



**AGENDA
STATE RECORDS COMMITTEE
December 17, 2020
10:00AM**

Location: Online/Teleconference
(www.nj.gov/treasury/revenue/rms/directions.shtml)

Announcement of Open Public Meeting

I. Review of September 17, 2020 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request: # 566598 - 568820

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

III. Old Business:

A. Records Retention Schedules: (See attached)

**1. Department of Community Affairs – Housing and Mortgage Finance – Retire
Schedules S221510, S221513 - Presented by Marcella Campbell**

IV. New Business:

A. Records Retention Schedules: (See attached)

**1. Department of Health - Chief State Medical Examiner – S463000; Retire Schedule
S660406 (Law and Public Safety) – Presented by Liz Hartmann**

V. Other Business:

A. Proposed Dates for 2021 State Records Committee Meetings

B. Department of the Treasury

Records Management Guidelines for Remote Work and Records Management Guidelines for Cloud-based Computing Systems – Presented by Jim Fruscione



MINUTES
STATE RECORDS COMMITTEE
September 17, 2020

Amanda Truppa, Secretary, called the 442nd meeting of the State Records Committee to order at 10:06 a.m. on the above date. This meeting was conducted virtually. 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 there was a quorum present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, designee
Division of Archives, Joseph R. Klett
Department of Community Affairs, Division of Local Government Services, Stacy Spera, designee
State Auditor, Ken Kramli, designee
Attorney General, Valentina DiPippo, designee

Staff: Liz Hartmann, Administrative Analyst 3, Records Management Services
John Berry, Records Analyst 1, Records Management Services
Marcella Campbell, Technical Assistant 2, Records Management Services
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services
James Jenkins, Records Analyst 2, Records Management Services
Karen A. Perry, Records Analyst 1, Records Management Services
Don Cornelius, Archivist, Division of Archives

Other: Arthur Staerk, AccuScan
Argean Cook, NJ Transit
Michele Everly, CARMA, Gloucester County
Joan DePaolo, NJ Transit
Rich Chelenza, Law & Public Safety
Daniel Said, Health
Carlos Bellido, Law & Public Safety
Michelle Knox, Health
Patricia Horrell, Health
Dennis Cline, Human Services

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the February 20, 2020 meeting four (4) yes, none (0) no and one (1) abstention.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 563201 - 566598

B. Imaging Certification Amendments/Annual Reviews/Administrative Actions:

Report to the State Records Committee

II. OLD BUSINESS:

A. Records Retention Schedule:

1. Law & Public Safety – Civil Rights S660801, S660803, S660804

Approved – four (4) yes one (1) recusal and none (0) no

III. NEW BUSINESS:

A. Records Retention Schedules:

1. Department of Health – Office of the Commissioner – Medical Marijuana Program – S402120

Tabled

2. Department of Human Services – S540510

Approved

3. County Fire Academy/Fire Marshal – C490000

Approved

IV. Other Business

A. A discussion of the possibility of creating retention schedule(s) to address the need to preserve COVID-19-related documentation for posterity.

Mr. Klett initiated a discussion regarding maintaining and preserving documentation related to the events of 2020, particularly COVID-19 and civil unrest, for posterity. Mr. Klett suggested that a working group should be formed and be co-chaired by Archives (Donald Cornelius) and Records Management Services (to be determined). The group would include and work with all levels of government to recommend special policies and

schedules which would allow for the preservation of documents related to COVID-19 and other extraordinary events of 2020. Mr. Klett noted several other states are taking on this initiative as well.

Based on the proposal made by Mr. Klett, a motion was made and passed (all affirmative) to approve the working group.

There being no further business, the Committee adjourned at 10:47 a.m.

