



AGENDA
STATE RECORDS COMMITTEE
December 16, 2021
10:00AM

Location: Online/Teleconference
(<https://www.state.nj.us/treasury/revenue/rms/srcpackets.shtml>)

Announcement of Open Public Meeting

I. Review of October 21, 2021 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request: # 576959 - 577869

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

III. New Business:

A. Records Retention Schedules: (See attached)

- 1. Department of Transportation - S870000** – Presented by James Jenkins
- 2. Municipal Health Department - M640000** – Presented by Karen Perry
- 3. State General Schedule - G100000** – Presented by Liz Hartmann
- 4. County and Municipal General Schedule - C820000/M100000** – Presented by Liz Hartmann
- 5. Board of Education Administration - M700101** – Presented by Liz Hartmann
- 6. Board of Education Student - M700106** – Presented by Liz Hartmann

B. Special Request for Authorization for Records Disposal: (See attached)

- 1. Northern Valley Regional High School – Damaged Records – Presented by Karen Perry**

IV. Old Business:

A. Records Retention Schedules: (See attached)

- 1. Community Affairs – NJ Housing and Mortgage Finance Agency - S221509 Retired – Presented by Marcella Campbell**

IV. New Business:

A. Proposed Dates for 2022 State Records Committee Meetings



MINUTES
STATE RECORDS COMMITTEE
October 21, 2021

Amanda Truppa, Secretary, called the 447th meeting of the State Records Committee to order at 10:06 a.m. on the above date. This meeting was conducted virtually.

Ms. Truppa stated there was a quorum present; Mr. Kramli was excused.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, designee
Department of Community Affairs, Division of Local Government Services, Jason Martucci, designee
State Archives, Joseph Klett
Attorney General, Susan Scott, designee

Staff: Liz Hartmann, Administrative Analyst 3, Records Management Services
John Berry, Records Analyst 1, Records Management Services
Marcella Campbell, Records Analyst 3, Records Management Services
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services
Karen A. Perry, Records Analyst 1, Records Management Services
Robert Herrick, Records Analyst 2, Records Management Services
James Jenkins, Records Analyst 2, Records Management Services
Donald Cornelius, Archivist, State Archives

Other: Michele Everly, CARMA, Gloucester County
Argean Cook, NJ Transit
Joan DePaolo, NJ Transit
Patricia Horrell, Health
Mary Miller, DCA – Housing and Finance
Michelle McKnight, DCA – Housing and Finance
Keith Harley, DEP
Paul Komosinsky, DEP
Cheryl Keck, DEP
Adolfo Guerrero, NJ Transit
MariaLisa Bazela, Bergen County
Art Staerk, Accuscan
Rhonda Pisano, Bernards Township
Ellanore Leong, NJ Transit
Jamie O'Donnell, NJEFA
Laura Wooding, NJ Transit
Torri Thompson, DCA – Housing and Finance

Robert Porreca, MVC
Toi Fisher, NJ Transit
Christopher Medina, NJ Transit

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the July 15, 2021 meeting all present approved.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 574205-576958

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

Report to the State Records Committee

C. Report to the State Records Committee – approved with a change to include “copies of” related to notices, agendas, minutes in records series 0021-0000

II. New Business

A. Records Retention Schedule:

1. Motor Vehicle Commission – Imaging Services Center – Imaging Unit/Transaction – S794001 – approved with change, “microfilm recommended’ to “microfilm or digitization recommended.”

2. Environmental Protection - Environmental Safety & Health Discharge Prevention – passed with changes to enumeration.

3. Community Affairs – NJ Housing and Mortgage Finance – tabled pending further consideration

B. Special Request for Authorization for Records Disposal:

1. NJ Transit – Approved

2. Bernards Township – Approved

III. Other Business: A motion was made to allow other business.

MariaLisa Bazela of Bergen County presented a question to the Committee regarding Daniel's Law, specifically how Bergen County's Tax Board would redact information from microfilm and how the Committee recommends the counties handle it.

Mr. Klett noted the State Records Committee oversees the retention of the records effected, however, does not have control of the legislation regarding Daniel's Law. Mr. Klett described how the State Archives is able to redact information from microfilm housed at the Archives.

There being no further business, the Committee adjourned at 11:02 a.m.

Amanda Truppa
Secretary
State Records Committee

Certification #	Agency	Amendment Type
2110201-MP	Emerson Board of Education	New Registration
0192001-MP	Catastrophic Illness in Children Relief Fund	New Registration
03061901-NM	New Jersey Health Care Facilities Financing Authority Division of Operations	Annual Review
19091201-MP	Bergen New Bridge Medical Center-One Content	Annual Review
19091202-MP	Bergen New Bridge Medical Center-Ultipro	Annual Review
10021801-MF	Township of North Brunswick	Annual Review
08022101-MP	County of Somerset Enterprise	Annual Review
06110902-MF	Township of West Windsor	Annual Review
13051607-MF	Camden County College Enterprise Imaging System	Annual Review
12062111-MP	Edgewater Park Township Schools	Annual Review
09111203-NM	Township of Mount Olive	Annual Review
21102001-MP	Emerson Board of Education	Annual Review
13032108-NM	Borough of Franklin Lakes	Annual Review
09101505-MP	Borough of Eatontown	Annual Review
17060803-MP	Township of Parsippany Troy-Hills	Annual Review
06031602-MF	County of Passaic County Clerk eFiling	Annual Review
12021604-NM	County of Passaic	Annual Review
01111401-MF	County of Passaic County Clerk	Annual Review
07092004-NM	Department of Human Services Family Care	Annual Review
19050901-MP	Absecon School District	Annual Review
10121601-MP	Maple Shade School District	Annual Review
09012225-MF	Borough of Ramsey	Annual Review/ Amendment
16020401-MP	Passaic County Vocational School District	Annual Review
11051901-MP	New Jersey State Police, DNA Laboratory	Annual Review

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Department of Transportation	AGENCY # S870000		
DIVISION:		SCHEDULE # 008 (RETIRED)		
BUREAU:		PAGE #	1	OF
				2

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Department of Transportation
FORMER AGENCY NUMBER	S870000-008

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0001	DOT Design/Construction Projects File	Description	Files pertaining to design and construction projects implemented and maintained throughout NJDOT pertaining, but not limited to the following: road and/or bridge construction projects, railroad utility projects, state aid projects, and construction of utility facilities. Includes records used for monitoring, reporting, and tracking the progress of all phases of an assigned project. Contains, but not limited to original correspondence, copies of traffic control/staging plans, contracts/agreements, task/work order, reference reports, environmental permits, data sheets, information relating to research studies, e.g.; research files,	Files pertaining to design and construction projects implemented and maintained throughout NJDOT pertaining, but not limited to the following: road and/or bridge construction projects, railroad utility projects, state aid projects, and construction of utility facilities. Includes records used for monitoring, reporting, and tracking the progress of all phases of an assigned project. Contains, but not limited to original correspondence, copies of traffic control/staging plans, contracts/agreements, task/work order, reference reports, environmental permits, data sheets, information relating to research studies, e.g.; research files,

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S870000	SCHEDULE # 002	PAGE # 2 OF 2
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			demonstration files, pavement recommendation and investigation files, floor plans, diagramming, price quotes, pile driving, load test and all related materials.	demonstration files, pavement recommendation and investigation files, floor plans, diagramming, price quotes, pile driving, load test and all related materials. Retention start date for Federally funded projects mandated by 2 CFR \$ 200.334. 10 years after final acceptance and Federal Project Closing Date.
0001-0007	Federal And State Aid Programs Project Files District Offices	Description	Documentation of completed projects using State and Federal Aid funds, Bridge Bond funds and other non-federal funding sources. File contains inspections, agreements, Department of Actions, resolutions, applications, correspondence, engineering documents such as plans and reports and other related project material.	Documentation of completed projects using State and Federal Aid funds, Bridge Bond funds and other non-federal funding sources. File contains inspections, agreements, Department of Actions, resolutions, applications, correspondence, engineering documents such as plans and reports and other related project material. Retention start date for Federally funded projects mandated by 2 CFR \$ 200.334. 7 years after final acceptance and Federal Project Closing Date.

STATE OF NEW JERSEY



Transportation

S870000-008



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

Records Retention and Disposition Schedule		Agency: S870000	Schedule: 008	Page #:1 of 17
Department:	Transportation	Agency Representative:	Amalia Mcshane	
		Title:	Acting Inspector General	
		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	PROJECT FILE					P			Destroy	
0001-0001	DOT Design/Construction Projects File --- Files pertaining to design and construction projects implemented and maintained throughout NJDOT pertaining, but not limited to the following: road and/or bridge construction projects, railroad utility projects, state aid projects, and construction of utility facilities. Includes records used for monitoring, reporting, and tracking the progress of all phases of an assigned project. Contains, but not limited to original correspondence, copies of traffic control/staging plans, contracts/agreements, task/work order, reference reports, environmental permits, data sheets, information relating to research studies, e.g.; research files, demonstration files, pavement recommendation and investigation files, floor plans, diagramming, price quotes, pile driving, load test and all related materials. Retention start date for Federally funded projects mandated by 2 CFR § 200.334.					P	10 years after final acceptance and Federal Project Closing Date.		Destroy	
0001-0002	DOT Facilities Project File - Major --- Significant projects such as major rehabilitation or new construction projects for NJDOT facilities and buildings. Contains records of plumbing, electrical, heating and air conditioning equipment installation and/or specifications, asbestos abatement and/or investigative reports, and original as built drawings.					P	Life of the structure		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		
0909-0001	Disciplinary Actions - Departmental Personnel (Copy)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0909-0002	Disciplinary Actions - Management Personnel (Copy)					P	3 yrs after final action	3 yrs after final action	Destroy	
0909-0003	Disciplinary Actions (Additional Copy)					P	1 Years	1 Years	Destroy	
0910-0000	Referrals - External And Internal --- Records of potential job applicants received from sources inside/outside of a state agency.									
0910-0001	Referrals - External					P	3 Years	3 Years	Destroy	
0910-0002	Referrals - Internal					P	1 Years	1 Years	Destroy	
0911-0000	Request For Employment Disability Leave/Return (Copy) --- Employees request for leave of absence with pay due to disability either through injury or illness incurred from employment. Original retained by the Department of Personnel.									
0911-0001	Request For Disability Leave/Return - Departmental Personnel (Copy)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0911-0002	Request For Disability Leave/Return - Departmental Payroll (Copy)					P	3 Years	3 Years	Destroy	
0911-0003	Request For Disability Leave/Return (Additional Copy)					P	1 Years	1 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:2 of 17	
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		
0001-0003	DOT Facilities Project File - Minor --- Minor projects such as minor rehabilitation, paving, painting, sheds, roof replacements and coating for NJDOT facilities. Includes, but not limited to: correspondence, change orders, plans, specifications, warranties.					P	10 years after completion of project.		Destroy	
0001-0004	DOT Maintenance & Operator Project File --- Records describing the planning and execution of ordinary and emergency maintenance and operational activity taken on State roadways, bridges, and equipment. These include records of manpower, crew activities, event response, emergency management response, and snow removal. These further include database data, pertaining to the Departments care and maintenance of an asset over years of its life, including but not limited to structures and roadways, not to include vehicle maintenance records as listed on the State General Schedule.					P	3 Years		Destroy	
0001-0005	Community Relations Project File --- Contains general information regarding road projects, correspondence to and from property owners, state and county officials and information on road project meetings conducted.					P	3 years after completion of project.		Destroy	
0001-0006	Environmental Project File --- Files are used to document the environmental consideration and alternative actions to proposed highway developments. File may include, but not limited to: copies of consultant contracts and invoices, plans for, hazardous waste, noise, and ecology - including, hazardous waste sampling reports, noise mapping plans, ecology permit applications, Level of Action Forms, Environmental Re-evaluation Forms, (copies), photographs, and related materials. Also includes environmental compliance files, and water analytical data files.					P	30 years after final acceptance.		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:3 of 17	
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		
0001-0007	Federal And State Aid Programs Project Files District Offices --- Documentation of completed projects using State and Federal Aid funds, Bridge Bond funds and other non-federal funding sources. File contains inspections, agreements, Department of Actions, resolutions, applications, correspondence, engineering documents such as plans and reports and other related project material. Retention start date for Federally funded projects mandated by 2 CFR \$ 200.334.					P	7 years after final acceptance and Federal Project Closing Date.		Destroy	
0001-0008	Access Design Project File --- Documentation of changes made to driveways in the State by the Department in order to verify that the Department made the changes and not the property owner illegally. May include but is not limited to: access cutout plans, lot owner access concurrence form, lot owner lease agreements, and records pertaining to appeals, revocations, modifications, adjustments, changes and related correspondence.			X		P	50 Years		Archival Review	
0001-0009	Materials Project File --- Documentation of all materials such as concrete, asphalt, metals, paints, aggregates, and various chemicals used to build and maintain roads, bridges, and other transportation structures pertaining to a specific federally funded or state funded project. May include, but not limited to: original materials certifications, inspection reports, and laboratory analysis.					P	30 years after completion of project.		Destroy	
0001-0010	Materials Producer File --- Records relating to various companies that supply materials used on NJDOT projects to ensure that products meet with standards and specifications. May include but not limited to: certifications, reports of plant inspections and approvals, mix designs and laboratory analysis reports.					P	30 years from date of receipt.		Destroy	
0002-0000	REPORTS									

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:4 of 17	
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	DOT Final Reports --- Including but not limited to: Original manuscripts; e.g.; Research; Planning; All Project Development Reports including: Concept Development, Preliminary Engineering, State Long-Range Plan, and Tier 2 Screening.			X		P	7 Years		Archival Review	
0002-0002	Internal Audit Reports --- Final reports and follow up documentation of internal audits.					P	7 years after completion of audit.		Destroy	
0002-0003	Railroad Accident Report File --- Reports of railroad accidents at grade crossings includes: correspondence and copies of forms submitted by railroad companies to the Federal Rail Administration.					P	5 Years		Destroy	
0002-0005	Aviation Report File --- Contains various external reports not included in the Aviation Studies files.					P	20 Years		Destroy	
0002-0006	Aircraft Accident And Incident Report File --- Report file of aircraft accidents and incidents at all airports throughout New Jersey. Contains copy of report from the National Transportation Safety Board (NTSB), Office of Aviation Safety, copy of police reports, photos, witness statements and correspondence. Complete file is maintained by the NTSB.					P	10 years after final report.		Destroy	
0002-0007	Legislative And Gubernatorial Reports --- Annual reports to the Governor and the New Jersey State Legislature as per law. (N.J.S.A. 27:1B) The file contains but is not limited to the following: Capital Program, Capital Investment, Transportation Trust Fund, Pavement Report, Excess Property Report (NJDOT-owned but not utilized property), Red Lights/5 Year Report, Safe Corridors, Barnegat Bay Watershed Special Report, Congestion Busters Report, Truck Study, Bridge Bond, and supporting documentation.			X		P	50 Years		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:5 of 17	
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		
0002-0008	Cultural Resources Impact Reports --- Under various federal and state regulations, DOT may be required to mitigate any adverse impacts on cultural/historic areas by having a variety of in-depth investigations and reports made. This includes, Historic American building Survey Reports, Historic American Engineering Reports, Mitigation Reports and Archaeological Data Recovery Reports.			X		P	30 years after project is constructed or 1 year after project deactivation.		Archival Review	
0002-0009	Fixed Guideway Systems Safety & Oversight Reports --- Reports of accidents for passenger lines not under NJ Transit, such as the Hudson Bergen Light Rail, Newark City Subway Line, PATCO, and Riverline: correspondence & forms submitted by services providers.					P	15 Years		Destroy	
0002-0010	Global Positioning System (GPS) Vehicle Data --- Data that captures speeding or location violations from GPS devices on state vehicles. Used to determine location and activity of vehicles in Department fleet. Reports are generated and accessed by NJDOT management.					P	3 Years		Destroy	
0003-0000	PLANS AND MAPS									
0003-0001	Official Transportation Map --- Digital and drawn maps and any original Official Transportation hand-drawn map. Also known as the Official Map and Guide of New Jersey.			X		P	10 Years		Archival Review	
0003-0002	Operations Action Plan --- Includes records pertaining to Continuity of Operations Plans, statewide and regional emergency management plan of action related to weather emergencies.					P	5 years after updated.		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		
0003-0003	<p>Working/Shop Drawings --- Detailed drawings prepared by Fabricator and once approved by the Designer, the Fabricator manufactures the structural elements. This is the only record that contains all the exact details relating to how the structures were built. These records are necessary in order to determine future repairs and procedures for structures.</p>			X		P	Life of the structure		Archival Review	
0003-0004	<p>Final As Built Plans --- Contains maps and final As Built plan sheets (drawings) of construction of New Jersey roads, buildings, and structures, which provide a reference source for structure details while a project is under construction and for future rehabilitation. Includes Intelligent Transportation System (ITS) Project Plans that contain system designs regarding fiber optic systems for placement of variable message signs, closed circuit TV systems, traffic camera video systems and other devices, and relocation of utilities plans submitted by railroad and utility companies requesting state approval or recommendations. May also contain correspondence, e.g.; Mechanistic Overlay/Pavement Design, original drawings which provide a reference source for details while a project is under construction and for future rehabilitation.</p>			X		P	Life of the structure		Archival Review	
0003-0005	<p>Bridge Boring Log Location Plans/Map --- Plans used to ascertain location of exiting borings to identify soil type for Bridge pavement and construction design. File contains but is not limited to analysis, logs, plans, and supporting documentation.</p>			X		P	3 Years		Archival Review	
0003-0006	<p>Straight Line Diagram Book --- Includes but not limited to: Highway Performance Monitoring Inventory Worksheets which are the source documents for data in the Highway Performance Monitoring System. Information includes: physical description and dimensions of highways, e.g.; lane and shoulder widths, traffic volumes; includes Field Forms and maps that contain information regarding county and municipal roadways, e.g.; geometry, jurisdiction, functional classification, length, intersections. Includes Road Inventory Sheet.</p>					P	10 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0004-0000	INTELLIGENT TRANSPORTATION SYSTEMS/TRANSPORTATION SYSTEMS MANAGEMENT									
0004-0001	Vehicle Count Data (Wavetronix Or Similar) --- Traffic volume system that collects anonymous traffic data, volume, speed and occupancy.					P	20 Years		Destroy	
0004-0002	Adaptive Signal Control Data --- Data collected from traffic sensors that capture current traffic demand data to adjust traffic signal timing to optimize traffic flow in coordinated traffic signal systems.					P	30 Days		Destroy	
0004-0003	Closed Circuit Television Video (CCTV) --- Traffic camera footage maintained by NJDOT recording traffic conditions, traffic delays, incidents, and weather conditions.					P	7 Days		Destroy	
0004-0004	Video Image Detection - DATA ONLY --- Traffic Signal Detection System. Detects vehicles approaching traffic signal. Collects vehicle data for computerized/intelligent analytics.					P	30 Days		Destroy	
0004-0005	Traffic Operations Activities File --- Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: potholes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (IMRT). (N.J.S.A. 2A:14-1)					P	10 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:8 of 17	
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		
0004-0006	Dynamic Message Sign Information --- Traffic and emergency messages displayed on permanent and portable variable message signs. These messages are deployed by NJDOT using Dynamic Message Software.					P	2 Weeks		Destroy	
0005-0000	INVESTIGATIONS									
0005-0001	Internal Investigation File --- Contains but not limited to: reports and records pertaining to internal investigation regarding theft, vandalism, workplace violence, and violations to NJDOT and State policies. May include interim reports and correspondence.					P	10 years after final disposition.		Destroy	
0005-0002	Environmental Laboratory Investigations --- Includes physical and environmental chemical testing data, research reports, correspondence, laboratory work records, special projects, etc.					P	50 Years		Destroy	
0005-0003	Pavement Investigations - Condition Assessment And Treatment History --- Contains interim reports and correspondence pertaining to physical evaluation of pavement conditions. Pavement evaluation inspection report of pavement condition data and recommendations for addressing overall conditions and project specific recommendations. Contains numerical pavement condition assessment results from annual network condition surveys, and pavement treatment history information.					P	15 Years		Destroy	
0005-0004	Pavement Investigations - Visual Condition Images --- Contains visual pavement condition images resulting from annual network condition surveys and ride quality QA testing.					P	10 Years		Destroy	
0006-0000	STUDIES, LOGS, AND BOOKS									

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:9 of 17	
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		
0006-0001	Traffic And Engineering Studies --- Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies and counts, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence.					P	20 years after completion of project.		Destroy	
0006-0002	Aviation Studies File --- Consists of various reports produced concerning airport and aviation studies throughout the state. May also include economic and environmental impact studies and various other reports.			X		P	20 Years		Archival Review	
0006-0003	Diaries --- Includes but not limited to: individuals original daily account of worksite activity or plant inspection, operations at drawbridges, type of vessel, accidents, weather conditions, time of openings, etc., e.g.; Field diaries.					P	10 Years		Destroy	
0006-0004	Department Cashier Log --- Initially prepared by the mailroom and completed by the Cashier's office. Log lists all checks, money order and cash received daily by mail.					P	1 year after audit.		Destroy	
0007-0000	BRIDGES AND STRUCTURES									
0007-0001	Bridges And Structure Engineering Service File --- Bridge Design Standards; Bridge and Rehabilitation and/or replacement projects programming (scheduling); Bridge Design Policies; Review of new methods of bridge design.			X		P	10 Years		Archival Review	
0007-0002	Bridge & Structure - Engineering & Inspection File --- Includes but not limited to: complete maintenance history of repairs and costs, bridge inspection reports, correspondence, photographs, initial or first cycle inspection reports.			X		P	Life of the structure		Archival Review	

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		
0007-0003	Movable Bridges File - Maintenance --- History of operations and maintenance of drawbridges. Records may include: correspondence, complaints, work orders, accident reports, inspection reports, and related materials.					P	10 Years		Destroy	
0008-0000	TRAFFIC									
0008-0001	Traffic Regulatory File - State --- Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner approvals, correspondence, reports, ordinances, resolutions, and other related materials. (PL2008., c.110)					P	10 years after modification.		Destroy	
0008-0002	Traffic File - County And Municipal --- Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner Approvals, correspondence, reports, ordinances/resolutions, and other related materials. (PL2008., c.110)					P	20 Years		Destroy	
0008-0003	State Traffic Signal File. Includes State Highway Traffic Signal Plans, State Highway Sign Directives, And Copies Of Non-State Traffic Signal Plans --- Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspections reports, certifications, ownership of maintenance agreement, reports and other related material. Includes Highway Sign Directives.					P	10 years after signal removal.		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		
0008-0005	Traffic Regulation Orders-Emergent And Non-Emergent --- Any order with or without Municipal resolution, issued pursuant to <u>N.J.S.A. 39:4-8.3 et seq.</u> , governing the regulation of traffic or parking on public highways or transportation systems under the jurisdiction of the Commissioner of Transportation. In addition, an informational record concerning those public highways, or portions thereof, and transportation systems affected by the orders issued pursuant to this act.			X		P	50 Years		Archival Review	
0009-0000	MAJOR AND MINOR ACCESS									
0009-0001	Major And Minor Access Application File --- Consists of application, plans, specifications, traffic studies.					P	5 years after permit execution or denial. 1 year after application withdrawal.		Destroy	
0009-0002	Highway Occupancy Access Application, Permit And Plan --- Other than roadway, may include: parades, tree trimming, utility installation, etc.					P	Current year plus 1 year after.		Destroy	
0009-0003	Major Access Permits And Plans --- Includes permits for Major, Major with Planning, Street Intersection Lot Subdivision, and Lot Consolidation.			X		P	50 Years		Archival Review	
0009-0004	Minor Access Permits --- Includes permits and related records for Minor Access					P	6 years after completions of construction.		Destroy	
0010-0000	CLAIMS									

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:12 of 17	
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		
0010-0001	<p>Damage Claims File ---</p> <p>Records pertaining to damage to non-electrical DOT property such as guiderails, concrete medians, barriers, curbing, etc., and to electrical Traffic Control devices such as traffic signals, light poles, speed limit signs, etc. Original claim is submitted to Department of Treasury for reimbursement, and copies are maintained. This may include: any correspondence relating to the claim, description of damage, police reports, maps, certifications, and the final decision and/or settlement.</p>					P	7 years after settlement.		Destroy	
0010-0002	<p>Employee/Contractor Claims File ---</p> <p>Used to monitor and settle claims against NJDOT by its employees or contractors for recovery of payment. Includes: claim, Commissioners action, copy of investigation, audit reviews, invoices, correspondence, and related documents.</p>					P	7 years after settlement.		Destroy	
0011-0000	<p>PUBLIC INFORMATION CENTER ---</p> <p>Public Information Center Meeting File. Contains original invitation letter sent to property owners, and state and county officials inviting them to an information center, public hearing or public meeting regarding a road project that may affect them or may be of interest to them. Also includes: speaker lists, attendance list, and names and addresses of those persons invited.</p>					P	15 years after hearing/meeting.		Destroy	
0012-0000	<p>RIGHT OF WAY ---</p> <p>Right of Way Process File - NJDOT Property Purchase. Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Route Books, plotting, maps, plans, sketches, negotiations, appraisals, agreement of sale, deed, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/files along with correspondence and memos. Copy of recorded deed as maintained by the Office of the County Clerk/recorder.</p>			X		P	50 Years		Archives	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:13 of 17	
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	JURISDICTIONAL --- Jurisdictional Agreement/Jurisdiction Limit Map File. Agreement between the State and public Agencies authorizing maintenance and control of roadways as well as jurisdictional limit maps.			X		P	50 Years		Archival Review	
0014-0000	DEPARTMENT ACTIONS									
0014-0001	Department Actions File --- File pertaining to Department-wide Actions for Executive approval which are required for, but not limited to: Advertisements, Awards of Contracts, Jurisdictional Agreements, Closeouts, Federal Grants, Memorandum of Agreements, Department Action Index, Department Actions File Form, Minutes (copies), Traffic Signal Approvals - State Roads, Declaration of Default on Construction Projects, Claim Settlements, and supporting documentation					P	10 Years		Destroy	
0014-0002	Certification Schedule Of Department Action Approvals --- Indexed listing of Department Actions that have been Certified, Sealed and Notarized by the Department Secretary.					P	10 Years		Destroy	
0015-0000	WORK PAPERS									
0015-0001	Project Development Work Papers --- Work papers that consist of all data in support of the Concept Development, Feasibility Assessment, and Preliminary Engineering Final Reports.					P	15 years or after completion of final report.		Destroy	
0015-0002	Tier 2 Screening Work Papers --- Work papers containing field notes, data collected, and meeting minutes.					P	2 years after completion of final report.		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:14 of 17	
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		
0015-0003	Internal Audit Work Papers --- Contains work papers, recommendations, and supporting documentation for audit reports.					P	7 years after audit findings resolved.		Destroy	
0016-0000	RAILROAD									
0016-0001	Railroad Grade Crossing Inspection File --- Record of track inspections of grade crossings. Completed forms required the Federal Railroad Administration.					P	10 Years		Destroy	
0016-0002	Railroad Grade Crossing Docket File --- Records pertaining to improvements, modifications and reconstruction of grade crossings or protections of grade crossings in accordance with docket orders or departmental rehabilitation programs. Contains original plans, agreements, crossing deficiency letter, inspection, copies of decision and order, MOA, departmental actions, public petitions and other related materials.					P	Life of grade crossing.		Destroy	
0017-0000	UTILITIES --- Utility File. Design, construction, and relocation records of utility facilities, for state, county, and municipal roadways, and along railroad property. Contains correspondence, agreements, plans, MOA, and other related material.					P	7 years after termination of agreement.		Destroy	
0018-0000	AERONAUTICS									
0018-0001	Continuous Airport System Planning (CASP): --- Consists of documents and reports concerning CASP, which monitors and evaluates the development of all airport projects throughout the State.			X		P	10 Years		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:15 of 17	
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		
0018-0002	Aeronautical Facility License File --- Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, applications, application evaluations, correspondence, and inspection report. Includes airports, heliports, airstrips, and balloon stops.			X		P	10 years after decommissioning of airport.		Archival Review	
0018-0003	Airport Improvement Program Files --- Consists of records regarding airport request for financial assistance from either the NJDOT or the FAA. These grants are used to improve safety and security of the public use general aviation airports in the State. Documentation may include grant applications, contractors estimates, grant agreements, copies of as-builts as well as financial records (Request for Proposals, payment vouchers, etc.)					P	10 years after final close out.		Destroy	
0018-0004	Aeronautical Facility Temporary License File --- Includes licenses for a special purpose, at a designated area, which normally requires no facility preparation, and for a limited period of time which shall not exceed nine months. Temporary licenses may be issued for the following facilities: Airport; Airship base; Balloon stops; Helistop; Parachute drop zone; or Any other facility as may be designated by the Manager. (N.J.A.C. 16:54-8.1)					P	3 Years		Destroy	
0019-0000	DESIGN									
0019-0001	Design Calculations --- Mathematical solutions and documentation which provide a record of criteria used for design decision includes but not limited to: calculations for the electrification contracts for rail system projects.					P	Life of the structure		Destroy	
0019-0002	Design File --- Consists of but not limited to: design computation, foundation reports, correspondence, and soil profiles.					P	Life of the structure		Destroy	
0020-0000	OUTDOOR ADVERTISING									

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		
0020-0001	Junkyard Program File --- Includes: correspondence, annual inspection forms and other information related to junkyard.					P	7 Years		Destroy	
0020-0002	Outdoor Advertising Activities Files --- Includes denied applications, inactive application files, resolved violations files, master log records, renewal invoice records, permit lists.					P	3 Years		Destroy	
0020-0003	Outdoor Advertising Active Application And Violation Files. --- Includes application for Outdoor Advertising Permit, including changes and amendments, review documents, inspection reports, approvals and related documents; active permit list, license application, and related documents; violation notices, reports and related documents.					P	As updated		Destroy	
0020-0004	Tourist Oriented Directional Signing Programs - TODS/Logo --- Contains construction memo, compliance reports, status reports, and all related documents.					P	1 year after date of contract completion.		Destroy	
0021-0000	TRANSPORTATION DATA AND SAFETY - CRASH RECORDS									
0021-0001	Crash Records Unit - New Jersey Crash Records Report Digital Image --- Crash Reports used by many NJDOT offices in their development of highway safety programs; Statewide Transportation Improvement Program (STIP) and the Department's capital projects. Crash Reports are scanned by DORES and/or DORES approved vendor, and currently reside in FileNet. Self-reporting Crash Reports are scanned to CD by DORES and/or DORES approved vendor.					P	20 Years		Destroy	
0021-0002	Crash Records Unit - New Jersey Records Electronic Crash Data --- Crash reports data entered manually to an electronic form and loaded to CDs by DORES and/or DORES approved vendor. DOT load CDs, verify data and store the data in the Accident Records Database (ARD).					P	20 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 008		Page #:17 of 17	
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		
0021-0003	Data Development - Video Logs (Digital/Other Media) --- Series of digital images of State highways for the purpose of documenting the condition, signage, or characteristics of a roadway.					P	10 Years		Destroy	
0050-0000	EMPLOYEE RELATIONS									
0050-0001	Employee Relations File --- Confidential working notes relied upon for the processing of disciplinary actions, including but not limited to copies of investigations conducted by the Office of the Inspector General, and employee written notices for excessive absenteeism.					P	6 years from date of employee separation.		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Municipal Health Department	AGENCY # M640000		
DIVISION:		SCHEDULE # 004 (RETIRED)		
BUREAU:		PAGE #	1	OF
				1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Municipal Health Department
FORMER AGENCY NUMBER	M640000-0004

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0677-0000	Log of Certified Copy Forms (REG-66) (Copy)	New Series		A log sheet of voided, certified Vital Statistics documents. The log contains the following fields: Municipality, County, Form Number, Sequential Number of Voided Document, Reason Voided, Date and Initials of Person Voiding Form. Original document maintained by the Department of Health, Office of Vital Statistics. 3 years Destroy

STATE OF NEW JERSEY



MUNICIPAL HEALTH DEPARTMENT

M640000-005



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

Records Retention and Disposition Schedule		Agency: M640000	Schedule: 005	Page #:1 of 46
Department:	MUNICIPAL HEALTH DEPARTMENT	Agency Representative:	ELAINE M. WHITE	
		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	General Record Series Deleted – See County And Municipal General Schedule									
0002-0000	General Record Series Deleted - See County and Municipal General Schedule									
0003-0000	General Record Series Deleted - See County and Municipal General Schedule									
0004-0000	General Record Series Deleted - See County and Municipal General Schedule									
0005-0000	General Record Series Deleted - See County and Municipal General Schedule									
0006-0000	Certificates of Occupancy Book		X				10 Years		Destroy	
0007-0000	General Record Series Deleted - See County and Municipal General Schedule									
0008-0000	General Record Series Deleted - See County and Municipal General Schedule									
0009-0000	General Record Series Deleted - See County and Municipal General Schedule									

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	General Record Series Deleted - See County and Municipal General Schedule									
0011-0000	Discharge Summary Sheet - Patient		X				20 Years After most recent entry		Destroy	
0012-0000	General Record Series Deleted - See County and Municipal General Schedule									
0013-0000	Immunization Consent Form - Individual		X				10 Years After age 23, whichever is longer		Destroy	
0014-0000	Immunization Record - Individual --- Includes: Medical Contraindications, Proof of Immunization, Standard School Immunization Record, Immunization Health Appraisal, and Religious Exemption (VA-19)		X				10 Years After age 23, whichever is longer		Destroy	
0015-0000	General Record Series Deleted - See County and Municipal General Schedule		X							
0016-0000	Medical Health Claims (Original) --- File contains a copy of transmittal of the costs authorized for medical services provided to General Assistance clients.						6 Years After termination of service		Destroy	
0017-0000	General Record Series Deleted - See County and Municipal General Schedule									
0017-0001	General Record Series Deleted - See County and Municipal General Schedule									
0017-0002	General Record Series Deleted - See County and Municipal General Schedule									
0018-0000	Press Advisory and Release File		X	X			Permanent		Retain at Agency	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:3 of 46	
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		
0019-0000	Patient Medical Records - Individual		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0020-0000	Plans and Blueprints File									
0020-0001	Plans and Blueprints File - Approved		X	X			Permanent		Retain at Agency	
0020-0002	Plans and Blueprints File - Denied						3 Years		Destroy	
0021-0000	General Record Series Deleted - See County and Municipal General Schedule									
0022-0000	General Record Series Deleted - See County and Municipal General Schedule									
0023-0000	General Record Series Deleted - See County and Municipal General Schedule									
0024-0000	General Record Series Deleted - See County and Municipal General Schedule									
0025-0000	General Record Series Deleted - See County and Municipal General Schedule									
0026-0000	General Record Series Deleted - Ssee County and Municipal General Schedule									
0027-0000	General Record Series Deleted - See County and Municipal General Schedule									
0028-0000	General Record Series Deleted - See County and Municipal General Schedule									

