

STATE OF NEW JERSEY



STATE GENERAL RECORDS SCHEDULE

G100000-012



Prepared by:
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<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Records Retention and Disposition Schedule		Agency: G100000	Schedule: 012	Page #:1 of 69
Department:	STATE GENERAL RECORDS SCHEDULE	Agency Representative:	Robert Benco Jr	
		Title:	Assistant Director	
		Phone #:		

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

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Financial Records										
0001-0000	Invoice/Quick Invoice(In/QI) --- Usage: to establish an account (s) receivable file. Formerly known as Accounts Receivable Request.									
0001-0001	Invoice/Quick Invoice (Using Agency)					P	7 Years	3 Years	Destroy	
0001-0002	Invoice/Quick Invoice (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0002-0000	Advice Of Charge --- Usage: notifies the Department of the Treasury which accounts need to be charged. Form lists the following information: pay number, pay period, fiscal year, appropriation account number, cost center, gross salary, food maintenance, and net case salary.									
0002-0001	Advice Of Charge (Using Agency)					P	7 Years	3 Years	Destroy	
0002-0002	Advice Of Charge (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:2 of 69	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0000	Cash Receipt/Alternate Cash Receipt/Quick Receipt (CR/C1/QR) --- Usage: record a bank charge representing checks submitted to the State of New Jersey for payment and subsequently dishonored by a bank; to record refunds of disbursement; and to transmit receipts to be recorded in the general journal. Formerly known as Transmittal of Receipts, Refund of Disbursements, and Advice of Dishonored Check.									
0003-0001	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Using Agency)					P	7 Years	3 Years	Destroy	
0003-0002	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0004-0000	Agency Contract Order/Grant Loan Order(AO/GO) --- Usage: obligate funds in an appropriation account approved agency contract when a agency has entered into a formal contract without the approval of the Purchase Bureau; to issue purchase orders directly to vendors; and change any open obligation. Formerly known as Invoice, Agency Contract Obligation, and Change/Cancel Agency Obligation - Purchase Bureau.									
0004-0001	Agency Contract Order (Using Agency)					P	7 Years	3 Years	Destroy	
0004-0002	Agency Contract Order (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0005-0000	Allotment (AL) --- Usage: allocate funds between the reserve and the current allotment of a given account. Formerly known as Allotment Adjustment.									
0005-0001	Allotment (Using Agency)					P	7 Years	3 Years	Destroy	
0005-0002	Allotment (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:3 of 69	
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		
0006-0000	Appropriation/Expense Budget (AP/EB) --- Usage: to establish new appropriation accounts and expense budgets and to adjust these accounts. Formerly known as Appropriation Account Number Request and Appropriation Adjustments.									
0006-0001	Appropriation/Expense Budget (Usage Agency)					P	7 Years	3 Years	Destroy	
0006-0002	Appropriation/Expense Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0007-0000	Accounting Bureau Payment Voucher/Using Agency Payment/Payment Voucher (AV/UA/PV/U1/A1) --- Usage: reimbursements of service charges from the using agency; to submit a request for vendor payment for goods or services supplied through direct agency purchases, formal purchases, or contract obligations; to reimbursement for agency's petty cash fund; and request for payment of revenue refunds. Formerly known as Revenue Refund Voucher, Petty Cash Fund Reimbursement, Certificate of Debit and Credit, and Invoice.									
0007-0001	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modificatin (Using Agency)					P	7 Years	3 Years	Destroy	
0007-0002	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modificatin (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0008-0000	DBC Purchase Order (DO) --- Usage: to issue or adjust DBC orders or contracts for architectural and engineering designs. Utilized for building construction alterations and maintenance, buildings and equipment repair, and reservation of funds for a contingency fund. Issued in accordance with the requisition form initiated by a state agency. Formerly known as DBC Order and Change/Cancel Obligation.									

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		
0008-0001	DBC Purchase Order (Using Agency)					P	7 Years after completion of project	3 Years after completion of project	Destroy	
0008-0002	DBC Purchase Order (Electronic Record - Treasury)					P	7 Years after completion of project	3 Years after completion of project	Destroy	
0009-0000	Revenue Modification/Cash Receipt (RM/CR) --- Usage: to defer recognition of revenue and undefer revenue when earned. Is used in conjunction with a balance sheet account code. Formerly known as Deferred Revenue Adjustment.									
0009-0001	Revenue Modification/Cash Receipt (Using Agency)					P	7 Years	3 Years	Destroy	
0009-0002	Revenue Modification/Cash Receipt (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0010-0000	Fiscal Notes Worksheet --- Usage: determine the cost of implementing a legislative bill if put into law. Original retained by the Department of the Treasury, Office of Management and Budget.									
0010-0001	Fiscal Notes Worksheet (Using Agency)					P	7 Years	3 Years	Destroy	
0010-0002	Fiscal Notes Worksheet (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0011-0000	Printing Requisition --- Request for services of the State Government printing facilities.									
0011-0001	Printing Requisition (Using Agency)					P	7 Years	3 Years	Destroy	
0011-0002	Printing Requisition (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:5 of 69	
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		
0012-0000	DBC Requisition (RD) --- Usage: to reserve appropriation account funds for architectural, engineering design, building construction, alteration, maintenance, and repair of buildings or equipment; to cancel, decrease, or increase outstanding balances and to make adjustments to an outstanding requisition for Division of Building and Construction. Formerly known as Requisition/Requisition Change - Division of Building and Construction (DBC).									
0012-0001	DBC Requisition (Using Agency)						7 Years after completion of project	3 Years after completion of project	Destroy	
Financial Records										
0012-0002	DBC Requisition (Electronic Record-Treasury)					P	7 Years completion of project	3 Years completion of project	Destroy	
0013-0000	Accounting Bureau Requisition/Purchase Bureau Requisition (RA/RP) --- Usage: to cancel, increase, decrease, or create an outstanding or open requisition balance. Formerly known as Requisition Charge - Purchase Bureau.									
Financial Records										
0013-0001	Accounting Bureau Requisition/Purchase Bureau Requisition (Using Agency)					P	7 Years	3 Years	Destroy	
0013-0002	Accounting Bureau Requisition/Purchase Bureau Requisition (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0014-0000	Revenue Budget (RB) --- Usage: to establish new or change a revenue budget. Formerly known as Revenue Account Number - Agency Request and Revenue Anticipation Adjustments.									
0014-0001	Revenue Budget (Using Agency)					P	7 Years	3 Years	Destroy	
0014-0002	Revenue Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0015-0000	Journal Voucher (JV) --- Usage: to record accruals, adjustments, reclassifications, and reversing entries to accounting records. Formerly known as Journal entries which were manually recorded in a general ledger.									
0015-0001	Journal Voucher (Using Agency)					P	7 Years	3 Years	Destroy	
0015-0002	Journal Voucher (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0016-0000	Transfer Appropriation/Transfer Budget (TA/TB) --- Usage: to transfer funds between current fiscal year appropriation accounts. Formerly known as Transfer of Appropriation.									
0016-0001	Transfer Appropriation/Transfer Budget (Using Agency)					P	7 Years	3 Years	Destroy	
0016-0002	Transfer Appropriation/Transfer Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0017-0000	Request For Travel Authorization (TE/TH) --- Employees request for permission to travel on state buiness, staff training, conferences, and conventions.									
0017-0001	Request For Travel Authorization (Using Agency)					P	7 Years	3 Years	Destroy	
0017-0002	Request For Travel Authorization (Electronic Record - Treasury)					P	7 Years	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		
0018-0000	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (TV/A1/U1) --- Usage: to reimburse state employees for travel expenses while on official state business. Formerly known as Travel Expense Invoice.									
0018-0001	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Using Agency)					P	7 Years	3 Years	Destroy	
0018-0002	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0019-0000	Travel Authorization (TE) --- Usage: to authorize travel for state employees while on official state business.									
0019-0001	Travel Authorization (Using Agency)					P	7 Years	3 Years	Destroy	
0019-0002	Travel Authorization (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0020-0000	Travel Authorization For Training (TH) --- Usage: to authorize travel for state employees for training for official state business.									
0020-0001	Travel Authorization For Training (Using Agency)					P	7 Years	3 Years	Destroy	
0020-0002	Travel Authorization For Training (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0021-0000	Travel Refund/Cash Receipt - Travel (TC) --- Usage: to record refund of a vendor payment or for state employee cash advance or excessive payment.									
0021-0001	Travel Refund/Cash Receipt - Travel (Using Agency)					P	7 Years	3 Years	Destroy	
0021-0002	Travel Refund/Cash Receipt - Travel (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0022-0000	Expenditure Modification (EM) --- Usage: to modify recorded expenditures. Formerly known as Disbursement/Journal Entry.									
0022-0001	Expenditure Modification (Using Agency)					P	7 Years	3 Years	Destroy	
0022-0002	Expenditure Modification (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0023-0000	Vendor File - NJMACS-E									
0023-0001	Vendor File - Individual Vendor --- File pertains to vendors utilized by state agencies and used in conjunction with the NJMACS-E system. Contains: vendor name, ID number, and status.					P	7 Years	3 Years	Destroy	
0023-0002	Vendor File - Approved/Denied Vendor List (Copy) --- Listings of vendors whose services may or may not be contracted by state agencies.					P	As updated	As updated	Destroy	
0024-0000	Manual Warrant (MW) --- Usage: to request and record a manual check.									
0024-0001	Manual Warrant (Using Agency)					P	7 Years	3 Years	Destroy	
0024-0002	Manual Warrant (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0025-0000	Federal Aid Master Transaction (FM) --- Usage: to establish and record a new federal grant program.									
0025-0001	Federal Aid Master Transaction (Using Agency)					P	7 Years	3 Years	Destroy	
0025-0002	Federal Aid Master Transaction (Electronic Record - Treasury)					P	7 Years	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		
0026-0000	Project (PJ) --- Usage: to establish a project in the Project Module.									
0026-0001	Project (Using Agency)					P	7 Years	3 Years	Destroy	
0026-0002	Project (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0027-0000	DBC Project (PK) --- Usage: to establish a Division of Building and Construction (DBC) project in the Project Module.									
0027-0001	DBC Project (Using Agency)					P	7 Years	3 Years	Destroy	
0027-0002	DBC Project (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0028-0000	Job Cost (JC) --- Usage: to change costs to the Job Module.									
0028-0001	Job Cost (Using Agency)					P	7 Years	3 Years	Destroy	
0028-0002	Job Cost (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
	Bank Records									
0100-0000	Bank Statement --- Statement reflecting the status of an agencies account.					P	7 Years	3 Years	Destroy	
0101-0000	Check File									
0101-0001	Check File-Cancelled Checks, Voided Checks, Bounced Checks, Image Checks, And Lost Check Reference (Electronic And Hardcopy) --- Note: If an agencies checks are imaged by a financial institution, the agency is not required to retain a hardcopy version of the check.					P	7 Years	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		
0101-0002	Check File - Check Register --- Contains: reconciliation sheet, outstanding checklists, and copies of issued/received checks.					P	7 Years	3 Years	Destroy	
0101-0003	Check File - Check Stub					P	7 Years	3 Years	Destroy	
0101-0004	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 deposit input and verification	After deposit input and verification	Destroy	
0102-0000	Deposit Slip (Bank)					P	7 Years	3 Years	Destroy	
0103-0000	Bank Books					P	7 Years	3 Years	Destroy	
0104-0000	Cashier Stubs					P	7 Years	3 Years	Destroy	
	Books Of Account									
0200-0000	Journal - Daily Cash --- Book of original entry, recording cash revenue and expense in a chronological order.					P	7 Years	3 Years	Destroy	
0201-0000	Ledger - General Ledger (Genled) And Closed Ledger (Clisdled) --- Central control of open and closed accounts.			X		P	Permanent	Permanent	Permanent	
0202-0000	Ledger - Subsidiary (Treasury And/Or Using Agency) --- Daily transactions that are verified against the controlling accounts in the General Ledger.					P	7 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:11 of 69	
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		
Budget Records										
0300-0000	Budget Appropriation Handbook (Copy) --- Indicates the amount of funds allocated for a department's daily operations during a fiscal year. Original retained by the Department of the Treasury.									
0300-0001	Budget Appropriation Handbook-Departmental (Copy)					P	7 Years	3 Years	Destroy	
0300-0002	Budget Appropriation Handbook - Divisional/Sub-Divisional (Copy)					P	1 Years	1 Years	Destroy	
0301-0000	Budget Planning Documents - Departmental, Divisional, And Sub-Divisional (Copy) --- Annually prepared planning documents which include; Program Justification (BB 101), Fiscal and Position Request (BB102), Revenue Statement (BB 103), Revolving Funds (BB 103A), Evaluation Data, Data, Position Data, and Affirmative Action Data (BB 104 [Diskette]), Priority Request (PD 206), Appropriations Data - Minor Object Detail (IPB Report - 1739A), objectives and program descriptions, organization charts, and supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	
0302-0000	Budget Request - Departmental (Copy) --- Annual request made to the Department of the Treasury for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.									
0302-0001	Budget Request - Departmental (Copy)					P	3 Years	3 Years	Destroy	
0302-0002	Budget Request - Departmental Work Papers					P	3 Years	3 Years	Destroy	
0303-0000	Budget Request - Divisional And Sub-Divisional (Copy) --- Annual request made to the departments fiscal office for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.									

