

# STATE OF NEW JERSEY



## MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

**M100000-008**

<b>Department:</b>	MUNICIPAL AGENCIES GENERAL RECORDS RETENT	<b>Agency Representative:</b>	MARC PFEIFFER
<b>Division:</b>		<b>Title:</b>	DEPUTY DIRECTOR, LOCAL GOVERNMENT SERVI
<b>Bureau:</b>		<b>Phone #:</b>	

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Financial Records</b>										
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	
0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.					P	After input and verification		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:2 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Financial Records</b>										
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy	
<b>Books of Account</b>										
0100-0000	Cash Disbursements	X								
0100-0001	Cash Disbursements - Year-End History	X					Permanent		Retain at Agency	
0100-0002	Cash Disbursements - Quarterly History	X					3 Years		Destroy	
0100-0003	Cash Disbursements - Monthly History	X					3 Years		Destroy	
0101-0000	Daily Cash Journal --- Book of original entry, recording transactions in chronological order.	X					6 Years		Destroy	
0102-0000	Journal/Ledger File	X								
0102-0001	Journal/Ledger - General --- A central listing of all activities for an account within a particular time period.	X	X				Permanent		Retain at Agency	
0102-0002	Journal/Ledger - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	X					6 Years		Destroy	
0103-0000	Year-End Closing Reports --- Used in conjunction with the General Journal/Ledger	X	X				Permanent		Retain at Agency	
<b>Budget File</b>										
0200-0000	Budget File	X								

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:3 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy	
0200-0002	Budget File - Not Included in Minutes	X					Permanent		Retain at Agency	
0200-0003	Budget File - Copy Filed With County	X					2 Years Provided no litigation on tax levy or rate		Destroy	
0200-0004	Budget File - Copy Approved by the State	X					2 Years		Destroy	
0200-0005	Budget File - Copy Approved by Governing Body	X					2 Years		Destroy	
0200-0006	Budget File - Monthly Status Report	X					3 Years		Destroy	
0200-0007	Budget File - Year-to-Date Status Report	X					3 Years		Destroy	
0200-0008	Budget File - Work papers	X					6 Years		Destroy	
0200-0009	Budget File - Defeated Budget	X					6 Years		Destroy	
0200-0010	Budget File - Year-End Status	X					3 Years		Destroy	
0200-0011	Budget File - Monthly Capital Status	X					3 Years		Destroy	
0200-0012	Budget File - Monthly Open Encumbrance Status	X					3 Years		Destroy	
0200-0013	Budget File - School District Budget Filed With Municipality (Copy) --- Original maintained by the school district.	X					1 Years		Destroy	
<b>Miscellaneous Financial Records</b>										
0300-0000	Audit Report File	X								
0300-0001	Audit Report File - Audit Report (Agency Original)	X					Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:4 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy	
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Years		Destroy	
0301-0000	Bids and Proposals - Purchase (Approved and Denied)	X								
0301-0001	Bids and Proposals (Original)	X					6 Years		Destroy	
0301-0002	Bids and Proposals (Copy)	X					3 Years		Destroy	
0302-0000	Bond File --- Includes: bond official and preliminary statements, work papers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation.	X								
0302-0001	Bond File (Original)	X					6 Years After date of cancellation or maturity		Destroy	
0302-0002	Bond File (Copy)	X					6 Years		Destroy	
0302-0003	Bond File - Bonds and Coupons Notes	X					7 Years From cancellation or maturity dates		Destroy	
0302-0004	Bond File - Bond Anticipation Notes	X					6 Years		Destroy	
0302-0005	Bond File - Performance Bonds	X					6 Years After termination of contract		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:5 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0302-0006	Bond File - Surety Bonds	X					2 Years After termination of office		Destroy	
0303-0000	Contracts/Agreements and Amendments File --- Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued.	X								
0303-0001	Contracts/Agreements and Amendments - General (Original)	X					6 Years After completion of contract		Destroy	
0303-0002	Contracts/Agreements and Amendments - General (Copy)	X					1 Years After completion of contract		Destroy	
0303-0003	Contracts/Agreements and Amendments - Cancelled	X					1 Years After submission		Destroy	
0303-0004	Contracts/Agreements and Amendments - Voided	X					1 Years After voidance		Destroy	
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X					6 Years		Destroy	
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X					10 Years After completion of construction		Destroy	
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X					7 Years After disposal of building		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X					6 Years After project completion		Destroy	
0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X					7 Years After disposal of building		Destroy	
0304-0000	Purchase Order File	X								
0304-0001	Purchase Order File (Original)	X					6 Years		Destroy	
0304-0002	Purchase Order File (Copy)	X					3 Years		Destroy	
0304-0003	Purchase Order File (Additional Copy)	X					1 Years		Destroy	
0304-0004	Purchase Order File - Log	X					6 Years		Destroy	
0305-0000	Deferred Compensation File	X								
0305-0001	Deferred Compensation File - Individual Employee File	X					Permanent		Retain at Agency	
0305-0002	Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly	X					6 Years		Destroy	
0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	X					6 Years		Destroy	
0306-0000	Financial Statements - Annual	X								
0306-0001	Financial Statements - Annual (Original)	X					Permanent		Retain at Agency	
0306-0002	Financial Statements - Annual (Copy)	X					Periodic review		Destroy	
0306-0003	Financial Statements - Annual and Supplemental Debt	X					Permanent		Retain at Agency	
0307-0000	Grant File	X								

