 Rebid) (Part J) Furnish and Deliver Replacement Component Parts for Various Pump Stations**

**Mtarri/Varani, LLC (Contract SLF-10-13) Furnish and Deliver Iron Sponge Media (AKA: MV Technologies)**

**Multi-Temp Mechanical, Inc. (Contract MISC-27-13) Miscellaneous Services – HVAC Work – 2014**

**Multi-Temp Mechanical, Inc. (Contract MISC-33-15) Miscellaneous Services – HVAC Work – 2016**

**Multi-Temp Mechanical, Inc. (Contract MISC-40-16) Miscellaneous Services – HVAC Work – 2017**

**Multi-Temp Mechanical, Inc. (Contract MISC-30-17) Miscellaneous Services – HVAC Work – 2018**

**Multi-Temp Mechanical, Inc. (Contract MISC-33-18) Miscellaneous Services – HVAC Work - 2019**

**Multi-Temp Mechanical, Inc. (Contract MISC-30-19) Miscellaneous Services – HVAC Work – 2020**

**Multi-Temp Mechanical, Inc. (Contract MISC-28-20) Misc. Services**

**Multi-Temp Mechanical, Inc. (Contract MISC-46-21-REBID) HVAC Work**

**Multi-Temp Mechanical, Inc. (Contract MISC-47-22) HVAC Work**

**Municipal Maintenance Co. (Contract WW-EQUIP-07-13 Rebid) (Parts C, L, N & O) Furnish and Deliver Replacement Component Parts for Various Pumping Station Pumps**

**Municipal Maintenance Co. (Contract WW-16-18-REBID) Various Wastewater Pump Station Wet Well Restorations**

**Municipal Maintenance Co. (Contract MUA-EQUIP-19-19 – Part D) Furnish and Deliver Submersible Pumps, Replacement Parts and Accessories to Various CMCMUA Facilities**

**Municipal Maintenance Co. (Contract WW/L-23-19-REBID) Furnish and Install Backflow Preventer Units for Wildwood/Lower Wastewater Treatment Facility**

**Municipal Maintenance Co. (Contract WW-EQUIP-02-20) New Electrical Systems – Various Pump (File #1 of 2)**

## **Closed Contract Files – Box M (4)**

**Municipal Maintenance Co. (Contract WW-EQUIP-02-20) New Electrical Systems – Various Pump (File #2 of 2)**

**MV Technologies, LLC (Contract SLF-05-14) Furnish and Deliver Iron Sponge Media (D/B/A Mtarri/Varani Emissions Treatment, LLC)**

**MV Technologies, LLC (Contract SLF-42-15 Rebid) Furnish and Deliver Iron Sponge Media**

**MV Technologies, LLC (Contract SLF-31-17) Furnish and Deliver Iron Sponge Media**

**MV Technologies, LLC (Contract SLF-36-18-REBID-NEGOTIATED) Furnish and Deliver Iron Sponge Media**

**MXI (RFP-02-18) Paint Recycling and Disposal Program and a Universal Waste and Exempt Household Hazardous Waste Program**

## **Closed Contract Files – Box M (4)**

**Municipal Maintenance Co. (Contract WW-EQUIP-02-20) New Electrical Systems – Various Pump (File #2 of 2)**

**MV Technologies, LLC (Contract SLF-05-14) Furnish and Deliver Iron Sponge Media (D/B/A Mtarri/Varani Emissions Treatment, LLC)**

**MV Technologies, LLC (Contract SLF-42-15 Rebid) Furnish and Deliver Iron Sponge Media**

**MV Technologies, LLC (Contract SLF-31-17) Furnish and Deliver Iron Sponge Media**

**MV Technologies, LLC (Contract SLF-36-18-REBID-NEGOTIATED) Furnish and Deliver Iron Sponge Media**

**MXI (RFP-02-18) Paint Recycling and Disposal Program and a Universal Waste and Exempt Household Hazardous Waste Program**

# **Closed Contract Files – Box N (1)**

**New Jersey Analytical Laboratories (Contract SER-23-14 Rebid Part 3)  
Provide Laboratory Services for the Wastewater Management Program**

**NCS Enterprises d/b/a CC King Masonry & Steel (Contract MUA-08-20)  
Rebar & Welded Wire Fabric**

**Nichem CO. (Contract SLF-14-21) (Part B) Hydrogen Sulfide Removal**

**Nichem CO. (Contract SLF-17-22) (Part B) Hydrogen Sulfide Removal  
Media**

**NJDEP (NJPDES Permit Appeals) Cape May Regional WTF – 2007**

**NJPA Contracts (2015-2018)**

**Northeast Energy Systems (Contract SLF-EQUIP-26-11) Furnish and  
Deliver (3) Electrical Generators to Generate a Minimum  
925 KW Gross Output Each**

**Northeast Energy Systems (Contract SW-EQUIP-23-13 Rebid) Furnish  
and Deliver OEM Replacement Parts & Repair Services for  
Jenbacher/GE Generators**

**Northeast Energy Systems (Contract SW-EQUIP-03-15) Furnish and  
Deliver OEM Replacement Parts and Repair Services for Jenbacher/GE  
LFG Fueled Electric Generators**

**Northeast Energy Systems (Contract SW-EQUIP-03-16 Rebid) Furnish  
and Deliver OEM Replacement Parts and Repair Services for  
Jenbacher/GE LFG Fueled Electric Generators**

**Northeast Energy Systems (Contract SW-EQUIP-10-17 Rebid-  
Negotiated) Furnish and Deliver OEM Replacement Parts and Repair  
Services for Jenbacher/GE LFG Fueled Electric Generators**

**Northeast Energy Systems (Contract SW-EQUIP-23-21-REBID)  
Jenbacher/GE LFG Electrical Generators**

## **Closed Contract Files – Box N (2)**

**Northstar Marine, Inc. (Contract SLF-34-19) Removal of the Sanitary Landfill Bulky Waste Underground Storage Tank (2 Files)**

**NW Financial Group, LLC. (RFP-16-18) Extraordinary Unspecifiable Service – Financial Advisor**

# **Closed Contract Files – Box 0 (1)**

**Oldcastle Precast, Inc. (Contract SW-26-14 Rebid) Furnish and Deliver (1) Reinforced Concrete Box Culvert and (7) Concrete Cleanout Chambers for Phase 2G Construction at the Sanitary Landfill**

**Omni Recycling (Contract RFP-33-21) Single Stream Recycling Solid Waste Management Program**

**OSK Design Partners, P.A. (RFP-22-14) Professional Architectural/Engineering Services – Design & Construction Management of a New Administration Building (2 Folders)**

# **Closed Contract Files – Box P (1)**

**Parker Hannifin Corporation – GSF (Contract SLF-12-16) Furnish and Deliver Siloxane Absorption Media and Bed Support Material for the Siloxane Reduction System**

**Parkson Corporation (Agreement) Replacement of RBR's (Amendment No. 001) Retrofitting Work – Ocean City WTF**

**Parkson Corporation (Contract OC-EQUIP-25-21) RBR Media to Ocean City WTF**

**Parkson Corporation (Contract OC-23-22) RBR Shaft & Media Support Frame**

**Penn Power Group, LLC. dba Northeast Energy Systems (Contract SW-EQUIP-13-19) Furnish and Deliver OEM Replacement Parts and Repair Services for Jenbacher/GE LFG Fueled Electric Generators**

**Penn Power Group, LLC. dba Northeast Energy Systems (Contract MUA-EQUIP-54-21) (Part D) Petroleum Oil & Lubricant Products**

**Perennial Energy, LLC. (Contract SLF-EQUIP-11-20) Furnishing and Delivery of Landfill Gas Conditioning Equipment 1800 SCFM Dehydration – Chiller System for Secure Sanitary Landfill**