Amanda Truppa
Secretary
State Records Committee

Certification #	Agency	Type
20100101-MP	Township of West Milford	New Registration
20102201-MP	Township of Stafford	New Registration
20111601-MP	Bordentown Township	New Registration
20111602-MP	Ocean City New Jersey	New Registration
20112001-MP	Howell Township Police Department	New Registration
08061902-MF	County of Morris E-Recording	Annual Review
10021801-MF	Township of North Brunswick	Annual Review
10061701-MP	Department of Law & Public Safety Election Law and Enforcement Commission	Annual Review
10052006-MP	Borough of Dumont	Annual Review & Amendment
11072110-NM	Woodbridge Fire Department	Annual Review
13032108-NM	Borough of Franklin Lakes	Annual Review
14032009-NM	Warren County Division of Temporary Assistance and Social Services	Annual Review
06110902-MF	Township of West Windsor	Annual Review
17030902-MP	South Hunterdon Regional School District	Annual Review
04021902-MF	Township of Woodbridge Building Department	Annual Review
01071901-MP	County of Somerset County Clerk	Annual Review
10121601-MP	Maple Shade School District	Annual Review
13051607-MF	Camden County College Enterprise Imaging System	Annual Review & Amendment
03101601-NM	Borough of Old Tappan Borough Administrator/Clerk	Annual Review & Amendment
09021906-MP	Township of Hamilton (Mercer)	Annual Review & Amendment
19091202-MP	Bergen New Bridge Medical Center-Ultipro	Annual Review

Certification #	Agency	Type
14032012-NM	Cape May County Board of Social Services	Annual Review
19091201-MP	Bergen New Bridge Medical Center-One Content	Annual Review
11051901-MP	New Jersey State Police, DNA Laboratory	Annual Review
13071805-MP	Hopewell Valley Regional School District	Annual Review
08022101-MP	County of Somerset Enterprise	Annual Review

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221510		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 002 (RETIRED)		
BUREAU:	Human Resources	PAGE #	1	OF
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RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency – Human Resources
FORMER AGENCY NUMBER	S221510-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Change Folder File (Copy)	Obsolete	S221510-002 RS#0001-0000 File contains authorization for each change, i.e. overtime pay, hourly employees, docked time, etc., that are made to an individual's paycheck. Original authorizations are maintained in personnel file. Changes are made electronically by wire transfer to ADP, Inc. Retention: 3 years/Destroy	G100000-011 /RS#0408-0006 Payroll Reports -Agency-Generated (Copy) Retention: 3 years before moving to Records Center/Destroy
0002-0000	Check Reconciliation File	Obsolete	S221510-002 RS#0002-0000 Include: HAP Vouchers, Chronological File, Project File Retention: 7 years/Destroy	G100000/011/RS#0409-0000 Payroll Signature Sheet File Retention: 3 years before moving to Records Center/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221510	002	2 OF 5

0003-0000	Earning and Deduction Report	Obsolete	S221510-002 RS#0003-0000 Monthly listing of employee names, their gross and net earnings, individual deductions, savings and check account balances (direct deposit). Retention: 7 years/Destroy	G100000-011 RS#0408-0005 Payroll Reports-Agency-Generated (Original) Retention: 7 years/Destroy
0004-0000	Employee Earnings Record	Obsolete	S221510-002 RS#0004-0000 Retention: 7 years/Destroy	G100000-011 RS#0408-0005 Payroll Reports-Agency-Generated (Original) Retention: 7 Years/Destroy
0005-0000	Master File	Obsolete	S221510-002 RS#0005-0000 Retention: 100 years/Destroy	G100000-011 RS#0408-0001 Payroll Reports-Agency-Generated (Original) Retention: 7 Years/Destroy
0006-0000	Payroll Registers	Obsolete	S221510-002 RS#0006-0000 Retention: 3 years/Destroy	G100000-011 RS#0409-0000 Payroll Signature Sheet File Retention: 3 Years/Destroy
0007-0000	Payroll Summary	Obsolete	S221510-002 RS#0007-0000 Retention: 7 years/Destroy	G100000-011 RS#0409-0000 Payroll Signature Sheet File Retention: 3 Years/Destroy
0008-0000	Pension Reports	Obsolete	S221510-002 RS#0008-0000	G100000-011 RS#0408-0005 Payroll Reports-Agency-Generated (Original)

