

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
<b>DEPARTMENT SCHEDULE HEADING</b>	Motor Vehicle Commission	<b>AGENCY #</b>	S794001	
<b>DIVISION:</b>	Facilities and Support Services (FSS)	<b>SCHEDULE #</b>	001	
<b>BUREAU:</b>	Imaging Services Center (ISC) - Imaging Unit/Transaction Review	<b>PAGE #</b>	1	<b>OF</b> 1

**AGENCY LEVEL AMENDMENTS (SCHEDULE HEADING CENTERED)**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Motor Vehicle Commission/Business Government Operations/Imaging Services Center(ISC) Imaging Unit/Transaction Review
<b>FORMER AGENCY NUMBER</b>	S790702-002

**RECORDS SERIES LEVEL AMENDMENTS**

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
7-0000	Handicapped Plates and Placards Files (Microfilm)	Records description	Handicapped Plates and Placards Files (Microfilm)	Handicapped Plates and Placards Files *Note see P.L. 2013,c3, approved January 14, 2013
7-0000	Handicapped Plates and Placards Files	Retention	60 yrs/Destroy	Until completion of Audit (Agency)/3 yrs after expiration *(Records Center)/Destroy

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>		<b>AGENCY #</b> S794001	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 1 OF 3
<b>DEPARTMENT</b>	Motor Vehicle Commission	<b>AGENCY REPRESENTATIVE:</b> Saida Jeudy		
<b>DIVISION:</b>	Facilities and Support Services	<b>TITLE:</b> Administrative Analyst 2		
<b>BUREAU:</b>	Imaging Services Center (ISC) – Imaging Unit /Transaction Review	<b>PHONE #:</b> (609) 292-5348		
<p>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.</p>				
<b>AGENCY REPRESENTATIVE SIGNATURE</b>		<b>DATE:</b>	<b>SECRETARY, STATE RECORDS COMMITTEE SIGNATURE</b>	
		5/22/13		
			7/18/13	

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S794001	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 2 OF 3
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0001-0000	Certificate of Ownership File Contains documents that have been submitted to DMV agencies for issuance of titles: source documents previous New Jersey titles; manufacturer's statements of origin; DMV Power of Attorney Forms; various applications; and other related materials.			
0001-0001	Certificate of Ownership File *Note: see N.J.S.A. 39:10-13; recommend microfilming.	8 yrs from date of issuance or until microfilmed*		Destroy
0001-0002	Certificate of Ownership File (Microfilm)	8 yrs from date of issuance		Destroy
0001-0003	Certificate of Ownership File (Database)	8 yrs from date of issuance		Destroy
0002-0000	Certification of Mail List File Contains mail list for scheduled suspensions and orders of suspensions, certifying that the notice was mailed to the driver. Lists: suspension code, driver license number, and name and address of the driver. *Note: recommend microfilming.	60 yrs*		Destroy
0003-0000	DMV Power of Attorney (Additional Copies) Original maintained in Certificate of Ownership File.	Periodic review		Destroy
0004-0000	Driver History Purge File (COM) Consist of listings of violations per driver that have been purged from the database. Includes: date, type of violation, and point value. Note: Purged listings are currently on Computer Output Microfilm (COM) subject to compliance with COM guidelines to be issued by the Division of Archives and Records Management and approved by the State Records Committee.	Periodic review not to exceed 1 yr		Destroy
0005-0000	Driver History Records These records list information pertaining to the driving records of individuals. May include but is not limited to the following: accident reports, Scheduled Suspension Notices, Order of Suspension Notice, Violations (Magistrate Report - MF-1) Fee Payment Forms, and Fee Payment/Authorization Forms (RSC-1).			
0005-0001	Driver History Records (Electronic) Summary of events that occurred on the driving record.	60 yrs from date of entry		Destroy
0005-0002	Driver History Records (Microfilm) Documents events that occurred on the driver history summary.	60 yrs from date of entry		Destroy

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S794001	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 3 OF 3
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0006-0000	Driver License and Registration Applications Contain driver license and registration applications.			
0006-0001	Driver License and Registration Applications Processed by mail through the remittance Processor (RP'S), or issued at an agency. *Note: see N.J.S.A. 39:3-28.	Until completion of audit	3 yrs after expiration*	Destroy
0006-0002	Driver License and Registration Applications (Microfilm) *Note: see N.J.S.A. 39:3-28.	Until completion of audit	3 yrs after expiration*	Destroy
0006-0003	Driver License and Registration Renewal (Electronic) *Note: see N.J.S.A. 39:3-28.	Until completion of audit	3 yrs after expiration*	Destroy
0006-0004	Driver Examination Permit Application Contains initial application for driver's permit and original Ride Slip (ST-10). *Note: see N.J.S.A. 39:3-28	Until completion of audit	3 yrs after expiration*	Destroy
0007-0000	Handicapped Plates and Placards Files (Microfilm) *Note see P.L. 2013,c.3 approved January 14, 2013	Until completion of audit	3 yrs after expiration*	Destroy
0008-0000	Returned Undelivered Mail Notices that have been returned by the Postal authorities as undeliverable. May include but not limited to Scheduled and Order of Suspension Notices, etc.	Until completion and verification of data entry		Destroy
0009-0000	Schedule of Highway Motor Vehicles, Copy (Form 2290) Consist of an Internal Revenue Service (IRS) business income tax return form. According to 23 CFR Ch. 1 669.21: Procedure for evaluating state compliance. This form is used to ensure compliance with Federal requirements. States are required to retain the form 1 yr.	1 yr		Destroy
0010-0000	Drivers/Vehicle Information Request Forms used by Motor Vehicle Commission (MVC) to collect data necessary to fill public information request. This involves various forms depending on particular information requested, i.e. vehicle registration, lien search, title search, driver's license abstract, etc. Information completed by requestor may include but not limited to requestor's name, address, Driver's License No., type of information requested, and signature.	6 months after request processed	3 yrs	Destroy
0011-0000	Agency Voids Contains field offices; voided misprints of: Certificate of Title (Copy), Driver License Voids, Transaction File Record; and possible transactions duplicate summary (printout). Financial audit involved.	Until completion of audit	3 yrs from transaction date	Destroy



## State of New Jersey

DEPARTMENT OF TRANSPORTATION  
P.O. Box 600  
Trenton, New Jersey 08625-0600

CHRIS CHRISTIE  
*Governor*

JAMES S. SIMPSON  
*Commissioner*

KIM GUADAGNO  
*Lt. Governor*

June 5, 2013

James J. Fruscione, Director  
Division of Revenue and Enterprise Services  
2300 Stuyvesant Avenue, PO Box 661  
Trenton, NJ 08625-0661

**RE: NEW JERSEY DEPARTMENT OF TRANSPORTATION RECORDS  
RETENTION SCHEDULE – JULY 18, 2013 STATE RECORDS COMMITTEE AGENDA**

Dear Mr. Fruscione:

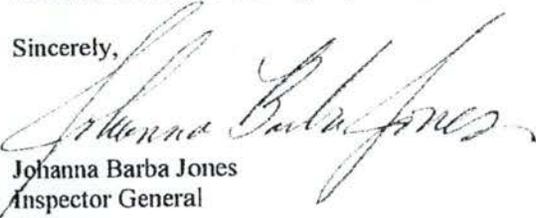
I am pleased to attach a proposed amended retention schedule for the New Jersey Department of Transportation. I have been advised that this schedule will be presented to the State Records Committee for its final approval on July 18, 2013.

I want to take this opportunity to thank the staff of the Division of Revenue and Enterprise Services for its support. Particularly, since December 4, 2012, Bob Benco and Barbara Goszka of your office have been invaluable to our Department in its pursuit of a Department-wide, streamlined, modern, searchable schedule. Their support enabled our Department to change our governing schedule from a 193-page, static and unsearchable .pdf to the 12-page, digestible and searchable schedule that will appear before the Committee next month.

NJDOT's concise schedule will benefit the Department by concisely communicating an understanding of the Department's record retention obligation to its employees. Following final approval, we also plan to offer records retention training to the Department. This schedule, coupled with our commitment to training, is calculated to improve compliance throughout the Department. Actual compliance will improve efficiency and assist the Department to realize savings of both cost and space. It is our hope that this schedule will serve as a model as DORES modernizes schedules throughout our State.

Custodian of Records Maria Jacobi and I look forward to presenting this document to you and the balance of the State Records Committee on July 18, 2013 and are available to have any questions you may have in advance of the meeting.

Sincerely,



Johanna Barba Jones  
Inspector General

c: Robert J. Benco, Jr., Chief, Revenue and Enterprise Services  
Barbara Goszka, Manager, Imaging Services, Division of Revenue & Enterprise Services, Dept. of Treasury  
Maria Jacobi, Supervisor of Records, Office of the Inspector General, NJDOT

**Tracking Chart for Micrographics Work**

AGENCY NUMBER	SCHEDULE	RECORD SERIES NUMBER	SCHEDULE DATE	DIVISION	JUSTIFICATION
S780101	1	0001-0000	8/17/2000	Commissioner's Office	This bureau no longer exists.
		0002-0000			State General: 0934-0000
		0003-0000			State General: 0934-0000
		0004-0000			State General: 0934-0000
S780200	3	0001-0000 thru 0005-0000	2/22/1992	Legal	This Division was located and operated under Law & Public Safety. As of July 1, 2011, Law & Public Safety absorbed the personnel and records. This schedule is now part of their retention schedule.
S780301	1	0001-0000	5/27/1987	Planning & Research	Change from Permanent to 10 years after project as other project files
		0002-0000 thru 0002			Obsolete - File no longer exists.
S780302	1	0001-0000	2/22/1989	Research & Demonstration	Combined with project file - DOT General Schedule
		0002-0000			DOT General Schedule - Studies
		0003-0000			DOT General - Pavement Investigation Files
		0004-0000			DOT General - Pavement Investigation Files
		0005-0001			DOT General Schedule 1600-0001
		0005-0002			DOT General Schedule 1600-0001
		0006-0000			Combined with project file - DOT General Schedule
		0007-0000			State General: 1417-0000
		0008-0000			DOT General Schedule - Plans
		0009-0000			DOT General Schedule 1600-0001
S780303	1	0001-0000	6/24/1987	Planning & Research	Obsolete - File no longer exists.
		0002-0000 thru 0002-0002			Combined with project file - DOT General Schedule
		0002-0003 thru 0003-0002			Obsolete
S780304	1	0001-0000	5/27/1987	Planning & Research	Combined with project file - DOT General Schedule
		0002-0000			State General: 1601-0001
S780305	1	0001-0000	5/27/1987	Planning & Research	Obsolete - Cards no longer exists.
		0002-0000			Obsolete - Cards no longer exists.
S780401	3	0001-0000	2/26/1992	Planning & Research	Obsolete
		0002-0000			Obsolete
		0003-0000			Obsolete
S780501		0001-0000	6/23/1993	Proj Planning & Develop.	DOT General Schedule - Studies
		0002-0000 & 0002-0001			DOT General Schedule - Studies
		0002-0002			Records are transferred to Division of Design
S780502	2	0001-0000 thru 0001-0001	10/20/1993	Proj Planning & Develop.	DOT General Schedule - Environmental Project File
S780701	3	0001-0001			State General: 1423-0002
		0001-0002			Obsolete - File no longer exists.
		0002-0000			State General: 1423-0002
		0003-0001			State General - 1423-0002
		0003-0002			Obsolete - Floppy Disk no longer exists
		0050-0000			Obsolete
		0100-0000			Obsolete - Copies
		0101-0000			DOT General Schedule - Right of Way Process File
		0102-0000			DOT General Schedule - Jurisdictional Agreement File
		0103-0000			DOT General Schedule - Right of Way Process File
		0104-0000			DOT General Schedule - Right of Way Process File
		0105-0000			DOT General Schedule - Damage Claims File
		0106-0000 thru 0004			DOT General Schedule - Maps
		0150-0000			Obsolete - additional copies