**Petrochoice, LLC (Contract MUA-EQUIP-06-18) Furnish & Deliver Petroleum Oil and Lubricant Products**

**Petrochoice, LLC (Contract MUA-EQUIP-05-20 (Parts A, C, E & G)) Furnish & Deliver Petroleum Oil and Lubricant Products**

**Petrochoice, LLC (Contract MUA-EQUIP-31-21) (Part E) Deliver Petroleum Oil & Lubricant Products**

**Philips Brothers Electrical Contractors, Inc. (Contract SLF-01-13) Furnish and Install 750 KVA Transformer and Associated Electrical Service Components**

## **Closed Contract Files – Box P (2)**

**Pinelands Commission – Proposed Landfill Expansion Project Documents Dated June, 2003 – April, 2006**

**Platt & Riso, P.C. (RFP-14-16) Professional Service – Conflict Legal Counsel**

**Poliero, Charles J. (Agreement) Professional Services – Property Appraisals (2004) Borough of Woodbine**

**Polychem Systems (Contract WW-EQUIP-19-13) Furnish and Deliver Replacement Component Parts for the Existing Polychem Collector Mechanisms to Various Facilities**

**Polydyne, Inc. (Contract CHEM-17-15) (Part 2) Furnish and Deliver Polymer to Various Wastewater Facilities**

**Polydyne, Inc. (Contract CHEM-36-16) (Parts 1, 2 & 3) Furnish and Deliver Polymer to Various Wastewater Facilities**

**Polydyne, Inc. (Contract 04-19) (Parts 1 & 2) Furnish & Deliver Polymer**

**PPC Lubricants, Inc. (Contract MUA-EQUIP-05-20 – Part D) Furnish and Deliver Petroleum Oil and Lubricant Products**

**Prime Lube, Inc. (Contract SW-EQUIP-24-13) Furnish and Deliver Petroleum Oil and Lubricant Products**

**Prime Lube, Inc. (Contract MUA-EQUIP-22-20) Furnish and Deliver Petroleum Oil and Lubricant Products**

**Procomm Systems, Inc. (Contract AD-16-06) Design and Construction of Antenna Towers and Foundations at Various Sites**

**Progressive Pipeline Management, LLC (Contract WWL-FM-01-10) 8" Force Main Rehabilitation – West Wildwood**

**Pyrz Water Supply Co., Inc. (Contract WW/L-EQUIP-22-19) Furnish and Deliver Six (6) New Peristaltic Pumps for the Wildwood/Lower CL2 to NaOCL Conversion**

# **Closed Contract Files – Box Q (1)**

**QC Laboratories, Inc. (Contract SER-23-14 Rebid) Provide Laboratory Services for the Wastewater Management Program**

**Quad Construction Company (Contract SM-30-15) Crest Haven Comminutor Station**

**Quad Construction Company (Contract SM-02-18) 7-Mile WTF Aeration System Replacement**

**Quad Construction Company (Contract CM-26-21) Coral Ave Pump Station Conversation**

# **Closed Contract Files – Box R (1)**

**Radiac Research Corporation (Contract SER-03-17) Collection and Disposal of Household Hazardous Waste for the Solid Waste Program**

**Radiac Research Corporation (Contract RFP-02-18) Paint Recycling and Disposal Program and a Universal Waste and Exempt Household Hazardous Waste Program**

**Ram Industrial Services, LLC (Contract SW-EQUIP-24-16) Removal, Inspection, Repair and Reinstallation of Stamford Generators**

**Ram Industrial Services, LLC (Contract SW-EQUIP-15-18) Removal, Inspection, Repair and Reinstallation of Stamford Generators**

**Remington & Vernick Engineers (RFP-01-18) Professional Surveying Services – 2018**

**Remington & Vernick Engineers (RFP-02-19) Professional Surveying Services - 2019**

**Remington, Vernick & Walberg (RFP-02-13) Professional Surveying Services**

**Remington, Vernick & Walberg (RFP-01-14) Professional Surveying Services**

**Remington, Vernick & Walberg (RFP-01-15) Professional Surveying Services**

**Remington, Vernick & Walberg (RFP-01-16) Professional Surveying Services**

**Remington, Vernick & Walberg (RFP-01-17) Professional Surveying Services - 2017**

**Richard E. Pierson Construction Co., Inc. (Contract SLF-13-11) Filling Sedimentation Basin No. 1**

**Richard E. Pierson Construction Co., Inc. (Contract WW-38-21) Region Rosemary Rd Pump Station Bulkhead**

# **Closed Contract Files – Box R (1)**

**R.J. Sherman & Associates (Contract SW-EQUIP-25-20) Services for Vermeer Recycling Equipment**

**Ricky Slade Construction, Inc. (Contract SM-18-18) Access Road Containment Paving**

**Robert H. Hoover & Sons, Inc. (Contract SW-EQUIP-49-16) Furnish and Deliver (4) New Diesel Powered Tandem Axle Tractors and (1) New Diesel Powered Tri-Axle Dump Truck**

**Rumsey Electric Company (Contract WW-EQUIP-13-13) Furnish and Deliver Industrial Radios and Equipment**

**Rumsey Electric Company (Contract WW-EQUIP-12-20) Repair Services**

**Russell Reid Waste – Load & Haul Lechate**

# **Closed Contract Files – Box S (1)**

**S.A. Fabrication, LLC. (Contract OC-61-22) Aluminum Structure Components**

**S & J Diesel Repair, LLC (Contract MUA-EQUIP-33-16) Provide Repair Services for Various Trucks**

**Sambol Construction Corporation (Contract SM/M-FM-04-11) Avalon Boulevard – Force Main Replacement – Part 1: Close Out Documents; Part 2: Bid Specs**

**SAMR, Inc. (Formally Withdrawn After Award) (Contract RFP-39-22) Certified Recovery & Recycling Services of CFCs, HCFCs, HFCs from Used Appliances**

**Scalfo Electric, Inc. (Contract MISC-39-16) 2017 Miscellaneous Services – Electrical Work**

**Scalfo Electric, Inc. (Contract MISC-29-17) 2018 Miscellaneous Services – Electrical Work**

**Scalfo Electric, Inc. (Contract OC-01-18) Generator Replacement**

**Scalfo Electric, Inc. (Contract MISC-27-20) Misc. Services – Electrical Work**

**Scalfo Electric, Inc. (Contract SM-04-21) SCADA Upgrade**

**Scalfo Electric, Inc. (Contract 22-21) Portable Generator**

# **Closed Contract Files – Box S (2)**

**Scalfo Electric, Inc. (MISC-46-22) Misc. Service – Electrical Work**

**Schwartz, Joseph T., D.O. (Agreements) 06/20/2004 – 06/19/2014  
Employee Medical Surveillance Program; Pre-employment Physical  
Examinations**

**SCS Engineers, PC (Agreement) Consulting Engineering Services  
Related to Grant Application for Landfill Gas to Energy Project  
(11/03/2004 – 11/02/2005)**

**SCS Engineers, PC (Agreement) Design of On-Site Electrical Generation  
System (Consulting Engineering Services) Landfill Gas to Energy  
Project (03/16/2005 – 03/16/2006)**

**SCS Engineers, PC (Contract RFP-02-20) Air Permitting Issues**

**SCS Engineers, PC (Contract RFP-28-21) Air Permitting Issues**

**SCS Engineers, PC (Contract RFP-20-22) Air Permitting Issues**

**Seashore Asphalt Corp. (Contract MUA-44-22) (Item IV) Aggregate &  
3/8" Stone**

**Service Tire Truck Centers, Inc. (Contract SW-EQUIP-08-13) Furnish  
and Deliver Remanufacturing of Tires and Procurement of  
Remanufactured Tires**