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		
0303-0001	Budget Request - Divisional And Sub-Divisional (Copy)					P	3 Years	3 Years	Destroy	
0303-0002	Budget Request - Divisional And Sub-Divisional (Additional Copy)					P	1 Years	1 Years	Destroy	
0303-0003	Budget Request - Divisional And Sub-Divisional Work Papers					P	3 Years	3 Years	Destroy	
Additional Financial Records										
0400-0000	Audit Reports - State Agency (Copy) --- Original retained by the Office of Legislative Services, Bureau of State Auditing.					P	3 Years	3 Years	Destroy	
0401-0000	Building Maintenance Work Order					P	3 yrs after work completed	3 yrs after work completed	Destroy	
0402-0000	Cash Receipts					P	7 Years	3 Years	Destroy	
0403-0000	Contracts And Amendments File --- Includes: copies of plans and specifications, bid proposals, progress/performance reports for payment, correspondence, and supporting documentation. Original retained by the Department of the Treasury.									
0403-0001	Contracts And Amendments - Awarded (Original) --- Signed originals and support material.					P	7 Years after completion of contract	3 Years after completion of contract	Destroy	
0403-0002	Contracts And Amendments - Awarded (Copy)					P	3 yrs after completion of contract	3 yrs after completion of contract	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		
0403-0003	Contracts And Amendments - Cancelled (Original)					P	3 yrs after submission	3 yrs after submission	Destroy	
0403-0004	Contracts And Amendments - Voided (Original)					P	3 yrs after voidance	3 yrs after voidance	Destroy	
0403-0005	Contracts And Amendments - Public Buildings					P	7 Years after disposal of building	3 Years after disposal of building	Destroy	
0403-0006	Contracts And Amendments - Public Buildings, Capital Improvements For Real Property					P	7 Years after disposal of building	3 Years after disposal of building	Destroy	
0403-0007	Contracts And Amendments - Equipment					P	7 Years after disposal of equipment	3 Years after disposal of equipment	Destroy	
0404-0000	Deferred Compensation File -Termination, Disability, Retirement, And Death			X		P	Permanent	Permanent	Permanent	
0405-0000	Department Of The Treasury Report Run-Offs (Copy) --- Agency weekly and monthly financial transaction summary reports from the Department of the Treasury. Original retained by the Department of the Treasury.					P	1 Years	1 Years	Destroy	
0406-0000	Grant/Entitlement/Recognition File --- Grants, entitlements, and recognitions between state agencies and federal, state, local, and private institutions for the award of monies to finance operations for state, county, municipal, or private agencies.									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:14 of 69	
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		
0406-0001	Grant/Entitlement/Recognition File - Approved (Original) --- File pertains to original documentation for a state agency receiving federal grant monies or for a State agency issuing grant monies or a State agency approving a statutory entitlement granted to eligible applicants.					P	7 Years after termination of grant	3 Years after termination of grant	Destroy	
0406-0002	Grant /Entitlement/Recognition File - Approved (Copy) --- File pertains to state agency receiving state grant monies.					P	3 yrs after termination of grant or receipt of award	3 yrs after termination of grant or receipt of award	Destroy	
0406-0003	Grant/Entitlement/Recognition File - Approved (Additional Copy)					P	1 yr after termination of grant or receipt of award	1 yr after termination of grant or receipt of award	Destroy	
0406-0004	Grant/Entitlement/Recognition File - Denied (Original And Copy)					P	3 Years	3 Years	Destroy	
0406-0005	Grant/Entitlement/Recognition File - Denied (Additional Copy)					P	1 Years	1 Years	Destroy	
0407-0000	Individual Insurance Policy File									
0407-0001	Individual Insurance Policy File - Policy --- File reflecting the numerous types of insurance policies an agency maintains.					P	7 Years after termination of policy	3 Years after termination of policy	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:15 of 69	
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		
0407-0002	Individual Insurance Policy 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 Policies Overview Letter, Notice of Privacy Policies Brochure, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, Actions, Activities, Designations, and supporting documentation.					P	7 Years after termination from program	3 Years after termination from program	Destroy	
0408-0000	Payroll File --- Originals may be retained by the Department of the Treasury, and additional hardcopy and microfiche by the agency.									
0408-0001	Payroll Register (Department Of The Treasury, And Autonomous Commissions And Authorites)			X		P	Permanent	Permanent	Permanent	
0408-0002	Payroll Reports - Department Of The Treasury - Generated (Original)					P	7 Years	3 Years	Destroy	
0408-0003	Payroll Reports - Department Of The Treasury - Generated (Agency Copy)					P	30 Days		Destroy	
0408-0004	Payroll Reports - Department Of The Treasury - Generated (Microfiche)					P	3 Years	3 Years	Destroy	
0408-0005	Payroll Reports - Agency - Generated (Original)					P	7 Years	3 Years	Destroy	
0408-0006	Payroll Reports - Agency - Generated (Copy)					P	3 Years	3 Years	Destroy	
0409-0000	Payroll Signature Sheet File --- Sheets identifying employees that have received payroll checks.					P	3 Years	3 Years	Destroy	
0410-0000	Request For Waiver Of Adverting (Copy) --- Used to forgo bid advertising in the event that there is only one supplier, and/or an immediate delivery of an item is necessary. Original retained by the Department of the Treasury.									