**Tracking Chart for Micrographics Work**

		0151-0000			DOT General Schedule - Maps
		0151-0001			Obsolete
		0151-0002			DOT General - Route Files
		0152-0000			DOT General Schedule - Maps
		0200-0000			DOT General Schedule - Project
S780702	1	0200-0001	10/15/1986	Design	DOT General Schedule - Route Files
		0001-0000			DOT General Schedule - Project
		0001-0001			DOT General Schedule - Design Calculations
		0001-0002			State General: 1405-0001
		0001-0003			DOT General Schedule - Plans
		0001-0004			DOT General Schedule - Plans
		0002-0000			Obsolete
S780703	4	0001-0000	5/16/2002	Design Services	DOT General Schedule - Railroad Grade Crossing Files
		0002-0000			DOT General Schedule - Railroad Grade Crossing Files
		0003-0000			DOT General Schedule - Railroad Accident Files (5 Yrs)
		0004-0000			DOT General Schedule - Project Files
		0005-0000			DOT General Schedule - Railroad Track Inspection Files
		0006-0000			DOT General Schedule - Project Files
		0007-0000			DOT General Schedule - Railroad Grade Crossing Files
		0008-0000			DOT General Schedule - Plans
		0009-0000			DOT General Schedule - Plans
S780704	3	0001-0000	1/16/2003	Design Services	State General Schedule - 1405-0002
		0002-0000			Obsolete
		0003-0000			Obsolete
		0003-0001			Obsolete
		0003-0002			Obsolete
		0004-0000			DOT General Schedule - Project
		0005-0000			DOT General Schedule - Project
		0006-0000			DOT General Schedule - Project
		0007-0000			DOT General Schedule - Plans
		0008-0000			Obsolete
S780705	1	0001-0000	5/21/1986	Design	DOT General Schedule - Plans
		0002-0000			DOT General Schedule - Engineering Books/Logs
		0003-0000			DOT General Schedule - Design File
		0003-0001			DOT General Schedule - Design File
		0003-0002			Obsolete
		0003-0003			DOT General Schedule - Design File
		0003-0004			Obsolete
		0004-0000			DOT General Schedule - Bridges & Structure Eng Services
S780706	2	0001-0000	5/16/2002	Design Services	DOT General Schedule - Inventory
		0001-0001			DOT General Schedule - Bridges & Structure Eng Services
		0001-0002			DOT General Schedule - Bridges & Structure Eng Services
		0001-0003			DOT General Schedule - Bridges & Structure Eng Services
		0001-0004			DOT General Schedule - Bridges & Structure Eng Services
S780707	1	0001-0000 thru 0006-0000	7/27/1988	Design	Obsolete
		0007-0000 thru 0007-0003			DOT General Schedule - Traffic Control Files
		0008-0000 thru 0009-0000			DOT General Schedule - Traffic Signal Files
S780708	5	0001-0000	10/20/1993	Design	DOT General Schedule - Project
		0002-0000			State General Schedule - 0025-0001
		0003-0000			DOT General Schedule - Highway Signs
		0004-0000			Obsolete
		0005-0000			DOT General Schedule - Traffic Signal Files
		0006-0000			DOT General Schedule - Traffic Signal Files

### Tracking Chart for Micrographics Work

		0007-0000			DOT General Schedule - Traffic Signal Files	
S780709	4	0001-0000			State General Schedule - 0201-0000	
		0002-0000			State General Schedule - 0201-0000	
		0003-0001			DOT General Schedule - Project Files	
		0003-0002			Obsolete	
		0004-0001			DOT General Schedule - Projects	
		0004-0002			Obsolete	
S780710	3	0001-0000	6/19/1991	Design	Obsolete	
		0002-0000			DOT General Schedule - Plans	
		0003-0000			DOT General Schedule - Route Files	
		0004-0000			DOT General Schedule - Project Files	
		0005-0000			DOT General Schedule - Project Files	
S780711	2	0001-0000 thru 0001-0002	5/16/2002	Design Services	DOT General Schedule - Bridge Inspection File	
		0002-0000			Obsolete	
S780712	2	0001-0000	5/16/2002	Design Services	Obsolete	
S780713	2	0001-0000	5/16/2002	Design Services	DOT General Schedule - Plans	
		0002-0000			Obsolete	
S780714	4	0001-0000	3/22/1994	Design	DOT General Schedule - Plans	
		0002-0000			DOT General Schedule - Plans	
		0003-0000			State General Schedule - 1405-0002	
		0004-0000			DOT General Schedule - Plans	
		0005-0000			DOT General Schedule - Project	
		0006-0000			Obsolete	
S780715	3	0001-0000	3/21/2002	Design Services	DOT General Schedule - Project	
S780716	2	0001-0000	3/21/2002	Design Services	DOT General Schedule - Major & Minor Access Application File	
		0001-0001			DOT General Schedule - Major & Minor Access Application File	
		0001-0002			Obsolete	
		0002-0000 - 0001			DOT General Schedule - Major & Minor Access Permits and Plans	
		0002-0002			Obsolete	
		0003-0000			Obsolete	
		0004-0000			Obsolete	
		0005-0000			State General Schedule - 1423-0004	
		0006-0000			Obsolete	
S780717	1	0001-0000	3/21/2002	Design Services	DOT General Schedule - Capital Projects	
S780801	4	0001-0000 thru 0001	3/22/1994	Construction & Maint	DOT General Schedule - Construction Projects	
		0001-0002			Obsolete	
		0002-0000			DOT General Schedule - Damage Claims File	
S780803	5	0001-0000 thru 00001	1/22/1998	Construction & Maint	State General Schedule - 1424-0000	
		0001-0002			State General Schedule - 1418-0000	
		0001-0003			State General Schedule - 1424-0000	
		0002-0000			Obsolete	
		0003-0000			DOT General Schedule - Route Files	
		0004-0000			Obsolete	
		0005-0000			State General Schedule - 0302-0001	
		0050-0000 thru 0052-0000			Obsolete	
		0053-0000			Obsolete	
		0053-0001			DOT General Schedule - Damage Claims File	
		0053-0002			DOT General Schedule - Damage Claims File	
		0054-0000 thru 0056-0000			Obsolete	
		0100-0000			DOT General Schedule - Bridge & Structure - Engineering & Inspection File	

### Tracking Chart for Micrographics Work

		0150-0000			DOT General Schedule - Damage Claims File
		0151-0000			State General Schedule - 0415-0000
		0152-0000 thru 0154-0000			Obsolete
		0155-0000 thru 0157-0000			Duplicate to Schedule S782201
		0200-0000 thru 0002			Obsolete
		0201-0001			DOT General Schedule - Major & Minor Access Application File
		0201-0002			DOT General Schedule - Major & Minor Access Application File
		0202-0000			DOT General Schedule - Major & Minor Access Application File
		0250-0000 thru 0252-000			General Schedule - 1600-0001
		0300-0000			DOT General Schedule - Project File
		0301-0000			DOT General Schedule - Project File
		0302-0000			DOT General Schedule - Project File
		0303-0000			DOT General Schedule - Plans/Drawings
		0350-0000			DOT General Schedule - Maintenance Records
S780807	5	0001-0000	8/21/2003	Constr Svcs & Materials	DOT General Schedule - Projects
		0002-0000			DOT General Schedule - Diaries
		0003-0000			DOT General Schedule - Environmental Laboratory Investigations
		0004-0000			DOT General Schedule - Environmental Laboratory Investigations
		0005-0000			DOT General Schedule - Materials Project File
		0006-0000			DOT General Schedule - Materials Project File
S780808	3	0001-0000	5/22/2002	Constr Svcs & Materials	DOT General Schedule - Projects
S780809	1	0001-0000	2/26/1992	Constr Svcs & Materials	DOT General Schedule - Drawbridge Files
		0002-0000			DOT General Schedule - Diaries
S781002		0001-0000	12/15/1982	Right of Way	DOT General Schedule - Right of Way
S781101	2	0001-0000	7/22/1987	Plan/Res - Data Base Gen	DOT General Schedule - Maps
		0002-0000			Obsolete
		0003-0000			DOT General Schedule - Maps/Drawings
		0004-0000			State General Schedule - 1408-0000
		0005-0000			Obsolete
		0006-0000			Obsolete
		0006-0001			State General Schedule - 1600-0002
		0006-0002			Obsolete
		0007-0000			Obsolete
		0007-0001			Obsolete
		0007-0002			Obsolete
		0007-0003			Obsolete
		0008-0000			State General Schedule - 1413-0000
		0009-0000			Delete
		0009-0001			DOT General Schedule - Road Inventory Files
		0009-0002			DOT General Schedule - Road Inventory Files
		0009-0003			DOT General Schedule - Road Inventory Files
		0009-0004			Obsolete
		0010-0000			Obsolete
		0011-0000			Obsolete
		0011-0001			Obsolete
		0012-0000			Obsolete
		0012-0001			Obsolete
		0012-0002			Obsolete
		0012-0003			DOT General Schedule - Road Life Study Books
		0012-0004			Obsolete
		0012-0005			Obsolete
		0012-0006			Obsolete