**Service Tire Truck Centers, Inc. (RFP-09-13) Provide On-Site Services  
to Repair Heavy Duty Highway Truck and Off-Road Heavy Equipment  
Tires at the Sanitary Landfill**

**Service Tire Truck Centers, Inc. (RFP-04-14) Provide On-Site Service to  
Repair Heavy Duty Highway Truck and Off-Road Heavy Equipment Tires  
at the Sanitary Landfill**

**Service Tire Truck Centers, Inc. (RFP-02-15) Provide On-Site Service to  
Repair Heavy Duty Highway Truck and Off-Road Heavy Equipment Tires  
at the Sanitary Landfill**

## **Closed Contract Files – Box S (2)**

**Service Tire Truck Centers, Inc. (Contract SW-EQUIP-14-15 Rebid2) Furnish and Deliver Remanufacturing of Tires and Procurement of Remanufactured Tires**

**Service Tire Truck Centers, Inc. (RFP-07-16) Provide On-Site Service to Repair Heavy Duty Highway Truck and Off-Road Heavy Equipment Tires at the Sanitary Landfill**

**Service Tire Truck Centers, Inc. (RFP-05-18) Provide On-Site Service to Repair Heavy Duty Highway Truck and Off-Road Heavy Equipment Tires at the Sanitary Landfill**

**Service Tire Truck Centers, Inc. (Contract SW-EQUIP-24-19 – Parts A and B) Furnish and Deliver Remanufacturing of Tires and Procurement of Remanufactured Tires**

**Shaw Environmental, Inc. (Agreement) Provide Engineering Services During Construction of Phase 1D – Final Cover Testing and Professional Review at SLF (04/20/2005 – 04/19/2006)**

**Shaw Environmental, Inc. (Agreement) Provide Design and Basic Engineering Services Related to Phase 1F (03/16/2005 – 03/16/2007)**

**Shaw Environmental, Inc. (RFP-19-06) Landfill Gas Collection System Evaluation Services (09/20/2006 – 09/19/2007)**

**Shaw Environmental, Inc. (Agreement) Professional Engineering Services – Sanitary Landfill Expansion – Engineering, Permitting and Design Services – Phases 1G, 1H and 1I (RFP-06-07) with Amendments 1, 2 and 3**

**Sherwood-Logan & Associates, Inc. (RFP-21-14) Furnish and Deliver (1) New Sludge Transfer Pump and (1) New Spare Volute to the Seven Mile/Middle WTF**

**Sherwood-Logan & Associates, Inc. (Contract WW-EQUIP-17-16) Furnish and Deliver Sludge Storage Tank Mixers to Various WWTF's**

## **Closed Contract Files – Box S (2)**

**Sherwood-Logan & Associates, Inc. (Contract WW-EQUIP-06-17 Parts B and F) Furnish and Deliver Positive Displacement Pumps and Repair Parts to Various CMCMUA Facilities**

**Sherwood-Logan & Associates, Inc. (Contract WW-EQUIP-05-17 Part F) Furnish and Deliver Centrifugal Pumps and Repair Parts to Various CMCMUA Facilities**

## **Closed Contract Files – Box S (3)**

**Shingle & Gibb Company (Contract WW-EQUIP-07-15) (Part A) Furnish and Deliver Dodge 188 Bio-Disc Reducer Parts and Dodge Bearings**

**Shingle & Gibb Company (Contract WW-EQUIP-01-17) Furnish and Deliver Operator Interface Touchscreens**

**Sierra Environmental Technologies, LLC (Contract SLF-31-17) Furnish and Deliver Iron Sponge Media**

**Smeltzer & Sons, Inc. (Contract SW-05-13) Sale of Premium Landscape Color Mulch**

**Smeltzer & Sons, Inc. (Contract SW-02-14) Sale of Premium Landscape Color Mulch**

**South State, Inc. (Contract WW-19-15) Pump Station Restorations – Phase 1 – Flow Bypassing – Folders 1 and 2**

**Spector Manufacturing, Inc. (Contract SW-EQUIP-18-17) Furnish and Deliver Three (3) New Aluminum Body Waste Transfer Trailers**

**Spector Manufacturing, Inc. (Contract SW-EQUIP-31-20) Furnish and Deliver Four (4) New Aluminum Body Waste Transfer Trailers**

**Stone and Rambo, LLC (Professional Services Contract) Real Estate Appraisal Services for the Solid Waste Management Program (August, 2006)**

**Sunair Co. (Contract WW-EQUIP-07-17) (Part B & Part F) Furnish and Deliver Vertical Turbine Pumps and Repair Parts to Various WTF's**

**Synagro – EPIC (Contract SER-15A-16 and SER-15B-16) Hauling and Disposal of Dewatered Sludge Cake for the Wastewater Program**

# **Closed Contract Files – Box T (1)**

**Technical Devices, Inc. (RFP-07-14) Calibration Certification Services for In-Line and Open Channel Flow Meters for the Wastewater Program**

**Technical Devices, Inc. (RFP-11-16) Calibration Certification Services for In-Line and Open Channel Flow Meters for the Wastewater Program**

**Technical Devices, Inc. (RFP-08-18) Calibration Certification Services for In-Line and Open Channel Flow Meters for the Wastewater Program**

**Technical Devices, Inc. (Contract RFP-05-20-2) Calibration Certification Services**

**Tetra Tech, Inc. dba Cornerstone Environmental Group, LLC. (RFP-05-19) Professional Engineering Services Related to Air Permitting Issues for the CMCMUA**

**Tetra Tech, Inc. dba Cornerstone Environmental Group, LLC (Contract RFP-02-20) Air Permitting Issues**

**T.H. Glennon Co., Britton Industries, Inc. (Contract RFP-04-18) Furnish and Deliver Chemical Colorants for Landscape Woodchip Mulches**

**T.H. Glennon CO., Britton Industries, Inc. (Contract RFP-10-21) Recycling Services for Chemical Colorants**

**Thomas/Boyd Communications, LLC (RFP-11-18) Professional Service Public Relation Services**

**Thomas/Boyd Communications, LLC (RFP-11-19) Professional Service Public Relation Services**

**TNJ Marine, Inc. (RFP-06-15) Various Ocean Outfall Locations - Diffuser Inspection**

**TNJ Marine, Inc. (RFP-09-16) Various Ocean Outfall Locations – Diffuser Inspection**

**Township of Middle (Intergovernmental Agreement) Local Collection System for Mayville and Burleigh Areas – Court House South Construction Project – Laterals (1993)**

# **Closed Contract Files – Box T (1)**

**Township of Middle (Proposed Amendment) Cape May County WQM Plan (1997) Village of Grassy Sound**

**Township of Middle (Lien on Property – 648 Goshen Road) Tire Disposal – Unpaid Fees (\$1,852.74) (July, 2000)**

**Township of Middle (Interlocal Services Agreement) Regional Connection Point Extension (2004)**

**Trans-Bearing Co., Inc. (Contract SM-20-14) Furnish and Deliver (6) New Replacement RBC Gear Boxes**

**TRC Engineers, Inc. (RFP-15-10) Provide Construction Inspection Services during the Construction of Phase 1E Temporary Capping of the Sanitary Landfill**

**TRC Engineers, Inc. (RFP-12-11) Provide Construction Inspection Services during the Filling of Sedimentation Basin No. 1 at the Sanitary Landfill**

**TRC Engineers, Inc. (RFP-11-14) Professional Engineering Services & Construction Inspection for the Landfill Expansion Cell 2G – Phase 1**

**TRI/Environmental, Inc. (Agreement) Provide Engineering Services Related to Material Conformance Testing – Phase 1F – Sanitary Landfill (2006)**

