STATE OF NEW JERSEY

STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200

www.treas.state.nj.us

AGENDA
STATE RECORDS COMMITTEE
March 21, 2019
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**)**

Announcement of Open Public Meeting

I. Review of December 20, 2018 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request: # 551150 - 553972

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 Environmental Protection S421500** – Presented by Marcella Campbell

2. **Department of Public Advocate S700500** – Presented by Marcella Campbell

3. **Civil Service Commission S680600** – Presented by Marcella Campbell

4. **Community Affairs – NJ Housing and Mortgage Finance S221500-002** – Presented by Marcella Campbell

NJ Housing and Mortgage Finance Agency – S221500-001 (*retired schedule*)

NJ Housing and Mortgage Finance Agency - Finance – S221507 (*retired schedule*)

NJ Housing and Mortgage Finance Agency – Policy and Community Development – S221511 (*retired schedule)*

NJ Housing and Mortgage Finance Agency – Contract Administration – S221513 (*retired schedule)*

IV. Other Business: None

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MINUTES
STATE RECORDS COMMITTEE
December 20, 2018

Michael J. Tyger, Secretary, called the 437th meeting of the State Records Committee to order at 10:03 a.m. on the above date. He 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.

Mr. Tyger stated that there was a quorum present. The Department of Community Affairs – Division of Local Government Services had been excused.

Mr. Tyger stated this was the last meeting for 2018 and thanked the members of the SRC, State Archives, and Records Management Services for their support. Mr. Tyger also thanked State and Local Governments for their work with records issues.

ATTENDANCE:

SRC: State Treasurer, Michael J. Tyger, Designee
State Auditor, William Robinson, Designee
Attorney General, Valentina DiPippo, Designee
Division of Archives and Records Management, Department of State, Joseph Klett

Staff: James Fruscione, Director, Division of Revenue and Enterprise Services
Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
Donald Cornelius, Archivist, Division of Archives and Records Management, Department of State
John Berry, Records Analyst 1, Records Management Services
Marcella Campbell, Records Analyst 3, Records Management Services
Sharon Allen, Technical Assistant 1, Records Management Services
Terricka Page, Technical Assistant 1, Records Management Services
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services

Other: Matthew Noumoff, Department of Banking and Insurance
Lauren Wiley, Mercer County
Tyler Glassman, Mercer County BOE

Dayna Sanders Mercer County BOE
Michele Everly, Gloucester County
Lindsey Harris, Gloucester County
Arthur Staerk, AccuScan
Jamie O'Donnell, New Jersey Department of the Treasury

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 20, 2018 Minutes four (4) yes, none (0) no.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #549381-551149

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

C. Report to State Records Committee (See attached)

II. New Business:

A. Records Retention Schedules (See attached)

1. **Department of Banking and Insurance (DOBI) S580304 -** Approved without changes.
2. **Department of Banking and Insurance (DOBI) S580800 -** Approved without changes.
3. **Department of Banking and Insurance (DOBI) S581006 -** Approved without changes.

III. Other Business:

A. Proposed Dates for State Records Committee Meetings for 2019 –Approved without changes.

B. Department of the Treasury
Social Media Policies with Emphasis on Retention Scheduling and Disposition - Presented by Jim Fruscione.

My Tyger introduced Jim Fruscione, Director, Division of Revenue and Enterprise Services. Mr. Fruscione presented general perspectives on retention of social media and outlined potential approaches for the development of policies and procedures. After the presentation (attached), there was discussion on the way agencies use social media and Mr. Fruscione fielded questions from the SRC members and the public.

There being no other business, the Committee adjourned at 11:27 a.m.

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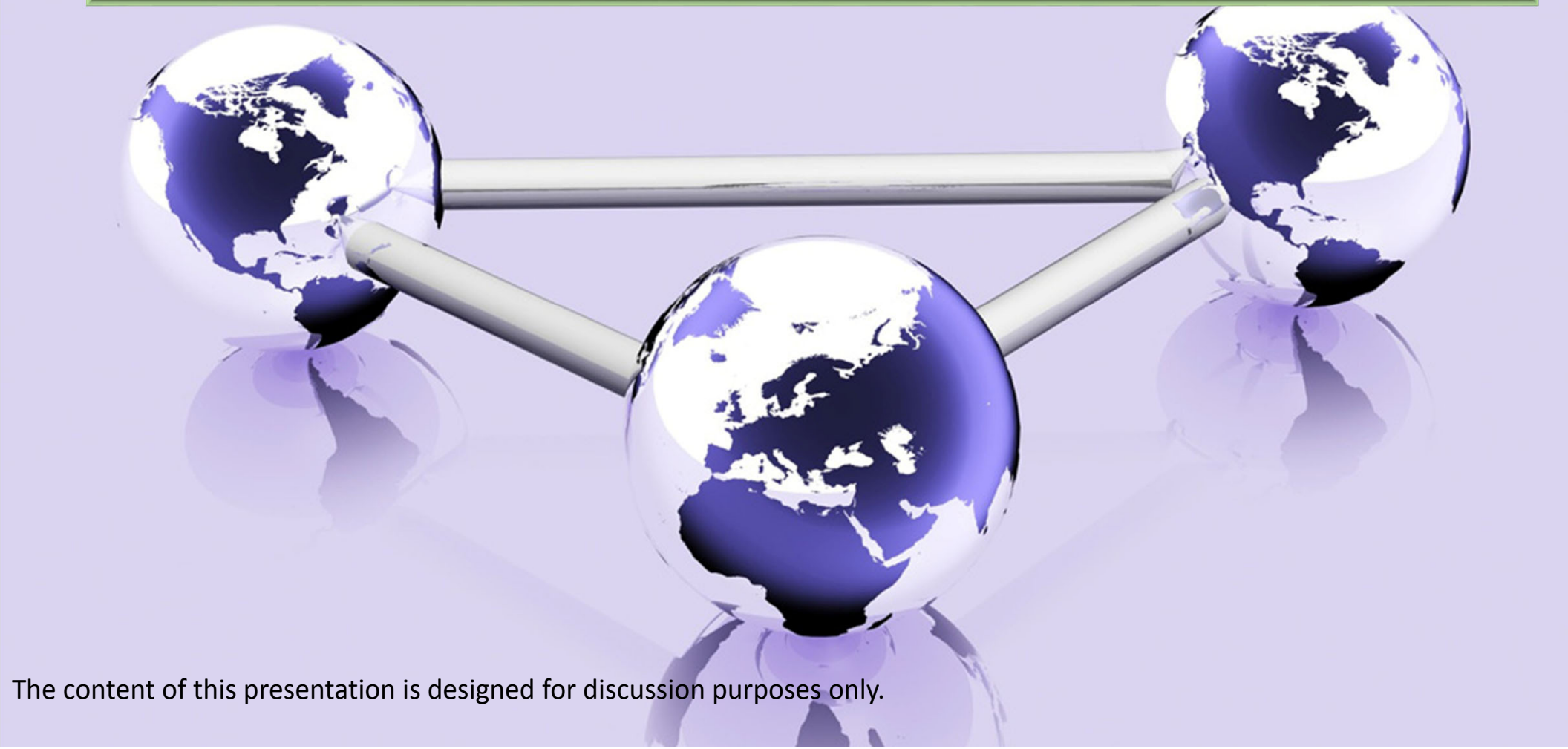
Michael J. Tyger
Secretary
State Records Committee

General Discussion
Developing Policies and Procedures for Social Media Sites/Services in Government Agency Settings
Division of Revenue and Enterprise Services



The content of this presentation is designed for discussion purposes only.