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:4 of 46	
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		
	Administration									
0050-0000	Administration									
0051-0000	Audits and Certifications - Health Agencies (Copy)	X					1 Years		Destroy	
0052-0000	Morbidity Charts						2 Years		Destroy	
0053-0000	General Record Series Deleted - See County and Municipal General Schedule									
0054-0000	General Record Series Deleted - See County and Municipal General Schedule									
0055-0000	General Record Series Deleted - See County and Municipal General Schedule									
0056-0000	General Record Series Deleted - See County and Municipal General Schedule									
0057-0000	Referral Report - Early and Periodic Screening, Diagnosis and Treatment - Department of Human Services, Division of Medical Assistance and Health Services (MC-19)	X					6 Years		Destroy	
0058-0000	Day Sheet - Daily Business Summary						6 Years		Destroy	
0059-0000	Report of Services - Independent Outpatient --- Health Facility - Department of Human Services, Division of Medical Assistance and Health Services (MC-14 C2))	X					6 Years After final payment		Destroy	
0060-0000	Report of Services									
0060-0001	Data Input Documents - Medical and Patient Billing	X					1 Years After input and verification		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:5 of 46	
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		
0060-0002	Data Input Documents - Medical Records (Copy)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0060-0003	Data Input Documents - Patient/Billing (Copy)	X					3 Years		Destroy	
0061-0000	New Patient Admission Form									
0061-0001	New Patient Admissions Form - Data Input Documents						1 Years After input and verification		Destroy	
0061-0002	New patient Admissions Form - Medical Records (Copy)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
Cytology Laboratory										
0100-0000	Cytology Laboratory									
0101-0000	Book of Charges	X					6 Years		Destroy	
0102-0000	Daily Records Book - Specimen Accession						5 Years		Destroy	
0103-0000	Specimen Evaluation Report (Copy)						5 Years		Destroy	
Environmental Health - Inspection										
0150-0000	Environmental Health - Inspection									
0151-0000	Air Pollution Complaint and Investigation Reports						3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0152-0000	Bacteriological and Complaint and Investigation Reports						3 Years		Destroy	
0153-0000	Bathing Place - Applications, Permits, Inspections, and Test Results						3 Years		Destroy	
0154-0000	Complaint Forms						3 Years		Destroy	
0156-0000	Contagion Records						2 Years		Destroy	
0157-0000	Dog Bite Records - Individual Animal Tally						3 Years		Destroy	
0158-0000	Dog Bite Notice/Report Form						3 Years		Destroy	
0159-0000	Dog Licenses						3 Years		Destroy	
0160-0000	Dog Quarantine and Release/Stray Dog Letters						3 Years		Destroy	
0161-0000	Emergency Medical Services									
0161-0001	Emergency Medical Services - Personnel Certificate (Original and Copy)									
0161-0002	Emergency Medical Services - Personnel Certificate (Original)						21 Years After termination		Destroy	
0161-0003	Emergency Medical Services - Personnel certificate (Copy)						Screen annually Screen Annually		Destroy	
0161-0004	Emergency Medical Services - Renewal						21 Years		Destroy	
0161-0005	Emergency Medical Services - Inspections Records						3 Years		Destroy	
0162-0000	Extermination Certification for Building Demolition --- Consists of correspondence from a professional extermination operator that certifies control measures were completed and demolition of the structure may proceed.						3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0163-0000	Food and Drug Inspection Forms (F- 33 and F- 22a)						3 Years		Destroy	
0164-0000	Food and/or Milk Vending Applications and Licenses						3 Years		Destroy	
0165-0000	Food Establishment Applications and Licenses						3 Years		Destroy	
0166-0000	Food Establishment Inspection Reports						3 Years		Destroy	
0167-0000	Food Handler's Registration Forms and Licenses						3 Years		Destroy	
0168-0000	Food Surveillance Sanitary Inspection Reports						3 Years		Destroy	
0169-0000	Food Vending Vehicle Inspection Forms						3 Years		Destroy	
0170-0000	Hazardous Food Samples Lab Reports						1 Years		Destroy	
0171-0000	Inspector's Daily Work Records						3 Years		Destroy	
0172-0000	Lead Poisoning Inspection Reports						1 Years		Destroy	
0173-0000	Licenses Issued (Printout)						3 Years		Destroy	
0174-0000	Mobile Home Park Inspections						3 Years		Destroy	
0175-0000	Non-Food Applications and Licenses						3 Years		Destroy	
0176-0000	Occupational Health Survey Forms		X	X			Permanent		Retain at Agency	
0177-0000	Rabies Inoculation Records						3 Years		Destroy	
0178-0000	Record Cards - Environmental Health - Inspection						6 Years		Destroy	
0179-0000	Report of Inspection (F-36)						3 Years		Destroy	
0180-0000	Request for Rabies Examination (Bact-45)						3 Years		Destroy	
0181-0000	Rooming House Inspection Forms						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:8 of 46	
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		
0182-0000	Sanitary Inspection Report (F-38) and Continuation Sheet (MS-5)						3 Years		Destroy	
0183-0000	Septic System Records --- Includes: Septic System Applications, plans, permits, Perk Test Results, and Inspections.		X				Life of the structure or until connected to public sewer		Destroy	
0184-0000	Solid Waste Disposal Applications and Licenses						3 Years		Destroy	
0185-0000	Viral Hepatitis Case Records (CDC-26)						3 Years		Destroy	
0186-0000	Water Well Permits --- Consists of copies of state well permits issued by the Department of Environmental Protection, Division of Water Resources (Form 99B) Original maintained permanently by Division of Water Resources, Department of Environmental Protection.	X					6 Years		Destroy	
0187-0000	Independent Laboratory Blood Lead Analysis (AP-2) (Copy) --- Original maintained by the Department of Health and Senior Services for 30 yrs.						3 Years		Destroy	
0188-0000	Report of Elevated Levels of Heavy Metals (OES-29) (Copy) --- Original maintained by the Department of Health and Senior Services for 30 yrs.						3 Years		Destroy	
0189-0000	Report of Occupational and Environmental Disease and Poisonings (OES-30) (Copy) --- Original maintained by the Department of Health and Senior Services for 30 yrs.						3 Years		Destroy	
0190-0000	Employer Outreach Survey (OES-42) (Copy) --- Original maintained by the Department of Health and Senior Services.						1 Years After date of survey		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		
0191-0000	Air Pollution Source Registration Form --- Includes: Installation name, address, Department of Environmental Protection Permit information, and pollution output and amounts.						5 Years		Destroy	(N.J.S.A. 26:2C-9.2(b))
0192-0000	Animal Impoundment Record									
0192-0001	Animal Impoundment Record - Animal Record --- Includes description of animal, date, municipality, owner (if known), and disposition.						1 Years After disposition		Destroy	
0192-0002	Animal Impoundment Record - Animal Reclamation Form --- Includes description of animal, owner or other party reclaiming animal, date and receipt.						1 Years After disposition		Destroy	
0192-0003	Animal Impoundment Record - Animal Adoption Form --- Includes description of animal, name and address of new owner, and agreement.						1 Years After disposition		Destroy	
0192-0004	Animal Impoundment Record - Animal Surrender Form --- Includes name of animal, owner, and authorization.						1 Years After disposition		Destroy	
0193-0000	County Environmental Health Act (CEHA) File --- A Department of Environmental Protection grant program for County and Municipal Health Departments in monitoring, inspecting, testing, remediating, and disposing of core pollution control areas: groundwater, air, noise, solid waste, pesticides, underground storage tanks contamination, and air toxics. File contains but is not limited to: inspections, inventories, soil sample test results, correspondence, and supporting documentation.					P	30 Years After site closure and project completion		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:10 of 46	
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		
	Nursing: Administration And Accounting									
0200-0000	Nursing: Administration And Accounting									
	Nursing: Administration and Accouting									
0201-0000	General Record Series Deleted - see County and Municipal General Schedule									
0203-0000	Annual Work Tally/Log						5 Years		Destroy	
0204-0000	Home Health Agency Certificate/License									
0204-0001	Home Health Agency Certificate/License - Initial			X			Permanent		Retain at Agency	
0204-0002	Home Health Agency Certificate/License - Audits and Renewals	X		X			Permanent		Retain at Agency	
0205-0000	Home Health Agency Certificate/License - Management Information System									
0205-0001	Visiting Nurse's Report of Visit - Patient's Medical Record		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0205-0002	Visiting Nurse's Report of Visit - Patient's Medical Record - Monthly Computer Report						1 Years		Destroy	
0205-0003	Visiting Nurse's Report of Visit - Patient's Medical Record - Annual Computer Report						5 Years		Destroy	
0206-0000	Monthly Work Tally/Log						1 Years If annual tally kept, if not, then 5 yrs		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		
0207-0000	Nurse's Daily Workcards						1 Months If annual tally kept, if not, then 5 yrs		Destroy	
0208-0000	Patient Charts - Billing Purposes	X					6 Years After discharge		Destroy	
0209-0000	Patient Folder - Billing Purposes	X					6 Years After discharge		Destroy	
0210-0000	Session Reports (MCH-20)						1 Years If annual tally kept, if not, then 5 yrs		Destroy	
Clinical and Child Health Conference Program										
0250-0000	Clinical and Child Health Conference Program									
0251-0000	Biologics and Tuberculin Test Log						1 Years		Destroy	
0252-0000	Blood Chemistry Tests - Adult Screening Program						5 Years		Destroy	
0253-0000	Child Health Record (MCH-15)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0254-0000	Child Health Services Report - Session Report (MCH-20)						1 Years If annual tally kept, if not, then 5 yrs		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		
0255-0000	Diabetic Screening and Follow-up Report		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0256-0000	Lab/Physicians Reports		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0257-0000	Record Cards - Clinical and Child Health Conference Program						6 Years		Destroy	
0258-0000	Signed Examination/Screening Permission Slips		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0259-0000	Reminder to Parent - Health Center Appointment						2 Years		Destroy	
0260-0000	Health Care Provider Time Sheet						6 Years		Destroy	
0261-0000	Security Log						3 Years After final entry		Destroy	
0262-0000	Sign-in/Sign-out Log - Clinical and Child Health Conference Program						3 Years After final entry		Destroy	
0263-0000	Office Supplies Request						1 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0264-0000	Incident Report		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0265-0000	Information/Authorization for DTP, DT, and Td Vaccines (Department of Health and Senior Services (VA-26))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0266-0000	Information/Authorization for Hib Vaccine Vaccines (Department of Health and Senior Services (CDO-3))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0267-0000	Immunization Health Appraisal		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0268-0000	PPD Tuberculosis Follow-up Report						5 Years		Destroy	
0269-0000	New Jersey Immunization Record		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0270-0000	Normal/Abnormal Control Log						5 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0271-0000	Hearing Referral Form		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0272-0000	VASC Auditory Screening Record		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0273-0000	Child Health Conference Vision Screening - Referral - Department of Health and Senior Services (MCH-5))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0274-0000	Registration - Preschool Vision Screening - Department of Health and Senior Services (MCH-41))		X				10 Years After discharge or age 23, whichever is later		Destroy	
0275-0000	Vaccine Order and Usage Report - Department of Health and Senior Services, Immunization Program, Biologics (VA-84))						5 Years		Destroy	
0276-0000	Biologic Storage Temperature Log						4 Years After final entry		Destroy	
0277-0000	Follow-up Information Request Letter - Child Health Clinic						10 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		
0278-0000	Patient Referral Form (Referring Agency to Consultant Agency - Department of Health and Senior Services (MCH-18))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0279-0000	Referral Log Form						10 Years After final entry		Destroy	
0280-0000	Notice of Rescheduled Appointment and Reminder						2 Years		Destroy	
0281-0000	Child Health Conference - Missed Appointment Letter Follow-up Listing						3 Years		Destroy	
0282-0000	Child Health Conference - Clinic Missed Appointment Letter						3 Years		Destroy	
0283-0000	Information/Authorization for Oral Polio Vaccine - Department of Health and Senior Services (VA-27))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0284-0000	Information/Authorization for Measles-Mumps-Rubella Vaccines - Department of Health and Senior Services (VA-28))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0285-0000	Child Eye Health Record Optometric Eye Center		X				10 Years After discharge of patient or age 23, whichever is later		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		
0286-0000	Newborn Screening Program Consent Form (SCH-1)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0287-0000	Elevated/Normal/Subnormal/Graph						5 Years		Destroy	
0288-0000	Denver Prescreening Developmental Questionnaire - Children Age 3 Months to 6 Years		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0289-0000	Monthly Mileage Report						3 Years		Destroy	
0290-0000	Child Health Conference Encounter Record (MCH-45) - Department of Health and Senior Services, Maternal and Child Health Program		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0291-0000	Growth and Development Checklist - (Children Age 2 Months to 5 Years)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0292-0000	Notice to Parents Regarding Immunization Deficiencies/Provisional Admittance Request (Department of Health and Senior Services (VA-16))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:17 of 46	
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		
0293-0000	Child Health Conference Appointment Sheet - Department of Health and Senior Services (MCH-10)						1 Years If annual tally kept, if not, then 5 yrs		Destroy	
0294-0000	Tuberculin Testing Survey Results - Department of Health and Senior Services, Tuberculosis Services (TB-43)						5 Years		Destroy	
0295-0000	Central Supply Stock Requisition						3 Years		Destroy	
Employee Health Services										
0300-0000	Employee Health Services									
0301-0000	Employee Health Records (Individual) --- May include Worker's Compensation records.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0302-0000	X-ray Film, Chest						5 Years		Destroy	
Health Education										
0350-0000	Health Education									
0351-0000	Program, Projects, Agency-Sponsored Reports, and Summaries									
0351-0001	Program, Projects, Agency-Sponsored (Master)		X	X			Permanent		Retain at Agency	
0351-0002	Program, Projects, Agency-Sponsored (Supporting Documentation)						1 Years		Destroy	
Lead Poison Control										
0400-0000	Lead Poison Control									

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		
0401-0000	Erythrocyte Protoporphyrin (EP) Worksheets and Laboratory Reports		X				10 Years Or age 23, whichever is later		Destroy	
0402-0000	Early Periodic Screening Diagnosis and Treatment (EPSDT) Tally Sheet						1 Years		Destroy	
0403-0000	Family Folders (Not Including Lead Poisoning Environmental Intervention Report (LP-1))		X				10 Years Or age 23, whichever is later		Destroy	
0404-0000	Lead Poisoning Environmental Intervention Report (LP-1) --- Listing which includes patient name and address, and when incident reports were received and investigated.		X				10 Years Or age 23, whichever is later		Destroy	
0405-0000	Patient Medicare/Medicaid Data	X					6 Years After discharge		Destroy	
0406-0000	Session Report --- Consists of patient medical notes from each clinical session/visit.		X				10 Years Or age 23, whichever is later		Destroy	
0407-0000	Discharge Memo --- Checklist memo (unsigned) attached to child's medical follow-up, indicating conditions for discharge.		X				10 Years Or age 23, whichever is later		Destroy	
0408-0000	Request for Lead Screening --- Request for lead screening which includes address date of patient and directions for submitting lab results.		X				10 Years After discharge of patient or age 23, whichever is later		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		
0409-0000	Request for Lead Analysis (LP-10) --- Permission slip signed by parent requesting a child's blood test for evidence of lead poisoning.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0410-0000	Quality Control - EP Screening Method - Hematofluorometer --- Completed by technical person, contains control readings for screening test.						5 Years		Destroy	
0411-0000	Hematology Quality Control Sheet - Hematocrits --- Statistical graph of blood test results.						5 Years		Destroy	
0412-0000	Poison Control Lead Screening Results --- Log of individual patient screening results.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0413-0000	Clinical Laboratory - Daily Hematocrit Sheet --- Daily log which contains name and age of patient along with HCT-test results.						5 Years		Destroy	
0414-0000	Clinical Laboratory - Urinalysis Results --- Log of patient name urinalysis test results.						5 Years		Destroy	
0415-0000	Clinical Laboratory Inspection --- Checklist of presence or absence of optimal clinical laboratory conditions for individual labs.						5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:20 of 46	
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		
0416-0000	Milestone-Quality Assessment (LP-100) --- Child case file logging actions taken in lead poisoning incident.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0417-0000	Results by Class From Metpath -Laboratory Slips --- Statistical table of results.						5 Years		Destroy	
0418-0000	Childhood Lead Poisoning Medical Report (LP-310) --- Authorization by parent for private physician to release child's medical examination findings to Lead Program. Contains physician's medical findings and recommendations.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0419-0000	Authorization to Release Information --- Letter to County Welfare Board (with parent signature) authorizing the release of address change to the Lead Program.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0420-0000	Child Medical History (LP-201A) --- Contains background data, child medical history, and housing data regarding lead poisoning; completed and signed by nurse or investigator.						10 Years After discharge of patient or age 23, whichever is later		Destroy	
0421-0000	Environmental Follow-up (LP-200) and Environmental Report (LP-201) --- Investigator's inspection and follow-up report regarding housing environment of child lead poisoning patient.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:21 of 46	
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		
0422-0000	Medical Follow-up (LP-300) --- Part of child patient's case file, logging the dates and summarizing the actions taken.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0423-0000	Weekly Activity Report --- Investigator's log which includes home visited, specimens collected, and dates of visits.						1 Years		Destroy	
0424-0000	Door-to Door Daily Activity Report --- Investigator's team's listing of addresses visited (by census tract) with check of children ad lead poisoning conditions.						3 Years		Destroy	
0425-0000	Urinalysis Control Sheet --- Lab sheet with dates and urinalysis results by lot number.						5 Years		Destroy	
0426-0000	Urinalysis Worksheet --- Listing of urinalysis results includes dates and patient names.						5 Years		Destroy	
0427-0000	Lead Poisoning Intervention Report for Other Addresses (LP-2)						10 Years Or age 23, whichever is later		Destroy	
School Programs (Public, NonPublic, and Preschool)										
0450-0000	School Programs (Public, NonPublic, and Preschool)		X							
0451-0000	Dental Examination - Without Treatment						5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:22 of 46	
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		
0452-0000	Dental Treatment Reports - With Examination		X				10 Years After discharge or age 23, whichever is later		Destroy	
0453-0000	Dental X-ray Films						5 Years		Destroy	
0454-0000	Examination Permission Slip		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0455-0000	Non-Medical Permission Slip						1 Years		Destroy	
0456-0000	Health Examination Records - Individual		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0457-0000	Referral Slip - Completed Physician's						10 Years After discharge of patient or age 23, whichever is later		Destroy	
0458-0000	Tuberculosis Reports (TB-57 and TB-42) --- Submitted annually by school districts.						3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0459-0000	Growth/Vision-Hearing Chart		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0460-0000	Record Form for T/O Vision Tester		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0461-0000	Annual Scoliosis Screening Statistical Report Department of Education/Department of Health and Senior Services (CH-27) and (SCH-8)						5 Years		Destroy	
0462-0000	Scoliosis Screening Report (Individual)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0463-0000	Health History and Appraisal Department of Education/Department of Health and Senior Services (A-45) --- Form is maintained permanently by the school district.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0464-0000	National Center for Health Statistics Growth Charts --- Includes: Boys: Physical Growth Prepubescent t 18 Years NCHS Percentiles.		X				10 Years After discharge of patient or age 23, whichever is later		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		
0465-0000	Report of Health Screening		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0466-0000	Medical Follow-up Letter		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0467-0000	Follow-up Report on Physicals						2 Years		Destroy	
0468-0000	Tuberculin Mantoux (PPD) Test - Permission Roster/Results		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0469-0000	Parental Request for Tuberculin Test/Results - English and Spanish		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0470-0000	Tuberculin Mantoux (PPD) Test - Signed Test Result Slip		X				10 Years After discharge or age 23, whichever is later		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		
0471-0000	Parent Notification of a Significant Tuberculin Reaction		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0472-0000	Parent Notification of Tuberculin Testing		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0473-0000	Annual Immunization Status Report - Department of Health and Senior Services, Communicable Disease Program (VA-20))						3 Years		Destroy	
0474-0000	Notice to Parents Regarding Immunization Deficiencies - English and Spanish Department of Health and Senior Services (VA-16))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
Public Health Laboratories										
0500-0000	Public Health Laboratories									
0501-0000	Daily Log/Laboratory Ledger						5 Years		Destroy	
0502-0000	Laboratory Reports (Copy)						2 Years		Destroy	
0503-0000	Monthly Laboratory Tallies						1 Years If annual tally kept, if not, then Permanent		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		
	Social Hygiene Program/Clinic									
0550-0000	Social Hygiene Program/Clinic									
0551-0000	Infectious Syphilis Epidemiologic Control Records (HSM 9.54) --- Documents the results of syphilis epidemiologic investigations. Used for data gathering and analysis to document the spread of disease within a community or social group.						2 Years		Destroy	
0552-0000	Lab Reports --- Consists of diagnostic and screening laboratory test results as ordered by the Venereal Disease clinic physician. Reports are used to document test results in the patient's clinical medical chart, and indicate a presence or absence of infection. A copy of the reports are retained by the laboratory and the results are transcribed into the patient's chart.						After results have been transcribed to clinic medical chart		Destroy	
0553-0000	Ledgers						5 Years		Destroy	
0554-0000	Venereal Disease Epidemiologic Report (HSM 9. 2936) --- Used to initiate venereal disease investigations based on contacts and suspects of venereal disease. The record serves as a control document for quality, quantity, and timeliness of venereal disease investigation and follow-up procedures.						1 Years		Destroy	
0555-0000	Clinic Medical Charts --- Contains: general demographic information, clinician findings of physical examination, results of diagnostic and screening tests, therapies, and follow-up procedures. Chart is also used to assess the quality of care within each local clinic and as source document for statistical reports.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0556-0000	Gonorrhea Case Reports (VD-10 or VD-9.97) --- Documents the results of gonorrhea epidemiologic investigations. Used for data gathering, analysis, and to document the spread of disease within a community or social group.						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:27 of 46	
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		
0557-0000	Laboratory Log --- Contains records of tests performed in the small "stat" laboratory at major Venereal Disease clinics. Used as a reference source for test results, provides information for quality assurance, and a backup reference for laboratory results documented in the patient's medical chart.						5 Years After final entry		Destroy	
0558-0000	State and Federal Program File --- Consists of State and Federal venereal disease activity and statistical reports submitted monthly, quarterly, and annually. Includes correspondence, publications, time records, and fiscal records.		X							
0558-0001	State and Federal Program File - Annual Statistical Reports			X			Permanent		Retain at Agency	
0558-0002	State and Federal Program File - Quarterly Statistical Reports						3 Years		Destroy	
0558-0003	State and Federal Program File - Monthly Statistical Reports						3 Years		Destroy	
0558-0004	State and Federal Program File - Statistical Reports (Copy)						Periodic review		Destroy	
0558-0005	State and Federal Program File - Budget Requests	X					3 Years		Destroy	
0558-0006	State and Federal Program File - Time Sheets	X					3 Years		Destroy	
0558-0007	State and Federal Program File - Requisitions, Vouchers, Purchase Orders (Original)	X					6 Years		Destroy	
0558-0008	State and Federal Program File - Requisitions, Vouchers, Purchase Orders (Copy)	X					3 Years		Destroy	
0558-0009	State and Federal Program File - Publications									
0558-0010	State and Federal Program File - Publications (Master)			X			Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:28 of 46	
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		
0558-0011	State and Federal Program File - Publications (Copy)						Periodic review		Destroy	
0558-0012	State and Federal Program File - Correspondence (External)						Periodic review		Destroy	
	Tuberculosis Programs/Clinic						3 Years			
0600-0000	Tuberculosis Programs/Clinic									
0601-0000	Patient Medical Record File									
0601-0001	Patient Medical Record File - Clinic (Copy)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0601-0002	Patient Medical Record File - Referral Agency (Copy)						5 Years		Destroy	
0602-0000	X-ray Film						5 Years		Destroy	
	Vital Statistics									
0650-0000	Vital Statistics									
0651-0000	Burial Permit		X	X			Permanent		Retain at Agency	
0652-0000	Certificate of Marriage - License		X	X			Permanent		Retain at Agency	
0653-0000	Indexes to Records		X	X			Permanent		Retain at Agency	
0654-0000	Marriage License Application		X				75 Years		Destroy	
0655-0000	Birth Record (Original)		X	X			Permanent		Retain at Agency	

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		
0656-0000	Birth Certificate (Copy) --- Copies of originals concerning adoption or legitimating.						After receipt of amended copy		Return to State Department of Health	
0657-0000	Death Record (Original)		X	X			Permanent		Retain at Agency	
0658-0000	Fetal Death Record (Original)		X	X			Permanent		Retain at Agency	
0659-0000	Stubs of Certified Copies of Vital Statistics Records --- Contains the name of the individual indicated on the certificate and the certificate copy number. Used for verification with the receipts for monies received for generating certified copy to the public.	X					6 Years		Destroy	
0660-0000	Vital Statistics Tabulations and Reports			X			Permanent		Retain at Agency	
0661-0000	Vital Statistics - Birth, Death and Marriage Certificates (Resident Copy)						1 Years After receipt		Destroy	
0662-0000	Disinterment/Transit Permit		X	X			Permanent		Retain at Agency	
0663-0000	Certification to Authorize the Issuance of a Death Certificate						3 Years		Destroy	
0664-0000	Re-Marriage Certificate (License) --- Second marriage certificate for the same couple.		X	X			Permanent		Retain at Agency	
0665-0000	Burial Permit Stubs		X	X			Permanent		Retain at Agency	
0666-0000	Application for Certified Copy of Vital Statistic Records	X					6 Years		Destroy	
0667-0000	Daily Accounting Record --- Records all issuances, collections, etc.	X					6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:30 of 46	
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		
0668-0000	Copy of the Certificate of Marriage (EEG-25) --- Used to notify the registrar of another municipality of the use of a marriage license issued by him. State statutes required notification be forwarded within five days.						30 Days After receipt		Destroy	(N.J.S.A. 26: 8-42)
0669-0000	Authorization for Release Cause of Death Information (REG-20)						6 Years		Destroy	
0676-0000	Monthly List of Deaths to County Commissioner of Voter Registration for Removal From Voter Lists (Copy)						1 Years		Destroy	
Vital Statistics										
0677-0000	Log Of Certified Copy Forms (REG-66) (Copy) --- A log sheet of voided, certified Vital Statistics documents. The log contains the following fields: Municipality, County, Form Number, Sequential Number of Voided Document, Reason Voided, Date and Initials of Person Voiding Form. Original document maintained by the Department of Health, Office of Vital Statistics.					P	3 Years		Destroy	
Pharmacy Records										
0700-0000	Pharmacy Records									
0701-0000	Pharmacist/Intern Signature and/or Initial Identification Records						6 Years After termination of employment		Destroy	(N.J.A.C. 13:39-6.8)
0702-0000	Patient Profile Record System --- Contains: patient's address, name, age, date medication is dispensed, prescription number or designation identifying the prescription, prescriber's name, name strength and quantity of drug dispensed, initial of the dispensing pharmacist, and date of refill. (N.J.A.C. 13:39-9.13)						5 Years From date of last entry in profile record		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:31 of 46	
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		
	WIC Program									
0750-0000	WIC Program									
0752-0000	WIC Program - Participant Record --- File contains Notice of Termination; Alternate Authorized Representative/Proxy forms; Notice of Eligibility or Ineligibility (Certification) forms; Household and Income Information forms (8.06H); Income and Identity Affidavits (8.06K); Nutrition Assessment/Diet forms; Health Care Referral forms; Medical Documentation for WIC Formula and Approved WIC Foods; Stolen Checks Affidavit; Participant documentation (i.e., custody papers, court documents, income/ID support copies, etc.); Verification of Certification Documents; Disqualification Notices; and Program Abuse Warning Letters.	X				P	3 Years After participation in program		Destroy	
0754-0000	WIC Program - Vendor Complaint File	X				P	3 Years		Destroy	
0755-0000	WIC Program - System Generated Reports For Follow Up --- File contains various reports such as: Paid Without Issue Report (Void but Cashed); Exceeding Maximum Report, and Dual Participation Report.					P	3 Years		Destroy	
0759-0000	WIC Program - Purchase And Inventory Records - Computer And Other Equipment --- File contains Purchase Orders, Invoices and Bid Information for non-expendable/durable items; and Equipment Inventory Records.	X				P	6 Years After Final Disposition Of Equipment		Destroy	
0760-0000	WIC Program - WIC Checks --- File includes WIC Summary Checks and Farmers Market Check Stubs.	X				P	6 Years		Destroy	
0762-0000	WIC Program - Reports									
0762-0002	WIC Program - Financial Report	X				P	6 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0763-000	WIC Program - Local Agency Administration File --- File contains Budget Application and Grant Approval Documents; Expenditure Reports and Payment Vouchers; Budget Revisions/Modifications and Approval Documents; Purchase Orders, Invoices and Bid Information for non-durable/expendable items; Time Analyses; Caseload Reports; Check Investigations; Civil Rights Complaints; Participant Fair Hearing and Appeal Documents; Letters of Agreement; Contracts; Letters of Understanding; Farmers Market Administrative Site Log; and Farmers Market Sub-Inventory Forms.					P	3 Years		Destroy	
0764-0000	Voter Registration Opportunity Form (Copy) --- Original records maintained by the County Board of Elections and the County Superintendent of Elections.					P	2 Years		Destroy	
	Family Planning Clinic									
0800-0000	Family Planning Clinic									
0801-0000	General Record Series Deleted - See County and Municipal General Schedule									
0802-0000	Medical Supplies Inventory	X					7 Years		Destroy	
0803-0000	Statistical Data						3 Years		Destroy	
0804-0000	Family Planning Survey Instrument (FP-10)						3 Years		Destroy	
0805-0000	Health Education and Counseling						3 Years		Destroy	
0806-0000	Evaluation Reports						3 Years		Destroy	
0807-0000	Quality Assessment									
0808-0000	Quality Assessment - Program Review						3 Years		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0809-0000	Quality Assessment - Patient Care Review						3 Years		Destroy	
0810-0000	Quality Assessment - Educational Review						3 Years		Destroy	
0811-0000	Quality Assessment - State and Federal Policies and Procedures			X			Permanent		Retain at Agency	
0812-0000	Quality Assessment - Clinic Policies and Procedures			X			Permanent		Retain at Agency	
0813-0000	Quality Assessment - Family Planning Visit Record						3 Years		Destroy	
0814-0000	Financial	X								
0815-0000	General Record Series Deleted - See County and Municipal General Schedule									
0816-0000	General Record Series Deleted - See County and Municipal General Schedule									
0817-0000	General Record Series Deleted - See County and Municipal General Schedule									
0818-0000	General Record Series Deleted - See County and Municipal General Schedule									
0819-0000	Title "XX" Report	X					7 Years		Destroy	
0820-0000	Bureau of Common Reporting Requirements (BCRR) Report	X					7 Years		Destroy	
0821-0000	General Record Series Deleted - See County and Municipal General Schedule									
0822-0000	General Record Series Deleted - See County and Municipal General Schedule									
0823-0000	Medical Records - Family Planning Clinic									
0824-0000	NFPRS Log						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:34 of 46	
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		
0825-0000	Pap Log						3 Years		Destroy	
0826-0000	Pregnancy Log						3 Years		Destroy	
0827-0000	Medical Record		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0828-0000	Discharge Summary Sheet		X				20 Years		Destroy	
0829-0000	Medical Policies and Opinions		X	X			Permanent		Retain at Agency	
Social Services Program										
0850-0000	Social Services Program									
0852-0000	Confidential Client History		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0853-0000	Consent for Release for Information		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:35 of 46	
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		
0854-0000	Follow-up Survey		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0855-0000	Emergency Referral Form		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0856-0000	Financial Liability Determination	X	X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0857-0000	Municipality Report - Client Contacts and Statistics from Municipalities									
0857-0001	Municipality Report - Annual						5 Years		Destroy	
0857-0002	Municipality Report - Monthly						3 Years		Destroy	
0858-0000	Sign-in/Sign-out Log - Social Services Program						3 Years After final entry		Destroy	
0859-0000	Counselor Weekly Work Schedule						1 Years		Destroy	
	Ambulatory Medical Care Program									
0900-0000	Ambulatory Medical Care Program									

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		
0901-0000	Patient File --- Contains: Problem List (25-81), Medication Sheet (24-81), Laboratory Test Results/ Immunization History (21-81), Progress Notes (23-81), Initial Audit Health Physical Exam and Health History (22A-81), In-House Lab Work Sheet, Audiology Screening, Health Maintenance Assessment/Progress Notes (HMA-6), Electrocardiograph Readings (Mount for Burdick Single-Channel Set), Record Vision Tests, and Referral Form. (Department of Health and Senior Services (MCH-18))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
Special Child Health Services Program										
0950-0000	Special Child Health Services Program									
0951-0000	Special Child Health Services Registration Form (CH-O)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0952-0000	Individual Service Plan Sheet - Case Management Services		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0953-0000	Data Sheet --- Background data about patient's family/and community contacts.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:37 of 46	
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		
0954-0000	Progress Notes		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0955-0000	Screening Questionnaire - Special Child Health Services Program --- Questionnaire completed by parent.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0956-0000	Authorization for Transfer of Agency Medical/Educational Reports and Evaluations --- Signed by parent/guardian for the individual.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0957-0000	Socio-Economic Statement - Department of Health and Senior Services, Parental and Child Health Services (CH-9)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0958-0000	Referral Form - Department of Health and Senior Services (MCH-18)		X				10 Years After discharge of patient or age 23, whichever is later		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		
0959-0000	Checklist - Services Information Wanted		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0960-0000	Service Cost Record - Department of Human Services, Division of Medical Assistance and Health Services, Community Care Program for the Elderly and Disabled (CCPRD-10)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0961-0000	Care Plan - Department of Human Services, Division of Medical Assistance and Health Services, Community Care Program for the Elderly and Disabled (CCPRD-11)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0962-0000	Case Activity Log		X				3 Years After final entry		Destroy	
0963-0000	Contract Progress Report - Case Management Services (Department of Health and Senior Services, Special Child Health Services (OBS-67))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0964-0000	Request for Extension of Care - Department of Health and Senior Services, Parental and Child Health Services (CH-2)		X				10 Years After discharge of patient or age 23, whichever is later		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		
0965-0000	Physician's Examination/Request for Services - Department of Health and Senior Services Parental and Child Health Services (CH-1)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0966-0000	Referral Log --- Record of referral source and diagnosis by date and SCHS number.						3 Years After final entry		Destroy	
0967-0000	Statistical Summary Sheet --- Record of total number of initial and follow-up screen/visit/contacts by municipality.						3 Years		Destroy	
Chronic Disease Program: Hypertension Identification Project										
1000-0000	Chronic Disease Program: Hypertension Identification Project									
1001-0000	Screening Questionnaire and Consent Form		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1002-0000	Blood Pressure Test Follow-up Letter to Patient Requesting Further Testing for Hypertension/and Physician Follow-up (HDP-2)		X				10 Years After discharge of patient or age 23, whichever is later		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		
1003-0000	Emergency Referral - Elevated Blood Pressure Test Results and Recommendations		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1004-0000	Secondary Screening (HYP-2)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1005-0000	Information Letter to Physicians						3 Years		Destroy	
	Chronic Disease Program: Diabetes Detection and Control									
1050-0000	Chronic Disease Program: Diabetes Detection and Control									
1051-0000	Screening Questionnaire - Chronic Disease Program: Diabetes Detection and Control		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1052-0000	Note to Patient Requesting Fasting Capillary Glucose Test		X				10 Years After discharge of patient or age 23, whichever is later		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		
1053-0000	Note to Patient - Negative Report for Fasting Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1054-0000	Referral Letter Requesting Additional Tests Fasting Blood Sugar, Serum Cholesterol, Serum Triglycerides		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1055-0000	Patient Instructions for Lab Tests		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1056-0000	Notification of Sreenee Regarding Elevated Blood Fats		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1057-0000	Notification of Sreenee Regarding Elevated Blood Sugar		X				10 Years After discharge of patient or age 23, whichever is later		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		
1058-0000	Notification Letter to Screenee - Tests Within Normal Limits		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
Chronic Disease Program: Cervical Cancer Screening										
1100-0000	Chronic Disease Program: Cervical Cancer Screening		X							
1101-0000	Patient Consent Form for Breast Exam, Pelvic Exam, and Pap Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1102-0000	Cervical Cancer Screening Report		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1103-0000	Pap Test Registration Form		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1104-0000	Hemocult Registration Form - Chronic Disease Program: Cervical Cancer Screening		X				10 Years After discharge of patient or age 23, whichever is later		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		
1105-0000	Metpath Cytology - Clinical Information and Diagnosis/Billing Information		X				6 Years After payment		Destroy	
1106-0000	Pap Test Statistical Data Sheet						5 Years		Destroy	
1107-0000	Screening Questionnaire - Chronic Disease Program: Cervical Cancer Screening		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1108-0000	Monthly Clinic Report - Chronic Disease Program: Cervical Cancer Screening						3 Years		Destroy	
	Chronic Disease Program: Colon-Rectal Cancer Screening									
1150-0000	Chronic Disease Program: Colon-Rectal Cancer Screening									
1151-0000	Hemoccult Registration Form - Chronic Disease Program: Colon-Rectal Cancer Screening		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1152-0000	Information Sheet Hemoccult Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:44 of 46	
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		
1153-0000	Referral Letter to Physician/Follow-Up Exam Results for Positive Hemoccult Slide Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1154-0000	Letter to Patient/Follow-up Questionnaire to Patient - Positive Hemoccult Slide Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1155-0000	Letter to Patient - Negative Hemoccult Slide Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1156-0000	Cancer Screening Program Worksheet						5 Years		Destroy	
1157-0000	Contract Project Report Statistics --- Demographics of Screenees.						5 Years		Destroy	
1158-0000	Monthly Clinic Report - Chronic Disease Program: Colon-Rectal Cancer Screening						3 Years		Destroy	
	Chronic Disease Program: Vision Screening									
1200-0000	Chronic Disease Program: Vision Screening									

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:45 of 46	
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		
1201-0000	Notification to Patient - Eye Test Results - Pass/Fail		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1202-0000	Referral Letter to Physician/Follow-up Examination Results		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1203-0000	Patient Case History/Test Data Screening Questionnaire		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
	Intoxicated Driver Resource Centers (IDRC)									
1250-0000	Intoxicated Driver Resource Centers (IDRC)									

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:46 of 46	
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		
1251-0000	Intoxicated Driver Resource Center (IDRC) Client File --- Contains: driver evaluation, agreement to participate in the treatment program, test results, driving record abstract, attendance records, release records, 10-day Contact Letter, 10-day Warning Letter for Non-compliance, Alcoholism Screening Test, Cancellation of Non-Compliance Letter, Data Sheet, Emergency Information Sheet, IDRC Client Contract, IDRC Final Test., IDRC Pre-Test, Instructions for Autobiographical Statement. Orientation Plan Checklist, Records Transfer Letter, Staff Assessment/Treatment Plan, Verification of Treatment Letter, Schedule (ALC-2), Client Scheduling Roster (ALC-35), Non-Compliance Report (ALC-36), Questionnaire Answer Sheet (ALC-37), Client Screening/Evaluation Scoring (ALC-38), Agreement to Participate in a Alcoholic/Narcotics Anonymous Attendance Record Program (ALC-39), Agreement to Participate in Treatment (ALC-40), Records Release Authorization (ALC-41), Treatment Referral (ALC-43), Client Intake (ALC-45), Client Treatment Progress (ALC-46), Client Release (ALC-47), Program Completion (ALC-48), Certificate of Attendance (ALC-51), Program Schedule (ALC-56), Certificate of Detention (ALC-57), Abstract of Driving Record (DC-11), Disposition of Traffic									
1251-0001	Intoxicated Driver Resource Center (IDRC) Client File - First Offender --- Client that is not treatment appropriate and has been referred to the Alcohol Safety Institute (ASI).						2 Years		Destroy	
1251-0002	Intoxicated Driver Resource Center (IDRC) Client File - Multiple Offender --- Client that is not treatment appropriate and has been referred to the Alcohol Safety Institute (ASI).						12 Years		Destroy	
1251-0003	Intoxicated Driver Resource Center (IDRC) Client File - Offender Treatment Appropriate --- Client that is treatment appropriate and has been referred to the Alcohol Safety Institute (ASI).		X				12 Years After completion of program		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	State General Schedule	AGENCY #G100000		
DIVISION:		SCHEDULE # 012 (RETIRED)		
BUREAU:		PAGE #	1	OF
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RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	State
FORMER AGENCY NUMBER	G100000-012

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0903-0000	Individual Employee File	Description	File includes info pertaining to permanent & provisional full-time, part-time, & summer employees. File may contain but is not limited to the following: New Hire Request, Separation Request, Position Classification Questionnaire, Request for Employment Disability leave/Return, Preliminary and Final Notices & Appeal of Disciplinary Action, Application for Re-employment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer, Data Processing Request for Correction of Social Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of lay-off, Final Notice of Lay-off, Unsatisfactory	File includes info pertaining to permanent & provisional full-time, part-time, & summer employees. File may contain but is not limited to the following: New Hire Request, Separation Request, Position Classification Questionnaire, Request for Employment Disability leave/Return, Preliminary and Final Notices & Appeal of Disciplinary Action, Application for Re-employment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer, Data Processing Request for Correction of Social Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of lay-off, Final Notice of Lay-off,

