STATE OF NEW JERSEY



STATE RECORDS COMMITTEE

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

www.nj.gov/treasury/

AGENDA STATE RECORDS COMMITTEE July 20, 2017 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 May 18, 2017 Minutes
- II. Administrative Actions:
  - A. Announcement of Approval of Destruction Authorization:
     1. Artemis Request: #535790 537926
  - B. Records Management: Report to the State Records Committee: (See Attached)
  - C. Registered Imaging Systems / Amendments / Annual Reviews: Report to the State Records Committee: (See Attached)
  - D. Archival Review Report: (See Attached)
- III. New Business:
  - A. Records Retention Schedules: (See Attached)
     1. Law and Public Safety Presented by John Berry Gaming Enforcement – S661100-004
    - State General Schedule Presented by Vilirie Perry
       I-9 Employment Eligibility Verification Forms G100000-010 Item 1313-0000
- IV. Other Business: None



## STATE OF NEW JERSEY STATE RECORDS COMMITTEE

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## MINUTES STATE RECORDS COMMITTEE May 18, 2017

Michael J. Tyger, Secretary, called the 429th meeting of the State Records Committee to order at 10:05 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 is a quorum with all members present. Mr. Tyger welcomed Paul Urbish from Local Government Services to the State Records Committee and also noted that Mr. Urbish will serve as the alternate designee from Local Government Services.

## **ATTENDANCE:**

SRC:	State Treasurer, Michael J. Tyger, Designee
	Division of Local Government Services, Paul Urbish, Alternate Designee
	Attorney General, Valentina DiPippo, Alternate Designee
	State Auditor, William Robinson, Designee
	Division of Archives and Records Management, Department of State, Joseph Klett
Staff:	Robert Benco, Assistant Director, Division of Revenue and Enterprise Services
	Elizabeth Hartmann, Administrative Analyst III, Records Management Services
	Ellen Callahan, Supervising Archivist, Division of Archives and Records Management,
	Department of State
	Marcella Campbell, Technical Assistant I, Records Management Services
	James Jenkins, Records Analyst III, Records Management Services
	Sharon Allen, Technical Assistant II, Records Management Services
	Baljinder Pannu, Technical Assistant III, Records Management Services
	Vilirie D. Perry, Records Analyst I, Records Management Services
Other:	Cathy Cunning, Karen Shuster, Carla Colletti, Motor Vehicle Commission
	Lauren Wiley, Mercer County Clerk's Office
	Arthur Staerk, AccuScan

## **MINUTES:**

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the March 16, 2017 Minutes five (5) yes, and none (0) no.

## I. Administrative Actions:

- A. Announcement of Approval of Destruction Authorization:
  - 1. Secretary Tyger announced the approval of routine requests for disposal of public records: 87-448 87-458
  - 2. Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #534479 535789
- **B. Registered Imaging Systems / Amendments / Annual Reviews:** Report to the State Records Committee: (See Attached)
- C. Archival Review Report: (See Attached)

### II. New Business:

 A. Records Retention Schedules: (See Attached) <u>Motor Vehicle Commission</u> – Presented by Marcella Campbell Business & Government Operations – Imaging Services Center (ISC) – S790702-002 –Approved with two changes to record series 0006-0005: add the word "electronic" to read "electronic images of original or certified copies" and spell out the full name from "SS Card" to "Social Security Card."

### III. Other Business: None

There being no other business, the Committee adjourned at 10:25 a.m.

Michael J. Tyger Secretary State Records Committee

### Department of the Treasury Division of Revenue and Enterprise Services Records Management Services

## **Records Management Administrative Action State Records Committee Meeting 7/20/2017**

State General Records Retention Schedule G100000-009

On the State General Retention Schedule G100000-009 item 1425-0002 Open Public Records Act (OPRA) File - Request Form With Fee, must be corrected to read: 1425-0002 Open Public Records Act (OPRA) File - Request Form **Without** Fee.

This administrative change will ensure that the details below are reflected in the agency's files.

## **Agency Level Amendments**

Current Agency Name (Department/Division/Bureau)	State General Retention Schedule
Current Agency Number	G100000
(Old Schedule number)	009
(New Schedule number)	010

## **Records Series Level Amendments**

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
1425- 0002	Open Public Records Act (OPRA) File - Request Form <b>Without</b> Fee	Records Series Title	Open Public Records Act (OPRA) File - Request Form With Fee	Open Public Records Act (OPRA) File - Request Form <b>Without</b> Fee

Registered Imaging Systems / Amendments / Annual Reviews July 20, 2017							
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)			
<b>New Registration:</b> Vilirie Perry	17051101- MP	West Milford School District	System meets all requirements for registration	AccuScan			
<b>New Registration:</b> Vilirie Perry	17051102- MP	Spotswood Public Schools	System meets all requirements for registration	AccuScan			
<b>New Registration:</b> Vilirie Perry	17051103- MP	Manalapan- Englishtown Regional School District	System meets all requirements for registration	AccuScan			
<b>New Registration:</b> John Berry	17052501- MP	Borough of Glassboro	System meets all requirements for registration	AccuScan			
<b>New Registration:</b> Vilirie Perry	17052502- MP	Maple Shade Township	System meets all requirements for registration	AccuScan			
<b>New Registration:</b> Vilirie Perry	17060801- MP	Stratford School District	System meets all requirements for registration	AccuScan			
<b>New Registration:</b> Marcella Campbell	17060802- MP	Borough of Sayreville	System meets all requirements for registration	AccuScan			

	Registered Imaging Systems / Amendments / Annual Reviews July 20, 2017							
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)				
<b>New Registration:</b> Vilirie Perry	17060803- MP	Township of Parsippany Troy- Hills	System meets all requirements for registration	Sunrise Systems				
<b>New Registration:</b> Marcella Campbell	17062201- MP	Woodbury Heights Borough	System meets all requirements for registration	AccuScan				
<b>New Registration:</b> Vilirie Perry	17062202- MP	Morris County Vocational School District	System meets all requirements for registration	AccuScan				
<b>Amendment:</b> John Berry	Approved Migration Path		Approved Migration Path	Binary Tech Systems Inc.				
Annual Review & Amendment: Marcella Campbell	08061902- MF	County of Morris E-Recording	Added additional record series	N/A				
Annual Review & Amendment: James Jenkins	03051501- MP	Township of Brick, Municipal Utilities Authority	Upgraded software system/ updated disaster recovery plan	N/A				

	Registered Imaging Systems / Amendments / Annual Reviews July 20, 2017							
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)				
Annual Review & Amendment: James Jenkins	08011702- MP	County of Cape May, Office of the Clerk – New Vision	Approved Migration Path	N/A				
Annual Review & Amendment: Vilirie Perry	11012030- MP	Lakeland Regional High School	Approved Migration Path	N/A				
Annual Review & Amendment: Vilirie Perry	13032106- MP	East Windsor Regional School District	Approved Migration Path	N/A				
Annual Review & Amendment: Vilirie Perry	13051604- MP	Florham Park School District	Approved Migration Path	N/A				
Annual Review & Amendment: Vilirie Perry	13071806- MP	Wallington Public Schools	Approved Migration Path	N/A				
Annual Review & Amendment: Marcella Campbell	08022101- MP	County of Somerset Enterprise	Upgraded software system	N/A				
<b>Annual Review &amp;</b> <b>Amendment:</b> John Berry	14051506- NM	Hudson County Department of Family Services, Division of Welfare	Upgraded software system	N/A				

Registered Imaging Systems / Amendments / Annual Reviews July 20, 2017							
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)			
Annual Review & Amendment: John Berry	04041502- NM	Township of Freehold, Municipal Clerk	Added additional record series/updated disaster recovery plan	N/A			
<b>Annual Review:</b> Marcella Campbell	03091802- MF	New Jersey Motor Vehicle Commission, Customer Operations and Support Imaging System Center	N/A	N/A			
<b>Annual Review:</b> James Jenkins	06092107- MP	Township of Egg Harbor	N/A	N/A			
Annual Review: Vilirie Perry	12041903- MP	Woodbridge School District	N/A	N/A			
Annual Review: Vilirie Perry	14051511- MP	Sterling High School District	N/A	N/A			
<b>Annual Review:</b> Vilirie Perry	14071703- MP	Monroe Township School District	N/A	N/A			

	Registered Imaging Systems / Amendments / Annual Reviews July 20, 2017						
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)			
<b>Annual Review:</b> Marcella Campbell	06042001- NM	City of Summit, Clerk's Office	N/A	N/A			
<b>Annual Review:</b> Vilirie Perry	09021903- NM	O3- County of Hunterdon, N/A Prosecutor's Office		N/A			
<b>Annual Review:</b> Vilirie Perry	10071501- NM	Ocean County Utilities Authority	N/A	N/A			
<b>Annual Review:</b> Vilirie Perry	11051906- NM	Ocean County College, Financial Aid, Admissions and Records, Accounting	N/A	N/A			
<b>Annual Review:</b> Marcella Campbell	11051908- NM	New Jersey Motor Vehicle Commission, (Matrix-P8 System)	N/A	N/A			
<b>Annual Review:</b> James Jenkins	14032014- NM	Bergen County, Board of Social Services	N/A	N/A			

