



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**February 20, 2020**  
**10:00AM**

**Location:** New Jersey State Records Center Conference Room  
2300 Stuyvesant Avenue  
Trenton, NJ 08625-0661  
([www.nj.gov/treasury/revenue/rms/directions.shtml](http://www.nj.gov/treasury/revenue/rms/directions.shtml))

**Announcement of Open Public Meeting**

**I. Review of December 19, 2019 Minutes**

**II. Administrative Actions:**

**A. Announcement of Approval of Destruction Authorization:**

Artemis Request: # 561104 - 563200

**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. Law & Public Safety – Civil Rights – S660801, S660803, S660804** - Presented by John Berry

**2. Department of Community Affairs – Housing and Mortgage Finance - S221500 – Retired Schedules S221500-002, S221503, S221504, S221505, S221507, S221508, S221510, S221512, S221516** – Presented by Marcella Campbell

**IV. Other Business:**

**A. None**



MINUTES  
STATE RECORDS COMMITTEE  
December 19, 2019

Amanda Truppa, Secretary, called the 440th meeting of the State Records Committee to order at 10:02 a.m. December 19, 2019. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Ms. Truppa stated that there was a quorum present and the Department of Community Affairs was excused.

**ATTENDANCE:**

*SRC:* State Treasurer, Amanda Truppa, Designee  
State Auditor, Ken Kramli, Designee  
Attorney General, Valentina DiPippo, Designee  
Division of Archives and Records Management, Department of State, Donald Cornelius

*Staff:* Elizabeth Hartmann, Administrative Analyst 3, Records Management Services  
John Berry, Records Analyst 1, Records Management Services  
Marcella Campbell, Technical Assistant 2, Records Management Services  
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services

*Other:* Lisa Paddock, Deputy Director –Department of Health  
Trish Davis, Senior Management Assistant, Department of Health  
Patricia Horrell, Technical Assistant, Department of Health  
Jason Timmerman, Manager, NJ Racing Commission  
Brian Klingele, Office of the State Auditor  
Arthur Staerk, AccuScan

**MINUTES:**

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 19, 2019 Minutes four (4) yes, none (0) no.

**I. Administrative Actions:**

**A. Announcement of Approval of Destruction Authorization:**

Secretary Truppa announced the approval of routine Artemis requests for disposal of public records: #559240-561103

**B. Registered Imaging Systems / Amendments / Annual Reviews:**

Report to the State Records Committee: (See attached)

**II. New Business:**

**A. Records Retention Schedules (See attached)**

**1. NJ Transit Administrative Support – Capital Planning & Programs**

**S819020** – Retired Schedule. Approved without changes.

**2. NJ Transit Corporate - Capital Planning & Programs S819060 - Retired**

Schedule - Approved without changes.

**3. Health – Epidemiology, Environmental & Occupational Health –**

**Administration or Cancer Epidemiology Services S460606 - Approved without changes.**

**4. Law & Public Safety – Racing Commission S661220 – Approved without**

changes - Attorney General recused.

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

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Amanda Truppa  
Secretary  
State Records Committee

### Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Amendment Type
04102101-NM	Department of Labor and Workforce Development, Division of Employer Accounts	Annual Review
16020402-MP	Evesham Township Police Department	Annual Review
16032403-MP	Township of Denville	Annual Review
09101525-MP	Township of Evesham	Annual Review
13121209-NM	Department of Human Services DIMS Enterprise System	Annual Review
16051201-MP	Deptford Township School District	Annual Review
18030801-MP	Department of Community Affairs	Annual Review
13121211-NM	Mercer County Board of Social Services	Annual Review
09101522-MP	Borough of Spring Lake Heights	Annual Review
06110901-MF	City of Newark	Annual Review
06061506-MP	Township of Brick Enterprise	Amendment
07062101-MP	County of Ocean Clerk of the Board	Annual Review
15052104-NM	Monmouth County Sheriff's Office	Annual Review
09091703-NM	City of Clifton Fire Department and Fire Prevention Bureau	Annual Review
14121801-NM	City of Clifton- Building Department	Annual Review
15052101-MP	Franklin Township Public Shools	Annual Review
09101505-MP	Borough of Eatontown	Annual Review
14051503-NM	Ocean County Board of Social Services	Annual Review
14032013-NM	Cumberland County Board of Social Services	Annual Review
12101808-MP	Manchester Regional High School	Annual Review
12041903-MP	Woodbridge School District	Annual Review
13121209-NM	Department of Human Services DIMS Enterprise System	Amendment

## Records Retention and Disposition Schedule Amendment

<b>DEPARTMENT:</b>	Law and Public Safety	<b>AGENCY #</b>	S660801		
<b>DIVISION:</b>	Civil Rights	<b>SCHEDULE #</b>	005		
<b>BUREAU:</b>	Office of the Director	<b>PAGE #</b>	1	OF	1

### Agency Level Amendments

<b>Former Agency Name (Department/Division/Bureau)</b>	N/A
<b>Former Agency Number</b>	N/A

### Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Findings, Determination & Order As Issued As Issued By The Director, Verified Complaint, Conciliation Agreement, Negotiated Settlement Agreement Documents	Title, Description, Retention, Disposition	Findings, Determination & Order As Issued As Issued By The Director  Permanent/Permanent	Findings, Determination & Order As Issued As Issued By The Director, <b>Verified Complaint, Conciliation Agreement, Negotiated Settlement Agreement Documents</b>  <b>Included in new electronic system.</b>  <b>20 Years after case closure/ Archival Review</b>

# STATE OF NEW JERSEY



## Law and Public Safety-Civil Rights-Office of the Director

**S660801-005**

Records Retention and Disposition Schedule		Agency: S660801	Schedule: 005	Page #:1 of 1
<b>Department:</b>	Law and Public Safety-Civil Rights-Office of the Director	<b>Agency Representative:</b>	Rich Chelenza	
		<b>Title:</b>	Project Manager, Information Technology	
		<b>Phone #:</b>		

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

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record 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	Findings, Determination & Order As Issued As Issued By The Director, Verified Complaint, Conciliation Agreement, Negotiated Settlement Agreement Documents --- Included in new electronic system.			X		P	20 Years after case closure	20 Years after case closure	Archival Review	
0002-0000	Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.					P	3 Years	3 Years	Destroy	

\* P - Public, C - Confidential

## Records Retention and Disposition Schedule Amendment

<b>DEPARTMENT:</b>	Law and Public Safety	<b>AGENCY #</b>	S660803		
<b>DIVISION:</b>	Civil Rights	<b>SCHEDULE #</b>	004		
<b>BUREAU:</b>	Administration	<b>PAGE #</b>	1	OF	1

### Agency Level Amendments

<b>Former Agency Name (Department/Division/Bureau)</b>	N/A
<b>Former Agency Number</b>	N/A

### Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Case Management Reports	Description	Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly.	Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly. <b>Included in new electronic system; distribution unchanged.</b>
0002-0000	Daily Mail Log	No Change		
0003-0000	Docket Books (Ledger Format And Card Format)	Description, Disposition	An abstract that contains summary information about cases filed with the Division on Civil Rights.  Permanent	An abstract that contains summary information about cases filed with the Division on Civil Rights. <b>Note: No longer in use.</b>  <b>Archival Review</b>
0004-0000	Final Case Disposition Reports (Online Summary)	Title, Description	Final Case Disposition Reports (Copy)  Consists of a facsimile copy of first page of report, which lists very basic information regarding final disposition of case. Used to update docket	Final Case Disposition Reports <b>(Online Summary)</b>  <b>Consists of an online summary of the report,</b> which lists very basic information regarding final disposition of case. <b>Included in</b>



			books and Case Management summary. (Original maintained at regional and satellite offices.)	new electronic system.