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221510	002	3 OF 5

			Retention: 7 years/Destroy	Retention: 7 Years/Destroy
0009-0000	Proof of Payments	Obsolete	S221510-002 RS#0009-0000	G100000-011 RS#0408-0005 Payroll Reports-Agency- Generated (Original)
			Retention: 7 years/Destroy	Retention: 7 Years/Destroy
0010-0000	Wage and Tax Register	Obsolete	S221510-002 RS#0010-0000	G100000-011 RS#0408-0005 Payroll Reports-Agency- Generated (Original)
			Retention: 7 years/Destroy	Retention: 7 Years/Destroy
0011-0000	Individual Employee File	Obsolete	S221510-002 RS#0011-0000	G100000-011 RS#0903-0001 Individual Employee File - Departmental Personnel (Original)
			Retention: 6 years after termination of employment/Destroy	Retention: 6 Years after termination of employment/Destroy
0012-0000	Deferred Compensation File-Termination, Disability, Retirement and Death	Obsolete	S221510-002 RS#0012-0000	G100000-011 RS#0404-0000 Deferred Compensation File - Termination, Disability, Retirement, And Death
			Retention: Permanent /Permanent	Retention: Permanent
0013-0000	Grievance File	Obsolete	S221510-002 RS#0013-0000	G100000-011 RS#0902-0000 Grievance File
			Retention: Header	Retention: 7 Years/Destroy
0013-0001	Grievance File-Policy Establishing Settlement (Original)	Obsolete	S221510-002 RS#0013-0001	G100000-011 RS#0902-0001 Grievance File - Policy- Establishing Settlement (Original)
			Retention: : Permanent	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221510	002	4 OF 5

				Retention : Permanent/Archival Rev
0013-0002	Grievance File-Policy Establishing Settlement (Copy)	Obsolete	S221510-002 RS#0013-0002 Retention: 3 years after settlement	G100000-011 RS#0902-0002 Establishing Settlement (Copy) Retention: 3 Years after final settlement/Destroy
0013-0003	Grievance File- Policy Establishing Settlement (Additional Copy)	Obsolete	S221510-002 RS#0013-0003 Retention: 1 year after final settlement	G100000-011 RS#0902-0003 Grievance File - Policy- Establishing Settlement (Additional Copy) Retention: 1 year after final settlement
0013-0004	Grievance File- Routine Settlement (Original)	Obsolete	S221510-002 RS#0013-0004 Retention: 3 years after final settlement	G100000-011 RS#0902-0004 Grievance File- Routine Settlement (Original) Retention: 3 years after final settlement
0013-0005	Grievance File Routine Settlement (Copy)	Obsolete	S221510-002 RS#0013-0005 Retention: : 3 years after final settlement	G100000-011 RS#0902-0005 Grievance File Routine Settlement (Copy) Retention: 3 years after final settlement
0014-0000	Time Records Attendance Reports for Agency Employees	Obsolete	S221510-002 RS#0013-0000 Retention: Header	G100000-011 RS#0914-0000 Time Records Retention: Header
0014-0001	Time Records (Original)	Obsolete	S221510-002 RS#0014-0001 Retention: 7 years/Destroy	G100000-011 RS#0914-0001 Time Records (Original) Retention: 7 Years/Destroy
0014-0002	Time Records (Copy)	Obsolete	S221510-002 RS#0014-0002 Retention: 3 years/Destroy	G100000-011 RS#0914-0002 Time Records (Copy) Retention: 7 Years/Destroy
0015-0000	Employee Medical Records	Obsolete	S221510-002 RS#0015-0000	G100000-011 RS#0915-0000 Employee Medical Records

