DEPARTMENT OF THE TREASURY

DIVISION OF REVENUE AND ENTERPRISE SERVICES

RECORDS MANAGEMENT SERVICES

Mailing: PO Box 661, Trenton, NJ 08625

Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Report

Agency Name:

Address:

Phone:

Email:

Contact Person:

Date the Damage Occurred:

Date the Damage was Discovered:

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

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

Specifics unknown. Bob Hess, Assistant Manager Docusafe Data and Records Management offsite storage stated in an email dated November 15, 2018 (see details below) that he was told by the General Manager “the section your box came from had some wet boxes a while back.” No further details were provided.

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

**3. What salvage attempts were made?**

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

**5. Why are these records unsalvageable?**

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

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

**8. Are there additional records still maintained in the building?**

**If yes, how are these records being protected?**

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

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Mailing: PO Box 661, Trenton, NJ 08625

Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Damaged Records Inventory

Agency Name:

Agency Retention Schedule:

Retention Schedule Number:

Record Series Number:

Record Series Name:

Retention Time:

Inclusive Years:

Volume (Cubic Feet):

Damage Type:

Other copies available?

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RECORDS MANAGEMENT SERVICES

Damaged Records

Disposal Certification

TO: State Records Committee

FROM:

DATE:

SUBJECT: Request to Destroy Water-damaged Records Stored at Docusafe Data and Records Management

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

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Date