# STATE OF NEW JERSEY



## Law and Public Safety-Civil Rights-Administration

**S660803-004**

Records Retention and Disposition Schedule		Agency: S660803	Schedule: 004	Page #:1 of 1
<b>Department:</b>	Law and Public Safety-Civil Rights-Administration	<b>Agency Representative:</b>	Rich Chelenza	
		<b>Title:</b>	Project Manager, Information Technology	
		<b>Phone #:</b>		

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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		
0001-0000	Case Management Reports --- Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly. Included in new electronic system; distribution unchanged.					P	1 Year after issuance	1 Year after issuance	Destroy	
0002-0000	Daily Mail Log					P	3 Years after final entry	3 Years after final entry	Destroy	
0003-0000	Docket Books (Ledger Format And Card Format) --- An abstract that contains summary information about cases filed with the Division on Civil Rights.  Note: No longer in use.			X		P	Permanent	Permanent	Review by Archives	
0004-0000	Final Case Disposition Reports (Online Summary) --- Consists of an online summary of the report, which lists very basic information regarding final disposition of case. Included in new electronic system.					P	1 Year after closing	1 Year after closing	Destroy	

\* P - Public, C - Confidential

## Records Retention and Disposition Schedule Amendment

DEPARTMENT: Law and Public Safety	AGENCY # S660804			
DIVISION: Civil Rights	SCHEDULE # 006			
BUREAU: Enforcement	PAGE #	1	OF	3

### Agency Level Amendments

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

### Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Investigative Case Files	No Change		
0001-0001	Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The File of Any Case Where The Matter Was Brought Before The Office Of Administrative Law	Description, Retention	No Description  20 Years after all specific requirements of the Director's Order have been satisfied	Included in new electronic system.  System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date.  *Retention period starts when complaint is closed, using close date.  20 Years after case closure
0001-0002	Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement	Title, Description, Retention	Investigative Case Files - Case Files Containing Consent Order And Decree  No Description	Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement  Included in new electronic system.

			3 years after all specific requirements of the Consent Order and Decree have been satisfied	<p>System Notes: Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>10 Years after case closure</p>
0001-0003	Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement	Description, Retention	<p>No Description</p> <p>3 Years after all specific requirements of the Negotiated Settlement Agreement have been satisfied</p>	<p>Included in new electronic system.</p> <p>System Notes: Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>10 Years after case closure</p>
0001-0004	Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above	Description, Retention	<p>No Description</p> <p>3 Years after closing unless in litigation</p>	<p>Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>5 Years after closing unless in litigation</p>
0002-0000	Logs	Description	Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence.	<p>Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes: Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p>

0003-0000	Reported Case Decisions	Description	Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.	Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases. <b>Note: Duplicate of S660801, 0002-0000.</b>
0004-0000	Weekly Schedules	No Change		
0005-0000	Multiple Dwelling Reporting Form	No Change		
0006-0000	Intake Data For Division Of Criminal Justice	New Item		
0007-0000	Key Statistical Data For All Cases	New Item		

# STATE OF NEW JERSEY



## Law and Public Safety-Civil Rights-Enforcement

**S660804-006**

Records Retention and Disposition Schedule		Agency: S660804	Schedule: 006	Page #:1 of 3
<b>Department:</b>	Law and Public Safety-Civil Rights-Enforcement	<b>Agency Representative:</b>	Rich Chelenza	
		<b>Title:</b>	Project Manager, Information Technology	
		<b>Phone #:</b>		

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

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record 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	Investigative Case Files --- Consist of case investigations into discrimination practices. Examples of the documents that are included in case files are as follows: Intake Document, Verified Complaint, Affidavits, Finding of Probable Cause, Finding of No Probable Cause, Correspondence, All investigative documents, Transcripts, Final Case Disposition Report, Signed Order and Decree.									
0001-0001	Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The Fileof Any Case Where The Matter Was Brought Before The Office Of Administrative Law --- Included in new electronic system.  System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date.  *Retention period starts when complaint is closed, using close date.					P	20 Years after case closure	Case closure	Destroy	

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Records Retention and Disposition Schedule				Agency: S660804			Schedule: 006		Page #:2 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0002	<p>Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0003	<p>Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0004	<p>Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above --- Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	5 Years after closing unless in litigation	5 Years after closing unless in litigation	Destroy	
0002-0000	<p>Logs --- Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes: Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p>					P	3 Years after final entry	3 Years after final entry	Destroy	

Records Retention and Disposition Schedule				Agency: S660804			Schedule: 006		Page #:3 of 3	
Record 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	<p>Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.</p> <p>Note: Duplicate of S660801, 0002-0000.</p>					P	3 Years	3 Years	Destroy	
0004-0000	Weekly Schedules					P	As updated	As updated	Destroy	
0005-0000	<p>Multiple Dwelling Reporting Form --- Consists of an annual report indicating the racial/ethnic composition of apartment complexes which have 25 units or more. Owners are required to file this report which is used to monitor tenancy practices.</p>			X		P	3 Years	3 Years	Archival Review	
0006-0000	<p>Intake Data For Division Of Criminal Justice --- System will accept complaints that are related to criminal matters (versus Civil matters that the Division on Civil Rights investigates). Division of Criminal Justice staff will review complaints and import into their existing system for investigation.</p> <p>*Retention period starts when complaint is submitted.</p>					P	3 Years	3 Years	Destroy	
0007-0000	<p>Key Statistical Data For All Cases --- Statistical data will be retained to allow for high level analysis and reporting over time.</p>					P	20 Years after case closure	20 Years after case closure	Destroy	

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	New Jersey Department of Community Affairs	<b>AGENCY # S221500</b>		
<b>DIVISION:</b>	Housing and Mortgage Finance Agency	<b>SCHEDULE # 002 (RETIRE)</b>		
<b>BUREAU:</b>		<b>PAGE #</b>	1	<b>OF</b>
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**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Community Affairs Housing and Mortgage Finance Agency- Housing and Mortgage Finance Agency
<b>FORMER AGENCY NUMBER</b>	S221500-002

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0012-0000	Special Project Files	Transfer	S221500-002/ RS#0012-0000	<p><b>S221500-003 /RS#0070-0000</b>  <b>Special Project Files</b>                      Files include reports and related correspondence dealing with occupied building projects with serious problems.</p> <p><b>Retention: Life of Mortgage plus 10 years /Destroy</b></p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S221500	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 2 OF 4
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0013-0000	Special Projects/Investigations	Transfer	S221500/001 RS#0013-0000	<p><b>S221500-003 /RS#071-0000</b>  <b>Special Projects/Investigations</b>  Includes reports, work papers, correspondence and internal and external audits requested by Executive staff.</p> <p><b>Retention: 3yrs//Destroy</b></p>
0014-0000	Audit Reports	Obsolete	S221500/001 RS#0014-0000	
0014-0001	Audit Reports - Construction Cost Audit	Transfer	S221500/001 RS#0014-0001	<p><b>S221500-002 /RS#0040-0000</b>  <b>Audit Reports - Construction Cost Audit</b>  (Agency Projects) Includes: reports, work papers, and correspondence on Multi-Family and UHORP (Single Family) projects.</p> <p><b>Retention: Life of Mortgage plus 10 years /Destroy</b></p> <p><b>Retention: Life of Mortgage plus 10 years /Destroy</b></p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
	S221500	001	3 OF 4