Registered Imaging Systems / Amendments / Annual Reviews July 20, 2017							
Action Type/Analyst	Registration #	ration Agency Comments		Vendor (if Applicable)			
<b>Annual Review:</b> Marcella Campbell	14051502- NM	Monmouth County, Division of Social Services	N/A	N/A			

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
8/15/2016	37338	Sussex	N/A	COUNTY DETENTION CENTER/JAIL	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
9/7/2016	40160	Sussex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
9/7/2016	37327	Sussex	N/A	COUNTY TREASURER	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
10/4/2016	40424	Burlington	Moorestown Twp.	MUNICIPAL TAX COLLECTOR	Archival Review Pending	Permanent records - Microfilm Cert present	
10/4/2016	41043	Cape May	N/A	COUNTY PROSECUTOR'S OFFICE	Archival Review Pending	Permanent records - Microfilm Cert present	
10/18/2016	41376	Sussex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
10/20/2016	40984	Sussex	N/A	COUNTY SHERIFF'S OFFICE	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
11/16/2016	37246	Sussex	N/A	COUNTY BOARD OF TAXATION	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
11/17/2016	37298	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
11/17/2016	37302	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
1/11/2017	43195	Sussex	N/A	COUNTY TREASURER	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 3/10/17
2/21/2017	44968		New Hanover Township	Administration	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 6/13/17
5/2/2017	45402		N/A	COUNTY SHERIFF'S OFFICE	Archival Review Pending	Approved Migration Path - Permanent Records	

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
2/10/2016	33155	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Completed 8/16/2016	Approved Migration Path - Permanent Records	
4/8/2016	35322	Gloucester	N/A	COUNTY MEDICAL EXAMINER		Permanent records - Microfilm Cert present	
5/13/2016	36475	Gloucester	N/A		Archival Review Completed 8/16/2016	Permanent records - Microfilm Cert present	
7/19/2016	36823	Sussex	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 8/22/2016	Permanent records - Microfilm Cert present	
4/5/2016	35051	Mercer	Hamilton Twp.	MUNICIPAL CLERK		Permanent records scanned with MF backup	

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
4/1/2016	35117	Middlesex	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 8/24/2016	Permanent records scanned with MF backup	
3/23/2016	34884	Ocean	Ship Bottom Boro	MUNICIPAL CLERK	Archival Review Completed 10/6/2016	Approved Migration Path - Permanent Records	email sent for storage option 9/26/16
2/5/2016	32699	Ocean	Brick Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 10/19/2016	Approved Migration Path - Permanent Records	email sent for storage option 9/26/16
3/23/2016	34885	Ocean	Ship Bottom Boro	MUNICIPAL CLERK	Archival Review Completed 11/1/2016	Approved Migration Path - Permanent Records	email sent for storage option 9/26/16
3/21/2016	32799	Atlantic	Estell Manor City	MUNICIPAL TAX COLLECTOR	Archival Review Completed 11/1/2016	Permanent records - Microfilm Cert present	
12/23/2016	42882	Monmouth	N/A	COUNTY ARCHIVES AND RECORDS MANAGEMENT	Archival Review Completed 1/11/2017	Approved Migration Path - Permanent Records	
11/18/2016	42085	Ocean	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/11/2017	Permanent records - Microfilm Cert present	
11/17/2016	42112	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Completed 1/11/2017	Approved Migration Path - Permanent Records	
11/10/2016	42078	Middlesex	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/12/2017	Permanent records scanned with MF backup	
10/6/2016	40980	Somerset	Bernards Twp.	MUNICIPAL TREASURER	Archival Review Completed 1/20/2017	Approved Migration Path - Permanent Records	12/15/16 - Records Stored on 1/6/17 (RSC) (1 box)
10/18/2016	41370	Burlington	Moorestown Twp.	MUNICIPAL HEALTH DEPARTMENT	Archival Review Completed 1/20/2017	Permanent records - Microfilm Cert present	
12/23/2016	42876	Gloucester	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/20/2017	Permanent records - Microfilm Cert present	
1/17/2017	43091	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 1/23/2017	Permanent records scanned with MF backup	
1/10/2017	42913	Bergen	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/26/2017	Permanent records scanned with MF backup	
1/5/2017	42974	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 1/26/2017	Permanent records scanned with MF backup	
8/15/2016	39431	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Completed 1/30/2017	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16 Records Stored: 1/6/17 (RSC) (1 box)
1/26/2017	43310	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Rejected 3/13/2017	Approved Migration Path - Permanent Records	Reject as per agency
1/26/2017	43295	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Rejected 3/13/2017	Approved Migration Path - Permanent Records	Reject as per agency
1/26/2017	43286	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Rejected 3/13/2017	Approved Migration Path - Permanent Records	Reject as per agency
3/10/2017	55603	Gloucester	N/A	COUNTY MEDICAL EXAMINER	Archival Review Completed 4/12/2017	Permanent records - Microfilm Cert present	
3/10/2017	55657	Gloucester	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 4/12/2017	Permanent records - Microfilm Cert present	

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
2/17/2017	44944	Mercer	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 4/12/2017	Permanent records - Microfilm Cert present	
4/7/2017	55864	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Completed 4/12/2017	Approved Migration Path - Permanent Records	
4/12/2017	56644	Gloucester	Monroe Township Public School District	Administration	Rejected 4/20/2017	Approved Migration Path - Permanent Records	Reject as per agency
4/10/2017	45075		Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Rejected 5/10/17	Approved Migration Path - Permanent Records	Reject as per agency
1/27/2017	43221	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 5/10/17	Approved Migration Path - Permanent Records	Storage Offer: 3/24/17 Rejected as per agency
10/3/2016	37234	Sussex	N/A	COUNTY ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	Storage Offer: 12/15/16
9/7/2016	40163	Sussex	N/A	COUNTY PLANNING AND ZONING BOARDS	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
9/1/2016	37248	Sussex	N/A	COUNTY ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
3/23/2017	55913	Middlesex	Woodbridge Twp.	MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	
3/7/2016	34268		N/A	COUNTY PLANNING AND ZONING BOARDS	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	NJ Archives received requested project listing on 01/25/2017.
3/11/2016	34412		N/A	COUNTY ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	NJ Archives received requested project listing on 11/30/2016.
6/3/2016	35992	Middlesex	Woodbridge Twp.	MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Completed 5/16/17	Permanent records scanned with MF backup	
6/3/2016	35994		Woodbridge Twp.	MUNICIPAL LOCAL BUILDING OFFICIAL	Archival Review Completed 5/16/17	Permanent records scanned with MF backup	
6/3/2016	36006	Middlesex	Woodbridge Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Permanent records scanned with MF backup	
2/23/2017	45035	Middlesex	Woodbridge Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Permanent records scanned with MF backup	
3/23/2017	55901	Middlesex	Woodbridge Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	
3/23/2017	55904	Middlesex	Woodbridge Twp.	MUNICIPAL LOCAL BUILDING OFFICIAL	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	
3/23/2016	34854	Morris	Parsippany-Troy Hills Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 5/19/17	Permanent records scanned with MF backup	
2/1/2017	41225	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Completed 06/07/17	Approved Migration Path - Permanent Records	Storage Offer: 4/11/17
4/4/2017	45320	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 06/12/17	Permanent records - Microfilm Cert present	
3/7/2017	44404	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Completed 06/12/17	Approved Migration Path - Permanent Records	

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
			Phillipsburg School			Approved Migration Path -	
3/22/2017	55967	Warren	District	Administration	Request rescinded 4/19/17	Permanent Records	Request rescinded
			New Hanover		Archival Review Completed	Approved Migration Path -	
4/4/2017	56413	Burlington		Administration	6/23/17	Permanent Records	Rejected as per agency
			Commission School		Archival Review Completed	Approved Migration Path -	
4/24/2017	57138	Bergen	District	Administration	6/23/17	Permanent Records	Rejected as per agency

	Records Retention	and Disposition Sched	ule Amendment		
DEPARTMENT:	Law and Public Safety	Ageno	CY # S661100		
DIVISION:	Gaming Enforcement	SCHED	DULE # 004		
BUREAU:		PAGE #	ŧ 1	OF	15

### 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)
	RECORDS AND IDENTIFICATION BUREAU			
0001-0000	Employee Licensing Files (Known as License 35 or 40)	Title; Description; Retention	Employee Licensing File(Background Investigation Files); Consists of: Personal History Disclosure Form, Investigation Reports, Exhibits, Credit Reports, Request for Criminal History Record, License Recommendation Letters, Tax Returns, Inquiry Checklists, "Flag" Investigations, arrest records, Stipulations of Settlement, Alien Checks, correspondence, and Revocation, Reports. Licenses are renewed every 5 years. Results of investigations are provided to the Casino Control commission for Decision; 15 years	Employee Licensing Files (Known as License 35 or 40); Background investigation files that consists of: Personal History Disclosure Forms, Investigation Reports, Exhibits, Credit Reports, Requests for Criminal History Record, License Recommendation Letters, Tax Returns, Inquiry Checklists, "Flag" Investigations, arrest records, Stipulations of Settlement, Alien Checks, correspondence, and Revocation, Reports and Division actions. See: <u>N.J.A.C.</u> 13:69-C.2. Note: License 21(Casino Employee) was converted to license 35 in 2016.; 3 years after inactive