**Tracking Chart for Micrographics Work**

		0013-0000			Obsolete	
		0013-0001			Obsolete	
		0013-0002			Obsolete	
		0013-0003			Obsolete	
		0013-0004			Obsolete	
		0013-0005			Obsolete	
		0013-0006			Obsolete	
S781102	4	0001-0000	3/17/2011	Traffic Eng & Safety	DOT General Schedule - NJ Traffic Records Crash Reports	
		0002-0000			DOT General Schedule - NJ Traffic Records Crash Reports	
		0003-0000			DOT General Schedule - NJ Traffic Records Crash Reports	
		0004-0000			DOT General Schedule - NJ Traffic Records Crash Reports	
S781103	1	0001-0000	4/22/1987	Plan/Res - Data Base Gen	Obsolete	
		0002-0000			DOT General Schedule - Studies	
		0003-0000			Obsolete	
		0003-0001			Obsolete	
		0003-0002			Obsolete	
		0004-0000			DOT General Schedule - Project File	
		0005-0000			DOT General Schedule - Studies	
		0006-0000			DOT General Schedule - Studies	
S781104	1	0001-0000	4/22/1987	Plan/Res - Data Base Gen	DOT General Schedule - Map Copyrights	
		0002-0000			Delete	
		0002-0001			DOT General Schedule - Aerial Photographic Maps	
		0002-0002			DOT General Schedule - State Highway Maps	
S781301	2	0001-0000 thru 0003-00004	11/20/1991	Support Services	Obsolete	
S781302	2	0001-0000	9/19/1996	Support Services	Obsolete	
		0002-0000			MVC Schedule	
		0003-0000			DOT General Schedule - Plans	
S781303	11	0001-0000	5/20/2010	Support Services	DOT General Schedule - Department Cashier	
		0001-0001			DOT General Schedule - Department Cashier	
		0001-0002			DOT General Schedule - Department Cashier	
		0002-0000			DOT General Schedule - Department Actions File	
		0002-0001			DOT General Schedule - Department Actions File - Form	
		0002-0002			DOT General Schedule - Department Actions File - Certification Schedule	
		0003-0000			DOT General Schedule - Microfilm Request File	
		0004-0000			DOT General Schedule - Department Cashier	
		0005-0000			DOT General Schedule - Department Cashier	
		0006-0000			DOT General Schedule - Department Actions File - Form	
S781304	2	0001-0000	12/14/2000	Support Services	Obsolete	
		0002-0000			DOT General Schedule - Project	
		0002-0001			DOT General Schedule - Project - Asbestos Related Material	
		0002-0002			DOT General Schedule - Project	
		0003-0000			Obsolete	
		0004-0000			DOT General Schedule - Traffic Operations File	
		0005-0000			DOT General Schedule - Traffic Operations File	
		0006-0000			State General Schedule - 1418-0000	
		0007-0000			State General Schedule - 1418-0000	
		0007-0001			State General Schedule - 1418-0000	
		0007-0002 thru 0010-0000			Obsolete	
S781305	1	0001-0000	10/16/1991	Support Services	State General Schedule - 0011-0001	
S781306	2	0001-0000	11/12/2009	Support Services	DOT General Schedule - Plans & Specs - Building and Survey	
		0002-0000			DOT General Schedule - Project	

### Tracking Chart for Micrographics Work

		0002-0001			DOT General Schedule - DOT Facilities Project File - Major
		0002-0002			DOT General Schedule - DOT Facilities Project File - Minor
		0002-0003			DOT General Schedule - DOT Facilities Project File - Major
		0002-0004			DOT General Schedule - Project
		0003-0000			DOT General Schedule - DOT Facilities Project File - Major
		0004-0000			State General Schedule - 0007-0001
S781307	1	0001-0000 thru 0002-0000	8/17/2000	Support Services	State General Schedule - 0903-0000
S781403	2	0001-0000	6/20/1995	Human Resources	Obsolete
S781404	1	0001-0000	11/30/1988	Human Resources	State General Schedule - 1201-0000
		0002-0000			Obsolete
S781405	1	0001-0000 thru 0004-0002	12/19/1990	Human Resources	Obsolete
S781406	2	0001-0000	7/20/1994	Human Resources	Obsolete
S781407	1	0001-0000	7/19/2001	Human Resources	State General Schedule - 0903-0000
S781501		0001-0000	8/23/1989	Accounting & Auditing	DOT General Schedule - Employee/Contractor Claims File
		0050-0000			State General Schedule - 1423-0002
		0051-0000			State General Schedule - 1423-0002
		0052-0000 thru 0101-0000			State General Schedule - 0403-0001
		0150-0000			Obsolete
		0151-0000			State General Schedule - 0406-0001
		0200-0000			State General Schedule - 0406-0001
S781502		0001-0000	6/19/1991	Accounting & Auditing	Obsolete
		0002-0000			Obsolete
		0002-0001			Obsolete
		0002-0002			DOT General Schedule - Accounting Final Audit Reports
		0003-0000			State General Schedule - 0023-0001
		0004-0000			Obsolete
		0050-0000 thru 0051-0003			State General Schedule 1408-0000
S781503		0001-0000 thru 0002-0000	10/18/1989	Accounting & Auditing	State General Schedule 0004-0000
		0050-0000 thru 0054-0000			State General Schedule - 0406-0001
		0100-0000 thru 0101-0000			State General Schedule - 0403-0001
S781504		0001-0000	8/23/1989	Accounting & Auditing	DOT General Schedule - Employee/Contractor Claims File
		0002-0000			State General Schedule - 0004-0001
S781505			9/17/1998	Accounting & Auditing	Motor Vehicle Schedule
S781506		0001-0001	4/12/1997	Accounting & Auditing	DOT General Schedule - Internal Audit Files
		0001-0002			DOT General Schedule - Internal Audit Reports
S781601	1	0001-0000	12/15/1982	Employee & Support Svc	Obsolete
S781800	2	0001-0000	11/14/2001	Aeronautics	DOT General Schedule - Airport Aid Project File
		0001-0001			DOT General Schedule - Airport Aid Project File
		0001-0002			DOT General Schedule - Airport Aid Financial Work Papers
		0002-0000			DOT General Schedule - Airport Aid Project File
		0003-0000			Delete
		0003-0001			DOT General Schedule - Final Report
		0003-0002			DOT General Schedule - Aviation Studies Work Papers
		0004-0000			DOT General Schedule - Continuous Airport System Planning
		0005-0000			State General Schedule - 0025-0001
		0006-0000			State General Schedule - 0406-0001
		0007-0000			DOT General Schedule - Aviation Reports File
S781801	2	0001-0000	11/14/2001	Modal Transportation Svcs	DOT General Schedule - Aircraft Accident and Incident File
		0002-0000			Delete
		0002-0001			DOT General Schedule - Aeronautical Facility License - Private
		0002-0002			DOT General Schedule - Aeronautical Facility License - Public
		0003-0000			DOT General Schedule - Aeronautical Activity File

**Tracking Chart for Micrographics Work**

		0004-0000			DOT General Schedule - Aeronautical Public Hearings
S781802		0001-0000	5/25/1983	Modal Transportation Svcs	DOT General Schedule - Aviation Studies File
S781805			1/22/1998	Aeronautics	Duplicate - See S788001
S781901		0001-0000 thru 0003-0002	4/26/1990	Comprehensive Trans Plan	Obsolete
		0004-0000			Obsolete
		0005-0000			DOT General Schedule - Farmland Preservation Review Files
		0006-0000 thru 0006-0003			Obsolete
		0007-0000			DOT General Schedule -
		0007-0001 thru 0007-0009			Obsolete
		0007-0010 & 0007-0011			DOT General Schedule -
		0008-0000 thru 0008-0003			DOT General Schedule -
S781902		0001-0000 thru 0009-0000	5/27/1987	Comprehensive Trans Plan	Obsolete - Program no longer exists
S781903	1	0001-0000	4/22/1987	Comprehensive Trans Plan	Obsolete
		0001-0001			State General Schedule - 1405-0000
		0001-0002			State General Schedule - 1424-0000
S781904	1	0001-0000	3/19/1998	Trans System Planning	Obsolete
S782101	1	0001-0000 thru 0001-0002	2/24/1993	Procurement	State General Schedule - 0403-0001
		0002-0000			State General Schedule - 1423-0003
		0003-0000 thru 0004-0000			State General Schedule - 1423-0004
		0005-0000			State General Schedule - 1423-0002
S782102	1	0001-0000	6/23/1993	Procurement	Obsolete
		0002-0000			State General Schedule - 1423-0004
		0003-0000 thru 0003-0001			State General Schedule - 0023-0001
		0003-0002			State General Schedule - 0023-0002
		0004-0000			State General Schedule - 1423-0002
S782201	1	0001-0000			Obsolete
		0002-0000			DOT General Schedule - Traffic Operations Activities File
		0003-0000 thru 0003-0002			Obsolete
		0004-0000			Obsolete
		0005-0000			DOT General Schedule - Traffic Camera Video File
S782202	2				DOT General Schedule - Environmental Project File
S782501		0001-0000			State General 0006-0001
		0002-0000 thru 0003-0000			Obsolete
		0005-0000 thru 0005-0002			State General Schedule - 0026-0001
S782601	3	0001-0000 thru 0001-0002	4/19/2007	Civil Rights & Affirm Action	State General Schedule - 0408-0005
		0002-0000			State General Schedule - 0026-0001
S782701	2	0001-0000	11/20/1991	Rail Systems Unit	DOT General Schedule - Projects
		0002-0000			DOT General Schedule - Final As Built Plans and Maps
		0003-0000			Obsolete
		0004-0000			DOT General Schedule - Design Calculations
S782702	1	0001-0000	6/20/1984	Rail Systems Unit	Obsolete
S782801	2 S/B 3	0001-0000 thru 0001-0007	12/14/2000	Inspector General	DOT General Schedule - Internal Investigation Files
S782802	1	0001-0000 through 0001-0001	6/19/1991	Inspector General	DOT General Schedule - Internal Audit Files
		0001-0002			DOT General Schedule - Internal Audit Reports
S782803	1	0001-0000	6/17/1992	Inspector General	State General Schedule - 1416-0000
		0002-0000			Obsolete
S782901	2	0001-0000	6/17/2004	Policy Leg & Reg Affairs	Obsolete
S783101	1	0001-0000 thru 0009-0000	2/28/1990	Transportation Assistance	Transferred to S780634 (Div. of Motor Vehicle)
S783102	1	0001-0000 thru 0006-0000	6/17/1992	Transportation Assistance	Transferred to S780634 (Div. of Motor Vehicle)
S785001	3	0001-0000	7/17/2001	Customer Advocacy & Admin	State General Schedule - 0303-0003
		0002-0000			State General Schedule - 1404-0000
		0003-0000			DOT General Schedule - Public Information Center Meeting File