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Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:7 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0307-0001	Grant File - General Approved (Original)	X					6 Years After termination of grant		Destroy	
0307-0002	Grant File - General Approved (Copy)	X					1 Years After termination of grant		Destroy	
0307-0003	Grant File - General Denied	X					1 Years		Destroy	
0307-0004	Grant File - Green Acres	X					Permanent		Retain at Agency	(NJSA 13:8A-47)
0308-0000	Insurance File --- File includes : Life, Disability, Workers' Compensation, General Liability, Building, Fire, Flood, Casualty, and HIPAA Insurance	X								
0308-0001	Insurance File - Life, Disability, and Workers' Compensation Policies	X					6 Years After expiration of policy		Destroy	
0308-0002	Insurance File - General Liability Policy	X					20 Years After expiration of policy		Destroy	
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	X					6 Years After expiration of policy		Destroy	
0308-0004	Insurance File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	X					7 Years After termination from program		Destroy	



Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0309-0000	Invoice File	X								
0309-0001	Invoice File - Invoices	X					6 Years		Destroy	
0309-0002	Invoice File - Invoice Register	X					6 Years		Destroy	
0310-0000	Lease File	X								
0310-0001	Lease File (Original)	X					6 Years After termination of lease		Destroy	
0310-0002	Lease File (Copy)	X					1 Years After termination of lease		Destroy	
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Years		Destroy	
0312-0000	Mailing and Postage File	X								
0312-0001	Mailing and Postage File - Postage Bill Log	X					6 Years		Destroy	
0312-0002	Mailing and Postage File - Postage Meter Book Log	X					6 Years		Destroy	
0312-0003	Mailing and Postage File - Certified Mail Receipt	X					3 Years		Destroy	
0313-0000	Payroll File	X								
0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger	X					6 Years		Destroy	
0313-0002	Payroll File - Payroll Register (Original)	X	X				60 Years		Destroy	
0313-0003	Payroll File - Payroll Register (Copy)	X					3 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0313-0004	Payroll File - Payroll Reports	X					6 Years		Destroy	
0314-0000	Pension File	X								
0314-0001	Pension File - Quarterly Report of Contributions	X					6 Years		Destroy	
0314-0002	Pension File - Certification File	X					Permanent		Retain at Agency	
0314-0003	Pension File - Pension History Cards	X					Permanent		Retain at Agency	
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	X					6 Years		Destroy	
0316-0000	Receipts	X								
0316-0001	Receipts (Original)	X					6 Years		Destroy	
0316-0002	Receipts (Copy)	X					3 Years		Destroy	
0317-0000	Receiving Reports	X					3 Years		Destroy	
0318-0000	Requisition File	X								
0318-0001	Requisition File (Original)	X					6 Years		Destroy	
0318-0002	Requisition File (Agency Copy)	X					3 Years		Destroy	
0318-0003	Requisition File (Additional Copy)	X					1 Years		Destroy	
0319-0000	Schedule of Vouchers and Bills Paid	X								
0319-0001	Schedule/List of Vouchers and Bills Paid - Associated With Resolution Package or Governing Body Approval	X	X				Permanent		Retain at Agency	
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X					6 Years		Destroy	
0320-0000	Social Security Reports	X					6 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:10 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0321-0000	State Government Quarterly Report of Wages Paid	X					6 Years		Destroy	
0322-0000	Telephone File	X								
0322-0001	Telephone File - Telephone Bills (Agency Original)	X					6 Years		Destroy	
0322-0002	Telephone File - Telephone Bills (Copy)	X					3 Years		Destroy	