Developing Policies and Procedures for Social Media Sites/Services in Government Agency Settings

Potential Action Steps	Potential Organizational Participants (Lists Not Inclusive)
Develop business case that aligns with organizational mission	CTO/CIO
Garner top management support for the effort	CTO/CIO, Line of Business Manager(s) and Senior Management Sponsor(s)
Research best practices and examples	CTO/CIO and Records Professionals
Develop and hone policy and procedures draft material, **ensuring participation by key stakeholders**	CTO/CIO, Records Professionals, Web and Content Management Team(s), Senior Management Sponsor(s), HR, Legal, Privacy/Compliance Officer(s), Line of Business Manager(s), Public Information Officer(s), Open Public Records Staff, Members of the Public and/or Academia, Key Agency Stakeholder Groups, Internal Audit, etc.
Develop/implement content management strategy and platform based on emerging policy/procedural framework (platform consists of resources needed to capture and store social media content)	CTO/CIO and Records Professionals
Promulgate, publish and distribute to all staff	CTO/CIO and/or Chief Executive Officer of the Agency
Develop/implement acknowledge-based training	CTO/CIO. Records Professionals and HR
Control	CTO/CIO, Web and Content Management Team(s) and Records Professionals
Administer/evaluate	CTO/CIO, Web and Content Management Team(s), Records Professionals, Line of Business Representatives (designated line of business site/service administrators), Third-party auditors, etc.

Potential Elements of Policy/Procedural Framework for Social Media Sites/Services

Purpose:
Link the policy to desired outcomes.

Authority:
List the legal/regulatory authority under which the policy is promulgated

Policy Goals:
EXAMPLE -- The <Agency> shall institute and maintain a governance structure for the use of social media, which addresses five goals:
- Establishes requirements for using social media for official operations and/or communications;
- Sets forth general usage principles for employees who access social media for personal, non-official reasons;
- Defines roles and responsibilities for official use of social media;
- Links the roles/responsibilities and social media policy in general to social media procedures and related policies/procedures; and
- By addressing items 1 through 4 above, forms a sound foundation for applying social media responsibly, responsively, and securely, thus allowing the <Agecny> to enhance its communicative and collaborative capacities.

Applicability (Scope of Coverage)
Indicate who must comply with the policy – for example, employees and persons who are under contract with the
Delineate the general technological scope of coverage – for example:
- Video Sharing (for example, YouTube, Facebook Live, and Vimeo)
- Blogging/Microblogging (for example, WordPress, Twitter, and Tumblr)
- Social Networking (for example, Facebook, LinkedIn, and Google+)
- Photo Sharing (for example Instagram, Snapchat, and Pinterest)
- Social Bookmarking (for example, Reddit, Digg, and StumbleUpon)
- Communal Knowledge Development/Sharing (for example, wikis, Scribd, and SlideShare)
- Online Forums, Ideation and Updating Services [for example, Google Groups, Yahoo! Groups, Ideation, IdeaScale, and Rich Site Summary (RSS) feeds]

NOTE: Social media technologies and services are Internet-based and are usually hosted by third parties such as private companies, non-profits and academic institutions. However, agencies choose to develop and host their own social media sites.

Exclusions:
Note any data and/or content repositories not subject the policy/procedures – for example, internal repositories used for daily operations like SharePoint, file shares, mobile devices (used to send and receive text messages, documents, and other public records), and personal drives. Note that excluded repositories ARE NOT exempt from general records retention and disposition requirements set forth in agency-specific records retention schedules and the State's general records retention schedules. In this connection, best practice would be for the agency to establish and administer a long term electronic records repository or service that connects with BOTH the social media and general electronic records management programs.

Operational Elements:
Define official use and the requirements for using social media sites/services for this purpose.
Link usage to related agency policies – for example, Open Public Records, Acceptable Use of the Internet, Anti-Discrimination/Workplace Violence, Ethics, etc.
Set general usage principles to non-official use of social media
Define roles and responsibilities and connect this information with specific procedural sets that cover the life-cycle of social media sites/services.

Example Procedural Flow for Establishing a Social Media Site or Service for Official Agency Business

Step 1

Agency's Information Technology /Web Liaison

Sends an email request to establish a social media site or service to the Communications Director, with copies to the Agency's CTO/CIO, Web and Content Management Team, and the Head of the Agency

Requests must include:

- Agency Name
- Type of social media
- Purpose of the site/service and the types of communications the site/service will contain – for example, announcements, interactional posts, video/audio files, etc.
- Justification for using the site/service, with an emphasis on alignment with the Department's mission
- Link to the site/service's terms of service (TOS)
- Proposed agency site/service administrator(s)

Step 2

Communications Director with CTO/CIO

Reviews request for alignment with Agency's mission, branding requirements, and other considerations deemed relevant by the Agency

Sends an email indicating approval or rejection of request, with copies to the CTO/CIO and the Head of the Agency)

Step 3

Agency's Information Technology /Web Liaison

If approved, activates site/service and sends email to Web and Content Management Team confirming the activation, with copies to the CTO/CIO, and the Communications Director

Step 4

Web and Content Management Team

Adds information on the activated site/service to the Registry of Approved Social Media Sites/Services and adds link to the site/service to applicable web pages

Registry of Approved Social Media Sites/Services

Example of Agency Responsibilities for Using and Maintaining Approved Social Media Sites and Services

Step 1

Agency Head

Sends an email to the CTO/CIO confirming and designating the Site/Service Administrator(s)

The confirmation/designation communication must include statements that make it clear that the administrator(s) is/are responsible for the following:

- Keeping the site/service content up to date;
- Posting a moderation statement;
- Ensuring the site/service is monitored and moderated on a daily basis;
- Taking moderation actions as appropriate;
- Following the applicable records retention and disposition procedures;
- Ensuring the agency has an authoring process in place;
- Complying with litigation hold/discovery instructions and the Open Public Records Act (OPRA);
- Reporting all changes in login credentials to the Web and Content Management Team or CTO/CIO;
- Providing reports on site/service usage and effectiveness of the site/service.

Step 2

Agency's Information Technology /Web Liaison or Other Authorized Employee Acting as Site/Service Administrator

On an On-Going Basis:

- Keeps the site/service content up-to-date and relevant for the targeted audience;
- Posts a moderation statement if the social media account will permit citizens to post comments or content directly to the site/service;
- Ensures the site/service is monitored and moderated on a daily basis;
- Takes moderation actions as appropriate, including removal and storage of inappropriate content;
- Ensures the agency has an authoring process in place that includes formal agency approvals for all postings and documenting each post with the following data elements:
    - Date of posting
    - Author
    - Approval authority (person who approved the post)
    - Title of the post
    - Description of the post
- Complies with records retention and disposition requirements;
- Complies with litigation hold/discovery instructions and produces content in response to Open Public Records Requests;
- Reports all changes in login credentials to the Web and Content Management Team or CTO/CIO;
- Provides reports on site/service usage and effectiveness of the site/service; and
- Follows the applicable records retention and disposition procedures.