RECORDS RE	RECORDS RETENTION AND DISPOSITION SCHEDULE				SCHEDULE #	PAGE #
RECORDS RE					004	2 OF 15
Record Series #	Record Series Name	Type of Change	Former De	esignation (if applicable)	New Designation	n (if applicable)

0001-0001	Self-Exclusion Program	New Item		
0001-0002	Criminal-Underage, Conditional Discharge	New Item		
0001-0003	Director's Actions And Orders	New Item		
0001-0004	Advisory Director's Bulletins	New Item		
	SERVICE INDUSTRY LICENSING BUREAU			
0010-0000	Service Industry Licensing Files	Description; Retention	Includes: Business Entity Disclosure Forms, Personal History Disclosure Forms, correspondence, Tax Returns, Background Checks, SEC Filings, Investigation Reports with exhibits, Financial Statements, Accounts Receivable and Payable Ledgers, Legal Documents, Notices and Transcripts. Licenses are renewed every 5 years. Results of investigations are provided to the Casino Control Commission for Decision.; 15 years	A Service Industry is a vendor that supplies items to the hotel/casino. File includes: Business Entity Disclosure Forms, Personal History Disclosure Forms, correspondence, Tax Returns, Background Checks, SEC Filings, Investigation Reports with exhibits, Financial Statements, Accounts Receivable and Payable Ledgers, Legal Documents, Notices and Transcripts and Division actions. Licenses are renewed every 5 years. See: <u>N.J.A.C.</u> 13:69-3.5.; 15 years after license is issued
	CASINO ENTITY LICENSING			
0020-0000	Casino Entity Licensing Files	Title; Description; Retention	Casino Entity Licensing; Includes: Business Entity Disclosure Forms, Personal History Disclosure Forms, Tax Returns, Background Checks, SEC Filings, Office of Financial Investigations Analyses, Investigation Reports and Final Reports. Financials are received every 2/1/2 years. Licenses are renewed every 5 years and includes, Mergers, sales and restructurings.	Casino Entity Licensing Files; A casino entity is the casino licensee and qualifiers and casino employees. File includes: Business Entity Disclosure Forms, Qualifier and Casino Key Employee Personal History Disclosure Forms, Tax Returns, Background Checks, SEC Filings, Mergers, Sales and Restructurings, Office of Financial Investigations Analyses,

Brconne Br	TENTION AND DISPOSITION SCHE	DUIE		AGENCY #	SCHEDULE #	PAGE #
KECORDS KE	TENTION AND DISPOSITION SCHE	DULE		S661100	004	3 of 15
Record Series #	Record Series Name	Type of Change Former D		esignation (if applicable)	New Designation (if applicable)	
			Results of to the Cas Decision.; 15 years	investigations are provided ino Control Commission for	investigation Rep Reports and Divis Licenses are resu years. See: <u>N.J.A</u> 10 years after lice	<mark>ion actions</mark> . Note: bmitted every 5 <u>C.1</u> 3:69C-1.1.;
	ADMINISTRATION - LOGISTICS					
0029-0000	Intake: Petitions	New Item				
0030-0000	Parking Passes And Building Passes Sign Sheet	Description; Retention	No Description; 3 years after update or cancelled		DGE issues parking passes for the controlled access to gated parking lots in Atlantic City and Trenton.; 1 year	
	RECORDS AND IDENTIFICATION BUREAU					
0032-0000	Fingerprint Log Book	Description			A manual fingerpri to record each per fingerprinted. See 13:69A-7.7. Note: The log bo been used since to Scan digital prints Scan retains an er with the New Jers The retention time ends in 12/2017 and destroyed.	rson : <u>N.J.A.C.</u> oks have not he start of Live in 2002. Live lectronic record ey State Police. of for log books
	EXECUTIVE					
0040-0000	Employee Criminal Investigations (Internals)	Record Series #: Title; Description; Retention	(Backgrou Consists c investigati Travel (de backgroun	); Criminal Investigations nd Checks); of Confidential ons regarding employees, stination and purpose), and id information.; ecord Header Only	0040-0003; Employee Crimina (Internals); Consists of Confi investigations reg employees.; 6 years after term employment	dential arding

BECORDS BE	TENTION AND DISPOSITION SCHE	DUIE		AGENCY #	SCHEDULE #	PAGE	#
RECORDS RE	TENTION AND DISPOSITION SCHE	DULE		S661100	004	4 OF	15
Record Series #	Record Series Name	Type of ChangeFormer Designation (if applicable)		esignation (if applicable)	New Designation	n (if applica	able)
0040-0001	Employee Criminal Investigations - Hired (Background Check)	Title; Description	Employee Hired; No Descri	Criminal Investigations – ption	nvestigations – Hired (Background Cheer Hired (Background Cheer The Division conducts a investigation on personn considered for employm the Division.		
0040-0002	Employee Criminal Investigation - Not Hired (Background Check)	Title; Description	Hired; No Descri		Employee Crimina Not Hired (Backg The Division conc investigation on p considered for em the Division.	round Chec lucts an ersonnel	<mark>:k);</mark>
0040-0003	Employee Criminal Investigations (Internals)	Title; DescriptionEmployee Criminal Investigations (Background Checks); Consists of Confidential investigations regarding employees, Travel (destination and purpose), and background information.; Section Header Record OnlyEmployee (Internals Consists investigations employee 6 years a		0040-0003; Employee Crimina (Internals); Consists of Confid investigations reg employees.; 6 years after term employment	dential arding	itions	
0041-0000	Inquiry Responses	Superseded - See State Records Retention Schedule	Non-OPR	backup material.;	G100000 009 1405-0001 Correspondence - 3 years/Destroy	– External;	
	REGULATORY ENFORCEMENT and TECHNICAL SERVICES						
0050-0000 On-Sight Inspections (OSI)		Description; Retention	Includes: Jackpot Inspection Reports, Progressive Math Calculations, Correspondence. These Inspections are performed daily. Commencing in 2008, documents are stored electronically. Note: Prior OSIs are in hard copy.; 3 years after inspection is closed		Calculations, Correspondence. These Inspections are performed daily. Commencing in 2008, documents are stored		ce. rmed

Form RM-10 - rev 01/2013

RECORDS RE	<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>				SCHEDULE #	PAGE #
			-	S661100	004	5 OF 15
Record Series #	Record Series Name	Type of Change Forme		esignation (if applicable)	New Designation (if applicable)	
0051-0000	TSB Submission Documentation (Electronic And Hard Copy)	Title; Description; Retention	Documen Includes: peripheral	ine Submission tation; Hardware, software, and I equipment documentation c and Hard Copy).;	TSB Submission Submitted by Gar (Electronic And H Includes: Hardwa peripheral equipm documentation su review by Division Enforcement. See <u>N.J.A.C.</u> 13:69E-1 10 years after the longer in use	ning Vendors ard Copy); re, software, and bent bmitted for of Gaming : 20.; equipment is no
0052-0000	TSB Submission Software	Includes: d-base, persosound and graphics. ThTitle; Description;stored electronically usi		d graphics. These are ctronically using various edia (i.e. E-Prom, Flash d CD's.);	TSB Submission Software; Technical Services Bureau (TS requires software/data sent in f various slot manufacturers to complete inspections.Includes: d-base, personalities, sound and graphics. These are stored electronically using varion storage media (i.e. E-Prom, Fla Cards, and CD's). See: N.J.A.C 13:69E-1.20.;10 years after revoked	
0055-0000	Progressive Appendix E Submissions (Electronic And Hard Copy)	Title; Description; Retention	Progressive Appendix E Submissions; Includes: vendor documentation and math certification. (Electronic and Hard Copy).; 1 year		Progressive Appe Submissions (Ele Copy); These are submis for Slot Machines vendor document certifications. See: <u>N.J.A.C.13:6</u> 1 year after progre removed from pla	ctronic And Hard sions specifically which includes ation and math 9D-1.39.; essive is
0056-0000	Division Models	Title; Description	tools used	lels; Division created analysis I to verify payback les of slot submissions.	Division Models; Includes Division tools used to verif percentages of slo	created analysis y payback