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S221510	SCHEDULE # 002	PAGE # 5 OF 5
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			Retention: 40 years after termination of employment/Destroy	Microfilming recommended Retention: 40 years after termination of employment/Destroy
0016-0000	Budget Request- Divisional	Obsolete	S221510-002 RS#0016-0000 Retention: 3 years/Destroy	G100000-011 RS#0303-0000 Employee Medical Records Microfilming recommended Retention: 40 years after termination of employment/Destroy
0017-0000	Correspondence (Electronic or Hardcopy)	Obsolete	S221510-002 RS#0017-0000 Retention: 3 years/Destroy	G100000-011 RS#1405-0001 Correspondence (Electronic or Hardcopy) Retention: 3 years/Destroy
0018-0000	Workers' Compensation Case Files (Copies)	Obsolete	S221510-002 RS#0018-0000 Retention: 2 years after final settlement or payment/Destroy	G100000-011 RS#0903-0001 Individual Employee File Retention: 6 years after termination of employment/Destroy

STATE OF NEW JERSEY



Community Affairs-NJ Housing and Mortgage Finance Agency-Human Resources

S221510-002

Department:	Community Affairs-NJ Housing and Mortgage Finance Agency- Human Resources	Agency Representative:	
		Title:	
		Phone #:	

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Change Folder File (Copy) --- File contains authorization for each change, i.e. overtime pay, hourly employees, docked time, etc., that are made to an individuals paycheck. Original authorizations are maintained in personnel file. Changes are made electronically by wire transfer to ADP, Inc.						3 Years	3 Years	Destroy	
0002-0000	Check Reconciliation File --- Includes names and check numbers generated each pay.						7 Years	3 Years	Destroy	
0003-0000	Earning and Deduction Report --- Monthly listing of employee names, their gross and net earnings, individual deductions, savings and check account balances (direct deposit).						7 Years	3 Years	Destroy	
0004-0000	Employee Earnings Record --- Quarterly report of each employees earnings. Also, list statutory deductions (federal, state, social security, city and voluntary deductions).						7 Years	7 Years	Destroy	
0005-0000	Master File --- Contains all information for each employee needed to generate a paycheck. List employee name, address, social security number, bi-weekly gross, federal and state taxes withheld, etc. This is the most comprehensive payroll document.						100 Years	100 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S221510			Schedule: 002		Page #:2 of 4	
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		
0006-0000	Payroll Registers --- Contains same information as the paycheck stub. List information by department, then employee. Report is generated each pay. Also maintained in Finance.						3 Years	3 Years	Destroy	
0007-0000	Payroll Summary --- Generated each pay and contains information listed by department. Department totals are put on journal entry and given to Finance. List department number, earnings, gross pay, statutory deduction, voluntary deductions and net pay, etc.						7 Years	7 Years	Destroy	
0008-0000	Pension Reports --- Quarterly reports from the Division of Pensions. Verifies contribution payments.						7 Years	7 Years	Destroy	
0009-0000	Proof of Payments --- Listing which verifies payment to Credit Unions, Deferred Compensation, Garnishments, etc., per pay, per employee.						7 Years	7 Years	Destroy	
0010-0000	Wage and Tax Register --- Quarterly report which includes same information as W-2 form, income tax withholding per employee.						7 Years	7 Years	Destroy	
0011-0000	Individual Employee File --- File includes information pertaining to permanent and provisional full-time, part-time and summer employees. File may contain but is not limited to the following: emergency notification, notice of benefits form, orientation checklist, photo ID request, motor vehicle release form, vehicle identification, job offer letter, job description, employment verification, reference checks, application resume and cover letter, most recent earnings record, payroll status change forms, PAR documents, working test period evaluation, DESCRIPTION CONTINUED IN ITEM 0011-0001						6 yrs after termination of employment	6 yrs after termination of employment	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0011-0001	Individual Employee File --- DESCRIPTION CONTINUED FROM 0011-0000 leave of absence documentation, FMLA documentation/additional COBRA documentation, payroll change form, health benefit plan election forms, loan application, pension application, direct deposit form, payroll deduction authorization form, W-4 forms, policy acknowledgement, oath of allegiance, Code of Ethics form. Casino involvement questionnaire, disciplinary actions, career planning documents, records of training courses completed, certificates, commendations, tuition reimbursement.						6 Yrs after termination of employment	6 Yrs after termination of employment	Destroy	
0012-0000	Deferred Compensation File - Termination Disability, Retirement and Death			X			Permanent	Permanent	Permanent	
0013-0000	Grievance File --- Records of employees dissatisfaction with working conditions which are beyond his/her control, but may be subject to remedy by a supervisor. Steps I, II, III settlements which set departmental, divisional or subdivisional precedent or policy is deemed necessary for future reference. File contains: grievance procedure, grievance appeal and supporting documentation.									
0013-0001	Grievance File - Policy Establishing Settlement(Original)			X			Permanent	Permanent	Permanent	
0013-0002	Grievance File - Policy Establishing Settlement (Copy)						3 yrs after settlement	3 yrs after settlement	Destroy	
0013-0003	Grievance File - Policy - Establishing Settlement (Additional Copy)						1 yr after final settlement	1 yr after final settlement	Destroy	
0013-0004	Grievance File - Routine Settlement (Original)						3 yrs after final settlement	3 yrs after final settlement	Destroy	