**Execute the confirmation/designation process above any time there is an addition of a new Site/Service administrator. If a Site/Service administrator is removed from the role, so indicate in the communication to the Web and Content Management Team or CTO/CIO.

Example Procedural Flows Depicting Content Retention/Disposition Management and Site/Service Decommissioning

A. Obtain Log-in Credentials for Request and Authorization to Dispose of Content (Records) Posted to Approved Social Media Sites/Services

Note: Execute after duly approved site/ service is activated and its link is posted to a designated web page

START

Site/Service Administrator

- Sends a request to the *Web Team Representative or CTO/CIO* to be added as an Authorized end-user of the State's official system for request and authorization for records disposition (ARTEMIS)

Web Team Representative or CTO/ CIO

- Consults with the Records Management Unit to obtain the required ARTEMIS credentials
- Informs the Site/Service Administrator of the ARTEMIS credentials

STOP

B: Obtaining On-going Authorization to Dispose of Content Classified as Replicated

Note: Execute after duly approved site/service is activated and its link is posted to a designated web page, and once annually thereafter (renewal) until the site/service is decomissioned.

START

Site/Service Administrator

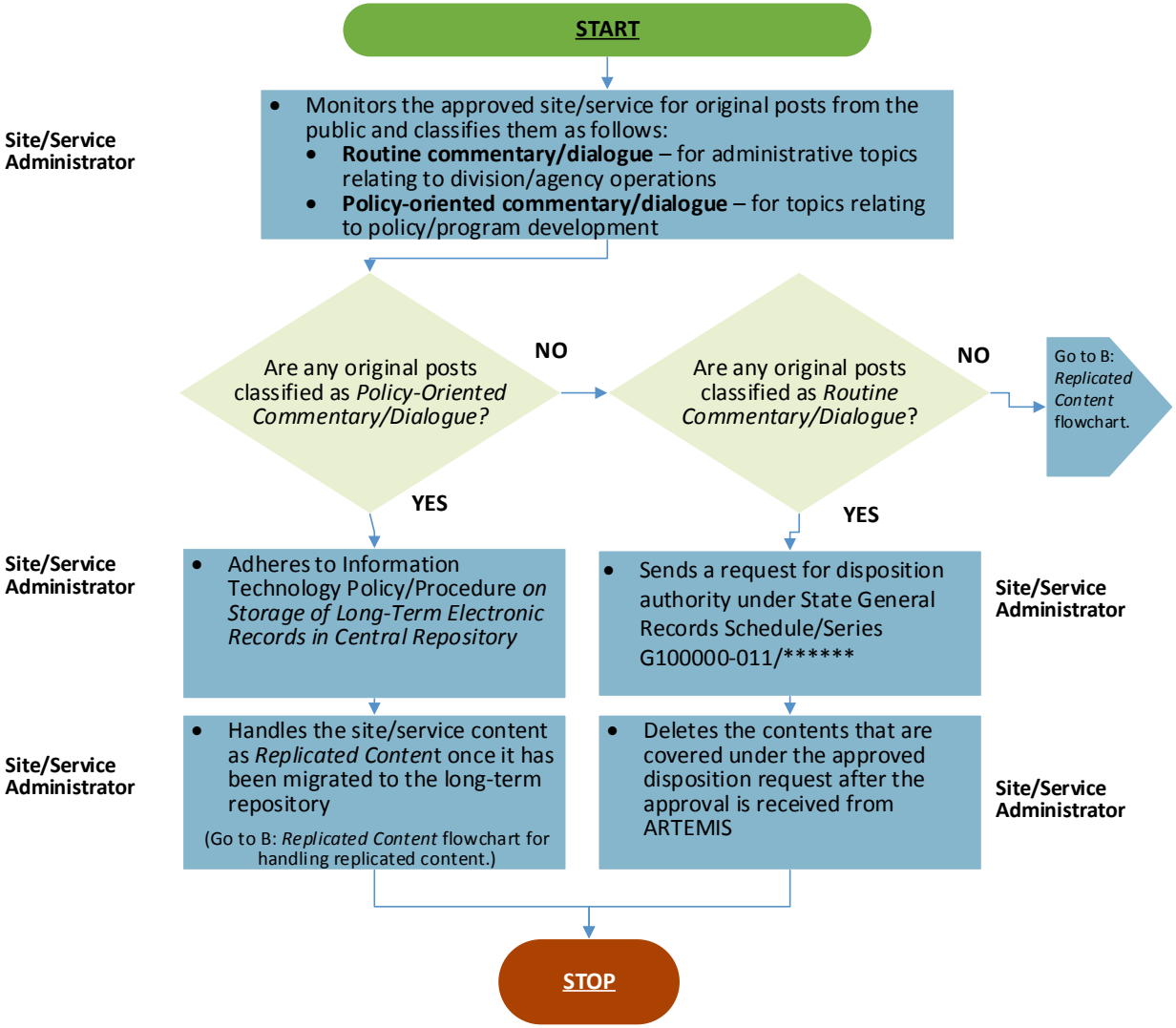
- Sends a request for ongoing disposition authority under State General Records Schedule/Series G100000-011/****** to ARTEMIS

Site/Service Administrator

- Updates the disposition authority periodically in accordance with the mandates of Records Management Unit
- Adds, deletes, or modifies replicated site/service contents as required in accordance with the ongoing disposition authority granted via ARTEMIS

STOP

C: Managing Original Content (Policy/Program-oriented and Routine)



D: Deleting Unacceptable Content

START

Site/Service Administrator

- Documents the unacceptable contents by copying them — along with metadata (e.g., author, date posted, original file format) to an internal file storage area within the agency (e.g., file share or SharePoint)

Site/Service Administrator

- Deletes the unacceptable contents from the site/service
- Notifies the author, if appropriate
- Maintains the unacceptable contents in internal file storage area until they are eligible for disposition under the classification of "Routine Commentary/Dialogue"

  (Refer to the C: *Original Contents* for handling contents classified as "Routine Commentary/Dialogue.)