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	G100000	011	2 OF 4

			<p>Probation Reports, Pension Program Application (Copy), Employees Report of Accidental Injury or Occupational Disease, Performance Evaluation System (PES), Performance Certification, Salary Increase, Title info, Promotional Certification, Request for Personnel/Position Action Return Slip, Government Employee Interchange, Application for Lump Sum Compensation for Earned & Unused Sick Leave for Retirees, Request for Personnel File/Record Card Info, Permission to Release Confidential Info, and General State-Wide Application for Employment.</p>	<p>Unsatisfactory Probation Reports, Pension Program Application (Copy), Employees Report of Accidental Injury or Occupational Disease, Self-health Assessment/Screening Forms, Performance Evaluation System (PES), Performance Certification, Salary Increase, Title info, Promotional Certification, Request for Personnel/Position Action Return Slip, Government Employee Interchange, Application for Lump Sum Compensation for Earned & Unused Sick Leave for Retirees, Request for Personnel File/Record Card Info, Permission to Release Confidential Info, and General State-Wide Application for Employment.</p>
0915-0000	Employee Medical Records	Description	<p>Employee Medical Records</p> <p>Microfilming recommended. Retention period prescribed by federal law.</p>	<p>Employee Medical Records</p> <p>May include proof of vaccination and/or testing in lieu thereof.</p> <p>Microfilming or digitization recommended. Retention period prescribed by federal law (CFR 1910.1018).</p>
1402-0000		New Header	<p>Records of testimony given by representatives of state agencies at public hearings, public meetings, trials, and other official proceedings.</p>	<p>Subpoena Files</p>
1402-0001		Title Description	<p>Investigation And Research Files</p> <p>Files contain agency responses to requests for information pertaining to subpoenas, internal (agency) investigations or audits. Content may</p>	<p>Agency Testimony And Subpoena File</p> <p>Records of testimony given by representatives of state agencies at</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	G100000	011	3 OF 4

			be produced and stored in electronic or hardcopy formats	public hearings, public meetings, trials, and other official proceedings. 10 years Destroy
1402-0002	Original Copy	Title Description		Investigation And Research Files Original Copy Files contain agency responses to requests for information pertaining to subpoenas, internal (agency) investigations or audits. Content may be produced and stored in electronic or hardcopy formats. Version used by the investigatory, audit or agency authority for discovery, evidence, analysis and/or report production.
1402-0003	Copy	Title	Copy	Investigation And Research Files Copy
1418-0000	Visitor Security Sign-in File	Description	Visitor Security Sign-Sheet and Monitoring File 3 Years Destroy	Visitor Security sign-sheet and Monitoring File Visitor security sign-sheet and monitoring file; may include visitor health screening/assessment forms. 3 years Destroy
2216-0000	Electronic Administrative Resource Files	Description	Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds	Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # G100000	SCHEDULE # 011	PAGE # 4 OF 4
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		<p>and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, and contact lists.</p> <p>Retain until no longer needed for administrative purposes.</p>	<p>and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p> <p>Retain until no longer needed for administrative purposes.</p>
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STATE OF NEW JERSEY



STATE GENERAL RECORDS SCHEDULE

G100000-013



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

Records Retention and Disposition Schedule		Agency: G100000	Schedule: 013	Page #:1 of 69
Department:	STATE GENERAL RECORDS SCHEDULE	Agency Representative:	Robert Benco Jr	
		Title:	Assistant Director	
		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		
Financial Records										
0001-0000	Invoice/Quick Invoice(In/QI) --- Usage: to establish an account (s) receivable file. Formerly known as Accounts Receivable Request.									
0001-0001	Invoice/Quick Invoice (Using Agency)					P	7 Years	3 Years	Destroy	
0001-0002	Invoice/Quick Invoice (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0002-0000	Advice Of Charge --- Usage: notifies the Department of the Treasury which accounts need to be charged. Form lists the following information: pay number, pay period, fiscal year, appropriation account number, cost center, gross salary, food maintenance, and net case salary.									
0002-0001	Advice Of Charge (Using Agency)					P	7 Years	3 Years	Destroy	
0002-0002	Advice Of Charge (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:2 of 69	
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		
0003-0000	Cash Receipt/Alternate Cash Receipt/Quick Receipt (CR/C1/QR) --- Usage: record a bank charge representing checks submitted to the State of New Jersey for payment and subsequently dishonored by a bank; to record refunds of disbursement; and to transmit receipts to be recorded in the general journal. Formerly known as Transmittal of Receipts, Refund of Disbursements, and Advice of Dishonored Check.									
0003-0001	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Using Agency)					P	7 Years	3 Years	Destroy	
0003-0002	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0004-0000	Agency Contract Order/Grant Loan Order(AO/GO) --- Usage: obligate funds in an appropriation account approved agency contract when a agency has entered into a formal contract without the approval of the Purchase Bureau; to issue purchase orders directly to vendors; and change any open obligation. Formerly known as Invoice, Agency Contract Obligation, and Change/Cancel Agency Obligation - Purchase Bureau.									
0004-0001	Agency Contract Order (Using Agency)					P	7 Years	3 Years	Destroy	
0004-0002	Agency Contract Order (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0005-0000	Allotment (AL) --- Usage: allocate funds between the reserve and the current allotment of a given account. Formerly known as Allotment Adjustment.									
0005-0001	Allotment (Using Agency)					P	7 Years	3 Years	Destroy	
0005-0002	Allotment (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:3 of 69	
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	Appropriation/Expense Budget (AP/EB) --- Usage: to establish new appropriation accounts and expense budgets and to adjust these accounts. Formerly known as Appropriation Account Number Request and Appropriation Adjustments.									
0006-0001	Appropriation/Expense Budget (Usage Agency)					P	7 Years	3 Years	Destroy	
0006-0002	Appropriation/Expense Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0007-0000	Accounting Bureau Payment Voucher/Using Agency Payment/Payment Voucher (AV/UA/PV/U1/A1) --- 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.									
0007-0001	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modificatin (Using Agency)					P	7 Years	3 Years	Destroy	
0007-0002	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modificatin (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0008-0000	DBC Purchase Order (DO) --- Usage: to issue or adjust DBC orders or contracts for architectural and engineering designs. Utilized for building construction alterations and maintenance, buildings and equipment repair, and reservation of funds for a contingency fund. Issued in accordance with the requisition form initiated by a state agency. Formerly known as DBC Order and Change/Cancel Obligation.									

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		
0008-0001	DBC Purchase Order (Using Agency)					P	7 Years after completion of project	3 Years after completion of project	Destroy	
0008-0002	DBC Purchase Order (Electronic Record - Treasury)					P	7 Years after completion of project	3 Years after completion of project	Destroy	
0009-0000	Revenue Modification/Cash Receipt (RM/CR) --- Usage: to defer recognition of revenue and undefer revenue when earned. Is used in conjunction with a balance sheet account code. Formerly known as Deferred Revenue Adjustment.									
0009-0001	Revenue Modification/Cash Receipt (Using Agency)					P	7 Years	3 Years	Destroy	
0009-0002	Revenue Modification/Cash Receipt (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0010-0000	Fiscal Notes Worksheet --- Usage: determine the cost of implementing a legislative bill if put into law. Original retained by the Department of the Treasury, Office of Management and Budget.									
0010-0001	Fiscal Notes Worksheet (Using Agency)					P	7 Years	3 Years	Destroy	
0010-0002	Fiscal Notes Worksheet (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0011-0000	Printing Requisition --- Request for services of the State Government printing facilities.									
0011-0001	Printing Requisition (Using Agency)					P	7 Years	3 Years	Destroy	
0011-0002	Printing Requisition (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:5 of 69	
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		
0012-0000	DBC Requisition (RD) --- Usage: to reserve appropriation account funds for architectural, engineering design, building construction, alteration, maintenance, and repair of buildings or equipment; to cancel, decrease, or increase outstanding balances and to make adjustments to an outstanding requisition for Division of Building and Construction. Formerly known as Requisition/Requisition Change - Division of Building and Construction (DBC).									
0012-0001	DBC Requisition (Using Agency)						7 Years after completion of project	3 Years after completion of project	Destroy	
Financial Records										
0012-0002	DBC Requisition (Electronic Record-Treasury)					P	7 Years completion of project	3 Years completion of project	Destroy	
0013-0000	Accounting Bureau Requisition/Purchase Bureau Requisition (RA/RP) --- Usage: to cancel, increase, decrease, or create an outstanding or open requisition balance. Formerly known as Requisition Charge - Purchase Bureau.									
Financial Records										
0013-0001	Accounting Bureau Requisition/Purchase Bureau Requisition (Using Agency)					P	7 Years	3 Years	Destroy	
0013-0002	Accounting Bureau Requisition/Purchase Bureau Requisition (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0014-0000	Revenue Budget (RB) --- Usage: to establish new or change a revenue budget. Formerly known as Revenue Account Number - Agency Request and Revenue Anticipation Adjustments.									
0014-0001	Revenue Budget (Using Agency)					P	7 Years	3 Years	Destroy	
0014-0002	Revenue Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0015-0000	Journal Voucher (JV) --- Usage: to record accruals, adjustments, reclassifications, and reversing entries to accounting records. Formerly known as Journal entries which were manually recorded in a general ledger.									
0015-0001	Journal Voucher (Using Agency)					P	7 Years	3 Years	Destroy	
0015-0002	Journal Voucher (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0016-0000	Transfer Appropriation/Transfer Budget (TA/TB) --- Usage: to transfer funds between current fiscal year appropriation accounts. Formerly known as Transfer of Appropriation.									
0016-0001	Transfer Appropriation/Transfer Budget (Using Agency)					P	7 Years	3 Years	Destroy	
0016-0002	Transfer Appropriation/Transfer Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0017-0000	Request For Travel Authorization (TE/TH) --- Employees request for permission to travel on state buiness, staff training, conferences, and conventions.									
0017-0001	Request For Travel Authorization (Using Agency)					P	7 Years	3 Years	Destroy	
0017-0002	Request For Travel Authorization (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:7 of 69	
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		
0018-0000	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (TV/A1/U1) --- Usage: to reimburse state employees for travel expenses while on official state business. Formerly known as Travel Expense Invoice.									
0018-0001	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Using Agency)					P	7 Years	3 Years	Destroy	
0018-0002	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0019-0000	Travel Authorization (TE) --- Usage: to authorize travel for state employees while on official state business.									
0019-0001	Travel Authorization (Using Agency)					P	7 Years	3 Years	Destroy	
0019-0002	Travel Authorization (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0020-0000	Travel Authorization For Training (TH) --- Usage: to authorize travel for state employees for training for official state business.									
0020-0001	Travel Authorization For Training (Using Agency)					P	7 Years	3 Years	Destroy	
0020-0002	Travel Authorization For Training (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0021-0000	Travel Refund/Cash Receipt - Travel (TC) --- Usage: to record refund of a vendor payment or for state employee cash advance or excessive payment.									
0021-0001	Travel Refund/Cash Receipt - Travel (Using Agency)					P	7 Years	3 Years	Destroy	
0021-0002	Travel Refund/Cash Receipt - Travel (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0022-0000	Expenditure Modification (EM) --- Usage: to modify recorded expenditures. Formerly known as Disbursement/Journal Entry.									
0022-0001	Expenditure Modification (Using Agency)					P	7 Years	3 Years	Destroy	
0022-0002	Expenditure Modification (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0023-0000	Vendor File - NJMACS-E									
0023-0001	Vendor File - Individual Vendor --- File pertains to vendors utilized by state agencies and used in conjunction with the NJMACS-E system. Contains: vendor name, ID number, and status.					P	7 Years	3 Years	Destroy	
0023-0002	Vendor File - Approved/Denied Vendor List (Copy) --- Listings of vendors whose services may or may not be contracted by state agencies.					P	As updated	As updated	Destroy	
0024-0000	Manual Warrant (MW) --- Usage: to request and record a manual check.									
0024-0001	Manual Warrant (Using Agency)					P	7 Years	3 Years	Destroy	
0024-0002	Manual Warrant (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0025-0000	Federal Aid Master Transaction (FM) --- Usage: to establish and record a new federal grant program.									
0025-0001	Federal Aid Master Transaction (Using Agency)					P	7 Years	3 Years	Destroy	
0025-0002	Federal Aid Master Transaction (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

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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		
0026-0000	Project (PJ) --- Usage: to establish a project in the Project Module.									
0026-0001	Project (Using Agency)					P	7 Years	3 Years	Destroy	
0026-0002	Project (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0027-0000	DBC Project (PK) --- Usage: to establish a Division of Building and Construction (DBC) project in the Project Module.									
0027-0001	DBC Project (Using Agency)					P	7 Years	3 Years	Destroy	
0027-0002	DBC Project (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0028-0000	Job Cost (JC) --- Usage: to change costs to the Job Module.									
0028-0001	Job Cost (Using Agency)					P	7 Years	3 Years	Destroy	
0028-0002	Job Cost (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
	Bank Records									
0100-0000	Bank Statement --- Statement reflecting the status of an agencies account.					P	7 Years	3 Years	Destroy	
0101-0000	Check File									
0101-0001	Check File-Cancelled Checks, Voided Checks, Bounced Checks, Image Checks, And Lost Check Reference (Electronic And Hardcopy) --- Note: If an agencies checks are imaged by a financial institution, the agency is not required to retain a hardcopy version of the check.					P	7 Years	3 Years	Destroy	

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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		
0101-0002	Check File - Check Register --- Contains: reconciliation sheet, outstanding checklists, and copies of issued/received checks.					P	7 Years	3 Years	Destroy	
0101-0003	Check File - Check Stub					P	7 Years	3 Years	Destroy	
0101-0004	Check File - Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self- scanned and electronically deposited by an agency into the bank.					P	After deposit input and verification	After deposit input and verification	Destroy	
0102-0000	Deposit Slip (Bank)					P	7 Years	3 Years	Destroy	
0103-0000	Bank Books					P	7 Years	3 Years	Destroy	
0104-0000	Cashier Stubs					P	7 Years	3 Years	Destroy	
	Books Of Account									
0200-0000	Journal - Daily Cash --- Book of original entry, recording cash revenue and expense in a chronological order.					P	7 Years	3 Years	Destroy	
0201-0000	Ledger - General Ledger (Genled) And Closed Ledger (Clisdled) --- Central control of open and closed accounts.			X		P	Permanent	Permanent	Permanent	
0202-0000	Ledger - Subsidiary (Treasury And/Or Using Agency) --- Daily transactions that are verified against the controlling accounts in the General Ledger.					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Budget Records									
0300-0000	Budget Appropriation Handbook (Copy) --- Indicates the amount of funds allocated for a department's daily operations during a fiscal year. Original retained by the Department of the Treasury.									
0300-0001	Budget Appropriation Handbook-Departmental (Copy)					P	7 Years	3 Years	Destroy	
0300-0002	Budget Appropriation Handbook - Divisional/Sub-Divisional (Copy)					P	1 Years	1 Years	Destroy	
0301-0000	Budget Planning Documents - Departmental, Divisional, And Sub-Divisional (Copy) --- Annually prepared planning documents which include; Program Justification (BB 101), Fiscal and Position Request (BB102), Revenue Statement (BB 103), Revolving Funds (BB 103A), Evaluation Data, Data, Position Data, and Affirmative Action Data (BB 104 [Diskette]), Priority Request (PD 206), Appropriations Data - Minor Object Detail (IPB Report - 1739A), objectives and program descriptions, organization charts, and supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	
0302-0000	Budget Request - Departmental (Copy) --- Annual request made to the Department of the Treasury for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.									
0302-0001	Budget Request - Departmental (Copy)					P	3 Years	3 Years	Destroy	
0302-0002	Budget Request - Departmental Work Papers					P	3 Years	3 Years	Destroy	
0303-0000	Budget Request - Divisional And Sub-Divisional (Copy) --- Annual request made to the departments fiscal office for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.									

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		
0303-0001	Budget Request - Divisional And Sub-Divisional (Copy)					P	3 Years	3 Years	Destroy	
0303-0002	Budget Request - Divisional And Sub-Divisional (Additional Copy)					P	1 Years	1 Years	Destroy	
0303-0003	Budget Request - Divisional And Sub-Divisional Work Papers					P	3 Years	3 Years	Destroy	
Additional Financial Records										
0400-0000	Audit Reports - State Agency (Copy) --- Original retained by the Office of Legislative Services, Bureau of State Auditing.					P	3 Years	3 Years	Destroy	
0401-0000	Building Maintenance Work Order					P	3 yrs after work completed	3 yrs after work completed	Destroy	
0402-0000	Cash Receipts					P	7 Years	3 Years	Destroy	
0403-0000	Contracts And Amendments File --- Includes: copies of plans and specifications, bid proposals, progress/performance reports for payment, correspondence, and supporting documentation. Original retained by the Department of the Treasury.									
0403-0001	Contracts And Amendments - Awarded (Original) --- Signed originals and support material.					P	7 Years after completion of contract	3 Years after completion of contract	Destroy	
0403-0002	Contracts And Amendments - Awarded (Copy)					P	3 yrs after completion of contract	3 yrs after completion of contract	Destroy	

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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		
0403-0003	Contracts And Amendments - Cancelled (Original)					P	3 yrs after submission	3 yrs after submission	Destroy	
0403-0004	Contracts And Amendments - Voided (Original)					P	3 yrs after voidance	3 yrs after voidance	Destroy	
0403-0005	Contracts And Amendments - Public Buildings					P	7 Years after disposal of building	3 Years after disposal of building	Destroy	
0403-0006	Contracts And Amendments - Public Buildings, Capital Improvements For Real Property					P	7 Years after disposal of building	3 Years after disposal of building	Destroy	
0403-0007	Contracts And Amendments - Equipment					P	7 Years after disposal of equipment	3 Years after disposal of equipment	Destroy	
0404-0000	Deferred Compensation File -Termination, Disability, Retirement, And Death			X		P	Permanent	Permanent	Permanent	
0405-0000	Department Of The Treasury Report Run-Offs (Copy) --- Agency weekly and monthly financial transaction summary reports from the Department of the Treasury. Original retained by the Department of the Treasury.					P	1 Years	1 Years	Destroy	
0406-0000	Grant/Entitlement/Recognition File --- Grants, entitlements, and recognitions between state agencies and federal, state, local, and private institutions for the award of monies to finance operations for state, county, municipal, or private agencies.									

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:14 of 69	
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		
0406-0001	Grant/Entitlement/Recognition File - Approved (Original) --- 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	7 Years after termination of grant	3 Years after termination of grant	Destroy	
0406-0002	Grant /Entitlement/Recognition File - Approved (Copy) --- File pertains to state agency receiving state grant monies.					P	3 yrs after termination of grant or receipt of award	3 yrs after termination of grant or receipt of award	Destroy	
0406-0003	Grant/Entitlement/Recognition File - Approved (Additional Copy)					P	1 yr after termination of grant or receipt of award	1 yr after termination of grant or receipt of award	Destroy	
0406-0004	Grant/Entitlement/Recognition File - Denied (Original And Copy)					P	3 Years	3 Years	Destroy	
0406-0005	Grant/Entitlement/Recognition File - Denied (Additional Copy)					P	1 Years	1 Years	Destroy	
0407-0000	Individual Insurance Policy File									
0407-0001	Individual Insurance Policy File - Policy --- File reflecting the numerous types of insurance policies an agency maintains.					P	7 Years after termination of policy	3 Years after termination of policy	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:15 of 69	
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		
0407-0002	Individual Insurance Policy File - Health Insurance Portability And Accountability Act Of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Policies Overview Letter, Notice of Privacy Policies Brochure, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, Actions, Activities, Designations, and supporting documentation.					P	7 Years after termination from program	3 Years after termination from program	Destroy	
0408-0000	Payroll File --- Originals may be retained by the Department of the Treasury, and additional hardcopy and microfiche by the agency.									
0408-0001	Payroll Register (Department Of The Treasury, And Autonomous Commissions And Authorites)			X		P	Permanent	Permanent	Permanent	
0408-0002	Payroll Reports - Department Of The Treasury - Generated (Original)					P	7 Years	3 Years	Destroy	
0408-0003	Payroll Reports - Department Of The Treasury - Generated (Agency Copy)					P	30 Days		Destroy	
0408-0004	Payroll Reports - Department Of The Treasury - Generated (Microfiche)					P	3 Years	3 Years	Destroy	
0408-0005	Payroll Reports - Agency - Generated (Original)					P	7 Years	3 Years	Destroy	
0408-0006	Payroll Reports - Agency - Generated (Copy)					P	3 Years	3 Years	Destroy	
0409-0000	Payroll Signature Sheet File --- Sheets identifying employees that have received payroll checks.					P	3 Years	3 Years	Destroy	
0410-0000	Request For Waiver Of Advertng (Copy) --- Used to forgo bid advertising in the event that there is only one supplier, and/or an immediate delivery of an item is necessary. Original retained by the Department of the Treasury.									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:16 of 69	
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		
0410-0001	Request For Waiver Of Advertising (Departmental Copy)					P	7 Years after termination of contract	3 Years after termination of contract	Destroy	
0410-0002	Request For Waiver Of Advertising (Additional Copy)					P	3 Years	3 Years	Destroy	
0411-0000	Open And Closed Billing File --- File contains initial billing statements and notice, follow-up notice(s), and closed billing statements.					P	7 Years	3 Years	Destroy	
0412-0000	Space Planning Request File(GSA-7 SPR) (Copy) --- Contains: Space Planning Request, lease (copy), lease floor plans, and correspondence. Original maintained by the Department of the Treasury, Division of Purchase and Property. Formerly known as a Space Allocation Request (SAR)I,II,III) .									
0412-0001	Space Planning Request File (GSA-7 SPR) (Department Copy)					P	3 yrs after expiration of lease	3 yrs after expiration of lease	Destroy	
0412-0002	Space Planning Request File (GSA-7 SPR) (Additional Copy)					P	3 Years	3 Years	Destroy	
0413-0000	Transmittal of Salary Refunds File --- Contains transmittals and checks to the Department of the Treasury for employees who were not entitled to receive payment.						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:17 of 69	
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		
Additional Financial Records										
0414-0000	Employee Certification Of Taxability Of The Personal Use Of A State Provided Vehicle (Department Copy) --- Original retained by the Department of the Treasury, Bureau of Central Services and Property Management.					P	3 Years	3 Years	Destroy	
0415-0000	Off-System Funds/Non-Appropriated Accounts File --- State agency funds not appropriated by the State Treasurer. File contains: transaction records, receipts/expenditures, banking records, Division of Investment-Fund Investment Reports (Copy), and supporting documentation.					P	7 Years	3 Years	Destroy	
0416-0000	Telephone Records File									
0416-0001	Telephone Records File - Agency Report Of Protested Third Party Calls (Department/Divisional/Sub-Divisional Copy) --- Original retained by Bell Atlantic - New Jersey.					P	3 Years	3 Years	Destroy	
0416-0002	Telephone Records File - Agency Request For Telephone Service (Department Copy) --- Original retained by the Department of the Treasury.					P	3 yrs after completion	3 yrs after completion	Destroy	
0416-0003	Telephone Records File - Monthly Toll Listing Printout (Department Copy) --- Printout generated by the Department of the Treasury, Office of Information Technology (OIT).					P	3 Years	3 Years	Destroy	
0417-0000	Vehicle Records File									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:18 of 69	
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		
0417-0001	Vehicle Records File - Gasoline/Oil Credit Card Transactions File (Departmental Copy) --- Contains charge slip and vendor-submitted monthly transactions summary. Original retained by the Department of the Treasury and a copy by the Central Motor Pool.					P	3 Years	3 Years	Destroy	
0417-0002	Vehicle Records File - Vehicle Accident Report					P	3 Years	3 Years	Destroy	
0417-0003	Vehicle Records File - Vehicle Assignment Log					P	7 Years after final entry	3 Years after final entry	Destroy	
0417-0004	Vehicle Records File - Vehicle Maintenance/Repair Order					P	3 Years	3 Years	Destroy	
0417-0005	Vehicle Records File - Vehicle Usage Report --- Report dealing with the activities of state-owned motor vehicles.					P	3 yrs after disposal of vehicle by department	3 yrs after disposal of vehicle by department	Destroy	
0418-0000	Procurement/Credit Card Statement (Hardcopy And Electronic) --- Statement of charges incurred by a state agency for operational transactions.					P	7 Years	3 Years	Destroy	
0419-0000	Internal Control Vulnerability Assessment - New Jersey Department Of The Treasury (Copy) --- Self-assessment questionnaire pertaining to status of an agency's system of internal accounting and administrative controls in areas such as security, personnel, finance, and administration. Original is kept by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0420-0000	Certificate Of Fire Code Status --- An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (<u>N.J.A.C. 5:71-3.7(b)9</u> ; <u>N.J.S.A. 52:27D-192</u>)									
0420-0001	Certificate Of Fire Code Status - In Compliance					P	7 yrs after final payment	7 yrs after final payment	Destroy	
0420-0002	Certificate Of Fire Code Status - Not In Compliance					P	7 yrs after final payment and compliance with recommendations	7 yrs after final payment and compliance with recommendations	Destroy	
Personnel Records										
0700-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File --- Contains: Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.					P	7 yrs after conclusion of matter	7 yrs after conclusion of matter	Destroy	
0701-0000	Affirmative Action Plan (Copy) --- Agencys annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0702-0000	Survey Of New Jersey State Government Handicapped Employees (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0703-0000	Current Agency Work Force Analysis File (Copy) --- File contains: Current Agency Work Force Analysis and Current Agency Work Force Analysis by Salary. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
Classification Records										
0800-0000	Certification Of Eligibility - State Service (Copy) --- List of individuals who have passed a competitive examination and are eligible for appointment to a position in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0801-0000	Acknowledgment Of Certification Questionnaire (Copy) --- Certification acknowledgment questionnaire. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0802-0000	Eligible/Ineligible Roster --- List of Individuals eligible or ineligible for a position.					P	3 Years	3 Years	Destroy	
0803-0000	Job Specification File									
0803-0001	Job Specification/Request For Copy Of Job Specification (Copy) --- Includes qualifications and duties for positions in state government. Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
0803-0002	Request For Copy Of Job Specification (Copy) --- Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
0803-0003	Specification Transmittal (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0803-0004	Specification Change Sheet (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0803-0005	Specification Transmittal Separation Sheet (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0803-0006	Request For Title Or Specification Modification (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0804-0000	Notification Of Certification (Copy) --- Notification that an individual has passed a competitive examination and is eligible for appointment to a state government position. Original retained by the Department Personnel Office.					P	3 Years	3 Years	Destroy	
0805-0000	Personnel Requisition					P	3 Years	3 Years	Destroy	
0806-0000	Position Classification Questionnaire (Copy) --- Descriptive report used to obtain basic data about a position in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0806-0001	Position Classification Questionnaire (Department Personnel Office)					P	3 yrs after final action	3 yrs after final action	Destroy	
0806-0002	Position Classification Questionnaire(Office Of Origin)					P	1 yr after final action	1 yr after final action	Destroy	
0807-0000	Certification Delay (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:22 of 69	
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		
0808-0000	Request For New Title (Copy) --- Agency request to establish a new position class title when the duties of a new/existing position cannot be classified properly. Original retained by the Department of Personnel.									
0808-0001	Request For New Title - Approved (Copy)					P	Duration of title	Duration of title	Destroy	
0808-0002	Request For New Title - Denied (Copy)					P	3 yrs after final action	3 yrs after final action	Destroy	
0809-0000	Request For Reclassification/Reclassification Recommendation (Copy) --- Enables state employees to change the classification of their position. Original retained by the Department of Personnel.									
0809-0001	Request For Reclassification (Copy)					P	3 yrs after final action	3 yrs after final action	Destroy	
0809-0002	Request For Reclassification/Agency Acknowledgment (Copy)					P	Until final decision	Until final decision	Destroy	
0810-0000	Request For Re-Evaluation Of Title (Copy) --- Agency request to re-evaluate a class title based on a change in responsibilities or agency re-organizational. Original retained by the Department of Personnel.									
0810-0001	Request For Re-Evaluation Of Title - Approved (Copy)					P	Duration of title	Duration of title	Destroy	
0810-0002	Request For Re-Evaluation Of Title - Denied (Copy)					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0811-0000	Request To Appoint Confidential And/Or Unclassified Employee (Copy)									
0811-0001	Request To Appoint Confidential And/Or Unclassified Employee (Copy) - Approved					P	Duration of title	Duration of title	Destroy	
0811-0002	Request To Appoint Confidential And/Or Unclassified Employee (Copy) - Denied					P	3 Years	3 Years	Destroy	
0812-0000	Certification Record Card (Copy) --- Record card of an individual who has passed a competitive examination and is eligible for appointment to a position in state government. Original retained by the Department of Personnel.					P	4 Years	4 Years	Destroy	
0813-0000	Certification Information Card (Copy) --- Informational card explaining the certification process. Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
Individual Employee File										
0900-0000	Employee Address List					P	As updated	As updated	Destroy	
0901-0000	Federal And State Withholding Tax File (Copy) --- Employee state and federal withholding tax documentation. Original documents maintained by the Internal Revenue Service.					P	7 Years	3 Years	Destroy	
0902-0000	Grievance File --- Records of employees dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.									

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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		
0902-0001	Grievance File - Policy-Establishing Settlement (Original)			X		P	Permanent	Permanent	Archival review	
0902-0002	Grievance File - Policy-Establishing Settlement (Copy) --- Retained by grievant agency of employment.					P	3 yrs after final settlement	3 yrs after final settlement	Destroy	
0902-0003	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	1 yr after final settlement	1 yr after final settlement	Destroy	
0902-0004	Grievance File - Routine Settlement (Original)					P	3 yrs after final settlement	3 yrs after final settlement	Destroy	
0902-0005	Grievance File - Routine Settlement (Copy)					P	1 yr after final settlement	1 yr after final settlement	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:25 of 69	
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		
0903-0000	Individual Employee File --- File includes info pertaining to permanent & provisional full-time, part-time, & summer employees. File may contain but is not limited to the following: New Hire Request, Separation Request, Position Classification Questionnaire, Request for Employment Disability leave/Return, Preliminary and Final Notices & Appeal of Disciplinary Action, Application for Re-employment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer, Data Processing Request for Correction of Social Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of lay-off, Final Notice of Lay-off, Unsatisfactory Probation Reports, Pension Program Application (Copy), Employees Report of Accidental Injury or Occupational Disease, Self-health Assessment/Screening Forms, Performance Evaluation System (PES), Performance Certification, Salary Increase, Title info, Promotional Certification, Request for Personnel/Position Action Return Slip, Government Employee Interchange, Application for Lump Sum Compensation for Earned & Unused Sick Leave for Retirees, Request for Personnel File/Record Card Info, Permission to Release Confidential Info, and General State-Wide Application for Employment.									
0903-0001	Individual Employee File - Departmental Personnel (Original)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0903-0002	Individual Employee File - Departmental Personnel (Copy)					P	3 yrs after termination of employment	3 yrs after termination of employment	Destroy	
0903-0003	Individual Employee File - Sub-Divisional Personnel (Additional Copy)					P	1 yr after termination of employment	1 yr after termination of employment	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:26 of 69	
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		
0904-0000	Job Applicant Files - Persons Not Hired --- Includes resumes, applications, etc. of persons not hired for employment by state agencies.					P	3 Years	3 Years	Destroy	
0905-0000	Leave Request - Disability, Administrative, Furlough, Sick, Vacation, Maternity, And Family Leave									
0905-0001	Leave Request - Departmental Personnel (Original)					P	7 Years	3 Years	Destroy	
0905-0002	Leave Request - Divisional Personnel (Copy)					P	3 Years	3 Years	Destroy	
0905-0003	Leave Request - Sub-Divisional Personnel (Additional Copy)					P	1 Years	1 Years	Destroy	
0906-0000	State Employee Service Record					P	60 yrs after termination of employment or age 85, whichever is sooner	60 yrs after termination of employment or age 85, whichever is sooner	Destroy	
0907-0000	Personnel Master Monthly List --- Departmental and divisional personnel list categorized by: social security number, pay range, education, etc.					P	1 Years	1 Years	Destroy	
0908-0000	Position History File --- File used for fiscal verification.					P	7 Years	3 Years	Destroy	
0909-0000	Preliminary Notice/Final Notice/Appeal Of Disciplinary Actions (Copy) --- Preliminary, final, and appeal notices of disciplinary actions taken pertaining to a classified, permanent employee. Original and copy retained by the Department of Personnel.									

