

# STATE OF NEW JERSEY



## MUNICIPAL HUMAN SERVICES

**M610000-002**

<b>Department:</b>	MUNICIPAL HUMAN SERVICES	<b>Agency Representative:</b>	
<b>Division:</b>		<b>Title:</b>	
<b>Bureau:</b>		<b>Phone #:</b>	

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Office On Aging</b>										
0001-0000	Comprehensive Planning Grant Agreements	X				P	6 Years After termination of grant		Destroy	
0002-0000	Outreach Reports	X					3 Years		Destroy	
0003-0000	Conference Reports	X					3 Years		Destroy	
0004-0000	Client File	X					3 Years After final action or death of client, whichever is later		Destroy	
0005-0000	Senior and Disabled Citizens County and Municipal Utility Authority Rebate Application File --- File contains but is not limited to the following: Senior and Disabled Citizens County and Municipal Utility Authority Rebate Application, Applicant List, and supporting documentation.						6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M610000			Schedule: 002		Page #:2 of 8	
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	<p>Adult Protective Services (APS) Registry Case Investigation Record (Paper and Electronic)</p> <p>---</p> <p>Description: The registry file at the state level will include an (APS-2) Registration Form which contains referral and initial findings information, information regarding the alleged abuse, client name, address and other demographic information, and information on whether the case was accepted. The file also contains the (APS-3) Termination Record which documents services put in place, resolution of the problem, and the reason for termination. (There is a county APS program in each of the 21 counties. The primary APS Case Investigation Record is maintained at the county level and, in addition to the above documents, will include all paperwork that is created between the registration/initial findings and the case termination, documenting home visits, contacts, plan of care, legal documents, etc.) The state office receives this information in order to monitor and evaluate program effectiveness, and to prepare quarterly and annual reports of statewide activity.</p>						5 Years After termination		Destroy	
<b>Office of Consumer Affairs</b>										
0050-0000	<p>Consumer Affairs Case File Correspondence - NonLitigation</p> <p>---</p> <p>Documentation pertaining to Case File Litigation are maintained by the Division of Consumer Affairs and the Small Claims Court</p>						3 Years		Destroy	
<b>Office on Addiction Services</b>										
0100-0000	<p>Drug, Alcohol and Youth Grant File</p> <p>---</p> <p>File contains but is not limited to: Applications, Grants Contracts, Expenditure Reports, Contract Progress Reports, correspondence, and supporting documentation</p>	X					6 Years After termination of grant		Destroy	
0101-0000	General Reference Pamphlets and Publications						Periodic review		Destroy	

Records Retention and Disposition Schedule				Agency: M610000			Schedule: 002		Page #:3 of 8	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Office of Extension Services</b>										
0150-0000	Advisory Committee Minutes						Permanent		Retain at Agency	
0151-0000	Soil Testing Reports for Lawns - Home Owner						3 Years		Destroy	
0152-0000	Monthly Statistical Reports - Nutrition Education Program						3 Years		Destroy	
<b>Office of Mental Health</b>										
0200-0000	Clinical Records						10 Years From discharge or age 23, whichever is longer		Destroy	
0201-0000	Contracts, Agreements, and Leases File --- File includes: transmittal sheet, Insurance Certificate, Payment Sheets and supporting documentation.	X					6 Years After termination		Destroy	
<b>Office of Nutrition - Meals on Wheels Program</b>										
0250-0000	Meals on Wheels Program File	X								
0250-0001	Meals on Wheels Program File - Enrollment Form	X					3 Years		Destroy	
0250-0002	Meals on Wheels Program File - Participant Daily Log	X					3 Years After final entry		Destroy	
0252-0003	Meals on Wheels Program File - Driver Daily Log	X					3 Years After final entry		Destroy	
0253-0004	Meals on Wheels Program File - Participant File --- Participant data pertaining to attendance for meals, transportation, nutrition education, recreation, outreach and shopping assistance per participant.	X					6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M610000			Schedule: 002		Page #:4 of 8	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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<b>One-Stop Career Center - Workforce Investment Act</b>										
0300-0000	<p>ONE-STOP CAREER CENTER - WORKFORCE INVESTMENT ACT (WIA) PROGRAM</p> <p>---</p> <p>One-Stop Career Center - Workforce Investment Act (WIA) Program A program providing assistance regarding employment and training programs which are state- and/or federally-funded. File may contain but is not limited to: copies of grant, contract, and supporting financial documents; participant applications, statistical data, program documents, correspondence, and supporting documentation.</p> <p>-----</p> <p>Note: The One-Stop Career Center - Workforce Investment Act (WIA) program replaced the Job Training Partnership Act (JTPA)/Service Delivery Area (SDA) programs which replaced the Comprehensive Employment and Training Act (CETA) program.</p>	X				P			Destroy	
0300-0001	One-Stop Career Center - Workforce Investment Act (WIA) Program – Applicants Approved					P	7 Years After termination from program		Destroy	
0300-0002	One-Stop Career Center - Workforce Investment Act (WIA) Program – Applicants Denied					P	3 Years		Destroy	
0300-0003	One-Stop Career Center - Workforce Investment Act (WIA) Program – Summer Program - Applicants Approved					P	7 Years After termination from program		Destroy	
0300-0004	One-Stop Career Center - Workforce Investment Act (WIA) Program – Summer Program - Applicants Denied					P	3 Years		Destroy	
<b>One-Stop Career Center - Workforce Investment Act</b>										
0301-0000	Job Training Partnership Act (JTPA)/Service Delivery Area (SDA) File	X								