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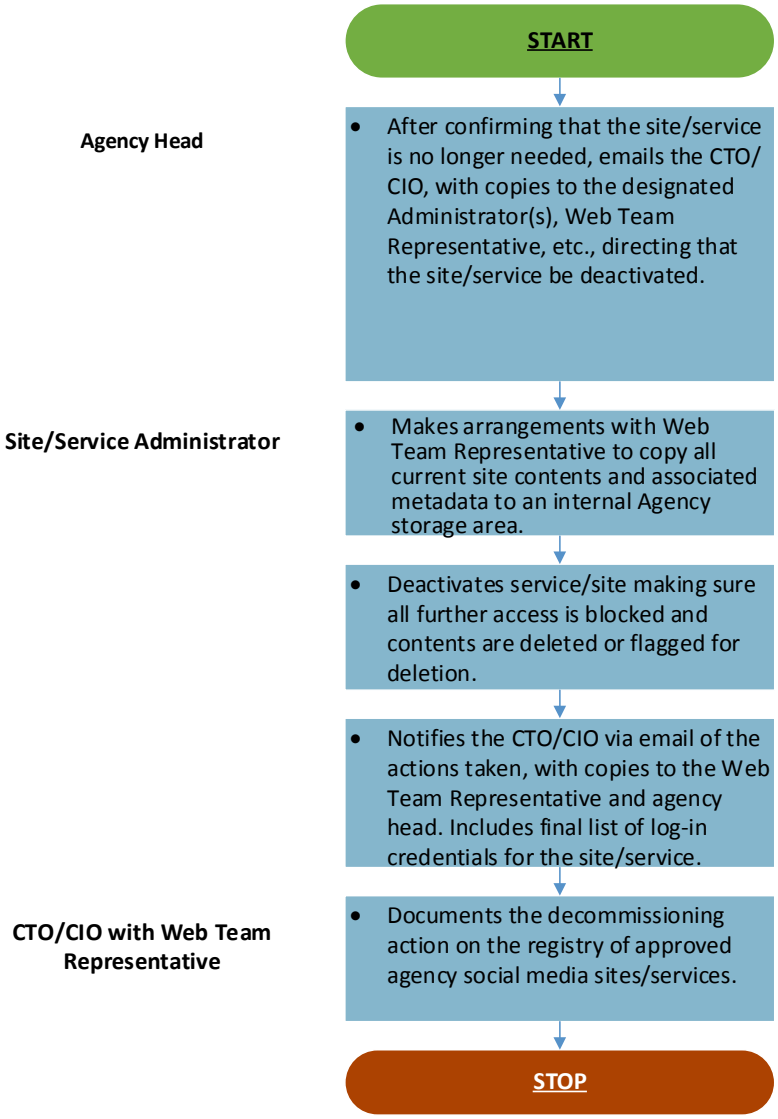
E: Decommissioning a Site/Service



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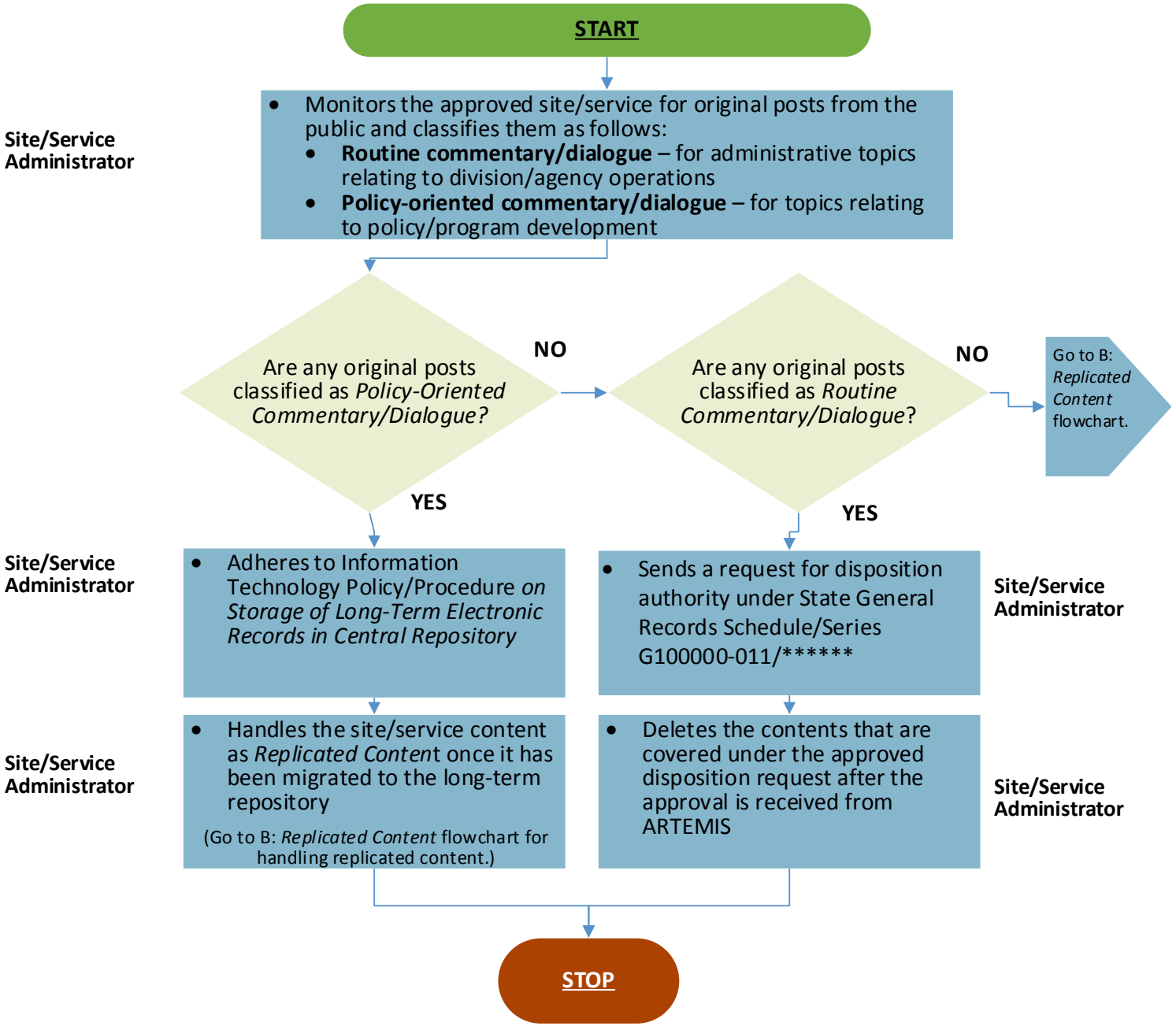