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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		
0410-0001	Request For Waiver Of Advertising (Departmental Copy)					P	7 Years after termination of contract	3 Years after termination of contract	Destroy	
0410-0002	Request For Waiver Of Advertising (Additional Copy)					P	3 Years	3 Years	Destroy	
0411-0000	Open And Closed Billing File --- File contains initial billing statements and notice, follow-up notice(s), and closed billing statements.					P	7 Years	3 Years	Destroy	
0412-0000	Space Planning Request File(GSA-7 SPR) (Copy) --- Contains: Space Planning Request, lease (copy), lease floor plans, and correspondence. Original maintained by the Department of the Treasury, Division of Purchase and Property. Formerly known as a Space Allocation Request (SAR)I,II,III) .									
0412-0001	Space Planning Request File (GSA-7 SPR) (Department Copy)					P	3 yrs after expiration of lease	3 yrs after expiration of lease	Destroy	
0412-0002	Space Planning Request File (GSA-7 SPR) (Additional Copy)					P	3 Years	3 Years	Destroy	
0413-0000	Transmittal of Salary Refunds File --- Contains transmittals and checks to the Department of the Treasury for employees who were not entitled to receive payment.						3 Years	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		
Additional Financial Records										
0414-0000	Employee Certification Of Taxability Of The Personal Use Of A State Provided Vehicle (Department Copy) --- Original retained by the Department of the Treasury, Bureau of Central Services and Property Management.					P	3 Years	3 Years	Destroy	
0415-0000	Off-System Funds/Non-Appropriated Accounts File --- State agency funds not appropriated by the State Treasurer. File contains: transaction records, receipts/expenditures, banking records, Division of Investment-Fund Investment Reports (Copy), and supporting documentation.					P	7 Years	3 Years	Destroy	
0416-0000	Telephone Records File									
0416-0001	Telephone Records File - Agency Report Of Protested Third Party Calls (Department/Divisional/Sub-Divisional Copy) --- Original retained by Bell Atlantic - New Jersey.					P	3 Years	3 Years	Destroy	
0416-0002	Telephone Records File - Agency Request For Telephone Service (Department Copy) --- Original retained by the Department of the Treasury.					P	3 yrs after completion	3 yrs after completion	Destroy	
0416-0003	Telephone Records File - Monthly Toll Listing Printout (Department Copy) --- Printout generated by the Department of the Treasury, Office of Information Technology (OIT).					P	3 Years	3 Years	Destroy	
0417-0000	Vehicle Records File									

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							Total Retention Period	Minimum Period in Agency		
0417-0001	Vehicle Records File - Gasoline/Oil Credit Card Transactions File (Departmental Copy) --- Contains charge slip and vendor-submitted monthly transactions summary. Original retained by the Department of the Treasury and a copy by the Central Motor Pool.					P	3 Years	3 Years	Destroy	
0417-0002	Vehicle Records File - Vehicle Accident Report					P	3 Years	3 Years	Destroy	
0417-0003	Vehicle Records File - Vehicle Assignment Log					P	7 Years after final entry	3 Years after final entry	Destroy	
0417-0004	Vehicle Records File - Vehicle Maintenance/Repair Order					P	3 Years	3 Years	Destroy	
0417-0005	Vehicle Records File - Vehicle Usage Report --- Report dealing with the activities of state-owned motor vehicles.					P	3 yrs after disposal of vehicle by department	3 yrs after disposal of vehicle by department	Destroy	
0418-0000	Procurement/Credit Card Statement (Hardcopy And Electronic) --- Statement of charges incurred by a state agency for operational transactions.					P	7 Years	3 Years	Destroy	
0419-0000	Internal Control Vulnerability Assessment - New Jersey Department Of The Treasury (Copy) --- Self-assessment questionnaire pertaining to status of an agency's system of internal accounting and administrative controls in areas such as security, personnel, finance, and administration. Original is kept by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:19 of 69	
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	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)									
0420-0001	Certificate Of Fire Code Status - In Compliance					P	7 yrs after final payment	7 yrs after final payment	Destroy	
0420-0002	Certificate Of Fire Code Status - Not In Compliance					P	7 yrs after final payment and compliance with recommendations	7 yrs after final payment and compliance with recommendations	Destroy	
Personnel Records										
0700-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File --- Contains: Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.					P	7 yrs after conclusion of matter	7 yrs after conclusion of matter	Destroy	
0701-0000	Affirmative Action Plan (Copy) --- Agencys annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0702-0000	Survey Of New Jersey State Government Handicapped Employees (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0703-0000	Current Agency Work Force Analysis File (Copy) --- File contains: Current Agency Work Force Analysis and Current Agency Work Force Analysis by Salary. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
Classification Records										
0800-0000	Certification Of Eligibility - State Service (Copy) --- List of individuals who have passed a competitive examination and are eligible for appointment to a position in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0801-0000	Acknowledgment Of Certification Questionnaire (Copy) --- Certification acknowledgment questionnaire. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0802-0000	Eligible/Ineligible Roster --- List of Individuals eligible or ineligible for a position.					P	3 Years	3 Years	Destroy	
0803-0000	Job Specification File									
0803-0001	Job Specification/Request For Copy Of Job Specification (Copy) --- Includes qualifications and duties for positions in state government. Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
0803-0002	Request For Copy Of Job Specification (Copy) --- Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
0803-0003	Specification Transmittal (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:21 of 69	
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		
0803-0004	Specification Change Sheet (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0803-0005	Specification Transmittal Separation Sheet (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0803-0006	Request For Title Or Specification Modification (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0804-0000	Notification Of Certification (Copy) --- Notification that an individual has passed a competitive examination and is eligible for appointment to a state government position. Original retained by the Department Personnel Office.					P	3 Years	3 Years	Destroy	
0805-0000	Personnel Requisition					P	3 Years	3 Years	Destroy	
0806-0000	Position Classification Questionnaire (Copy) --- Descriptive report used to obtain basic data about a position in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0806-0001	Position Classification Questionnaire (Department Personnel Office)					P	3 yrs after final action	3 yrs after final action	Destroy	
0806-0002	Position Classification Questionnaire(Office Of Origin)					P	1 yr after final action	1 yr after final action	Destroy	
0807-0000	Certification Delay (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:22 of 69	
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		
0808-0000	Request For New Title (Copy) --- Agency request to establish a new position class title when the duties of a new/existing position cannot be classified properly. Original retained by the Department of Personnel.									
0808-0001	Request For New Title - Approved (Copy)					P	Duration of title	Duration of title	Destroy	
0808-0002	Request For New Title - Denied (Copy)					P	3 yrs after final action	3 yrs after final action	Destroy	
0809-0000	Request For Reclassification/Reclassification Recommendation (Copy) --- Enables state employees to change the classification of their position. Original retained by the Department of Personnel.									
0809-0001	Request For Reclassification (Copy)					P	3 yrs after final action	3 yrs after final action	Destroy	
0809-0002	Request For Reclassification/Agency Acknowledgment (Copy)					P	Until final decision	Until final decision	Destroy	
0810-0000	Request For Re-Evaluation Of Title (Copy) --- Agency request to re-evaluate a class title based on a change in responsibilities or agency re-organizational. Original retained by the Department of Personnel.									
0810-0001	Request For Re-Evaluation Of Title - Approved (Copy)					P	Duration of title	Duration of title	Destroy	
0810-0002	Request For Re-Evaluation Of Title - Denied (Copy)					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0811-0000	Request To Appoint Confidential And/Or Unclassified Employee (Copy)									
0811-0001	Request To Appoint Confidential And/Or Unclassified Employee (Copy) - Approved					P	Duration of title	Duration of title	Destroy	
0811-0002	Request To Appoint Confidential And/Or Unclassified Employee (Copy) - Denied					P	3 Years	3 Years	Destroy	
0812-0000	Certification Record Card (Copy) --- Record card of an individual who has passed a competitive examination and is eligible for appointment to a position in state government. Original retained by the Department of Personnel.					P	4 Years	4 Years	Destroy	
0813-0000	Certification Information Card (Copy) --- Informational card explaining the certification process. Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
Individual Employee File										
0900-0000	Employee Address List					P	As updated	As updated	Destroy	
0901-0000	Federal And State Withholding Tax File (Copy) --- Employee state and federal withholding tax documentation. Original documents maintained by the Internal Revenue Service.					P	7 Years	3 Years	Destroy	
0902-0000	Grievance File --- Records of employees dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.									