0322-0003	Telephone File - Weekly Telephone Call Listing	X					1 Years		Destroy	
0323-0000	Travel File --- Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation.	X								
0323-0001	Travel File - Approved (Original)	X					6 Years		Destroy	
0323-0002	Travel File - Approved (Copy)	X					3 Years		Destroy	
0323-0003	Travel File - Denied	X					1 Years		Destroy	
0324-0000	Union Dues File	X								
0324-0001	Union Dues File - Bi-Weekly Report	X					6 Years		Destroy	
0324-0002	Union Dues File - Deduction Authorizations	X					6 Years After termination of employment		Destroy	
0324-0003	Union Dues File - Spread Sheets	X					6 Years		Destroy	
0325-0000	Vehicle File	X								
0325-0001	Vehicle File - Gasoline Pump Readings Record	X					3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:11 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0325-0002	Vehicle File - Gasoline Pump Reading Tickets	X					3 Years		Destroy	
0325-0003	Vehicle File - Motor Vehicle Accident Records	X					6 Years		Destroy	
0325-0004	Vehicle File - Motor Vehicle Fine Reports	X					6 Years		Destroy	
0325-0005	Vehicle File - Parking Claim Check Stubs	X					1 Years		Destroy	
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X					1 Years		Destroy	
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X					1 Years		Destroy	
0325-0008	Vehicle File - Parking Permits	X					3 Years		Destroy	
0325-0009	Vehicle Files - Vehicle Usage Reports --- Contains: mileage, locations, usage dates, and supporting documentation.	X					6 Years		Destroy	
0325-0010	Vehicle File - Vehicle Maintenance Reports	X					Until transfer of ownership			
0325-0011	Vehicle File - Certificate of Title	X					Until transfer of ownership		Destroy	
0326-0000	Vendor File	X								
0326-0001	Vendor File - Quarterly History	X					3 Years		Destroy	
0326-0002	Vendor File - Year-End History	X					6 Years		Destroy	
0327-0000	Voucher/Warrant File - Paid	X								

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:12 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0327-0001	Voucher/Warrant File (Original)	X					6 Years		Destroy	
0327-0002	Voucher/Warrant File (Copy)	X					3 Years		Destroy	
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X					7 Years		Destroy	
0329-0000	Trial Balance --- A debit and credit account verification listing.	X					3 Years		Destroy	
0330-0000	Auction File									
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for Quote Solicitations; Request for Quotation Solicitation for Auctioneer; Resolutions to hold an auction and to hire an auctioneer; Notice of Public Auction; letters to/from the Sheriff's Office and Public Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation.					P	6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:13 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0330-0002	Auction File - Online --- The file contains but is not limited to: all documentation received electronically or otherwise, retained in hardcopy format, related to the online sale of surplus personal property, including the successful bidder, high bid, and bidding activity/history. Also include resolution(s) authorizing the sale of surplus personal property, public notices of sales, and any contracts with vendors that provide online auction services.					P	6 Years		Destroy	
0331-0000	Certificate Of Fire Code Status --- An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)									
0331-0001	Certificate Of Fire Code Status – In Compliance					P	7 Years After final payment		Destroy	
0331-0002	Certificate Of Fire Code Status – Not In Compliance					P	7 Years After compliance with recommenda tions or After final payment And compliance		Destroy	
0332-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c 375, which mandated the placement of AED's in public agencies.									