0014-0002	Audit Reports – Servicer – Single Family Loans	Transfer	S221500/001 RS#0014-0002	<b>S221500-002 /RS#0040-0001</b> <b>Audit Reports – Servicer – Single Family Loans</b> Includes: reports, work papers, Quality Control Reviews, and correspondence.  <b>Retention: 10yrs//Destroy</b>
0014-0003	Audit Work papers – Managing Agents Audits – Multi – Family	Transfer	S221500/001 RS#0014-0003	<b>S221500-002 /RS#0040-0002</b> <b>Special Projects/Investigations</b> Includes: reports, work papers. Quality Control Reviews and correspondence.  <b>Retention: 10yrs//Destroy</b>
0015-0000	Standard Development Cost Reviews (Audit) - Multi - Family Projects	Transfer	S221500/001 RS#0015-0000	<b>S221500-002 RS#0040-0003</b> Includes: work papers, construction bank account reconciliation, correspondence and funding analysis for development.  <b>Retention: Life of mortgage plus 10 years /Destroy</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S221500	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 4 OF 4
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0016-0000	Return On Equity (ROE) Calculations - Multi - Family Projects	Transfer	S221500/001 RS#0016-0000	<p><b>S221500-002 RS#0050-0000</b>  <b>Return On Equity (ROE) Calculations - Multi - Family Projects</b>  Includes schedule which contains sponsors equity pledge by agency, ROE percentage, cumulative ROE, total paid to date and balance due.</p> <p><b>Retention: Life of mortgage plus 10 years /Destroy</b></p>
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Records Retention and Disposition Schedule		Agency: S660804	Schedule: 006	Page #:1 of 3
<b>Department:</b>	Law and Public Safety-Civil Rights-Enforcement	<b>Agency Representative:</b>	Rich Chelenza	
		<b>Title:</b>	Project Manager, Information Technology	
		<b>Phone #:</b>		

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							Total Retention Period	Minimum Period in Agency		
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0001-0001	Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The Fileof Any Case Where The Matter Was Brought Before The Office Of Administrative Law --- Included in new electronic system.  System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date.  *Retention period starts when complaint is closed, using close date.					P	20 Years after case closure	Case closure	Destroy	

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Records Retention and Disposition Schedule				Agency: S660804			Schedule: 006		Page #:2 of 3	
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							Total Retention Period	Minimum Period in Agency		
0001-0002	<p>Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement            ---            Included in new electronic system.</p> <p>System Notes:            Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0003	<p>Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement            ---            Included in new electronic system.</p> <p>System Notes:            Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0004	<p>Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above            ---            Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	5 Years after closing unless in litigation	5 Years after closing unless in litigation	Destroy	
0002-0000	<p>Logs            ---            Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes:            Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p>					P	3 Years after final entry	3 Years after final entry	Destroy	



Records Retention and Disposition Schedule				Agency: S660804			Schedule: 006		Page #:3 of 3	
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0004-0000	Weekly Schedules					P	As updated	As updated	Destroy	
0005-0000	<p>Multiple Dwelling Reporting Form --- Consists of an annual report indicating the racial/ethnic composition of apartment complexes which have 25 units or more. Owners are required to file this report which is used to monitor tenancy practices.</p>			X		P	3 Years	3 Years	Archival Review	
0006-0000	<p>Intake Data For Division Of Criminal Justice --- System will accept complaints that are related to criminal matters (versus Civil matters that the Division on Civil Rights investigates). Division of Criminal Justice staff will review complaints and import into their existing system for investigation.</p> <p>*Retention period starts when complaint is submitted.</p>					P	3 Years	3 Years	Destroy	
0007-0000	<p>Key Statistical Data For All Cases --- Statistical data will be retained to allow for high level analysis and reporting over time.</p>					P	20 Years after case closure	20 Years after case closure	Destroy	

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	Community Affairs	<b>AGENCY # S221503</b>		
<b>DIVISION:</b>	Housing and Mortgage Finance Agency	<b>SCHEDULE # 003 (RETIRED)</b>		
<b>BUREAU:</b>	Regulatory Affairs	<b>PAGE #</b>	1	<b>OF</b>
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**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Community Affairs Housing and Mortgage Finance Agency Regulatory Affairs
<b>FORMER AGENCY NUMBER</b>	S221503-003

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Case Register	Transfer	<b>0001-0000 Retention: Periodic Review</b>	S221500-003 RS#0100-0000 Case Register <b>Retention: Periodic Review</b>
0002-0000	Project Litigation Files	Transfer	<b>0002-0000 Retention Life of mortgage plus 10 years</b>	S221500-003 RS#0101-0000 <b>Retention: life of mortgage plus 10 years</b>
0003-0000	Attorney General Opinions	Obsolete	<b>Header</b>	G100000-011 RS#1501-0000 <b>Retention: Periodic Review</b>
0003-0001	Attorney General's Opinions (Original)	Obsolete	<b>0002-0000 Retention: Permanent Retained in Regulatory Affairs Div.</b>	G100000-011 RS#1501-0000 <b>Retention: Periodic Review</b>
0003-0002	Attorney General's Opinion (Copy)	Obsolete	<b>0003-0002 Retention: Periodic Review</b>	G100000-011 RS#1501-0000 <b>Retention: Periodic Review</b>
0004-0000	Regulations – Agency Related (Copy)	Obsolete	<b>0004-0000-Header</b>	G100000-011 RS#1511-0000

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0004-0001	Regulations – Agency Related – Adopted (Copy)	Obsolete	<b>0004-0001-Header</b>	G100000-010 RS#1511-0001 Regulations – Agency-Related (Copy) <b>Retention: Permanent</b>
0004-0002	Regulations – Agency Related – Pending (Copy)	Obsolete	<b>0004-0002-Retention: As Updated</b>	G100000-011 RS#1511-0002 Regulations – Agency Related – Pending (Copy) <b>Retention: Periodic Review</b>
0004-0003	Regulations – Agency Related – Rejected (Copy)	Obsolete	<b>0004-0003-Retention: Periodic Review</b>	G100000-011 RS#1511-0003 Regulations - Agency Related – Rejected (Copy) <b>Retention: Periodic Review</b>
0005-0000	Background materials, comments, approved and disapproved changes/additions, and supporting documentation for pre-proposal and proposals to revise a state agency’s Administrative Law.	Obsolete	<b>0005-0000-Retention: 3 years Archival review</b>	G100000-011 RS#1502-0000 Background Information And Comments On Proposed Changes/Additions To A New Jersey Administrative Code Draft (Copy) <b>Retention: 3 years</b>
0006-0000	Budget Request – Divisional	Obsolete	<b>0006-0000-Retention: 3 years</b>	G100000-011 RS#10303-0001 Budget Request - Divisional And Sub-Divisional (Copy) <b>Retention: 3 years</b>
0007-0000	Correspondence (Electronic or Hardcopy)	Obsolete	<b>0007-0000-Retention: 3 years</b>	G100000-011 RS#1405-0001 Correspondence - External <b>Retention: 3 years</b>

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	Community Affairs	<b>AGENCY # S221504</b>			
<b>DIVISION:</b>	Housing and Mortgage Finance Agency	<b>SCHEDULE # 002 (RETIRED)</b>			
<b>BUREAU:</b>	Multi - Family	<b>PAGE #</b>	1	<b>OF</b>	1

**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Community Affairs Housing and Mortgage Finance Agency Multi - Family
<b>FORMER AGENCY NUMBER</b>	S221504-0002

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Multifamily Funding Program Files	Obsolete	<b>Header</b>	
0001-0001	Multi-Family Projects	Transferred	<b>0001-0000 Retention: Life of the Mortgage plus 10 yrs.</b>	S221500-002 RS# <b>Retention: Life of the Mortgage plus 10 yrs.</b>
0001-0002	Multi-Family Project Files	Transferred	<b>0001-0002 Retention: 7 yrs. Records Center: 23 yrs.</b>	S221500-002 RS# <b>Retention: Agency 7 yrs. Records Center: 23 yrs.</b>
0002-0000	Budget Request – Divisional	Obsolete	<b>0002-0000 Retention: 3 yrs.</b>	G100000-011 RS#0303-0001 <b>Retention: 3 yrs.</b>
0003-0000	Correspondence (Electronic or Hardcopy)	Obsolete	<b>0003-0000 Retention: 3 yrs.</b>	G100000-011 RS#1405-0001 <b>Retention: 3 yrs.</b>