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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		
0902-0001	Grievance File - Policy-Establishing Settlement (Original)			X		P	Permanent	Permanent	Archival review	
0902-0002	Grievance File - Policy-Establishing Settlement (Copy) --- Retained by grievant agency of employment.					P	3 yrs after final settlement	3 yrs after final settlement	Destroy	
0902-0003	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	1 yr after final settlement	1 yr after final settlement	Destroy	
0902-0004	Grievance File - Routine Settlement (Original)					P	3 yrs after final settlement	3 yrs after final settlement	Destroy	
0902-0005	Grievance File - Routine Settlement (Copy)					P	1 yr after final settlement	1 yr after final settlement	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		
0903-0000	Individual Employee File --- File includes info pertaining to permanent & provisional full-time, part-time, & summer employees. File may contain but is not limited to the following: New Hire Request, Separation Request, Position Classification Questionnaire, Request for Employment Disability leave/Return, Preliminary and Final Notices & Appeal of Disciplinary Action, Application for Re-employment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer, Data Processing Request for Correction of Social Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of lay-off, Final Notice of Lay-off, Unsatisfactory Probation Reports, Pension Program Application (Copy), Employees Report of Accidental Injury or Occupational Disease, Performance Evaluation System (PES), Performance Certification, Salary Increase, Title info, Promotional Certification, Request for Personnel/Position Action Return Slip, Government Employee Interchange, Application for Lump Sum Compensation for Earned & Unused Sick Leave for Retirees, Request for Personnel File/Record Card Info, Permission to Release Confidential Info, and General State-Wide Application for Employment.									
0903-0001	Individual Employee File - Departmental Personnel (Original)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0903-0002	Individual Employee File - Departmental Personnel (Copy)					P	3 yrs after termination of employment	3 yrs after termination of employment	Destroy	
0903-0003	Individual Employee File - Sub-Divisional Personnel (Additional Copy)					P	1 yr after termination of employment	1 yr after termination of employment	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:26 of 69	
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		
0904-0000	Job Applicant Files - Persons Not Hired --- Includes resumes, applications, etc. of persons not hired for employment by state agencies.					P	3 Years	3 Years	Destroy	
0905-0000	Leave Request - Disability, Administrative, Furlough, Sick, Vacation, Maternity, And Family Leave									
0905-0001	Leave Request - Departmental Personnel (Original)					P	7 Years	3 Years	Destroy	
0905-0002	Leave Request - Divisional Personnel (Copy)					P	3 Years	3 Years	Destroy	
0905-0003	Leave Request - Sub-Divisional Personnel (Additional Copy)					P	1 Years	1 Years	Destroy	
0906-0000	State Employee Service Record					P	60 yrs after termination of employment or age 85, whichever is sooner	60 yrs after termination of employment or age 85, whichever is sooner	Destroy	
0907-0000	Personnel Master Monthly List --- Departmental and divisional personnel list categorized by: social security number, pay range, education, etc.					P	1 Years	1 Years	Destroy	
0908-0000	Position History File --- File used for fiscal verification.					P	7 Years	3 Years	Destroy	
0909-0000	Preliminary Notice/Final Notice/Appeal Of Disciplinary Actions (Copy) --- Preliminary, final, and appeal notices of disciplinary actions taken pertaining to a classified, permanent employee. Original and copy retained by the Department of Personnel.									

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		
0909-0001	Disciplinary Actions - Departmental Personnel (Copy)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0909-0002	Disciplinary Actions - Management Personnel (Copy)					P	3 yrs after final action	3 yrs after final action	Destroy	
0909-0003	Disciplinary Actions (Additional Copy)					P	1 Years	1 Years	Destroy	
0910-0000	Referrals - External And Internal --- Records of potential job applicants received from sources inside/outside of a state agency.									
0910-0001	Referrals - External					P	3 Years	3 Years	Destroy	
0910-0002	Referrals - Internal					P	1 Years	1 Years	Destroy	
0911-0000	Request For Employment Disability Leave/Return (Copy) --- Employees request for leave of absence with pay due to disability either through injury or illness incurred from employment. Original retained by the Department of Personnel.									
0911-0001	Request For Disability Leave/Return - Departmental Personnel (Copy)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0911-0002	Request For Disability Leave/Return - Departmental Payroll (Copy)					P	3 Years	3 Years	Destroy	
0911-0003	Request For Disability Leave/Return (Additional Copy)					P	1 Years	1 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:28 of 69	
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		
0912-0000	Service Award Selection/Nomination/Eligibility Certification File (Copy) --- File for employees who have been employed for specified years in state government service. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0913-0000	Suggestion Awards File (Copy) --- Includes: Suggestion Evaluation Report, Suggestion Award Card, Interim Note, Employee Suggestion Form, and correspondence. Original retained by the Department of Personnel.									
0913-0001	Suggestion Awards File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	
0913-0002	Suggestion Awards File - Departmental Suggestion Awards Committee (Additional Copy)					P	1 Years	1 Years	Destroy	
0914-0000	Time Records --- Attendance reports for state employees.									
0914-0001	Time Records - Departmental (Original)					P	7 Years	3 Years	Destroy	
0914-0002	Time Records - Divisional (Copy)					P	3 Years	3 Years	Destroy	
0914-0003	Time Records - Sub-Divisional (Copy)					P	3 Years	3 Years	Destroy	
0915-0000	Employee Medical Records --- Microfilming recommended. Retention period prescribed by federal law. (CFR 1910.1018)					P	40 yrs after termination of employment	40 yrs after termination of employment	Destroy	
0916-0000	Financial Disclosure Statement For Public Employees (Copy) --- Originals are retained by the Governors Counsel and the Executive Commission on Ethical Standards.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:29 of 69	
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		
0917-0000	Certified Public Manager Program File (CPM) File (Copy) --- File contains: Application for CPM Program: Levels I-IV, Waiver from CPM Classes, Recommendation for CPM Classes, and supporting documentation.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0918-0000	Department Of Personnel Administrative Action File (Copy) --- File contains: Final Administrative Action of the Merit System Board and the Commissioner of Personnel and supporting documentation. Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0919-0000	Reduction In Force File: Displaced Personnel Questionnaire And Appeal (Copy) --- Questionnaire asking employees to target what regional they would prefer to transfer. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0920-0000	PAR BI-Weekly Report (Copy) --- Submitted by each agency to the Department of Personnel. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0921-0000	Leave Of Absence Bi-Weekly Report (Copy) --- Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0922-0000	Request For Temporary Employment (Copy) --- Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0923-0000	Application For New Jersey Support Specialist Program (Copy) --- Application to receive training for the Support Specialist title. Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:30 of 69	
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		
0924-0000	Elective Instruction Review Application (Copy) --- Review of college credits earned and what is accepted by state government. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0925-0000	Application For Senior Executive Service (Copy) --- Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0926-0000	Application For Senior Level Clerical (Copy) --- Original maintained by the Department of Personnel.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0927-0000	Job Location Declaration (Copy) --- Statement declaring region of transfer. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0928-0000	Special Reemployment Information/Preference (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0929-0000	Request For Increment Restoration (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0930-0000	Dental Care Program Financial Reports File --- Contains reports pertaining to employees enrolled in the dental care program.					P	7 Years	3 Years	Destroy	
0931-0000	Vision Care Program Financial Reports --- Contains reports regarding employees enrolled in the vision care program.					P	7 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0932-0000	Health Care Provider Program File									
0932-0001	Health Care Provider Program File - Enrollment Card					P	6 yrs after termination of enrollment	6 yrs after termination of enrollment	Destroy	
0932-0002	Health Care Provider Program File - Change Of Status Card					P	6 yrs after termination of enrollment	6 yrs after termination of enrollment	Destroy	
0933-0000	Conflict Of Interest Questionnaire (Copy) --- Originals maintained by the Ethical Standards Commission and the Governors Counsel.					P	1 Years	1 Years	Destroy	
Individual Employee File										
0934-0000	Request For Approval For Attendance At Events - State Ethics Commission (N.J.A.C. 19:61-6)					P	5 Years	1 Years	Destroy	
Performance Evaluation System (PES)										
1000-0000	Performance Evaluation System (PES) Departmental Personnel (Original) --- Contains Performance Agreement, Fact Sheet, and Final Evaluation Review. Copy is retained by the employee.					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
1001-0000	Performance Summary (Copy) --- Contains a listing of: classified employees who have been rated satisfactory or unsatisfactory, unclassified employees not granted a salary increase, and supervisors who have failed to submit a Performance Certification and Salary Increase Recommendation form. Original retained by the Department of Personnel.					P	1 Years	1 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Open Competitive & Promotional Examination Records										
1100-0000	Application For Open Competitive And Application For Promotional Examinations - State Service File (Copy) --- Applications for an open competitive or promotional examination within state government. Original retained by the Department of Personnel.					P	4 Years	4 Years	Destroy	
1101-0000	Application Summary (Copy) --- List of persons eligible for a classified promotion in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1102-0000	<u>N.J.A.C. 4A: 4-2.7 Promotional Action</u> (Copy) --- Indicates that a permanent employee has been promoted to a position without examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1103-0000	Promotional Job Analysis (Copy) --- A job description used in the development of a promotional examination for a specific job title. Original retained by the Department of Personnel.									
1103-0001	Promotional Job Analysis - Departmental Personnel (Copy)					P	5 Years	5 Years	Destroy	
1103-0002	Promotional Job Analysis (Additional Copy)					P	1 Years	1 Years	Destroy	
1104-0000	Promotional Notice File (Copy) --- Contains: Promotional Announcements, Notices of Vacancy, Checklist, Promotional Opportunities, Notice of Promotional Examination, and Notice of Promotional Action. Original retained by the Department of Personnel.									
1104-0001	Promotional Notices File (Copy)					P	Until applicant list has expired	Until applicant list has expired	Destroy	
1104-0002	Promotional Notices File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:33 of 69	
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		
1105-0000	Notification File (Copy) --- Contains: Notification of Examination, Notification of Eligibility, Notification of Ineligibility. Original retained by the Department of Personnel.									
1105-0001	Notification File (Copy)					P	Until applicant list has expired	Until applicant list has expired	Destroy	
1105-0002	Notification File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	
1106-0000	Promotional Examination Seniority Record (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1107-0000	Residence Questionnaire (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1108-0000	Employment Eligibility List (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1109-0000	Information Correction Card (Copy) --- Form to amend incorrect information in an examination application file. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1110-0000	Examination Regular Review Form (Copy) --- Form requesting a routine review of an examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1111-0000	Change In Examination Status (Copy) --- Form used to change qualified/unqualified status to sit for an examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:34 of 69	
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		
1112-0000	Offical Agency Signature Record (Copy) --- Record of an applicants authentic signature. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1113-0000	Veterans File (Copy) --- File of veteran's applications for examination. Contains: Veterans Preference Claims and Notice Concerning Veterans Status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1114-0000	Request For Extension Of Working Test Period (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1115-0000	Lateral Title Request (Copy) --- Change request for transfer to a lateral title. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1116-0000	Position Post Audit Recommendation (Copy) --- Recommendations stated after a desk audit. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1117-0000	Open Competitive Application For Rapid Response (Copy) --- Response request for emergency title. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1118-0000	Symbol/Title/Closing Date (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1119-0000	New Title Information Booklet (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1120-0000	Title Rights Status (Copy) --- Listing of previous titles held. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1121-0000	Title Code (Copy) --- Examination titles and associated codes. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1122-0000	Local Government Promotion Evaluation Team (Copy) --- Local Government personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1123-0000	State Government Promotion Evaluation Team (Copy) --- Departmental personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1124-0000	Promotion Exam Delegation Project Recommend For Exam Action (Copy) --- Review and approval for individuals to sit for examinations. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1125-0000	Promotion Application/Announcement For Delegation To Local Appointing Authorities (Copy) --- Authority for local government to administer in-house examinations. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1126-0000	Provisional Employee Status --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1127-0000	Promotional Annoucement Meets Requirements Under <u>N.J.A.C. 4A:4-2. 7</u> (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1128-0000	Appeal Letter - Promotion Eligibility (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1129-0000	Certification Disposition Notice (Copy) --- Applicants notice that position has already been filled. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1130-0000	Provisional Appointment Listing (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
Training Records										
1200-0000	Course Registration And Report (Copy) --- Used for training by the Department of Personnels Service Training Section. Original retained by the Department of Personnel.					P	1 Years	1 Years	Destroy	
1201-0000	Request/Disapproval For Registration (Copy) --- Agency request for staff training by insitutions other than the Department of Personnel or the agency itself. Original retained by the Department of Personnel.									
1201-0001	Staff Training Request (Copy)					P	3 yrs after final payment	3 yrs after final payment	Destroy	
1201-0002	Staff Training Request (Additional Copy)					P	1 Years	1 Years	Destroy	
Personnel Management Information System (PMIS)										
1300-0000	Personnel Maintenance Request (Copy) --- Input document to update and employees status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1301-0000	Position Maintenance Request (Copy) --- Input document to update a position's status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1302-0000	Conversion Of Appointment Type Request (Copy) --- Document used to change an appointment to a new position. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1303-0000	Separation/Losing Authority Request (Copy) --- Documentation to update an agencies file whose employee is terminating employment. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1304-0000	Leave Of Absence Maintenance Request (Copy) --- Document recording basic information about an employee. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1305-0000	Static Information Change Request (Copy) --- Form recording basic information about an employee. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1306-0000	Individual Salary Adjustment Request (Copy) --- Form used to implement a salary change. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1307-0000	Rescind Pervious Action Request (Copy) --- Form used to rescind a personnel action. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1308-0000	Special Payment Information Request (Copy) --- Form to initiate special payment to an employee. Original retained by Department of Personnel.					P	3 Years	3 Years	Destroy	