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		
0912-0000	Service Award Selection/Nomination/Eligibility Certification File (Copy) --- File for employees who have been employed for specified years in state government service. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0913-0000	Suggestion Awards File (Copy) --- Includes: Suggestion Evaluation Report, Suggestion Award Card, Interim Note, Employee Suggestion Form, and correspondence. Original retained by the Department of Personnel.									
0913-0001	Suggestion Awards File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	
0913-0002	Suggestion Awards File - Departmental Suggestion Awards Committee (Additional Copy)					P	1 Years	1 Years	Destroy	
0914-0000	Time Records --- Attendance reports for state employees.									
0914-0001	Time Records - Departmental (Original)					P	7 Years	3 Years	Destroy	
0914-0002	Time Records - Divisional (Copy)					P	3 Years	3 Years	Destroy	
0914-0003	Time Records - Sub-Divisional (Copy)					P	3 Years	3 Years	Destroy	
0915-0000	Employee Medical Records --- May include proof of vaccination and/or testing in lieu thereof. Microfilming or digitization recommended. Retention period prescribed by federal law. (CFR 1910.1018)					P	40 yrs after termination of employment	40 yrs after termination of employment	Destroy	
0916-0000	Financial Disclosure Statement For Public Employees (Copy) --- Originals are retained by the Governors Counsel and the Executive Commission on Ethical Standards.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:29 of 69	
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		
0917-0000	Certified Public Manager Program File (CPM) File (Copy) --- File contains: Application for CPM Program: Levels I-IV, Waiver from CPM Classes, Recommendation for CPM Classes, and supporting documentation.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0918-0000	Department Of Personnel Administrative Action File (Copy) --- File contains: Final Administrative Action of the Merit System Board and the Commissioner of Personnel and supporting documentation. Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0919-0000	Reduction In Force File: Displaced Personnel Questionnaire And Appeal (Copy) --- Questionnaire asking employees to target what regional they would prefer to transfer. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0920-0000	PAR BI-Weekly Report (Copy) --- Submitted by each agency to the Department of Personnel. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0921-0000	Leave Of Absence Bi-Weekly Report (Copy) --- Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0922-0000	Request For Temporary Employment (Copy) --- Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0923-0000	Application For New Jersey Support Specialist Program (Copy) --- Application to receive training for the Support Specialist title. Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:30 of 69	
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		
0924-0000	Elective Instruction Review Application (Copy) --- Review of college credits earned and what is accepted by state government. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0925-0000	Application For Senior Executive Service (Copy) --- Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0926-0000	Application For Senior Level Clerical (Copy) --- Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0927-0000	Job Location Declaration (Copy) --- Statement declaring region of transfer. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0928-0000	Special Reemployment Information/Preference (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0929-0000	Request For Increment Restoration (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0930-0000	Dental Care Program Financial Reports File --- Contains reports pertaining to employees enrolled in the dental care program.					P	7 Years	3 Years	Destroy	
0931-0000	Vision Care Program Financial Reports --- Contains reports regarding employees enrolled in the vision care program.					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0932-0000	Health Care Provider Program File									
0932-0001	Health Care Provider Program File - Enrollment Card					P	6 yrs after termination of enrollment	6 yrs after termination of enrollment	Destroy	
0932-0002	Health Care Provider Program File - Change Of Status Card					P	6 yrs after termination of enrollment	6 yrs after termination of enrollment	Destroy	
0933-0000	Conflict Of Interest Questionnaire (Copy) --- Originals maintained by the Ethical Standards Commission and the Governors Counsel.					P	1 Years	1 Years	Destroy	
Individual Employee File										
0934-0000	Request For Approval For Attendance At Events - State Ethics Commission (N.J.A.C. 19:61-6)					P	5 Years	1 Years	Destroy	
Performance Evaluation System (PES)										
1000-0000	Performance Evaluation System (PES) Departmental Personnel (Original) --- Contains Performance Agreement, Fact Sheet, and Final Evaluation Review. Copy is retained by the employee.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
1001-0000	Performance Summary (Copy) --- Contains a listing of: classified employees who have been rated satisfactory or unsatisfactory, unclassified employees not granted a salary increase, and supervisors who have failed to submit a Performance Certification and Salary Increase Recommendation form. Original retained by the Department of Personnel.					P	1 Years	1 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Open Competitive & Promotional Examination Records										
1100-0000	Application For Open Competitive And Application For Promotional Examinations - State Service File (Copy) --- Applications for an open competitive or promotional examination within state government. Original retained by the Department of Personnel.					P	4 Years	4 Years	Destroy	
1101-0000	Application Summary (Copy) --- List of persons eligible for a classified promotion in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1102-0000	<u>N.J.A.C. 4A: 4-2.7 Promotional Action</u> (Copy) --- Indicates that a permanent employee has been promoted to a position without examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1103-0000	Promotional Job Analysis (Copy) --- A job description used in the development of a promotional examination for a specific job title. Original retained by the Department of Personnel.									
1103-0001	Promotional Job Analysis - Departmental Personnel (Copy)					P	5 Years	5 Years	Destroy	
1103-0002	Promotional Job Analysis (Additional Copy)					P	1 Years	1 Years	Destroy	
1104-0000	Promotional Notice File (Copy) --- Contains: Promotional Announcements, Notices of Vacancy, Checklist, Promotional Opportunities, Notice of Promotional Examination, and Notice of Promotional Action. Original retained by the Department of Personnel.									
1104-0001	Promotional Notices File (Copy)					P	Until applicant list has expired	Until applicant list has expired	Destroy	
1104-0002	Promotional Notices File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:33 of 69	
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		
1105-0000	Notification File (Copy) --- Contains: Notification of Examination, Notification of Eligibility, Notification of Ineligibility. Original retained by the Department of Personnel.									
1105-0001	Notification File (Copy)					P	Until applicant list has expired	Until applicant list has expired	Destroy	
1105-0002	Notification File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	
1106-0000	Promotional Examination Seniority Record (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1107-0000	Residence Questionnaire (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1108-0000	Employment Eligibility List (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1109-0000	Information Correction Card (Copy) --- Form to amend incorrect information in an examination application file. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1110-0000	Examination Regular Review Form (Copy) --- Form requesting a routine review of an examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1111-0000	Change In Examination Status (Copy) --- Form used to change qualified/unqualified status to sit for an examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:34 of 69	
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		
1112-0000	Offical Agency Signature Record (Copy) --- Record of an applicants authentic signature. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1113-0000	Veterans File (Copy) --- File of veteran's applications for examination. Contains: Veterans Preference Claims and Notice Concerning Veterans Status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1114-0000	Request For Extension Of Working Test Period (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1115-0000	Lateral Title Request (Copy) --- Change request for transfer to a lateral title. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1116-0000	Position Post Audit Recommendation (Copy) --- Recommendations stated after a desk audit. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1117-0000	Open Competitive Application For Rapid Response (Copy) --- Response request for emergency title. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1118-0000	Symbol/Title/Closing Date (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1119-0000	New Title Information Booklet (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1120-0000	Title Rights Status (Copy) --- Listing of previous titles held. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1121-0000	Title Code (Copy) --- Examination titles and associated codes. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1122-0000	Local Government Promotion Evaluation Team (Copy) --- Local Government personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1123-0000	State Government Promotion Evaluation Team (Copy) --- Departmental personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1124-0000	Promotion Exam Delegation Project Recommend For Exam Action (Copy) --- Review and approval for individuals to sit for examinations. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1125-0000	Promotion Application/Announcement For Delegation To Local Appointing Authorities (Copy) --- Authority for local government to administer in-house examinations. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1126-0000	Provisional Employee Status --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1127-0000	Promotional Annoucement Meets Requirements Under <u>N.J.A.C. 4A:4-2. 7</u> (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1128-0000	Appeal Letter - Promotion Eligibility (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1129-0000	Certification Disposition Notice (Copy) --- Applicants notice that position has already been filled. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1130-0000	Provisional Appointment Listing (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
Training Records										
1200-0000	Course Registration And Report (Copy) --- Used for training by the Department of Personnels Service Training Section. Original retained by the Department of Personnel.					P	1 Years	1 Years	Destroy	
1201-0000	Request/Disapproval For Registration (Copy) --- Agency request for staff training by insitutions other than the Department of Personnel or the agency itself. Original retained by the Department of Personnel.									
1201-0001	Staff Training Request (Copy)					P	3 yrs after final payment	3 yrs after final payment	Destroy	
1201-0002	Staff Training Request (Additional Copy)					P	1 Years	1 Years	Destroy	
Personnel Management Information System (PMIS)										
1300-0000	Personnel Maintenance Request (Copy) --- Input document to update and employees status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1301-0000	Position Maintenance Request (Copy) --- Input document to update a position's status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1302-0000	Conversion Of Appointment Type Request (Copy) --- Document used to change an appointment to a new position. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1303-0000	Separation/Losing Authority Request (Copy) --- Documentation to update an agencies file whose employee is terminating employment. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1304-0000	Leave Of Absence Maintenance Request (Copy) --- Document recording basic information about an employee. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1305-0000	Static Information Change Request (Copy) --- Form recording basic information about an employee. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1306-0000	Individual Salary Adjustment Request (Copy) --- Form used to implement a salary change. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1307-0000	Rescind Pervious Action Request (Copy) --- Form used to rescind a personnel action. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1308-0000	Special Payment Information Request (Copy) --- Form to initiate special payment to an employee. Original retained by Department of Personnel.					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:38 of 69	
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		
1309-0000	Department Of Personnel Position Change/Freeze Request (Copy) --- Request to change or freeze a position. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1310-0000	Employee Transaction Verification Report (Copy) --- Verification report issued after an employee action is taken. Report contains: name, social security number, payroll number, action initiated (new hire, retirement, promotion, etc.), time balances, effective date, and PMIS request number. Original retained by the Department of Personnel.					P	30 days after verification	30 days after verification	Destroy	
1311-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The maintenance of the device is overseen by the Department of the Treasury, Division of Property Management & Construction, Bureau of Special Services. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c375, which mandated the placement of AED's in public agencies.									
1311-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years	3 Years	Destroy	
1311-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate And AED					P	2 yrs after update	2 yrs after update	Destroy	
1311-0003	Automated External Defirillator (AED) File - Equipment Operational Manual					P	After disposal of equipment	After disposal of equipment	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		
1312-0000	<p>Garnishment File ---</p> <p>File usually contains documentation for debt owed to State agencies because of former employees being overpaid, overdrawn sick time or bounced check for Health Benefit prepayments. A copy of the separation from PMIS, along with any calculations and Treadhoc copies used to figure amount of debt are included as well as letters sent informing of debt owed. File may include: a copy of the record once entered into the Department of the Treasury, Division of Revenue and Enterprise Services (DORES) system, if any payments have been made, will be copied in the file, Set-Off of Individual Liability File (S.O.I.L.) and related materials.</p>					P	7 yrs after debit is satisfied	7 yrs after debit is satisfied	Destroy	
1313-0000	<p>I-9 Employment Eligibility Verification Forms (Centralized Filing) ---</p> <p>Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S.employers (including State agencies) must use Form I-9 for all employees (Citizens and noncitizens) hired on or after Nov. 6, 1986, who are working in the U.S. To the extent that these forms are included, or required to be included in personnel files, they are subject to the retention period of the personnel files.</p> <p>Form generated by Department of Homeland Security, U.S. Citizenship and Immigration Services. Retention period prescribed by the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603).</p>					P	3 yrs after date of hire or 1 yr after termination, whichever is later	3 yrs after date of hire or 1 yr after termination , whichever is later	Destroy	
General Administrative Records										
1400-0000	<p>Administrative Subject File ---</p> <p>Correspondence, memoranda, publications, reports, bulletins, and other information received by a state agency and alphabetically filed by subject.</p>					P	3 Years	3 Years	Destroy	
1401-0000	<p>Agency - Sponsored Conferences File ---</p> <p>Public Information meetings sponsored by state agencies.</p>									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:40 of 69	
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		
1401-0001	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master)			X		P	20 yrs	20 yrs	Archival Review	
1401-0002	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy)					P	Periodic review	Periodic review	Destroy	
1401-0003	Agency - Sponsored Conferences - Correspondence And Work Papers					P	3 Years	3 Years	Destroy	
1402-0000	Subpoena Files					P				
1402-0001	Agency Testimony And Subpoena File --- Records of testimony given by representatives of state agencies at public hearings, public meetings, trials, and other official proceedings.					P	10 Years		Destroy	
1402-0002	Investigation And Research Files Original (Record Copy) --- Files contain agency responses to requests for information pertaining to subpoenas, internal (agency) investigations or audits. Content may be produced and stored in electronic or hardcopy formats. Version used by the investigatory, audit or agency authority for discovery, evidence, analysis and/or report production					P	7 Years After Matter Involved Is Resolved Or Completed, Including Adjudication Of All Appeals If Applicable		Destroy	
1402-0003	Investigation And Research Files Copy					P	3 Years		Destroy	
General Administrative Records										
1403-0000	Certified Mail Receipt					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:41 of 69	
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		
1404-0000	Commissioner's Subject File --- Subject file of a Commissioner, President, Secretary, Chief of Staff, Deputy Commissioner, and Assistant Commissioner pertaining to all administrative aspects of their offices (i.e., agency policy, procedure, organization, programs, fiscal. and personnel matters). Includes correspondence, minutes (copy), reports, speeches, and supporting documentation.			X		P	4 Years	4 Years	Archival Review	
1405-0000	Correspondence (Electronic Or Hardcopy) --- Letters and memoranda in either electronic or printed format, transmitted to and from state agencies during the course of business.									
1405-0001	Correspondence - External					P	3 Years	3 Years	Destroy	
1405-0002	Correspondence - Internal - Administrative					P	1 Years	1 Years	Destroy	
1405-0003	Correspondence - Policy-Non-Statutory/Non-Regulatory			X		P	25 Years	25 Years	Archival Review	
1405-0004	Correspondence - Routine Request For Information					P	Periodic review	Periodic review	Destroy	
1406-0000	Hand-Deliver Receipt									
1406-0001	Hand-Deliver Receipt (Original)					P	1 Years	1 Years	Destroy	
1406-0002	Hand-Deliver Receipt (Copy)					P	Periodic review	Periodic review	Destroy	
1407-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.					P	Periodic review	Periodic review	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		
1408-0000	Inventory File --- Itemized list of equipment and supplies completed by state agencies.					P	3 Years	3 Years	Destroy	
1409-0000	Minutes And Agendas File --- Official records of the proceedings of meetings. File includes agenda and supporting documentation.									
1409-0001	Minutes And Agenda File (Original)			X		P	Permanent	Permanent	Archives	
1409-0002	Minutes And Agendas File (Copy)					P	Periodic review	Periodic review	Destroy	
1410-0000	News Release --- Information issued by state agencies for publication or broadcast.									
1410-0001	News Release (Original)			X		P	Permanent	Permanent	Archives	
1410-0002	News Release (Copy)					P	Periodic review	Periodic review	Destroy	
1411-0000	Official Notice Of An Open Public Meeting (Copy) --- Original retained by the Office of the Secretary of State.					P	3 Years	3 Years	Destroy	
1412-0000	Organization Chart									
1412-0001	Organization Chart (Original)			X		P	Permanent	Permanent	Archives	
1412-0002	Organization Chart (Copy)					P	As updated	As updated	Destroy	
1413-0000	Photographs And Slides			X		P	Permanent	Permanent	Archives	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:43 of 69	
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		
1414-0000	Records Removal And Destruction Order --- Original retained by the Department of State, Division of Archives and Records Management.									
1414-0001	Records Removal And Destruction Order (Original)			X		P	Permanent	Permanent	Permanent	
1414-0002	Records Removal And Destruction Order (Copy)					P	10 Years	10 Years	Destroy	
1415-0000	Records Retention And Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and R cords Management.					P	As updated	As updated	Destroy	
1416-0000	Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.			X		P	Permanent	Permanent	Permanent	
1417-0000	Speeches (Excluding Executive Speeches - See Commissioner's Subject File) --- Records for public speeches given by representatives of state government.			X		P	Periodic review	Periodic review	Archival Review	
1418-0000	Visitor Security Sign-Sheet And Monitoring File --- Visitor security sign-sheet and monitoring file; may include visitor health screening/assessment forms.					P	3 Years	3 Years	Destroy	
1419-0000	Reference File					P	Periodic review	Periodic review	Destroy	
1420-0000	Reference Material Request					P	Periodic review	Periodic review	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		
1421-0000	Surplus Property File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a state agency.									
1421-0001	Surplus Property File - Surplus Equipment Inventory Listing					P	3 yrs after update	3 yrs after update	Destroy	
1421-0002	Surplus Property File - Excess/Surplus Property Notice					P	3 yrs and audit	3 yrs and audit	Destroy	
1422-0000	Annual Internal Control Statement (Copy) File --- Annual Internal performance audit file containing: Annual Internal Control Statement (copy) and agency-generated supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	
1423-0000	Consultant File --- File reflecting the findings of a professional consultant hired by a state agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.									
1423-0001	Consultant File - Final Report			X		P	25 Years	25 Years	Archival Review	
1423-0002	Consultant File - Contract					P	7 Years after termination of contract	3 Years after termination of contract	Destroy	
1423-0003	Consultant File - Financial Documents					P	7 Years	3 Years	Destroy	
1423-0004	Consultant File - Work Papers And Support File					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1424-0000	Incoming Mail Log					P	3 Years	3 Years	Destroy	
1425-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy), response documents (copy), and relevant supporting documentation. (PL 2001,c404)									
1425-0001	Open Public Records Act (OPRA) File Request Form With Fee					P	7 Years	3 Years	Destroy	
1425-0002	Open Public Records Act (OPRA) File - Request Form Without Fee					P	3 Years	3 Years	Destroy	
1425-0003	Open Public Records Act (OPRA) File - OPRA Complaint To Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), correspondence, email (hardcopy), and supporting documentation					P	3 yrs after resolution	3 yrs after resolution	Destroy	
Agency Related Policy,Legislation &Operating Proc.										
1500-0000	Administrative Law Case --- Files prepared by the Office of Administrative Law (OAL), containing all documentation related to an Administrative Law case. When a case is resolved the original documentation file and the hearing transcript are sent to the appropriate state agency. OAL retains copies of the cases.									
1500-0001	Administrative Law Case (Original) --- Retained by the state agency.			X		P	20 yrs after case is closed	20 yrs after case is closed	Archival Review	
1500-0002	Administrative Law Case - Transcript (Original) --- Retained by the state agency.			X		P	Permanent	Permanent	Archives	

* 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		
1501-0000	Attorney Generals Opinions (Copy) --- Legal opinions dealing with matters relevant to a state agencies activities. Original retained by the Office of the Attorney General.					P	Periodic review	Periodic review	Destroy	
1502-0000	Background Information And Comments On Proposed Changes/Additions To A New Jersey Administrative Code Draft (Copy) --- Background materials, comments, approved and disapproved changes/additions, and supporting documentation for pre-proposals and proposals to revise a state agencies Administrative Code. Original retained by the Office of Administrative Law.			X		P	3 Years	3 Years	Archival Review	
1503-0000	Code Of Ethics - Departmental									
1503-0001	Code Of Ethics - Departmental (Original)			X		P	Permanent	Permanent	Archives	
1503-0002	Code Of Ethics - Departmental (Copy)					P	Periodic review	Periodic review	Destroy	
1504-0000	Executive Orders - Gubernatorial (Copy) --- Proclamations issued by the Governor as the chief executive of the state. Original retained by the Office of the Secretary of State.					P	Periodic review	Periodic review	Destroy	
1505-0000	General Operating Procedures --- Rules and regulations developed by state agencies for the general operation of business.									
1505-0001	General Operating Procedures (Original)			X		P	25 Years	25 Years	Archival Review	
1505-0002	General Operating Procedures (Copy)					P	3 Years	3 Years	Destroy	
1506-0000	Hearings - Formal Policy									

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		
1506-0001	Hearings - Stenotype Transcription					P	1 yr after printing of transcript	1 yr after printing of transcript	Destroy	
1506-0002	Hearings - Real Time Transcription					P	1 yr after printing of transcript	1 yr after printing of transcript	Destroy	
1506-0003	Hearings - Computer-Assisted Transcription					P	1 yr after printing of transcript	1 yr after printing of transcript	Destroy	
1506-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	Destroy	
1506-0005	Hearings - Transcripts (Original)			X		P	Permanent	Permanent	Archives	
1506-0006	Hearings - Transcripts (Copy)					P	Periodic review	Periodic review	Destroy	
1507-0000	Interagency Agreement --- An agreement between state agencies regarding a common subject.									
1507-0001	Interagency Agreement (Original)			X		P	Permanent	Permanent	Archives	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:48 of 69	
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		
1507-0002	Interagency (Copy)					P	Periodic review	Periodic review	Destroy	
1508-0000	Legislation - Agency-Related (Copy) --- Laws dealing with matters relevant to a state agencies activities. Original retained by the Office of Legislative Services.									
1508-0001	Legislation - Agency-Related-Adopted (Copy)					P	Periodic review	Periodic review	Destroy	
1508-0002	Legislation - Agency-Related-Pending (Copy)					P	As updated	As updated	Destroy	
1509-0000	Policy Statement --- Statement issued by an agencies management personnel regarding the governance of agency- related policy and procedure.									
1509-0001	Policy Statement (Original)			X		P	Permanent	Permanent	Archives	
1509-0002	Policy Statement (Copy)					P	Periodic review	Periodic review	Destroy	
1510-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File (Copy) --- Contains the Annual Occupational and Illnesses Survey and supporting documentation. File maintained in accordance with <u>N.J.A.C.</u> , 12:110, Subchapter 5 and <u>N.J.S.A.</u> 34:6A-24-28 et seq. Original retained by the Department of Labor.									
1510-0001	Public Employees Occupational Safety And Health Act (Copy)					P	6 Years	6 Years	Destroy	
1510-0002	Public Employees Occupational Safety And Health Act (Additional Copy)					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:49 of 69	
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		
1511-0000	Regulations - Agency-Related (Copy) --- State agency proposals for regulations to become part of the New Jersey Administrative Code. Original retained by the Office of Administrative Law.									
1511-0001	Regulations - Agency-Related - Adopted (Copy)					P	Periodic review	Periodic review	Destroy	
1511-0002	Regulations - Agency-Related-Pending (Copy)					P	As Updated	As Updated	Destroy	
1511-0003	Regulations - Agency-Related - Rejected (Copy)					P	Periodic review	Periodic review	Destroy	
1512-0000	Public Meetings - Audio/Video Tape Recordings					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	Destroy	
1513-0000	Worker & Community Right To Know Act File (Employer Copy) --- This file is maintained in accordance with the Worker and Community Right to Know Act, L.1983,c315,N.J.S.A. 34:5A-1 et seq. Originals are kept by the Departments of Health and Environmental Protection for 30 years. File contains, but is not limited to the following: Hazardous Substance List, Hazardous Substance Training Manual and supporting data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.					P	6 Years	6 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1514-0000	Disaster Prevention And Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agencies daily operations and mitigate the consequences of such an event.									
1514-0001	Disaster Prevention And Recovery/Business Continuity Plans (Original)					P	3 yrs after update	3 yrs after update	Destroy	
1514-0002	Disaster Prevention And Recovery/Business Continuity Plans (Copy)					P	As updated	As updated	Destroy	
1515-0000	Americans With Disabilities Act (ADA) Transition Plan And Self-Evaluation Plan --- *Microfilming recommended.					P	65 Years	3 Years	Destroy	
Reports And Publications										
1600-0000	Agency Annual Report --- Annual report highlighting the achievements and activities of a state agency.									
1600-0001	Agency Annual Report - Agency Of Origin (Original)			X		P	Permanent	Permanent	Archives	
1600-0002	Agency Annual Report (Copy)					P	5 Years	5 Years	Destroy	
1601-0000	Agency Monthly Report --- Monthly report highlighting the activities and achievements of a state agency.									
1601-0001	Agency Monthly Report - Agency Of Origin (Original)					P	3 Years	3 Years	Destroy	
1601-0002	Agency Monthly Report (Copy)					P	1 Years	1 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:51 of 69	
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		
1602-0000	Agency Weekly Report (Original And Copy) --- Weekly report highlighting the activities and achievements of a state agency.					P	1 Years	1 Years	Destroy	
1603-0000	Agency-Generated Newsletter --- Publication highlighting an agencies activities and other relevant information. The New Jersey State Library receives 75 copies of all agency-generated publications.									
1603-0001	Agency-Generated Newsletter (Original)			X		P	Permanent	Permanent	Permanent	
1603-0002	Agency-Generated Newsletter (Copy)					P	Periodic review	Periodic review	Destroy	
1604-0000	Agency-Generated Publication --- Printed material created by a state agency. The State Library receives 75 copies of all agency- generated publications.									
1604-0001	Agency-Generated Publication (Original)			X		P	Permanent	Permanent	Permanent	
1604-0002	Agency-Generated Publication (Copy)					P	Periodic review	Periodic review	Destroy	
1605-0000	Agency-Generated Statistical Report(Original And Copy)					P	3 Years	3 Years	Destroy	
1606-0000	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification	After input and verification	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:52 of 69	
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		
Year Two Thousand (Y2K) Conversion Plan										
1700-0000	Year Two Thousand (Y2K) Conversion Plan (Hardcopy, Microfilm, Or Electronic) --- Includes documentation for testing, remediation, and statutory and regulatory requirements for an agencies Y2K system conversion. File contains but is not limited to the following: hardware, applications, and system analysis documentation; testing documentation; system certification documentation; project plans; status reports; internal and external correspondence and e-mail; vendor system compliance letters; system diagnostic testing results; and supporting documentation.									
1700-0001	Year Two Thousand (Y2K) Conversion Plan (Original)					P	7 Years	3 Years	Destroy	
1700-0002	Year Two Thousand (Y2K) Conversion Plan (Copy)					P	Periodic review	Periodic review	Destroy	
Image Processing And Certification										
1800-0000	Audit Reports - Image Processing Systems --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.					P	7 Years	3 Years	Destroy	
1801-0000	Image Processing System Initial Certification Or System Revocation --- Agency image processing sytem initial certification or revocation, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, revocation notification, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.			X		P	Permanent	Permanent	Permanent	

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		
1802-0000	Image Processing System Annual Review --- Agency Image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.					P	As updated	As updated	Destroy	
1803-0000	Image Processing Quality Control/Error Inspection Log --- A log denoting an error(s) detected in either a random or routine quality control inspection of a scanned document batch.					P	After remediation and verification	After remediation and verification	Destroy	
1804-0000	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion.					P	After completion of batch	After completion of batch	Destroy	
Agency Website File										
1900-0000	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.					P	30 Days		Destroy	
1901-0000	Transaction/Click Through Log --- Log tracking the number of times and agencies website is accessed from outside the agency.					P	30 Days		Destroy	
1902-0000	Website Creation And Update File --- File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.					P	30 days after website is discontinued	30 days after website is discontinued	Destroy	

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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		
	E-Mail Record									
2000-0000	<p>State Agency E-Mail Record Schedule</p> <p>---</p> <p>This schedule is designed to facilitate the management of the broad category of e-mail records in accordance with State law (P.L. 1953, c.140; <u>N.J.S.A. 47:3-16</u>) and the provisions set forth in State Circular Letter (CL) 14-12 DORES/OIT. Records may be destroyed by agencies sooner than the retention in this e-mail schedule if such destruction is in accordance with a specific general records schedule item and an approved Electronic File Plan (E-FP) as described in CL14-12 DORES/OIT. See below for general record schedule items included in this broadband.</p> <p>NOTE: This schedule covers routine administrative and operational records with a retention period of seven (7) years or less. Agencies will be responsible for maintaining, administering, and providing access to e-mail (including information and/or attachments) for all records 1) with a final disposition greater than 7 years and 2) a disposition of Permanent, Archives or Archival Review until the State Archives has the means to accept transfer of this material.</p>									
2000-0001	<p>State Agency E-Mail Record Schedule</p> <p>---</p> <p>E-Mail Record NJ Comprehensive Financial System (NJCFS), Off-system and Procurement/ Purchasing System Records Agency e-mail records pertaining to or encompassing: revenue and expenditure journal/ledger entries; cash receipt records; appropriation/expense/revenue budgets; transfers of appropriation/budget; obligations/encumbrances; purchase orders invoices; vouchers; payments; fiscal note worksheets; travel records; bank records; and vendor file content.</p> <p>Records Series Included 0001-0000 through 0007-0002, 0009-0000 through 0011-0002, 0013-0000 through 0026-0002, 0100- 0000 through 0200-0000 and 0402-0000 and 0415-0000 *Destroy as per CL. 14-12 DORES/OIT</p>					P	7 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:55 of 69	
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		
2000-0002	E-Mail Record Budget/Audit Records --- Agency e-mail records pertaining to or encompassing: departmental/divisional appropriations handbooks; requests; and State Auditor reports. Records Series included 0300-0000 through 0303-0003, 0400-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0003	E-Mail Record Payroll Reports/Signature Sheets --- Records Series Included 0408-0002 through 0409-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0004	E-Mail Record Accounts Receivable Records/Billings --- Records Series Included 0411-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0005	E-Mail Record Telephone And Vehicle Records (Work Orders, Completed Logs And Maintenance Records) --- Records Series Included 0416-0000 through 041 7-0003, 041 8-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2000-0006	<p>E-Mail Record Personnel Records ---</p> <p>Agency e-mail records pertaining to or encompassing: affirmative action plans (CSC maintains the original or record copy); surveys; work force/job analyses; certifications; notifications; rosters; job specifications; questionnaires; certification records; promotional actions; job and test applications; lists; referrals; leave requests; conflict of interest questionnaires; time and attendance records; requests/approvals to attend events; applications for open competitive and promotional examinations; personnel maintenance requests; and position change/ freeze requests.</p> <p>Records Series Included 0701-0000 through 0805-0000,0812-0000 through 0813-0000, 0901-0000, 0904 -0000 through 0905 - 0003, 0910-0000 through 0910-0002, 0914-0000 through 0914-0003, 0933-0000, 0934-0000, 1100-0000 through 1103-0002, 1106-0000 through 1130-0000, 1300-0000 through 1309-0000 *Destroy as per CL. 14-12 DORES/OIT</p>					P	7 Years		Destroy	
2000-0007	<p>E-Mail Record General Administrative Records ---</p> <p>E-Mail Record General Administrative Records Agency e-mail records pertaining to or encompassing: administrative subject files (excluding commissioner's subject Files) covering routine agency operations and transactions; and external and internal correspondence (excluding commissioner's correspondence and policy correspondence) covering routine agency operations and transactions, surveys, inventories, open public meeting notices, open public records requests, requests for information, surveys, inventories, and reference material.</p> <p>Records Series Included 1400-0000, 1405-0001, 1405-0002, 1405-0004, 1407-0000 through 1408-0000, 1411-0000,1419-0000 through 1420-0000, and 1425-0002 through 1425-0003. *Destroy as per CL. 14-12 DORES/OIT</p>					P	7 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:57 of 69	
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		
2000-0008	E-Mail Record Reports And Publications --- Agency e-mail records pertaining to or encompassing: Agency Monthly Report (Copy) and Agency Weekly Report (Original and Copy). Records Series Included: 1601-0000 through 1602-0000. *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2100-0000	Video Surveillance Recordings --- Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as a slip and fall, motor vehicle accident or crime).					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported		Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:58 of 69	
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		
2101-0000	<p>Body Worn Cameras (BWC) ---</p> <p>Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (<u>N.J.S.A.</u> 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:</p> <p>A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention.</p> <p>B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint.</p> <p>C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.</p>					P	90 Days	unless one of the exceptions are met	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		
Electronic Records										
2200-0000	Supplemental Information Sources, Finding Aids And Indexes --- This series includes electronic abstracts or summaries of records contained in separate original records systems and/or indexes, lists, registers and other finding aids used as reference sources that complement and provide access to separately-stored original records. These records can be used as information sources apart from the related original records.					P	Retain with related original records or when the agency determines that the abstracts, summaries, finding aids/indexes are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.		Destroy	
2201-0000	Output Records --- This series includes records derived directly from the electronic system or database such as system-generated reports (in hardcopy or electronic format), online displays, summary statistical information, or any combination of the above.									
2201-00002	Data File Outputs --- (Cont'd from 2201-0000) File the records above with an appropriate agency-specific records series when applicable. If not applicable, contact the Records Management Services Unit to schedule the records.									

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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		
2201-0001	<p>Ad Hoc And Routine Operational Reports ---</p> <p>Includes reports derived from electronic records or system queries created on an ad hoc, one-time basis or on a periodic basis for reference purposes. This item encompasses ad hoc reports created from or queries conducted across multiple linked databases or systems.</p>					P	Retain until business use ceases.		Destroy	
2201-0002	<p>Data File Outputs ---</p> <p>Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including data files consisting of summarized or aggregated information, electronic files consisting of extracted information, print files, and technical reformat files (electronic files consisting of copies of a master file or part of a master file used for information exchange).</p> <p>Exclusion 1: This schedule does not apply to:</p> <ul style="list-style-type: none"> • Reports created to satisfy established reporting requirements (e.g. statistical reports produced quarterly in accordance with an agency directive or law, or other regular reports to management). • Query results/electronic reports created in response to a formal request from a higher-level office of the agency or an entity external to the agency. • Records containing substantive information not included in the resource electronic records system or database. • Data files consisting of summarized information from unscheduled electronic records or records scheduled as permanent but no longer exist or can no longer be accessed. (Cont'd to 2201-00002) 					P	Retain until business use ceases.		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		
2202-0000	<p>Non-Recordkeeping Copies Of Electronic Records ---</p> <p>Includes non-recordkeeping copies of electronic records maintained in email systems, computer hard drives, network drives, collaboration sites, web servers, or other locations, after the official versions have been copied to a centralized recordkeeping system/database, or otherwise preserved. This encompasses non-record keeping copies of e-mails, attachments and associated metadata stored under the centralized framework set forth in CL NO 14-12 DORES/OIT. This series also includes: documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent; electronic spreadsheets; digital video or audio files; text messages; digital maps or architectural drawings; and copies of various types of electronic records maintained on websites or web servers, but EXCLUDING web pages themselves.</p>					P	Retain until copied to the centralized recordkeeping system/database or otherwise preserved.		Destroy	
2203-0000	<p>Systems And Data Security Records ---</p> <p>Includes records related to maintaining the security of information technology (IT) systems and data, as well as security of facilities. Encompasses records such as official procedures for securing systems/data and maintaining underlying IT infrastructures, as well as system risk management/vulnerability analyses and analyses of security policies, processes, and guidelines. Specific document types included in this record series include: system security, disaster recovery and continuity of operations plans; published computer technical manuals and guides; references materials used to produce guidelines covering security issues (for specific systems and equipment); records on disaster exercises and resulting evaluations; network vulnerability assessments; risk surveys; service test plans; and test files/data.</p>					P	Retain for 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls through the life of the system.		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		
2204-0000	<p>Computer Security Incident Handling, Reporting And Follow-Up Records ---</p> <p>Contains records that relate to computer incidents as defined by the Office of Information Technology (11-03-P1-NJOIT). Encompasses records that document attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper usage by staff, failure of security provisions or procedures, and potentially compromised information assets.</p>					P	Retain for 3 years after all necessary follow-up actions have been completed.		Destroy	
2205-0000	<p>System Access Records ---</p> <p>Includes records that are created as part of the user identification and authorization process associated with information and records system access. The records contained in this records series are used to monitor inappropriate systems access by users. It may include user profiles, log-in files, password files, audit trail files/extracts, system usage files, and usage data required to assess charges for system use.</p>									
2205-0001	<p>System Access Records ---</p> <p>Records associated with systems that do not require special accountability for access.</p>					P	Retain until no longer needed for business use.		Destroy	
2205-0002	<p>System Access Records ---</p> <p>Records associated with systems that require special accountability for access (as defined via regulation or statute) Exclusion: Excludes records relating to electronic signatures.</p>					P	Retain for 7 years following password change or account termination.		Destroy	
2206-0000	<p>System/Transaction Backups And Tape Library Records ---</p> <p>Includes back-up files maintained for potential system or transaction restoration in the event of a system failure or loss of data/records.</p>									

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:63 of 69	
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		
2206-0001	System/Transaction Backups And Tape Library Records --- Incremental back-up files					P		Retain until superseded by a full back-up.	Destroy	
2206-0002	System/Transaction Backups And Tape Library Records --- Full back-up files					P		Retain until second subsequent full backup is verified as successful.	Destroy	
Electronic Records										
2206-0003	Backups Of Master Files And Databases --- Include back-ups that are full replications of database or records system contents that are to be used as replacements for databases or master files that have been lost due to system failures or errors.					P		Retain until second subsequent full backup is verified as successful.	Destroy	
2207-0000	Public Key Infrastructure (PKI) Records --- Includes records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process, as well as to transaction- specific records that are generated for each transaction using PKI digital signature technology.									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:64 of 69	
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		
2207-0001	Administrative Records --- Included in this grouping are records involved in the set-up and administration of a PKI program including: policies and procedures; planning records; configuration information; validation records; operation records; audit and monitor records; and termination, consolidation or reorganizing records.					P	Retain for 7 years following the supersession or termination of the certificate authority.		Destroy	
2207-0002	Transaction-Specific Records --- Encompasses transaction-specific records that are generated for each transaction that uses PKI digital signature technology. These records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. They may vary from transaction-to-transaction and agency-to-agency.					P	Retain for the same period of time set forth in the agency's retention schedule for the transaction that the PKI digital signature is designed to protect.		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		
2208-0000	<p>Information Technology Development Project Records --- Infrastructure project records. Includes records relating to Information Technology (IT) infrastructure, systems, and services projects, which document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications resources. It includes requirements for and about implementation of functions such as: maintaining servers of all kinds; desktop computers; mobile devices and other hardware; network operating systems and shared applications; and data telecommunications facilities. It may also include records of infrastructure development and maintenance activities encompassing acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting.</p> <p>Examples of record types includes: procurement processing/ tracking content; installation/testing records; installation reviews and briefings; quality assurance and security reviews; requirements/specifications; (Cont'd to 2208-00000)</p>					P	Retain for 7 years following project completion.		Destroy	
2208-00000	<p>Information Technology Development Project Records --- (Cont'd from 2208-0000) technology refresh plans; operational support plans; test plans; and models, diagrams, schematics, and technical documentation.</p> <p>Exclusion: Records contained within agency application systems that support or document agency activities and decisions are not covered by this item. Such records must be covered under approved individual agency records schedules and/or approved State General Records Schedule.</p>									

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		
2209-0000	<p>Information Technology Operations And Maintenance Records ---</p> <p>Includes records that relate to activities associated with the operations and maintenance of information technology systems and services used to supply the agency and its staff with access to computers and data telecommunications. It includes records associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. Record types include: [Files identifying IT facilities and sites; files concerning implementation of IT facility and site management; equip. support services provided to specific sites (reviews, site visit & trouble reports, equip. service histories, reports of follow-up actions, related correspondence); equip. control systems; requests for service; work orders; services histories; workload schedules; run reports, schedules of maintenance and support activities; problem reports and related decision documents reports on operations; measure of benchmarks (performance indicators and monitoring, error and exception reporting, self-assessments, management reports); (Cont'd to 2209-00000)</p>					P	Retain for 6 years.		Destroy	
2209-00000	<p>Information Technology Operations And Maintenance Records ---</p> <p>(Cont'd from 2209-0000) website administration (frames, templates, style sheets, site maps, codes that determine site architecture, changes requests)].</p> <p>Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records (See Record Series 2210-0000 below).</p> <p>Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the State General Records Schedule.</p>									

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		
2210-0000	<p>Configuration And Change Management Records ---</p> <p>Includes records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. It includes:</p> <ul style="list-style-type: none"> • Inventories of IT assets, network circuits, and building or circuitry diagrams. • Data and detailed reports on implementation of systems, applications and modifications. • Application sizing, resource and demand management records. • Documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes. • Documentation of software distribution (including COTS software license management files) and release of version management. <p>Note: For documentation relating to systems containing permanent electronic records, consult with the Department of the Treasury, Records Management Services before initiating disposal actions.</p>					P	Retain for 7 years following system supersession, iteration, or termination.		Destroy	
2211-0000	<p>Electronic Input/Source Records ---</p> <p>Includes electronic records consisting of raw data used to create, update, or modify records in an electronic system or database. The types of records that may be included are: electronic files that duplicate information from a source electronic system; electronic records received from another agency and used as input/ source records by the receiving agency; computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database; and metadata or reference data, such as format, range, or domain specifications transferred from a host computer or server to another computer for input, updating, or transaction processing operations.</p> <p>Exclusion 1: Original electronic records maintained in the source system.</p> <p>Exclusion 2: Electronic input records tagged for audit and legal purposes.</p>					P	Retain until data has been entered or otherwise incorporated into the electronic records system or database and verified.		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		
2212-0000	<p>Data Administration Records ---</p> <p>Includes records relating to data administration, including maintenance of data standards, data models, registries, and data definitions and dictionaries, as well as administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also may include any documentation related to electronic records that allows a user to understand or access the information, whether the records are part of an electronic system or stand-alone.</p>					P	Retain for 7 years following system supersession, iteration, or termination of the associated system		Destroy	
2213-0000	<p>System Development Project File ---</p> <p>Relates to the development of Information Technology (IT) systems and software applications that provide agencies with specific business functionality from transaction processing, to content storage/analysis and through to policy and decision-making support. It covers records generated in the initial development stages up until hand-off to production, as well as procurement processing and tracking records related to system development activities.</p> <p>Exclusion: This item does not apply to system data or content such as data dictionaries, file specifications, code books, record layouts, etc.</p>					P	Retain for 7 years following implementation of the system		Destroy	
2214-0000	<p>Special Purpose Computer Programs And Applications ---</p> <p>Includes computer software programs or applications that are developed by an agency or under its direction solely to use or maintain a master file or database</p> <p>Exclusion: This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission-related function.</p> <p>Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period.</p>					P	Retain until related master file or database has been deleted or until there is no longer a business use for the programs/ap plications		Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 013		Page #:69 of 69	
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		
2215-0000	<p>Information Technology Compliance Records ---</p> <p>Includes records which document compliance with information technology policies, directives, and plans.</p> <p>Note: Copies of security plans are covered under General Records Schedule G100000. However, copies of such plans may be interfiled within this series.</p>					P	Retain for 6 years following completion of compliance project/activity/ transaction		Destroy	
2216-0000	<p>Electronic Administrative Resource Files ---</p> <p>Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p>					P	Retain until no longer needed for administrative purposes.		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	County General/Municipal General	AGENCY #C820000/M100000
DIVISION:		SCHEDULE # (RETIRED) 014/013
BUREAU:		PAGE # 1 OF 2

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	State/County/Municipal General Schedule
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0407-0000	Individual Employee Jacket File	Description	Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation. 6 Years After termination of employment	Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation and self-health assessment/screening forms. 6 Years After termination of employment
0419-0000	Employee Medical Records		Retention period in accordance with federal law CFR 1910.1018	Retention period in accordance with federal law CFR 1910.1018 May include proof of vaccination and/or testing in lieu thereof.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	C820000/M100000	014/013	2 OF 2

			40 years after termination of employment	40 years after termination of employment
0514-0000	Visitor Security Daily Sign-In Log	Description		Visitor security daily sign-in log; may include visitor health screening/assessment forms. 3 years
0521-0000	General Log File	New record series		Log files maintained by the agency which are not specified elsewhere. 3 years
0800-0000	E-mail Records	Title	Email Records	E-mail Records and Electronic Administrative Resource Files
0800-0002	Electronic Administrative Resource Files	New records series		Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists. Retain until no longer needed for administrative purposes.