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	Community Affairs	<b>AGENCY # S221505</b>		
<b>DIVISION:</b>	Housing and Mortgage Finance Agency	<b>SCHEDULE # 002 (RETIRED)</b>		
<b>BUREAU:</b>	Administration	<b>PAGE #</b>	1	<b>OF</b>
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**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Community Affairs Housing and Mortgage Finance Agency Administration
<b>FORMER AGENCY NUMBER</b>	S221505-0002

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Insurance Policy File	Obsolete	0001-0000 /Retention: 7 yrs. after termination of policy	G100000-011 RS#0407-0001 <b>Retention: 7 yrs. After termination of policy Destroy</b>
0002-0000	Emergency Evacuation and Disaster Recovery Plans	Obsolete	Header	G100000-011 RS#1514-0000 <b>Header</b>
0002-0001	Emergency Evacuation and Disaster Recovery Plans	Obsolete	0002-0001 /Retention: 3 yrs. after update	G100000-011 RS#1514-0001 <b>Retention: 3 yrs. after update</b>
0002-0002	Emergency Evacuation and Disaster Recovery Plans (Copy)	Obsolete	0002-0002 /Retention: As updated	G100000-011 RS#1514-0002 <b>Retention: As updated</b>
0003-0000	Agency – Sponsored Conference Files	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#1401-0003 <b>Retention: 3 yrs.</b>
0004-0000	Organization Chart	Obsolete	Header	G100000-011 RS#1412-0000 <b>Header</b>
0004-0001	Organization Chart (Original)	Obsolete	0004-0001/Retention: Permanent/Archives	G100000-011 RS#1412-0001 <b>Retention: Permanent/Archives</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0004-0002	Organization Chart (Copy)	Obsolete	0004-0002/Retention: As updated	G100000-011 RS#1412-0002 <b>Retention: As updated</b>
0005-0000	General Operating Procedures	Obsolete	0005-0000/ Header	G100000-011 RS#1505-0000 <b>Header</b>
0005-0001	General Operating Procedures (Original)	Obsolete	0005-0001/Retention: 25 yrs.	G100000-011 RS#1505-0001 <b>Retention: 25 yrs.</b>
0005-0002	General Operating Procedures (Copy)	Obsolete	0005-0002/Retention: 3 yrs.	G100000-011 RS#1505-0002 <b>Retention: 3 yrs.</b>
0006-0000	Agency Year two Thousand (Y2K) Testing Plan	Obsolete	0006-0000/Retention: Header	G100000-011 RS#1700-0000 <b>Retention: Header</b>
0006-0001	Agency Year two Thousand (Y2K) Testing Plan (Paper)	Obsolete	0006-0001/Retention: 7 yrs.	G100000-011 RS#1700-0001 <b>Retention: 7 yrs.</b>
0006-0002	Agency Year two Thousand (Y2K) Testing Plan (Electronic)	Obsolete	0006-00002/Retention: 7 yrs.	G100000-011 RS#1700-0001 <b>Retention: 7 yrs.</b>
0006-0003	Agency Year two Thousand (Y2K) Testing Plan (Copy)	Obsolete	0003-0000/Retention: Periodic review	G100000-011 RS#1700-0002 <b>Retention: Periodic review</b>
0007-0000	Budget Request – Divisional	Obsolete	0007-0000/Retention: 3 yrs.	G100000-011 RS#0300-0002 <b>Retention: 1 yrs.</b>
0008-0000	Correspondence (Electronic or Hardcopy)	Obsolete	0008-0000/Retention: Header	G100000-011 RS#1405-0000 <b>Retention: Header</b>
0008-0001	(External) Correspondence	Obsolete	0008-0001/Retention: 3 yrs.	G100000-011 RS#1405-0001 <b>Retention: 3 yrs.</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0008-0002	(Internal) Correspondence	Obsolete	0008-0002/Retention: 1 yr.	G100000-011 RS#1405-0002 <b>Retention: 1 yr.</b>
0009-0000	Insurance Claim File	Obsolete	0009-0000/Retention: 7 yrs. after final settlement or payment	G100000-011 RS#0407-0001 <b>Retention: 7 yrs. after termination of policy</b>
0050-0000	Certified/Courier Mail Receipt	Obsolete	0050-0000/Retention: 3 yrs.	G100000-011 RS#1403-0000 <b>Retention: 3 yrs.</b>
0051-0000	Visitor Sign In Sheet	Obsolete	0051-0000/Retention: 3 yrs.	G100000-011 RS#1418-0000 <b>Retention: 3 yrs.</b>
0052-0000	Request for Travel Authorization	Obsolete	0052-0000/Retention: 7 yrs.	G100000-011 RS#0017-0001 <b>Retention: 3 yrs.</b>
0053-0000	Travel Voucher	Obsolete	0053-0000/Retention: 7 yrs.	G100000-011 RS#0018-0002 <b>Retention: 7 yrs.</b>
0054-0000	Travel Authorization	Obsolete	0054-0000/Retention: 7 yrs.	G100000-011 RS#0019-0001 <b>Retention: 7 yrs.</b>
0055-0000	Travel Authorization for Training	Obsolete	0055-0000/Retention: 7 yrs.	G100000-011 RS#0020-0001 <b>Retention: 3 yrs.</b>
0056-0000	Travel Refund/Cash Receipt - Travel	Obsolete	0056-0000/Retention: 7 yrs.	G100000-011 RS#0021-0001 <b>Retention: 3 yrs.</b>
0057-0000	Correspondence (Electronic or Hardcopy)	Obsolete	0057-0000/Retention: Header	G100000-011 RS#1405-0000 <b>Retention: Header</b>
0057-0001	(External) Correspondence	Obsolete	0057-0001/Retention: 3 yrs.	G100000-011 RS#1405-0001 <b>Retention: 3 yrs.</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0057-0002	(Internal) Correspondence	Obsolete	0057-0002/Retention: 1 yr.	G100000-011 RS#1405-0002 <b>Retention: 1 yr.</b>
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0100-0000	Telephone Record File	Obsolete	0100-0000/Retention: Header	G100000-011 RS#0416-0000 <b>Retention: Header</b>
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0100-0001	Telephone Record File	Obsolete	0100-0001/Retention: 3 yrs.	G100000-011 RS#0416-0001 <b>Retention: 3 yrs.</b>
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0100-0002	Telephone Record File – Agency Request for telephone service.	Obsolete	0100-0002/Retention: 3 yrs.	G100000-011 RS#0416-0002 <b>Retention: 3 yrs.</b>
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0100-0003	Telephone Record File– Monthly Toll Listing Printout	Obsolete	0100-0000/Retention: 3 yrs.	G100000-011 RS#0416-0003 <b>Retention: 3 yrs.</b>
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0101-0000	Vehicle Records File	Obsolete	0003-0000/Retention: Header	G100000-011 RS#0417-0000 <b>Retention: Header</b>
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0101-0001	Vehicle Records File – Gasoline/Oil Credit Card	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#0417-0001 <b>Retention: 3 yrs.</b>
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0101-0002	Vehicle Records File – Vehicle Assignment Log	Obsolete	0003-0000/Retention: 7 yrs.	G100000-011 RS#0417-0003 <b>Retention: 7 yrs.</b>
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0101-0003	Vehicle Records File – Vehicle Accident Report	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#0417-0002 <b>Retention: 3 yrs.</b>
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0101-0004	Vehicle Records File - Vehicle Maintenance/Repair	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#0417-0004 <b>Retention: 3 yrs.</b>
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0102-0000	Building Maintenance Work Order	Obsolete	0102-0000/Retention: 3 yrs. after work completed	G100000-011 RS#0401-0002 <b>Retention: 3 yrs.</b>
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<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0103-0000	Space Planning Request File	Obsolete	0103-0000/Retention: 3 yrs.	G100000-011 RS#0412-0000 Retention: 3 yrs.
0103-0001	Space Planning Request File (Departmental)	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#0412-0001 Retention: 3 yrs.
0103-0002	Space Planning Request File (Additional Copy)	Obsolete	0003-0000/Retention: 1 yr.	G100000-011 RS#0412-0002 Retention: 1 yr.
0104-0000	Inventory File	Obsolete	0104-0000/Retention: 3 yrs. after update	G100000-011 RS#1408-0000 Retention: 3 yrs. before moving to Record Center
0105-0000	Correspondence (Electronic Or Hardcopy)	Obsolete	0105-0000/Retention: 3 yrs.	G100000-011 RS#1405-0000 Header
0105-0001	External (Correspondence)	Obsolete	0105-0001/Retention: 3 yrs.	G100000-011 RS#1405-0001 Retention: 3 yrs.
0105-0002	Internal (Correspondence)	Obsolete	0105-0002/Retention: 1 yr.	G100000-011 RS#1405-0002 Retention: 1 yr.