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Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:38 of 69	
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		
1309-0000	Department Of Personnel Position Change/Freeze Request (Copy) --- Request to change or freeze a position. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1310-0000	Employee Transaction Verification Report (Copy) --- Verification report issued after an employee action is taken. Report contains: name, social security number, payroll number, action initiated (new hire, retirement, promotion, etc.), time balances, effective date, and PMIS request number. Original retained by the Department of Personnel.					P	30 days after verification	30 days after verification	Destroy	
1311-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The maintenance of the device is overseen by the Department of the Treasury, Division of Property Management & Construction, Bureau of Special Services. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c375, which mandated the placement of AED's in public agencies.									
1311-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years	3 Years	Destroy	
1311-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate And AED					P	2 yrs after update	2 yrs after update	Destroy	
1311-0003	Automated External Defirillator (AED) File - Equipment Operational Manual					P	After disposal of equipment	After disposal of equipment	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		
1312-0000	<p>Garnishment File ---</p> <p>File usually contains documentation for debt owed to State agencies because of former employees being overpaid, overdrawn sick time or bounced check for Health Benefit prepayments. A copy of the separation from PMIS, along with any calculations and Treadhoc copies used to figure amount of debt are included as well as letters sent informing of debt owed. File may include: a copy of the record once entered into the Department of the Treasury, Division of Revenue and Enterprise Services (DORES) system, if any payments have been made, will be copied in the file, Set-Off of Individual Liability File (S.O.I.L.) and related materials.</p>					P	7 yrs after debit is satisfied	7 yrs after debit is satisfied	Destroy	
1313-0000	<p>I-9 Employment Eligibility Verification Forms (Centralized Filing) ---</p> <p>Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S.employers (including State agencies) must use Form I-9 for all employees (Citizens and noncitizens) hired on or after Nov. 6, 1986, who are working in the U.S. To the extent that these forms are included, or required to be included in personnel files, they are subject to the retention period of the personnel files.</p> <p>Form generated by Department of Homeland Security, U.S. Citizenship and Immigration Services. Retention period prescribed by the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603).</p>					P	3 yrs after date of hire or 1 yr after termination, whichever is later	3 yrs after date of hire or 1 yr after termination , whichever is later	Destroy	
General Administrative Records										
1400-0000	<p>Administrative Subject File ---</p> <p>Correspondence, memoranda, publications, reports, bulletins, and other information received by a state agency and alphabetically filed by subject.</p>					P	3 Years	3 Years	Destroy	
1401-0000	<p>Agency - Sponsored Conferences File ---</p> <p>Public Information meetings sponsored by state agencies.</p>									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:40 of 69	
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		
1401-0001	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master)			X		P	20 yrs	20 yrs	Archival Review	
1401-0002	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy)					P	Periodic review	Periodic review	Destroy	
1401-0003	Agency - Sponsored Conferences - Correspondence And Work Papers					P	3 Years	3 Years	Destroy	
1402-0000	Agency Testimony And Subpoena File --- Records of testimony given by representatives of state agencies at public hearings, public meetings, trials, and other official proceedings.					P	10 Years	10 Years	Destroy	
1402-0001	Investigation And Research Files --- Files contain agency responses to requests for information pertaining to subpoenas, internal (agency) investigations or audits. Content may be produced and stored in electronic or hardcopy formats									
1402-0002	Original (Record Copy) --- Version used by the investigatory, audit or agency authority for discovery, evidence, analysis and/or report production					P	7 Years After Matter Involved Is Resolved Or Completed, Including Adjudication Of All Appeals If Applicable		Destroy	
1402-0003	Copy					P	3 Years		Destroy	
General Administrative Records										
1403-0000	Certified Mail Receipt					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1404-0000	Commissioner's Subject File --- Subject file of a Commissioner, President, Secretary, Chief of Staff, Deputy Commissioner, and Assistant Commissioner pertaining to all administrative aspects of their offices (i.e., agency policy, procedure, organization, programs, fiscal. and personnel matters). Includes correspondence, minutes (copy), reports, speeches, and supporting documentation.			X		P	4 Years	4 Years	Archival Review	
1405-0000	Correspondence (Electronic Or Hardcopy) --- Letters and memoranda in either electronic or printed format, transmitted to and from state agencies during the course of business.									
1405-0001	Correspondence - External					P	3 Years	3 Years	Destroy	
1405-0002	Correspondence - Internal - Administrative					P	1 Years	1 Years	Destroy	
1405-0003	Correspondence - Policy-Non-Statutory/Non-Regulatory			X		P	25 Years	25 Years	Archival Review	
1405-0004	Correspondence - Routine Request For Information					P	Periodic review	Periodic review	Destroy	
1406-0000	Hand-Deliver Receipt									
1406-0001	Hand-Deliver Receipt (Original)					P	1 Years	1 Years	Destroy	
1406-0002	Hand-Deliver Receipt (Copy)					P	Periodic review	Periodic review	Destroy	
1407-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.					P	Periodic review	Periodic review	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		
1408-0000	Inventory File --- Itemized list of equipment and supplies completed by state agencies.					P	3 Years	3 Years	Destroy	
1409-0000	Minutes And Agendas File --- Official records of the proceedings of meetings. File includes agenda and supporting documentation.									
1409-0001	Minutes And Agenda File (Original)			X		P	Permanent	Permanent	Archives	
1409-0002	Minutes And Agendas File (Copy)					P	Periodic review	Periodic review	Destroy	
1410-0000	News Release --- Information issued by state agencies for publication or broadcast.									
1410-0001	News Release (Original)			X		P	Permanent	Permanent	Archives	
1410-0002	News Release (Copy)					P	Periodic review	Periodic review	Destroy	
1411-0000	Official Notice Of An Open Public Meeting (Copy) --- Original retained by the Office of the Secretary of State.					P	3 Years	3 Years	Destroy	
1412-0000	Organization Chart									
1412-0001	Organization Chart (Original)			X		P	Permanent	Permanent	Archives	
1412-0002	Organization Chart (Copy)					P	As updated	As updated	Destroy	
1413-0000	Photographs And Slides			X		P	Permanent	Permanent	Archives	