**Tracking Chart for Micrographics Work**

		0004-0000			Obsolete	
S785101	1	0001-0000 thru 0002-0000	6/24/1999	Appeals, Affirm Action & Safety	Duplicate to Schedule S788307-001 (Safety)	
S785201	2	0001-0000 thru 0002-0000	5/16/2002	Project Management	Delete - These are copies. Originals held in other bureaus.	
		0003-0000 thru 0003-0002			DOT General Schedule - Projects	
S785203	1	0001-0000	3/21/2002	Project Management	Obsolete	
S785204	1	0001-0000 thru 0002-0000	5/10/2002	Project Management	DOT General Schedule - Environmental Project File	
S785205	2	0001-0000	3/17/2011	Capital Program Management	Delete	
		0001-0001			DOT General Schedule - Final Reports	
		0001-0002			DOT General Schedule - Project Development Work Papers	
		0002-0000			Delete	
		0002-0001			DOT General Schedule - Final Reports	
		0002-0002			DOT General Schedule - Project Development Work Papers	
		0003-0000			Delete	
		0003-0001			DOT General Schedule - Final Reports	
		0003-0002			DOT General Schedule - Project Development Work Papers	
		0004-0000			Delete	
		0004-0001			DOT General Schedule - Final Reports	
		0004-0002			DOT General Schedule - Tier 2 Screening Work Papers	
S785301	1	0001-0000	7/17/1997	Design Services	DOT General Schedule - Route Files	
S785302	1	0001-0000	10/19/2000	Design Services	DOT General Schedule - Route Files	
S785502	1	0001-0000	2/15/2001	Regions	Delete	
		0001-0001			DOT General Schedule - Major and Minor Access Application File	
		0001-0002			Delete (Copy)	
		0002-0000			Delete	
		0002-0001			DOT General Schedule - Minor Access Permits	
		0002-0002			Delete (Copy)	
		0003-0000			DOT General Schedule - Highway Occupancy Access Application, Permit & Plan	
S785601	1	0001-0000 thru 0001-0003	11/14/2001	Capital Program & Funds Mgmt	DOT General Schedule - Project	
S785701	1	0001-0000	3/21/2002	Construction Svcs & Materials	DOT General Schedule - Project	
S785801	1	0001-0000	1/16/2003	Quality Mgmt Services	DOT General Schedule - Project	
S785802	1	0001-0000 thru 0001-0002	1/16/2003	Quality Mgmt Services	State General Schedule - 1600-0001 and 1600-0002	
		0002-0000			DOT General Schedule - Project	
S785803	1	0001-0000	2/19/2004	Quality Mgmt Services	State General Schedule - 0302-0002	
S785901	1	0001-0000 thru 0010-0004	5/15/2003	Transportation Services	Duplicate - See S788001	
S785921	1	0001-0000	8/18/2005	Traffic Eng & Safety	DOT General Schedule - Road Inventory Sheet	
S787001	1	0001-0000 thru 0002-0000	6/16/2005	Operation Support	State General Schedule - 1405-0002	
S788001	1	0001-0000 thru 0011-0004	6/15/2006	Intermodal Services	DOT General Schedule - Outdoor Advertising	

## **SUMMARY OF THE DOT RETENTION SCHEDULE CHANGE**

Department of Transportation has 193 pages of retention schedules consisting of 59 schedules. The last time the vast majority of these schedules were updated was in the 80's and 90's. In reviewing these schedules, it was found that the record series was repetitive on most of the schedules or line items were from the State general schedule. One of the difficulties DOT was having in updating their schedules was the frequent change of bureau structure.

The Inspector General suggested a consolidation of all bureaus into one general schedule that would give all DOT personnel the ability to reference their record retention schedule regardless of where they were located. In addition, one general schedule would be easier to maintain.

Once the Records Management Unit reviewed all the record series line items, it was evident that a general schedule for DOT was the solution.

## Records Retention and Disposition Schedule Amendment

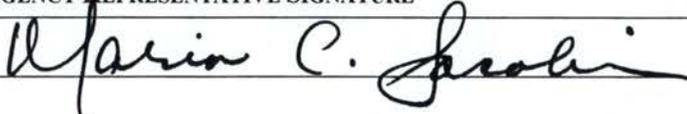
<b>DEPARTMENT:</b> Transportation	<b>AGENCY #</b> S871000
<b>DIVISION:</b> General Schedule	<b>SCHEDULE #</b> 001
<b>BUREAU:</b>	<b>PAGE #</b> 1 <b>OF 1</b>

### Agency Level Amendments

<b>Former Agency Name (Department/Division/Bureau)</b>	SEE ATTACHED
<b>Former Agency Number</b>	

### Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>		<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 1 OF 12
<b>DEPARTMENT</b>	TRANSPORTATION	<b>AGENCY REPRESENTATIVE:</b> Maria Jacobi		
<b>DIVISION:</b>	GENERAL SCHEDULE	<b>TITLE:</b> Supervisor Records Management		
<b>BUREAU:</b>		<b>PHONE #:</b> 609-530-2240		
<p>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.</p>				
<b>AGENCY REPRESENTATIVE SIGNATURE</b>		<b>DATE:</b>	<b>SECRETARY, STATE RECORDS COMMITTEE SIGNATURE</b>	<b>DATE:</b>
		6-4-13		7/18/13

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 2 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0001-0000	PROJECTS			
0001-0001	Construction Projects Design and construction records for DOT construction projects, including but not limited to: railroad utility projects, state aid projects, and construction of utility facilities. Contains but not limited to original correspondence, copies of contracts/agreements, reference reports, environmental permits, data sheets, information relating to research studies, e.g.; research files, demonstration files, pavement investigation files, floor plans, diagramming, price quotes, and relating materials. Used for monitoring, reporting, and tracking the progress of all phases of an assigned project.	10 yrs after completion of project		Destroy
0001-0002	DOT Facilities Project File – Major Significant projects such as HVAC system, asbestos related material, major rehabilitation and new construction projects of NJDOT facilities. Includes contracts and agreements between NJDOT and various other parties (i.e. property swaps, easements, use of facilities, etc.), and drawing and specifications of DOT Facilities equipment.	Permanent		Permanent
0001-0003	DOT Facilities Project File – Minor Minor projects such as minor rehabilitation, paving, painting, sheds, roof replacements and coating or NJDOT facilities. Includes but not limited to: correspondence, change orders, plans, specifications, warranties.	10 yrs after completion of project		Destroy
0001-0004	Community Relations Project File Contains general information regarding road projects, correspondence to and from property owners, state and county officials and information on road project meetings conducted.	3 yrs after completion of project		Destroy
0001-0005	Environmental Project File Files are used to document the environmental consideration and alternative actions to proposed highway developments. File may include but not limited to: copies of consultant contracts and invoices, plans for project cultural resources, hazardous waste, noise, and ecology – including Section 106 summary reports, hazardous waste sampling reports, noise mapping plans, ecology permit applications, Level of Action Forms, Environmental Re-evaluation Forms, (copies), photographs, and related materials. Also includes environmental compliance files, and water analytical data files.	30 yrs after project is constructed or 1 yr after project deactivation		Destroy

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 3 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0001-0006	State Aid Programs Project Files District Offices Documentation of completed projects using State Aid funds, Bridge Bond funds and other non-federal funding sources. File contains agreements, Department of Actions, resolutions, applications, correspondence, engineering documents such as plans and reports and other related project material.	7 yrs after completion of project		Destroy
0001-0007	Capital Projects File Contains Waiver and Appeals, Revocations, Modifications and Adjustments. May include but is not limited to: plans, access plan concurrence form, waiver form, and related correspondence.	Permanent		Permanent
0001-0008	Materials Project File May include but is not limited to: original materials certification, inspection reports and approvals, laboratory analysis reports relating to a specific company. Also may include Agreement Projects, which are contractual agreements between NJDOT and other parties wherein the other party agrees to fund project cost and/or assume project responsibilities.	30 yrs after completion of project		Destroy
0001-0009	Airport Aid Project File Contains records pertaining to requests by airports for financial assistance from the Department. May include but not limited to: grant applications, grant modifications, grant agreements, engineering documents, contract documents, copies of airport as-built plans, financial work papers, and related documents.	10 yrs after final close out		Archival review
0002-0000	REPORTS			
0002-0001	DOT Final Reports Including but not limited to: Original manuscripts; e.g.; Research; Aviation Studies; All Project Development Reports including: Concept Development, Feasibility Assessment, Preliminary Engineering and Tier 2 Screening.	Permanent		Permanent

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 4 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN <sup>s</sup>		DISPOSITION
		AGENCY	SRC OR CRC	
0002-0002	New Jersey Traffic Records Crash Report The Department of Transportation administers the Crash Reports on behalf of the Motor Vehicle Commission. These reports are used for statistical purposes only. In addition, police departments maintain their own crash report filing system. The Department processes all crash reports in order to provide various statistical information used by over 22 state and private agencies, including MVC, NHTSA, State Police, DOH, MPO's, Universities, and police departments. The crash information is also used by many NJDOT offices in their development of Statewide Transportation Improvement Program (STIP), capital projects as well as various federally supported highway safety improvements programs. Also, contains Collision Diagram File and Self Reporting Crash Reporting Form.	5 yrs		Destroy
0002-0003	Railroad Accident Report Files Reports of railroad accidents at grade crossings includes: correspondence and copies of forms submitted by railroad companies to the Federal Rail Administration.	5 yrs		Destroy
0002-0004	Aviation Report File Contains various external reports not included in the Aviation Studies files.	5 yrs		Destroy
0002-0005	Aircraft Accident and Incident Report File Report file of aircraft accidents and incidents at all airports throughout New Jersey. Contains report, police report (copy), photos, witness statements and correspondence.	10 yrs after final report		Archives
0002-0006	Internal Audit Reports Final reports and follow up documentation of internal audits.	Permanent		Permanent
0003-0000	PLANS AND MAPS			
0003-0001	State Highway Maps Original plates and composites of drawn maps including but not limited to general highway maps.	Permanent		Permanent
0003-0002	Map Copyrights Original copyrights of agency produced maps which are inserted in brochures and publications.	Until expiration of copyright		Archives
0003-0003	Aerial Photographic Maps Contains original aerial photographic maps.	20 yrs		Archives