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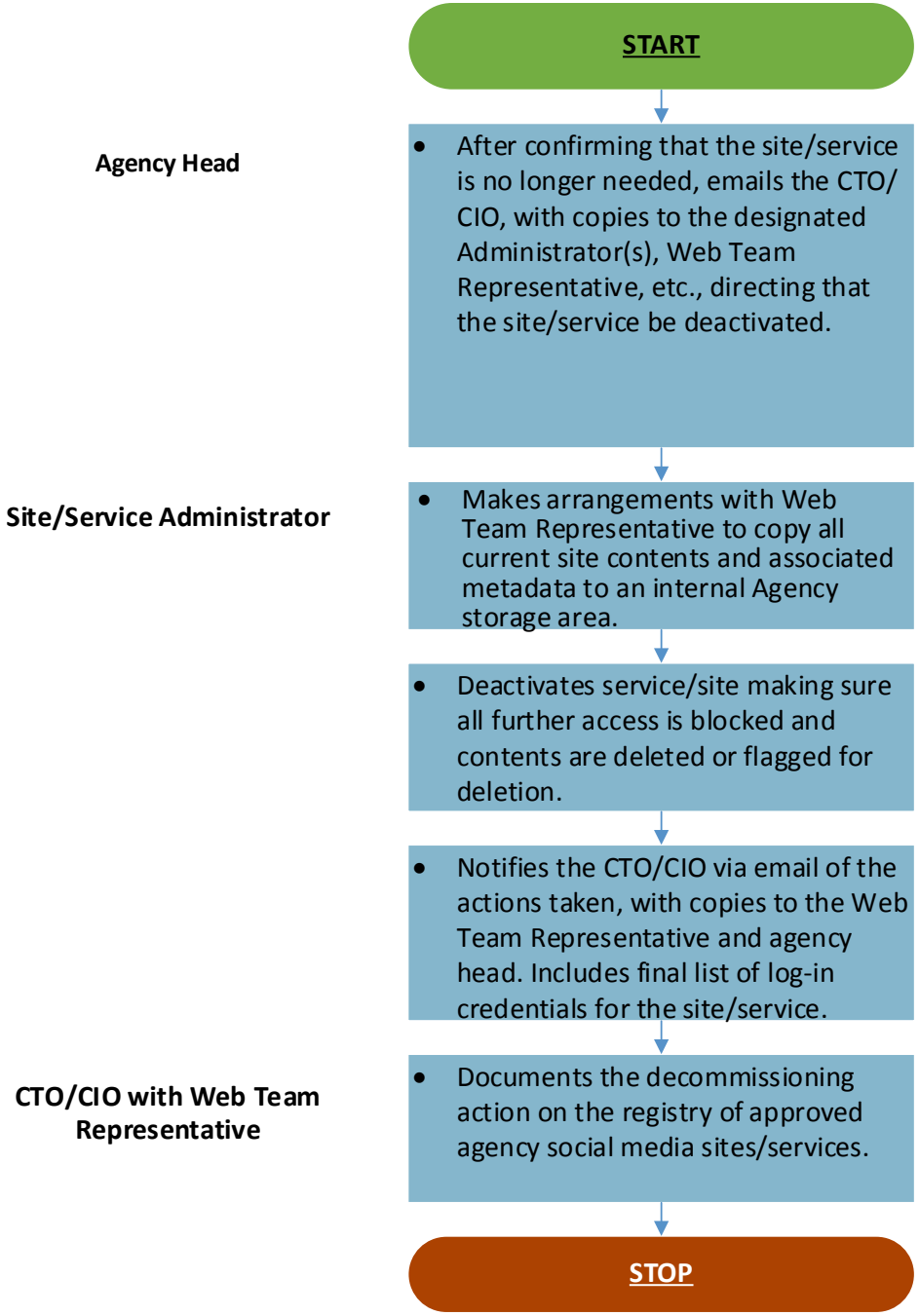

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
19013001-MP	Park Ridge Board of Education	New MP
19013002-MP	Township of Union	New MP
19021401-MP	Sparta Township School District	New MP
19022801-MP	Eastern Camden County Regional School District	New MP
06110901-MF	City of Newark	Renewal
07041901-MF	Township of Cherry Hill	Renewal
07062101-MP	County of Ocean Clerk of the Board	Renewal
09121702-MP	County of Camden Prosecutor's Office	Renewal
09021907-MF	Township of Montclair	Renewal
09121710-MP	Township of Wayne Police Department	Renewal
08121804-MP	NJ Transit Corporation Accounts Payable Department	Renewal
09082004-MP	County of Union Engineering	Renewal
09101505-MP	Borough of Eatontown	Renewal
09101516-MP	Borough of Oceanport	Renewal
09101523-MP	Borough of Tinton Falls	Renewal
09101525-MP	Township of Evesham	Renewal
09121701-NM	Rutgers University / Formerly University of Medicine and Dentistry of New Jersey	Renewal
10052004-MF	Borough of Bergenfield	Renewal
11012023-MP	Borough of Manasquan	Renewal
11012030-MP	Lakeland Regional High School	Renewal

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
11012032-MP	Monroe Township Public Schools (Gloucester)	Renewal
11072105-MF	Township of Jefferson Police Department (CAD)	Renewal
12062109-MP	Mahwah Township Board of Education	Renewal
13012407-MF	Jefferson Township Schools	Renewal
13032103-MP	Egg Harbor Township Board of Education	Renewal
13032104-MP	Burlington County Special Services School District	Renewal
13071802-MP	Washington Township Public School District	Renewal
14032005-MP	Cumberland Regional High School District	Renewal
14032009-NM	Warren County Division of Temporary Assistance and Social Services	Renewal
14032013-NM	Cumberland County Board of Social Services	Renewal
14051510-MF	Old Bridge Township School District	Renewal
14051503-NM	Ocean County Board of Social Services	Renewal
14071708-MP	Midland Park School District	Renewal
14121801-NM	City of Clifton- Building Department	Renewal
15071602-MP	Clearview Regional High School	Renewal
16020402-MP	Evesham Township Police Department	Renewal
16021803-MP	Township of Gloucester Municipal Utilities Authority	Renewal
18030801-MP	Department of Community Affairs	Renewal
00121401-MP	County of Middlesex Office of the County Clerk	Renewal
06110902-MF	Township of West Windsor	Renewal

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
06110903-MP	Township of Woodbridge	Renewal
07031501-MP	County of Union	Renewal
08032004-MF	County of Sussex Clerk's Office	Renewal
08071702-MF	County of Sussex Office of the Clerk E-Recording	Renewal
11072101-NM	County of Mercer RIM	Renewal
13012406-MP	Rancocas Valley Regional High School	Renewal
13121205-MP	Wood - Ridge Public School District	Renewal
13121211-NM	Mercer County Board of Social Services	Renewal
15052104-NM	Monmouth County Sheriff's Office	Renewal
15071602-MP	Clearview Regional High School	Renewal
16032403-MP	Township of Denville	Renewal
17062201-MP	Woodbury Heights Borough	Renewal

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT SCHEDULE HEADING	Environmental Protection-Site Remediation Program	**AGENCY #**	S421500		
DIVISION:	Environmental Protection	**SCHEDULE # 004**			
BUREAU:	Site Remediation Program	**PAGE #** 1		**OF**	1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Environmental Protection-Site Remediation Program
FORMER AGENCY NUMBER	S700500-003

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0100-0000	Spill Compensation Fund Claimant Files	Retention	Until final payment or settlement plus 10 years	30 years after case is closed

STATE OF NEW JERSEY

Environmental Protection-Site Remediation Program

S421500-004

Prepared by:
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307
609.530.3200

Records Retention and Disposition Schedule	Agency: S421500	Schedule: 004	Page #:1 of 3