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		
1414-0000	Records Removal And Destruction Order --- Original retained by the Department of State, Division of Archives and Records Management.									
1414-0001	Records Removal And Destruction Order (Original)			X		P	Permanent	Permanent	Permanent	
1414-0002	Records Removal And Destruction Order (Copy)					P	10 Years	10 Years	Destroy	
1415-0000	Records Retention And Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and R cords Management.					P	As updated	As updated	Destroy	
1416-0000	Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.			X		P	Permanent	Permanent	Permanent	
1417-0000	Speeches (Excluding Executive Speeches - See Commissioner's Subject File) --- Records for public speeches given by representatives of state government.			X		P	Periodic review	Periodic review	Archival Review	
1418-0000	Visitor Security Sign-Sheet And Monitoring File					P	3 Years	3 Years	Destroy	
1419-0000	Reference File					P	Periodic review	Periodic review	Destroy	
1420-0000	Reference Material Request					P	Periodic review	Periodic review	Destroy	
1421-0000	Surplus Property File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a state agency.									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:44 of 69	
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		
1421-0001	Surplus Property File - Surplus Equipment Inventory Listing					P	3 yrs after update	3 yrs after update	Destroy	
1421-0002	Surplus Property File - Excess/Surplus Property Notice					P	3 yrs and audit	3 yrs and audit	Destroy	
1422-0000	Annual Internal Control Statement (Copy) File --- Annual Internal performance audit file containing: Annual Internal Control Statement (copy) and agency-generated supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	
1423-0000	Consultant File --- File reflecting the findings of a professional consultant hired by a state 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.									
1423-0001	Consultant File - Final Report			X		P	25 Years	25 Years	Archival Review	
1423-0002	Consultant File - Contract					P	7 Years after termination of contract	3 Years after termination of contract	Destroy	
1423-0003	Consultant File - Financial Documents					P	7 Years	3 Years	Destroy	
1423-0004	Consultant File - Work Papers And Support File					P	3 Years	3 Years	Destroy	
1424-0000	Incoming Mail Log					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:45 of 69	
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		
1425-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy), response documents (copy), and relevant supporting documentation. (PL 2001,c404)									
1425-0001	Open Public Records Act (OPRA) File Request Form With Fee					P	7 Years	3 Years	Destroy	
1425-0002	Open Public Records Act (OPRA) File - Request Form Without Fee					P	3 Years	3 Years	Destroy	
1425-0003	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), correspondence, email (hardcopy), and supporting documentation					P	3 yrs after resolution	3 yrs after resolution	Destroy	
Agency Related Policy, Legislation & Operating Proc.										
1500-0000	Administrative Law Case --- Files prepared by the Office of Administrative Law (OAL), containing all documentation related to an Administrative Law case. When a case is resolved the original documentation file and the hearing transcript are sent to the appropriate state agency. OAL retains copies of the cases.									
1500-0001	Administrative Law Case (Original) --- Retained by the state agency.			X		P	20 yrs after case is closed	20 yrs after case is closed	Archival Review	
1500-0002	Administrative Law Case - Transcript (Original) --- Retained by the state agency.			X		P	Permanent	Permanent	Archives	

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		
1501-0000	Attorney Generals Opinions (Copy) --- Legal opinions dealing with matters relevant to a state agencies activities. Original retained by the Office of the Attorney General.					P	Periodic review	Periodic review	Destroy	
1502-0000	Background Information And Comments On Proposed Changes/Additions To A New Jersey Administrative Code Draft (Copy) --- Background materials, comments, approved and disapproved changes/additions, and supporting documentation for pre-proposals and proposals to revise a state agencies Administrative Code. Original retained by the Office of Administrative Law.			X		P	3 Years	3 Years	Archival Review	
1503-0000	Code Of Ethics - Departmental									
1503-0001	Code Of Ethics - Departmental (Original)			X		P	Permanent	Permanent	Archives	
1503-0002	Code Of Ethics - Departmental (Copy)					P	Periodic review	Periodic review	Destroy	
1504-0000	Executive Orders - Gubernatorial (Copy) --- Proclamations issued by the Governor as the chief executive of the state. Original retained by the Office of the Secretary of State.					P	Periodic review	Periodic review	Destroy	
1505-0000	General Operating Procedures --- Rules and regulations developed by state agencies for the general operation of business.									
1505-0001	General Operating Procedures (Original)			X		P	25 Years	25 Years	Archival Review	
1505-0002	General Operating Procedures (Copy)					P	3 Years	3 Years	Destroy	
1506-0000	Hearings - Formal Policy									

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		
1506-0001	Hearings - Stenotype Transcription					P	1 yr after printing of transcript	1 yr after printing of transcript	Destroy	
1506-0002	Hearings - Real Time Transcription					P	1 yr after printing of transcript	1 yr after printing of transcript	Destroy	
1506-0003	Hearings - Computer-Assisted Transcription					P	1 yr after printing of transcript	1 yr after printing of transcript	Destroy	
1506-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	Destroy	
1506-0005	Hearings - Transcripts (Original)			X		P	Permanent	Permanent	Archives	
1506-0006	Hearings - Transcripts (Copy)					P	Periodic review	Periodic review	Destroy	
1507-0000	Interagency Agreement --- An agreement between state agencies regarding a common subject.									
1507-0001	Interagency Agreement (Original)			X		P	Permanent	Permanent	Archives	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:48 of 69	
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		
1507-0002	Interagency (Copy)					P	Periodic review	Periodic review	Destroy	
1508-0000	Legislation - Agency-Related (Copy) --- Laws dealing with matters relevant to a state agencies activities. Original retained by the Office of Legislative Services.									
1508-0001	Legislation - Agency-Related-Adopted (Copy)					P	Periodic review	Periodic review	Destroy	
1508-0002	Legislation - Agency-Related-Pending (Copy)					P	As updated	As updated	Destroy	
1509-0000	Policy Statement --- Statement issued by an agencies management personnel regarding the governance of agency- related policy and procedure.									
1509-0001	Policy Statement (Original)			X		P	Permanent	Permanent	Archives	
1509-0002	Policy Statement (Copy)					P	Periodic review	Periodic review	Destroy	
1510-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File (Copy) --- Contains the Annual Occupational and Illnesses Survey and supporting documentation. File maintained in accordance with <u>N.J.A.C.</u> , 12:110, Subchapter 5 and <u>N.J.S.A.</u> 34:6A-24-28 et seq. Original retained by the Department of Labor.									
1510-0001	Public Employees Occupational Safety And Health Act (Copy)					P	6 Years	6 Years	Destroy	
1510-0002	Public Employees Occupational Safety And Health Act (Additional Copy)					P	3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1511-0000	Regulations - Agency-Related (Copy) --- State agency proposals for regulations to become part of the New Jersey Administrative Code. Original retained by the Office of Administrative Law.									
1511-0001	Regulations - Agency-Related - Adopted (Copy)					P	Periodic review	Periodic review	Destroy	
1511-0002	Regulations - Agency-Related-Pending (Copy)					P	As Updated	As Updated	Destroy	
1511-0003	Regulations - Agency-Related - Rejected (Copy)					P	Periodic review	Periodic review	Destroy	
1512-0000	Public Meetings - Audio/Video Tape Recordings					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	Destroy	
1513-0000	Worker & Community Right To Know Act File (Employer Copy) --- This file is maintained in accordance with the Worker and Community Right to Know Act, L.1983,c315,N.J.S.A. 34:5A-1 et seq. Originals are kept by the Departments of Health and Environmental Protection for 30 years. File contains, but is not limited to the following: Hazardous Substance List, Hazardous Substance Training Manual and supporting data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.					P	6 Years	6 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1514-0000	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 agencys daily operations and mitigate the consequences of such an event.									
1514-0001	Disaster Prevention And Recovery/Business Continuity Plans (Original)					P	3 yrs after update	3 yrs after update	Destroy	
1514-0002	Disaster Prevention And Recovery/Business Continuity Plans (Copy)					P	As updated	As updated	Destroy	
1515-0000	Americans With Disabilities Act (ADA) Transition Plan And Self-Evaluation Plan --- *Microfilming recommended.					P	65 Years	3 Years	Destroy	
Reports And Publications										
1600-0000	Agency Annual Report --- Annual report highlighting the achievements and activities of a state agency.									
1600-0001	Agency Annual Report - Agency Of Origin (Original)			X		P	Permanent	Permanent	Archives	
1600-0002	Agency Annual Report (Copy)					P	5 Years	5 Years	Destroy	
1601-0000	Agency Monthly Report --- Monthly report highlighting the activities and achievements of a state agency.									
1601-0001	Agency Monthly Report - Agency Of Origin (Original)					P	3 Years	3 Years	Destroy	
1601-0002	Agency Monthly Report (Copy)					P	1 Years	1 Years	Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:51 of 69	
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		
1602-0000	Agency Weekly Report (Original And Copy) --- Weekly report highlighting the activities and achievements of a state agency.					P	1 Years	1 Years	Destroy	
1603-0000	Agency-Generated Newsletter --- Publication highlighting an agencies activities and other relevant information. The New Jersey State Library receives 75 copies of all agency-generated publications.									
1603-0001	Agency-Generated Newsletter (Original)			X		P	Permanent	Permanent	Permanent	
1603-0002	Agency-Generated Newsletter (Copy)					P	Periodic review	Periodic review	Destroy	
1604-0000	Agency-Generated Publication --- Printed material created by a state agency. The State Library receives 75 copies of all agency- generated publications.									
1604-0001	Agency-Generated Publication (Original)			X		P	Permanent	Permanent	Permanent	
1604-0002	Agency-Generated Publication (Copy)					P	Periodic review	Periodic review	Destroy	
1605-0000	Agency-Generated Statistical Report(Original And Copy)					P	3 Years	3 Years	Destroy	
1606-0000	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification	After input and verification	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		
Year Two Thousand (Y2K) Conversion Plan										
1700-0000	Year Two Thousand (Y2K) Conversion Plan (Hardcopy, Microfilm, Or Electronic) --- Includes documentation for testing, remediation, and statutory and regulatory requirements for an agencies Y2K system conversion. File contains but is not limited to the following: hardware, applications, and system analysis documentation; testing documentation; system certification documentation; project plans; status reports; internal and external correspondence and e-mail; vendor system compliance letters; system diagnostic testing results; and supporting documentation.									
1700-0001	Year Two Thousand (Y2K) Conversion Plan (Original)					P	7 Years	3 Years	Destroy	
1700-0002	Year Two Thousand (Y2K) Conversion Plan (Copy)					P	Periodic review	Periodic review	Destroy	
Image Processing And Certification										
1800-0000	Audit Reports - Image Processing Systems --- 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.					P	7 Years	3 Years	Destroy	
1801-0000	Image Processing System Initial Certification Or System Revocation --- Agency image processing sytem initial certification or revocation, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, revocation notification, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.			X		P	Permanent	Permanent	Permanent	