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	Community Affairs	<b>AGENCY # S221507</b>			
<b>DIVISION:</b>	Housing and Mortgage Finance Agency	<b>SCHEDULE # 003 (RETIRED)</b>			
<b>BUREAU:</b>	Finance	<b>PAGE #</b>	1	<b>OF</b>	4

**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Community Affairs Housing and Mortgage Finance Agency - Finance
<b>FORMER AGENCY NUMBER</b>	S221507-003

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Bonds/Bonds Closing File	Transfer	S221507-003 RS#0001-0000	<b>S221500-003 RS#0060-0000</b> <b>Retention: Life of mortgage plus 10 Years/Destroy</b>
0002-0000	Escrow	Obsolete	S221507-003 RS#0002-0000 Includes: Cash management statement, Section 236 files, (mortgage certification and application for interest reduction payment) and Section 8 files (vouchers requisitions, repair and replacement, tax, insurance, special escrow, mortgage reduction, rent increase). <b>Retention: Life of mortgage plus 10 Years/Destroy</b>	<b>G100000/011/RS#0007-0001</b> 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. <b>Retention: Life of mortgage plus 10 Years/Destroy</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0003-0000	Amortization Schedule - (Computer Printout)	Transfer	S221507-003 RS#0003-0000 <b>Retention: Life of mortgage plus 10 Years/Destroy</b>	S221500-003 RS#0076-0000 <b>Retention: Life of mortgage plus 10 Years/Destroy</b>
0004-0000	Construction Interest Billing	Obsolete	S221507-003 RS#0004-0000  <b>Retention: Life of mortgage plus 10 Years/Destroy</b>	G100000-011 RS#0012-0001 <b>DBC Requisition (Using Agency)</b> 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). <b>Retention: 7 Years after completion of project</b> <b>Additional Info (Agency): 3 Years after completion of project/Destroy</b>
0005-0000	Construction Loan Account Files	Transfer	S221507-0003 RS#0005-0000 Includes: breakdown of investments, summary of investments, correspondence, repair and replacement reserve analysis. <b>Retention: Life of mortgage plus 10 Years/Destroy</b>	S221500-002 RS#0077-0000 Includes: breakdown of investments, summary of investments, correspondence, repair and replacement reserve analysis. <b>Retention: Life of mortgage plus 10 Years/Destroy</b>
0006-0000	Financial Worksheet For Fiscal Year	Obsolete	S221507-0003 RS#0006-0000 Includes: breakdown of investments, summary of investments, correspondence, repair and replacement reserve analysis. <b>Retention: 10 years before moving to Records Center/Destroy</b>	G100000-011 RS#0010-0001 <b>Fiscal Notes Worksheet (Using Agency)</b>  <b>Retention: 7 years/Destroy</b>
0007-0000	Monthly Debt Service Report	Obsolete	S221507-0003 RS#0007-0000 Includes: relations on debt service delinquency and debt service letter. <b>Retention: Life of mortgage plus 10 Years/Destroy</b>	G100000-011 RS#0303-0001 <b>Budget Request - Divisional And Sub-Divisional (Copy)</b> <b>Retention: 3 Years/Destroy</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0008-0000	Accounts Payable File	Obsolete	S221507-0003 RS#0008-0000 Contains trustee statements, trial balances, Certificates of Deposit, audit work papers, audit reports, check copies, deposit slips, debit tickets, telephone charges, purchase orders, requisitions, travel vouchers, purchasing statements, bank statements, cancelled check registers, and paid bills. <b>Retention: 7 years/Destroy</b>	G100000-011 RS#0014-0001 <b>Revenue Budget (Using Agency)</b>  <b>Retention: 7 years/Destroy</b>
0009-0000	Monthly Statement Of Mortgage Accounts (Single Family)	Obsolete	S221507-0003 RS#0009-0000 Also includes Loan Setup and Maintenance Form. <b>Retention: 6 years/Destroy</b>	G100000-011 RS#0100-0000 <b>Bank Statement</b> Statement reflecting the status of an agency's account. <b>Retention: 7 years/Destroy</b>
0010-0000	Payroll Register	Obsolete	S221507-0003 RS#0010-0000  <b>Retention: 7 years/Destroy</b>	G100000-011 RS#0408-0001 <b>Payroll Register (Department Of The Treasury, And Autonomous Commissions And Authorities)</b>  <b>Retention: Permanent/Archives</b>
0011-0000	Printouts (Single Family Loans)	Obsolete	S221507-0003 RS#0011-0000 Includes: Numeric demographic reference list, installment monthly claims report, monthly delinquency, monthly claims report, monthly payoff report, new account listing , weekly delinquencies, weekly cash receipts, monthly cash spread, loan report and paid loan report.  <b>Retention: 6 Years/Destroy</b>	G100000-011 RS#0301-0000 <b>Budget Planning Documents - Departmental, Divisional, And Sub-Divisional (Copy)</b> 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. <b>Retention: 3 Years/Destroy</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0012-0000	Purchasing Statements (Single Family Loans)	Transfer	S221507-0003 RS#0012-0000	S221500-002 RS#0078-0000 <b>Purchasing Statements (Single Family Loans)</b>  Retention: <b>6 Years/Destroy</b>
0013-0000	Trustee Statements	Transfer	S221507-0003 RS#0013-0000	S221500-002 RS#0079-0000 <b>Trustee Statements</b> Retention: : <b>6 Years/Destroy</b>
0014-0000	Budget Request - Divisional	Obsolete	S221507-0003 RS#0014-0000 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: <b>3 Years/Destroy</b>	G100000-011 RS#0303-0001 <b>Budget Request - Divisional And Sub-Divisional (Copy)</b>  Retention: <b>3 Years/Destroy</b>
0015-0000	Correspondence - (Electronic Or Hardcopy)	Obsolete	S221507-0003 RS#0015-0000 Letters or memoranda in either electronic or printed format, transmitted to and from the Agency during the course of business. Retention: <b>3 Years/Destroy</b>	G100000-011 RS#1405-0001 <b>Correspondence - External</b>  Retention: <b>3 Years/Destroy</b>
0016-0000	Accounts Receivable File	Obsolete	S221507-0003 RS#0016-0000 Includes: Cash Management Statements, Journal Entries, Accounts Receivable/Cash Receipts, Deposit Slips, Check Stubs. Retention: : <b>7 Years/Destroy</b>	G100000-011 RS#0403-0001 <b>Contracts And Amendments - Awarded (Original)</b> Signed originals and support material.  Retention: <b>7 Years after completion of contract/Destroy</b>