Records Retention and Disposition Schedule				Agency: S221510			Schedule: 002		Page #:4 of 4	
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		
0013-0005	Grievance File - Routine Settlement (Copy)						1 yr after final settlement	1 yr after final settlement	Destroy	
0014-0000	Time Records --- Attendance Reports for Agency Employees									
0014-0001	Time Records (Original)						7 Years	3 Years	Destroy	
0014-0002	Time Records (Copy)						3 Years	3 Years	Destroy	
0015-0000	Employee Medical Records						40 yrs after termination of employment	40 yrs after termination of employment	Destroy	
0016-0000	Budget Request - Divisional --- Annual request made to the Agency for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Executive Division.						3 Years	3 Years	Destroy	
0017-0000	Correspondence (Electronic or Hardcopy) --- Letters or memoranda in either electronic or printed format, transmitted to and from the Agency during the course of business.						3 Years	3 Years	Destroy	
0018-0000	Workers' Compensation Case Files (Copies) --- Originals maintained by Division of Workers' Compensation for 45 yrs.						7 Years after final settlement or payment	2 Years after final settlement or payment	Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221513		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 001 (RETIRED)		
BUREAU:	Contract Administration	PAGE #	1	OF
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RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency – Contract Administration
FORMER AGENCY NUMBER	S221513-001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Contract Administration – Files	Obsolete	<p>S221513-001 RS#0001-0000</p> <p>Documents relating to the Agency's providing of contract administrative services under the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development. Files include: resident inquiries, HUD (Housing and Urban Development) correspondence, Housing Assistance Payment Contracts, physical inspection reports, renewals/rent adjustments file, management and occupancy reviews and TRACS file.</p> <p>Retention: 7 years/Destroy Agency: Life of the contract</p>	<p>G100000-011 RS#0406-0001 Grant/Entitlement/Recognition File - Approved (Original)</p> <p>File pertains to original documentation for a state agency receiving federal grant monies or for a State agency issuing grant monies or a State agency approving a statutory entitlement granted to eligible applicants.</p> <p>Retention: 7 years after termination of grant/Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221513	003	2 OF 2

0002-0000	ACC (Annual Contribution Contracts)	Obsolete	<p>S221513-001 RS#0002-000 Include: HAP (Housing Assistance Payment) Vouchers, Chronological File, Project File</p> <p>Retention: 7 years after termination of contract</p>	<p>G100000-011 RS#0007-0001 Accounting Bureau Payment Voucher/Using Agency Payment/Payment Voucher (AV/UA/PV/U1/A1)</p> <p>Usage: reimbursements of service charges from the using agency; to submit a request for vendor payment for goods or services supplied through direct agency purchases, formal purchases, or contract obligations; to reimbursement for agency's petty cash fund; and request for payment of revenue refunds. Formerly known as Revenue Refund Voucher, Petty Cash Fund Reimbursement, Certificate of Debit and Credit, and Invoice.</p> <p>Retention: 7 years</p>
0003-0000	Budget Request-Divisional	Obsolete	<p>S221513-001 RS#0003-0000</p> <p>Retention: 3 years</p>	<p>G100000-011 RS#0302-0001 Budget Request - Departmental (Copy)</p> <p>Retention: 3 years</p>
0004-0000	Correspondence	Obsolete	<p>S221513-001 RS#0004-0000</p> <p>Retention: 3 years</p>	<p>G100000-011 RS#1405-0001 Correspondence - External</p> <p>Retention: 3 year</p>