RECORDS RE	TENTION AND DISPOSITION SCH	HEDULE		AGENCY #	SCHEDULE #	PAGE #
Record Series #	Record Series Name	Type of Change	Former De	S661100 esignation (if applicable)	004         6         OF         13           New Designation (if applicable)	
			(Electronic	cally Stored)	(Electronically Sto Actions, Checklis Forms, See: <u>N.J.</u>	ts and Tracking
0057-0000	Investigative Reports (Hard Copy)	Title; Description; Retention	Consists o of casino o electronic industry. (I	igative Reports; sts of: Investigations and audits ino operations pertaining to onic aspects of the gaming ry. (Hard Copy); s after case closed		tigations and perations tronic aspects of try <mark>. See:</mark> 5.;
0058-0000	DGE Exclusions	New				
0059-0000	Progressive Appendix I Submissions (Electronic And Hard Copy)	New				
0060-0000	Audit/Investigation Case Files	Title; Description; Retention	Further Ac Consist of arising from etc. involving gaming ind cases are Control Co Decision. A of suspect activities.;	stigation Case Files-No tion; Audits/Investigations m complaints, discussions, ng all aspects of the dustry operations. Litigated forwarded to the Casino ommission for Final Also includes video tapes ed criminal or illegal	ansing from complaints, discussions, etc. involving all aspects of the gaming industry operations, including Division	
	OFFICE OF FINANCIAL INVESTIGATIONS					
0070-0000	Quarterly Financial Reporting Filings (Originals)	Record Series Transfer; Description; Retention	of casino I Balance S Income, S Stockholde Changes i Statement of Promoti	valuate financial conditions icensers. Includes: heets, Statements of tatements of Changes in er's Equity, Statements of n Partner's Equity, s of Cash Flows, Schedule onal Expenses and s and Statement of	Transfer from S82 0001; Includes: Balance Statements of Inc of changes in Sto Equity/Partner's E Statements of Ca Schedule of Prom and Allowances,	e Sheets, come, Statements ckholder's Equity, sh Flows, notional Expenses

RECORDS RE	TENTION AND DISPOSITION SCHE	DULE		AGENCY #	SCHEDULE #	PAGE #	
Record Series #	Record Series Name	Type of Change	Former De	S661100 esignation (if applicable)	004 New Designation	7 OF 15 n (if applicable)	
			Compliand	y, Accuracy and ce.; fter casino closes	Conformity, Accur Compliance and f <u>N.J.A.C.</u> 13:69D-1 20 years after lice	Footnotes. See: .4.;	
0071-0000	Supplemental Quarterly Filings (Originals)	New Item					
0072-0000	Quarterly Financial Report Filings And Supplemental Quarterly Filings (Analysis)	Record Series Transfer; Title; Description	Quarterly Financial Reporting - Work papers; Consists of Commission's analysis of information reported on Quarterly Financial Reporting Filings.		And Supplementa Filings (Analysis); Division analysis quarterly financial worksheets, grap	cial Report Filings ntal Quarterly s); s of required ial filings. Includes	
0073-0000	Annual Financial Reporting Filings (Originals)	Record Series Transfer; Description; Retention		No Description; 50 years after casino closes		21230 001 0003- le of Receivables cks, reconciliation le, Employment rt, Annual ital and enditures, Annual of Conformity, mpliance. See: .4; ense surrender	
0074-0000	Annual Financial Reporting Analysis	Record Series Transfer; Title; Description;	papers; Consists c information	nancial Reporting - Work of Commission's analysis of n reported on Annual Reporting Filings.	Transfer form S82 0002; Annual Financial Analysis;	21230 001 0003- Reporting nation reported on Reporting Filings.	
0075-0000	Annual Forecasts	New Item					

RECORDS RI	TENTION AND DISPOSITION SCH			AGENCY #	SCHEDULE #	PAGE #		
Record Series #	Record Series Name	Type of Change	Former D	S661100 esignation (if applicable)	004 New Designation	8 OF 15		
0076-0000	Casino Industry Statistical Analysis	Record Series Transfer; Description;	No Descri	otion	Transfer form S821230 001 0 0001; Division prepared analysis of casino gaming trends. The analysis provides comparison industry performance. See: N.J.A.C.13:69D-1.4.			
0077-0000	Bond Prospectus Data	Record Series Transfer; Description; Retention	No Descri 20 Years	otion	Transfer form S8: 0000; Casinos file wher proposed. The da evaluate investor 13:69D-1.4.; 5 years	21230 001 0008- bond issues are ita is used to		
0078-0000	OFI Report - Initial Casino License	Record Series Transfer; Title; Description; Retention	Workpape Transactic Consists c workpape reorganiza refinances	eview Report and rs - Major Financial ons; of Commission's rs and casino operators for ations, restructuring, ations, restructuring, restructuring, ations, restructuring, restructuring, restructuring, ations, restructuring, restruc	Transfer form S8: 0001; OFI Report - Initia Material submitte license requireme Initial Casino Lice Resubmission, M Transactions, and Financial Transac mergers, reorgan restructuring, etc. 13:69C-4.2.; 20 years after lice	al Casino License d by casinos for ents. Includes: ense, aterial Debt d Major ctions such as izations, See: <u>N.J.A.C.</u>		
0079-0000	OFI Analysis - Initial Casino License	Record Series Transfer; Title; Description; Retention	Workpape Transactic Consists c workpape reorganiza refinances	eview Report and rs - Major Financial ons; of Commission's rs and casino operators for ations, restructuring, a, expansion, etc.; ofter term of transaction	Transfer form S8 0001; OFI Analysis - In License; Material prepared for assessment o qualification. Incl Casino License, I Material Debt Tra Financial Transac mergers and acq	21230 001 0010- itial Casino I by the Division f license udes: Initial Resubmission, nsactions, Major ctions such as		

RECORDS RE	TENTION AND DISPOSITION SCHE	DUIE		AGENCY #	SCHEDULE #	PAGE	#	
				S661100	004	9 OF	15	
Record Series #	Record Series Name	Type of Change	Former De	esignation (if applicable)	New Designation	n (if applica	able)	
					reorganizations, r See: <u>N.J.A.C</u> .13:6 10 years		<mark>g, etc.</mark>	
0080-0000	OFI Report And Analysis - Minor Financial Transactions	Record Series Transfer; Title; Description; Retention	Financial Consists of workpaper petitions fi managem agreemen	eview Workpapers - Other Transactions; of Commission's rs and financial analysis of led by casino operators for ent contracts, profit sharing ts, etc.; ter term of transaction	Transfer form S82 0002; OFI Report And A Financial Transac Material prepared for assessment of qualification. Divi analysis of petitio operators for exer transactions, mar contracts, profit sl agreements, etc. <u>N.J.A.C.</u> 13:69C-4 10 years	nalysis - M tions; by the Div f license sion financ ns filed by mpt materia hagement haring See:	linor ision ial casino	
0081-0000	Casino Operator's Chart Of Accounts	Record Series Transfer; Title; Description; Retention	Record; Consists o Records o	perator's Accounting of: Charts of Accounts and of Investments.; after casino closes	Transfer form S82 0000; Casino Operator's Accounts; Casino provided r expenses are rec <u>N.J.A.C</u> .13:69D-1 3 years after close	s Chart Of record of ho orded. See .2.;	<mark>ow</mark>	
0082-0000	Casino Operator's Annual Audit And Related Materials	Record Series Transfer; Description; Retention	Statement Internal Co Material W Reports, M Minimum/	Annual Audit Financial ts and Reports of C.P.A., ontrols, System Reports, /eakness Reports, S.E.C. /inimum/Maximum Wagers, Maximum Submissions.; after casino closes	Transfer form S82123 0000; Includes: Annual Aud Statements and Repo Internal Controls, Sys and Material Weakne See: <u>N.J.A.C.13:69D</u>		nancial C.P.A., eports, ort.	
0083-0000	Monthly Gross Revenue Reports And Tax Returns; Monthly Internet Gross Revenue Tax Returns	Record Series Transfer; Title; Description; Retention	and Statis Consists c	perator's Standard Financial tical Reports; of: Casino Revenues and Tax on Gross Revenues.;	20 years after license surrender I Transfer form S821230 001 0014 0000; Monthly Gross Revenue Reports And Tax Returns; Monthly Interne			

RECORDS RE	TENTION AND DISPOSITION SCI			AGENCY #	SCHEDULE #	PAGE #
				S661100	004	10 <b>OF</b> 15
Record Series #	Record Series Name	Type of Change	Former De	esignation (if applicable)	New Designation	n (if applicable)
			20 years a	fter casino closes	Gross Revenue T Reports submitted by casinos and ga See: <u>N.J.A.C.</u> 13:6 20 years after lice	d to the Division aming companie 39D-1.6.;
0084-0000	Monthly Internal Financial Reports, Financial Statements, And Statistics					
	CASINO CONTROL FUND					
0100-0000	Division Invoice Register - Casino	Record Series Transfer; Title; Description	No Descri Casino Co	otion; introl Invoice Register	Transfer from S82 0000; Division Invoice F The Register is a numbers that hav the applicants and certain time perio expenses invoice Includes Division hours to casinos. Control Act 5:12-	Register – Casino list of invoice e been billed to d licensees for a d. All Division d to each casino record of billable See: Casino
0101-0000	Cost Reports - Casino	Record Series Transfer; Title; Description		orts; Expense Summaries) ) (Computer Run)	Transfer from S82 0000; Cost Reports – C All Division exper each casino. Inclu Expense Summa (Computer Run). Control Act 5:12-	asino; ises invoiced to ides Time ries (Duplicate) See: Casino
0102-0000	Reports And Analyses - Casino	Record Series Transfer; Title; Description; Retention	Regular re analyses p the Reven	nd Analyses; ports and statistical produced by or received by ue Unit.; ecord Header Only	Transfer from S82 0000; Reports And Ana Regular reports a analyses produce by the Revenue L	<mark>lyses - Casino</mark> nd statistical d by or received