Department:	Environmental Protection-Site Remediation Program	**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** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
0001-0000	Communication and Response Service Files --- Contain Incident Notification Report which is used to notify the affected agency (lead agency) within the Department of Environmental Protection or a County/Local agency of a reported but unconfirmed accident/incident. Original report is sent to the lead agency and maintained in their respective case file. Files include: Incident Notification Report copy (Forms DEQ-023, RPSR-002, DEP-090), correspondence, Communciation Center Update Log (DEQ-023), and Communications Operator Checklist (DEQ-023A) (Slide 2)						30 Years	30 Years	Destroy	
0002-0000	National Crime Information Center (NCIC) Look-up --- Involves Non-NJDEP System that contains vast amounts of law enforcement information/data including but not limited to crimes/criminals of State and Nationwide interest in addition to property identification and ownership.						90 days	90 days	Destroy	
0003-0000	Radio Station Log ADM-002 --- Log documents all Incoming and Outgoing radio transmissions to/from the NJDEPs Communication Center Includes electronic and hardcopy.						2 yrs after last entry	2 yrs after last entry	Destroy	
0004-0000	Telephone Station Log --- Log documents all Incoming and Outgoing telephone calls to/from the NJDEPs 24hr Environmental Hotline, includes electronic and hardcopy.						2 yrs after last entry	2 yrs after last entry	Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0050-0000	Emergency Response Case Files --- Involves responses to emergency chemical accidents/incidents which occur throughout New Jersey. Includes: Duty Office Notification Report (DEP0-61C), Duty Office Update Log (DEP061B), Investigative report, and related correspondence, includes electronic and hardcopy.						30 Years after completion of investigation	10 Years after completion of investigatio n	Destroy	
0051-0000	Emergency Response Case Log --- Log lists case number (incident notification number), incident location, municipality, spilled substance, amount, cause, water affected; report taken by, and referral aency; includes electronic and hardcopy.						30 yrs after last entry	30 yrs after last entry	Destroy	
0100-0000	Spill Compensation Fund Claimant Files --- Involves residents and businesses properties which have been damaged by the discharge of a hazardous substance; files claim with the Spill Fund for compensation to remediate the damage. May include but not limited to: Claimants application forms, deed or tax bill, itemized bills, cancelled checks, paid receipts, correspondence, offers of payment, release and invoice documents, denial orders, or closure letters; includes eletronic and hardcopy.					P	30 years after case is closed.	30 years after case is closed.	Destroy	
0150-0000	Remedial, Investigative and Permitting Case Files --- Records entail environmental investigations and remedial actions concerning discharges or potential discharges of hazardous substances and the management of hazardous waste. May include but not limited to: correspondence (including emails), enforcement documents, orders, directives, contracts/agreements, oversight documents, permits, closure approvals, engineering controls, institutional controls, reports, inspections, emergency response documents, on-site remedial activity documents, studies, maps, charts, diagrams, handwritten notes, field note books, meeting minutes, telephone logs, photos, analytical and QZ/QC data, draft reports and records on media. In the case of publicly funded remedial projects will include funding authorizations, change ordres, waivers, invoices, progress status reports, and closeout reports; includes electronic and hardcopy. Note: retention period prescribed by law N.J.S.A. 13:1E - 64 and 13:1E 68.			X			30 yrs after case is closed	30 yrs after case is closed	Archival review	

* 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		
0200-0000	Underground Storage Tanks Registration Permits --- Records pertaining to the location, evaluation and regulation of underground storage tanks used to store petroleum and other hazardous substance. May include but not limited to: Facility Registration Questionnaire, copies of site plans, UST compliance and enforcement UST inspections, and related correspondence. Note: retention period prescribed by law N.J.S.A. 13:1E - 64 and 13:1E 68.						30 Years	10 Years	Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT SCHEDULE HEADING	Public Advocate- Mental Health Advocacy	AGENCY #	S700500		
DIVISION:	Mental Health Advocacy	SCHEDULE # 003			
BUREAU:	Public Advocacy	PAGE # 1		OF	1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Public Advocacy, Mental Health Advocacy
FORMER AGENCY NUMBER	S700500-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0003	Mental Health Files	Retention	20 years after last client hearing	50 years after last client hearing
0001-0004	Violent Sexual Predator Commitment	Retention	20 years after discharge or termination of conditional release	50 years after discharge or termination of conditional release

STATE OF NEW JERSEY

Public Advocate-Mental Health Advocacy

S700500-003

Prepared by:
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307
609.530.3200

Records Retention and Disposition Schedule	Agency: S700500	Schedule: 003	Page #:1 of 2

Department:	Public Advocate-Mental Health Advocacy	**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** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
0001-0000	Individual Case Files --- File includes client interviews, patient records, commitment papers, trial notes, and court orders, in preparation for and completion of courts cases.									
0001-0001	Class Action and Test Case Files --- File contains principle documents (briefs, motions, opinions, etc,), discovery, and treatment records and expert reports of individual clients						25 yrs from final Appellate determination	25 yrs from final Appellate determination	Destroy	
0001-0002	Guardinship Files --- Individual case files contain moving papers from Attorney General or private counsel, interview, reports and documetns filed by the Public Defender or public Advocate, treatment records and other discovery.						2 yrs after death of client	2 yrs after death of client	Destroy	
0001-0003	Mental Heatlh Files --- File contains commitment paper, investigator and lawyer notes, treatment records, court orders, expert reports, and other miscellaneous discovery.					P	50 yrs after last client hearing	50 yrs after last client hearing	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		
0001-0004	Violent Sexual Predator Commitment --- File contains moving papers and discovery prepared by the Attorney General, treatment, criminal and correction records, expert reports, motions and briefs prepared by the Public Defender, and other privileged documents obtained or prepared by office staff.					P	50 yrs after discharge or termination of conditioinal release	50 yrs after discharge or termination of conditioinal release	Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT SCHEDULE HEADING	Personnel-State & Local Operations	AGENCY # S680600			
DIVISION:	Personnel	SCHEDULE # 001			
BUREAU:	State & Local Operations	PAGE #	1	OF	1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Personnel-State & Local Operations
FORMER AGENCY NUMBER	**S680600-001**

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0006-0000	**State and Local Layoff Packages**	New		**S680600-002 /RS#0006-0000** **State and Local Layoff Packages** Contain: Request for layoff and attachments, layoff approval, final notices of layoff (RIF and DEC Forms). **Retention: 10 years from final layoff action/Destroy**

STATE OF NEW JERSEY

Personnel-State & Local Operations

S680600-002

Prepared by:
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307
609.530.3200

Records Retention and Disposition Schedule	Agency: S680600	Schedule: 002	Page #:1 of 1

Department:	Personnel-State & Local Operations	**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** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
0001-0000	Salary Adjustment Request DPF-77 (Original)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0002-0000	Senior Executive Services (SES) Application Form --- Provides a comprehensive employment history and detailed information on an individual's background. Information is also found in the Personnel History File for 60 yrs.						6 yrs after termination of public employment	6 yrs after termination of public employment	Destroy	
0003-0000	Minutes - Salary Adjustment Commission			X			Permanent	Permanent	Archives	
0004-0000	Salary Adjustment Commission Forms and Worksheets						6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0005-0000	Meeting Agendas - Cabinet Hires						5 Years	5 Years	Destroy	
0006-0000	State And Local Layoff Packages --- Contain: Request for layoff and attachments, layoff approval, final notices of layoff (RIF and DEC Forms)					P	10 years from final layoff action	10 years from final layoff action	Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT SCHEDULE HEADING	New Jersey Department of Community Affairs	AGENCY # S221500			
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 001 (RETIRE)			
BUREAU:		PAGE #	1	OF	4

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency- Housing and Mortgage Finance Agency
FORMER AGENCY NUMBER	**S221500-001**

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0012-0000	Special Project Files	Transfer	S221500-001/ RS#0012-0000	**S221500-002 /RS#0080-0000** **Special Project Files** Files include reports and related correspondence dealing with occupied building projects with serious problems. **Retention: Life of Mortgage plus 10 years /Destroy**

0013-0000	Special Projects/Investigations	Transfer	S221500/001 RS#0013-0000	**S221500-002 /RS#081-0000** **Special Projects/Investigations** Includes reports, work papers, correspondence and internal and external audits requested by Executive staff. **Retention: 3yrs//Destroy**
0014-0000	Audit Reports	Obsolete/ Header	S221500/001 RS#0014-0000	
0014-0001	Audit Reports – Construction Cost Audit	Transfer	S221500/001 RS#0014-0001	**S221500-002 /RS#0040-0000** **Audit Reports – Construction Cost Audit** (Agency Projects) Includes: reports, work papers, and correspondence on Multi-Family and UHORP (Single Family) projects. **Retention: Life of Mortgage plus 10 years /Destroy**