**Trico Equipment Services, LLC (Contract SW-EQUIP-15-13 Rebid) Furnish and Deliver Replacement Parts, Maintenance and Repair Service for 2003 Peterson Pacific HC 5400 Horizontal Grinder Shredder**

**TTI Environmental, Inc. (Contract TS-11-18) Removal of Underground Storage Tank – Transfer Station**

# **Closed Contract Files – Box U (1)**

**United Electric Supply Co., Inc. (Contract WW-EQUIP-32-13) Operator Interface Touchscreens**

**United Electric Supply Co., Inc. (Contract WW-EQUIP-03-14) Provide Repair Services for Various Symax Controls and Equipment**

**United Electric Supply Co., Inc. (Contract WW-EQUIP-25-15) Operator Interface Touchscreens**

**United Electric Supply Co., Inc. (Contract WW-EQUIP-26-15) Provide Repair Services for Various Symax Controls and Equipment**

**United Electric Supply Co., Inc. (Contract WW-EQUIP-31-16 Rebid) Provide Repair Services for Various Symax Controls & Equipment**

**United Electric Supply Co., Inc. (Contract WW-EQUIP-37-17) Provide Repair Services for Various Symax Controls & Equipment**

**United Electric Supply Co., Inc. (Contract WW-EQUIP-15-19) Provide Repair Services for Various Symax Controls & Equipment**

**United Electric Supply Co., Inc. (Contract MUA-EQUIP-20-21) Deliver PLCs, VFDs, ETO Products**

**Univar USA, Inc. (Contract CHEM-13-14) (Parts E & F) Furnish and Deliver (Part E) 25% Liquid Sodium Hydroxide and (Part F) Sulfuric Acid – Bulk**

**Univar USA, Inc. (Contract CHEM-20-16) (Parts B, E & F) Furnish and Deliver Various Chemicals to Various WTF's**

## **Closed Contract Files – Box V (1)**

**Van Note-Harvey Associates (RFP-02-13) Professional Services Agreement – Surveying**

**Van Note-Harvey Associates (RFP-01-14) Professional Services Agreement – Surveying**

**Van Note-Harvey Associates (RFP-01-15) Professional Services Agreement – Surveying**

**Van Note-Harvey Associates (RFP-01-16) Professional Services Agreement – Surveying**

**Van Note-Harvey Associates (RFP-01-17) Professional Services Agreement – Surveying**

**Van Note-Harvey Associates (RFP-01-18) Professional Services Agreement - Surveying**

**Van Note-Harvey Associates (RFP-02-19) Professional Services Agreement - Surveying**

# **Closed Contract Files – Box W (1)**

**Wade, Long, Wood & Kennedy, LLC (RFP-15-13) General Counsel Services**

**Wade, Long, Wood & Kennedy, LLC (RFP-17-14) General Counsel Services**

**Wade, Long & Wood, LLC (RFP-11-15) Professional Services, General Legal Counsel**

**Wade, Long, Wood & Long, LLC (RFP-16-16) Professional Services General Legal Counsel**

**Wade, Long, Wood & Long, LLC (RFP-08-17) Professional Services General Legal Counsel (2 Folders)**

**Wade, Long, Wood & Long, LLC (RFP-10-18) Professional Services General Legal Counsel**

**Wade, Long, Wood & Long, LLC (RFP-10-19) Professional Services General Legal Counsel**

## **Closed Contract Files – Box W (2)**

**Wade, Long, Wood & Long, LLC (RFP-09-20) Professional Services  
General Legal Counsel**

**Wade, Long, Wood & Long, LLC (RFP-39-21) Professional Service –  
Legal Counsel**

**Wade, Long, Wood & Long, LLC (RFP-42-22) General Legal Counsel**

**Wade, Long, Wood & Long, LLC (RFP-27-23) General Legal Counsel**

**Walker Process Equipment (OC-EQUIP-05-21) RBCs to Ocean City WTF**

**Walker Process Equipment (Contract WW-EQUIP-12-17) Furnish and  
Deliver RBC Shafts to Various WTF's**

**Wallace Supply Company (Contract SLF-12-13) Furnish and Deliver  
Stainless Steel Welded Pipe and Pipe Fittings**

**Wastequip Manufacturing Company, LLC. (WW-EQUIP-14-20) Furnish  
and Deliver Ten (10) New 30 Cubic Yard Roll-Off Containers for the  
Wastewater Program**

**Water Works Supply Co., Inc. (Contract MUA-EQUIP-44-16) Furnish &  
Deliver HDPE Pipe & Assorted HDPE Fittings**

**Water Works Supply Co., Inc. (Contract MUA-EQUIP-03-18) Furnish &  
Deliver HDPE Pipe & Assorted HDPE Fittings**

**Water Works Supply Co., Inc. (Contract MUA-EQUIP-08-19) Furnish &  
Deliver HDPE Pipe & Assorted HDPE Fittings**

## **Closed Contract Files – Box W (3)**

**Water Works Supply Co., Inc. (Contract MUA-EQUIP-06-20) Furnish & Deliver HDPE Pipe & Assorted HDPE Fittings**

**Webster Environmental Assoc. (Contract RFP-07-19) Odor Control Evaluation**

**Willier Electric Motor Repair Co., Inc. (Contract WW-EQUIP-14-14) Supply and Delivery of Electric Motors and Controls (Baldor 501 2012 Stock Product Catalog) to the Wastewater Program**

**Willier Electric Motor Repair Co., Inc. (Contract MUA-EQUIP-41-15) Supply and Delivery of Electric Motors and Controls to Various Facilities**

**Willier Electric Motor Repair Co., Inc. (Contract WW-EQUIP-13-18) Supply and Delivery of Electric Motors and Controls (Baldor 501 Standard Stock Product Catalog) to the Wastewater Program**

**Willier Electric Motor Repair Co., Inc. (Contract MUA-EQUIP-14-18) Supply and Delivery of Electric Motors and Controls (US Motors: Full Line Standard Motor Catalog and Stock Vertical Motor Catalog to Various Facilities**

### **Wood Pallet Contracts**

**Worldwide Power Products, LLC (Contract SLF-EQUIP-06-15 Rebid) Furnish and Deliver (1) Waukesha Electrical Generating Engine - 2003**

# **Closed Contract Files – Box X,Y,Z (1)**

**Xylem Dewatering Solutions, Inc. (RFP-10-14) Upgrade Godwin Portable Bypass Pump for the Wastewater Program**

**Xylem Dewatering Solutions, Inc. (Contract WW-22-17) Bypass Pump and Equipment Rentals – Various Pump Station Locations (2 Folders)**

**Xylem Water Solutions USA, Inc. (Contract WW-EQUIP-07-13 Rebid) (Part E) Furnish and Deliver Replacement Component Parts for Various Pumping Station Pumps**

**Xylem Water Solutions USA, Inc. (Contract MUA-EQUIP-04-17) Part F – Furnish and Deliver Repair Parts and Replacement Submersible Pumps to Various Facilities**

**Xylem Water Solutions USA, Inc. (Contract MUA-EQUIP-19-19) Part F – Furnish and Deliver Repair Parts and Replacement Submersible Pumps to Various Facilities**

NJ State Archives  
SARS  
Recommendations

**From:** [Klett, Joseph \[DOS\]](#)  
**To:** [Truppa, Amanda \[TREAS\]](#)  
**Cc:** [Cornelius, Donald \[DOS\]](#); [Calder, Veronica \[DOS\]](#)  
**Subject:** FW: SAR Outcomes and Requests Compilation Form  
**Date:** Wednesday, October 7, 2026 4:32:57 PM  
**Attachments:** [SAR Recommendations.xlsx](#)  
[image001.png](#)  
[image002.png](#)

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Hi Amanda:

I hope all is well with you.