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:14 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0332-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years		Destroy	
0332-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate An AED					P	2 Years After update		Destroy	
0332-0003	Automated External Defibrillator (AED) File – Equipment Operational Manual					P	After disposition of equipment		Archival Review	
<b>Personnel Records</b>										
0400-0000	Accident Reports - Employee --- File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	X					6 Years After final payment or settlement		Destroy	
0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics --- Original data maintained by the federal government.						3 Years		Destroy	
0402-0000	Dental Plan File									
0402-0001	Dental Plan File - Status Listing	X					3 Years After update		Destroy	
0402-0002	Dental Plan File - Data Entry Worksheet	X					6 Years After termination of employment		Destroy	
0402-0003	Dental Plan File - Monthly Report	X					3 Years		Destroy	
0403-0000	Employee History/Service Record Card						60 Years After termination of employment or age 85, whichever is sooner		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:15 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0404-0000	Employment Applications/Resumes - Persons Not Hired --- the hired employee applications are maintained in the individual employee file.						3 Years		Destroy	
0405-0000	Financial and Personal Data Disclosure Forms --- By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	X					6 Years		Destroy	
0406-0000	Health Benefits File									
0406-0001	Health Benefits File - Monthly Billing List	X					6 Years		Destroy	
0406-0002	Health Benefits File - Deduction Cards	X					6 Years After termination from program		Destroy	
0406-0003	Health Benefits File - Monthly Report	X					3 Years		Destroy	
0406-0004	Health Benefits File - Correspondence	X					6 Years After termination from program		Destroy	
0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation.						6 Years After termination of employment		Destroy	
0408-0000	Job Bulletins and Specifications	X					Periodic review		Destroy	
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity									



Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:16 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0409-0001	Leave Request (Original)	X					6 Years		Destroy	
0409-0002	Leave Request (Copy)	X					3 Years		Destroy	
0410-0000	Medical X-Ray File						5 Years		Destroy	
0411-0000	Personnel Action - New Jersey Department of Personnel	X					6 Years After termination of employment		Destroy	
0412-0000	Personnel Position Listing						As updated		Destroy	
0413-0000	Prescription Plan File									
0413-0001	Prescription Plan File - Status Listing	X					3 Years After update		Destroy	
0413-0002	Prescription Plan File - Monthly Report	X					3 Years		Destroy	
0413-0003	Prescription Plan File - Plan Authorization	X					6 Years After termination of employment		Destroy	
0414-0000	References - Employment									
0414-0001	References - External						3 Years		Destroy	
0414-0002	References - Internal						1 Years		Destroy	
0415-0000	Salary Guidelines and Amendments --- Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements.									
0415-0001	Salary Guide and Amendments (Original)	X					6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:17 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0415-0002	Salary Guide and Amendments (Copy)	X					Periodic review		Destroy	
0416-0000	Time Records File --- File may contain Daily Time and Attendance; Request for Time Off; Report of Accumulated Holidays - Vacation, Personal, and Sick Time; and supporting documentation.									
0416-0001	Time Records File (Agency Original)	X					6 Years		Destroy	
0416-0002	Time Records File (Copy)	X					1 Years		Destroy	
0417-0000	Training Records	X				P	After termination of employment		Archival Review	
0417-0001	Training Records					P	6 Years After termination of employment		Destroy	
0417-0002	Training Records – Staff Training Request					P	3 Years After final payment		Destroy	
<b>Personnel Records</b>										
0418-0000	Work Schedule	X					1 Years		Destroy	
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018.	X					40 Years After termination of employment		Destroy	CFR 1910.1018.