STATE OF NEW JERSEY



COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE

C820000-015



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

Records Retention and Disposition Schedule		Agency: C820000	Schedule: 015	Page #:1 of 37
Department:	COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE	Agency Representative:	Stacy Spera	
		Title:	Confidential Assistant, Local Gov't Services, DCA	
		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		
Financial Records										
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	
0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.					P	After Deposit And Verification		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		
	Financial Records									
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy	
	Books of Account									
0100-0000	Cash Disbursements	X								
0100-0001	Cash Disbursements - Year-End History	X				P	Permanent		Retain at Agency	
0100-0002	Cash Disbursements - Quarterly History	X					3 Years		Destroy	
0100-0003	Cash Disbursements - Monthly History	X					3 Years		Destroy	
0101-0000	Daily Cash Journal --- Book of original entry, recording transactions in chronological order.	X					6 Years		Destroy	
0102-0000	Journal/Ledger File	X								
0102-0001	Journal/Ledger - General --- A central listing of all activities for an account within a particular time period.	X	X			P	Permanent		Retain at Agency	
0102-0002	Journal/Ledger - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	X					6 Years		Destroy	
0103-0000	Year-End Closing Reports --- Used in conjunction with the General Journal/Ledger	X	X			P	Permanent		Retain at Agency	
	Budget File									
0200-0000	Budget File	X								

* 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		
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy	
0200-0002	Budget File - Not Included In Minutes	X		X		P	Permanent		Permanent	
0200-0003	Budget File - Copy Filed With County	X					2 Years Provided no litigation on tax levy or rate		Destroy	
0200-0004	Budget File - Copy Approved by the State	X					2 Years		Destroy	
0200-0005	Budget File - Copy Approved by Governing Body	X					2 Years		Destroy	
0200-0006	Budget File - Monthly Status Report	X					3 Years		Destroy	
0200-0007	Budget File - Year-to-Date Status Report	X					3 Years		Destroy	
0200-0008	Budget File - Work papers	X					6 Years		Destroy	
0200-0009	Budget File - Defeated Budget	X					6 Years		Destroy	
0200-0010	Budget File - Year-End Status	X					3 Years		Destroy	
0200-0011	Budget File - Monthly Capital Status	X					3 Years		Destroy	
0200-0012	Budget File - Monthly Open Encumbrance Status	X					3 Years		Destroy	
0200-0013	Budget File - School District Budget Filed With Municipality (Copy) --- Original maintained by the school district.	X					1 Years		Destroy	
Miscellaneous Financial Records										
0300-0000	Audit Report File	X								
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	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		
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy	
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Years		Destroy	
0301-0000	Bids And Proposals - Purchase (Approved And Denied) --- Bid File - Purchase - Approved and Denied File may contain but not limited to : bids, proposals, Requests for Proposals (RFP), Pay to Play documentation, correspondence, and supporting documentation.									
0301-0001	Bids and Proposals (Original)	X					6 Years		Destroy	
0301-0002	Bids and Proposals (Copy)	X					3 Years		Destroy	
0302-0000	Bond File --- Includes: bond official and preliminary statements, work papers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation.	X								
0302-0001	Bond File (Original)	X					6 Years After date of cancellation or maturity		Destroy	
0302-0002	Bond File (Copy)	X					6 Years		Destroy	
0302-0003	Bond File - Bonds and Coupons Notes	X					7 Years From cancellation or maturity dates		Destroy	
0302-0004	Bond File - Bond Anticipation Notes	X					6 Years		Destroy	
0302-0005	Bond File - Performance Bonds	X					6 Years After termination of contract		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		
0302-0006	Bond File - Surety Bonds	X					2 Years After termination of office		Destroy	
0303-0000	Contracts/Agreements And Amendments File --- Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued.									
0303-0001	Contracts/Agreements and Amendments - General (Original)	X					6 Years After completion of contract		Destroy	
0303-0002	Contracts/Agreements and Amendments - General (Copy)	X					1 Years After completion of contract		Destroy	
0303-0003	Contracts/Agreements and Amendments - Cancelled	X					1 Years After submission		Destroy	
0303-0004	Contracts/Agreements and Amendments - Voided	X					1 Years After voidance		Destroy	
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X					6 Years		Destroy	
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X					10 Years After completion of construction		Destroy	
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X					7 Years After disposal of building		Destroy	

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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		
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X					6 Years After project completion		Destroy	
0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X					7 Years After disposal of building		Destroy	
0303-0010	Contracts/Agreements And Amendments – Equipment					P	7 Years After disposition of equipment		Destroy	
Miscellaneous Financial Records										
0304-0000	Purchase Order, Invoice, Voucher/Warrant, And Requisition File									
0304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original)	X				P	6 Years		Destroy	
0304-0002	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Copy)	X				P	3 Years		Destroy	
0304-0003	Purchase Order File (Additional Copy)	X					1 Years		Destroy	
0304-0004	Purchase Order File - Log	X					6 Years		Destroy	
0305-0000	Deferred Compensation File	X								
0305-0001	Deferred Compensation File - Individual Employee File	X		X		P	Permanent		Permanent	
0305-0002	Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly	X					6 Years		Destroy	
0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	X					6 Years		Destroy	
0306-0000	Financial Statements - Annual	X								
0306-0001	Financial Statements - Annual (Original)	X		X		P	Permanent		Permanent	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:7 of 37	
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		
0306-0002	Financial Statements - Annual (Copy)	X					Periodic review		Destroy	
0306-0003	Financial Statements - Annual And Supplemental Debt	X		X		P	Permanent		Permanent	
0307-0000	Grant File	X								
0307-0001	Grant File - General Approved (Original)	X					6 Years After termination of grant		Destroy	
0307-0002	Grant File - General Approved (Copy)	X					1 Years After termination of grant		Destroy	
0307-0003	Grant File - General Denied	X					1 Years		Destroy	
0307-0004	Grant File - Green Acres	X		X		P	Permanent		Permanent	(N.J.S.A. 13:8A-47)
0308-0000	Insurance File --- File includes : Life, Disability, Workers' Compensation, General Liability, Building, Fire, Flood, Casualty, and HIPAA Insurance	X								
0308-0001	Insurance File - Life, Disability, and Workers' Compensation Policies	X					6 Years After expiration of policy		Destroy	
0308-0002	Insurance File - General Liability Policy	X					20 Years After expiration of policy		Destroy	
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	X					6 Years After expiration of policy		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		
0308-0004	Insurance File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	X					7 Years After termination from program		Destroy	
0309-0000	Invoice File	X								
0309-0001	Invoice File - Invoices	X					6 Years		Destroy	
0309-0002	Invoice File - Invoice Register	X					6 Years		Destroy	
0310-0000	Lease File	X								
0310-0001	Lease File (Original)	X					6 Years After termination of lease		Destroy	
0310-0002	Lease File (Copy)	X					1 Years After termination of lease		Destroy	
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Years		Destroy	
0312-0000	Mailing and Postage File	X								
0312-0001	Mailing and Postage File - Postage Bill Log	X					6 Years		Destroy	
0312-0002	Mailing and Postage File - Postage Meter Book Log	X					6 Years		Destroy	
0312-0003	Mailing and Postage File - Certified Mail Receipt	X					3 Years		Destroy	
0313-0000	Payroll File	X								

* 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		
0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger	X					6 Years		Destroy	
0313-0002	Payroll File - Payroll Register (Original)	X	X				60 Years		Destroy	
0313-0003	Payroll File - Payroll Register (Copy)	X					3 Years		Destroy	
0313-0004	Payroll File - Payroll Reports	X					6 Years		Destroy	
0314-0000	Pension File	X								
0314-0001	Pension File - Quarterly Report of Contributions	X					6 Years		Destroy	
0314-0002	Pension File - Certification File	X		X		P	Permanent		Permanent	
0314-0003	Pension File - Pension History Cards	X		X		P	Permanent		Permanent	
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	X					6 Years		Destroy	
0316-0000	Receipts	X								
0316-0001	Receipts (Original)	X					6 Years		Destroy	
0316-0002	Receipts (Copy)	X					3 Years		Destroy	
0317-0000	Receiving Reports	X					3 Years		Destroy	
0318-0000	Requisition File	X								
0318-0001	Requisition File (Original)	X					6 Years		Destroy	
0318-0002	Requisition File (Agency Copy)	X					3 Years		Destroy	
0318-0003	Requisition File (Additional Copy)	X					1 Years		Destroy	
0319-0000	Schedule of Vouchers and Bills Paid	X								

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		
0319-0001	Schedule/List Of Vouchers And Bills Paid - Associated With Resolution Package Or Governing Body Approval	X	X	X		P	Permanent		Permanent	
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X					6 Years		Destroy	
0320-0000	Social Security Reports	X					6 Years		Destroy	
0321-0000	State Government Quarterly Report of Wages Paid	X					6 Years		Destroy	
0322-0000	Telephone File	X								
0322-0001	Telephone File - Telephone Bills (Agency Original)	X					6 Years		Destroy	
0322-0002	Telephone File - Telephone Bills (Copy)	X					3 Years		Destroy	
0322-0003	Telephone File - Weekly Telephone Call Listing	X					1 Years		Destroy	
0323-0000	Travel File --- Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation.	X								
0323-0001	Travel File - Approved (Original)	X					6 Years		Destroy	
0323-0002	Travel File - Approved (Copy)	X					3 Years		Destroy	
0323-0003	Travel File - Denied	X					1 Years		Destroy	
0324-0000	Union Dues File	X								
0324-0001	Union Dues File - Bi-Weekly Report	X					6 Years		Destroy	
0324-0002	Union Dues File - Deduction Authorizations	X					6 Years After termination of employment		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		
0324-0003	Union Dues File - Spread Sheets	X					6 Years		Destroy	
0325-0000	Vehicle File	X								
0325-0001	Vehicle File - Gasoline Pump Readings Record	X					3 Years		Destroy	
0325-0002	Vehicle File - Gasoline Pump Reading Tickets	X					3 Years		Destroy	
0325-0003	Vehicle File - Motor Vehicle Accident Records	X					6 Years		Destroy	
0325-0004	Vehicle File - Motor Vehicle Fine Reports	X					6 Years		Destroy	
0325-0005	Vehicle File - Parking Claim Check Stubs	X					1 Years		Destroy	
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X					1 Years		Destroy	
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X					1 Years		Destroy	
0325-0008	Vehicle File - Parking Permits	X					3 Years		Destroy	
0325-0009	Vehicle Files - Vehicle Usage Reports --- Contains: mileage, locations, usage dates, and supporting documentation.	X					6 Years		Destroy	
0325-0010	Vehicle File - Vehicle Maintenance Reports	X				P	Until transfer of ownership		Destroy	
0325-0011	Vehicle File - Certificate of Title	X					Until transfer of ownership		Destroy	
0326-0000	Vendor File	X								
0326-0001	Vendor File - Quarterly History	X					3 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:12 of 37	
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		
0326-0002	Vendor File - Year-End History	X					6 Years		Destroy	
0327-0000	Voucher/Warrant File - Paid	X								
0327-0001	Voucher/Warrant File (Original)	X					6 Years		Destroy	
0327-0002	Voucher/Warrant File (Copy)	X					3 Years		Destroy	
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X					7 Years		Destroy	
0329-0000	Trial Balance --- A debit and credit account verification listing.	X					3 Years		Destroy	
0330-0000	Auction File									
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for Quote Solicitations; Request for Quotation Solicitation for Auctioneer; Resolutions to hold an auction and to hire an auctioneer; Notice of Public Auction; letters to/from the Sheriff's Office and Public Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation					P	6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:13 of 37	
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		
0330-0002	Auction File - Online --- The file contains but is not limited to: all documentation received electronically or otherwise, retained in hardcopy format, related to the online sale of surplus personal property, including the successful bidder, high bid, and bidding activity/history. Also include resolution(s) authorizing the sale of surplus personal property, public notices of sales, and any contracts with vendors that provide online auction services.					P	6 Years		Destroy	
0331-0000	Certificate Of Fire Code Status --- An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (<u>N.J.A.C. 5:71-3.7(b) 9</u> ; <u>N.J.S.A. 52:27D-192</u>)									
0331-0001	Certificate Of Fire Code Status – In Compliance					P	7 Years After final payment		Destroy	
0331-0002	Certificate Of Fire Code Status – Not In Compliance					P	7 Years After compliance with recommendations or After final payment		Destroy	
0332-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c 375, which mandated the placement of AED's in public agencies.									
0332-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0332-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate An AED			X		P	2 Years After update		Archival Review	
0332-0003	Automated External Defibrillator (AED) File – Equipment Operational Manual					P	After disposition of equipment		Destroy	
0333-0000	Census File --- File contains but is not limited to statistical data, summary reports, correspondence, and supporting documentation.					P	10 Years		Destroy	
0334-0000	Trust Fund File --- File contains but is not limited to initial trust establishment and agreement documentation; monthly, quarterly, and annual statements; correspondence, and supporting documentation.					P	6 Years After termination of account		Destroy	
0335-0000	Unclaimed Mail File					P	6 Years		Destroy	
0336-0000	Verification Of Income (VIM) File - Financial, Medical, And Social Services					P	6 Years		Destroy	
0337-0000	Tax Anticipation Note					P	6 Years		Destroy	
Personnel Records										
0400-0000	Accident Reports - Employee --- File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	X					6 Years After final payment or settlement		Destroy	
0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics --- Original data maintained by the federal government.						3 Years		Destroy	
0402-0000	Dental Plan File									
0402-0001	Dental Plan File - Status Listing	X					3 Years After update		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		
0402-0002	Dental Plan File - Data Entry Worksheet	X					6 Years After termination of employment		Destroy	
0402-0003	Dental Plan File - Monthly Report	X					3 Years		Destroy	
0403-0000	Employee History/Service Record Card						60 Years After termination of employment or age 85, whichever is sooner		Destroy	
0404-0000	Employment Applications/Resumes - Persons Not Hired --- the hired employee applications are maintained in the individual employee file.						3 Years		Destroy	
0405-0000	Financial and Personal Data Disclosure Forms --- By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	X					6 Years		Destroy	
0406-0000	Health Benefits File									
0406-0001	Health Benefits File - Monthly Billing List	X					6 Years		Destroy	
0406-0002	Health Benefits File - Deduction Cards	X					6 Years After termination from program		Destroy	
0406-0003	Health Benefits File - Monthly Report	X					3 Years		Destroy	
0406-0004	Health Benefits File - Correspondence	X				P	6 Years After termination from program		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		
0406-0005	Health Benefits File - Denial Of Coverage --- Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)	X				P	1 Years		Destroy	
0406-0006	Health Benefits File - Declaration Of Non-Participation	X				P	1 Years		Destroy	
0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation and self-health assessment/screening forms.					P	6 Years After termination of employment		Destroy	
0408-0000	Job Bulletins and Specifications	X					Periodic review		Destroy	
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity									
0409-0001	Leave Request (Original)	X					6 Years		Destroy	
0409-0002	Leave Request (Copy)	X					3 Years		Destroy	
0410-0000	Medical X-Ray File						5 Years		Destroy	
0411-0000	Personnel Action - New Jersey Department of Personnel	X					6 Years After termination of employment		Destroy	
0412-0000	Personnel Position Listing						As updated		Destroy	
0413-0000	Prescription Plan File									
0413-0001	Prescription Plan File - Status Listing	X					3 Years After update		Destroy	
0413-0002	Prescription Plan File - Monthly Report	X					3 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:17 of 37	
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		
0413-0003	Prescription Plan File - Plan Authorization	X					6 Years After termination of employment		Destroy	
0414-0000	References - Employment									
0414-0001	References - External						3 Years		Destroy	
0414-0002	References - Internal						1 Years		Destroy	
0415-0000	Salary Guidelines and Amendments --- Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements.									
0415-0001	Salary Guide and Amendments (Original)	X					6 Years		Destroy	
0415-0002	Salary Guide and Amendments (Copy)	X					Periodic review		Destroy	
0416-0000	Time Records File --- File may contain Daily Time and Attendance; Request for Time Off; Report of Accumulated Holidays - Vacation, Personal, and Sick Time; and supporting documentation.									
0416-0001	Time Records File (Agency Original)	X					6 Years		Destroy	
0416-0002	Time Records File (Copy)	X					1 Years		Destroy	
0417-0000	Training Records	X				P	6 Years 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		
0417-0001	Training Records					P	6 Years After termination of employment		Destroy	
0417-0002	Training Records – Staff Training Request					P	3 Years After final payment		Destroy	
0418-0000	Work Schedule	X				P	1 Years		Destroy	
Personnel Records										
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018. May include proof of vaccination and/or testing in lieu thereof.	X				P	40 Years After termination of employment		Destroy	CFR 1910.1018.
0420-0000	Employment Eligibility Verification (I-9) --- Form generated by the U.S. Department of Justice Immigration and Naturalization Service.	X					6 Years After termination of employment		Destroy	
0421-0000	Certification File - New Jersey Department of Personnel									
0421-0001	Certification File - Certified Roster/Employment History						5 Years After approval		Destroy	
0421-0002	Certification File - Certification of Eligibles for Appointment						3 Years After input and verification		Destroy	
0421-0003	Certification File - Certification Record Card						3 Years After expiration of list		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:19 of 37	
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		
0421-0004	Certification File - Request Approval for New Examination						3 Years After issuance of certification		Destroy	
0421-0005	Certification File - Request Approval for Continued Provisional Appointment						3 Years After issuance of certification		Destroy	
0421-0006	Certification File - Notice to Eligible of Removal From List						3 Years After issuance of certification		Destroy	
0421-0007	Certification File - Notification of Cancellation of Certification						3 Years After issuance of certification		Destroy	
0421-0008	Certification File - Payroll Certification Letters --- Utilized for employment background verification for temporary, provisional, and permanent employees.	X					1 Years		Destroy	
0421-0009	Certification File - Request for Information Due to Criminal Record						3 Years After issuance of certification		Destroy	
0421-0010	Certification File - Right to Invoke Appointing Authority --- Appointing authority for competitive examinations in accordance with the New Jersey Department of Personnel's Administrative Code, <u>N.J.A.C. 4A:4-4.2</u>						3 Years After issuance of certification		Destroy	<u>N.J.A.C. 4A:4-4.2</u>
0422-0000	Salary Range File									
0422-0001	Salary Range File - Request for Cancellation or Amendment, Salary Ranges and Ordinances	X					1 Years After submission		Destroy	
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Years After effective date		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:20 of 37	
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		
0423-0000	Reclassification File - New Jersey Department of Personnel									
0423-0001	Reclassification File - Reclassification Survey Book						As updated		Destroy	
0423-0002	Reclassification File - Reclassification Allocation Survey Sheets						1 Years After presentation		Destroy	
0424-0000	Status of Violations - Request for Attorney General's Action						3 Years After submission to the Office of the Attorney General		Destroy	
0425-0000	Special Reemployment List						3 Years After expiration of list		Destroy	
0426-0000	Examination File - New Jersey Department of Personnel									
0426-0001	Examination File - T-Card --- An examination record of all open competitive and promotional titles.						3 Years After expiration of list for final entry		Destroy	
0426-0002	Examination File - Promotional Announcement						3 Years After submission		Destroy	
0426-0003	Examination File - Request for Open Competitive Examination						3 Years After submission		Destroy	
0426-0004	Examination File - Eligible/Ineligible Roster						3 Years		Destroy	
0426-0005	Examination File - Request for Examination Cancellation or Amendment						1 Years After submission		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		
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Years After submission		Destroy	
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Years After submission		Destroy	
0426-0008	Examination File - Examination List Approval Sheet for <u>N.J.A.C. 4A:4-2.7</u> --- Promotion list waivering competitive examination.						3 Years After effective date of certification		Destroy	
0426-0009	Examination File - Examination Re-announcement Request						1 Years After submission		Destroy	
0426-0010	Examination File - Notice of Promotional Examination						4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0426-0011	Examination File - Open Competitive Examination Application						4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0426-0012	Examination File - Promotional Examination Application					P	4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0428-0000	Grievance File --- Records of employee's dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.									
0428-0001	Grievance File - Policy-Establishing Settlement (Original)					P	Permanent		Permanent	
0428-0002	Grievance File - Policy-Establishing Settlement (Copy)					P	3 Years After final settlement		Destroy	
0428-0003	Grievance File - Retained By Grievant Agency Of Employment					P	1 Years After final settlement		Destroy	

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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		
0428-0004	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	3 Years After final settlement		Destroy	
0428-0005	Grievance File - Routine Settlement (Original)					P	1 Years After final settlement		Destroy	
0429-0000	Hearings - Formal Policy									
0429-0001	Hearings - Stenotype Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0002	Hearings - Real Time Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0003	Hearings - Computer-Assisted Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase	
0429-0005	Hearings - Transcripts (Original)					P	Permanent		Archives	
	General Administrative Records									
0500-0000	Administrative Subject File --- Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.						3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0501-0000	Open Public Meeting File									
0501-0001	Agenda (Original)			X		P	Permanent		Permanent	
0501-0002	Agenda (Copy)						Periodic review		Destroy	
0501-0003	Official Public Notice In Compliance With the Open Public Meeting Law						3 Years		Destroy	
0501-0004	Governing Body Meeting - Workpapers and Supporting Documentation (County and Municipal Clerk)						Periodic review		Destroy	
0502-0000	Agency-Sponsored Seminar									
0502-0001	Agency-Sponsored Seminar - Printed Materials (Original)			X		P	Permanent		Permanent	
0502-0002	Agency-Sponsored Seminar - Printed Materials (Copy)						Periodic review		Destroy	
0502-0003	Agency-Sponsored Seminar - Correspondence and Workpapers						3 Years		Destroy	
0503-0000	Correspondence (E-mail or Hardcopy)									
0503-0001	Correspondence - General External						3 Years		Destroy	
0503-0002	Correspondence - Administrative Internal						Periodic review		Destroy	
0503-0003	Correspondence – Routine Requests for Information						Periodic review		Destroy	
0504-0000	Executive Administrative Subject File --- Subject file of a Mayor, County Executive, Administrator, County Manager, or equivalent authority dealing with all administrative aspects of their offices.									

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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		
General Administrative Records										
0504-0001	Executive Administrative Subject File - Policy-Setting --- Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.			X		P	Permanent		Permanent	
0504-0002	Executive Administrative Subject File - Non-Policy-Setting --- Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.						4 Years		Destroy	
0505-0000	Hand Deliver Receipt (Agency Original)						1 Years		Destroy	
0506-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.						Periodic review		Destroy	
0507-0000	Inventories						3 Years After update		Destroy	
0508-0000	Minutes									
0508-0001	Minutes (Original)		X	X		P	Permanent		Permanent	
0508-0002	Minutes (Copy)						Periodic review		Destroy	
0509-0000	News Release - Historical and Policy-Setting									
0509-0001	News Release - (Original)			X		P	Permanent		Permanent	
0509-0002	New Release (Copy)						Periodic review		Destroy	
0510-0000	Organization Chart									

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Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:25 of 37	
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		
0510-0001	Organization Chart (Original)			X		P	Permanent		Permanent	
0510-0002	Organization Chart (Copy)						Periodic review		Destroy	
0511-0000	Recordings Of Public Meetings - Public Officials - Audio/Video (Analog And Digital)					P	80 days after summary or verbatim transcript have been approved by the governing body, whichever is later		Erase	
0512-0000	Records Retention File									
0512-0001	Records Retention File - Microencoding Report						1 Years		Destroy	
0512-0002	Records Retention File - Microfilm Index			X		P	Permanent		Permanent	
0512-0003	Records Retention File - Records Retention and Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.						As updated		Destroy	
0512-0004	Records Retention File - Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.			X		P	Permanent		Permanent	
0512-0005	Records Retention File - Internal Request for Records						1 Years After file is returned or disposed		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:26 of 37	
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		
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy	
0514-0000	Visitor Security Daily Sign-In Log --- Visitor security daily sign-in log; may include visitor health screening/assessment forms.					P	3 Years		Destroy	
0515-0000	Reference Material File									
0515-0001	Reference Material						Periodic review		Destroy	
0515-0002	Reference Material Request						Periodic review		Destroy	
0516-0000	Surplus Property/Goods File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.									
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	X					3 Years After update		Destroy	
0516-0002	Surplus Property/Goods File -Excess/Surplus Property Notice	X					3 Years After audit		Destroy	
0517-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation.									PL 2001, c.404.
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	X					6 Years		Destroy	
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:27 of 37	
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		
0517-0003	Open Public Records Act (OPRA) File -OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.						3 Years After resolution		Destroy	
0518-0000	Government Records Access Unit - OPRA Complaint to Government Record's Council (GRC) Files (Copy) --- Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.						3 Years After resolution		Destroy	
0519-0000	Consultant File --- File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.									
0519-0001	Consultant File – Final Report			X		P	25 Years		Archival Review	
0519-0002	Consultant File – Contract					P	6 Years After termination of contract		Destroy	
0519-0003	Consultant File – Financial Documents					P	6 Years		Destroy	
0519-0004	Consultant File – Work Papers And Support File					P	3 Years		Destroy	
0520-0000	Security Access Card Swipe Log					P	3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0521-0000	General Log File --- Log files maintained by the agency which are not specified elsewhere.					P	3 Years		Destroy	
Agency-Related Policy, Legislation, and Operating Procedures										
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.									
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)						3 Years After update		Destroy	
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy	
0601-0000	Notice File									
0601-0001	Notice File - Legal Notice						3 Years		Destroy	
0601-0002	Notice File - Emergency Notice						10 Years		Destroy	
0602-0000	Operating Procedures						3 Years		Destroy	
0603-0000	Ordinance File									
Agency-Related Policy, Legislation, And Operating										
0603-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent		Archives	
Agency-Related Policy, Legislation, and Operating Procedures										
0603-0002	Ordinance File - Ordinance Book (Copy)						Periodic review		Destroy	
0603-0003	Ordinance File - Work papers						Periodic review		Destroy	

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Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:29 of 37	
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		
0604-0000	Policy Statements									
Agency-Related Policy, Legislation, And Operating										
0604-0001	Policy Statements (Original)			X		P	Permanent		Archives	
Agency-Related Policy, Legislation, and Operating Procedures										
0604-0002	Policy Statements (Copy)						Periodic review		Destroy	
Agency-Related Policy, Legislation, And Operating										
0605-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File --- Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-28</u> et seq.									
Agency-Related Policy, Legislation, and Operating Procedures										
0605-0001	Public Employees Occupational Safety and Health Act File (Original)						6 Years		Destroy	
0605-0002	Public Employees Occupational Safety and Health Act File (Copy)						3 Years		Destroy	
0606-0000	Resolutions --- Maintained by the Offices of the County and the Municipal Clerk.									
Agency-Related Policy, Legislation, And Operating										
0606-0001	Resolutions (Original)		X	X		P	Permanent		Archives	
Agency-Related Policy, Legislation, and Operating Procedures										
0606-0002	Resolutions (Copy)						Periodic review		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		
Agency-Related Policy, Legislation, And Operating										
0607-0000	Worker And Community Right To Know Act - Employer And County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, <u>N.J.S.A.</u> 34:5A-1et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.					P	6 Years		Destroy	
0608-0000	Americans With Disabilities Act (ADA) File --- Contains: Transition and Self-Evaluation Plans					P	65 Years		Destroy	
Agency-Related Policy, Legislation, and Operating Procedures										
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.									
Agency-Related Policy, Legislation, And Operating										
0609-0001	Municipal Code Book (Original)			X		P	Permanent		Archives	
Agency-Related Policy, Legislation, and Operating Procedures										
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy	
Agency-Related Policy, Legislation, And Operating										
0609-0003	Municipal Code Book - Supplement (Original)			X		P	Permanent		Permanent	
Agency-Related Policy, Legislation, and Operating Procedures										
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		Destroy	

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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		
0610-0000	Incoming Mail Log						3 Years		Destroy	
0611-0000	Calendar and Meeting Schedules						3 Years		Destroy	
Reports and Publications										
0700-0000	Newsletter									
0700-0001	Newsletter (Original)			X		P	Permanent		Permanent	
0700-0002	Newsletter (Copy)						Periodic review		Destroy	
0701-0000	Publications									
0701-0001	Publications (Original)			X		P	Permanent		Permanent	
0701-0002	Publications (Copy)						Periodic review		Destroy	
0702-0000	Report File									
0702-0001	Report File - Annual Report (Agency Of Origin)			X		P	Permanent		Permanent	
0702-0002	Report File - Annual Report (Copy)						Periodic review		Destroy	
0702-0003	Report File - Monthly Report						3 Years		Destroy	
0702-0004	Report File - Quarterly Report						3 Years		Destroy	
0702-0005	Report File - Statistical Report						3 Years		Destroy	
0702-0006	Report File - Weekly Report						1 Years		Destroy	
0702-0007	Report File - Daily Report						1 Months		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		
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification		Destroy	
Reports and Publications										
0703-0000	Agency Year Two Thousand (Y2K) Testing Plan --- Includes documentation that may be used for: monitoring testing procedures, remediation, statutory and regulatory requirements, and providing evidence in lawsuits. Contains but is not limited to the following: Analysis Documentation-records that show the decisions that were made on what files, applications and systems would be converted and which ones would not, surveys, and contract review reports. Testing Documentation-the documentation that shows the final outcome of the conversion did result in a Year 2000 compliant system. Certification Documentation-written user signoffs for converted systems. Project Plans-listing of tasks completed, persons accountable, and time frames for completing Year 2000 project. Meeting minutes, memos, status reports, letters, reports that include information on: decisions made regarding Year 2000, confirmation of policy and procedures, identification of accountability of Year 2000 project tasks. External-response letters from vendors, responses to business partners for compliance statements, any other public announcements regarding Year 2000. Information posted on the Year 2000 website. Copies of compliance letters mailed to vendors. E-mail pert									
0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	X					7 Years		Destroy	
0703-0002	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	X					7 Years		Destroy	
0703-0003	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	X					7 Years		Destroy	
0703-0004	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	X					Periodic review		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:33 of 37	
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		
0704-0000	Image Processing System									
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial Certification Or System Revocation --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.			X		P	Permanent		Permanent	
0704-0002	Audit Reports --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.	X					7 Years		Destroy	
0704-0003	Image Processing System Initial/Renewal/Revoked Certification --- Agency image processing initial certification, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.			X		P	Permanent		Permanent	
0704-0004	Image Processing System Annual Review --- Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.						As updated		Destroy	
0704-0005	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion. Also used to identify files that are being transferred to a shared scanning unit.					P	7 Years	Upon Completion of Batch	Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:34 of 37	
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		
Reports and Publications										
0705-0000	Agency Internet File									
0705-0001	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.						30 Days		Destroy	
0705-0002	Transaction/Click Through Log --- Log tracking the number of times an agency's website is accessed from outside the agency.						30 Days		Destroy	
0705-0003	Website Creation And Update File --- File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.					P	30 Days After website is discontinued		Destroy	
0705-0004	Information Technology Program Documentation File --- File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.			X		P	7 yrs after program is either superseded or discontinued		Archival Review	
0705-0005	Information Technology Operating System Documentation File --- File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.			X		P	7 yrs after system is either superseded or discontinued		Archival Review	

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		
0706-0000	<p>Video Surveillance Recordings</p> <p>---</p> <p>Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the County offices of the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as slip and fall, motor vehicle accident or crime).</p>					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported.		Destroy	
0707-0000	<p>Body Worn Cameras (BWC)</p> <p>---</p> <p>Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:</p> <p>A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention.</p> <p>B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint.</p> <p>C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.</p>					P	90 Days unless one of the exceptions are met		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		
	E-Mail Records And Electronic Administrative Resou									
0800-0000	E-Mail Records And Electronic Administrative Resource Files									
0800-0001	<p>E-Mail Records (Seven Years Or Less)</p> <p>---</p> <p>This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1).</p> <p>Attestation elements include:</p> <ol style="list-style-type: none"> 1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system (s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).; 3. That the agency has adopted acceptable use polices for E-Mail and internet usage, with supporting employee training and/or informational programs; 4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and 5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events. 					P	7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 015		Page #:37 of 37	
	<p>Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request.</p> <p>Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail.</p> <p>Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.</p>									
0800-0002	<p>Electronic Administrative Resource Files ---</p> <p>Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p>					P	Retain Until No Longer Needed For Administrative Purposes.		Destroy	

STATE OF NEW JERSEY



MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

M100000-014



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

Records Retention and Disposition Schedule		Agency: M100000	Schedule: 014	Page #:1 of 38
Department:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	Agency Representative:	Stacy Spera	
		Title:	Confidential Assistant, Local Gov't Services, DCA	
		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		
Financial Records										
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	
0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.					P	After deposit input and verification		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		
	Financial Records									
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy	
	Books of Account									
0100-0000	Cash Disbursements	X								
0100-0001	Cash Disbursements - Year-End History	X		X		P	Permanent		Permanent	
0100-0002	Cash Disbursements - Quarterly History	X					3 Years		Destroy	
0100-0003	Cash Disbursements - Monthly History	X					3 Years		Destroy	
0101-0000	Daily Cash Journal --- Book of original entry, recording transactions in chronological order.	X					6 Years		Destroy	
0102-0000	Journal/Ledger File	X								
0102-0001	Journal/Ledger - General --- A central listing of all activities for an account within a particular time period.	X	X	X		P	Permanent		Permanent	
0102-0002	Journal/Ledger - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	X					6 Years		Destroy	
0103-0000	Year-End Closing Reports --- Used in conjunction with the General Journal/Ledger	X	X	X		P	Permanent		Permanent	
	Budget File									
0200-0000	Budget File	X								

* 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		
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy	
0200-0002	Budget File - Not Included In Minutes	X		X		P	Permanent		Permanent	
0200-0003	Budget File - Copy Filed With County	X					2 Years Provided no litigation on tax levy or rate		Destroy	
0200-0004	Budget File - Copy Approved by the State	X					2 Years		Destroy	
0200-0005	Budget File - Copy Approved by Governing Body	X					2 Years		Destroy	
0200-0006	Budget File - Monthly Status Report	X					3 Years		Destroy	
0200-0007	Budget File - Year-to-Date Status Report	X					3 Years		Destroy	
0200-0008	Budget File - Work papers	X					6 Years		Destroy	
0200-0009	Budget File - Defeated Budget	X					6 Years		Destroy	
0200-0010	Budget File - Year-End Status	X					3 Years		Destroy	
0200-0011	Budget File - Monthly Capital Status	X					3 Years		Destroy	
0200-0012	Budget File - Monthly Open Encumbrance Status	X					3 Years		Destroy	
0200-0013	Budget File - School District Budget Filed With Municipality (Copy) --- Original maintained by the school district.	X					1 Years		Destroy	
Miscellaneous Financial Records										
0300-0000	Audit Report File	X								
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent	

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		
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy	
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Years		Destroy	
0301-0000	Bids And Proposals - Purchase (Approved And Denied) --- Bid File - Purchase - Approved and Denied File may contain but not limited to: bids, proposals, Requests for Proposals (RFP), Pay to Play documentation, correspondence, and supporting documentation.									
0301-0001	Bids and Proposals (Original)	X					6 Years		Destroy	
0301-0002	Bids and Proposals (Copy)	X					3 Years		Destroy	
0302-0000	Bond File --- Includes: bond official and preliminary statements, work papers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation.	X								
0302-0001	Bond File (Original)	X					6 Years After date of cancellation or maturity		Destroy	
0302-0002	Bond File (Copy)	X					6 Years		Destroy	
0302-0003	Bond File - Bonds and Coupons Notes	X					7 Years From cancellation or maturity dates		Destroy	
0302-0004	Bond File - Bond Anticipation Notes	X					6 Years		Destroy	
0302-0005	Bond File - Performance Bonds	X					6 Years After termination of contract		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		
0302-0006	Bond File - Surety Bonds	X					2 Years After termination of office		Destroy	
0303-0000	Contracts/Agreements and Amendments File --- Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued.	X								
0303-0001	Contracts/Agreements and Amendments - General (Original)	X					6 Years After completion of contract		Destroy	
0303-0002	Contracts/Agreements and Amendments - General (Copy)	X					1 Years After completion of contract		Destroy	
0303-0003	Contracts/Agreements and Amendments - Cancelled	X					1 Years After submission		Destroy	
0303-0004	Contracts/Agreements and Amendments - Voided	X					1 Years After voidance		Destroy	
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X					6 Years		Destroy	
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X					10 Years After completion of construction		Destroy	
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X					7 Years After disposal of building		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		
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X					6 Years After project completion		Destroy	
0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X					7 Years After disposal of building		Destroy	
0304-0000	Purchase Order, Invoice, Voucher/Warrant, And Requisition File									
0304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original)	X				P	6 Years		Destroy	
0304-0002	Purchase Order, Invoice, Voucher/Warrant And Requisition File (Copy)	X				P	3 Years		Destroy	
0304-0003	Purchase Order File (Additional Copy)	X					1 Years		Destroy	
0304-0004	Purchase Order File - Log	X					6 Years		Destroy	
0305-0000	Deferred Compensation File	X								
0305-0001	Deferred Compensation File - Individual Employee File	X		X		P	Permanent		Permanent	
0305-0002	Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly	X					6 Years		Destroy	
0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	X					6 Years		Destroy	
0306-0000	Financial Statements - Annual	X								
0306-0001	Financial Statements - Annual (Original)	X		X		P	Permanent		Permanent	
0306-0002	Financial Statements - Annual (Copy)	X					Periodic review		Destroy	
0306-0003	Financial Statements - Annual And Supplemental Debt	X		X		P	Permanent		Permanent	
0307-0000	Grant File	X								

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:7 of 38	
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		
0307-0001	Grant File - General Approved (Original)	X					6 Years After termination of grant		Destroy	
0307-0002	Grant File - General Approved (Copy)	X					1 Years After termination of grant		Destroy	
0307-0003	Grant File - General Denied	X					1 Years		Destroy	
0307-0004	Grant File - Green Acres	X		X		P	Permanent		Permanent	(N.J.S.A. 13:8A-47)
0308-0000	Insurance File --- File includes : Life, Disability, Workers' Compensation, General Liability, Building, Fire, Flood, Casualty, and HIPAA Insurance	X								
0308-0001	Insurance File - Life, Disability, and Workers' Compensation Policies	X					6 Years After expiration of policy		Destroy	
0308-0002	Insurance File - General Liability Policy	X					20 Years After expiration of policy		Destroy	
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	X					6 Years After expiration of policy		Destroy	
0308-0004	Insurance File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	X					7 Years After termination from program		Destroy	
0309-0000	Invoice File	X								

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		
0309-0001	Invoice File - Invoices	X					6 Years		Destroy	
0309-0002	Invoice File - Invoice Register	X					6 Years		Destroy	
0310-0000	Lease File	X								
0310-0001	Lease File (Original)	X					6 Years After termination of lease		Destroy	
0310-0002	Lease File (Copy)	X					1 Years After termination of lease		Destroy	
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Years		Destroy	
0312-0000	Mailing and Postage File	X								
0312-0001	Mailing and Postage File - Postage Bill Log	X					6 Years		Destroy	
0312-0002	Mailing and Postage File - Postage Meter Book Log	X					6 Years		Destroy	
0312-0003	Mailing and Postage File - Certified Mail Receipt	X					3 Years		Destroy	
0313-0000	Payroll File	X								
0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger	X					6 Years		Destroy	
0313-0002	Payroll File - Payroll Register (Original)	X	X				60 Years		Destroy	
0313-0003	Payroll File - Payroll Register (Copy)	X					3 Years		Destroy	
0313-0004	Payroll File - Payroll Reports	X					6 Years		Destroy	
0314-0000	Pension File	X								