Following the interdepartmental agreement placing the Division of Archives and Records Management's records management function under the oversight of Treasury/DORES, DORES began recommending to agencies that they request permission to destroy original records that they had digitized. Consequently, the State Archives and DORES agreed to a workflow in which Archives staff would conduct a "Series Archives Review" of any relevant records series and provide a determination to DORES as to whether or not the originals must still be retained because they have intrinsic or artefactual value.

Since 2016, Archives has periodically provided DORES-RM with an updated list of determinations, each accompanied by a request to revise the retention schedule in some way. Typically, this means either: a) reducing the retention period to something less than permanent; or b) making a notation that destruction of the originals may be approved after digitization, following archival review (much like the "Recommend microfilming" notation sometimes included in the schedules).

Over the last 10 years, the list (see attached) has grown to about 74 record series, of which only three have actually been addressed by DORES-RM. We would like DORES to make the review of these retention schedules a priority. In retrospect, I wish we had communicated this need directly to the State Records Committee from the start.

I'm writing to you in your capacity as Secretary of the Committee to: a) ask that you present this communication and the attached list to Committee as part of the agenda for the next meeting; and b) urge the Committee to request that DORES-RM make the revision of the noted retention schedules a priority.

Thanks in advance for your consideration and assistance with this. I'm copying Donald Cornelius, the State Archives' Collection Manager (and my designee to the Committee), as well as my deputy, Veronica Calder.

Best to you.

Joe

**Joseph R. Klett**, Executive Director

New Jersey State Archives

New Jersey Department of State

P.O. Box 307

Trenton, New Jersey 08625-0307

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[joseph.klett@sos.nj.gov](mailto:joseph.klett@sos.nj.gov)

<https://archives.nj.gov>



| Schedule                                                                           | Record Series                                                                     | SAR / Date    | Recommendation                                                                                                      |          |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------|----------|
| G100000; State General Schedule                                                    | 1416-0000; Request and Authorization for Records Disposal                         | 171855 / 2024 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |          |
| G100000; State General Schedule                                                    | 1801-0000; Image Processing System Initial Certification or System Revocation     | 282698 / 2024 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |          |
| S423000; Environmental Protection - Pinelands Commission                           | 0200-0000; Development Review Application Enforcement Complaint/Violation Files   | 90334 / 2018  | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |          |
| S510303; State of NJ Four Year Colleges - Admissions, Financial Aid, and registrar | 0034-0000' Request and Release to Inspect Student Records                         | 172647 / 2024 | Change retention to something less than permanent                                                                   | Complete |
| S510303; State of NJ Four Year Colleges - Admissions, Financial Aid, and registrar | 0038-0000; Request to Release Student Records                                     | 172647 / 2024 | Change retention to something less than permanent                                                                   | Complete |
| S800030; NJ Transit                                                                | 0001-0001; Audit Report (Record Copy)                                             | 166334 / 2023 | Change Retention to less than permanent                                                                             |          |
| C250000; County Board of Taxation                                                  | 0003-0002; Appeal Case File - Judgments                                           | 37246 / 2017  | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |          |
| C250000; County Board of Taxation                                                  | 0013-0002; Omitted Assessments and Farmland Rollback Assessments File - Judgments | 282640 / 2024 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |          |
| C250000; County Board of Taxation                                                  | 0016-0000; Tax Lists                                                              | 29922 / 2016  | Change retention to less than permanent                                                                             |          |
| C280000; County Detention Center/Jail                                              | 0400-0000; Jail Commitment Registers                                              | 37338 / 2016  | Change retention to less than permanent                                                                             |          |
| C310000; County Prosecutor                                                         | 0018-0008; Prosecution Case Files - Homicide                                      | 41043 / 2016  | Change retention to less than permanent but long term; retain AR disposition                                        |          |
| C410000; County Medical Examiner                                                   | 0001-0000; Autopsy Reports                                                        | 35322 / 2016  | Retention should remain permanent; disposition should be AR; imaged records allowed after 1920                      |          |

|                                                          |                                                                  |                                 |                                                                                                                       |          |
|----------------------------------------------------------|------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------|
| C463000; County/Chief State Medical Examiner             | 0005-0000; Investigation Reports                                 | 346200 / 2025                   | Keep Permanent retention; retain archival review; records may be destroyed after imaging in a registered sytem and AR |          |
| C530000; Archives and Records Management, County         | 0151-0000; Patron Registration and Request File                  | 35207 / 2016                    | Change retention to less than permanent                                                                               | Complete |
| C550000; County Utilities and Authorities                | 0152-0000; Safe Water Act Drinking File                          | 166044 / 2023                   | Change retention to less than permanent                                                                               |          |
| C800000; County Planning and Zoning Boards of Adjustment | 0003-0000; Certificate - Approval of a Land Subdivision          | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR   |          |
| C800000; County Planning and Zoning Boards of Adjustment | 0004-0000; Certificates for Non-Conforming Structures and uses   | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR   |          |
| C800000; County Planning and Zoning Boards of Adjustment | 0005-0000; Easements                                             | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR   |          |
| C800000; County Planning and Zoning Boards of Adjustment | 0006-0001; Lot Consolidation Case File                           | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR   |          |
| C800000; County Planning and Zoning Boards of Adjustment | 0007-0000; Master Plans                                          | 40160 / 2017                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR   |          |
| C820000; County Human Resources                          | 0305-0001; Deferred Compensation File - Individual Employee File | 175075 / 2024                   | Change retention from permanent to a long term finite period                                                          |          |
| C820000; County Human Resources                          | 0314-0002; Pension File - Certification File                     | 175075 / 2024                   | Change retention from permanent to a long term finite period                                                          |          |
| C820000; County Human Resources                          | 0314-0003; Pension File - Pension History Cards                  | 175075 / 2024                   | Change retention from permanent to a long term finite period                                                          |          |
| C910000; County Engineering Department                   | 0001-0000; Record Drawings - As Built Drawings                   | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR   |          |

|                                        |                                                                          |                                    |                                                                                                                     |  |
|----------------------------------------|--------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------|--|
| C910000; County Engineering Department | 0004-0002; Correspondence - Design, Structural, and Engineering          | Building/Construction<br>SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| C910000; County Engineering Department | 0005-0000; Correspondence - Legal Easements, Right of Way (ROW), Surveys | Building/Construction<br>SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| C910000; County Engineering Department | 0006-0000; Field Maps                                                    | Building/Construction<br>SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| C910000; County Engineering Department | 0007-0002; Flood Hazard Areas - Certificate for Flood Hazard Areas       | Building/Construction<br>SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| C910000; County Engineering Department | 0011-0001; Plans - Record Drawing - Official File Copy Print             | Building/Construction<br>SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M100000; Municipal General Schedule    | 0100-0001; Cash Disbursements - Year End History                         | 41370 / 2017                       | Change retention to less than permanent                                                                             |  |
| M100000; Municipal General Schedule    | 0102-0001; Journal/Ledger - General                                      | 41370 / 2017                       | Change retention to less than permanent                                                                             |  |
| M100000; Municipal General Schedule    | 0103-0000; Year End Closing Reports                                      | 34884 / 2016                       | Change retention to less than permanent                                                                             |  |
| M100000; Municipal General Schedule    | 0200-0002; Budget File - Not Included in Minutes                         | 41370 / 2017                       | Change retention to less than permanent                                                                             |  |
| M100000; Municipal General Schedule    | 0300-0001; Audit Report File - Audit Report (Agency Original)            | 40980 / 2016                       | Change retention to less than permanent                                                                             |  |
| M100000; Municipal General Schedule    | 0306-0001; Financial Statements - Annual (original)                      | 61984 / 2017                       | Change retention to less than permanent                                                                             |  |
| M100000; Municipal General Schedule    | 0306-0003; Financial Statements - Annual and Supplemental Debt           | 41370 / 2017                       | Change retention to less than permanent                                                                             |  |
| M100000; Municipal General Schedule    | 0307-0004; Grant File - Green Acres                                      | 39431 / 2016                       | Change retention to less than permanent                                                                             |  |