FORM RM-10 - REV 01/2013

RECORDS RE	TENTION AND DISPOSITION SCH			AGENCY #	SCHEDULE #	P	AGE #	
RECORDS RE	TENTION AND DISPOSITION SCH	IEDULE		S661100	004	11	OF	15
Record Series #	cord Series # Record Series Name Type of Chang			esignation (if applicable)	New Designation	n (if ap	plica	ble)

				Control Act 5:12-139 & 5:12-141.; 3 years
0103-0000	Reports And Analyses - Treasury	Record Series Transfer; Title; Description	Reports and Analyses - Treasury Listing, Revenue Account, Activity Report; No Description	Transfer from S821232 001 0005- 0001; Reports And Analyses – Treasury; Treasury Listing, Revenue Account, Activity Report. See: Casino Control Act 5:12-139 & 5:12-141.
0104-0000	License Fee Schedules	Record Series Transfer; Description; Retention	No Description; 20 years after update	Transfer from S821232 001 0006- 0000; Established by DGE regulations. Amount charged for license applications. See: Casino Control Act 5:12-139 & 5:12-141; 10 years after update
0105-0000	Regulations And Procedures, Internal	Record Series Transfer; Description	No Description	Transfer from S821232 001 0007- 0000; DGE procedures for Revenue Unit. See: Casino Control Act 5:12-139 & 5:12-141
0106-0000	Credit Memos, Issued On Overpayments	Record Series Transfer; Title; Description	Credit Memos; Issued on overpayments.	Transfer from S821232 001 0008- 0000; Credit Memos, Issued On Overpayments; See: Casino Control Act 5:12-139 & 5:12-141
0107-0000	Invoices - Casino	Record Series Transfer; Title; Description	Invoices; No Description	Transfer from S821232 001 0009- 0000; Invoices – Casino; Actual invoices being sent to the applicants and licensees. Billable amounts to casinos for DGE expenses. See: Casino Control Act 5:12-139 & 5:12-141.
0108-0000	Advice From Dishonored Checks- Uncollectible, Non-Sufficient Fund (NSF) Checks	Record Series Transfer; Title; Description;	Advice for Dishonored Checks - Uncollectible Non-Sufficient Fund (NSF) Checks;	Transfer from S821232 001 0010- 0000; Advice From Dishonored Checks-

DECORDO DE	TENTION AND DISPOSITION COURT			AGENCY #	SCHEDULE #	PAGE	#	
NECORDS NE	TENTION AND DISPOSITION SCHE	DULE		S661100	004	12 OF	15	
Record Series #	Record Series Name	Type of Change	Former De	esignation (if applicable)	New Designation	n (if applica	able	
		Retention	No Descri Section Re	ption; <mark>ecord Header Only</mark>	Uncollectible, Non-Sufficient Fu (NSF) Checks; A record of each check paid to DGE that is returned unpaid. S Casino Control Act 5:12-139 & 5:12-141.; 5 years			
0109-0000	Copies Of Letters - NSF Notices That Have Been Paid	Record Series Transfer; Title; Description	Who Subn	,	Transfer from S82 0001; Copies Of Letters That Have Been Letters sent to pe submitted new ch of fees, noting the NSF check. See: Act 5:12-139 & 5: 1 year	s - NSF Noti Paid; rsons who ecks for pa e return of th Casino Coi	ices lyme he	
Transfer;		Description;		ption; ter all NSF's listed in file are satisfied	Transfer from S82 0002; Payment of fees I issued a check th unpaid. See: Cas 5:12-139 & 5:12- 1 year after all NS individual file are	oy applican at was retu ino Control 141.; SF's listed ir	ts wl rned Act	
0111-0000	DGE Certifications Of Accuracy (Original)	Record Series Transfer; Description	runs of bill	at accompany computer able hours and travel certifying their accuracy.	Transfer from S82 0000; Letters that accor runs of billable ho expenses certifyin See: Casino Cont & 5:12-141	21232 001 ( mpany com ours and tra ng their acc	pute vel	
0112-0000	Accounts Receivable Analysis And Aging Reports	Record Series Transfer; Description	source and	of a listing by revenue d aging of debtors to the ontrol Fund and Casino Fund.	Transfer from S821232 001 0015 0000; Consists of listing by revenue source and aging of debtors to the			

RECORDS RE	TENTION AND DISPOSITION SCH			AGENCY #	SCHEDULE #	PAGE	#
		EDULE		S661100	004	13 OF	15
Record Series #	Record Series Name	Type of Change	Former De	esignation (if applicable)	New Designation	n (if applic	able)
					Casino Control For Revenue Fund. <mark>S</mark> Control Act 5:12-	ee: Casino	<mark>)</mark>
0113-0000	Collection Dunning Letters	Record Series Transfer; Description	orrespondence to debtors of the Casino nd and Casino Revenue	Transfer from S821232 001 00 0000; Consists of correspondence to delinquent debtors of the Casi Control Fund and Casino Reve Fund. See: Casino Control Act 5:12-139 & 5:12-141.			
0114-0000	Division Litigation Files	Record Series Transfer; Title; Description; Retention	Includes: on notions, or with the co	Files - Delinquent Debtors; complaint, summons, ders, etc. filed permanently purts.; fter case closed	Transfer from S8: 0000; Division Litigation Includes: complai motions, orders, e permanently with Casino Control A 5:12-141.; 10 years after cas	Files; nt, summo etc. Filed the courts. ct 5:12-139	ns, See:
0115-0000	Doubtful Accounts - Write-Off Files	Record Series Transfer; Description		to Remove Uncollectible Receivable from Agency	Transfer from S8: 0000; Request to remov accounts receival records. See: Cas 5:12-139 & 5:12-	21232 001 ve uncollect ble from ag sino Contro	tible ency
0116-0000	Casino Control Cost Fund Cost Studies	Record Series Transfer; Title; Description	Consists o to determin the casino	ntrol Fund Cost Studies; f Workpapers and analysis ne the hourly rates to bill industry and the licensing charged for non-casino	Transfer from S8: 0000; Casino Control C Studies; Consists of analy the hourly rates to industry and the I be charged for no licenses. See: Ca 5:12-139 & 5:12-	ost Fund - sis to deter o bill the ca icensing fe n-casino asino Conti	Cost mine sino es to

RECORDS RE	TENTION AND DISPOSITION SCHE	DITE		AGENCY #	SCHEDULE #	PAGE #	
				S661100	004		15
Record Series #	Record Series Name	Type of Change	Former De	esignation (if applicable)	New Designation	n (if applicabl	le)
0117-0000	Casino Control Fund Financial Statements (Originals) (General Ledger)		of Revenu		Transfer from S8 0001; Includes: Balance Statement of Rev Expenditures and balances, and Ex See: Casino Con & 5:12-141; 10 years from iss	e Sheet, renues, I changes in fu penditure deta trol Act 5:12-1	und ail.
0118-0000	Casino Control Fund Financial Statements - Analysis	Record Series Transfer; Title; Description		ontrol Fund Financial s – Workpapers; ption	Transfer from S8. 0002; Casino Control F Statements – And Internal analysis See: Casino Con & 5:12-141.	21232 001 002 und Financial alysis; used for audits	s.
0119-0000	Audit Reports - Office Of Legislative Services (Copy)	Record Series Transfer; Description	No Descri	otion	Transfer from S821232 001 00 0000; See: Casino Control Act 5:12- & 5:12-141.		
	REVENUE CERTIFICATION						
0130-0000	Multi-Casino Jackpot Records - Primary Jackpots	Record Series Transfer; Description		Contribution Report 20 year pay off.	Transfer from S8 0001; Contains Primary Primary Contribu Summary (20 yea Annuity jackpots years. See: N.J.A	y Jackpots - tion Report ar pay-off). paid over 20	
0131-0000	Multi-Casino Jackpot Records - Reconciliations	Record Series Transfer; Description	multi - cas jackpots d	of jackpots awarded from ino slot systems with educted from gross y casino operators.	Transfer from S8 0003; Consists of jackp multi-casino slot jackpots deducter revenue by casin <u>N.J.A.C.13:69D-1</u>	21234 001 000 ots awarded fr systems with d from gross o operators. <mark>S</mark>	01- rom