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		
0314-0001	Pension File - Quarterly Report of Contributions	X					6 Years		Destroy	
0314-0002	Pension File - Certification File	X		X		P	Permanent		Permanent	
0314-0003	Pension File - Pension History Cards	X		X		P	Permanent		Permanent	
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	X					6 Years		Destroy	
0316-0000	Receipts	X								
0316-0001	Receipts (Original)	X					6 Years		Destroy	
0316-0002	Receipts (Copy)	X					3 Years		Destroy	
0317-0000	Receiving Reports	X					3 Years		Destroy	
0318-0000	Requisition File	X								
0318-0001	Requisition File (Original)	X					6 Years		Destroy	
0318-0002	Requisition File (Agency Copy)	X					3 Years		Destroy	
0318-0003	Requisition File (Additional Copy)	X					1 Years		Destroy	
0319-0000	Schedule of Vouchers and Bills Paid	X								
0319-0001	Schedule/List Of Vouchers And Bills Paid - Associated With Resolution Package Or Governing Body Approval	X	X	X		P	Permanent		Permanent	
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X					6 Years		Destroy	
0320-0000	Social Security Reports	X					6 Years		Destroy	
0321-0000	State Government Quarterly Report of Wages Paid	X					6 Years		Destroy	
0322-0000	Telephone File	X								

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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		
0322-0001	Telephone File - Telephone Bills (Agency Original)	X					6 Years		Destroy	
0322-0002	Telephone File - Telephone Bills (Copy)	X					3 Years		Destroy	
0322-0003	Telephone File - Weekly Telephone Call Listing	X					1 Years		Destroy	
0323-0000	Travel File --- Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation.	X								
0323-0001	Travel File - Approved (Original)	X					6 Years		Destroy	
0323-0002	Travel File - Approved (Copy)	X					3 Years		Destroy	
0323-0003	Travel File - Denied	X					1 Years		Destroy	
0324-0000	Union Dues File	X								
0324-0001	Union Dues File - Bi-Weekly Report	X					6 Years		Destroy	
0324-0002	Union Dues File - Deduction Authorizations	X					6 Years After termination of employment		Destroy	
0324-0003	Union Dues File - Spread Sheets	X					6 Years		Destroy	
0325-0000	Vehicle File	X								
0325-0001	Vehicle File - Gasoline Pump Readings Record	X					3 Years		Destroy	
0325-0002	Vehicle File - Gasoline Pump Reading Tickets	X					3 Years		Destroy	
0325-0003	Vehicle File - Motor Vehicle Accident Records	X					6 Years		Destroy	
0325-0004	Vehicle File - Motor Vehicle Fine Reports	X					6 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:11 of 38	
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		
0325-0005	Vehicle File - Parking Claim Check Stubs	X					1 Years		Destroy	
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X					1 Years		Destroy	
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X					1 Years		Destroy	
0325-0008	Vehicle File - Parking Permits	X					3 Years		Destroy	
0325-0009	Vehicle Files - Vehicle Usage Reports --- Contains: mileage, locations, usage dates, and supporting documentation.	X					6 Years		Destroy	
0325-0010	Vehicle File - Vehicle Maintenance Reports	X				P	Until transfer of ownership		Destroy	
0325-0011	Vehicle File - Certificate of Title	X					Until transfer of ownership		Destroy	
0326-0000	Vendor File	X								
0326-0001	Vendor File - Quarterly History	X					3 Years		Destroy	
0326-0002	Vendor File - Year-End History	X					6 Years		Destroy	
0327-0000	Voucher/Warrant File - Paid	X								
0327-0001	Voucher/Warrant File (Original)	X					6 Years		Destroy	
0327-0002	Voucher/Warrant File (Copy)	X					3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X					7 Years		Destroy	
0329-0000	Trial Balance --- A debit and credit account verification listing.	X					3 Years		Destroy	
0330-0000	Auction File									
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for Quote Solicitations; Request for Quotation Solicitation for Auctioneer; Resolutions to hold an auction and to hire an auctioneer; Notice of Public Auction; letters to/from the Sheriff's Office and Public Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation.					P	6 Years		Destroy	
0330-0002	Auction File - Online --- The file contains but is not limited to: all documentation received electronically or otherwise, retained in hardcopy format, related to the online sale of surplus personal property, including the successful bidder, high bid, and bidding activity/history. Also include resolution(s) authorizing the sale of surplus personal property, public notices of sales, and any contracts with vendors that provide online auction services.					P	6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:13 of 38	
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		
0331-0000	Certificate Of Fire Code Status --- An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (<u>N.J.A.C. 5:71-3.7(b) 9</u> ; <u>N.J.S.A. 52:27D-192</u>)									
0331-0001	Certificate Of Fire Code Status – In Compliance					P	7 Years After final payment		Destroy	
0331-0002	Certificate Of Fire Code Status – Not In Compliance					P	7 Years After compliance with recommendations or after final payments		Destroy	
0332-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c 375, which mandated the placement of AED's in public agencies.									
0332-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years		Destroy	
0332-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate An AED					P	2 Years After update		Destroy	
0332-0003	Automated External Defibrillator (AED) File – Equipment Operational Manual			X		P	After disposition of equipment		Archival Review	

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		
0333-0000	Census File --- File contains but is not limited to statistical data, summary reports, correspondence, and supporting documentation.					P	10 Years		Destroy	
0334-0000	Trust Fund File --- File contains but is not limited to initial trust establishment and agreement documentation; monthly, quarterly, and annual statements; correspondence and supporting documentation.					P	6 Years after termination of account		Destroy	
0335-0000	Unclaimed Mail File					P	6 Years		Destroy	
0336-0000	Verification Of Income (VIM) File - Financial, Medical, And Social Services					P	6 Years		Destroy	
0337-0000	Tax Anticipation Note					P	6 Years		Destroy	
Personnel Records										
0400-0000	Accident Reports - Employee --- File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	X				P	6 Years After final payment or settlement		Destroy	
0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics --- Original data maintained by the federal government.						3 Years		Destroy	
0402-0000	Dental Plan File									
0402-0001	Dental Plan File - Status Listing	X					3 Years After update		Destroy	
0402-0002	Dental Plan File - Data Entry Worksheet	X					6 Years After termination of employment		Destroy	
0402-0003	Dental Plan File - Monthly Report	X					3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0403-0000	Employee History/Service Record Card						60 Years After termination of employment or age 85, whichever is sooner		Destroy	
0404-0000	Employment Applications/Resumes - Persons Not Hired --- the hired employee applications are maintained in the individual employee file.						3 Years		Destroy	
0405-0000	Financial and Personal Data Disclosure Forms --- By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	X					6 Years		Destroy	
0406-0000	Health Benefits File									
0406-0001	Health Benefits File - Monthly Billing List	X					6 Years		Destroy	
0406-0002	Health Benefits File - Deduction Cards	X					6 Years After termination from program		Destroy	
0406-0003	Health Benefits File - Monthly Report	X					3 Years		Destroy	
0406-0004	Health Benefits File - Correspondence	X					6 Years After termination from program		Destroy	
0406-0005	Health Benefits File - Denial Of Coverage --- Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)	X				P	1 Years		Destroy	
0406-0006	Health Benefits File - Declaration Of Non-Participation	X				P	1 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation and self-health assessment/screening forms.					P	6 Years After termination of employment		Destroy	
0408-0000	Job Bulletins and Specifications	X					Periodic review		Destroy	
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity									
0409-0001	Leave Request (Original)	X					6 Years		Destroy	
0409-0002	Leave Request (Copy)	X					3 Years		Destroy	
0410-0000	Medical X-Ray File						5 Years		Destroy	
0411-0000	Personnel Action - New Jersey Department of Personnel	X					6 Years After termination of employment		Destroy	
0412-0000	Personnel Position Listing						As updated		Destroy	
0413-0000	Prescription Plan File									
0413-0001	Prescription Plan File - Status Listing	X					3 Years After update		Destroy	
0413-0002	Prescription Plan File - Monthly Report	X					3 Years		Destroy	
0413-0003	Prescription Plan File - Plan Authorization	X					6 Years After termination of employment		Destroy	
0414-0000	References - Employment									

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:17 of 38	
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		
0414-0001	References - External						3 Years		Destroy	
0414-0002	References - Internal						1 Years		Destroy	
0415-0000	Salary Guidelines and Amendments --- Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements.									
0415-0001	Salary Guide and Amendments (Original)	X					6 Years		Destroy	
0415-0002	Salary Guide and Amendments (Copy)	X					Periodic review		Destroy	
0416-0000	Time Records File --- File may contain Daily Time and Attendance; Request for Time Off; Report of Accumulated Holidays - Vacation, Personal, and Sick Time; and supporting documentation.									
0416-0001	Time Records File (Agency Original)	X					6 Years		Destroy	
0416-0002	Time Records File (Copy)	X					1 Years		Destroy	
0417-0000	Training Records	X		X		P	After termination of employment		Archival Review	
0417-0001	Training Records					P	6 Years After termination of employment		Destroy	
0417-0002	Training Records – Staff Training Request					P	3 Years After final payment		Destroy	
0418-0000	Work Schedule	X				P	1 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
Personnel Records											
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018. May include proof of vaccination and/or testing in lieu thereof.	X					P	40 Years After termination of employment		Destroy	CFR 1910.1018
Personnel Records											
0420-0000	Employment Eligibility Verification (I-9) --- Form generated by the U.S. Department of Justice Immigration and Naturalization Service.	X					P	6 Years After termination of employment		Destroy	
Personnel Records											
0421-0000	Certification File - New Jersey Department of Personnel										
0421-0001	Certification File - Certified Roster/Employment History							5 Years After approval		Destroy	
0421-0002	Certification File - Certification of Eligibles for Appointment							3 Years After input and verification		Destroy	
0421-0003	Certification File - Certification Record Card							3 Years After expiration of list		Destroy	
0421-0004	Certification File - Request Approval for New Examination							3 Years After issuance of certification		Destroy	
0421-0005	Certification File - Request Approval for Continued Provisional Appointment							3 Years After issuance of certification		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:19 of 38	
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		
0421-0006	Certification File - Notice to Eligible of Removal From List						3 Years After issuance of certification		Destroy	
0421-0007	Certification File - Notification Of Cancellation Of Certification					P	3 Years After issuance of certification		Destroy	
0421-0008	Certification File - Payroll Certification Letters --- Utilized for employment background verification for temporary, provisional, and permanent employees.	X					1 Years		Destroy	
0421-0009	Certification File - Request for Information Due to Criminal Record						3 Years After issuance of certification		Destroy	
0421-0010	Certification File - Right to Invoke Appointing Authority --- Appointing authority for competitive examinations in accordance with the New Jersey Department of Personnel's Administrative Code, <u>N.J.A.C. 4A:4-4.2</u>						3 Years After issuance of certification		Destroy	N.J.A.C. 4A:4-4.2
0422-0000	Salary Range File									
0422-0001	Salary Range File - Request for Cancellation or Amendment, Salary Ranges and Ordinances	X					1 Years After submission		Destroy	
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Years After effective date		Destroy	
0423-0000	Reclassification File - New Jersey Department of Personnel									
0423-0001	Reclassification File - Reclassification Survey Book						As updated		Destroy	
0423-0002	Reclassification File - Reclassification Allocation Survey Sheets						1 Years After presentation		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:20 of 38	
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		
0424-0000	Status of Violations - Request for Attorney General's Action						3 Years After submission to the Office of the Attorney General		Destroy	
0425-0000	Special Reemployment List						3 Years After expiration of list		Destroy	
0426-0000	Examination File - New Jersey Department of Personnel									
0426-0001	Examination File - T-Card --- An examination record of all open competitive and promotional titles.						3 Years After expiration of list for final entry		Destroy	
0426-0002	Examination File - Promotional Announcement						3 Years After submission		Destroy	
0426-0003	Examination File - Request for Open Competitive Examination						3 Years After submission		Destroy	
0426-0004	Examination File - Eligible/Ineligible Roster						3 Years		Destroy	
0426-0005	Examination File - Request for Examination Cancellation or Amendment						1 Years After submission		Destroy	
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Years After submission		Destroy	
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Years After submission		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:21 of 38	
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		
0426-0008	Examination File - Examination List Approval Sheet for <u>N.J.A.C. 4A:4-2.7</u> --- Promotion list waivering competitive examination.						3 Years After effective date of certification		Destroy	
0426-0009	Examination File - Examination Re-announcement Request						1 Years After submission		Destroy	
0426-0010	Examination File - Notice of Promotional Examination						4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0426-0011	Examination File - Open Competitive Examination Application						4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0426-0012	Examination File - Promotional Examination Application						4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0428-0000	Grievance File --- Records of employee's dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.									
0428-0001	Grievance File - Policy-Establishing Settlement (Original)					P	Permanent		Permanent	
0428-0002	Grievance File - Policy-Establishing Settlement (Copy)					P	3 Years After final settlement		Destroy	
Personnel Records										
0428-0003	Grievance File - Retained By Grievant Agency Of Employment					P	1 Years After final settlement		Destroy	
0428-0004	Grievance File -Policy-Establishing Settlement (Additional Copy)					P	3 Years After final settlement		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		
0428-0005	Grievance File -Routine Settlement (Original)					P	1 Years After final settlement		Destroy	
0429-0000	Hearings - Formal Policy									
0429-0001	Hearings - Stenotype Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0002	Hearings - Real Time Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0003	Hearings - Computer-Assisted Transcription					P	1 Years After Printing Of Transcript		Destroy	
Personnel Records										
0429-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase	
0429-0005	Hearings - Transcripts (Original)					P	Permanent		Archives	

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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		
General Administrative Records										
0500-0000	Administrative Subject File --- Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.						3 Years		Destroy	
0501-0000	Open Public Meeting File									
0501-0001	Agenda (Original)			X		P	Permanent		Permanent	
0501-0002	Agenda (Copy)						Periodic review		Destroy	
0501-0003	Official Public Notice In Compliance With the Open Public Meeting Law						3 Years		Destroy	
0501-0004	Governing Body Meeting - Workpapers and Supporting Documentation (County and Municipal Clerk)						Periodic review		Destroy	
0502-0000	Agency-Sponsored Seminar									
0502-0001	Agency-Sponsored Seminar - Printed Materials (Original)			X		P	Permanent		Permanent	
0502-0002	Agency-Sponsored Seminar - Printed Materials (Copy)						Periodic review		Destroy	
0502-0003	Agency-Sponsored Seminar - Correspondence and Workpapers						3 Years		Destroy	
0503-0000	Correspondence (E-mail or Hardcopy)									
0503-0001	Correspondence - General External						3 Years		Destroy	
0503-0002	Correspondence - Administrative Internal						Periodic review		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		
0503-0003	Correspondence – Routine Requests for Information						Periodic review		Destroy	
0504-0000	Executive Administrative Subject File --- Subject file of a Mayor, County Executive, Administrator, County Manager, or equivalent authority dealing with all administrative aspects of their offices.									
0504-0001	Executive Administrative Subject File - Policy-Setting --- Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.			X		P	Permanent		Permanent	
0504-0002	Executive Administrative Subject File - Non-Policy-Setting --- Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.					P	4 Years		Destroy	
General Administrative Records										
0505-0000	Hand Deliver Receipt (Agency Original)						1 Years		Destroy	
0506-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.						Periodic review		Destroy	
0507-0000	Inventories						3 Years After update		Destroy	
0508-0000	Minutes									
0508-0001	Minutes (Original)		X	X		P	Permanent		Permanent	
0508-0002	Minutes (Copy)						Periodic review		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:25 of 38	
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		
0509-0000	News Release - Historical and Policy-Setting									
0509-0001	News Release - (Original)			X		P	Permanent		Permanent	
0509-0002	New Release (Copy)						Periodic review		Destroy	
0510-0000	Organization Chart									
0510-0001	Organization Chart (Original)			X		P	Permanent		Permanent	
0510-0002	Organization Chart (Copy)						Periodic review		Destroy	
0511-0000	Recordings Of Public Meetings - Public Officials - Audio/Video (Analog And Digital)					P	80 Days	after summary or verbatim transcript have been approved by the governing body, whichever is later	Erase	
0512-0000	Records Retention File									
0512-0001	Records Retention File - Microencoding Report						1 Years		Destroy	
0512-0002	Records Retention File - Microfilm Index			X		P	Permanent		Permanent	
0512-0003	Records Retention File - Records Retention and Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.						As updated		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:26 of 38	
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		
0512-0004	Records Retention File - Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.			X		P	Permanent		Permanent	
0512-0005	Records Retention File - Internal Request for Records						1 Years After file is returned or disposed		Destroy	
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy	
0514-0000	Visitor Security Daily Sign-In Log --- Visitor security daily sign-in log; may include visitor health screening/assessment forms.					P	3 Years		Destroy	
0515-0000	Reference Material File									
0515-0001	Reference Material						Periodic review		Destroy	
0515-0002	Reference Material Request						Periodic review		Destroy	
0516-0000	Surplus Property/Goods File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.									
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	X					3 Years After update		Destroy	
0516-0002	Surplus Property/Goods File -Excess/Surplus Property Notice	X					3 Years After audit		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:27 of 38	
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		
0517-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation.									PL 2001, c.404.
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	X					6 Years		Destroy	
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						3 Years		Destroy	
0517-0003	Open Public Records Act (OPRA) File -OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.						3 Years After resolution		Destroy	
0518-0000	Government Records Access Unit - OPRA Complaint to Government Record's Council (GRC) Files (Copy) --- Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.						3 Years After resolution		Destroy	
0519-0000	Consultant File --- File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports									
0519-0001	Consultant File – Final Report			X		P	25 Years		Archival Review	

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		
0519-0002	Consultant File – Contract					P	6 Years After termination of contract		Destroy	
0519-0003	Consultant File – Financial Documents					P	6 Years		Destroy	
0519-0004	Consultant File – Work Papers And Support File					P	3 Years		Destroy	
0520-0000	Security Access Card Swipe Log					P	3 Years		Destroy	
0521-0000	General Log File --- Log files maintained by the agency which are not specified elsewhere.					P	3 Years		Destroy	
Agency-Related Policy, Legislation, and Operating Procedures										
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.									
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)						3 Years After update		Destroy	
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy	
0601-0000	Notice File									
0601-0001	Notice File - Legal Notice						3 Years		Destroy	
0601-0002	Notice File - Emergency Notice						10 Years		Destroy	
0602-0000	Operating Procedures						3 Years		Destroy	
0603-0000	Ordinance File									

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 014		Page #:29 of 38	
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			
Agency-Related Policy, Legislation, And Operating											
0603-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent		Permanent		
Agency-Related Policy, Legislation, and Operating Procedures											
0603-0002	Ordinance File - Ordinance Book (Copy)						Periodic review		Destroy		
0603-0003	Ordinance File - Work papers						Periodic review		Destroy		
0604-0000	Policy Statements										
Agency-Related Policy, Legislation, And Operating											
0604-0001	Policy Statements (Original)			X		P	Permanent		Permanent		
Agency-Related Policy, Legislation, and Operating Procedures											
0604-0002	Policy Statements (Copy)						Periodic review		Destroy		
Agency-Related Policy, Legislation, And Operating											
0605-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File --- Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-28 et seq.</u>									<u>N.J.A.C. 12:110</u> , Subchapter 5, <u>N.J.S.A. 34:6A-28 et seq.</u>	
Agency-Related Policy, Legislation, and Operating Procedures											
0605-0001	Public Employees Occupational Safety and Health Act File (Original)						6 Years		Destroy		
0605-0002	Public Employees Occupational Safety and Health Act File (Copy)						3 Years		Destroy		

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:30 of 38	
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		
0606-0000	Resolutions --- Maintained by the Offices of the County and the Municipal Clerk.									
Agency-Related Policy, Legislation, And Operating										
0606-0001	Resolutions (Original)		X	X		P	Permanent		Archives	
Agency-Related Policy, Legislation, and Operating Procedures										
0606-0002	Resolutions (Copy)						Periodic review		Destroy	
Agency-Related Policy, Legislation, And Operating										
0607-0000	Worker And Community Right To Know Act - Employer And County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, N.J.S.A. 34:5A-1 et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.					P	6 Years		Destroy	P.L. 1983, C. 35, N.J.S.A. 34:5A-1 et seq.
Agency-Related Policy, Legislation, and Operating Procedures										
0608-0000	Americans With Disabilities Act (ADA) File --- Contains: Transition and Self-Evaluation Plans						65 Years		Destroy	Americans With Disabilities Act (ADA)
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.									
Agency-Related Policy, Legislation, And Operating										
0609-0001	Municipal Code Book (Original)			X		P	Permanent		Archives	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:31 of 38	
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		
Agency-Related Policy, Legislation, and Operating Procedures										
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy	
Agency-Related Policy, Legislation, And Operating										
0609-0003	Municipal Code Book - Supplement (Original)			X		P	Permanent		Archives	
Agency-Related Policy, Legislation, and Operating Procedures										
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		Destroy	
0610-0000	Incoming Mail Log						3 Years		Destroy	
0611-0000	Calendar and Meeting Schedules						3 Years		Destroy	
Reports and Publications										
0700-0000	Newsletter									
0700-0001	Newsletter (Original)			X		P	Permanent		Permanent	
0700-0002	Newsletter (Copy)						Periodic review		Destroy	
0701-0000	Publications									
0701-0001	Publications (Original)			X		P	Permanent		Permanent	
0701-0002	Publications (Copy)						Periodic review		Destroy	
0702-0000	Report File									
0702-0001	Report File - Annual Report (Agency Of Origin)			X		P	Permanent		Permanent	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:32 of 38	
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		
0702-0002	Report File - Annual Report (Copy)						Periodic review		Destroy	
0702-0003	Report File - Monthly Report						3 Years		Destroy	
0702-0004	Report File - Quarterly Report						3 Years		Destroy	
0702-0005	Report File - Statistical Report						3 Years		Destroy	
0702-0006	Report File - Weekly Report						1 Years		Destroy	
0702-0007	Report File - Daily Report						1 Months		Destroy	
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification		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		
0703-0000	<p>Agency Year Two Thousand (Y2K) Testing Plan --- Includes documentation that may be used for: monitoring testing procedures, remediation, statutory and regulatory requirements, and providing evidence in lawsuits. Contains but is not limited to the following: Analysis Documentation-records that show the decisions that were made on what files, applications and systems would be converted and which ones would not, surveys, and contract review reports. Testing Documentation-the documentation that shows the final outcome of the conversion did result in a Year 2000 compliant system. Certification Documentation-written user signoffs for converted systems. Project Plans-listing of tasks completed, persons accountable, and time frames for completing Year 2000 project. Meeting minutes, memos, status reports, letters, reports that include information on: decisions made regarding Year 2000, confirmation of policy and procedures, identification of accountability of Year 2000 project tasks. External-response letters from vendors, responses to business partners for compliance statements, any other public announcements regarding Year 2000. Information posted on the Year 2000 website. Copies of compliance letters mailed to vendors. E-mail pert</p>									
Reports and Publications										
0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	X					7 Years		Destroy	
0703-0002	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	X					7 Years		Destroy	
0703-0003	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	X					7 Years		Destroy	
0703-0004	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	X					Periodic review		Destroy	
0704-0000	Image Processing System									

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:34 of 38	
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		
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial/Renewal/Revoked Certification --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.			X		P	Permanent		Permanent	
0704-0002	Audit Reports --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.	X					7 Years		Destroy	
0704-0003	Image Processing System Initial/Renewal/Revoked Certification --- Agency image processing certification, as granted by the State Records Committee. File contains: certification, evaluation, application (copy), correspondence, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.			X		P	Permanent		Retain at Agency	
0704-0004	Image Processing System Annual Review --- Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.						As updated		Destroy	
0704-0005	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion. Also used to identify files that are being transferred to a shared scanning unit.					P	7 Years	Upon Completion of Batch	Destroy	
0705-0000	Agency Internet File									

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:35 of 38	
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		
Reports and Publications										
0705-0001	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.						30 Days		Destroy	
0705-0002	Transaction/Click Through Log --- Log tracking the number of times an agency's website is accessed from outside the agency.						30 Days		Destroy	
0705-0003	Website Creation And Update File --- File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.					P	30 Days After website is discontinued		Destroy	
0705-0004	Information Technology Program Documentation File --- File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.			X		P	7 yrs after program is either superseded or discontinued		Archival Review	
0705-0005	Information Technology Operating System Documentation File --- File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.			X		P	7 yrs after system is either superseded or discontinued		Archival Review	

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		
0706-0000	<p>Video Surveillance Recordings</p> <p>---</p> <p>Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the Municipal offices of the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as a slip and fall, motor vehicle accident or crime).</p>					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported		Destroy	
0707-0000	<p>Body Worn Cameras (BWC)</p> <p>---</p> <p>Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:</p> <p>A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention.</p> <p>B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint.</p> <p>C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.</p>					P	90 Days unless one of the exceptions are met		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		
	E-Mail Records And Electronic Administrative Resou									
0800-0000	E-Mail Records And Electronic Administrative Resource Files									
0800-0001	<p>E-Mail Records (Seven Years Or Less)</p> <p>---</p> <p>This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1).</p> <p>Attestation elements include:</p> <ol style="list-style-type: none"> 1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system (s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).; 3. That the agency has adopted acceptable use polices for E-Mail and internet usage, with supporting employee training and/or informational programs; 4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and 5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events. 					P	7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 014		Page #:38 of 38	
	<p>Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request.</p> <p>Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail.</p> <p>Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.</p>									
0800-0002	<p>Electronic Administrative Resource Files ---</p> <p>Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p>					P	Retain Until No Longer Needed For Administrative Purposes.		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Administration	AGENCY #M700101		
DIVISION:		SCHEDULE # 002 (RETIRED)		
BUREAU:		PAGE #	1	OF
				7

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Board of Education
FORMER AGENCY NUMBER	M700101-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0106-0000	Employee File - Full and Part Time	Description	Employee file for Administration, Teachers, Student Interns, Student Teachers, Substitute Teachers (Credentialed), Professional, Paraprofessional, Support Staff, and Student Workers. File contains but is not limited to the following: title; position(s); salary; length of service; date and reason of separation; pension; Provisional Teacher data; Certificates (Administrative, Instructional, and Educational); Professional Growth/Improvement Plan; Mentoring, Mandated Training, Notice of Non Re-Employment; Request Before District Board of Education for Reinstatement; District Board of Education Re-Employment Decision; individual professional development plan; employee	Employee file for Administration, Teachers, Student Interns, Student Teachers, Substitute Teachers (Credentialed), Professional, Paraprofessional, Support Staff, and Student Workers. File contains but is not limited to the following: title; position(s); salary; length of service; date and reason of separation; pension; Provisional Teacher data; Certificates (Administrative, Instructional, and Educational); Professional Growth/Improvement Plan; Mentoring, Mandated Training, Notice of Non Re-Employment; Request Before District Board of Education for Reinstatement; District Board of Education Re-Employment Decision; individual professional development plan; employee

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # M700101	SCHEDULE # 002	PAGE # 2 OF 7
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			<p>assurance statement; resume; references; transcripts; certifications; assessments; internships; performance report; continuing education; vacation request; leave of absence request; report of accumulated time; medical history; payroll notices; personnel update; summer sabbatical; summer teaching program; extra duty pay; home instructor; teacher observations; performance evaluation reports; oath of allegiance; offer of employment; acceptance or rejection of offered employment; salary notification; application of employment.</p> <p>6 Years After termination of employment provided Employment History Record Card maintained; otherwise 80 yrs.</p>	<p>assurance statement; resume; references; transcripts; certifications; assessments; internships; performance report; continuing education; vacation request; leave of absence request; report of accumulated time; medical history; self-health assessment/screening forms; payroll notices; personnel update; summer sabbatical; summer teaching program; extra duty pay; home instructor; teacher observations; performance evaluation reports; oath of allegiance; offer of employment; acceptance or rejection of offered employment; salary notification; application of employment.</p> <p>6 Years After termination of employment provided Employment History Record Card maintained; otherwise 80 yrs.</p>
1113-0000	Confidential Medical File - Employee	Description	<p>File contains employee medical documentation including but not limited to: physical fitness assessment, health history, past illness and/or injury, current health problems, medications, allergies, immunizations, height and weight, drug testing; blood pressure, pulse and respiratory rate, vision and hearing screening, and Mantoux test. Microfilming recommended. (NJAC 6A:32-6.3) (CFR 1910.1018).</p>	<p>File contains employee medical documentation including but not limited to: physical fitness assessment, health history, past illness and/or injury, current health problems, medications, allergies, immunizations, height and weight, drug testing; blood pressure, pulse and respiratory rate, vision and hearing screening, and Mantoux test. May include proof of vaccination or tests results in lieu thereof.</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	M700101	002	3 OF 7

				Microfilming or digitization recommended. (NJAC 6A:32-6.3) (CFR 1910.1018). 40 Years After termination of employment
0024 0000	Visitor Security Sign-in Sheet and Monitoring File	Description	Visitor Security Sign-Sheet and Monitoring File	Visitor Security Sign-Sheet and Monitoring File Visitor security sign-sheet and monitoring file; may include visitor health screening/assessment forms. 3 years Destroy
0162-0000	E-mail Records and Electronic Administrative Resource Files	New header		
0162-0001	E-Mail Records (Seven Years Or Less)	New records series		7 years Destroy This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1).

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # M700101	SCHEDULE # 002	PAGE # 4 OF 7
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				<p>Attestation elements include:</p> <ol style="list-style-type: none"> 1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system (s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of 'litigation holds' and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).; 3. That the agency has adopted acceptable use policies for E-Mail and internet usage, with supporting employee training and/or informational programs; 4. That the agency's system possesses security controls that guard against unauthorized access,
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # M700101	SCHEDULE # 002	PAGE # 5 OF 7
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				<p>use, modification, dissemination, disclosure and/or destruction of E-Mail records; and</p> <p>5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events.</p> <p>Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request.</p> <p>Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail.</p>
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # M700101	SCHEDULE # 002	PAGE # 6 OF 7
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				Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.
0162-0002	Electronic Administrative Resource Files	New records series		Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists. Retain until no longer needed for administrative purposes. Destroy
0003-0000	Correspondence (Hardcopy and Electronic) - Email Backup System	Header Description	Correspondence (Hardcopy and Electronic) - Administration, Faculty, and Student Hardcopy and Email: The email backup system data and the subject-specific correspondence should be retained as long as its associated record series to ensure accessibility as per the Open Public Records Act (OPRA) and the Federal Rules of	Correspondence Administration, Faculty, and Student Correspondence should be retained as long as it's associated record series as per the New Jersey Public Records Laws and to ensure accessibility, as per the Open Public Records Act (OPRA) and the Federal Rules of Civil Procedure.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # M700101	SCHEDULE # 002	PAGE # 7 OF 7
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			Civil Procedure with hardcopy generated as needed.	
0003-0004	Correspondence (Hardcopy and Electronic) - Email Backup System	Obsolete Record Series	3 yrs after system is either superseded or discontinued Destroy	-----

STATE OF NEW JERSEY



Administration

M700101-003



Prepared by:
DORES Records Management Services
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<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Records Retention and Disposition Schedule		Agency: M700101	Schedule: 003	Page #:1 of 31
Department:	Administration	Agency Representative:	Joseph Vitelli	
		Title:	Deputy Director Of Administration	
		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		
GENERAL ADMINISTRATIVE										
0001-0000	Agendas And Minutes - Board Of Education And General Meetings --- File contains but is not limited to the following: Minutes, Agendas, Resolutions, Report of the Custodian of School Monies, Report of the Treasurer, Report of the Secretary, additional financial reports, and supporting documentation.									
0001-0001	Agendas and Minutes (Original)						Permanent		Permanent	
0001-0002	Agendas and Minutes (Copy)						1 Years		Destroy	
0001-0003	Agendas and Minutes - Rough Notes						45 Days Or until summary or verbatim transcripts aide been approved as minutes, whichever is longer		Destroy	
0002-0000	Compulsory Education Law Notification/Complaint of Violation --- Notification to parents they are in violation of the Compulsory Education Law and their children must return to school.						3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0000	Correspondence (Hardcopy And Electronic) - Administration, Faculty, And Student --- Hardcopy and/or electronic records should be retained as long as its associated record series as per the New Jersey Public Records Laws and to ensure accessibility, as per the Open Public Records Act (OPRA) and the Federal Rules of Civil Procedure.									
0003-0001	Correspondence (Hardcopy and Electronic) - External						3 Years		Destroy	
0003-0002	Correspondence (Hardcopy and Electronic) General - Internal						1 Years		Destroy	
0003-0003	Correspondence (Hardcopy And Electronic) - Policy - Non-Statutory/Non-Regulatory			X		P	25 Years		Archival Review	
0003-0005	Correspondence (Hardcopy and Electronic) - Routine Request for Information - Not Related to the Open Public Records Act (OPRA) (Administration, Faculty, and Student)						Periodic review		Destroy	
0004-0000	Electronic Register --- Contains: Department of Education generated documents which includes: monthly summaries, annual reports, labels, and supporting documentation.						7 Years		Destroy	
0005-0000	Election File									
0005-0001	Election File - Election Forms --- File pertaining to school board elections. Contains: Annual School Election (Copy), Report of Absentee Votes, Summary of Results for School Election (Copy), Tally Sheets, Notice of Election, Budget Advertisement, Canvass of Votes, Regular and Irregular Ballots, Absentee for Military and Civilian Personnel, Poll Lists, Petition for School Board of Election, and correspondence. Originals are sent to the County Board of Elections and copies to the Office of the Municipal Clerk.						1 Years		Destroy	
0005-0002	Election File - Bonding Election Report, Certificate, and Voting Authority						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		
0006-0000	Legal Notices File									
0006-0001	Legal Notices File - Publisher's Affidavits						10 Years		Destroy	
0006-0002	Legal Notices File - Official Public Meeting Notice						3 Years		Destroy	
0006-0003	Legal Notices File - Legal Notice in Newspaper						7 Years		Destroy	
0007-0000	Library Accession Records						Permanent		Permanent	
0008-0000	Public Employee Occupational Safety and Health Act (PEOSHA) File (Copy) --- Contains the Annual Occupational Injuries and Illnesses Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-24-28</u> et seq. Original is kept by the Department of Labor and Workforce Development.									
0008-0001	Public Employee Occupational Safety and Health Act (PEOSHA) File (Copy)						6 Years		Destroy	
0008-0002	Public Employee Occupational Safety and Health Act (PEOSHA) (Additional Copy)						3 Years		Destroy	
0009-0000	Recordings of School Board Meetings (Audio and Video)						45 Days Or until summary or verbatim transcripts aide been approved as minutes, whichever is longer		Erase/Degauss	
0010-0000	School Ethics Commission File									

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:4 of 31	
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		
0010-0001	School Ethics Commission File - Financial, Personal, and Relative Disclosure Statement and Mandatory Training Certificate (Copy) --- Annual submission from the school officials to the Executive County Superintendent. Original is kept by the Executive County Superintendent of Schools and a copy by the School Ethics Commission.						6 Years		Destroy	
0010-0002	School Ethics Commission File - Conflict of Interest Questionnaire (Copy) --- Original maintained by the School Ethics Commission.						6 Years		Destroy	
0010-0003	Request for Approval for Attendance at Events - State Ethics Commission (N.J.A.C. 19:61-6)						6 Years		Destroy	
0011-0000	School Board Members - Report to Executive County Superintendent						1 Years		Destroy	
0012-0000	Subject File - Administrative and General									
0012-0001	Subject File - Administrative --- Subject file of a Superintendent, Business Administrator, and Principal pertaining to the administrative aspects of their offices including policy, procedure, organization, programs, fiscal, and personnel matters. File includes: correspondence, minutes (copy), reports, speeches, and supporting documentation.						4 Years		Destroy	
0012-0002	Subject File - General						3 Years		Destroy	
0013-0000	Worker and Community Right to Know Act File (Copy) --- File is maintained in accordance with the Worker and Community Right to Know Act, L. 1983, C.315, <u>N.J.S.A. 34:5A-1</u> et seq. Original is kept by the Department of Health and Senior Services. Copies are kept by the Department of Environmental Protection, the County Health Department, the County Clerk, and the Local Government Fire and Police Departments. File contains but is not limited to the following: Hazardous Substance Fact Sheet, Hazardous Substance Training, Data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.						30 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:5 of 31	
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		
0014-0000	Consultant File --- File reflecting the findings of a professional consultant hired by a school district. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.									
0014-0001	Consultant File - Final Report						Permanent		Permanent	
0014-0002	Consultant File - Contract						7 Years After termination of contract		Destroy	
0014-0003	Consultant File - Financial Documents						7 Years		Destroy	
0014-0004	Consultant File - Work papers and Support File						3 Years		Destroy	
0015-0000	Records Retention and Disposition File - Division of Archives and Records Management (DARM)									
0015-0001	Records Retention and Disposition File - Records Retention Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.						As updated		Destroy	
0015-0002	Records Retention and Disposition File - Request and Authorization for Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.						Permanent		Permanent	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:6 of 31	
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		
0015-0003	Record Retention And Disposition File - Microfilm/Microfiche Certification Submitted With Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.					P	Permanent		Permanent	
GENERAL ADMINISTRATIVE										
0015-0004	Records Retention and Disposition File - Imaging Certification Submitted With Request and Authorization for Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.						Permanent		Permanent	
0016-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy printouts), response documents (copy), and relevant supporting documentation (PL 2001, c404)									
0016-0001	Open Public Records Act (OPRA) File - Request Form With Fee						7 Years		Destroy	
0016-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						3 Years		Destroy	
0016-0003	Open Public Records Act (OPRA) File - OPRA Complaint to the Government Records Council (GRC), Department of Community Affairs (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), OPRA Request (copy), correspondence and email (hardcopy printout), and supporting documentation.						3 Years After resolution		Destroy	
0017-0000	Calendar and Meeting Schedules						3 Years		Destroy	
0018-0000	Certified Mail Receipt						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:7 of 31	
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		
0019-0000	Hand-Deliver Receipt									
	GENERAL ADMINISTRATIVE									
0019-0001	Hand-Deliver Receipt (Original)						1 Years		Destroy	
0019-0002	Hand-Deliver Receipt (Copy)						Periodic review		Destroy	
0020-0000	Informational Survey - General --- District statistical study used to gain information for the routine operation of business.						Periodic review		Destroy	
0021-0000	News Release --- Information issued by state agencies for publication or broadcast.									
0021-0001	News Release (Original)			X		P	Permanent		Archives	
0021-0002	News Release (Copy)						Periodic review		Destroy	
0022-0000	Organization Chart									
0022-0001	Organization Chart (Original)			X		P	Permanent		Archives	
	GENERAL ADMINISTRATIVE									
0022-0002	Organization Chart (Copy)						As updated		Destroy	
0023-0000	Photographs and Slides						Permanent		Archives	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:8 of 31	
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		
0024-0000	Visitor Security Sign-In Sheet And Monitoring File --- Visitor security sign-sheet and monitoring file; may include visitor health screening/assessment forms.					P	3 Years		Destroy	
0025-0000	Reference File						Periodic review		Destroy	
0026-0000	Reference Material Request						Periodic review		Destroy	
0027-0000	Incoming Mail Log						3 Years		Destroy	
0028-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume daily operations and mitigate the consequences of such an event.									
0028-0001	Disaster Prevention And Recovery/Business Continuity Plans (Original)					P	3 Years After update		Destroy	
GENERAL ADMINISTRATIVE										
0028-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy	
0029-0000	Americans With Disabilities Act (ADA) Transition Plan and Self-Evaluation Plan --- *Microfilming recommended.						65 Years		Destroy	
0030-0000	Fall Survey File (Copy) - Certified and Non-Certified									