|                                                             |                                                                                                                     |                                 |                                                                                                                     |  |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------|--|
| M100000; Municipal General Schedule                         | 0319-0001; Schedule/List of Vouchers and Bills Paid - Associated with Resolution Package or Governing Body Approval | 59254 / 2017                    | Change retention to less than permanent                                                                             |  |
| M140000; Municipal Planning and Zoning Boards of Adjustment | 0003-0000; Certificate - Approval of a Land Subdivision                                                             | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M140000; Municipal Planning and Zoning Boards of Adjustment | 0004-0000; Certificates for Non-Conforming Structures and uses                                                      | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M140000; Municipal Planning and Zoning Boards of Adjustment | 0005-0000; Easements                                                                                                | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M140000; Municipal Planning and Zoning Boards of Adjustment | 0006-0001; Lot Consolidation Case File                                                                              | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M160000; Municipal Clerk                                    | 0003-0001; Cash Receipt Journal Sheets - Year End Activity Report                                                   | 34885 / 2016                    | Change retention to less than permanent                                                                             |  |
| M160000; Municipal Clerk                                    | 0007-0000; Extended Tax Duplicate (Copy)                                                                            | 34885 / 2016                    | Change retention to less than permanent; disposition should be AR for records prior to 1900                         |  |
| M160000; Municipal Clerk                                    | 0009-0000; In Rem Tax Foreclosure List                                                                              | 40424 / 2017                    | Change retention to less than permanent                                                                             |  |
| M190000; Municipal Local Building Official                  | 0150-0005; Building/Site Plans And Survey Maps Class I, II, and III - Governmental Structures                       | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M190000; Municipal Local Building Official                  | 0150-0006; Building/Site Plans and Survey Maps - Approved                                                           | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M200000; Municipal Clerk                                    | 0004-0001; Certificates File - Availability of Funds                                                                | 91019 / 2018                    | Change Retention to less than permanent                                                                             |  |
| M200000; Municipal Clerk                                    | 0005-0000; Deeds and Easements                                                                                      | 33155 / 2016                    | No change in retention; AR required prior to allowance of destruction of originals                                  |  |

|                                            |                                                                          |                                 |                                                                                                                     |  |
|--------------------------------------------|--------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------|--|
| M200000; Municipal Clerk                   | 0007-0000; Foreclosure/Condemnation/Eminent Domain                       | 64078 / 2018                    | Retain retention; disposition AR; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M210000; Municipal Insurance Commission    | 0005-0003; Insurance Policies and Correspondence                         | 64741 / 2018                    | Change retention to less than permanent                                                                             |  |
| M500000; Municipal Housing and Development | 0153-0000; Green Acres Project File                                      | 167645 / 2023                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M630000; Municipal Engineering Department  | 0001-0000; Record Drawings - As Built Drawings                           | 32699 / 2016                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M630000; Municipal Engineering Department  | 0004-0002; Correspondence - Design, Structural, and Engineering          | 32699 / 2016                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M630000; Municipal Engineering Department  | 0005-0000; Correspondence - Legal Easements, Right of Way (ROW), Surveys | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M630000; Municipal Engineering Department  | 0006-0000; Field Maps                                                    | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M630000; Municipal Engineering Department  | 0007-0002; Flood Hazard Areas - Certificate for Flood Hazard Areas       | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M630000; Municipal Engineering Department  | 0011-0001; Plans - Record Drawing - Official Copy Print                  | 32699 / 2016                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M630000; Municipal Engineering Department  | 0013-0000; Topographical Maps and Planimetric Maps - Dimension Plan      | 32699 / 2016                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M630000; Municipal Engineering Department  | 0017-0000; Bridge Computations                                           | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |

|                                           |                                                                                                           |                                 |                                                                                                                     |  |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------|--|
| M630000; Municipal Engineering Department | 0019-0000; Stream Encroachment, Wetlands Permits and CAFRA File                                           | 32699 / 2016                    | Change retention to less than permanent                                                                             |  |
| M630000; Municipal Engineering Department | 0020-0000; Project Files - Roads, Bridges, Drainage - Public Structures                                   | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M660000; Municipal Public Works           | 0152-0000; Daily Tonnage Slips/Hauler Tickets                                                             | 134526 / 2023                   | Change retention to less than permanent                                                                             |  |
| M640000; Municipal Health Department      | 0651-0000; Burial Permits                                                                                 | 160131 / 2023                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M640000; Municipal Health Department      | 0652-0000; Certificate of Marriage - License                                                              | 347467 / 2025                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M640000; Municipal Health Department      | 0665-0000; Burial Permit Stubs                                                                            | 160131 / 2023                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M640000; Municipal Health Department      | 0660-0000; Vital Statistics Tabulations and Reports                                                       | 388416 / 2026                   | Change retention to less than permanent                                                                             |  |
| M700101; Administration                   | 0015-0004; Records Retention and Disposition File - Request and Authorization for Records Disposal (Copy) | 61702 / 2017                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M700105; Financial                        | 0003-0001; Audit Reports (Electronic or Hard Copy)                                                        | 61624 / 2017                    | Change retention to less than permanent                                                                             |  |
| M700105; Financial                        | 0009-0002; Annual Adopted Budget                                                                          | 61624 / 2017                    | Change retention to less than permanent                                                                             |  |
| M900000; Municipal Police Department      | 0019-0000; Criminal History Control Listings                                                              | 185451 / 2024                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M900000; Municipal Police Department      | 0036-0006; Sudden and Accidental Deaths                                                                   | 100470 / 2019                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |

|                                      |                                                  |               |                                                                                                                     |  |
|--------------------------------------|--------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------|--|
| M900000; Municipal Police Department | 0043-0000; Master Card File / Information File   | 168510 / 2024 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |
| M920000; Municipal Clerk             | 0100-0000; Image Processing System Certification | 388415 / 2026 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR |  |

NJ DORES

NJ SARS Recommendations

**From:** [Merchak, Yamileth \[TREAS\]](#)  
**To:** [Truppa, Amanda \[TREAS\]](#); [Kirk, LaShera \[TREAS\]](#)  
**Cc:** [Lowicki, Peter \[TREAS\]](#); [Pinho, Maria \[TREAS\]](#); [Curcio, Patricia \[TREAS\]](#); [Perry, Karen \[TREAS\]](#)  
**Subject:** RE: Agenda  
**Date:** Friday, October 9, 2026 4:49:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Good afternoon, Secretary Truppa,

We have completed our review of the Excel spreadsheet in question and have prepared an update on the findings. After thorough examination of each request, we have determined the following:

- 2 requests are complete.
- 3 schedules have been retired.
- 3 schedules do not exist on file.
- 3 schedules are listed incorrectly.
- 20 requests require an exact retention date.
- 42 requests have been labeled as needing further review from the Division of Archives

Given these findings, we would like to collaborate with the Division of Archives to gather the necessary information for submission. Patty has contacted Don Cornelius for clarification on some of the see request and received the following response from him.