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:18 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0420-0000	Employment Eligibility Verification (I-9) --- Form generated by the U.S. Department of Justice Immigration and Naturalization Service.	X					6 Years After termination of employment		Destroy	
0421-0000	Certification File - New Jersey Department of Personnel									
0421-0001	Certification File - Certified Roster/Employment History						5 Years After approval		Destroy	
0421-0002	Certification File - Certification of Eligibles for Appointment						3 Years After input and verification		Destroy	
0421-0003	Certification File - Certification Record Card						3 Years After expiration of list		Destroy	
0421-0004	Certification File - Request Approval for New Examination						3 Years After issuance of certification		Destroy	
0421-0005	Certification File - Request Approval for Continued Provisional Appointment						3 Years After issuance of certification		Destroy	
0421-0006	Certification File - Notice to Eligible of Removal From List						3 Years After issuance of certification		Destroy	
0421-0007	Certification File - Notification of Cancellation of Certification						3 Years After issuance of certification		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:19 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0421-0008	Certification File - Payroll Certification Letters --- Utilized for employment background verification for temporary, provisional, and permanent employees.	X					1 Years		Destroy	
0421-0009	Certification File - Request for Information Due to Criminal Record						3 Years After issuance of certification		Destroy	
0421-0010	Certification File - Right to Invoke Appointing Authority --- Appointing authority for competitive examinations in accordance with the New Jersey Department of Personnel's Administrative Code, NJAC 4A:4-4.2						3 Years After issuance of certification		Destroy	NJAC 4A:4-4.2
0422-0000	Salary Range File									
0422-0001	Salary Range File - Request for Cancellation or Amendment, Salary Ranges and Ordinances	X					1 Years After submission		Destroy	
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Years After effective date		Destroy	
0423-0000	Reclassification File - New Jersey Department of Personnel									
0423-0001	Reclassification File - Reclassification Survey Book						As updated		Destroy	
0423-0002	Reclassification File - Reclassification Allocation Survey Sheets						1 Years After presentation		Destroy	
0424-0000	Status of Violations - Request for Attorney General's Action						3 Years After submission to the Office of the Attorney General		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:20 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0425-0000	Special Reemployment List						3 Years After expiration of list		Destroy	
0426-0000	Examination File - New Jersey Department of Personnel									
0426-0001	Examination File - T-Card --- An examination record of all open competitive and promotional titles.						3 Years After expiration of list for final entry		Destroy	
0426-0002	Examination File - Promotional Announcement						3 Years After submission		Destroy	
0426-0003	Examination File - Request for Open Competitive Examination						3 Years After submission		Destroy	
0426-0004	Examination File - Eligible/Ineligible Roster						3 Years		Destroy	
0426-0005	Examination File - Request for Examination Cancellation or Amendment						1 Years After submission		Destroy	
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Years After submission		Destroy	
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Years After submission		Destroy	
0426-0008	Examination File - Examination List Approval Sheet for NJAC 4A:4-2.7 --- Promotion list waivering competitive examination.						3 Years After effective date of certification		Destroy	
0426-0009	Examination File - Examination Re-announcement Request						1 Years After submission		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0426-0010	Examination File - Notice of Promotional Examination						4 Years		Destroy	NJAC 4A:4-3.3
0426-0011	Examination File - Open Competitive Examination Application						4 Years		Destroy	NJAC 4A:4-3.3
0426-0012	Examination File - Promotional Examination Application						4 Years		Destroy	NJAC 4A:4-3.3
<b>General Administrative Records</b>										
0500-0000	Administrative Subject File --- Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.						3 Years		Destroy	
0501-0000	Open Public Meeting File									
0501-0001	Agenda (Original)						Permanent		Retain at Agency	
0501-0002	Agenda (Copy)						Periodic review		Destroy	
0501-0003	Official Public Notice In Compliance With the Open Public Meeting Law						3 Years		Destroy	
0501-0004	Governing Body Meeting - Workpapers and Supporting Documentation (County and Municipal Clerk)						Periodic review		Destroy	
0502-0000	Agency-Sponsored Seminar									
0502-0001	Agency-Sponsored Seminar - Printed Materials (Original)						Permanent		Retain at Agency	
0502-0002	Agency-Sponsored Seminar - Printed Materials (Copy)						Periodic review		Destroy	
0502-0003	Agency-Sponsored Seminar - Correspondence and Workpapers						3 Years		Destroy	
0503-0000	Correspondence (E-mail or Hardcopy)									