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		
1802-0000	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.					P	As updated	As updated	Destroy	
1803-0000	Image Processing Quality Control/Error Inspection Log --- A log denoting an error(s) detected in either a random or routine quality control inspection of a scanned document batch.					P	After remediation and verification	After remediation and verification	Destroy	
1804-0000	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.					P	After completion of batch	After completion of batch	Destroy	
Agency Website File										
1900-0000	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.					P	30 Days		Destroy	
1901-0000	Transaction/Click Through Log --- Log tracking the number of times and agency's website is accessed from outside the agency.					P	30 Days		Destroy	
1902-0000	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.					P	30 days after website is discontinued	30 days after website is discontinued	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		
	E-Mail Record									
2000-0000	<p>State Agency E-Mail Record Schedule</p> <p>---</p> <p>This schedule is designed to facilitate the management of the broad category of e-mail records in accordance with State law (P.L. 1953, c.140; <u>N.J.S.A. 47:3-16</u>) and the provisions set forth in State Circular Letter (CL) 14-12 DORES/OIT. Records may be destroyed by agencies sooner than the retention in this e-mail schedule if such destruction is in accordance with a specific general records schedule item and an approved Electronic File Plan (E-FP) as described in CL14-12 DORES/OIT. See below for general record schedule items included in this broadband.</p> <p>NOTE: This schedule covers routine administrative and operational records with a retention period of seven (7) years or less. Agencies will be responsible for maintaining, administering, and providing access to e-mail (including information and/or attachments) for all records 1) with a final disposition greater than 7 years and 2) a disposition of Permanent, Archives or Archival Review until the State Archives has the means to accept transfer of this material.</p>									
2000-0001	<p>State Agency E-Mail Record Schedule</p> <p>---</p> <p>E-Mail Record NJ Comprehensive Financial System (NJCFS), Off-system and Procurement/ Purchasing System Records Agency e-mail records pertaining to or encompassing: revenue and expenditure journal/ledger entries; cash receipt records; appropriation/expense/revenue budgets; transfers of appropriation/budget; obligations/encumbrances; purchase orders invoices; vouchers; payments; fiscal note worksheets; travel records; bank records; and vendor file content.</p> <p>Records Series Included 0001-0000 through 0007-0002, 0009-0000 through 0011-0002, 0013-0000 through 0026-0002, 0100- 0000 through 0200-0000 and 0402-0000 and 0415-0000 *Destroy as per CL. 14-12 DORES/OIT</p>					P	7 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:55 of 69	
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		
2000-0002	E-Mail Record Budget/Audit Records --- Agency e-mail records pertaining to or encompassing: departmental/divisional appropriations handbooks; requests; and State Auditor reports. Records Series included 0300-0000 through 0303-0003, 0400-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0003	E-Mail Record Payroll Reports/Signature Sheets --- Records Series Included 0408-0002 through 0409-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0004	E-Mail Record Accounts Receivable Records/Billings --- Records Series Included 0411-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0005	E-Mail Record Telephone And Vehicle Records (Work Orders, Completed Logs And Maintenance Records) --- Records Series Included 0416-0000 through 041 7-0003, 041 8-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:56 of 69	
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		
2000-0006	<p>E-Mail Record Personnel Records ---</p> <p>Agency e-mail records pertaining to or encompassing: affirmative action plans (CSC maintains the original or record copy); surveys; work force/job analyses; certifications; notifications; rosters; job specifications; questionnaires; certification records; promotional actions; job and test applications; lists; referrals; leave requests; conflict of interest questionnaires; time and attendance records; requests/approvals to attend events; applications for open competitive and promotional examinations; personnel maintenance requests; and position change/ freeze requests.</p> <p>Records Series Included 0701-0000 through 0805-0000,0812-0000 through 0813-0000, 0901-0000, 0904 -0000 through 0905 - 0003, 0910-0000 through 0910-0002, 0914-0000 through 0914-0003, 0933-0000, 0934-0000, 1100-0000 through 1103-0002, 1106-0000 through 1130-0000, 1300-0000 through 1309-0000 *Destroy as per CL. 14-12 DORES/OIT</p>					P	7 Years		Destroy	
2000-0007	<p>E-Mail Record General Administrative Records ---</p> <p>E-Mail Record General Administrative Records Agency e-mail records pertaining to or encompassing: administrative subject files (excluding commissioner's subject Files) covering routine agency operations and transactions; and external and internal correspondence (excluding commissioner's correspondence and policy correspondence) covering routine agency operations and transactions, surveys, inventories, open public meeting notices, open public records requests, requests for information, surveys, inventories, and reference material.</p> <p>Records Series Included 1400-0000, 1405-0001, 1405-0002, 1405-0004, 1407-0000 through 1408-0000, 1411-0000,1419-0000 through 1420-0000, and 1425-0002 through 1425-0003. *Destroy as per CL. 14-12 DORES/OIT</p>					P	7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:57 of 69	
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		
2000-0008	E-Mail Record Reports And Publications --- Agency e-mail records pertaining to or encompassing: Agency Monthly Report (Copy) and Agency Weekly Report (Original and Copy). Records Series Included: 1601-0000 through 1602-0000. *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2100-0000	Video Surveillance Recordings --- Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as a slip and fall, motor vehicle accident or crime).					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported		Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:58 of 69	
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		
2101-0000	<p>Body Worn Cameras (BWC)</p> <p>---</p> <p>Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (<u>N.J.S.A.</u> 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:</p> <p>A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention.</p> <p>B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint.</p> <p>C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.</p>					P	90 Days	unless one of the exceptions are met	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		
Electronic Records										
2200-0000	Supplemental Information Sources, Finding Aids And Indexes --- This series includes electronic abstracts or summaries of records contained in separate original records systems and/or indexes, lists, registers and other finding aids used as reference sources that complement and provide access to separately-stored original records. These records can be used as information sources apart from the related original records.					P	Retain with related original records or when the agency determines that the abstracts, summaries, finding aids/indexes are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.		Destroy	
2201-0000	Output Records --- This series includes records derived directly from the electronic system or database such as system-generated reports (in hardcopy or electronic format), online displays, summary statistical information, or any combination of the above.									
2201-00002	Data File Outputs --- (Cont'd from 2201-0000) File the records above with an appropriate agency-specific records series when applicable. If not applicable, contact the Records Management Services Unit to schedule the records.									