**From:** Cornelius, Donald [DOS] <[Donald.Cornelius@sos.nj.gov](mailto:Donald.Cornelius@sos.nj.gov)>  
**Sent:** Thursday, October 8, 2026 3:33 PM  
**To:** Curcio, Patricia [TREAS] <[Patricia.Curcio@treas.nj.gov](mailto:Patricia.Curcio@treas.nj.gov)>  
**Subject:** RE: list

Hi Patty,

The time frame would be different for every suggested record series, depending on the circumstances of the series and the administrative need. A determination of a new retention period would be determined by a discussion between Archives, DORES-RM, and the agency in question for each series.

These changes don't need to be addressed overnight – they can be dealt with individually over time, just so long as they are being addressed.

Thanks,  
Don

**Donald Cornelius**, Collection Manager  
New Jersey State Archives  
New Jersey Department of State

To ensure we present a complete and accurate update, we suggest postponing this action item from this coming SRC meeting on Thursday, October 15, 2026. This will provide us with sufficient time to finalize the requests.

Please let us know your preference:

1. If you wish to present the updated request to the committee, we will proceed with attaching our revised Excel spreadsheet.
2. If you prefer not to present it at this time, we will remove this item from the agenda until further notice.

Thank you for your consideration.



**Mrs. Yamileth Merchak, MSW**, Assistant Director  
**Division Of Revenue and Enterprise Services**  
**Business Registry & Support Services**  
PO Box 628 ■ Trenton NJ 08646  
✉ [Yamileth.Merchak@treas.nj.gov](mailto:Yamileth.Merchak@treas.nj.gov)

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| Schedule                                                                                 | Record Series                                                                            | SAR / Date    | State Archives Recommendation                                                                                             | DORES Notations                                                           |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| S800030; NJ Transit                                                                      | 0001-0001; Audit Report<br>(Record Copy)                                                 | 166334 / 2023 | Change Retention to less than permanent                                                                                   | Agency code is retired                                                    |
| S510303; State of NJ Four Year<br>Colleges - Admissions, Financial<br>Aid, and registrar | 0034-0000; Request and<br>Release to Inspect Student<br>Records                          | 172647 / 2024 | Change retention to something less than<br>permanent                                                                      | Complete Karen entered 100<br>yrs after discussing with<br>Higher Ed dept |
| S510303; State of NJ Four Year<br>Colleges - Admissions, Financial<br>Aid, and registrar | 0038-0000; Request to Release<br>Student Records                                         | 172647 / 2024 | Change retention to something less than<br>permanent                                                                      | Complete Karen entered 100<br>yrs after discussing with<br>Higher Ed dept |
| S423000; Environmental<br>Protection - Pinelands Commission                              | 0200-0000; Development<br>Review Application<br>Enforcement<br>Complaint/Violation Files | 90334 / 2018  | Retain retention and disposition; but<br>destruction of originals allowed if imaged by/in<br>a registered system after AR | Requires further review                                                   |
| M920000; Municipal Clerk                                                                 | 0100-0000; Image Processing<br>System Certification                                      | 388415 / 2026 | Retain retention and disposition; but<br>destruction of originals allowed if imaged by/in<br>a registered system after AR | Agency code is retired                                                    |
| M900000; Municipal Police<br>Department                                                  | 0019-0000; Criminal History<br>Control Listings                                          | 185451 / 2024 | Retain retention and disposition; but<br>destruction of originals allowed if imaged by/in<br>a registered system after AR | Requires further review                                                   |
| M900000; Municipal Police<br>Department                                                  | 0036-0006; Sudden and<br>Accidental Deaths                                               | 100470 / 2019 | Retain retention and disposition; but<br>destruction of originals allowed if imaged by/in<br>a registered system after AR | Requires further review                                                   |
| M900000; Municipal Police<br>Department                                                  | 0043-0000; Master Card File /<br>Information File                                        | 168510 / 2024 | Retain retention and disposition; but<br>destruction of originals allowed if imaged by/in<br>a registered system after AR | Requires further review                                                   |
| M700105; Financial                                                                       | 0003-0001; Audit Reports<br>(Electronic or Hard Copy)                                    | 61624 / 2017  | Change retention to less than permanent                                                                                   | Unable to locate the Agency<br>code & need exact retention<br>year        |
| M700105; Financial                                                                       | 0009-0002; Annual Adopted<br>Budget                                                      | 61624 / 2017  | Change retention to less than permanent                                                                                   | Unable to locate the Agency<br>code & need exact retention<br>year        |

|                                           |                                                                                                           |                                 |                                                                                                                     |                                  |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------|
| M700101; Administration                   | 0015-0004; Records Retention and Disposition File - Request and Authorization for Records Disposal (Copy) | 61702 / 2017                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Unable to locate the Agency code |
| M660000; Municipal Public Works           | 0152-0000; Daily Tonnage Slips/Hauler Tickets                                                             | 134526 / 2023                   | Change retention to less than permanent                                                                             | need exact retention date        |
| M640000; Municipal Health Department      | 0651-0000; Burial Permits                                                                                 | 160131 / 2023                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review          |
| M640000; Municipal Health Department      | 0652-0000; Certificate of Marriage - License                                                              | 347467 / 2025                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review          |
| M640000; Municipal Health Department      | 0665-0000; Burial Permit Stubs                                                                            | 160131 / 2023                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review          |
| M640000; Municipal Health Department      | 0660-0000; Vital Statistics Tabulations and Reports                                                       | 388416 / 2026                   | Change retention to less than permanent                                                                             | need exact retention date        |
| M630000; Municipal Engineering Department | 0001-0000; Record Drawings - As Built Drawings                                                            | 32699 / 2016                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review          |
| M630000; Municipal Engineering Department | 0004-0002; Correspondence - Design, Structural, and Engineering                                           | 32699 / 2016                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review          |
| M630000; Municipal Engineering Department | 0005-0000; Correspondence - Legal Easements, Right of Way (ROW), Surveys                                  | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review          |
| M630000; Municipal Engineering Department | 0006-0000; Field Maps                                                                                     | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review          |
| M630000; Municipal Engineering Department | 0007-0002; Flood Hazard Areas - Certificate for Flood Hazard Areas                                        | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review          |

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| M630000; Municipal Engineering Department  | 0011-0001; Plans - Record Drawing - Official Copy Print                                       | 32699 / 2016                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| M630000; Municipal Engineering Department  | 0013-0000; Topographical Maps and Planimetric Maps - Dimension Plan                           | 32699 / 2016                    | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| M630000; Municipal Engineering Department  | 0017-0000; Bridge Computations                                                                | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| M630000; Municipal Engineering Department  | 0019-0000; Stream Encroachment, Wetlands Permits and CAFRA File                               | 32699 / 2016                    | Change retention to less than permanent                                                                             | need exact retention date |
| M630000; Municipal Engineering Department  | 0020-0000; Project Files - Roads, Bridges, Drainage - Public Structures                       | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| M500000; Municipal Housing and Development | 0153-0000; Green Acres Project File                                                           | 167645 / 2023                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| M210000; Municipal Insurance Commission    | 0005-0003; Insurance Policies and Correspondence                                              | 64741 / 2018                    | Change retention to less than permanent                                                                             | need exact retention date |
| M200000; Municipal Clerk                   | 0004-0001; Certificates File - Availability of Funds                                          | 91019 / 2018                    | Change Retention to less than permanent                                                                             | need exact retention date |
| M200000; Municipal Clerk                   | 0005-0000; Deeds and Easements                                                                | 33155 / 2016                    | No change in retention; AR required prior to allowance of destruction of originals                                  | Requires further review   |
| M200000; Municipal Clerk                   | 0007-0000; Foreclosure/Condemnation/Eminent Domain                                            | 64078 / 2018                    | Retain retention; disposition AR; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| M190000; Municipal Local Building Official | 0150-0005; Building/Site Plans And Survey Maps Class I, II, and III - Governmental Structures | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |

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| M190000; Municipal Local Building Official                  | 0150-0006; Building/Site Plans and Survey Maps - Approved         | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                           |
| M160000; Municipal Clerk                                    | 0003-0001; Cash Receipt Journal Sheets - Year End Activity Report | 34885 / 2016                    | Change retention to less than permanent                                                                             | agency code listed for M160000 Municipal Tax Collector & need exact retention yrs |
| M160000; Municipal Clerk                                    | 0007-0000; Extended Tax Duplicate (Copy)                          | 34885 / 2016                    | Change retention to less than permanent; disposition should be AR for records prior to 1900                         | agency code listed for M160000 Municipal Tax Collector & need exact retention yrs |
| M160000; Municipal Clerk                                    | 0009-0000; In Rem Tax Foreclosure List                            | 40424 / 2017                    | Change retention to less than permanent                                                                             | agency code listed for M160000 Municipal Tax Collector & need exact retention yrs |
| M140000; Municipal Planning and Zoning Boards of Adjustment | 0003-0000; Certificate - Approval of a Land Subdivision           | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                           |
| M140000; Municipal Planning and Zoning Boards of Adjustment | 0004-0000; Certificates for Non-Conforming Structures and uses    | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                           |
| M140000; Municipal Planning and Zoning Boards of Adjustment | 0005-0000; Easements                                              | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                           |
| M140000; Municipal Planning and Zoning Boards of Adjustment | 0006-0001; Lot Consolidation Case File                            | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                           |
| M100000; Municipal General Schedule                         | 0100-0001; Cash Disbursements - Year End History                  | 41370 / 2017                    | Change retention to less than permanent                                                                             | need exact retention date                                                         |
| M100000; Municipal General Schedule                         | 0102-0001; Journal/Ledger - General                               | 41370 / 2017                    | Change retention to less than permanent                                                                             | need exact retention date                                                         |

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| M100000; Municipal General Schedule    | 0103-0000; Year End Closing Reports                                                                                 | 34884 / 2016                    | Change retention to less than permanent                                                                             | need exact retention date |
| M100000; Municipal General Schedule    | 0200-0002; Budget File - Not Included in Minutes                                                                    | 41370 / 2017                    | Change retention to less than permanent                                                                             | need exact retention date |
| M100000; Municipal General Schedule    | 0300-0001; Audit Report File - Audit Report (Agency Original)                                                       | 40980 / 2016                    | Change retention to less than permanent                                                                             | need exact retention date |
| M100000; Municipal General Schedule    | 0306-0001; Financial Statements - Annual (original)                                                                 | 61984 / 2017                    | Change retention to less than permanent                                                                             | need exact retention date |
| M100000; Municipal General Schedule    | 0306-0003; Financial Statements - Annual and Supplemental Debt                                                      | 41370 / 2017                    | Change retention to less than permanent                                                                             | need exact retention date |
| M100000; Municipal General Schedule    | 0307-0004; Grant File - Green Acres                                                                                 | 39431 / 2016                    | Change retention to less than permanent                                                                             | need exact retention date |
| M100000; Municipal General Schedule    | 0319-0001; Schedule/List of Vouchers and Bills Paid - Associated with Resolution Package or Governing Body Approval | 59254 / 2017                    | Change retention to less than permanent                                                                             | need exact retention date |
| G100000; State General Schedule        | 1416-0000; Request and Authorization for Records Disposal                                                           | 171855 / 2024                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| G100000; State General Schedule        | 1801-0000; Image Processing System Initial Certification or System Revocation                                       | 282698 / 2024                   | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| C910000; County Engineering Department | 0001-0000; Record Drawings - As Built Drawings                                                                      | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| C910000; County Engineering Department | 0004-0002; Correspondence - Design, Structural, and Engineering                                                     | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |
| C910000; County Engineering Department | 0005-0000; Correspondence - Legal Easements, Right of Way (ROW), Surveys                                            | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review   |

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| C910000; County Engineering Department                   | 0006-0000; Field Maps                                            | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                                      |
| C910000; County Engineering Department                   | 0007-0002; Flood Hazard Areas Certificate for Flood Hazard Areas | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                                      |
| C910000; County Engineering Department                   | 0011-0001; Plans - Record Drawing - Official File Copy Print     | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                                      |
| C820000; County Human Resources                          | 0305-0001; Deferred Compensation File - Individual Employee File | 175075 / 2024                   | Change retention from permanent to a long term finite period                                                        | INCORRECT name - the Agency code C820000 is County Agencies General Records & need exact yrs |
| C820000; County Human Resources                          | 0314-0002; Pension File - Certification File                     | 175075 / 2024                   | Change retention from permanent to a long term finite period                                                        | INCORRECT name - the Agency code C820000 is County Agencies General Records & need exact yrs |
| C820000; County Human Resources                          | 0314-0003; Pension File - Pension History Cards                  | 175075 / 2024                   | Change retention from permanent to a long term finite period                                                        | INCORRECT name - the Agency code C820000 is County Agencies General Records & need exact yrs |
| C800000; County Planning and Zoning Boards of Adjustment | 0003-0000; Certificate - Approval of a Land Subdivision          | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                                      |
| C800000; County Planning and Zoning Boards of Adjustment | 0004-0000; Certificates for Non-Conforming Structures and uses   | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                                      |
| C800000; County Planning and Zoning Boards of Adjustment | 0005-0000; Easements                                             | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                                      |
| C800000; County Planning and Zoning Boards of Adjustment | 0006-0001; Lot Consolidation Case File                           | Building/Construction SA / 2016 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR | Requires further review                                                                      |

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| C800000; County Planning and Zoning Boards of Adjustment | 0007-0000; Master Plans                                                           | 40160 / 2017  | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR   | Requires further review                                                                                              |
| C550000; County Utilities and Authorities                | 0152-0000; Safe Water Act Drinking File                                           | 166044 / 2023 | Change retention to less than permanent                                                                               | need exact retention date                                                                                            |
| C530000; Archives and Records Management, County         | 0151-0000; Patron Registration and Request File                                   | 35207 / 2016  | Change retention to less than permanent                                                                               | ** this was previously noted as complete BUT need exact retention date - no date entered & no description in Artemis |
| C463000; County/Chief State Medical Examiner             | 0005-0000; Investigation Reports                                                  | 346200 / 2025 | Keep Permanent retention; retain archival review; records may be destroyed after imaging in a registered sytem and AR | Requires further review                                                                                              |
| C410000; County Medical Examiner                         | 0001-0000; Autopsy Reports                                                        | 35322 / 2016  | Retention should remain permanent; disposition should be AR; imaged records allowed after 1920                        | Agency code is retired                                                                                               |
| C310000; County Prosecutor                               | 0018-0008; Prosecution Case Files - Homicide                                      | 41043 / 2016  | Change retention to less than permanent but long term; retain AR disposition                                          | Requires further review                                                                                              |
| C280000; County Detention Center/Jail                    | 0400-0000; Jail Commitment Registers                                              | 37338 / 2016  | Change retention to less than permanent                                                                               | need exact retention date                                                                                            |
| C250000; County Board of Taxation                        | 0003-0002; Appeal Case File - Judgments                                           | 37246 / 2017  | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR   | Requires further review                                                                                              |
| C250000; County Board of Taxation                        | 0013-0002; Omitted Assessments and Farmland Rollback Assessments File - Judgments | 282640 / 2024 | Retain retention and disposition; but destruction of originals allowed if imaged by/in a registered system after AR   | Requires further review                                                                                              |
| C250000; County Board of Taxation                        | 0016-0000; Tax Lists                                                              | 29922 / 2016  | Change retention to less than permanent                                                                               | need exact retention date                                                                                            |