RECORDS RE	TENTION AND DISPOSITION SCH	EDULE		Agency # \$661100	SCHEDULE #	PAGE # 15 OF 15
Record Series #	Record Series Name	Type of Change	Former D	esignation (if applicable)	New Designation	
0132-0000	Count Room Reports – Inspector's Copy	opy Record Series Consists of the commission's Master Game Reports and SI Sheets prepared by casino of based on their counting of con currency.		me Reports and Slot Win epared by casino operators	Transfer from S82 0000; Consists of the D Master Game Re Win Sheets prepa operators based o of coin and currer are filed with the See: <u>N.J.A.C.</u> 13:	ivision's copy of ports and Slot ared by casino on their counting ncy. The originals casino licensee. 69D-1.43.
0133-0000	Gross Revenue Audit Analysis - Reports Of Casinos	Record Series Transfer; Title; Description; Retention	Gross Rev Reports of No Descri Permaner	ption;	Transfer from S82 0001; Gross Revenue A Reports Of Casin Internal audit con certify revenue re casinos. See: <u>N.J</u> 1.43.; 3 years after audi	Audit <mark>Analysis -</mark> os; <mark>ducted by DGE to</mark> ported by I.A.C.13:69D-
0134-0000	Gross Revenue Audit Analysis - Analysis/Correspondence	Record Series Transfer; Title; Description; Retention	Gross Revenue Audit Workpapers - Work papers/Correspondence; No Description; 7 Years		Transfer from S82 0002; Gross Revenue A Analysis/Corresp DGE internal report papers used to co revenue reports. <u>N.J.A.C.</u> 13:69D-1 3 years after audi	21234 001 0006- Audit <mark>Analysis -</mark> ondence; orts and work ertify casino gross See: .43.;

# **STATE OF NEW JERSEY**



## Law and Public Safety-Gaming Enforcement

## S661100-004

Records Re	etention and Disposition Schedule		Age	ncy:	S	6611	100	C		Sche	dule: 004		Page	e #:1 of 12
Departmer	nt: Law and Public Safety-Gaming	g Enforcement	Age	ncy	R	epre	ese	enta	tive:	Saur	dra Boswell	-Baker		
			Title	<b>:</b> :						Adm	inistrator Of	Investigation	S	
			Pho	ne ‡	#:									
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the records c s indicated in accordance with the law and rec	overed by this schedule, upon expiration of the State Records Commit	on of their re tee. This sch	tentio nedul	on p e w	perioo /ill be	ds, con	will b ne eff	e deemed ective on t	to have he date	no continuing approved by the	value to the Sta ne State Record	te of Ne Is Comr	ew Jersey and will be mittee.
Agency Re	epresentative Signature:	Date:	Secreta	ry, S	Sta	ate F	Rec	cord	s Comn	nittee	Signature:		Date	:
Record	Record Title and Description									tentio	n Policy	Dispositio	n	Citation
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retenti Period	on	Minimum Period in Agency			
	Records & Identification Burea	u												
0001-0000	Employee Licensing Files (Knowr  Background investigation Files th Forms, Investigation Reports, Ext Criminal History Record, License Inquiry Checklists, "Flag" Investig Settlement, Alien Checks, corresp Division actions. See: <u>N.J.A.C.</u> 13 Employee) was converted to licer	at consist of: Personal History hibits, Credit Reports, Requests Recommendation Letters, Tax ations, arrest records, Stipulati bondence, and Revocation, Re 3:69-C.2. Note: License 21(Cas	s for Returns, ons of ports and					С	3 years inactive			Destroy		
0001-0001	Self-Exclusion Program  Consists of the application for add Program (Is a process that allows all legalized gaming activities and winnings, recovering any losses of services or any other thing of valu 13:69G-2.1, 2.2, 2.3 and Casino (	a person to request to be ban to be prohibited from collecting or accepting complimentary gift ie at any licensed facility). See	ned from g any s or					C	6 monti after te self-exc	rm of		Destroy		

Records Re	etention and Disposition Schedule	Agency	/: 5	S66 <sup>-</sup>	110	00		Schee	dule: 004		Page #:2 of 12
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Keview	Vital Record	Confidential	Retention	Policy Minimum Period in Agency	Dispositior	Citation
0001-0002	Criminal-Underage, Conditional Discharge  A conditional discharge is a diversionary program available to individ who were charged with underage gambling. If an underage person has never been convicted of a crime in New Jersey or any other State, th person is typically eligible (on probation for six months) for a condition discharge. Contains input data sheets for individuals having fingerprints taken by RIDB and transmitted to Atlantic City Municipal Court. See: P.L. 2013 c.158.	as at nal					С	6 months after the underage gambler has been fingerprinted		Destroy	
0001-0003	Director'S Actions And Orders  The actions and orders signed by the Director are to remain in force revoked. They are published on the Division's website and remain un revoked. Includes: Rulings, Petition Filings Report, Opinions, and Emergency Actions/Orders. See: P.L.1977, c.110 (C.5:12-1 et seq.).							5 years after a Director affirmatively revokes/rever ses any action or order		Destroy	
0001-0004	Advisory Director'S Bulletins						Ρ	5 years after being issued		Archives	
	Service Industry Licensing Bureau									1	
0010-0000	Service Industry Licensing Files  A Service Industry is a vendor that supplies items to the hotel/casino. includes: Business Entity Disclosure Forms, Personal History Disclos Forms, correspondence, Tax Returns, Background Checks, SEC Filin Investigation Reports with exhibits, Financial Statements, Accounts Receivable and Payable Ledgers, Legal Documents, Notices and Transcripts and Division actions. Licenses are renewed every 5 years See: <u>N.J.A.C.</u> 13:69-3.5.	sure ngs,					С	15 years after license is issued		Destroy	

Records Re	etention and Disposition Schedule	Agency	: S(	661 <sup>-</sup>	100	)	Sche	dule: 004		Page #:3 of 12
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	n Policy Minimum Period in Agency	Disposition	Citation
	Casino Entity Licensing									
0020-0000	Casino Entity Licensing Files  A casino entity is the casino licensee and qualifiers and casino emplo File includes: Business Entity Disclosure Forms, Qualifier and Casino Employee Personal History Disclosure Forms, Tax Returns, Backgrou Checks, SEC Filings, Mergers, Sales and Restructurings, Office of Financial Investigations Analyses, Investigation Reports and Final Re and Division actions. Licenses are resubmitted every 5 years. See: <u>N.J.A.C.</u> 13:69C-1.1.	Key Ind				С	10 years after license is issued		Destroy	
	Administration - Logistics								-	
0029-0000	Intake: Petitions  The Intake Unit is where various forms of mail are sent to or delivered This includes petitions submitted on behalf of the licensees. See: <u>N.J.</u> 13:69-3.5.					Ρ	2 years		Destroy	
0030-0000		<u> </u>	-	-	_		1	1	Destroy	
0030-0000	Parking Passes And Building Passes Sign Sheet  DGE issues parking passes for the controlled access to gated parking in Atlantic City and Trenton.	lots				С	1 year		Destroy	
	Records & Identification Bureau									
0032-0000	Fingerprint Log Book  A manual fingerprint log was used to record each person fingerprinted See: <u>N.J.A.C.</u> 13:69A-7.7. Note: The log books have not been used since the start of Live Scan digital prints in 2002. Live Scan retains an electronic record with the N Jersey State Police. The retention time for log books ends in 12/2017 will be destroyed.	lew				С	15 years after final entry		Destroy	

Records Re	etention and Disposition Schedule	Agenc	y: S	366	110	0	Sche	dule: 004	F	Page #:4 of 12
Record Series #	Record Title and Description	<u>:</u>	Audit	Alternate Media	Archival Review	Vital Record Confidential	Retention Total Retention Period	n <b>Policy</b> Minimum Period in Agency	Disposition	Citation
	Executive									
0040-0000	Employee Criminal Investigations  Consists of Confidential investigations regarding employees.									
0040-0001	Employee Criminal Investigations - Hired (Background Check)  The Division conducts an investigation on personnel considered for employment with the Division.					C	6 years after termination of employment		Destroy	
0040-0002	Employee Criminal Investigations - Not Hired (Background Check)  The Division conducts an investigation on personnel considered for employment with the Division.					C			Destroy	
0040-0003	Employee Criminal Investigations (Internals)  Consists of Confidential investigations regarding employees.					C	6 years after termination of employment		Destroy	
	Regulatory Enforcement & Technical Services									
0050-0000	On-Sight Inspections (OSI)  Includes: Jackpot Inspection Reports, Progressive Math Calculations, Correspondence. These Inspections are performed daily. Commencir 2008, documents are stored electronically. Note: Prior OSIs are in hard copy. See: <u>N.J.A.C.</u> 13:69D-1.37B.					C	2 years after inspection is closed		Destroy	

Records Re	etention and Disposition Schedule	Agency	S6	611	00		Sche	dule: 004	F	Page #:5 of 12
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Policy Minimum Period in Agency	Disposition	Citation
0051-0000	TSB Submission Documentation - Submitted By Gaming Vendors (Electronic And Hard Copy) .  Includes: Hardware, software, and peripheral equipment documentation submitted for review by Division of Gaming Enforcement. See: <u>N.J.A.(</u> 13:69E-1.20.						10 years after the equipment is no longer in use		Destroy	
0052-0000	TSB Submission Software  Technical Services Bureau (TSB) requires software/data sent in from various slot manufacturers to complete inspections. Includes: d-base, personalities, sound and graphics. These are stored electronically usin various storage media (i.e. E-Prom, Flash Cards, and CD's). See: <u>N.J</u> 13:69E-1.20.					С	10 years after revoked		Destroy	
0055-0000	Progressive Appendix E Submissions (Electronic And Hard Copy)  These are submissions specifically for Slot Machines which includes vendor documentation and math certifications. See: <u>N.J.A.C.</u> 13:69D-	1.39.					1 year after progressive is removed from play		Destroy	
0056-0000	Division Models  Includes Division created analysis tools used to verify payback percentages of slot submissions. (Electronically Stored) Division's Act Checklists and Tracking Forms. See: <u>N.J.A.C.</u> 13:69D-1.39.	ions,				С	7 years		Destroy	
0057-0000	Investigative Reports (Hard Copy)  Consists of: Investigations and audits of casino operations pertaining electronic aspects of the gaming industry. See: <u>N.J.A.C.</u> 13:69-2.5.	to					3 years after case closed		Destroy	