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		
0030-0001	Fall Survey File - Certified Staff Data (Copy) --- File contains but is not limited to the following: Certificated Staff Status Report and Report of Non-Certificated Support Services. Original is sent to the Department of Education and copy is sent to the Office of the Executive County Superintendent of Schools. Note: Data may also be part of the School Report Card.						5 Years		Destroy	
0030-0002	Fall Survey File - Non-Certified, Student, and Program Data (Copy) --- File contains but is not limited to the following: Consolidated Graduate Report: Follow-up of High School Graduate, Personnel Employed by New Jersey Public School Districts, Nonpublic Schools Having High Concentrations of Students from Low Income Families, Annual Report of Persons Employed in School Aide Positions. Original is sent to the Department of Education and copy is sent to the Office of the Executive County Superintendent of Schools. Note: Data may also be part of the School Report Card.						5 Years		Destroy	
0031-0000	Bylaws and Policies Books - Approved --- This is a book of bylaws and policies of educational and related issues.						Permanent		Permanent	
0032-0000	Code of Conduct for Disciplinary Action - Publication --- The Code of Conduct Report and its work papers.						As updated		Destroy	
0033-0000	Policy and Advisory Statements - Administrative						Permanent		Permanent	
0034-0000	Referendums						Permanent		Permanent	
0035-0000	Resolutions of the School Board						Permanent		Permanent	
0036-0000	District Three Year Comprehensive Equity Plan --- Comprehensive evaluation of a school district's goals toward fulfilling federal and state equity, affirmative action, and civil rights requirements and guidelines. A copy is kept by the Office of the Executive County Superintendent of Schools and the Department of Education.						7 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:10 of 31	
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		
0037-0000	District Three Year Technology Plan --- Comprehensive plan detailing a school district's implementation of technology throughout the district. A copy is kept by the Department of Education.						7 Years		Destroy	
0038-0000	County Technology Plan - School Districts --- County-wide committee report to the Department of Education of goals for the technology in the county's local school districts. File also includes an inventory of the hardware and software in use. A copy is kept by Department of Education.						7 Years		Destroy	
0039-0000	Equivalency and Waiver Applications (Copy) --- Request from a school district to the Department of Education to use alternative means to meet the Department's Administrative Code educational program requirements. File includes application, supporting documentation, and approval or denial letter from the Department of Education. Approvals a valid for three years. Original maintained by the Department of Education.						5 Years		Destroy	
0040-0000	Application for Best Practices/Star Schools (Copy) --- Annual application submitted for consideration to the Department of Education for recognition of exemplary programs. Original maintained by the Department of Education.						3 Years		Destroy	
0041-0000	Governor's School For Gifted/Exceptional Students (Copy) --- The file contains reference copies of memos, correspondence, work papers, and student application (copy) and evaluation forms for the Governor's School program. Original is maintained by the associated college.					P	3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:11 of 31	
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		
GENERAL ADMINISTRATIVE										
0042-0000	Governor's Teacher Recognition Program (Copy) --- File pertaining to the annual county-nominated teach recognition program. File contains the nomination documents and selection panel documents. Original is kept by the Office of the Executive County Superintendent of Schools.						7 Years		Destroy	
0043-0000	NJ State Teacher of the Year Program (Copy) --- Annual county-nominated teacher recognition program. Original non selected applicant files are maintained by the school district and the original selected applicant file is maintained by the Department of Education.						3 Years		Destroy	
0044-0000	Annual Report - Charter Schools --- Copies are sent to the Department of Education, the State Board of Education, and the Office of the Executive County Superintendent of Schools.						Permanent		Permanent	
0045-0000	Code of Ethics									
0045-0001	Code Of Ethics (Original)			X		P	Permanent		Archives	
0045-0002	Code of Ethics (Copy)						Periodic review		Destroy	
0046-0000	General Operating Procedures --- Rules and regulations developed by a school district for the general operation of business.									
0046-0001	General Operating Procedures (Original)			X		P	Permanent		Archival review	

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		
0046-0002	General Operating Procedures (Copy)						Periodic review		Destroy	
0047-0000	Hearings - Formal Policy									
0047-0001	Hearings - Stenotype Transcription						1 Years After printing of transcript		Destroy	
0047-0002	Hearings - Real Time Transcription						1 Years After printing of transcript		Destroy	
0047-0003	Hearings - Computer- Assisted Transcription						1 Years After printing of transcript		Destroy	
0047-0004	Hearings - Audio/Video Recording						80 Days Or until summary or verbatim transcripts aide been approved as minutes, whichever is longer		Erase/Degauss	
0047-0005	Hearings - Transcripts (Original)			X		P	Permanent		Archival review	
0047-0006	Hearings - Transcripts (Copy)						Periodic review		Destroy	
0048-0000	Policy Statement - Federal, State, and District									

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:13 of 31	
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		
0048-0001	Policy Statement (Original)			X		P	Permanent		Archival review	
0048-0002	Policy Statement (Copy)					P	Periodic review		Destroy	
GENERAL ADMINISTRATIVE										
0049-0000	Litigation File (<u>N.J.S.A. 2A:14-5</u>)						20 Years After final action		Destroy	
0050-0000	Testimony --- Testimony documents of representatives of a school district at public hearings, public meetings, trials, and other official proceedings.						10 Years		Destroy	
0051-0000	Application to Establish a Charter School and Renewal (Copy) --- Original maintained by the Department of Education and a copy by the Office of the Executive County Superintendent of Schools.									
0051-0001	Application to Establish a Charter School and Renewal (Copy) - Approved						7 Years		Destroy	
0051-0002	Application to Establish a Charter School and Renewal (Copy) -Denied						3 Years		Destroy	
0052-0000	School Reorganization File --- A file pertaining to a school's reorganization and/or regionalization. File contains but is not limited to: feasibility study, Reorganization Notification, Reorganization Plan, Resolution, and supporting documentation. Copies are maintained by the Department of Education and the Office of the Executive County Superintendent of Schools.						Permanent		Permanent	

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		
0053-0000	<p>Middle States Association of Colleges and Schools Accreditation - Commissions on Elementary and Secondary Schools (Public and Nonpublic)</p> <p>---</p> <p>Middle States Accreditation is applied for by and issued to an individual Elementary, Middle, or Secondary Public or Nonpublic School to improve their foundations for student and organizational performance in the areas of: Philosophy/Mission, Governance/Leadership, School Improvement Planning, Finance, Facility, and School Climate/Organization. These areas are addressed in two major accreditation tracts: Accreditation for Growth (AFG) and Reflections on Standards of Quality (Reflections). After the initial accreditation, follow-up evaluations are performed in a ten (10) year cycle. File contains but is not limited to the following: Middle States Accreditation Approval Report, district academic program review/self evaluations, follow-up evaluations, correspondence, and supporting documentation.</p> <p>Note: Middle States Accreditation applies schools and colleges in New Jersey, New York, Pennsylvania, Delaware, Maryland, and the District of Columbia.</p>						Permanent		Permanent	
0054-0000	<p>Public Relations File</p> <p>---</p> <p>File pertaining to Department of Education regulations for school district public relations policies. Contains: policies, news release, publications, and supporting documentation. (N.J.A.C. 6A:23A-5)</p>						Permanent			
0054-0001	Public Relations File (Original)						Permanent		Permanent	
0054-0002	Public Relations File (Copy)						Periodic review		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:15 of 31	
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		
PERSONNEL										
0100-0000	Affirmative Action/District Three Year Comprehensive Equity Plan --- A comprehensive evaluation of a school district's goals toward fulfilling federal and state equity, affirmative action, and civil rights requirements and guidelines. File contains but is not limited to: Affirmative Action Plan, Annual Report on Multi Year Equality in Education, Annual Review of Progress in Implementing Affirmative Action Plans, Resolution of Equal Educational Opportunity, Affirmative Action statistical reports, and supporting documentation. A copy is sent to the Office of the Executive County Superintendent of Schools and a copy is kept by the Department of Education.						3 Years		Destroy	
0101-0000	Applications for Employment - Persons Not Hired						3 Years		Destroy	
0102-0000	Application To Hire Athletic Coach Holding Substitute Credentials --- Note: Approved application maintained in the Employee File.									
0102-0001	Application to Hire Athletic Coach Holding Substitute Credentials - Approved						6 Years After termination of employment		Destroy	
0102-0002	Application to Hire Athletic Coach Holding Substitute Credentials - Denied						3 Years		Destroy	
0103-0000	Civil Rights Compliance (Copy) --- Statement of school district compliance. Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.						1 Years		Destroy	
0104-0000	Emergency Information Card - Full Time and Part Time Employees						As updated		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		
0105-0000	Multiple Worksite Report - US and NJ Departments of Labor --- Statistical tally of the number of employees employed and the wages paid per school and per district.						3 Years		Destroy	
0106-0000	Employee File - Full And Part Time --- Employee file for Administration, Teachers, Student Interns, Student Teachers, Substitute Teachers (Credentialed), Professional, Paraprofessional, Support Staff, and Student Workers. File contains but is not limited to the following: title; position(s); salary; length of service; date and reason of separation; pension; Provisional Teacher data; Certificates (Administrative, Instructional, and Educational); Professional Growth/Improvement Plan; Mentoring, Mandated Training, Notice of Non Re-Employment; Request Before District Board of Education for Reinstatement; District Board of Education Re-Employment Decision; individual professional development plan; employee assurance statement; resume; references; transcripts; certifications; assessments; internships; performance report; continuing education; vacation request; leave of absence request; report of accumulated time; medical history; self-health assessment/screening forms; payroll notices; personnel update; summer sabbatical; summer teaching program; extra duty pay; home instructor; teacher observations; performance evaluation reports; oath of allegiance; offer of employment; acceptance or rejection of offered employment; salary notification; application of employment					P	6 Years After termination of employment provided Employment History Record Card maintained; otherwise 80 yrs		Destroy	
0107-0000	Annual American Red Cross/YWCA Certificates - Swimming Instructor --- Copy is kept by the Office of the Executive County Superintendent of Schools.						3 Years After renewal of agreement		Destroy	
0108-0000	Employment History Record Card - Full and Part Time Staff						80 Years		Destroy	
0109-0000	Accident Reports - Employee --- Contained here are record copies of employee accident reports, claims, and related correspondence.						7 Years After final settlement		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:17 of 31	
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		
0110-0000	Grievance File --- Records of employees' dissatisfaction with working conditions beyond their control, but which may be subject to remedy by a supervisor.									
0110-0001	Grievance File - Settlements - Policy (Original)						Permanent		Permanent	
0110-0002	Grievance File - Settlements - Policy (Copy)			X		P	3 Years After final settlement		Archival Review	
0110-0003	Grievance File - Settlements - Routine (Original)						3 Years After final settlement		Destroy	
0110-0004	Grievance File - Settlements - Routine (Copy)						1 Years After final settlement		Destroy	
0111-0000	Health Care Provider Program Information File						3 Years After termination of program participation		Destroy	
0112-0000	Job Vacancy Notice					P	3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
PERSONNEL										
0113-0000	Confidential Medical File - Employee --- File contains employee medical documentation including but not limited to: physical fitness assessment, health history, past illness and/or injury, current health problems, medications, allergies, immunizations, height and weight, drug testing; blood pressure, pulse and respiratory rate, vision and hearing screening, and Mantoux test. May include proof of vaccination or tests results in lieu thereof. Microfilming or digitization recommended. (N.J.A.C. 6A:32-6.3) (CFR 1910.1018).					P	40 Years	After termination of employment	Destroy	
0114-0000	Credentialed Substitute Teacher List --- File listing the credentialed substitute teachers employed by the district.						3 Years		Destroy	
0115-0000	Time Records File (Electronic and Hardcopy)									
0115-0001	Time Records File - Request for Time Off - Disability, Administrative, Sick, Vacation, Maternity, and Family Leave (Original) --- Copy retained by the employee.						7 Years		Destroy	
0115-0002	Time Records File - Application for Extended Work Hours						7 Years		Destroy	
0115-0003	Time Records File - Overtime Records						7 Years		Destroy	
0115-0004	Time Records File - Time Cards/Sheets						7 Years		Destroy	
0115-0005	Time Records File - Trip and Conference Requests						7 Years		Destroy	
0115-0006	Time Records File - Request for a Substitute Teacher Due to Absence						7 Years		Destroy	
0116-0000	Americans With Disabilities Act (ADA) Transition Plan and Self-Evaluation Plan						65 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:19 of 31	
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		
0117-0000	Health Insurance Portability and Accountability Act (HIPAA) of 1996 --- File pertaining to the privacy policies to safeguard school district employee medical information. File ma contain but is not limited to: Notice of Privacy Policies Overview Letter, Notice of Privacy Policies Brochure, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, and supporting documentation.						7 Years		Destroy	
0118-0000	District Wide Mentoring Plan - New Teachers --- District quality induction program for newly hired teaching staff. File contains: mentoring goals, needs assessment, mentor selection criteria, action plan, approval letters and supporting documentation. Copy is kept by the Office of the Executive County Superintendent of Schools.						6 Years After termination of employment		Destroy	
0119-0000	Professional Staff Development Plan - Teachers --- Teaching professional staff educational advancement plan and objectives. File contains: professional development goals, development opportunities, needs assessment, correspondence, development plan approval/revisions, and supporting documentation. Copy is kept by the Office of the Executive County Superintendent of Schools.						6 Years After termination of employment		Destroy	
0120-0000	Annual Report of Persons Employed in School Aide Positions --- Copy is kept by the Office of the Executive County Superintendent of Schools.						3 Years		Destroy	
0121-0000	Application for Approval of School Aide Positions (Copy) --- Title also given as: Application for Approved and Annual Report of Auxiliary School Personnel. Original is kept by the Office of the Executive County Superintendent of Schools.						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:20 of 31	
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		
0122-0000	Seniority List: Date Of Hire --- List of each employee and their date of hire, used to determine seniority for a staff promotion.					P	3 Years		Destroy	
PERSONNEL										
0123-0000	Contract Review Checklist - School Superintendent, School Assistant Superintendent, and Business Administrator --- File contains contract (copy) and checklist, approval/disapproval to renew contract letter - Office of the Executive County Superintendent of Schools, and supporting documentation. Copy maintained by the Office of the Executive County Superintendent of Schools.						7 Years		Destroy	
0124-0000	Collective Bargaining Agreement Negotiation File - District-Wide Contracts --- File contains but is not limited to: contract (copy), negotiation notes, research data, correspondence, proposals and counterproposals, salary guides, minutes (copy), sidebar agreement, memorandum of agreement, union data, and supporting documentation.						7 Years After termination of agreement		Destroy	
0125-0000	Highly Qualified Teacher Plan - Faculty Educational Specialization Compliance --- Continuing education and specialization in compliance with Federal and State teaching certification.						7 Years After qualification or remediation		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		
	MONITORING									
0150-0000	Quality Assurance Annual Report (QAAR) (Copy) --- File Also referred to as: Public School Education Act Plan, Chapter 212 Annual Plan, School Monitoring Annual Plan, and Thorough and Efficient Education Annual Plan. Annual report of district's implementation of School-level Plan, achievement of performance level objectives, Pupil performance Objectives, condition of educational facilities and status of mandated programs. File also contains: Comprehensive Maintenance Plan, Class Schedule; District Priorities Report; Elementary, Middle, Junior, and Senior High School Master Plan Evaluations; review checklists; and approval letters. Original is kept by the Office of the Executive County Superintendent of Schools and a copy by the Department of Education.									
0150-0001	Quality Assurance Annual Report (QAAR) File - Final Report						Permanent		Permanent	
0150-0002	Quality Assurance Annual Report (QAAR) File - Supporting Documentation						7 Years		Destroy	
0151-0000	NJ Quality Single Accountability Continuum (NJQSAC) and Monitoring Report File --- A district performance review conducted in a three (3) year cycle by the Executive County Superintendent of Schools that assesses the district's status in the areas of instruction and program, fiscal, operations, personnel and governance. File contains but is not limited to the following: District Performance Review worksheets (copy), rating determinations; NJQSAC Improvement Plan; and other supportive documentation. The file may also include the Report of the Treasurer and the Report of the Secretary. Note: Previously known as Evaluation of a Local School District/Monitoring Report.									
0151-0001	NJ Quality Single Accountability Continuum (NJQSAC) and Monitoring Final Report						Permanent		Permanent	

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		
0151-0002	NJ Quality Single Accountability Continuum (NJQSAC) - Supporting Documentation						7 Years		Destroy	
0152-0000	Internal Evaluation and Action Plan (Copy) - Department of Education and the Office of the Executive County Superintendent of Schools --- Self-study report and rating generated as a result of either the Department of Educating or the Executive County Superintendent's monitoring process. Used as a guideline for adherence to curriculum, faculties, and finance operational standards. Original is sent to the Office of the Executive County Superintendent of Schools.						Permanent		Permanent	
0153-0000	Internal Control Vulnerability Assessment - Department of the Treasury (Copy) --- Self-assessment questionnaire pertaining to status of division's/unit's system of internal accounting and administrative controls in areas such as security, personnel, finance, and administration. Original is kept by the Department of Education and a copy by the Office of the Executive County Superintendent of Schools and the Department of Treasury.						3 Years		Destroy	
0154-0000	Special Education Program Monitoring File --- File pertaining to the monitoring of a school district's special education program and services to determine compliance or noncompliance with state and federal requirements. Contains: monitoring reports, work papers, self-assessment documents, annual surveys, census statistics, booklets, correspondence, pupil statistics, Special Education Improvement Plan(s) and/or Corrective Action Plan(s) (CAP). A copy is kept by the Department of Education and the Office of the Executive County Superintendent of Schools.									
0154-0001	Special Education Program Monitoring - No Special Education Improvement Plan or Corrective Action Plan (CAP) Required						5 Years		Destroy	
0154-0002	Special Education Program Monitoring - Special Education Improvement Plan or Corrective Action Plan (CAP) Required						5 Years		Destroy	
							After compliance			

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:23 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0155-0000	School Level Plan - Pupil Performance Objectives and Statement of Assurance						7 Years		Destroy	
0156-0000	State-Operated/Overseen School District - Evaluation Report --- Self evaluation report pertaining to the efficiencies and inefficiencies (and the methods to correct inefficiencies) in the areas of security, personnel, finance, administration, and facility for a state-operated/overseen school.						7 Years		Destroy	
0157-0000	Mandatory Plan for School District Consolidation/Reorganization (Copy) --- Study to ascertain the feasibility and cost-effectiveness of school districts consolidating. File contains research data, recommendations, feasibility study, final report, statistics, and supporting documentation. Original maintained by the Office of the Executive County Superintendent of Schools. (N.J.A.C.6A:23A-2.5)						Permanent		Permanent	
0158-0000	School Report Card --- Annual statistical report of a projected one-year plan of a school' s academic objectives and performance including the School Report Card, Evaluation, and Worksheets. Copies are kept by the Department of Education and the Office of the Executive County Superintendent of Schools. Note: Support data obtained from the Fall Survey.						7 Years		Destroy	
0159-0000	District Three Year Technology Plan --- Comprehensive plan detailing a school district's implementation of technology throughout the district. A copy is kept by the Department of Education.						7 Years		Destroy	
0160-0000	County Technology Plan --- County-side committee report to the Department of Education of goals for the technology in the county's local school districts. File also includes an inventory of the hardware and software in use. A copy is kept by Department of Education.						7 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0161-0000	Nonpublic School Technology Initiative Program --- A program authorizing aid to be paid to school districts for technology throughout the nonpublic school. The program includes administrators, information technology staff, teachers, and school library media personnel. A copy is kept by the Department of Education.						7 Years		Destroy	
0162-0000	E-Mail Records And Electronic Administrative Resource Files									
0162-0001	E-Mail Records And Electronic Administrative Resource Files -E-Mail Records (Seven Years Or Less) --- This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1). Attestation elements include: 1. That the agency’s general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system (s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users’ email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of ³ litigation holds and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).;					P	7 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule	Agency: M700101	Schedule: 003	Page #:25 of 31																							
<p>internet usage, with supporting employee training and/or informational programs;</p> <p>4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and</p> <p>5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events.</p> <p>Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request.</p> <p>Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail.</p> <p>Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.</p>																										
<p>0162-0002</p> <p>Electronic Administrative Resource Files --- Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p>						P			Retain Until No Longer Needed For Administrative Purposes.			Destroy														

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:26 of 31	
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		
REPORTS AND PUBLICATIONS										
0200-0000	School - Generated Publications (Master) --- Contains: school-based newsletters and newspapers, publications, yearbooks, photographs, and faculty and student handbooks.						Permanent		Permanent	
0201-0000	Reports File									
0201-0001	Reports File - Annual (Agency of Origin)						Permanent		Permanent	
0201-0002	Reports File - Board of Education Committee Reports - Not Recorded in Minutes						Permanent		Permanent	
0201-0003	Reports File - Semiannual, Quarterly, and Monthly						3 Years		Destroy	
0201-0004	Reports File - Daily						1 Years		Destroy	
0201-0005	Reports File - Priority Reports - District-Wide						10 Years		Destroy	
IMAGE PROCESSING AND CERTIFICATION										
0250-0000	Image Processing System - Scanner Operator Log --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.						Retain for the retention period of the associated records		Destroy	
0251-0000	Image Processing System - Audit Reports --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.						7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:27 of 31	
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		
0252-0000	Image Processing System - Initial Certification or System Revocation --- Agency image processing system initial certification or revocation, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, revocation notification, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.						Permanent		Permanent	
0253-0000	Image Processing System - Annual Review --- Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.						As updated		Destroy	
0254-0000	Image Processing System - Quality Control/Error Inspection Log --- A log denoting an error(s) detected in either a random or routine quality control inspection of a scanned document batch.						Upon remediation and verification		Destroy	
0255-0000	Batching Information Data Sheet --- Form can be used when there are questions about a bill. Includes: agency identification information, record series information, batching data, and estimated time of completion.						Upon completion of batch		Destroy	
0256-0000	District Three Year Technology Plan --- Comprehensive plan detailing a school district's implementation of technology throughout the district. A copy is kept by the Department of Education.						7 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0257-0000	County Technology Plan --- County-wide committee report to the Department of Education of goals for the technology in the county's local school districts. File also includes an inventory of the hardware and software in use. A copy is kept by Department of Education.						7 Years		Destroy	
0258-0000	Nonpublic School Technology Initiative Program --- A program authorizing aid to be paid to school districts for technology throughout the nonpublic school. The program includes administrators, information technology staff, teachers, and school library media personnel. A copy is kept by the Department of Education.						7 Years		Destroy	
SECURITY: CHILD AND YOUTH PROTECTION										
0300-0000	Criminal History and Review/Employment Background Investigation File (Copy) --- The file may contain but is not limited to the following: Criminal history and Review, Transmittal for Non-Criminal Employment Check, Application Request for Emergent Hiring, Application Request for Emergent Hiring Pending Completion of Criminal History Check, Resolutions for Emergency Hires (Copy), Emergent Hires Form, Applicant Authorization and Certification - Professional and Nonprofessional Employee, Applicant Authorization and Certification - School Bus Driver, District/Contractor Employee Roster, Employee Roster - Professional and Nonprofessional, Fingerprint Card Verification Notice, Fingerprint Receipts (New Jersey State Police and the Federal Bureau of Investigation), additional supporting identity management and biometric identification (fingerprint, iris, and facial recognition), Transmittal - Professional and Nonprofessional Employee Transmittal - School Bus Driver, Verification of Issuance of Approval Letter, Disqualification Letter, and supporting documentation. Original is kept by the Department of Education and a copy is kept by the contractor and the employee. (N.J.S.A. 18A:6-7.4) Note: Due to its confidential nature, this file should remain separate from and not cr						3 Years	After qualification or disqualification	Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:29 of 31	
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		
0301-0000	Megan's Law Notification from County Prosecutor Letter from the Office of the County Prosecutor to the school district, notifying them of potential sex offenders residing within the district boundarie						75 Years		Destroy	
0302-0000	Memorandum of Agreement Between Education and Law Enforcement Officials and Annual Updates --- An annual agreement between the school district and local police department that addresses standards, procedures, principles and policies with regard to law enforcement activities on school grounds and the reporting of offenses by school officials to law enforcement. Originals also kept by the Office of the Executive County Superintendent of Schools, the Local Police Department, and the Office of the County Prosecutor.						3 Years After renewal of agreement		Destroy	
0303-0000	Department of Children and Families, Institutional Abuse Investigation Unit - Investigation Memos to School Districts Letter from the Department of Children and Families of findings of alleged abuse o						6 Years After termination of employment		Destroy	
0304-0000	Violence, Vandalism, and Substance Abuse File (Electronic and Hardcopy)									
0304-0001	Violence, Vandalism, and Substance Abuse File - Violence, Vandalism, and Substance Abuse File Incident Report - Statistical Data Only (Copy)						7 Years		Destroy	
0304-0002	Violence, Vandalism, and Substance Abuse File - Data and Report File (Copy) --- A cumulative report file that contains but is not limited to: Annual Report of Violence, Vandalism, and Substance Abuse Board Minutes (Copy); Transcripts of Public Meetings (Copy); Department of Education Program Verification Letter; Violence, Vandalism, and Substance Abuse Statistical Report; Monthly Report of Violence, Vandalism, and Substance Abuse PL 1982, c.163); Annual Report of Violence, Vandalism, and Substance Abuse (PL 1982, c. 163); and supporting documentation.						7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:30 of 31	
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		
0305-0000	Child Find Follow-Up (Copy) --- For security purposes, document that verifies students' enrollment and attendance in school in the event of an incident. Original is maintained by the Office of the Executive County Superintendent of Schools.						3 Years		Destroy	
0306-0000	School Surveillance Tapes - Inside and Outside of School - Routine, No Event						31 Days		Destroy	
0307-0000	School Safety and Security Plan/Crisis and Emergency Management Plan - District Wide (Electronic and Hardcopy) --- File pertaining to the school security initiatives and emergency/crisis management plans to be instituted to enhance school security and in the event of a school crisis or emergency. File includes but is not limited to: safety manuals, safety policies and procedures, bomb threat response, non-fire evacuation, active shooter response, lock down procedures, School Safety and Vulnerability Checklist, and supporting documentation. Documentation originates from the NJ State Police and the Department of Education.									
0307-0001	School Safety and Security Plan/Crisis and Emergency Management Plan - District Wide (Original)						3 Years After update		Destroy	
0307-0002	School Safety and Security Plan/Crisis and Emergency Management Plan - District Wide (Copy)						As updated		Destroy	
0308-0000	Emergency Evacuation Plan - District Wide									
0308-0001	Emergency Evacuation Plan - District Wide (Original)						3 Years After update		Destroy	
0308-0002	Emergency Evacuation Plan - District Wide (Copy)						As updated		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 003		Page #:31 of 31	
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		
0309-0000	Keeping Our Kids Safe Program --- A program that provides requirements for the development and implementation of comprehensive plans, procedures and mechanisms that provide for schools safety and security.						7 Years		Destroy	
0310-0000	Gang Awareness Training for School Administrators - Department of Education and Office of the County Prosecutor (N.J.S.A. 52:17b-4.7)						6 Years After termination of employment		Destroy	
0311-0000	School Security Incident Report - Statistical Only (Copy) (Electronic and Hardcopy) --- A time sensitive report of incidents occurring in a school district, such as a bomb threat, intruder invasion, lock down, school evacuation, school shooter, fire, gang activities, student or staff arrest, health-related, internet site, sexual misconduct, missing student, and vehicle accident. A nonpersonal-identifying, general statistical data collected by a school district for submission to the Department of Education. File contains but is not limited to: statistical data, correspondence, and supporting documentation. Original maintained by the Department of Education.						7 Years		Destroy	
0312-0000	School Security Incident Report - Actual Incident (Copy)/Harassment, Intimidation, and Bullying (HIB) Incident Report (Copy) (Electronic and Hardcopy) --- A time sensitive report of incidents occurring in a school district, such as a bomb threat, intruder invasion, lock down, school evacuation, school shooter, fire, gang activities, student or staff arrest, health-related, internet site, sexual misconduct, missing student, and vehicle accident. File contains but is not limited to: statistical data, incident report, law enforcement correspondence, and supporting documentation. Original maintained by the Local Police Department.									
0312-0001	School Security Incident Report - Criminal						7 Years		Destroy	
0312-0002	School Security Incident Report - Homicide						Permanent		Permanent	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	School District and Charter School	AGENCY # M700106		
DIVISION:		SCHEDULE # 002 (RETIRED)		
BUREAU:	Student - Pre-School, Elementary, Middle, and Senior	PAGE #	1	OF
				2

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Board of Education
FORMER AGENCY NUMBER	M700101-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0105-0000	Student Health File (Pre-School, Elementary, Middle, and Senior) (Classified and Non-Classified Student) (Original and Copy)	Description	File contains but is not limited to the following: Health History/Immunization (A-45)*, NJ Family Care Statement of Health Insurance, Student Unpreparedness For Physical Education; Medical Emergency; Administration of Medication Request; Athletic Permit and Examination; Exclusion Form School Notice – Parents, Physician, and School Nurse; Football Injury Warning; statistical growth charts; Preschool Education; Immunizations Administration Record; medical follow-up letters and reports; Contraindication and Deficiency Notices; Immunization Waived/Religious Exemption; Application for Special Transportation; Minor Illness; Injury Notification; Notification of Injury While Participating in Athletics; Request to Participate/Parental Consent to Participate in Athletics, Physician/Physical Therapist’s Diagnosis and Treatment Report; Home Instruction; Student Program Adjustment Schedule; Wrestling Weight Certificate; health screening report; athletic	File contains but is not limited to the following: Health History/Immunization (A-45)*, NJ Family Care Statement of Health Insurance, Student Unpreparedness For Physical Education; Medical Emergency; Administration of Medication Request; Athletic Permit and Examination; Exclusion Form School Notice – Parents, Physician, and School Nurse; Football Injury Warning; statistical growth charts; Preschool Education; Immunizations Administration Record; medical follow-up letters and reports; Contraindication and Deficiency Notices; Immunization Waived/Religious Exemption; Application for Special Transportation; Minor Illness; Injury Notification; Notification of Injury While Participating in Athletics; Request to Participate/Parental Consent to Participate in Athletics, Physician/Physical Therapist’s Diagnosis and Treatment Report; Home Instruction; Student Program Adjustment Schedule; Wrestling Weight Certificate; health screening report; athletic participation health screening;, XRay Films – Tuberculosis; Section 504 ADA/Individual Accommodation Plan; parental notification and consent

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # M700101	SCHEDULE # 002	PAGE # 2 OF 2
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		<p>participation health screening;, XRay Films – Tuberculosis; Section 504 ADA/Individual Accommodation Plan; parental notification and consent forms; physical examinations from physicians for dental, hearing, blood pressure, vision, Scoliosis, physical growth, Tuberculosis, Mantoux Diphtheria, Tetanus, Memngococcal+DTaP vaccine; Pertussis, Pediculosis, head lice, Polio, weight and height, Measles, Mumps, Rubella, athletic participation, and pre-kindergarten examination; asthma care; cardiac; trauma; monthly peak flow information; Jaundice; Purpura: Chicken Pox; Reyes Syndrome; Diabetes; Lyme Disease; Swine Flu, provisional admittance; permission for medication administration; self-administration of inhaled medication; school medical exam notices; tobacco, alcohol, and substance abuse; exemptions or disqualifications from athletics; student program adjustment and modification of physical education program; record of hospitalization, operations, illnesses, allergies, prior injuries; Subjective/Objective Assessment Plan (SOAP); History Objective Plan (HOP); computerized concussion baseline testing; and medications presently taken under a physician’s care. (NJAC 6A:16-2.4(a))</p> <hr/> <p>*NOTE: In accordance with NJAC 6A:32-7.1(l) and NJAC 6A:16-2.4(c)5, upon graduation, the Health History/Immunization (A-45) is to be removed from the Student Health Record File and placed in the Mandated Student Record.</p>	<p>forms; physical examinations from physicians for dental, hearing, blood pressure, vision, Scoliosis, physical growth, Tuberculosis, Mantoux Diphtheria, Tetanus, Memngococcal+DTaP vaccine; Pertussis, Pediculosis, head lice, Polio, weight and height, Measles, Mumps, Rubella, athletic participation, and pre-kindergarten examination; asthma care; cardiac; trauma; monthly peak flow information; Jaundice; Purpura: Chicken Pox; Reyes Syndrome; Diabetes; Lyme Disease; Swine Flu, provisional admittance; permission for medication administration; self-administration of inhaled medication; school medical exam notices; tobacco, alcohol, and substance abuse; exemptions or disqualifications from athletics; student program adjustment and modification of physical education program; record of hospitalization, operations, illnesses, allergies, prior injuries; Subjective/Objective Assessment Plan (SOAP); History Objective Plan (HOP); computerized concussion baseline testing; self-health assessment/screening forms; proof of vaccination or tests results in lieu thereof and medications presently taken under a physician’s care. (NJAC 6A:16-2.4(a))</p> <hr/> <p>*NOTE: In accordance with NJAC 6A:32-7.1(l) and NJAC 6A:16-2.4(c)5, upon graduation, the Health History/Immunization (A-45) is to be removed from the Student Health Record File and placed in the Mandated Student Record.</p>
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STATE OF NEW JERSEY



Student

M700106-004



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

Records Retention and Disposition Schedule		Agency: M700106	Schedule: 004	Page #:1 of 10
Department:	Student	Agency Representative:	Joseph Vitelli	
		Title:	Deputy Director Of Administration	
		Phone #:	(609) 763-3866 Extn: N/A	

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		
ATTENDANCE AND ENROLLMENT										
0001-0000	Class List - Current Year					P	1 Years		Destroy	
0002-0000	Fall Survey File - Student Enrollment (Copy) --- Contains the Consolidated Enrollment Report: Current School Enrollment Data and the Consolidated Enrollment Report: Out of School Suspensions, Dropouts, and Expulsions forms. Original maintained by the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.						5 Years		Destroy	
0003-0000	Honor Roll Lists						1 Years		Destroy	
0004-0000	Register File - Pre-School, Elementary, Middle, and Senior - Central and Classroom (Electronic and Hardcopy)									
0004-0001	Register Book --- Attendance and enrollment information recorded in the Mandated Student Record.						7 Years After attendance is recorded in the Mandated Student Record		Destroy	

Records Retention and Disposition Schedule				Agency: M700106			Schedule: 004		Page #:2 of 10	
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	Register Report --- Lists pupil attendance, transfers or withdrawals for every school in the district.						7 Years		Destroy	
0004-0003	Register Report Summary (Copy) --- Original is sent to the Department of Education.						7 Years		Destroy	
0005-0000	Student Name/Address Listing (Electronic and Hardcopy) --- Names and addressees of all students currently or previously enrolled in the school system.						As updated		Destroy	
STUDENT RECORDS										
0050-0000	The Interdistrict Public School Choice Program (School Choice Program) - (Classified and NonClassified Student) --- The School Choice Program is a Department of Education-Funded program designed to provide students with the option of attending a public school outside their district of residence. School districts annually submit an application to become a Choice Districts and designate "open seats" to accept non-resident students. File contains but is not limited to: Choice School Application, interim and annual reports, student "waiting list," sending home district and receiving choice district documentation correspondence, and supporting documentation.						7 Years After termination from program		Destroy	
0051-0000	Alternative School Student Record/Pupil File - Students Assigned Part-time to Another School (Electronic and Hardcopy) --- Contains: Achievement Test Scores, Application to Alternative School, counselor's notes and reports, disciplinary record, High School Scholastic Record Card, permission slip to visit Alternative School, Special Educational Program reports, and teacher evaluations. (N.J.A.C. 6A:32-7.8(e))						100 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700106			Schedule: 004		Page #:3 of 10	
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		
0052-0000	Special School Program Certification and Permit File --- File containing student certificates and employment permits: Age Certificate, School Record, Promise of Employment, Fitness of minor-Physician's Certificate, Vacation Employment Certificate, Regular Employment Certificate, Age Certificate for Agriculture Application for Special News carrier or Special Street Trades Permit, Application for Special Agricultural Permit, Application for Special Theatrical Permit, Application for Special Newspaper Carrier Permit, Special Newspaper Carrier Permit, additional student employment "working papers," and supporting documentation.						7 Years After graduation		Destroy	
0053-0000	Confidential Disciplinary File --- NOTE: In accordance with the PL 2202, c. 63, No Child left Behind (NCLB) Act of 2001, and the Elementary and Secondary Education Act, public schools are required to transfer student's records related to disciplinary actions, including suspension or expulsion, no contract order, when the student enrolls in another public or private elementary or secondary school.									
0053-0001	Confidential Disciplinary File --- Contains: names, correspondence, dates, grade level, suspension or expulsion form, and cause for disciplinary action.						7 Years After graduation		Destroy	
0053-0002	Confidential Disciplinary File - Demerit Form						1 Years		Destroy	
0053-0003	Confidential Disciplinary File - Tardiness Record --- Information is transferred to cumulative student record.						1 Years		Destroy	
0053-0004	Confidential Disciplinary File - Student Violence, Vandalism, and/or Substance Abuse Incident Report (Electronic and Hardcopy) --- Original maintained in the Student Record and a copy with the Municipal Police Department.						100 Years		Destroy	
0054-0000	Driver Education File									