STATE OF NEW JERSEY



Community Affairs-NJ Housing and Mortgage Finance Agency-Contract Administration

S221513-001

Records Retention and Disposition Schedule		Agency: S221513	Schedule: 001	Page #:1 of 1
Department:	Community Affairs-NJ Housing and Mortgage Finance Agency- Contract Administration	Agency Representative:		
		Title:		
		Phone #:		

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Contract Administration - Files --- Documents relating to the Agency's providing of contract administrative services under the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development. Files include: resident inquiries, HUD correspondence, Housing Assistance Payment Contracts, physical inspection reports, renewals/rent adjustments file, management and occupancy reviews and TRACS file.						7 Years	Life of contract	Destroy	
0002-0000	ACC (Annual Contribution Contracts) --- Include: HAP Vouchers, Chronological File, Project File.						7 Years after termination of contract	3 Years after termination of contract	Destroy	
0003-0000	Budget Request - Divisional --- Annual request made to the Agency for the allocation of funds during the upcoming fiscal year. Original retained by the Executive Division.						3 Years	3 Years	Destroy	
0004-0000	Correspondence (Electronic or Hardcopy) --- Letters or memoranda in either electronic or printed format, transmitted to and from the Agency during the course of business.						3 Years	3 Years	Destroy	

* P - Public, C - Confidential

STATE OF NEW JERSEY



Health - Chief State Medical Examiner

S463000-001

Records Retention and Disposition Schedule		Agency: S463000	Schedule: 001	Page #:1 of 3
Department:	Health - Chief State Medical Examiner	Agency Representative:	Jason Timmerman	
		Title:	Regulatory Office 1	
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Autopsy Protocols/Reports --- Includes, but not limited to: Report of Investigation by Medical Examiner (RIME), final cause of death, final matter of death, death certificate, photographs of the decedent, toxicology reports, investigation reports including interviews with witnesses and family members, law enforcement investigation reports (if any), any additional medical imagery, anything else related to the death and identifying information such as name, date and time of death, location of death, next of kin, etc.			X		C	Permanent		Archival review	
0002-0000	Viewing Reports --- Includes, but not limited to: Report of Investigation by Medical Examiner (RIME), final cause of death, final matter of death, death certificate, photographs of the decedent, toxicology reports, investigation reports including interviews with witnesses and family members, law enforcement investigation reports (if any), any additional medical imagery, anything else related to the death and identifying information such as name, date and time of death, location of death, next of kin, etc.					C	Permanent		Permanent	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0002-0001	Facilitated Release Reports --- Includes, but not limited to: Report of Investigation by Medical Examiner (RIME), final cause of death, final matter of death, death certificate, photographs of the decedent, toxicology reports, investigation reports including interviews with witnesses and family members, law enforcement investigation reports (if any), any additional medical imagery, anything else related to the death and identifying information such as name, date and time of death, location of death, next of kin, etc.					C	Permanent		Permanent	
0003-0000	Case Release Reports					P	Permanent		Permanent	
0004-0000	Ledger Books/Log Books			X		P	Permanent		Archival review	
0005-0000	Investigation Reports					C	Permanent		Permanent	
0006-0000	Statistical Reports									
0006-0001	Annual Statistical Reports			X		P	Permanent		Archival review	
0006-0002	Monthly Statistical Reports					P	3 Years		Destroy	
0007-0000	Microscopic Reports - Consultative & Integral					P	Permanent		Permanent	
0008-0000	Toxicology Reports (Copy) --- Also Maintained in the Autopsy Report					P	7 Years		Destroy	
0009-0000	X-Rays									
0009-0001	X-Rays - Unidentified Body					C	Permanent		Permanent	
0009-0002	X-Rays - Homicide					C	Permanent		Permanent	
0009-0003	X-Rays - Child < 3 Years					C	Permanent		Permanent	
0009-0004	X-Rays - Other					C	5 Years		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0010-0000	Photographs					C	Permanent		Permanent	
0011-0000	Graphs & Charts --- Graphs and Charts Used to Generate Toxicological Reports					P	2 Years After Completion Of The Autopsy Report		Destroy	
0012-0000	Law Enforcement Drug Testing Reports					C	Permanent		Permanent	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Law and Public Safety-Criminal Justice-State Medical Examiner	AGENCY #S660406		
DIVISION:	SCHEDULE # 002 (RETIRED)			
BUREAU:	PAGE #	1	OF	2