Records Re	etention and Disposition Schedule	Agency	/: S	661	100	)	Schee	dule: 004		Page #:6 of 12
Record Series #	Record Title and Description	4:01	Audit Altornato Modia	Archival Review	Vital Record	Confidential	Retention	Policy Minimum Period in Agency	Disposition	Citation
0058-0000	DGE Exclusions  Individuals who are banned from entering a casino. Individuals remain on the list until the Order is revoked. Individuals are allowed to file petitions for removal at anytime. See: <u>N.J.A.C.</u> 13:69G-					P	5 years after removed from list		Destroy	
0059-0000	Progressive Appendix I Submissions (Electronic And Hard Copy)  These are submissions specifically for Internet Gaming which includes vendor documentation and math certifications. See: <u>N.J.A.C.</u> 13:69D-					С	1 year after progressive is removed from play		Destroy	
0060-0000	Audit/Investigation Case Files  Consist of: Audits/Investigations arising from complaints, discussions, involving all aspects of the gaming industry operations, including Divis actions. See: <u>N.J.A.C.</u> Chapter 69D Subchapter 1.					С			Destroy	
	Office Of Financial Investigations									
0070-0000	Quarterly Financial Reporting Filings (Originals)  Includes: Balance Sheets, Statements of Income, Statements of chan in Stockholder's Equity/Partner's Equity, Statements of Cash Flows, Schedule of Promotional Expenses and Allowances, Statements of Conformity, Accuracy and Compliance and Footnotes. See: <u>N.J.A.C.</u> 13:69D-1.4.	ges				C	20 years after license surrender		Destroy	
0071-0000	Supplemental Quarterly Filings (Originals)  Includes: Statements of Consolidating Gross Operating Profit, Reconciliation of Internet Casino Revenue, Schedule of Debt and Cap Lease Obligations, Statement of Casino Bankroll, Quarterly Statistics, Supplemental Quarterly Filings Signature Page. See: <u>N.J.A.C.</u> 13:69D					С	20 years after license surrender		Destroy	

Records Re	etention and Disposition Schedule	Agency	: S6	661	100		Sche	Schedule: 004		Page #:7 of 12
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	<b>Policy</b> Minimum Period in Agency	Disposition	Citation
0072-0000	Quarterly Financial Report Filings And Supplemental Quarterly Filings (Analysis)  Division analysis of required quarterly financial filings. Includes worksheets, graphs, and projections. See: <u>N.J.A.C.</u> 13:69D-1.4.	s				С	10 years		Destroy	
0073-0000	Annual Financial Reporting Filings (Originals)  Includes: Schedule of Receivables and Patrons' Checks, Reconciliati Casino Revenue, Employment and Payroll Report, Annual Statement Capital and Maintenance Expenditures, Annual Filings Statement of Conformity, Accuracy and Compliance. See: <u>N.J.A.C.</u> 13:69D-1.4					С	20 years after license surrender		Destroy	
0074-0000	Annual Financial Reporting Analysis  Analysis of information reported on Annual Financial Reporting Filing See: <u>N.J.A.C.</u> 13:69D-1.4.	s.				С	10 years		Destroy	
0075-0000	Annual Forecasts  All casinos file the forecast and are used to determine eligibility to reta casino license. See: <u>N.J.A.C.</u> 13:69D-1.4.	ain				С	10 years		Destroy	
0076-0000	Casino Industry Statistical Analysis  Division prepared analysis of casino gaming trends. The analysis pro comparison of industry performance. See: <u>N.J.A.C.</u> 13:69D-1.4.	vides				С	5 years		Destroy	
0077-0000	Bond Prospectus Data  Casinos file when bond issues are proposed. The data is used to eva investors. See: <u>N.J.A.C.</u> 13:69D-1.4.	Iluate				С	5 years		Destroy	

Records Re	etention and Disposition Schedule	gency	: S6	611	100		Sche	dule: 004		Page #:8 of 12
Record Series #	Record Title and Description	Audit	Alternate Media	rchival Review	Vital Record	Confidential	Retention Total Retention Period	Policy Minimum Period in Agency	Disposition	Citation
0078-0000	OFI Report - Initial Casino License  Material submitted by casinos for license requirements. Includes: Initial Casino License, Resubmission, Material Debt Transactions, and Major Financial Transactions such as mergers, reorganizations, restructuring etc. See: <u>N.J.A.C.</u> 13:69C-4.2.			4		c	20 years after license surrender		Destroy	
0079-0000	OFI Analysis – Initial Casino License  Material prepared by the Division for assessment of license qualification Includes: Initial Casino License, Resubmission, Material Debt Transactions, Major Financial Transactions such as mergers and acquisitions, reorganizations, restructuring, etc. See: <u>N.J.A.C.</u> 13:69C-4					С	10 years		Destroy	
0080-0000	OFI Report And Analysis – Minor Financial Transactions  Material prepared by the Division for assessment of license qualification Division financial analysis of petitions filed by casino operators for exer material debt transactions, management contracts, profit sharing agreements, etc. See: <u>N.J.A.C.</u> 13:69C-4.2.					С	10 years		Destroy	
0081-0000	Casino Operator's Chart Of Accounts  Casino provided record of how expenses are recorded. See: <u>N.J.A.C.</u> 13:69D-1.2.					С	3 years after closure		Destroy	
0082-0000	Casino Operator's Annual Audit And Related Materials  Includes: Annual Audited Financial Statements and Reports of C.P.A., Internal Controls, System Reports, and Material Weakness Report. See <u>N.J.A.C.</u> 13:69D-1.6.	):				С	20 years after license surrender		Destroy	
0083-0000	Monthly Gross Revenue Reports And Tax Returns; Monthly Internet Gr Revenue Tax Returns  Reports submitted to the Division by casinos and gaming companies. S <u>N.J.A.C.</u> 13:69D-1.6.					С	20 years after license surrender		Destroy	

Records Re	etention and Disposition Schedule	jency	: S6	61 <i>°</i>	100		Sche	Schedule: 004		Page #:9 of 12
Record	Record Title and Description		Τ			Τ	Retentio	n Policy	Disposition	Citation
Series #		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0084-0000	Monthly Internal Financial Reports, Financial Statements, And Statistics					С			Destroy	
	Used for evaluation of performance and stability. See: <u>N.J.A.C.</u> 13:69D-1.6.						10 years			
	Casino Control Fund									
0100-0000	Division Invoice Register - Casino  The Register is a list of invoice numbers that have been billed to the applicants and licensees for a certain time period. All Division expenses invoiced to each casino. Includes Division record of billable hours to casinos. See: Casino Control Act 5:12-139 & 5:12-141.					С	1 year after closed		Destroy	
0101-0000	Cost Reports - Casino  All Division expenses invoiced to each casino. Includes Time Expense Summaries (Duplicate) (Computer Run). See: Casino Control Act 5:12- & 5:12-141.	39				С	1 year		Destroy	
0102-0000	Reports And Analyses - Casino  Regular reports and statistical analyses produced by or received by the Revenue Unit. See: Casino Control Act 5:12-139 & 5:12-141.					С	3 years		Destroy	
0103-0000	Reports And Analyses - Treasury  Treasury Listing, Revenue Account, Activity Report. See: Casino Contro Act 5:12-139 & 5:12-141.	1				С	1 year		Destroy	
0104-0000	License Fee Schedules  Established by DGE regulations. Amount charged for license application See: Casino Control Act 5:12-139 & 5:12-141	IS.				Ρ	10 years after update		Destroy	

Records Re	etention and Disposition Schedule	Agency	S6	61 <sup>-</sup>	100	)	Sche	dule: 004	F	Page #:10 of 12	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Policy Minimum Period in Agency	Disposition	Citation	
0105-0000	Regulations And Procedures, Internal  DGE procedures for Revenue Unit. See: Casino Control Act 5:12-139 5:12-141	&				С			Destroy		
0106-0000	Credit Memos, Issued On Overpayments  See: Casino Control Act 5:12-139 & 5:12-141					С	6 years		Destroy		
0107-0000	Invoices - Casino  Actual invoices being sent to the applicants and licensees.Billable amounts to casinos for DGE expenses. See: Casino Control Act 5:12- & 5:12-141.	139				С	7 years		Destroy		
0108-0000	Advice From Dishonored Checks-Uncollectible, Non-Sufficient Fund (N Checks  A record of each check paid to DGE that is returned unpaid. See: Cash Control Act 5:12-139 & 5:12-141.					С	5 years		Destroy		
0109-0000	Copies Of Letters - NSF Notices That Have Been Paid  Letters sent to persons who submitted new checks for payment of fees noting the return of the NSF check. See: Casino Control Act 5:12-139 5:12-141.					С	1 year		Destroy		
0110-0000	Non-Sufficient Fund (NSF) File  Payment of fees by applicants who issued a check that was returned unpaid. See: Casino Control Act 5:12-139 & 5:12-141.					С	1 year after all NSF's listed in individual file are satisfied		Destroy		
0111-0000	DGE Certifications Of Accuracy (Original)  Letters that accompany computer runs of billable hours and travel expenses certifying their accuracy. See: Casino Control Act 5:12-139 & 5:12-141					С			Destroy		