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:22 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0503-0001	Correspondence - General External						3 Years		Destroy	
0503-0002	Correspondence - Administrative Internal						Periodic review		Destroy	
0503-0003	Correspondence – Routine Requests for Information						Periodic review		Destroy	
<b>General Administrative Records</b>										
0504-0000	Executive Administrative Subject File --- Subject file of a Mayor, County Executive, Administrator, County Manager, or equivalent authority dealing with all administrative aspects of their offices.									
0504-0001	Executive Administrative Subject File - Policy-Setting --- Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.						Permanent		Retain at Agency	
0504-0002	Executive Administrative Subject File - Non-Policy-Setting --- Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.						4 Years		Destroy	
0505-0000	Hand Deliver Receipt (Agency Original)						1 Years		Destroy	
0506-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.						Periodic review		Destroy	
0507-0000	Inventories						3 Years After update		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:23 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0508-0000	Minutes									
0508-0001	Minutes (Original)		X	X			Permanent		Retain at Agency	
0508-0002	Minutes (Copy)						Periodic review		Destroy	
0509-0000	News Release - Historical and Policy-Setting									
0509-0001	News Release - (Original)						Permanent		Retain at Agency	
0509-0002	New Release (Copy)						Periodic review		Destroy	
0510-0000	Organization Chart									
0510-0001	Organization Chart (Original)						Permanent		Retain at Agency	
0510-0002	Organization Chart (Copy)						Periodic review		Destroy	
0511-0000	Recordings of Public Meetings - Public Officials - Audio/Video (Analog and Digital)						80 Days		Erase	
0512-0000	Records Retention File									
0512-0001	Records Retention File - Microencoding Report						1 Years		Destroy	
0512-0002	Records Retention File - Microfilm Index						Permanent		Retain at Agency	
0512-0003	Records Retention File - Records Retention and Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.						As updated		Destroy	



Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:24 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0512-0004	Records Retention File - Request and Authorization for Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.						Permanent		Retain at Agency	
0512-0005	Records Retention File - Internal Request for Records						1 Years After file is returned or disposed		Destroy	
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy	
0514-0000	Visitor Security Daily Sign-In Log						3 Years		Destroy	
0515-0000	Reference Material File									
0515-0001	Reference Material						Periodic review		Destroy	
0515-0002	Reference Material Request						Periodic review		Destroy	
0516-0000	Surplus Property/Goods File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.									
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	X					3 Years After update		Destroy	
0516-0002	Surplus Property/Goods File -Excess/Surplus Property Notice	X					3 Years After audit		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:25 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0517-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation.									PL 2001, c.404.
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	X					6 Years		Destroy	
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						3 Years		Destroy	
0517-0003	Open Public Records Act (OPRA) File -OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.						3 Years After resolution		Destroy	
0518-0000	Government Records Access Unit - OPRA Complaint to Government Record's Council (GRC) Files (Copy) --- Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.						3 Years After resolution		Destroy	
0519-0000	Consultant File --- File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports									
0519-0001	Consultant File – Final Report					P	25 Years		Archival Review	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0519-0002	Consultant File – Contract					P	6 Years After termination of contract		Destroy	
0519-0003	Consultant File – Financial Documents					P	6 Years		Destroy	
0519-0004	Consultant File – Work Papers And Support File					P	3 Years		Destroy	
<b>Agency-Related Policy, Legislation, and Operating Procedures</b>										
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.									
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)						3 Years After update		Destroy	
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy	
0601-0000	Notice File									
0601-0001	Notice File - Legal Notice						3 Years		Destroy	
0601-0002	Notice File - Emergency Notice						10 Years		Destroy	
0602-0000	Operating Procedures						3 Years		Destroy	
0603-0000	Ordinance File									
0603-0001	Ordinance File - Ordinance Book (Original)			X	X		Permanent		Send to Archives	
0603-0002	Ordinance File - Ordinance Book (Copy)						Periodic review		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:27 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0603-0003	Ordinance File - Work papers						Periodic review		Destroy	
0604-0000	Policy Statements									
0604-0001	Policy Statements (Original)			X			Permanent		Send to Archives	
0604-0002	Policy Statements (Copy)						Periodic review		Destroy	
0605-0000	Public Employees Occupational Safety and Health Act (PEOSHA) File --- Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with NJAC 12:110, Subchapter 5 and NJSA 34:6A-28 et seq.									NJAC 12:110, Subchapter 5, NJSA 34:6A-28
0605-0001	Public Employees Occupational Safety and Health Act File (Original)						6 Years		Destroy	
0605-0002	Public Employees Occupational Safety and Health Act File (Copy)						3 Years		Destroy	
0606-0000	Resolutions --- Maintained by the Offices of the County and the Municipal Clerk.									
0606-0001	Resolutions (Original)		X	X			Permanent		Send to Archives	
0606-0002	Resolutions (Copy)						Periodic review		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:28 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0607-0000	Worker and Community Right to Know Act - Employer and County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, NJSA 34:5A-1 et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.						6 Years		Destroy	P.L. 1983, C. 35, NJSA 34:5A-1
0608-0000	Americans With Disabilities Act (ADA) File --- Contains: Transition and Self-Evaluation Plans						65 Years		Destroy	Americans With Disabilities Act (ADA)
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.									
0609-0001	Municipal Code Book (Original)			X			Permanent		Send to Archives	
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy	
0609-0003	Municipal Code Book - Supplement (Original)						Permanent		Send to Archives	
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		Destroy	
0610-0000	Incoming Mail Log						3 Years		Destroy	
0611-0000	Calendar and Meeting Schedules						3 Years		Destroy	
<b>Reports and Publications</b>										
0700-0000	Newsletter									
0700-0001	Newsletter (Original)						Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:29 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0700-0002	Newsletter (Copy)						Periodic review		Destroy	
0701-0000	Publications									
0701-0001	Publications (Original)						Permanent		Retain at Agency	
0701-0002	Publications (Copy)						Periodic review		Destroy	
0702-0000	Report File									
0702-0001	Report File - Annual Report (Agency of Origin)						Permanent		Retain at Agency	
0702-0002	Report File - Annual Report (Copy)						Periodic review		Destroy	
0702-0003	Report File - Monthly Report						3 Years		Destroy	
0702-0004	Report File - Quarterly Report						3 Years		Destroy	
0702-0005	Report File - Statistical Report						3 Years		Destroy	
0702-0006	Report File - Weekly Report						1 Years		Destroy	
0702-0007	Report File - Daily Report						1 Months		Destroy	
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification		Destroy	