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 5 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0003-0004	Final As Built Plans and Maps Contains maps and final As Built plan sheets for road construction projects, and relocation of utilities submitted by railroad and utility companies requesting state approval or recommendations. Includes plans (drawings) of New Jersey roadways, correspondence, e.g.; Mechanistic Overlay/Pavement Design, original drawings which provide a reference source for structural details while a project is under construction.	Permanent		Permanent
0003-0005	DOT Facilities Plans and Specs – Building and Survey Contains building and survey plans of various maintenance yards. Includes: Structural, electrical and plumbing schematics, site, plot, and As-Built topography plans.	Permanent		Permanent
0003-0006	Contract Drawings Original drawings and changes stored on computer tape/disk. Including maintenance and documentation of computer systems.	Permanent		Permanent
0003-0007	Boring Location Plans Plans used to ascertain location of existing borings.	Permanent		Permanent
0003-0008	Route Plan Files Consist of working drawings for the design of current projects. Used as reference during design and construction phases.	10 yrs after completion of construction		Destroy
0003-0009	Route Files Consists of but not limited to: correspondence, specifications, project history data, planning and engineering design drawings, and design data concerning individual routes. Used for reference, to justify project design and to answer any correspondence.	7 yrs		Destroy
0003-0010	Maps - Original Jurisdictional Limit, Atlases, Exhibit, Tax, Traffic Atlas, Traffic Volume Wall maps.	Permanent		Archives
0003-0011	Intelligent Transportation System (ITS) Plans Plans containing system designs regarding fiber optic systems for placement of variable message signs, closed circuit TV systems, traffic camera video systems and other devices.	Permanent		Permanent

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 6 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0004-0000	Intelligent Transportation System (ITS) Records ITS records contain systems designs for advanced and specialized applications and generally may contain information including but not limited to communication technologies regarding fiber optic systems for placement of variable message signs, closed circuit TV systems, traffic camera video systems and other devices.	15 yrs		Destroy
0005-0000	INVESTIGATIONS			
0005-0001	Internal Investigation Files Contains but not limited to: reports and records pertaining to internal investigation regarding theft, vandalism, workplace violence, and violations to NJDOT and State policies. May include interim reports and correspondence.	10 yrs after final disposition		Destroy
0005-0002	Environmental Laboratory Investigations Includes physical and environmental chemical testing data, research reports, correspondence, laboratory work records, special projects, etc.	50 yrs		Archival review
0005-0003	Pavement Investigations Contains interim reports and correspondence pertaining to physical evaluation of pavement materials. Pavement evaluation report of conditions and recommendations from consultants addressing conditions and recommendations to Project Manager.	15 yrs		Destroy
0006-0000	STUDIES, LOGS, AND BOOKS			
0006-0001	Traffic and Engineering Studies Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Engineering Feasibility Studies; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence.	15 yrs		Destroy
0006-0002	Aviation Studies File Consists of various reports produced concerning airport and aviation studies throughout the state. May also include economic and environmental impact studies and various other reports.	Permanent		Permanent

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 7 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0006-0003	Road Life Study Books These books and workbooks illustrate historical records of construction and improvement projects to state highways from the 1920's to the 1960's, serving as a unique historical reference to original highway construction.	Permanent		Permanent
0006-0004	Engineering Books/Logs Summary of pavement recommendation files.	Permanent		Permanent
0006-0005	Route Books – Publication Description covers the original 16 routes in the State Highway Systems and updates.	Permanent		Archives
0006-0006	Road Return Books – Publication: Record Copy Description with maps of original State road layouts and typed copies of description.	Permanent		Archives
0006-0007	Diaries Includes but not limited to: individual's original daily account of worksite activity or plant inspection, operations at drawbridges, type of vessel, accidents, weather conditions, time of openings, etc., e.g.; Field Diaries.	10 yrs		Destroy
0006-0008	Department Cashier Log Initially prepared by the mailroom and completed by the Cashier's office. Log lists all checks, money order and cash received daily by mail.	1 year after audit		Destroy
0007-0000	<b>BRIDGES AND STRUCTURES</b>			
0007-0001	Bridges and Structure Engineering Service File Bridge Design Standards; Bridge and Rehabilitation and/or replacement projects programming (scheduling); Bridge Design Policies; Review of new methods of bridge design.	10 yrs		Destroy
0007-0002	Bridge & Structure – Engineering & Inspection File Includes but not limited to: complete maintenance history of repairs and costs, bridge inspection reports, correspondence, photographs, initial or first cycle inspection reports.	Life of structure		Permanent
0007-0003	Drawbridge Files History of operations and maintenance of drawbridges. Records may include: correspondence, complaints, work orders, accident reports, inspection reports, and related materials.	As Updated		Archival Review

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 8 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0008-0000	TRAFFIC			
0008-0001	Traffic Control Files Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulations, plans, approvals, correspondence, reports, ordinances/resolutions, and other related materials.	Permanent		Permanent
0008-0002	Traffic Signal Files Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspection reports, traffic counts, accident data, correspondence, reports and other related material. Includes Highway Sign Directives.	Permanent		Permanent
0008-0003	Traffic Operations Activities File Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: pot holes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (MRT).	10 yrs		
0009-0000	MAJOR AND MINOR ACCESS			
0009-0001	Major and Minor Access Application File Consists of application, plans, specifications, traffic studies.	6 yrs after completion of construction		Destroy
0009-0002	Highway Occupancy Access Application, Permit and Plan Other than roadway, may include: parades, tree trimming, utility installation, etc.	Current yr plus 1 yr		Destroy
0009-0003	Major Access Permits and Plans Includes permits for Major, Major with Planning, Street Intersection Lot Subdivision, and Lot Consolidation.	Permanent		Permanent

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 9 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0009-0004	Minor Access Permits Includes permits and related records for Minor Access.	6 yrs after completion of construction		Destroy
0010-0000	CLAIMS			
0010-0001	Damage Claims File Records pertaining to damage to non-electrical DOT property such as guiderails, concrete medians, barriers, curbing, etc., and to electrical Traffic Control devices such as traffic signals, light poles, speed limit signs, etc. Original claim is submitted to Department of Treasury for reimbursement, and copies are maintained. This may include: any correspondence relating to the claim, description of damage, police reports, maps, certifications, and the final decision and/or settlement.	7 yrs after settlement		Destroy
0010-0002	Employee/Contractor Claims File Used to monitor and settle claims against NJDOT by its employees or contractors for recovery of payment. Includes: claim, Commissioner's action, copy of investigation, audit reviews, invoices, correspondence, and related documents.	7 yrs after settlement		Destroy
0011-0000	Public Information Center Meeting File Contains original invitation letter sent to property owners, and state and county officials inviting them to an information center, public hearing or public meeting regarding a road project that may affect them or may be of interest to them. Also includes: speaker lists, attendance list, and names and addresses of those persons invited.	15 yrs after hearing/meeting		Destroy
0012-0000	Right of Way Process File Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Takeover and Abandonments, Determination Order, Route Books, Road Return Books, Road Return Books, plottings, maps, plans, sketches, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/filed along with correspondence and memos.	Permanent		Permanent
0013-0000	Jurisdictional Agreement File Agreement between the State and public Agencies authorizing maintenance and control of roadways.	Permanent		Permanent
0014-0000	Maintenance Records Includes all road maintenance, snow removal, pesticide/herbicide records, etc.	10 yrs		Destroy

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 10 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0015-0000	DEPARTMENT ACTIONS			
0015-0001	Department Action File Actions for Executive approval are required for, but not limited to: Advertisements, Awards of Contracts, Agreements, Claim Settlements, Closeouts, Federal Grants, Traffic Regulation Orders, Memorandum of Agreements, Department Action Index, Department Actions File Form, etc.	Permanent		Permanent
0015-0002	Department Action File – Certification Schedule Indexed listing of Department Actions that have been Certified, Sealed and Notarized by the Department Secretary.	10 yrs from date action is signed		Permanent
0016-0000	Microfilm Request File All requests for DOT permanent or long term retention of records to be microfilmed. Request form is returned with retrieval information.	3 yrs after microfilm completion		Destroy
0017-0000	WORK PAPERS			
0017-0001	Project Development Work Papers Work papers that consist of all data in support of the Concept Development, Feasibility Assessment, and Preliminary Engineering Final Reports.	15 yrs or after completion of final report		Destroy
0017-0002	Tier 2 Screening Work Papers Work papers containing field notes, data collected, and meeting minutes.	2 yrs after completion of final report		Destroy
0017-0003	Aviation Studies Work Papers May include copies of invoices, RFP's, Department Actions, memos, correspondence, and related materials.	10 yrs		Archival review
0017-0004	Internal Audit Work Papers Contains work papers, recommendations, and supporting documentation for audit reports.	7 yrs after audit findings resolved		Destroy
0018-0000	RAILROAD			
0018-0001	Railroad Track Inspection Files Record of track inspections, other than inspections of grade crossings. Completed forms required the Federal Railroad Administration.	10 yrs		Destroy

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 11 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0018-0002	Railroad Grade Crossing Files Records pertaining to improvements, modifications and reconstruction of grade crossings or protections of grade crossings in accordance with docket orders or departmental rehabilitation programs. Contains copies of decision and order, departmental actions, public petitions and other related material.	Permanent		Archival review
0019-0000	Utility Files Design, construction, and relocation records of utility facilities, for state, county, and municipal roadways, and along railroad property. Contains correspondence, agreements, plans, and other related material.	7 yrs after termination of agreement		Destroy
0020-0000	Road Inventory Files Includes but not limited to: Highway Performance Monitoring Inventory Worksheets which are the source documents for data in the Highway Performance Monitoring System. Information includes: physical description and dimensions of highway, e.g.; pavement condition, lane and shoulder widths, traffic volumes; includes Field Forms and maps that contain information regarding county and municipal roadways, e.g.; geometry, jurisdiction, functional classification, length, intersections. Includes Road Inventory Sheet.	3 yrs		Destroy
0021-0000	AERONAUTICS			
0021-0001	Continuous Airport System Planning (CASP): Consists of documents and reports concerning CASP, which monitors and evaluates the development of all airport projects throughout the State.	10 yrs		Archival review
0021-0002	Aeronautical Facility License Files Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, temporary licenses, applications, application evaluations, correspondence, inspection report. Includes airports, heliports, airstrips, and balloon stops.	Permanent		Permanent
0021-0003	Aeronautical Activity File Consists of license file of Fixed Base Operations (FBO)	3 yrs after expiration of license or after audit		Destroy
0021-0004	Aeronautical Public Hearings Consists of original documents of public hearings concerning contested issues involving the division and the Office of Administrative Law. Contains announcement of public hearings, case materials, and correspondence.	3 yrs after case is closed		Destroy