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		
0054-0001	Driver Educations Program Completing/Card/Principal --- Retained in Principal's office.						7 Years		Destroy	
							After graduation			
0054-0002	Driver Education Student Roster Printout --- List of students who have completed the driver education behind-the-wheel course. Contains: birth dates, teachers, dates completed training.						1 Years		Destroy	
0055-0000	Emergency Information Card - Student (Electronic and Hardcopy)						As updated		Destroy	
0056-0000	Gifted and Exceptional/Honors Program Pupil/Student Record* (Electronic and Hardcopy)									
0056-0001	Gifted and Exceptional/Honors Program Pupil/Student Record* (Electronic and Hardcopy) --- File of students enrolled in the Gifted and Exceptional/Honors Program. File contains: screening and nomination form, "Slosson Intelligence Test" score, parent and student questionnaire, staff rating scale, Permission to Instruct Student, final testing score, Standard Achievement Test score, student scholastic averages, student name and ID number, and copies of progress reports. (N.J.A.C. 6A:32-7.8(e)) *NOTE: Upon graduation, the Gifted and Exceptional/Honors Program Pupil/Student Record file should be placed in or cross-referenced with the Mandated Student Record.						100 Years		Destroy	
0056-0002	Notification to Parent/Adult Pupil of Availability of Copy Student Record (N.J.A.C. 6A:32-7.8©)						5 Years		Destroy	
							After final notification			
0057-0000	Parental Permission School Trip or Before/After School Programs and Activities - With Incident or Without Incident									
0057-0001	Parental Permission School Trip or Before/After School Programs and Activities - With Incident or Without Incident						3 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M700106			Schedule: 004		Page #:5 of 10	
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		
0057-0002	Parental Permission School Trip or Before/After School Programs and Activities - With Incident						7 Years After graduation		Destroy	
0058-0000	Pupil File/Student Record - Mandated and Permitted Record (Classified and NonClassified Student)									
0058-0001	<p>Pupil File/Student Record - Mandated and Permitted Record (Classified and NonClassified Student)</p> <p>---</p> <p>File may contain but is not limited to the following: Health History/Immunization (A-45)*; student's name, ID number, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, years of attendance, classes attended, grade level completed, year completed; student progress according to student evaluation; records regarding disabilities that are needed for Social Security benefits,** Notification of Intent to Enroll in a Choice District, Authorization of Release of Information; Disclosure and Transfer of Student Records; pupil transfer data; Student Profile; withdraw authorization; foreign exchange student record; high school discharge card; and supporting documentation as required by the State Board of Education (<u>N.J.A.C. 6A:32-7.8(e)</u>)</p> <p>NOTE: In accordance with <u>N.J.A.C. 6A:32-7.1(1)</u> and <u>N.J.A.C. 6A:16-2.4©5</u>, upon graduation, the Health History/Immunization (A-45) form is to be removed from the Student Health File and placed in the Mandated Student Record. In addition, upon graduation, the Gifte</p>						100 Years		Destroy	
0058-0002	<p>Pupil File/Student Record - Permitted Student Record (Classified and NonClassified Student)</p> <p>---</p> <p>The permitted records are comprised of those record series which are not mandated by state and federal laws as being a Mandated Student Record. NOTE: See Curriculum and Instruction Section for Child Study records retention.</p>						7 Years After graduation		Destroy	
0058-0003	Notification to Parent/Adult Pupil of Availability of Copy Student Record (<u>N.J.A.C. 6A:32-7.8©</u>)						5 Years After final notification		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		
0059-0000	Residency Affidavits (Classified and NonClassified Student) --- Affidavit signed by an adult who provides full financial support for a minor, in place of the parent, in order for the minor to attend school in the local district if the parent is not a local resident.						7 Years After graduation		Destroy	
HEALTH										
0100-0000	School Nurse/Health Services Daily Log - Pre-School, Elementary, Middle, and Senior --- Nurse's daily account of health related activities.						3 Years After final entry		Destroy	
0101-0000	Health Policy and Procedures Manual - State, County, and Municipal Government --- State, County, and Municipal Government-generated medical policies and procedures to be implemented by public and nonpublic Pre-School; Elementary; Middle; and Senior schools. Subject areas may include but not limited to student physical examinations, health screenings, eye protection, tuberculosis testing, HIV, athletics, audiometric screening, substance abuse, nursing services for nonpublic students, child abuse and neglect, Safe and Drug Free School programs, and supporting documentation.									
0101-0001	Health Policy And Procedures Manual (Original)			X		P	Permanent		Permanent	
0101-0002	Health Policy and Procedures Manual (Copy)						As updated		Destroy	
0102-0000	Health Reports File - District, Municipal, County, State, and Federal - Pre-School, Elementary, Middle, and Senior (Copy) --- Original is sent to the New Jersey Department of Health and Senior Services, and copies are sent to the County and Municipal Health Departments and to the Office of the Executive County Superintendent of Schools.						7 Years After withdraw transfer, or graduation from school system		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M700106			Schedule: 004		Page #:7 of 10	
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		
0103-0000	Annual Report of Tuberculosis Testing in Schools (Copy) --- Original is kept by the Department of Health and Senior Services and a copy is kept by the school district and the local health department.						1 Years		Destroy	
0104-0000	Medical Waste File (Copy) --- File contains: Regulated Medical Waste Generator Log, Registration and Fee Submittal, Medical Waste Tracking, Exception Report, Annual Generator Report, Generator On-Site Report, and Annual Generator Medical Waste Report. Originals are kept by the Departments of Environmental Protection and Health and Senior Services.						7 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0105-00000	<p>Student Health File (Pre-School, Elementary, Middle, And Senior) (Classified And Non Classified Student) (Original And Copy)</p> <p>---</p> <p>and pre-kindergarten examination; asthma care; cardiac; trauma; monthly peak flow information; Jaundice; Purpura; Chicken Pox; Reyes Syndrome; Diabetes; Lyme Disease; Swine Flu, provisional admittance; permission for medication administration; self-administration of inhaled medication; school medical exam notices; tobacco, alcohol, and substance abuse; exemptions or disqualifications from athletics; student program adjustment and modification of physical education program; record of hospitalization, operations, illnesses, allergies, prior injuries;</p> <p>Subjective/Objective Assessment Plan (SOAP); History Objective Plan (HOP); computerized concussion baseline testing; and medications presently taken under a physician's care. (N.J.A.C. 6A:16-2.4(a))</p> <p>----</p> <p>*NOTE: In accordance with N.J.A.C. 6A:32-7.1(l) and N.J.A.C. 6A:16-2.4(c)5, upon graduation, the Health History/Immunization (A-45) is to be removed from the Student Health Record File and placed in the Mandated Student Record.</p>									
HEALTH										
0105-0001	Student Health File - Health History/Immunization (A-45) (N.J.A.C. 6A:32-7.8(e))						100 Years		Destroy	
0105-0002	Student Health File - Cumulative Health File						7 Years After graduation		Destroy	
0105-0003	<p>Student Health File - Blood-Borne Pathogens, Communicable Infectious Disease, HIV, Sexually Transmitted Diseases, Drug Test, and Hepatitis Confidential Medical File - Pre-School, Elementary, Middle, a</p> <p>---</p> <p>A confidential file that contains student medical information pertaining to a student who has contracted a communicable and/or infectious disease.</p>						7 Years After graduation		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		
0106-0000	Student Accident Reports --- File contains student accident reports, claims, medical documentation, and related correspondence.						7 Years	After graduation	Destroy	
0107-0000	Blood-Borne Pathogens Training File						As updated		Destroy	

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: Northern Valley Regional High School - Demarest

Address: 150 Knickerbocker Road, Demarest, NJ 07627

Phone: 201-768-2200

Email: capizzim@nvnet.org

Contact Person: Marc A. Capizzi

Date the Damage Occurred: September 2, 2021

Date the Damage was Discovered: September 3, 2021

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

1. Describe circumstances of how the damage occurred.

On September 2, 2021, a district employee placed eleven students' medical files on a garbage can next to a filing cabinet in a locked office.

2. Describe circumstances of how the damage was discovered.

On September 3, 2021, it was discovered that the eleven files were missing and it was determined that they were inadvertently discarded by a member of the custodial staff the night before.

3. What salvage attempts were made?

On September 3, 2021, an attempt was made to retrieve the files from the sanitation company but the files were unrecoverable. On September 3rd, the parents of the students whose medical records were discarded were called by a district staff member to inform them the records were inadvertently discarded; and that there might be information that we would request from them so that their students' files could be current.

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

No, since they were inadvertently disposed of and taken away by the sanitation company.

5. Why are these records unsalvageable?

They were disposed of by the sanitation company.

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

The school nurse.

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)?

The school nurse has reached out to the parents of the students whose records were lost and is in the process of obtaining copies of the required records.

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

Yes, the following recommendations were documented in a letter in the responsible employee's personnel file, as mitigating factors to prevent a similar incident from occurring in the future.

- The staff member will use an additional locked storage cabinet to secure medical records.
- Carefully review the office before leaving it unattended to ensure that confidential records are secured and not placed where unauthorized persons can access them.

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

Please see response to 8. above for mitigating actions being taken. A pdf document containing certain emails and a letter to the employee responsible are attached to this form as supplemental information to provide further clarification on the sequence of the aforementioned events that occurred and mitigation actions being taken going forward.

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

Damaged Records Inventory

Agency Name: Northern Valley Regional High School - Demarest

Agency Retention Schedule: M700106

Retention Schedule Number: 001

Record Series Number: 0058-0001

Record Series Name: Pupil File/Student Record - Mandated Student Record (Classified and NonClassified) Health History/Immunization A-45

Retention Time: 100 years

Inclusive Years: Kindergarten through present

Volume (Cubic Feet): Approximately 0.5 cubic feet.

Damage Type: Inadvertent disposal as described herein.

Other copies available? In the process of obtaining copies of records. Please see further details in the response to question #7 above.

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Marc A. Capizzi, Business Administrator/Board Secretary
Northern Valley Regional High School District

DATE: December 3, 2021

SUBJECT: Accidental, Premature Disposal of Active, Current Student Records:
Student A-45 Health History Records From approximately 9/2008 To 9/2021

I hereby certify that *Student A-45 Health History Records* from the approximate period of September, 2008 to September, 2021 were accidentally, destroyed. All attempts to salvage said records were proven unsuccessful.

However, successful measures have been implemented to recreate the medical document history of the associated students from their parents.

In addition, district-wide revised Document Security policies have been instituted to uphold records safety, confidentiality and the continued retention of all Student Records maintained by the Northern Valley Regional School District.



12/3/2021

Date

ATTACHMENTS



Marc Capizzi <capizzim@nvnet.org>

Re: Loss of Medical Records

1 message

Deborah Sarmir <sarmird@nvnet.org>

Sat, Sep 4, 2021 at 9:57 AM

To: James Santana <santana@nvnet.org>

Cc: Dan Hauser <hauserd@nvnet.org>, Marc Capizzi <capizzim@nvnet.org>, Tim Gouraige <gouraige@nvnet.org>

Dan notified Tim immediately (around 4 pm) leaving messages on both of his phones, and by way of a follow up email. He let Tim know that the notification to parents about their child's records being mistakenly disposed of needed to occur immediately.

It is vital that this mistake is revealed by Tim. It would be absolutely horrific, if somehow parents or students become aware that sensitive medical records about their child have gotten into the wrong hands without first hearing from us.

I agree that this error in protocol needs to be formally addressed, but the proactive notification must occur immediately, if it has not already been addressed.

On Sat, Sep 4, 2021 at 8:45 AM James Santana <santana@nvnet.org> wrote:

The building administrators need to investigate and memorialize what happened. The memorialization needs to include procedures so this doesn't happen again.

Yes, parents should be notified that the records were disposed of. Any new records that are needed must be acquired.

On Fri, Sep 3, 2021 at 3:46 PM Dan Hauser <hauserd@nvnet.org> wrote:

Hello Debby and or James,

We have had a loss of medical records for approximately 8 to 10 Access Students. They were in a box apparently too close to the garbage and were mistakenly disposed of. The dumpster was picked up prior to the discovery of the missing files and the truck has already moved past the transfer station with the files being believed to be out of state.

I have not seen this occur before, I assume we need to notify the parents regarding the loss of the records and to request additional copies of the records as needed by the Nurse.

Please confirm this is the course of action to take.

Thank you,

--
Dan Hauser
Assistant Business Administrator
Northern Valley Regional High School District

hauserd@nvnet.org
(201) 768-2200 Ext 12323

--
James M. Santana
Superintendent of Schools
NVRHSD
Twitter: @jsantanand
201-768-2200 ext. 12160

Deborah Sarmir

Assistant Superintendent

Pronouns: She/Her/Hers (*Why do I mention this?*)



Northern Valley Regional School District
162 Knickerbocker Rd.
Demarest, NJ 07627
| p: 201-768-2200 ext 12165
| e: sarmird@nvnet.org
www.nvnet.org

Northern Valley

Regional High School

Dr. Timothy D. Gouraige
Principal

Keith Johnson
Assistant Principal

Gaetano Sollazzo
Assistant Principal



Northern Valley Regional High School at Demarest - 150 Knickerbocker Road - Demarest, New Jersey 07627
Telephone 201-768-2200 x 12998 - Fax 201-768-5438

September 7, 2021

Dear [REDACTED]

Thank you for meeting with Gaetano and me on Thursday, September 9th, 2021. I am sending you this letter to capture our discussion so that we may have a common understanding of expectations concerning the security of students' medical records.

On September 2nd, you placed eleven students' medical files on a garbage can next to a filing cabinet. You stated the day was very hectic with lots of paperwork, phone calls, and your managing Covid-19 protocols. When you finished work on September 2nd, you ensured the windows and doors to your office were locked. On September 3rd, you noticed the eleven files were missing. You later found out they were discarded by a member of the custodial staff the night before. You attempted to retrieve the files from the sanitation company but learned the files were unrecoverable. You notified the administration regarding the files. You explained that they were en route to a transfer station in Closter, NJ. On September 3rd, you communicated the contact information with Gaetano of the parents whose students' records were discarded. He called all of the parents with you present to inform them the records were inadvertently discarded; and that there might be information that we would request from them so that their students' files could be current.

During our September 9th meeting, we noted that in your 26 years of service medical files have never been inappropriately discarded. We discussed further the implications of inappropriately discarding medical files and possible unauthorized access of medical records and how this violates our Board Policy (File code 5125).

To ensure this never happens again, we discussed ways of moving forward to improve the security of our students' medical records. Along with continued vigilance on securing the office and its contents, you agree to implement the below recommendations:

1. You will use an additional locked storage cabinet to secure unfiled medical records. Use this additional locked storage unit placed in the nurses' office or locked cabinet in the administrative conference room so medical records that have not been filed can be stored in a secure location.
2. Carefully review your office before leaving it unattended to ensure that confidential records are secured and not placed where unauthorized persons can access them.

Securing medical records is a legal obligation for school districts. Any further violation of properly securing medical records may result in further disciplinary action.

If you have any questions or concerns, please do not hesitate to ask me.

Sincerely,

Cc: Mr. J. Santana, Ms. D. Sarmir, Dr. T. Gouraige, N. Valentino, M. Capizzi, [REDACTED], L. Van Slooten, G. Sollazzo, Johnson, K., Personnel File



Commercial Lines
Public Entity Account Manager
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From: Marc Capizzi <capizzim@nvnet.org>
Sent: Wednesday, September 15, 2021 9:01 AM
To: Linda D'Alessio <LindaD@efc.com>
Cc: James Santana <santana@nvnet.org>; Deborah Samir <samird@nvnet.org>; Joanne Spadaccini <spadaccini@nvnet.org>
Subject: Discarding of medical records

I am sharing the following incident report to be filled for a potential claim. Please let me know if you have any questions.

On September 2nd, a district employee placed eleven students' medical files on a garbage can next to a filing cabinet in a locked office. On September 3rd, it was discovered that the eleven files were missing and it was determined that they were inadvertently discarded by a member of the custodial staff the night before. An attempt was made to retrieve the files from the sanitation company but the files were unrecoverable. On September 3rd, the parents of the students whose medical records were discarded were called by a district staff member to inform them the records were inadvertently discarded; and that there might be information that we would request from them so that their students' files could be current.

Regards,

Marc A. Capizzi

Business Administrator/Board Secretary

Northern Valley Regional High School District

201-768-2200 xt12100

Marc,
Thank you.
Please keep me in the loop as I want to present this on Dec. 16, to the SRC and I need your signed Certificate, it is vital.
Thank you.
Karen



Karen A. Perry

Records Analyst 1
NJ Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services
33 West State Street, 5th Floor
PO Box 661
Trenton, NJ 08625
Telephone: 609-292-8697
Mobile: 609-815-0646
Email: Karen.Perry@treas.nj.gov

Hi Karen,

The staff has been working diligently with the families to obtain the required medical records document replacements and I believe we are down to one more student out of the 11 total. We're hoping to get the last one completed shortly and then I'll be able to certify that we've successfully obtained all of the records. Thank you.

Regards,

Marc A. Capizzi
Business Administrator/Board Secretary
Northern Valley Regional High School District
201-768-2200 xt12100

On Mon, Nov 22, 2021 at 12:57 PM Perry, Karen [TREAS] <Karen.Perry@treas.nj.gov> wrote:

Marc,
Hello.

I am compiling your report that I will present to the State Records Committee on December 16, 2021 (I will send you a Teams Invite so that you will be able to be present at the meeting).
I have attached the revised Damaged Records Disposal Certificate for your signature. Please sign, date and complete the month/year date ranges, for inclusion in the packet.
Thank you.
Karen

From: Marc Capizzi [<mailto:capizzim@nvnet.org>]
Sent: Friday, October 22, 2021 11:51 AM
To: Perry, Karen [TREAS] <Karen.Perry@treas.nj.gov>
Subject: [EXTERNAL] Re: DORES-RMS Damaged Records Report Forms

Karen,

Per our phone conversation this morning, please be advised that there were 11 students' records affected in this case and I have been informed that the district has collected copies of the affected documents from the parents for 8 of the students and they are in the process of obtaining copies from the remaining 3. Thank you.

Regards,

Marc A. Capizzi
Business Administrator/Board Secretary
Northern Valley Regional High School District
201-768-2200 xt12100

On Thu, Oct 21, 2021 at 3:00 PM Marc Capizzi <capizzim@nvnet.org> wrote:

Good afternoon Karen,

In accordance with your instructions and as a follow-up to the email thread below, please find the attached Damaged Records Report for your review. The document also includes certain supplemental information to provide further clarification on the sequence of events that transpired. Please let me know if you have any questions or require additional information. Thank you.

Regards,

Marc A. Capizzi
Business Administrator/Board Secretary
Northern Valley Regional High School District
201-768-2200 xt12100

On Thu, Sep 23, 2021 at 12:51 PM Perry, Karen [TREAS] <Karen.Perry@treas.nj.gov> wrote:

Marc,

As per our conversation, attached are the DORES-RM'S Damaged Records Report Forms for you use.

Thanks again.

Karen



Karen A. Perry

Records Analyst 1
NJ Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services
33 West State Street, 5th Floor
PO Box 661
Trenton, NJ 08625
Telephone: 609-292-8697
Mobile: 609-815-0646
Email: Karen.Perry@treas.nj.gov

From: Marc Capizzi [mailto:capizzim@nvnet.org]
Sent: Wednesday, September 22, 2021 1:04 PM
To: Perry, Karen [TREAS] <Karen.Perry@treas.nj.gov>
Cc: James Santana <santana@nvnet.org>; Deborah Sarmir <sarmird@nvnet.org>
Subject: [EXTERNAL] Fwd: Discarding of medical records

Hi Karen,

Per our phone conversation this afternoon, please see the email thread below detailing the incident regarding the loss of medical records. Further to the sequence of events described below, members of the NVRHS Administrative team met with the staff member responsible for the incident on September 9, 2021, and a letter of reprimand was issued to the staff member and filed. The following recommendations were documented in the letter as mitigating factors to prevent a similar incident from occurring in the future.

- The staff member will use an additional locked storage cabinet to secure medical records.
- Carefully review the office before leaving it unattended to ensure that confidential records are secured and not placed where unauthorized persons can access them.

Please let me know if you have any questions or require additional information as is it relates to compliance with the document retention rules and regulations. Thank you for your time.

Regards,
Marc A. Capizzi
Business Administrator/Board Secretary
Northern Valley Regional High School District
201-768-2200 xt12100

----- Forwarded message -----

From: **Linda D'Alessio** <LindaD@efk.com>
Date: Wed, Sep 15, 2021 at 9:03 AM
Subject: RE: Discarding of medical records
To: Marc Capizzi <capizzim@nvnet.org>

Ok – will do



Linda D'Alessio

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Subject: Discarding of medical records

Linda,

I am sharing the following incident report to be filled for a potential claim. Please let me know if you have any questions.

On September 2nd, a district employee placed eleven students' medical files on a garbage can next to a filing cabinet in a locked office. On September 3rd, it was discovered that the eleven files were missing and it was determined that they were inadvertently discarded by a member of the custodial staff the night before. An attempt was made to retrieve the files from the sanitation company but the files were unrecoverable. On September 3rd, the parents of the students whose medical records were discarded were called by a district staff member to inform them the records were inadvertently discarded; and that there might be information that we would request from them so that their students' files could be current.

Regards,

Marc A. Capizzi
Business Administrator/Board Secretary
Northern Valley Regional High School District
201-768-2200 xt12100

From: Marc Capizzi
<capizzim@nvnet.org>
Sent: Wednesday, September 15, 2021 9:01 AM
To: Linda D'Alessio
<LindaD@efk.com>
Cc: James Santana
<santana@nvnet.org>;
Deborah Sarmir
<sarmird@nvnet.org>; Joanne Spadaccini
<spadaccini@nvnet.org>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221509		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 004 (RETIRED)		
BUREAU:	Single Family	PAGE #	1	OF
				4

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency – Single Family
FORMER AGENCY NUMBER	S221509-004 (RETIRED)

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Foreclosures	Supersede	<p>S221509-004 RS#0001-0000 Contains correspondence, Statement of Foreclosure Expenses (MFA 108), copy of mortgage foreclosure inspection, photo of property, individual delinquency report, copy of survey, loan application and disclosure statement.</p> <p>Retention: 1 year(Agency) Life of Mortgage plus 7 years (Record Center) Destroy</p>	<p>S221500-003 RS#0102-0000</p> <p>Retention: Life of Mortgage plus 7 years Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S221510	SCHEDULE # 002	PAGE # 2 OF 4
---	---------------------	-------------------	------------------

0002-0000	Lender Files	Supersede	S221509-004 RS#0002-0000 Involves banks that participate in lending funds to the Agency's various programs. Files include lenders annual report, insurance binder, service agreement (between lender and agency) and related information regarding lender. *Microfilming recommended. Retention: Permanent/Permanent	S221500-003 RS#103-0000 Retention: 7 years
0003-0000	Closing Cost Assistance	Supersede	S221509-004 RS#0003-0000 Monthly listing of employee names, their gross and net earnings, individual deductions, savings and check account balances (direct deposit). Retention: 3 mos (Agency) 7 years from date of discharge/Destroy	S221500-003 RS#0104-0000 Retention: 3 mos (Agency) 7 years from date of discharge/Destroy
0004-0000	Closed Real Estate Owned (REO) Files	Supersede	S221509-004 RS#0004-0000 Agency owned properties that were sold. Retention: 7 years after closing/Destroy	S221500-003 RS#0105-0000 Retention: 7 years after closing/Destroy
0005-0000	Paid Off Loan Files	Supersede/Description	S221509-004 RS#0005-0000	S221500-003 RS#0106-0000

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221510	002	3 OF 4

			Loans which were active accounts that have now been paid off by the mortgagors. File may include but is not limited to application and origination materials, credit reports and related materials. Retention: 3 mos (Agency) 7 years after payoff date/Destroy	Includes: Loans which were active accounts that have now been paid off by the mortgagors. File may include but is not limited to application and origination materials, credit reports and related materials that is (CHOICE) Choices in Home Ownership Program, Urban Home Ownership Recovery Program (UHORP), Market Oriented Neighborhood Investment Program (MONI). In Compliance with HMFA policy. Retention: 3 mos (Agency) 7 years after payoff date/Destroy
0006-0000	Urban Home Ownership Recovery Program (UHORP)	Supersede	S221509-004 RS#0006-0000 File may include but is not limited to loan application, and documents relating to closing construction and security. Retention: Life of shared appreciation or affordability controls (20 years) Destroy	S221500-003 RS#0107-0000 Retention: Life of shared appreciation or affordability controls (20 years) Destroy
0007-0000	Developer's Package Files	Supersede	S221509-004 RS#0007-0000 File kept on Developers that applied to take part in the Urban Home Ownership Recovery Program (UHORP). Files may include but is not limited to application, financial records, tax records and related materials. Retention: 30 years/Destroy	S221500-003 RS#0108-0000 Retention: 30 years/Destroy

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

0008-0000	Potable Water Files	Supersede	S221509-004 RS#0008-0000 A loan program to give financing to mortgagors with well water which was non-potable to enable them to fix the wells to produce potable water. File may include but is not limited to application, credit report and related material. Retention: 10 years(Agency) 7 years Record Center/Destroy	S221500-003 RS#0109-0000 Retention: 10 years(Agency) 7 years Record Center/Destroy
0009-0000	Budget Request - Divisional	Obsolete	S221509-004 RS#0009-0000 Annual request made to the Agency for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Executive Division. Retention: 3 years/Destroy	G100000-012 RS#0303-0001 Retention: 3 Years/Destroy
00010-0000	Correspondence - (Electronic Or Hardcopy)	Obsolete	S221509-004 RS#0010-0000 Retention: 7 years/Destroy	G100000-012 RS#1405-0001 Retention: 7 Years/Destroy
0011-0000	Reverse Mortgage Files	Supersede	S221509-004 RS#0011-0000 Includes all application, submission, and closing documentation. Retention: Until Mortgage Closing (Agency) 7 years Record Center/Destroy	S221500-003 RS#0110-0000 Retention: Until Mortgage Closing (Agency) 7 years Record Center/Destroy

STATE OF NEW JERSEY



Community Affairs-NJ Housing and Mortgage Finance Agency

S221500-003



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

Records Retention and Disposition Schedule		Agency: S221500	Schedule: 003	Page #:1 of 8
Department:	Community Affairs-NJ Housing and Mortgage Finance Agency	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		
Federal Funded Housing Programs										
0020-0000	Federal Funding Housing Programs --- To establish and record a new federal grant program. To adhere to the HUD (Housing and Urban Development) guidelines set forth for program. Files are used to track mortgage loans for programs: Includes: applications, supporting verification documents, correspondence, contracts, payments, inspections, reports, etc.					P	Life of Mortgage plus 10 Years and or in accordance with Federal Regulations		Destroy	
0030-0000	Inactive Files --- Inactive files includes, but is not limited to Unified Application for Multifamily Rental Housing Production Programs (UNIAP), which is the application submitted by the developer, the project narrative, form 10, preliminary drawings and sometimes municipal documents.					P	7 Years		Destroy	
Audit Reports										
0040-0000	Audit Reports - Construction Cost Audit --- (Agency Projects) Includes: reports, work papers, and correspondence on Multi-Family and UHORP (Urban Home Ownership Recovery Program) (Single Family) projects.					P	Life of Mortgage plus 10 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		
0040-0001	Audit Reports - Servicer-Single Family Loans --- Includes: reports, work papers, quality control reviews and correspondence.					P	10 Years		Destroy	
0040-0002	Audit Workpapers - Managing Agent Audits - Multi-Family --- Includes: reports, work papers, quality control reviews, and correspondence.					P	10 Years	1 Years	Destroy	
0040-0003	Standard Development Cost Reviews (Audit) - Multi-Family Projects --- Includes: work papers, construction bank account reconciliation, correspondence and funding analysis for development.					P	Life of Mortgage plus 10 Years	Until Mortgage Closing	Destroy	
0050-0000	Return On Equity (ROE) Calculations - Multi-Family Projects --- Includes: Schedule which contain sponsors equity pledge by agency. ROE percentage, cumulative ROE, total paid to date and balance due.					P	Life of Mortgage plus 10 Years	Until mortgage closing	Destroy	
Capital Markets										
0060-0000	Bonds/Bond Closing File --- Includes: Bond sale information on Single Family and Multi-Family issues, Construction Investment Bond Account, Investment Note Issues, Mortgage Revenue Bonds, Mortgage and Revenue Bonds, Conduit Bonds, all bond debt service and redemption information (schedule and correspondence with trustee).					P	Life of issue plus 10 Years		Destroy	
Executive										
0070-0000	Special Projects Files --- Files include: Reports and related correspondence dealing with occupied building projects with serious problems.					P	Life of Mortgage plus 10 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		
0071-0000	<p>Special Projects/Investigations --- Includes: Reports, work papers, correspondence and internal and external audits requested by Executive staff.</p>					P	3 Years		Destroy	
Finance										
0072-0000	<p>Bond Fund Accounting --- Includes: Bond information on Single Family and Multi-Family issues, mortgage revenue bond, construction notes, investment note issues, ledgers, trustee bank statements, electronic ledgers and CR/CD journals and investments and related documents, audit work papers, financial statements and correspondence.</p>					P	Life of Issuance plus 10 Years	Life of Issuance Plus 10 Years	Destroy	
0073-0000	<p>All Federal Subsidized Files (HUD Section 8 Subsidy Housing And HUD Section 236 Multifamily Housing Interest Reduction Program) --- Includes: Mortgage certifications, rent increases, vouchers, monthly payments and related bank statements. In accordance with HUD (Housing and Urban Development) Section 8 Subsidy Housing, certificates or vouchers may be allocated to public housing tenants forced to move because of rehabilitation or demolition of their public housing unit. Section 8 assistance allows those residents to move into privately owned housing and still pay affordable rent. HUD (Housing and Urban Development) Section 236 Multifamily Housing Interest Reduction Program, under the HUD Act of 1968, a combined Federal Mortgage insurance with interest reduction payments to the lender for the production of low-cost rental housing. It provides interest Subsidies to lower a project's mortgage interest rate to as low as 1 percent. The interest reduction payment results in lower operating costs and reduced rent structure.</p>					P	Life of the Mortgage plus 10 Years	Life of the mortgage plus 10 years	Destroy	
0074-0000	<p>Mortgage Accounting (Single Family/Multi-Family/General Fund) --- Includes: Electronic Amortization schedules, mortgage payments, once reconciliation.</p>					P	Life of the Mortgage plus 10 Years	Life of the Mortgage plus 10 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:4 of 8	
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		
0075-0000	Multi-Family Escrow Files --- Includes: deposits, project vouchers and disbursement (checks/wire letters).					P	Life of the Mortgage Plus 10 Years	Life of the Mortgage Plus 10 Years	Destroy	
0076-0000	Amortization Schedule - (Computer Printout)					P	Life of the Mortgage plus 10 Years	Life of the Mortgage plus 10 Years	Destroy	
0077-0000	Construction Loan Account Files --- Includes: First mortgage, requisition, copies of checks and correspondence.					P	Life of the Mortgage plus 10 Years	Life of the Mortgage plus 10 Years	Destroy	
0078-0000	Purchasing Statements - Single Family Loan --- Includes: Mortgage purchase statements, weekly purchase summaries, detailed purchase reports and disbursement letters.					P	3 Years	3 Years	Destroy	
0079-0000	Trustee Statements --- Contains mortgage purchase statements, weekly purchase summaries, detailed purchase report, cashier's slips.					P	3 Years	3 Years	Destroy	

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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		
	HMIS									
0080-0000	Homeless Management Information System (HMIS) --- Includes: Homeless Management Information System Software, Fiscal Funds, Grant Administration, Record Keeping requirements, Grant and Project changes. In accordance with codes of Federal Regulations (CFR) 578.101 et. seq., Grant Administration for the Continuum of Care Program is designed to promote community wide commitment to the goal of ending homelessness, providing funding for efforts by nonprofit providers, State and local government to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families and communities by homelessness.					P	Life of Mortgage plus 10 Years		Destroy	
	Human Resources									
0081-0000	Issuance Of HMFA ID Cards In Accordance With Homeland Security --- FIPS (Federal Information Processing Standards) for Personal Identity Verification.					P	5 Years		Destroy	
	Multi- Family Supporting Housing And Lending									
0082-0000	Multi-Family Funding/Projects Housing And Lending Programs (Construction And Mortgage Loans) --- Includes: application, supporting verification documents, Form 10, and project correspondence.					P	Life of Mortgage plus 10 Years		Destroy	
0082-0001	Multi-Family Program Files --- Regional Contribution Agreements (RCA)					P	23 Years	7 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:6 of 8	
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		
Property Management										
0090-0000	Managing Agents-Management Agreement Package --- Includes: Management Plan, Resident Selection Policy, Affirmative Fair Housing Marketing Plan, Qualification Forms, NJ Real Estate License, Fidelity Bond, Administrative Questionnaire, Statement of Disclosure, Previous Participation Certification, Equal Employment Opportunity Certification and Owner's Building Registration Statement and Annual Evaluations.					P	3 Years after termination of contract		Destroy	
0090-0001	Projects Financial Operations --- Includes: Documents pertaining to the financial aspects of operating the project. Annual Audit, DCE and CDE requests and approval, Return on Equity requests and approvals.					P	Life of the Mortgage plus 10 Years		Destroy	
0090-0002	Projects Financial Operations --- Includes: Proposal, Rent Increase Package, HUD (Housing and Urban Development) Increase Approval Letters.					P	6 Years		Destroy	
0090-0003	Projects Financial Operations --- Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget					P	7 Years		Destroy	
0093-0004	Projects Financial Operations - Monthly/Quarterly Operating Report					P	2 Years		Destroy	
0095-0000	Contracts And Other Management Requirements --- Includes: Contract documents and other miscellaneous documents produced in the management of the projects. Insurance, Attorney's Letter of Agreement, Resident Correspondence, Maintenance Inspection Reports.					P	14 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Regulatory Affairs										
0100-0000	Case Register --- Includes: list name of case, DAG assigned, docket number, nature of case and motions.					P	Periodic review		Destroy	
0101-0000	Project Litigation Files --- Includes: Documents relating to building project litigation.					P	Life of Mortgage plus 10 Years		Destroy	
Single Family										
0102-0000	Foreclosures --- Contains correspondence, Statement of Foreclosure Expenses (MFA 108), copy of mortgage foreclosure inspection, photo of property, individual delinquency report, copy of survey, loan application and disclosure statement.					P	Life of Mortgage plus 7 Years	Life of Mortgage plus 7 Years	Destroy	
0103-0000	Lender Files --- Involves banks that participate in lending funds to the HMFA various programs. Files include lenders annual report, insurance binder, service agreement (between lender and HMFA) and related information regarding lender. *Microfilming recommended.					P	7 Years		Destroy	
0104-0000	Closing Cost Assistance --- Monthly listing of employee names, their gross and net earnings, individual deductions, savings and check account balances (direct deposit).					P	7 Years from date of discharge	3 Months	Destroy	
0105-0000	Closed Real Estate Owned (REO) Files --- Includes: HMFA owned properties that were sold.					P	7 Years after closing	3 Months	Destroy	

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Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:8 of 8	
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		
0106-0000	Paid Off Loan Files --- Includes: Loans which were active accounts that have now been paid off by the mortgagors. File may include but is not limited to application and origination materials, credit reports and related materials that is (CHOICE) Choices in Home Ownership Program, Urban Home Ownership Recovery Program (UHORP), Market Oriented Neighborhood Investment (MONI) Program. In Compliance with HMFA policy.					P	7 Years after payoff date	3 Months	Destroy	
0107-0000	Urban Home Ownership Recovery Program (UHORP) --- File may include but is not limited to loan application, and documents relating to closing construction and security.					P	Life of shared appreciation or affordability controls (20 Years)	Life of shared appreciation or affordability controls (20 Years)	Destroy	
0108-0000	Developer's Package Files --- Includes: File kept on Developers that applied to take part in the Urban Home Ownership Recovery Program (UHORP). Files may include but are not limited to application, financial records, tax records and related materials.					P	30 Years		Destroy	
0109-0000	Potable Water Files --- Include: A loan program to give financing to mortgagors with well water, which was non-potable to enable them to fix the wells to produce potable water. File may include but is not limited to application, credit report and related material.					P	10 Years	7 Years	Destroy	
0110-0000	Reverse Mortgage Files --- Includes all application, submission, and closing documentation.					P	7 Years	Until Mortgage Closing	Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 005		Page #:10 of 46	
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		
	Nursing: Administration And Accounting									
0200-0000	Nursing: Administration And Accounting									
	Nursing: Administration and Accouting									
0201-0000	General Record Series Deleted - see County and Municipal General Schedule									
0203-0000	Annual Work Tally/Log						5 Years		Destroy	
0204-0000	Home Health Agency Certificate/License									
0204-0001	Home Health Agency Certificate/License - Initial			X			Permanent		Retain at Agency	
0204-0002	Home Health Agency Certificate/License - Audits and Renewals	X		X			Permanent		Retain at Agency	
0205-0000	Home Health Agency Certificate/License - Management Information System									
0205-0001	Visiting Nurse's Report of Visit - Patient's Medical Record		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0205-0002	Visiting Nurse's Report of Visit - Patient's Medical Record - Monthly Computer Report						1 Years		Destroy	
0205-0003	Visiting Nurse's Report of Visit - Patient's Medical Record - Annual Computer Report						5 Years		Destroy	
0206-0000	Monthly Work Tally/Log						1 Years If annual tally kept, if not, then 5 yrs		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