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	Community Affairs	<b>AGENCY # S221508</b>		
<b>DIVISION:</b>	Housing and Mortgage Finance Agency	<b>SCHEDULE # 004 (RETIRED)</b>		
<b>BUREAU:</b>	Property Management	<b>PAGE #</b>	1	<b>OF</b>
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**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Community Affairs Housing and Mortgage Finance Agency - Property Management
<b>FORMER AGENCY NUMBER</b>	S221508-0004

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Managing Agents	Obsolete	S221508-004 RS#0001-0000  <b>Retention: Header</b>	

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	AGENCY # S221508	SCHEDULE # 004	PAGE # 2 OF 7
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0001-0001	Managing Agents- Management Agreement Package	Transfer	S221508-004 RS#0001-0001  <b>Retention: 7 years</b>	S221500-003 /RS#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.  <b>Retention: 3 years after termination of contract</b>
0001-0002	Managing Agency - Annual Evaluations	Transfer	S221508-004 RS#0001-0002  <b>Retention: 3 years after termination of contract</b>	S221500-003 /RS#0090-0000 Managing Agents – Management Agreement Package  <b>Retention: 3 years after termination of contract</b>
0002-0000	Projects Financial Operations	Obsolete	S221508-004 RS#0002-0000  <b>Retention: Header</b>	

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	AGENCY # S221508	SCHEDULE # 004	PAGE # 3 OF 7
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0002-0001	Projects Financial Operations – Annual Audit	Transfer	S221508-004 RS#0002-0001  <b>Retention: : Life of the mortgage plus 10 Years</b>	S221500-003 /RS#0090-0001 <b>Project Financial Operations</b> 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.  <b>Retention: Life of the mortgage plus 10 Years</b>
0002-0002	Projects Financial Operations – Proposal, Requests and Approvals	Transfer	S221508-004 RS#0002-0002  <b>Retention: 3 years</b>	S221500-003 RS#0090-0002 <b>Projects Financial Operations</b> Includes: Proposal, Rent Increase Package, HUD Increase Approval Letters.  <b>Retention: : 6 years</b>
0002-0003	Projects Financial Operations – DCE and CDE Requests and Approval	Transfer	S221508-004 RS#0002-0003  <b>Retention: : Life of the mortgage plus 10 Years</b>	S221500-003 /RS#0090-0001 <b>Project Financial Operations</b> 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.  <b>Retention: Life of the mortgage plus 10 Years</b>



<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0002-0004	Projects Financial Operations – Return on Equity, Requests and Approval	Transfer	S221508-004 RS#0002-0004  <b>Retention: : Life of the mortgage plus 10 Years</b>	S221500-003 /RS#0090-0001 <b>Project Financial Operations</b> 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.  <b>Retention: Life of the mortgage plus 10 Years</b>
0002-0005	Projects Financial Operations – Rent Increase Package	Transfer	S221508-004 RS#0002-0005  <b>Retention: 3 years after submission</b>	S221500-003 RS#0092-0002 <b>Projects Financial Operations</b> Includes: Proposal, Rent Increase Package, HUD Increase Approval Letters.  <b>Retention: 6 years</b>
0002-0006	Projects Financial Operations – Section B Vouchers (HUD Forms 52570, 52570A – Parts 1 and 2)	Transfer	S221508-004 RS#0002-0006  <b>Retention: 10 years</b>	S221500-003 RS#0090-0003 <b>Projects Financial Operations</b> Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget  <b>Retention: 7 years</b>
0002-0007	Projects Financial Operations – Monthly Report of Excess Income	Transfer	S221508-004 RS#0002-0007  <b>Retention: 3 years</b>	S221500-003 RS#0090-0003 <b>Projects Financial Operations</b> Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget  <b>Retention: 7 years</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	AGENCY # S221508	SCHEDULE # 004	PAGE # 5 OF 7
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0002-0008	Projects Financial Operations - Annual Operating Budget	Transfer	S221508-004 RS#0002-0008  <b>Retention: 3 years</b>	S221500-003 RS#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  <b>Retention: 7 years</b>
0002-0009	Projects Financial Operations - Monthly/Quarterly Operating Report	Transfer	S221508-004 RS#0002-0009 <b>Retention: 3 years</b>	S221500-003 RS#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  <b>Retention: 7 years</b>
0003-0000	Contracts and Other Management Requirements Contract documents and other miscellaneous documents produced in the management of the project.	Obsolete	S221508-004 RS#0003-0000  <b>Retention: Header</b>	
0003-0001	Contracts and Other Management Requirements - Insurance	Transfer	S221508-004 RS#0003-0001  <b>Retention: 7 years</b>	S221500-0003 RS#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.  <b>Retention: 14 years</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0003-0002	Contracts and Other Management Requirements – Attorney’s Letter of Agreement	Transfer	S221508-004 RS#0003-0002  <b>Retention: 7 years</b>	S221500-0003 RS#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.  <b>Retention: 14 years</b>
0003-0003	Contracts and Other Management Requirements – Resident Correspondence	Transfer	S221508-004 RS#0003-0003  <b>Retention: 7 years</b>	S221500-0003 RS#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.  <b>Retention: 14 years</b>
0003-0004	Contracts and Other Management Requirements – Maintenance Inspection Reports	Transfer	S221508-004 RS#0003-0004  <b>Retention: 7 years</b>	S221500-0003 RS#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.  <b>Retention: 14 years</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S221508	<b>SCHEDULE #</b> 004	<b>PAGE #</b> 7 OF 7
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0004-0000	Budget Request - Divisional	Obsolete	S221508-004 RS#0004-0000  <b>Retention: 3 years</b>	G100000- 011 RS#0303-0001 Budget Request – Divisional and Sub Divisional (Copy)  <b>Retention: 3 years</b>
0005-0000	Contracts and Other Management Requirements – Attorney’s Letter of Agreement	Obsolete	S221508-004 RS#0005-0000  <b>Retention: 7 years</b>	G100000-0011 RS#1405-0001 Correspondence External  <b>Retention: 3 years</b>