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	<b>AGENCY #</b> S871000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 12 OF 12
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0022-0000	DESIGN			
0022-0001	Design Calculations Mathematical solutions and documentation which provide a record of criteria used for design decision includes but not limited to: calculations for the electrification contracts for rail system projects.	Permanent		Permanent
0022-0002	Design Files Consists of but is not limited to: design computation, foundation reports, correspondence, soil profiles, pile driving records and pile load tests.	50 yrs after completion of construction		Destroy
0022-0003	Design Budget File Contains budget projections and information used to produce a budget for a specific project. File ceases to have any value to unit as soon as the project goes into construction.	2 yrs from final acceptance		Destroy
0023-0000	OUTDOOR ADVERTISING			
0023-0001	Junkyard Program Files Includes: correspondence, annual inspection forms and other information related to junkyard.	7 yrs		Destroy
0023-0002	Outdoor Advertising Activities Files Includes denied applications, violations files, and master account records.	3 yrs		Destroy
0023-0003	Outdoor Advertising Application Permit Files Includes application for Outdoor Advertising Permit, license application, Sign Permit, and related documents.	As updated		Destroy
0023-0004	Tourist Oriented Directional Signing Program – TODS/Logo Contains construction memo, compliance reports, status reports, and all related documents.	1 yr after date of contract completion		Destroy
0023-0005	Outdoor Advertising Zoning Files Includes records related to zoning and general Outdoor Advertising provisions.	As updated		Destroy

## **Damaged Records Disposal Certification Recommendations for Hudson County Correctional Facility Phase One**

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After careful review of the Hudson County Correctional Facility's application for damaged records disposal due to Hurricane Sandy, I recommend that the State Records Committee grant disposal of two hundred twenty (220) cubic feet of Inmate History Files, 0401-0001, without salvage or recreation. This conclusion is based on the following factors:

1. Records are of discharged inmates
2. Reference rate of the paper files is low
3. Inmate information is electronically located in:
  - o New Jersey County Correction Information System (CCIS)
  - o New Jersey Promis/Gavel
4. Above case tracking/inmate system(s) are supported/maintained by Information System Division (ISD) of the Administrative Office of the Courts (AOC)
5. CCIS/Promis/Gavel is backed-up daily

Given these factors, I also advocate for the recreation of paper files only on an *as needed* basis.

If approved by the SRC, this proposal drastically reduces the economic weight on the county and allows Hudson County Department of Corrections to channel their resources towards the phase two salvaging of damaged Medical History Records.

### **Phase Two**

Phase two pertains to 245 cubic feet of Medical History Records also damaged during Hurricane Sandy. The information contained in these hard copy files is not stored electronically. Concentrated effort in salvaging these files is imperative.

It was determined that 13 of 245 cubic feet of the above records were currently eligible and have been approved for disposal. (Artemis request #16466) Another 25 cubic feet become eligible for disposal January 1, 2014. This reduces the total cubic footage of records that are in need of salvaging to 207.

Staff will continue to guide Hudson County Department of Corrections through the phase two process. After salvaging efforts are complete, The SRC will receive an updated report and request for disposal of the remaining medical records.

Respectfully submitted,

Argean T.P. Cook  
Records Analyst



DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORDS MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08625  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Report

Agency Name: HUDSON COUNTY DEPARTMENT OF CORRECTIONS

Address: 30 HACKENSACK AVENUE, KEARNY, NJ 07032

Phone: 201-395-5600, EXT. 5007

Email: OAVILES@HCNJ.US

Contact Person: OSCAR AVILES, DIRECTOR

Date the damage occurred: 11/01/2012

Date the damage was discovered: 11/02/2012

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

1. Describe circumstances of how the damage occurred.

**FLOOD DAMAGE CAUSED BY HURRICANE SANDY. THE ENTIRE CORRECTIONAL FACILITY WAS UNDER WATER.**

2. What salvage attempts were made?

**THE WATER DAMAGED RECORDS WERE MOVED INTO THE "OLD KITCHEN." THIS ROOM HAS TWO REFRIGERATION ROOMS. OTHER RECORDS ARE KEPT IN A TRAILER OUTSIDE THE FACILITY. ACCESS TO THESE RECORDS IS RESTRICTED.**

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

**NEARLY ALL OF THE RECORDS ARE SALVAGEABLE, ACCORDING TO A CONSULTANT'S REPORT.**

4. Why are these records unsalvageable?

N/A

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

N/A

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

**INMATE RECORDS ARE BACKED UP ON THE CCIS, A STATE-WIDE INFORMATIONAL SYSTEM. THE MEDICAL RECORDS AND ALL OTHER RECORDS ARE NOT ELECTRONICALLY BACKED UP AND THERE ARE NO COPIES.**

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

**ALL OF THE PAPER RECORDS HAVE BEEN DAMAGED AND HAVE BEEN MOVED TO A SECURE LOCATION (THE "OLD KITCHEN" OR THE TRAILER).**

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

**WE HOPE TO SWITCH TO ELECTRONIC MEDICAL RECORDS AND WILL BE IMPLEMENTING NEW CONSTRUCTION TO PREVENT FUTURE DAMAGE THAT COULD BE CAUSED BY A HURRICANE OF THIS MAGNITUDE.**

Submit by Email

3-7-13

**William Brennan DOC Document Restoration Recommendations**

The affected documents located at 30 South Hackensack Ave. Kearney, NJ were inspected by William Reiss of Belfor's Union, NJ office on 3-1-13. The photographs taken by Mr. Reiss were reviewed by Mitchell Parks with Belfor Technical services on 3-4-13.

The documents were affected by flooding associated with Hurricane Sandy. With the exception of the documents that were bagged and moved to the freezer unit the documents are still contained in file drawers, shelves, and boxes etc. where they were stored at the time of the flood. The freezer that some documents were moved to is non-operational.

At the time of inspection all documents stored below 2 feet (bottom 2 drawers of file cabinets) are saturated with moisture and show significant signs of mold growth. The documents above 2 feet show elevated signs of moisture absorbed from the ambient air (<10%) and minor mold growth.

At this point in time it is our opinion that greater than 99% of the documents are recoverable to the point that the data is recoverable and they can be made safe to handle. Some cockling of paper, staining, and running of ink will remain after restoration.

Due to the cool temperatures outside degradation of the paper and mold growth has been at a reduced rate. As temperatures climb these processes will accelerate resulting in some items becoming un-restorable and increasing the cost of restoration. **For this reason it is critical that the documents be packed, inventoried and frozen as soon as possible. Once frozen the damage will stop and time can be taken to determine the ultimate scope and pricing of the restoration.** This pack out will also help to determine quantities for bidding purposes.

After restoration to restore the documents, imaging of the documents should be considered.

Please feel free to call with any questions.

Best Regards,

William J. Reiss, CMRS .... (908)686-8300  
Mitchell Parks.....(817)535-6793

**Recommended Restoration Steps**

- Inventory and box all affected documents and capture damage
- Freeze all damaged material
- Review inventory with DOC and confirm retention schedules
- Certified destruction of any items not requiring recovery
- Provide price for certified destruction
- Ship items to Freeze Dry facility
- Freeze dry all documents with moisture content above 15%
- Dehumidify all documents below 15%
- Gamma Radiate (irradiate) all documents to sterilize mold
- Provide certificate of gamma treatment
- HEPA vacuum all documents to remove mold spores (use agitation as needed)
- Re-box all documents in clean boxes
- Return shipment to DOC
- Provide chain of custody documentation for entire process
- Provide imaging price including preparation utilizing DARM standards





**HUDSON COUNTY CORRECTIONAL CENTER**  
**35 HACKENSACK AVENUE, KEARNY, NEW JERSEY 07032**

**INMATE MEDICAL RECORDS DESTROYED DURING HURRICANE SANDY**

<b>TOTAL BOXES</b>	<b>BOXES DAMAGED</b>	<b>TYPE</b>	<b>DISCHARGED</b>
47	13	CHART	1/2003 – 12/2003
47	25	CHART	1/2004 – 12/2004
48	0	CHART	1/2005 – 12/2005
64	0	CHART	1/2006 – 12/2006
60	41	CHART	1/2007 – 12/2007
66	65	CHART	1/2008 – 12/2008
64	28	CHART	1/2009 – 12/2009
71	2	CHART	1/2010 – 12/2010
93	1	CHART	1/2011 – 12/2011
76	3	CHART	1/2012 – 12/2012
4	4	INTAKE	1/2002 – 12/2002
6	6	INTAKE	1/2003 – 12/2003
3	3	INTAKE	1/2004 – 12/2004
5	5	INTAKE	1/2005 – 12/2005
3	3	INTAKE	1/2006 – 12/2006
7	7	INTAKE	1/2007 – 12/2007
8	8	INTAKE	1/2008 – 12/2008
10	10	INTAKE	1/2009 – 12/2009
16	1	INTAKE	1/2010 – 12/2010
18	18	INTAKE	1/2011 – 12/2011
22	0	INTAKE	1/2012 – 12/2012
2	2	DEATH CHARTS	Illegible - 2011



## HUDSON COUNTY CORRECTIONAL CENTER

35 HACKENSACK AVENUE, KEARNY, NEW JERSEY 07032

### INMATE JACKETS DESTROYED DURING HURRICANE SANDY

No.	RANGE		DISCHARGED
	FROM:	TO:	
1	173900	173999	2005-2006
2	174900	174999	2006
3	175900	175999	2006
4	176900	176999	2006
5	177900	177999	2006
6	178900	178999	2006-2007
7	179900	179999	2006-2007
8	180900	180999	2006-2007
9	181900	181999	2006-2007
10	182900	182999	2006-2007
11	183900	183999	2006-2007
12	184900	184999	2006-2007
13	185900	185999	2006-2007
14	186900	186999	2006
15	188800	188999	2007-2008
16	189800	189999	2007
17	190800	190999	2007
18	191800	191999	2007
19	192800	192999	2007
20	193800	193999	2007
21	194800	194999	2007

22	195800	195999	2007
23	196800	196999	2007-2008
24	197800	197999	2007-2008
25	198800	198999	2007-2008
26	199800	199999	2007-2008
38	200800	200999	2007-2008
37	201800	201999	2007-2008
36	202800	202999	2008
35	203800	203999	2008-2009
34	204800	204999	2008-2009
33	205800	205999	2008
32	206800	206999	2008
31	207800	207999	2008
30	208800	208999	2008-2009
29	209800	209999	2008-2009
28	210800	210999	2008
27	211800	211999	2008
39	212800	212999	2008
40	213800	213999	2008-2009
41	214800	214999	2008-2009
42	215800	215999	2008-2009
43	216800	216999	2009
44	217800	217999	2009
45	218800	218999	2009-2010
46	219800	219999	2009-2010
47	220800	220999	2009-2010
48	221800	221999	2009-2010
49	222800	222999	2009-2010
50	223800	223999	2009
51	226478	226298	2009-2010
52	227232	227384	2009-2010
53	228131	228291	2009-2010