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:30 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Reports and Publications</b>										
0703-0000	<p>Agency Year Two Thousand (Y2K) Testing Plan</p> <p>---</p> <p>Includes documentation that may be used for: monitoring testing procedures, remediation, statutory and regulatory requirements, and providing evidence in lawsuits. Contains but is not limited to the following: Analysis Documentation-records that show the decisions that were made on what files, applications and systems would be converted and which ones would not, surveys, and contract review reports. Testing Documentation-the documentation that shows the final outcome of the conversion did result in a Year 2000 compliant system. Certification Documentation-written user signoffs for converted systems. Project Plans-listing of tasks completed, persons accountable, and time frames for completing Year 2000 project. Meeting minutes, memos, status reports, letters, reports that include information on: decisions made regarding Year 2000, confirmation of policy and procedures, identification of accountability of Year 2000 project tasks. External-response letters from vendors, responses to business partners for compliance statements, any other public announcements regarding Year 2000. Information posted on the Year 2000 website. Copies of compliance letters mailed to vendors. E-mail pert</p>									
0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	X					7 Years		Destroy	
0703-0002	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	X					7 Years		Destroy	
0703-0003	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	X					7 Years		Destroy	
0703-0004	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	X					Periodic review		Destroy	
0704-0000	Image Processing System									

Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:31 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial/Renewal/Revoked Certification --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.					P	Permanent		Retain at Agency	
0704-0002	Audit Reports --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.	X					7 Years		Destroy	
0704-0003	Image Processing System Initial/Renewal/Revoked Certification --- Agency image processing certification, as granted by the State Records Committee. File contains: certification, evaluation, application (copy), correspondence, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.					P	Permanent		Retain at Agency	
0704-0004	Image Processing System Annual Review --- Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.						As updated		Destroy	
0704-0005	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion. Also used to identify files that are being transferred to a shared scanning unit.					P	Upon Completion Of Batch Retained 7 yrs in Records Center		Destroy	



Records Retention and Disposition Schedule				Agency: M100000			Schedule: 008		Page #:32 of 32	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	<b>Reports and Publications</b>									
0705-0000	Agency Internet File									
0705-0001	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.						30 Days		Destroy	
0705-0002	Transaction/Click Through Log --- Log tracking the number of times an agency's website is accessed from outside the agency.						30 Days		Destroy	
0705-0003	Website Creation and Update File --- File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.						30 Days After website is discontinued		Destroy	