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

0016-0000	Return On Equity (ROE) Calculations - Multi - Family Projects	Transfer	S221500/001 RS#0016-0000	**S221500-002 RS#0050-0000** **Return On Equity (ROE) Calculations - Multi - Family Projects** Includes schedule which contains sponsors equity pledge by agency, ROE percentage, cumulative ROE, total paid to date and balance due. **Retention: Life of Mortgage plus 10 years /Destroy**

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221507			
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 003 (RETIRED)			
BUREAU:	Finance	PAGE #	1	OF	4

RETENTION SCHEDULE AMENDMENTS

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

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Bonds/Bonds Closing File	Transfer	S221507-003 RS#0001-0000	**S221500-002 RS#0070-0000** **Retention: Life of mortgage plus 10 Years/Destroy**
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). **Retention: Life of mortgage plus 10 Years/Destroy**	**G100000/011/RS#0007-0001** 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. **Retention: Life of mortgage plus 10 Years/Destroy**

0003-0000	Amortization Schedule - (Computer Printout)	Transfer	S221507-003 RS#0003-0000 **Retention: Life of mortgage plus 10 Years/Destroy**	**S221500-002 RS#0090-0000** **Retention: Life of mortgage plus 10 Years/Destroy**
0004-0000	Construction Interest Billing	Obsolete	S221507-003 RS#0004-0000 **Retention: Life of mortgage plus 10 Years/Destroy**	**G100000-011 RS#0012-0001** **DBC Requisition (Using Agency)** 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). **Retention: 7 Years after completion of project** **Additional Info (Agency):** **3 Years after completion of project/Destroy**
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. **Retention: Life of mortgage plus 10 Years/Destroy**	**S221500-002 RS#0091-0000** Includes: breakdown of investments, summary of investments, correspondence, repair and replacement reserve analysis. **Retention: Life of mortgage plus 10 Years/Destroy**
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. **Retention: 10 years before moving to Records Center/Destroy**	**G100000-011 RS#0010-0001** **Fiscal Notes Worksheet (Using Agency)** **Retention: 7 years/Destroy**

0007-0000	Monthly Debt Service Report	Obsolete	S221507-0003 RS#0007-0000 Includes: relations on debt service delinquency and debt service letter. **Retention: Life of mortgage plus 10 Years/Destroy**	**G100000-011 RS#0303-0001** **Budget Request - Divisional And Sub-Divisional (Copy)** **Retention: 3 Years/Destroy**
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. **Retention: 7 years/Destroy**	**G100000-011 RS#0014-0001** **Revenue Budget (Using Agency)** **Retention: 7 years/Destroy**
0009-0000	Monthly Statement Of Mortgage Accounts (Single Family)	Obsolete	S221507-0003 RS#0009-0000 Also includes Loan Setup and Maintenance Form. **Retention: 6 years/Destroy**	**G100000-011 RS#0100-0000** **Bank Statement** Statement reflecting the status of an agency's account. **Retention: 7 years/Destroy**
0010-0000	Payroll Register	Obsolete	S221507-0003 RS#0010-0000 **Retention: 7 years/Destroy**	**G100000-011 RS#0408-0001** **Payroll Register (Department Of The Treasury, And Autonomous Commissions And Authorities)** **Retention: Permanent/Archives**
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. **Retention: 6 Years/Destroy**	**G100000-011 RS#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. **Retention: 3 Years/Destroy**

0012-0000	Purchasing Statements (Single Family Loans)	Transfer	S221507-0003 RS#0012-0000	**S221500-002 RS#0092-0000** **Purchasing Statements (Single Family Loans)** **Retention: 6 Years/Destroy**
0013-0000	Trustee Statements	Transfer	S221507-0003 RS#0013-0000	**S221500-002 RS#0093-0000** **Trustee Statements** **Retention: : 6 Years/Destroy**
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: 3 Years/Destroy**	**G100000-011 RS#0303-0001** **Budget Request - Divisional And Sub-Divisional (Copy)** **Retention: 3 Years/Destroy**
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: 3 Years/Destroy**	**G100000-011 RS#1405-0001** **Correspondence - External** **Retention: 3 Years/Destroy**
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: : 7 Years/Destroy**	**G100000-011 RS#0403-0001** **Contracts And Amendments - Awarded (Original)** Signed originals and support material. **Retention: 7 Years after completion of contract/Destroy**

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221511			
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 001 (RETIRED)			
BUREAU:	Policy and Community Development	PAGE #	1	OF	3

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency - Finance
FORMER AGENCY NUMBER	**S221511-001**

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Grant File	Obsolete	S221511-001 RS#0001-0000 Agreements between state agencies and federal, state and private institutions for the award of monies to finance operations for state, county, municipal or private agencies. **Retention: Header**	**G100000/011/RS#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. **Retention: Header**
0001-0001	Grant File – Approved (Original)	Obsolete	S221511-001 RS#0001-0001 File pertains to original documents for a state agency receiving federal grant monies or for a state agency issuing grant monies. **Retention: 10 Years after termination of grant/Destroy**	**G100000/011/RS#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. **Retention: 7 years after termination of grant/Destroy**

0001-0002	Grant File - Approved (Copy)	Obsolete	S221511-001 RS#0001-0002 File pertains to state agency receiving state grant monies. **Retention: 3 years after termination of grant/Destroy**	**G100000-011 RS#0406-0002** **Grant /Entitlement/Recognition File - Approved (Copy)** File pertains to state agency receiving state grant monies. **Retention: 3 Years after termination of grant or receipt of award/Destroy**
0001-0003	Grant File - Approved (Additional Copy)	Obsolete	S221511-001 RS#001-0003 Retention**: 1 year after termination of grant/Destroy**	**G100000-011 RS#0406-0003** **Grant/Entitlement/Recognition File - Approved (Additional Copy)** 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. **Retention: 1 Years after termination of grant or receipt of award/Destroy**
0001-0004	Grant File - Denied (Original And Copy)	Obsolete	S221511-0001 RS#0001-0004 **Retention: 3 Years/Destroy**	**G100000-011 RS#00406-0004** **Grant/Entitlement/Recognition File - Denied (Original And Copy)** Includes: breakdown of investments, summary of investments, correspondence, repair and replacement reserve analysis. **Retention: 3 Years/Destroy**
0001-0005	Grant File - Denied (Additional Copy)	Obsolete	S221511-0001 RS#0001-0005 **Retention: 1 years /Destroy**	**G100000-011 RS#0406-0005** **Grant/Entitlement/Recognition File - Denied (Additional Copy)** **Retention: 1 years/Destroy**
0002-0000	Project Document Files	Obsolete	S221511-0001 RS#0002-0000 Includes documents relating to all Special Needs buildings (administered by NJHMFA). **Retention: Header**	**G100000-011 RS#0026-0000** **Project (PJ)** Usage: to establish a project in the Project Module. **Retention: Header**
0002-0001	Project Document Files - Occupied Projects	Obsolete	S221511-0001 RS#0002-0001	**G100000-011 RS#0026-0001** **Project (Using Agency)**