Records Re	etention and Disposition Schedule	Agency	/: S	661	10	0	Sche	Schedule: 004		Page #:11 of 12
Record Series #	Record Title and Description		Auult Altarnata Madia	Archival Paviaw	Vital Docord		Retention Total Retention Period	n <b>Policy</b> Minimum Period in Agency	_Disposition	Citation
0112-0000	Accounts Receivable Analysis And Aging Reports  Consists of listing by revenue source and aging of debtors to the Cas Control Fund and Casino Revenue Fund. See: Casino Control Act 5:7 139 & 5:12-141.	ino 12-					2 years		Destroy	
0113-0000	Collection Dunning Letters  Consists of correspondence to delinquent debtors of the Casino Cont Fund and Casino Revenue Fund. See: Casino Control Act 5:12-139 & -141.	trol & 5:12				(	C Until debt paid in full		Destroy	
0114-0000	Division Litigation Files  Includes: complaint, summons, motions, orders, etc Filed permanen with the courts. See: Casino Control Act 5:12-139 & 5:12-141.	itly				(	2 10 years after case closed		Destroy	
0115-0000	Doubtful Accounts - Write-Off Files  Request to remove uncollectible accounts receivable from agency red See: Casino Control Act 5:12-139 & 5:12-141.	cords.				(	20 years after write off		Destroy	
0116-0000	Casino Control Cost Fund - Cost Studies  Consists of analysis to determine the hourly rates to bill the casino ind and the licensing fees to be charged for non-casino licenses. See: Ca Control Act 5:12-139 & 5:12-141.					(	3 years		Destroy	
0117-0000	Casino Control Fund Financial Statements (Originals) (General Ledge  Includes: Balance Sheet, Statement of Revenues, Expenditures and changes in fund balances, and Expenditure detail. See: Casino Contr 5:12-139 & 5:12-141					(	10 years from issuance		Destroy	
0118-0000	Casino Control Fund Financial Statements - Analysis  Internal analysis used for audits. See: Casino Control Act 5:12-139 & 141.	5:12-				(	3 years		Destroy	

Records Re	etention and Disposition Schedule	gency	Se	561 <i>°</i>	100	)	Schee	dule: 004	F	Page #:12 of 12
Record Series #	Record Title and Description	Audit	Alternate Media	rchival Review	ital Record	Confidential	Retention Total Retention Period	Policy Minimum Period in Agency	Disposition	Citation
0119-0000	Audit Reports - Office Of Legislative Services (Copy)  See: Casino Control Act 5:12-139 & 5:12-141.					) C			Destroy	
0130-0000	Revenue Certification         Multi-Casino Jackpot Records - Primary Jackpots            Contains Primary Jackpots - Primary Contribution Report Summary (20 year pay-off). Annuity jackpots paid over 20 years. See: N.J.A.C. 13:69D-1.40B.					С	25 years		Destroy	
0131-0000	Multi-Casino Jackpot Records - Reconciliations  Consists of jackpots awarded from multi-casino slot systems with jackp deducted from gross revenue by casino operators. See: <u>N.J.A.C.</u> 13:69D-1.40B.	ots				С	5 years		Destroy	
0132-0000	Count Room Reports - Inspector'S Copy  Consists of the Division's copy of Master Game Reports and Slot Win Sheets prepared by casino operators based on their counting of coin an currency. The originals are filed with the casino licensee. See: <u>N.J.A.C.</u> 13:69D-1.43.	nd				С	2 years		Destroy	
0133-0000	Gross Revenue Audit Analysis - Reports Of Casinos  Internal audit conducted by DGE to certify revenue reported by casinos See: <u>N.J.A.C.</u> 13:69D-1.43.					С	3 years after audit		Destroy	
0134-0000	Gross Revenue Audit Analysis - Analysis/Correspondence  DGE internal reports and work papers used to certify casino gross reve reports. See: <u>N.J.A.C.</u> 13:69D-1.43.	nue				С	3 years after audit		Destroy	

RECORDS RET	RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT										
DEPARTMENT SCHEDULE HEADING	State General Retention Schedule	AGENCY #	G100000								
<b>DIVISION:</b>		SCHEDULE #	010								
BUREAU:		PAGE# 1		OF	1						

#### **RETENTION SCHEDULE AMENDMENTS**

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	State General Schedule
FORMER AGENCY NUMBER	G10000-009

#### **RECORDS SERIES LEVEL AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORDS AGENCY NUMBER</b>	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
1313-0000	I-9 Employment Eligibility Verification Forms	New		

# **STATE OF NEW JERSEY**



## STATE GENERAL RECORDS SCHEDULE

## G10000-010

Records Re	etention and Disposition Schedule		Ager	Agency: G100000			Sche	dule: 010		Page	e #:1 of 69			
Department: STATE GENERAL RECORDS		SCHEDULE	Age	Agency Representativ					tive:	Robert Benco Jr				
			Title	:						Assis	tant Directo	r		
			Pho	ne #	<b>#</b> :									
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the records co indicated in accordance with the law and reg	vered by this schedule, upon expiratio ulations of the State Records Committe	n of their ret ee. This sch	entic edul	on p e wi	erioc ill be	ds, v com	will b ne eff	e deemed ective on	to have the date	no continuing v approved by th	value to the Stat ne State Record	te of Ne s Comr	ew Jersey and will be nittee.
Agency Representative Signature:		Date:	Secreta	ecretary, State Records Committee Signature:									Date	:
	1					_		_				•		
Record	·									etention Policy		Disposition	n	Citation
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retenti Period	ion	Minimum Period in Agency			
	Financial Records													
0001-0000	Invoice/Quick Invoice(In/QI)													
	 Usage: to establish an account (s) Accounts Receivable Request.	receivable file. Formerly know	n as											
0001-0001	Invoice/Quick Invoice (Using Ager	ncy)						Р	7 Years	6	3 Years	Destroy		
0001-0002	Invoice/Quick Invoice (Electronic F	Record-Treasury)			T	T		Р	7 Years	6	3 Years	Destroy		
0002-0000	Advice Of Charge					T								
	Usage: notifies the Department of charged. Form lists the following in fiscal year, appropriation account maintenance, and net case salary	nformation: pay number, pay p number, cost center, gross sala	eriod,	•										
0002-0001	Advice Of Charge (Using Agency)				T			P	7 Years	3	3 Years	Destroy		
0002-0002	Advice Of Charge (Electronic Rec	ord-Treasury)		T	T			Р	7 Years	6	3 Years	Destroy		

Records Retention and Disposition Schedule		Agency	G10000			)	Sche	dule: 010	Page #:39 of 69	
Record Series #	Record Title and Description	Adii	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	<b>Policy</b> Minimum Period in Agency	Disposition	Citation
1312-0000	Garnishment File  File usually contains documentation for debt owed to State agencies because of former employees being overpaid, overdrawn sick time or bounced check for Health Benefit prepayments. A copy of the separar from PMIS, along with any calculations and Treadhoc copies used to figure amount of debt are included as well as letters sent informing of owed. File may include: a copy of the record once entered into the Department of the Treasury, Division of Revenue and Enterprise Serv (DORES) system, if any payments have been made, will be copied in file, Set-Off of Individual Liability File (S.O.I.L.) and related materials.	tion debt <i>r</i> ices				P		7 yrs after debit is satisfied	Destroy	
1313-0000	<ul> <li>I-9 Employment Eligibility Verification Forms</li> <li>Form I-9 is used for verifying the identity and employment authorization individuals hired for employment in the United States. All U.S.employed (including State agencies) must use Form I-9 for all employees (Citize and noncitizens) hired on or after Nov. 6, 1986, who are working in th U.S.</li> <li>Form generated by Department of Homeland Security, U.S. Citizensh and Immigration Services.</li> <li>Retention period prescribed by the Immigration Reform and Control A 1986 (IRCA) Pub. L. 99-603).</li> </ul>	ers ens e ip				P	3 yrs after date of hire or 1 yr after termination, whichever is later	3 yrs after date of hire or 1 yr after termination , whichever is later	Destroy	
	General Administrative Records									
1400-0000	Administrative Subject File  Correspondence, memoranda, publications, reports, bulletins, and oth information received by a state agency and alphabetically filed by sub					P	3 Years	3 Years	Destroy	
1401-0000	Agency - Sponsored Conferences File  Public Information meetings sponsored by state agencies.									
1401-0001	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master)			X		P	Permanent	Permanent	Archival reviev	/