54	228911	229099	2009-2010
55	229700	229870	2009-2010
56	230555	230725	2009-2010
57	231390	231540	2009-2010
58	232141	232289	2010
59	232921	233072	2010
60	233721	233870	2010
61	234324	234473	2010
62	234925	235125	2010
63	235576	235725	2010
64	236141	236290	2010
65	236742	236891	2010
66	237342	237491	2010
67	259842	260952	2012-2013
68	175200	175399	2006
69	175400	175599	2006
70	175600	175799	2006
71	174200	174399	2005-2006
72	174400	174599	2005-2006
73	174600	174799	2005-2006
74	173200	173399	2005
75	173400	173599	2005
76	173600	173799	2005
77	179200	179399	2006-2007
78	179400	179599	2006-2007
79	179600	179799	2006-2007
80	178200	178399	2006-2007
81	178400	178599	2006-2007
82	178600	178799	2006
83	177200	177399	2006
84	177400	177599	2006
85	177600	177799	2006

86	176200	176399	2006
87	176400	176599	2006
88	176600	176799	2006
89	183200	183399	2006-2007
90	183400	183599	2006-2007
91	183600	183799	2006-2007
92	182200	182399	2006-2007
93	182400	182599	2006-2007
94	182600	182799	2006-2007
95	181200	181399	2006-2007
96	181400	181599	2006-2007
97	181600	181799	2006-2007
98	180200	180399	2006
99	180400	180599	2006
100	180600	180799	2006
101	186200	186399	2006-2007
102	186400	186599	2006-2007
103	186600	186799	2006-2007
104	185200	185399	2006-2007
105	185400	185599	2006-2007
106	185600	185799	2006-2007
107	184200	184399	2006-2007
108	184400	184599	2006-2007
109	184600	184799	2006-2007
110	190200	190399	2007
111	190400	190599	2007
112	190600	190799	2007
113	189200	189399	2007
114	189400	189599	2007
115	189600	189799	2007
116	188200	188399	2007
117	188400	188599	2007

118	188600	188799	2007
119	187200	187399	2007
120	187400	187599	2007
121	187600	187799	2007
122	194200	194399	2007-2008
123	194400	194599	2007-2008
124	194600	194799	2007-2008
125	193200	193399	2007-2008
126	193400	193599	2007-2008
127	193600	193799	2007-2008
128	192200	192399	2007-2008
129	192400	192599	2007
130	192600	192799	2007
131	191200	191399	2007
132	191400	191599	2007
133	191600	191799	2007
134	199200	199399	2007-2008
135	199400	199599	2007-2008
136	199600	199799	2007-2008
137	198400	198399	2007-2008
138	198200	198599	2007-2008
139	198600	198799	2007-2008
140	197200	197399	2007
141	197400	197599	2007
142	197600	197799	2007
143	196200	196399	2007
144	196400	196599	2007
145	196600	196799	2007
146	195200	195399	2007
147	195400	195599	2007
148	195600	195799	2007
149	206200	206399	2008

150	206400	206599	2008
151	206600	206799	2008
152	205200	205399	2008
153	205400	205599	2008
154	205600	205799	2008
155	204200	204399	2008
156	204400	204599	2008
157	204600	204799	2008
158	203200	203399	2008
159	203400	203599	2008
160	203600	203799	2008
161	202200	202399	2008
162	202400	202599	2008
163	202600	202799	2008
164	201200	201399	2008
165	201400	201599	2008
166	201600	201799	2008
167	200200	200399	2007-2008
168	200400	200599	2007-2008
169	200600	200799	2007-2008
170	213200	213399	2008-2009
171	213400	213599	2008-2009
172	213600	213799	2008-2009
173	212200	212399	2008-2009
174	212400	212599	2008-2009
175	212600	212799	2008-2009
176	211200	211399	2008
177	211400	211599	2008
178	211600	211799	2008
179	210200	210399	2008
180	20400	210599	2008
181	210600	210799	2008

182	209200	209399	2008
183	209400	209599	2008
184	209600	209799	2008
185	208200	208399	2008
186	208400	208599	2008
187	208600	208799	2008
188	207200	207399	2008
189	207400	207599	2008
190	207600	207799	2008
191	220200	220399	2009
192	220400	220599	2009
193	220600	220799	2009
194	219200	219399	2009
195	219400	219599	2009
196	219600	219799	2009
197	218200	218399	2009
198	218400	218599	2009
199	218600	218799	2009
200	217200	217399	2009
201	217400	217599	2009
202	217600	217799	2009
203	216200	216399	2009
204	216400	216599	2009
205	216600	216799	2009
206	215200	215399	2008-2009
207	215400	215599	2008-2009
208	215600	215799	2008-2009
209	214200	214399	2008-2009
210	214400	214599	2008-2009
211	214600	214799	2008-2009
212	221200	221399	2009
213	221400	221599	2009

214	221600	221799	2009
215	222200	222399	2009-2010
216	222400	222599	2009-2010
217	222600	222799	2009-2010
218	223200	223399	2009-2010
219	223400	223599	2009-2010
220	223600	223799	2009-2010

S.C.O. J. BEJAR

[|Back to Criminal Division|](#)

## **The PROMIS/GAVEL NETWORK**

The Promis/Gavel system is an automated Criminal case tracking system enhanced and supported by the Criminal Practice Division and the Information System Division (ISD) of the Administrative Office of the Courts (AOC) in response to the needs of the criminal justice community. It captures information concerning defendants who have been charged with indictable offenses and tracks the processing of those defendants from initial arrest through appellate review. This system provides the function of docketing, indexing, noticing, calendaring, statistical reporting, case management reporting, and so forth. At the present time, 100% of the statewide criminal caseload is handled by Promis/Gavel.

Historically, the Administrative Office of the Courts/Criminal Practice Division participated in the statewide implementation of Promis/Gavel under the management of the Department of Law & Public Safety (L&PS)/Division Criminal Justice. Each county was provided with a decentralized version of Promis/Gavel which was resident on a mid-size computer system (IBM 8100) located within the county. Difficulties with obsolete IBM 8100 hardware and software mandated the conversion of Promis/Gavel to a more advanced computer technology. Conversion was initiated by the AOC/Information System Division (ISD) in Fiscal Year 1988. The ISD Criminal Courts Information System project team was created and a plan was formulated to convert Promis/Gavel into one centralized database residing on the AOC mainframe. As of January 1, 1994, the new mainframe Promis/Gavel system has been implemented statewide. With the statewide Promis/Gavel system, opportunities exist for interaction with all criminal justice system, as well as the further enhancements of Promis/Gavel and the development of new application.

County Prosecutors's Office handle the initial entry of all case information (i.e. defendant, arrest and charge data). If the case is remanded or dismissed, the Prosecutor's Office "closes" the case and then notifies the originating municipality of this decision via system generated disposition letters. If the case is indicted, the criminal courts assume responsibility for the case and enter final disposition and sentencing information. Previously, this information was sent via paper forms, to the State Police for entry into the State central repository. As a result of the CHRI program, this process has been automated and the information is electronically transferred from Promis/Gavel to the State Police CCH system. In addition to serving County Prosecutor's Office and the criminal courts, numerous outside agencies use Promis/Gavel to inquire about current defendant status information and to perform research based upon the information provided.

Access to the Promis/Gavel System is limited to the Criminal Justice community, Federal, State & local agencies. Selected information from Promis Gavel is available to the public via Public Access terminals located at Superior courthouses in each county.

Also refer to this press release for further information on Public Access.

**REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL**

**Instructions:**

This request must be submitted prior to the disposition of any public records. Items 1 through 14 must be completed in full and items 15.A and 15.B signed for fiscal records. NOTE: In the event of an unexpected scanning failure, until the problem is resolved, the form may be sent to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-630-7491.

**1. Requesting Agency Name and Address**

COUNTY DETENTION CENTER/JAIL  
596 County Avenue Spassicus NJ 07094  
(201) 319-3648 Extn: 3163

**1.A Agency Retention Schedule Number**

C280000 - 002

<b>2. Request ID/Date</b> 16466 6/19/2013	<b>3. Requested By (Requesting Agency Signature)</b> Paul Paradise <i>Paul Paradise</i>	<b>4. Request Approved By (Custodian of Public Record Signature)</b> <i>[Signature]</i> 6-20-13	<b>5. Records Manager</b> Paul Paradise <i>Paul Paradise</i>
<b>3. Archival Review</b> Not Required	<b>7. Early Records Disposal (Due to Document Conversion or Damage)</b> Microfilm    Digital Image    Damaged Records Certificate	<b>6. Comments - Document Conversion or Damage</b> Damaged in hurricane Sandy.	