			Retention Life of mortgage or grant plus 10 years/Destroy	**Retention: 7 years/Destroy**
0002-0002	Project Document Files - Terminated Projects	Obsolete	S221511-0001 RS#0002-0002 **Retention: 10 years after termination/Destroy**	**G100000-011 RS#0026-0002** **Project (Electronic Record - Treasury)** **Retention: 7 years/Destroy**
0003-0000	Budget Request - Divisional	Obsolete	S221511-0001 RS#0003-0000 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**	**G100000-011 RS#0303-0001** **Budget Request - Divisional And Sub-Divisional (Copy)** **Retention: 3 years/Destroy**
0004-0000	Correspondence - (Electronic Or Hardcopy)	Obsolete	S221511-0001 RS#0004-0000 Letters or memoranda in either electronic or printed format, transmitted to and from the Agency during the course of business. **Retention: 3 Years/Destroy**	**G100000-011 RS#1405-0001** **Correspondence - External** **Retention: 3 Years/Destroy**
0005-0000	Minutes-(ABC), A Better Camden Corporation	Obsolete	S221511-0001 RS#0005-0000 Official records of the proceedings of meetings. May include agenda and supporting documentation. **Retention: Permanent/Archives**	**G100000-011 RS#1409-0001** **Minutes And Agenda File (Original)** **Retention: Permanent /Archives**
00006-0000	Memorandums Of Understanding & Letters Of Agreement	Obsolete	S221511-0001 RS#0006-0000 Consist of: Agreements of Memorandums of Understanding between state agencies and Federal, State and private institutions without the award of monies to operate projects/programs for state, county, municipal or private agencies. **Retention: : 7 Years after termination/Destroy**	**G100000-011 RS#1400-0000** **Administrative Subject File** Correspondence, memoranda, publications, reports, bulletins, and other information received by a state agency and alphabetically filed by subject. **Retention: : 3 Years/Destroy**

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT SCHEDULE HEADING	Community Affairs	**AGENCY # S221513**			
DIVISION:	Housing and Mortgage Finance Agency	**SCHEDULE # 001 (RETIRED)**			
BUREAU:	Contract Administration	**PAGE #**	1	**OF**	2

RETENTION SCHEDULE AMENDMENTS

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

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Contract Administration – Files	Obsolete	S221513-001 RS#0001-0000 Documents relating to the Agency's providing of contract administrative services under the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development. Files include: resident inquiries, HUD correspondence, Housing Assistance Payment Contracts, physical inspection reports, renewals/rent adjustments file, management and occupancy reviews and TRACS file. **Retention: 7 years/Destroy** **Agency: Life of the contract**	**G100000-011 /RS#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. **Retention: 7 years after termination of grant/Destroy**
0002-0000	ACC (Annual Contribution Contracts)	Obsolete	S221507-003 RS#0002-0000 Include: HAP Vouchers, Chronological File, Project File **Retention: 7 years after termination of contract**	**G100000/011/RS#0002-0001** 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. **Retention: Life of mortgage plus 10 Years**
0003-0000	Budget Request-Divisional	Obsolete		**G100000-011 RS#0003-0002** **Retention: Life of mortgage plus 10 Years**
0004-0000	Correspondence	Obsolete	S221507-003 RS#0004-0000	**G100000-011 RS#0012-0001** **DBC Requisition (Using Agency)** 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). **Retention: 7 Years after completion of project** **Additional Info (Agency):** **3 Years after completion of project**

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	New Jersey Department of Community Affairs	AGENCY # S221500		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 002		
BUREAU:		PAGE # 1	OF	4

RETENTION SCHEDULE AMENDMENTS

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

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0020-0000	**Federal Funding Housing Programs (Agency)** 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. **Retention: Life of Mortgage plus 10 years and or in accordance with Federal Regulations**	New		

0030-0000	**Inactive Project 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. **Retention: 7 years/Destroy**	New		
0070-0000	**Contract Administration** **(S221513 Schedule 001)** Refer to the General Schedule	New		
0071-0000	**Credit & Business Development** **(S221511 Schedule#001)** Refer to the General Schedule	New		

0072-0000	**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. **Retention: Life of issue Plus 10 years**	New		
0073-0000	**All Federal Subsidized Files (HUD's Section 8 Subsidy Housing and HUD's Section 236Multifamily 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. **Retention: Life of the mortgage Plus 10 years**	New		

0074-0000	**Mortgage Accounting (Single Family/Multi-Family/General Fund)** Includes Electronic Amortization schedules, mortgage payments, once reconciliation. **Retention: Life of the Mortgage Plus 10 years**	New		
0075-0000	**Multi-Family Escrow Files** Includes deposits, project vouchers and disbursement (checks/wire letters) **Retention: Life of the mortgage Plus 10 years**	New		
0082-0000	**Homeless Management Information System (HMIS)** Includes: Homeless Management Information System Software, Fiscal Funds, Grant Administration, Recordkeeping 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. **Retention: 7 years after termination agreement**	New		

STATE OF NEW JERSEY

Community Affairs-NJ Housing and Mortgage Finance Agency

S221500-002

Prepared by:
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307
609.530.3200

Records Retention and Disposition Schedule	Agency: S221500	Schedule: 002	Page #:1 of 5

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** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
	Federal Funded Housing Programs									
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	
	Audit Reports									
0040-0000	Audit Reports - Construction Cost Audit --- (Agency Projects) Includes: reports, work papers, correspondence on Multi-family and UHORP (Single Family) projects.					P	Life of mortgage plus 10 years		Destroy	
0040-0001	Audit Reports - Servicer - Single Family Loans --- Includes: reports, work papers. Quality Control Reviews, and correspondence.					P	10 Years		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0040-0002	Audit Workpapers- Managing Agent Audits - Multi - Family --- Includes: reports, work papers. Quality Control Reviews, and correspondence.					P	10 Years 1 years before moving to Records Center		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 contains 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	
	Contract Administration									
0070-0000	Contract Administration (#S221513 Schedule 001) --- Refer to the General Schedule									
	Credit & Business Development									
0071-0000	Credit & Business Development (#S221511 Schedule#001) --- Refer to the General Schedule									

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
	Finance									
0072-0000	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	Life of issue Plus 10 years	Life of issue Plus 10 years	Destroy	
0073-0000	All Federal Subsidized Files (HUD'S Section 8 Subsidy Housing And HUD'S Section 236Multifamily 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	Life of the mortgage Plus 10 years	Life of the Mortgage Plus 10 years	Destroy	
0074-0000	Mortgage Accounting (Single Family/Multi-Family/General Fund) --- Includes Electronic Amortization schedules, mortgage payments, once reconciliation.					P	Life of the Mortgage Plus 10 years	Life of the mortgage Plus 10 years	Destroy	
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	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
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	
	Executive									
0080-0000	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	
0081-0000	Special Projects/Investigations --- Includes reports, work papers, correspondence and internal and external audits requested by Executive staff.					P	3 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
	HMIS									
0082-0000	Homeless Management Information System (HMIS) --- Includes: Homeless Management Information System Software, Fiscal Funds, Grant Administration, Recordkeeping 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	7 years after termination agreement	7 years after termination agreement	Destroy	

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