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Law and Public Safety-Criminal Justice-State Medical Examiner
FORMER AGENCY NUMBER	S660406-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Autopsy Protocols/Reports	Obsolete		
0002-0000	Viewing Reports	Obsolete		
0003-0000	Ledger Books/Log Books	Obsolete		
0004-0000	Investigation Reports	Obsolete		
0005-0000	Statistical Reports	Obsolete		
0005-0001	Annual Statistical Reports	Obsolete		
0005-0002	Monthly Statistical Reports	Obsolete		
0006-0000	Microscopic Reports - Consultative & Integral	Obsolete		
0007-0000	Toxicological Reports (Copy) --- Also maintained in the Autopsy Report.	Obsolete		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S660406	SCHEDULE # 002	PAGE # 2 OF 2
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0008-0000	X-Rays	Obsolete		
0008-0001	X-Rays - Unidentified Body	Obsolete		
0008-0002	X-Rays - Homicide	Obsolete		
0008-0003	X-Rays - Other	Obsolete		
0009-0000	Photographs	Obsolete		
0010-0000	Graphs & Charts --- Graphs and charts used to generate Toxicological Reports.	Obsolete		

STATE OF NEW JERSEY



Law and Public Safety-Criminal Justice-State Medical Examiner

S660406-002

Records Retention and Disposition Schedule		Agency: S660406	Schedule: 002	Page #:1 of 2
Department:	Law and Public Safety-Criminal Justice-State Medical Examiner	Agency Representative:		
		Title:		
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Autopsy Protocols/Reports			X			Permanent	Permanent	Permanent	
0002-0000	Viewing Reports			X			Permanent	Permanent	Permanent	
0003-0000	Ledger Books/Log Books			X			Permanent	Permanent	Permanent	
0004-0000	Investigation Reports			X			Permanent	Permanent	Permanent	
0005-0000	Statistical Reports									
0005-0001	Annual Statistical Reports			X			Permanent	Permanent	Permanent	
0005-0002	Monthly Statistical Reports						3 Years	3 Years	Destroy	
0006-0000	Microscopic Reports - Consultative & Integral			X			Permanent	Permanent	Permanent	
0007-0000	Toxicological Reports (Copy) --- Also maintained in the Autopsy Report.						7 Years	7 Years	Destroy	
0008-0000	X-Rays									
0008-0001	X-Rays - Unidentified Body			X			Permanent	Permanent	Permanent	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S660406			Schedule: 002		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0008-0002	X-Rays - Homicide						2 yrs after trial and after conclusion of litigation	2 yrs after trial and after conclusion of litigation	Destroy	
0008-0003	X-Rays - Other						5 Years	5 Years	Destroy	
0009-0000	Photographs			X			Permanent	Permanent	Permanent	
0010-0000	Graphs & Charts --- Graphs and charts used to generate Toxicological Reports.						2 yrs after completion of the Autopsy Report	2 yrs after completion of the Autopsy Report	Destroy	

**PROPOSED
STATE RECORDS COMMITTEE MEETINGS
2021**

January 21*

February 18

March 18*

April 15

May 20*

June 17

July 15*

August 19

September 16*

October 21

November 18*

December 16

*Indicates meeting may be called for emergency or special purpose