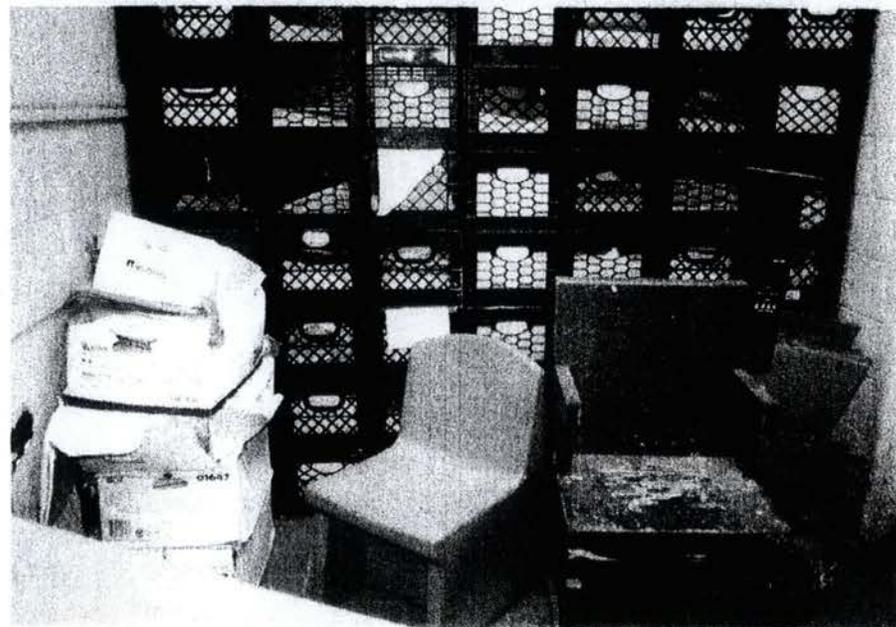
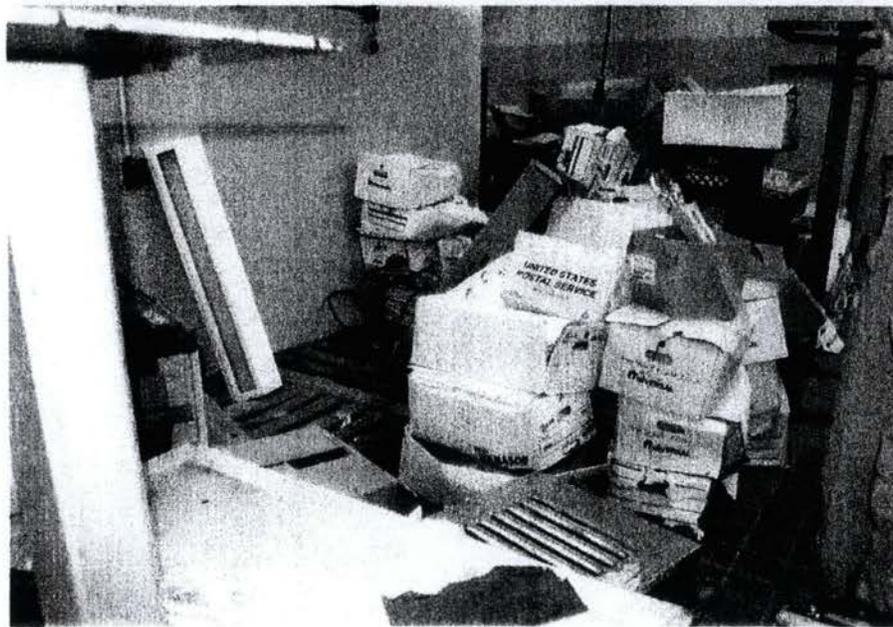
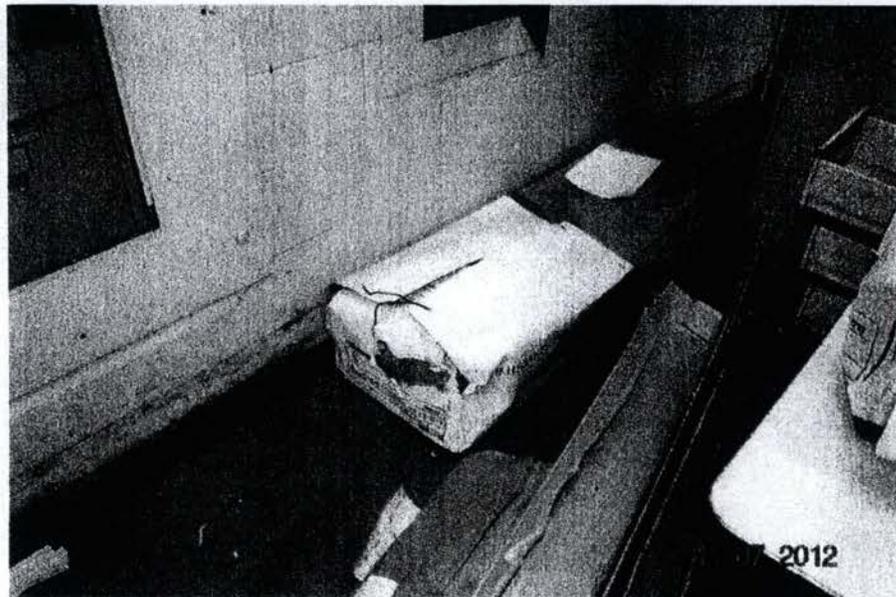
Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.

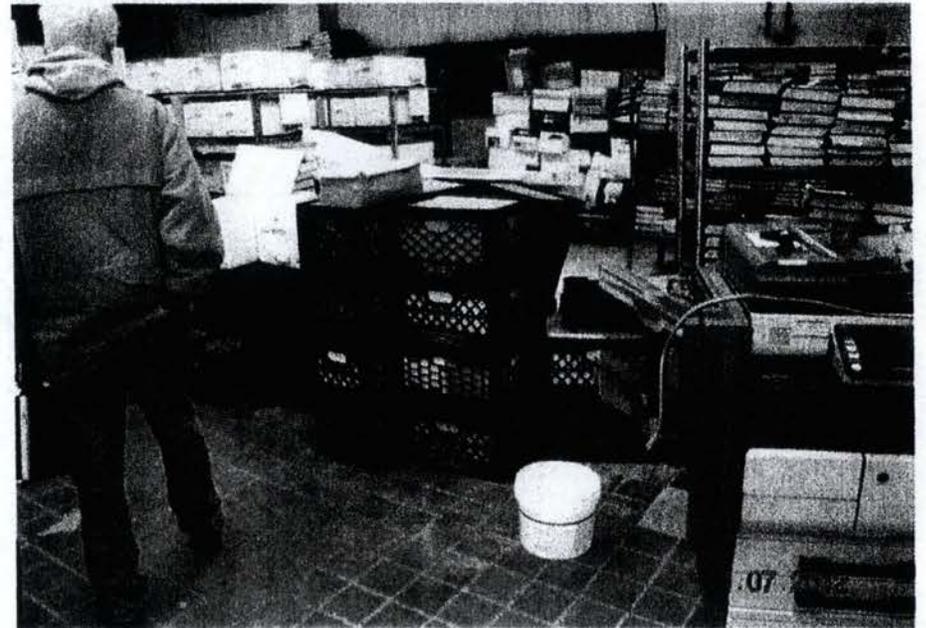
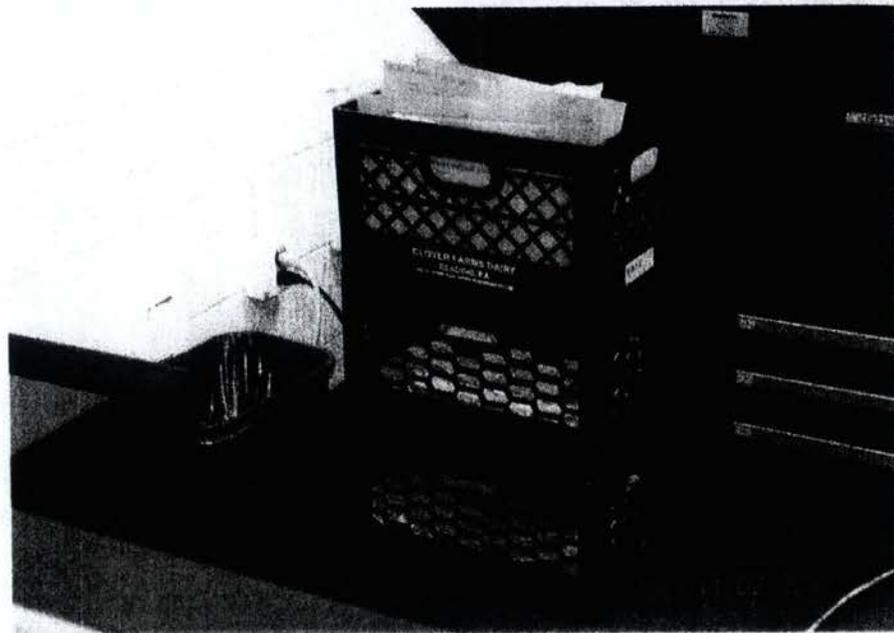
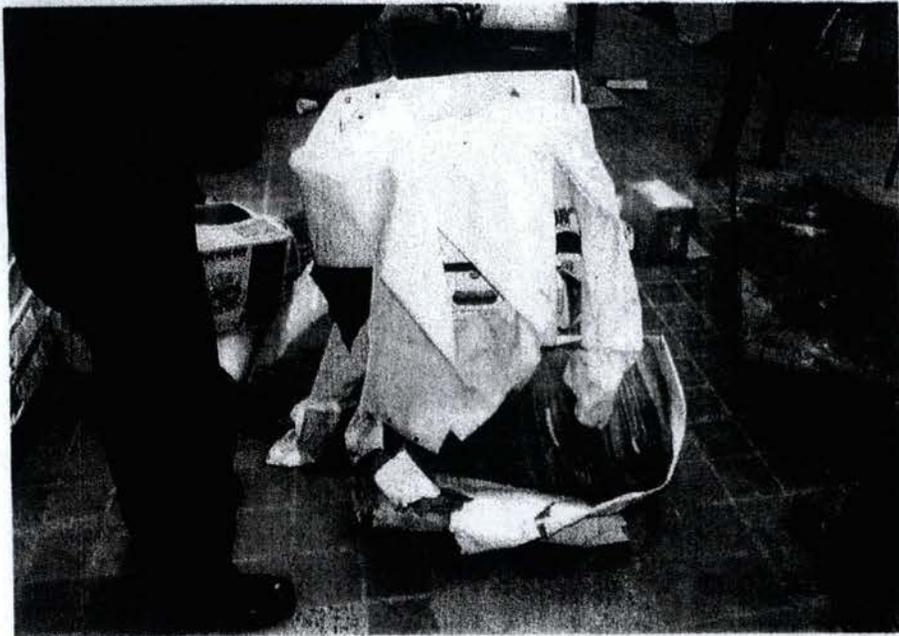
8	9. Record Series #	10. Record Series Title	11. Retention Period	12. Inclusive Dates		13. Disposes After	14. Volume (in Cubic Feet)
				From (MM/YYYY)	To (MM/YYYY)		
1	0205-0000	Medical History Record	10 Years After most recent discharge or age 23, whichever is later	01/2003	12/2003		13.00

**For Records Management Services Use Only :** **Total Volume :** 13.00

<b>15. Audit Verification</b>		<b>16. Authorization</b>		<b>17. Disposition</b>	
<b>15.A Auditor's Signature</b>	<b>16.A Authorization Date</b>	<b>16.B Authorization Number</b>			
<b>15.B Date</b>	<b>16.C Authorizing Signature, Records Management Services</b> <i>[Signature]</i>		<b>17.A Verification Signature</b>	<b>17.B Date</b>	

<b>DISPOSITION REQUEST REVIEW SUMMARY SHEET</b>		<b>1. Requested Agency Name (Name, Address and Telephone No)</b> COUNTY DETENTION CENTER/JAIL 595 County Avenue Secaucus NJ 07094 (201) 319-3548 Extn: 3153							
		<b>1. A Agency Retention Schedule Number:</b> C280000 - 002							
<b>2. Request ID</b> 16466	<b>3. RIM Request ID</b>	<b>4. Request Date</b> 6/19/2013	<b>5. RMS Review Status</b> Authorized	<b>6. Authorization Number</b> 512586	<b>7. Authorization Date</b> 6/20/2013				
<b>8. Agency Review Comments:</b> Damaged in hurricane Sandy.									
<b>9. Review Comments:</b> ac									
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	0205-0000	01/2003	12/2003				13.00	0.00
<b>Total:</b>								13.00	0.00







JAIL Record Storage

(C/D)