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

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

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

**RECORDS SERIES LEVEL AMENDMENTS**

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

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

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0008-0000	Pension Reports	Obsolete	S221510-002 RS#0008-0000  <b>Retention: 7 years/Destroy</b>	G100000-011 RS#0408-0005 <b>Payroll Reports-Agency-Generated (Original)</b>  <b>Retention: 7 Years/Destroy</b>
0009-0000	Proof of Payments	Obsolete	S221510-002 RS#0009-0000  <b>Retention: 7 years/Destroy</b>	G100000-011 RS#0408-0005 <b>Payroll Reports-Agency-Generated (Original)</b>  <b>Retention: 7 Years/Destroy</b>
00010-0000	Wage and Tax Register	Obsolete	S221510-002 RS#0010-0000  <b>Retention: 7 years/Destroy</b>	G100000-011 RS#0408-0005 <b>Payroll Reports-Agency-Generated (Original)</b>  <b>Retention: 7 Years/Destroy</b>
0011-0000	Individual Employee File	Obsolete	S221510-002 RS#0011-0000  <b>Retention: 6 years after termination of employment/Destroy</b>	G100000-011 RS#0903-0001 Individual Employee File - Departmental Personnel (Original)  <b>Retention: 6 Years after termination of employment/Destroy</b>
0012-0000	Deferred Compensation File-Termination, Disability, Retirement and Death	Obsolete	S221510-002 RS#0012-0000  <b>Retention: Permanent /Permanent</b>	G100000-011 RS#0404-0000 Deferred Compensation File - Termination, Disability, Retirement, And Death  <b>Retention: Permanent</b>
0013-0000	Grievance File	Obsolete	S221510-002 RS#0013-0000  <b>Retention: Header</b>	G100000-011 RS#0902-0000 Grievance File  <b>Retention: 7 Years/Destroy</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0013-0001	Grievance File-Policy Establishing Settlement (Original)	Obsolete	S221510-002 RS#0013-0001  Retention: : <b>Permanent</b>	G100000-011 RS#0902-0001 Grievance File - Policy-Establishing Settlement (Original)  Retention: : <b>Permanent/Archival Rev</b>
0013-0002	Grievance File-Policy Establishing Settlement (Copy)	Obsolete	S221510-002 RS#0013-0002  Retention: <b>3 years after settlement</b>	G100000-011 RS#0902-0002 Establishing Settlement (Copy)  Retention: <b>3 Years after final settlement/Destroy</b>
0013-0003	Grievance File- Policy Establishing Settlement (Additional Copy)	Obsolete	S221510-002 RS#0013-0003  Retention: <b>1 year after final settlement</b>	G100000-011 RS#0902-0003 Grievance File - Policy-Establishing Settlement (Additional Copy)  Retention: <b>1 year after final settlement</b>
0013-0004	Grievance File- Routine Settlement (Original)	Obsolete	S221510-002 RS#0013-0004  Retention: <b>3 years after final settlement</b>	G100000-011 RS#0902-0004 Grievance File- Routine Settlement (Original)  Retention: <b>3 years after final settlement</b>
0013-0005	Grievance File Routine Settlement (Copy)	Obsolete	S221510-002 RS#0013-0005  Retention: : <b>3 years after final settlement</b>	G100000-011 RS#0902-0005 Grievance File Routine Settlement (Copy) Retention: <b>3 years after final settlement</b>
0014-0000	Time Records Attendance Reports for Agency Employees	Obsolete	S221510-002 RS#0013-0000  Retention: <b>Header</b>	G100000-011 RS#0914-0000 Time Records  Retention: <b>Header</b>
0014-0001	Time Records (Original)	Obsolete	S221510-002 RS#0014-0001  Retention: <b>7 years/Destroy</b>	G100000-011 RS#0914-0001 Time Records (Original)  Retention: <b>7 Years/Destroy</b>
0014-0002	Time Records (Copy)	Obsolete	S221510-002 RS#0014-0002  Retention: <b>3 years/Destroy</b>	G100000-011 RS#0914-0002 Time Records (Copy)  Retention: <b>7 Years/Destroy</b>



<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0015-0000	Employee Medical Records	Obsolete	S221510-002 RS#0015-0000  <b>Retention: 40 years after termination of employment/Destroy</b>	G100000-011 RS#0915-0000 Employee Medical Records Microfilming recommended <b>Retention: 40 years after termination of employment/Destroy</b>
0016-0000	Budget Request- Divisional	Obsolete	S221510-002 RS#0016-0000  <b>Retention: 3 years/Destroy</b>	G100000-011 RS#0303-0000 Employee Medical Records Microfilming recommended <b>Retention: 40 years after termination of employment/Destroy</b>
0017-0000	Correspondence (Electronic or Hardcopy)	Obsolete	S221510-002 RS#0017-0000  <b>Retention: 3 years/Destroy</b>	G100000-011 RS#1405-0001 Correspondence (Electronic or Hardcopy)  <b>Retention: 3 years/Destroy</b>
0018-0000	Workers' Compensation Case Files (Copies)	Obsolete	S221510-002 RS#0018-0000  <b>Retention: 2 years after final settlement or payment/Destroy</b>	G100000-011 RS#0903-0001 Individual Employee File  <b>Retention: 6 years after termination of employment/Destroy</b>

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	Community Affairs	<b>AGENCY # S221512</b>		
<b>DIVISION:</b>	Housing and Mortgage Finance Agency	<b>SCHEDULE # 002 (RETIRED)</b>		
<b>BUREAU:</b>	Procurement	<b>PAGE #</b>	1	<b>OF</b>
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**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Community Affairs Housing and Mortgage Finance Agency – Procurement
<b>FORMER AGENCY NUMBER</b>	S221512

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Agency Purchase Order	Obsolete	S221512-002 RS#0001-0000  Retention: Header	G100000-011 /RS#0004-0000 Agency Contract Order/Grant Loan Order(AO/GO)  Retention: Header
0001-0001	Agency Purchase Order (Original)	Obsolete	S221512-002 RS#0001-0001  Retention: 7 years	G100000/011/RS#0004-0001 Agency Contract Order (Using Agency)  Retention: 7 years

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0001-0002	Agency Purchase Order (Electronic Record)	Obsolete	S221512-002 RS#0001-0002  Retention: 7 years	G100000-011 RS#0004-0002 <b>Agency Contract Order (Electronic Record-Treasury)</b>  Retention: : 7 years
0002-0000	Vendor File- Individual Vendor Subscription and Publications	Obsolete	S221512-002 RS#0002-0000  Retention: <b>As Updated/Destroy</b>	G100000-011 RS#0023-0001 <b>Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy)</b>  Retention: <b>7 Years/Destroy</b>
0003-0000	Vendor File –Approved/Denied Vendor List	Obsolete	S221512-002 RS#0003-0000  Retention: : <b>As Updated/Destroy</b>	G100000-011 RS#0023-0002 <b>Agency - Sponsored Conferences - Correspondence And Work Papers</b>  Retention: : <b>As Updated/Destroy</b>
0004-0000	Contracts and Amendments File	Obsolete	S221512-002 RS#0004-0000  Retention: <b>Header</b>	G100000-011 RS#0403-000 <b>News Release</b>  Retention: : <b>Header</b>
0004-0001	Photographs Slides and Photo Releases	Obsolete	S221512-002 RS#0004-0001  Retention: <b>Permanent/Archives</b>	G100000-011 RS#0403-0001 Contracts and Amendments –Awarded (Original) Retention: <b>Permanent/Archives</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0004-0002	Contracts and Amendments –Award (Copy)	Obsolete	S221512-002 RS#0004-0002  <b>Retention: 3 years after completion of contract/Destroy</b>	G100000-011 RS#0403-0002 <b>Contracts And Amendments - Awarded (Copy)</b>  <b>Retention: : 3 years after completion of contract/Destroy</b>
0004-0003	Contracts and Amendments - Cancelled (Original)	Obsolete	S221512-002 RS#0004-0003  <b>Retention: 3 years after submission</b>	G100000-011 RS#0403-0003 <b>Contracts And Amendments - Cancelled (Original)</b>  <b>Retention: 3 years after submission</b>
0004-0004	Contracts and Amendments - Voided (Original)	Obsolete	S221512-002 RS#0004-0004  <b>Retention: 3 years after voidance</b>	G100000-011 RS#0403-0004 <b>Contracts And Amendments - Voided (Original)</b>  <b>Retention: 3 years after voidance</b>
0005-0000	Correspondence (Electronic or Hardcopy)	Obsolete	S221512-002 RS#0005-0000  <b>Retention: 3 years</b>	G100000-011 RS#1405-0001 Correspondence - External  <b>Retention: 3 years</b>
0006-0000	Agency Payment Voucher (Copy)	Obsolete	S221512-002 RS#0006-0000  <b>Retention: 3 years</b>	G100000-011 RS#0007-0001 Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure <b>Retention 7 years</b>

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT SCHEDULE HEADING</b>	Community Affairs	<b>AGENCY # S221516</b>		
<b>DIVISION:</b>	Housing and Mortgage Finance Agency	<b>SCHEDULE # 002 (RETIRED)</b>		
<b>BUREAU:</b>	Marketing and Communication	<b>PAGE #</b>	1	<b>OF</b>
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**RETENTION SCHEDULE AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Community Affairs Housing and Mortgage Finance Agency – Marketing and Communication
<b>FORMER AGENCY NUMBER</b>	<b>S221516</b>

**RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Administrative Subject File	Obsolete	S221516-002 RS#0001-0000  Retention: 3 years/Destroy	G100000-011 /RS#1400-0000 <b>Payroll Reports -Agency-Generated (Copy)</b>  Retention: 3 years before moving to Records Center/Destroy
0002-0000	Agency - Sponsored Conferences File	Obsolete	S221516-002 RS#0002-0000  Retention: Header	G100000/011/RS#1401-0000 <b>Agency - Sponsored Conferences File</b>  Retention: Header

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0002-0001	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master)	Obsolete	S221516-002 RS#0002-0001  Retention: <b>25 years/Archival review</b>	G100000-011 RS#1401-0001 <b>Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master)</b>  Retention: <b>20 years/Archival review</b>
0002-0002	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy)	Obsolete	S221516-002 RS#0002-0002  Retention: <b>Periodic review/Destroy</b>	G100000-011 RS#1401-0002 <b>Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy)</b>  Retention: <b>7 Years/Destroy</b>
0002-0003	Agency - Sponsored Conferences - Correspondence And Work Papers	Obsolete	S221516-002 RS#0002-0003  Retention: <b>3 years/Destroy</b>	G100000-011 RS#1401-0003 <b>Agency - Sponsored Conferences - Correspondence And Work Papers</b>  Retention: <b>3 Years/Destroy</b>
0003-0000	News Release	Obsolete	S221516-002 RS#0003-0000  Retention: <b>Permanent/Archives</b>	G100000-011 RS#1410-0001 <b>News Release</b>  Retention: <b>Permanent/Archives</b>
0004-0000	Photographs Slides and Photo Releases	Obsolete	S221516-002 RS#0004-0000	G100000-011 RS#1413-0000 <b>Photographs And Slides</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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			<b>Retention: Permanent/Archives</b>	<b>Retention: Permanent/Archives</b>
0005-0000	Speeches and Speaking Points	Obsolete	S221516-002 RS#0005-0000  <b>Retention: 3 years/Destroy</b>	G100000-011 RS#1417-0000 <b>Speeches (Excluding Executive Speeches - See Commissioner's Subject File)</b>  <b>Retention: : Periodic Review</b>
0006-0000	Reference File	Obsolete	S221516-002 RS#0006-0000  <b>Retention: Periodic Review</b>	G100000-011 RS#1419-0000 <b>Reference File</b>  <b>Retention: Periodic Review</b>
0007-0000	Reference Material Request	Obsolete	S221516-002 RS#0007-0000  <b>Retention: Periodic Review</b>	G100000-011 RS#1420-0000 <b>Reference Material Request</b>  <b>Retention: Periodic Review</b>
0008-0000	Agency Annual Report	Obsolete	S221516-002 RS#0008-0000  <b>Retention: Header</b>	G100000-011 RS#1600-0000 <b>Agency Annual Report</b>  <b>Retention: Header</b>
0008-0001	Agency Annual Report (Documentation/Reference)	Obsolete	S221516-002 RS#0008-0001  <b>Retention: Permanent /Permanent</b>	G100000-011 RS#1600-0001 <b>Agency Annual Report (Documentation/Reference)</b>  <b>Retention: Permanent</b>
0008-0002	Agency Annual Report (Published Version)	Obsolete	S221516-002 RS#0008-0002  <b>Retention: Permanent</b>	G100000-011 RS#1600-0002 <b>Agency Annual Report (Copy)</b>  <b>Retention: 5 Years/Destroy</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b>	<b>SCHEDULE #</b>	<b>PAGE #</b>
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0009-0000	Agency Generated Newsletter	Obsolete	S221516-002 RS#0009-0000 <b>Retention: : Header</b>	G100000-011 RS#1603-0000 Agency Generated Newsletter <b>Retention: : Header</b>
0009-0001	Agency - Generated Newsletter (Documentation/Reference)	Obsolete	S221516-002 RS#0009-0001 <b>Retention: 3 years</b>	G100000-011 RS#1603-0001 Agency - Generated Newsletter (Original) <b>Retention: Permanent/Archive</b>
0009-0002	Agency - Generated Newsletter (Published)	Obsolete	S221516-002 RS#0009-0002 <b>Retention: Permanent/Archives</b>	G100000-011 RS#1603-0002 <b>Agency-Generated Newsletter (Copy)</b> <b>Retention: Periodic review</b>
0010-0000	Agency – Generated Publication/Video Printed material created by the	Obsolete	S221516-002 RS#0013-0004 <b>Retention: Header</b>	G100000-011 RS#1604-0000 Agency-Generated Publication <b>Retention: Header</b>
0010-0001	Agency - Generated Publication/Video(Original)	Obsolete	S221516-002 RS#0010-0001 <b>Retention: : Permanent/Archives</b>	G100000-011 RS#1604-0001 Agency-Generated Publication (Original) <b>Retention: Permanent/Archives</b>
0010-0002	Agency – Generated Publication/Video (Copy)	Obsolete	S221516-002 RS#0010-0002 <b>Retention: Periodic review/Destroy</b>	G100000-011 RS#1604-0002 Agency-Generated Publication (Copy) <b>Retention: Periodic review/Destroy</b>
0011-0000	Budget Request - Divisional	Obsolete	S221516-002 RS#0011-0000 <b>Retention: 3 years/Destroy</b>	G100000-011 RS#0303-0001 <b>Budget Request - Divisional And Sub-Divisional (Copy)</b> <b>Retention: 3 Years/Destroy</b>



# STATE OF NEW JERSEY



## Community Affairs-NJ Housing and Mortgage Finance Agency

**S221500-003**

Records Retention and Disposition Schedule		Agency: S221500	Schedule: 003	Page #:1 of 7
<b>Department:</b>	Community Affairs-NJ Housing and Mortgage Finance Agency	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Federal Funded Housing Programs</b>										
0020-0000	Federal Funding Housing Programs --- To establish and record a new federal grant program. To adhere to the HUD 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	
<b>Audit Reports</b>										
0040-0000	Audit Reports - Construction Cost Audit --- (Agency Projects) Includes: reports, work papers, and correspondence on Multi-Family and UHORP (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	
<b>Capital Markets</b>										
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	
<b>Executive</b>										
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	

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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		
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	
<b>Finance</b>										
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 issue Plus 10 Years	Life of issue Plus 10 Years	Destroy	
0073-0000	<p>All Federal Subsidized Files (HUD'S Section 8 Subsidy Housing And HUD'S Section 236 Multifamily Housing Interest Reduction Program) --- Includes: Mortgage certifications, rent increases, vouchers, monthly payments and related bank statements In accordance with HUD's 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'S 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	

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Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:4 of 7	
Record 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	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:5 of 7	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>HMIS</b>										
0080-0000	<p>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>					P	Life of mortgage plus 10 Years		Destroy	
<b>Human Resources</b>										
0081-0000	Issuance Of HMFA ID Cards In Accordance With Homeland Security (FIPS)					P	5 Years		Destroy	
<b>Multi- Family Lending Programs</b>										
0082-0000	<p>Multi-Family Funding/Projects Housing And Lending Programs (Construction And Mortgage Loans)            ---            Includes: application, supporting verification documents, Form 10, and project correspondence.</p>					P	Life of mortgage plus 10 Years		Destroy	
0082-0001	<p>Multi-Family Program Files            ---            Regional Contribution Agreements (RCA)</p>					P	23 Years	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		
<b>Property Management</b>										
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 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	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:7 of 7	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Regulatory Affairs</b>										
0100-0000	Cash 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	