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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		
2201-0001	<p>Ad Hoc And Routine Operational Reports ---</p> <p>Includes reports derived from electronic records or system queries created on an ad hoc, one-time basis or on a periodic basis for reference purposes. This item encompasses ad hoc reports created from or queries conducted across multiple linked databases or systems.</p>					P	Retain until business use ceases.		Destroy	
2201-0002	<p>Data File Outputs ---</p> <p>Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including data files consisting of summarized or aggregated information, electronic files consisting of extracted information, print files, and technical reformat files (electronic files consisting of copies of a master file or part of a master file used for information exchange).</p> <p>Exclusion 1: This schedule does not apply to:</p> <ul style="list-style-type: none"> • Reports created to satisfy established reporting requirements (e.g. statistical reports produced quarterly in accordance with an agency directive or law, or other regular reports to management). • Query results/electronic reports created in response to a formal request from a higher-level office of the agency or an entity external to the agency. • Records containing substantive information not included in the resource electronic records system or database. • Data files consisting of summarized information from unscheduled electronic records or records scheduled as permanent but no longer exist or can no longer be accessed. (Cont'd to 2201-00002) 					P	Retain until business use ceases.		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		
2202-0000	<p>Non-Recordkeeping Copies Of Electronic Records ---</p> <p>Includes non-recordkeeping copies of electronic records maintained in email systems, computer hard drives, network drives, collaboration sites, web servers, or other locations, after the official versions have been copied to a centralized recordkeeping system/database, or otherwise preserved. This encompasses non-record keeping copies of e-mails, attachments and associated metadata stored under the centralized framework set forth in CL NO 14-12 DORES/OIT. This series also includes: documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent; electronic spreadsheets; digital video or audio files; text messages; digital maps or architectural drawings; and copies of various types of electronic records maintained on websites or web servers, but EXCLUDING web pages themselves.</p>					P	Retain until copied to the centralized recordkeeping system/database or otherwise preserved.		Destroy	
2203-0000	<p>Systems And Data Security Records ---</p> <p>Includes records related to maintaining the security of information technology (IT) systems and data, as well as security of facilities. Encompasses records such as official procedures for securing systems/data and maintaining underlying IT infrastructures, as well as system risk management/vulnerability analyses and analyses of security policies, processes, and guidelines. Specific document types included in this record series include: system security, disaster recovery and continuity of operations plans; published computer technical manuals and guides; references materials used to produce guidelines covering security issues (for specific systems and equipment); records on disaster exercises and resulting evaluations; network vulnerability assessments; risk surveys; service test plans; and test files/data.</p>					P	Retain for 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls through the life of the system.		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		
2204-0000	<p>Computer Security Incident Handling, Reporting And Follow-Up Records ---</p> <p>Contains records that relate to computer incidents as defined by the Office of Information Technology (11-03-P1-NJOIT). Encompasses records that document attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper usage by staff, failure of security provisions or procedures, and potentially compromised information assets.</p>					P	Retain for 3 years after all necessary follow-up actions have been completed.		Destroy	
2205-0000	<p>System Access Records ---</p> <p>Includes records that are created as part of the user identification and authorization process associated with information and records system access. The records contained in this records series are used to monitor inappropriate systems access by users. It may include user profiles, log-in files, password files, audit trail files/extracts, system usage files, and usage data required to assess charges for system use.</p>									
2205-0001	<p>System Access Records ---</p> <p>Records associated with systems that do not require special accountability for access.</p>					P	Retain until no longer needed for business use.		Destroy	
2205-0002	<p>System Access Records ---</p> <p>Records associated with systems that require special accountability for access (as defined via regulation or statute) Exclusion: Excludes records relating to electronic signatures.</p>					P	Retain for 7 years following password change or account termination.		Destroy	
2206-0000	<p>System/Transaction Backups And Tape Library Records ---</p> <p>Includes back-up files maintained for potential system or transaction restoration in the event of a system failure or loss of data/records.</p>									

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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		
2206-0001	System/Transaction Backups And Tape Library Records --- Incremental back-up files					P	Retain until superseded by a full back-up.		Destroy	
2206-0002	System/Transaction Backups And Tape Library Records --- Full back-up files					P	Retain until second subsequent full backup is verified as successful.		Destroy	
Electronic Records										
2206-0003	Backups Of Master Files And Databases --- Include back-ups that are full replications of database or records system contents that are to be used as replacements for databases or master files that have been lost due to system failures or errors.					P	Retain until second subsequent full backup is verified as successful.		Destroy	
2207-0000	Public Key Infrastructure (PKI) Records --- Includes records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process, as well as to transaction- specific records that are generated for each transaction using PKI digital signature technology.									

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:64 of 69	
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		
2207-0001	Administrative Records --- Included in this grouping are records involved in the set-up and administration of a PKI program including: policies and procedures; planning records; configuration information; validation records; operation records; audit and monitor records; and termination, consolidation or reorganizing records.					P	Retain for 7 years following the supersession or termination of the certificate authority.		Destroy	
2207-0002	Transaction-Specific Records --- Encompasses transaction-specific records that are generated for each transaction that uses PKI digital signature technology. These records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. They may vary from transaction-to-transaction and agency-to-agency.					P	Retain for the same period of time set forth in the agency's retention schedule for the transaction that the PKI digital signature is designed to protect.		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		
2208-0000	<p>Information Technology Development Project Records --- Infrastructure project records. Includes records relating to Information Technology (IT) infrastructure, systems, and services projects, which document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications resources. It includes requirements for and about implementation of functions such as: maintaining servers of all kinds; desktop computers; mobile devices and other hardware; network operating systems and shared applications; and data telecommunications facilities. It may also include records of infrastructure development and maintenance activities encompassing acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting.</p> <p>Examples of record types includes: procurement processing/ tracking content; installation/testing records; installation reviews and briefings; quality assurance and security reviews; requirements/specifications; (Cont'd to 2208-00000)</p>					P	Retain for 7 years following project completion.		Destroy	
2208-00000	<p>Information Technology Development Project Records --- (Cont'd from 2208-0000) technology refresh plans; operational support plans; test plans; and models, diagrams, schematics, and technical documentation.</p> <p>Exclusion: Records contained within agency application systems that support or document agency activities and decisions are not covered by this item. Such records must be covered under approved individual agency records schedules and/or approved State General Records Schedule.</p>									

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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		
2209-0000	<p>Information Technology Operations And Maintenance Records --- Includes records that relate to activities associated with the operations and maintenance of information technology systems and services used to supply the agency and its staff with access to computers and data telecommunications. It includes records associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. Record types include: [Files identifying IT facilities and sites; files concerning implementation of IT facility and site management; equip. support services provided to specific sites (reviews, site visit & trouble reports, equip. service histories, reports of follow-up actions, related correspondence); equip. control systems; requests for service; work orders; services histories; workload schedules; run reports, schedules of maintenance and support activities; problem reports and related decision documents reports on operations; measure of benchmarks (performance indicators and monitoring, error and exception reporting, self-assessments, management reports); (Cont'd to 2209-00000)</p>					P	Retain for 6 years.		Destroy	
2209-00000	<p>Information Technology Operations And Maintenance Records --- (Cont'd from 2209-0000) website administration (frames, templates, style sheets, site maps, codes that determine site architecture, changes requests)].</p> <p>Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records (See Record Series 2210-0000 below).</p> <p>Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the State General Records Schedule.</p>									

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		
2210-0000	<p>Configuration And Change Management Records ---</p> <p>Includes records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. It includes:</p> <ul style="list-style-type: none"> • Inventories of IT assets, network circuits, and building or circuitry diagrams. • Data and detailed reports on implementation of systems, applications and modifications. • Application sizing, resource and demand management records. • Documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes. • Documentation of software distribution (including COTS software license management files) and release of version management. <p>Note: For documentation relating to systems containing permanent electronic records, consult with the Department of the Treasury, Records Management Services before initiating disposal actions.</p>					P	Retain for 7 years following system supersession, iteration, or termination.		Destroy	
2211-0000	<p>Electronic Input/Source Records ---</p> <p>Includes electronic records consisting of raw data used to create, update, or modify records in an electronic system or database. The types of records that may be included are: electronic files that duplicate information from a source electronic system; electronic records received from another agency and used as input/ source records by the receiving agency; computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database; and metadata or reference data, such as format, range, or domain specifications transferred from a host computer or server to another computer for input, updating, or transaction processing operations.</p> <p>Exclusion 1: Original electronic records maintained in the source system.</p> <p>Exclusion 2: Electronic input records tagged for audit and legal purposes.</p>					P	Retain until data has been entered or otherwise incorporated into the electronic records system or database and verified.		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		
2212-0000	<p>Data Administration Records ---</p> <p>Includes records relating to data administration, including maintenance of data standards, data models, registries, and data definitions and dictionaries, as well as administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also may include any documentation related to electronic records that allows a user to understand or access the information, whether the records are part of an electronic system or stand-alone.</p>					P	Retain for 7 years following system supersession, iteration, or termination of the associated system		Destroy	
2213-0000	<p>System Development Project File ---</p> <p>Relates to the development of Information Technology (IT) systems and software applications that provide agencies with specific business functionality from transaction processing, to content storage/analysis and through to policy and decision-making support. It covers records generated in the initial development stages up until hand-off to production, as well as procurement processing and tracking records related to system development activities.</p> <p>Exclusion: This item does not apply to system data or content such as data dictionaries, file specifications, code books, record layouts, etc.</p>					P	Retain for 7 years following implementation of the system		Destroy	
2214-0000	<p>Special Purpose Computer Programs And Applications ---</p> <p>Includes computer software programs or applications that are developed by an agency or under its direction solely to use or maintain a master file or database</p> <p>Exclusion: This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission-related function.</p> <p>Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period.</p>					P	Retain until related master file or database has been deleted or until there is no longer a business use for the programs/ap plications		Destroy	

Records Retention and Disposition Schedule				Agency: G100000			Schedule: 012		Page #:69 of 69	
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		
2215-0000	<p>Information Technology Compliance Records ---</p> <p>Includes records which document compliance with information technology policies, directives, and plans.</p> <p>Note: Copies of security plans are covered under General Records Schedule G100000. However, copies of such plans may be interfiled within this series.</p>					P	Retain for 6 years following completion of compliance project/activity/ transaction		Destroy	
2216-0000	<p>Electronic Administrative Resource Files ---</p> <p>Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, and contact lists.</p>					P	Retain until no longer needed for administrative purposes.		Destroy	