Records Retention and Disposition Schedule				Agency: M610000			Schedule: 002		Page #:5 of 8	
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		
0301-0001	Job Training Partnership Act (JTPA) SDA (Service Delivery Area) - Individual Participant Folders --- File contains but is not limited to: Applicant Data, Characteristics, Certification, Activity/Termination, Welfare Date, and supporting documentation. Note: The JTPA and SDA programs were discontinued and replaced by the One-Stop Career Center - Workforce Investment Act	X					3 Years After termination from program		Destroy	
0301-0002	Job Training Partnership Act (JTPA) SDA (Service Delivery Area) - Certifications of Person Not Enrolled --- File contains but is not limited to: Applicant Data, Characteristics, Certification, Activity/Termination, Welfare Date, and supporting documentation. Note: The JTPA and SDA programs were discontinued and replaced by the One-Stop Career Center - Workforce Investment Act	X					3 Years Provided all audit findings are resolved		Destroy	
0301-0003	Job Training Partnership Act (JTPA) SDA (Service Delivery Area ) - Persons Interviewed and Determined Not Eligible --- File contains but is not limited to: Applicant Data, Characteristics, Certification, Activity/Termination, Welfare Date, and supporting documentation. Note: The JTPA and SDA programs were discontinued and replaced by the One-Stop Career Center - Workforce Investment Act	X					1 Years		Destroy	
0301-0004	Job Training Partnership Act (JTPA) SDA (Service Delivery Area) - Summer Program Case File --- File contains but is not limited to: Applicant Data, Characteristics, Certification, Activity/Termination, Welfare Date, and supporting documentation. Note: The JTPA and SDA programs were discontinued and replaced by the One-Stop Career Center - Workforce Investment Act	X					3 Years After termination from program or Provided all audit findings are resolved		Destroy	

Records Retention and Disposition Schedule				Agency: M610000			Schedule: 002		Page #:6 of 8	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0302-0000	Comprehensive Employment and Training Act (CETA) Participant File --- Note: The CETA program was discontinued and replaced by the JTPA and SDA programs.	X					3 Years After termination from program or Provided all audit findings are resolved		Destroy	
<b>Transportation Services</b>										
0350-0000	Transportation Services File --- Used to determine eligibility for Transportation Services.	X								
0350-0001	Transportation Services File - Application - Approved --- Used to determine eligibility for Transportation Services.	X					6 Years After termination from program		Destroy	
0350-0002	Transportation Services File - Application - Denied --- Used to determine eligibility for Transportation Services.	X					3 Years		Destroy	
0350-0003	Transportation Services File - Driver Log --- Used to determine eligibility for Transportation Services.	X					3 Years After final entry		Destroy	
0400-0000	Seniors, Veterans, Volunteers, and Emergency Response Services (SAVVERS) Discount Program --- A program comprised of area businesses offering products and services discounts to participating Seniors, Veterans, Volunteers, and Emergency Response Services.	X	X							

Records Retention and Disposition Schedule				Agency: M610000			Schedule: 002		Page #:7 of 8	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0401-0000	Seniors, Veterans, Volunteers, and Emergency Response Services (SAVVERS) Discount Program - Policy File for User Agreement and Privacy --- A program comprised of area businesses offering products and services discounts to participating Seniors, Veterans, Volunteers, and Emergency Response Services.	X								
0401-0001	Seniors, Veterans, Volunteers, and Emergency Response Services (SAVVERS) Discount Program - Policy File for User Agreement and Privacy (Original) --- A program comprised of area businesses offering products and services discounts to participating Seniors, Veterans, Volunteers, and Emergency Response Services.	X					Permanent		Retain at Agency	
0401-0002	Seniors, Veterans, Volunteers, and Emergency Response Services (SAVVERS) Discount Program - Policy File for User Agreement and Privacy (Copy) --- A program comprised of area businesses offering products and services discounts to participating Seniors, Veterans, Volunteers, and Emergency Response Services.	X					Periodic review		Destroy	
0402-0000	Seniors, Veterans, Volunteers, and Emergency Response Services (SAVVERS) Discount Program - Participant Application File (Business and Citizen) --- Application data is compiled and maintained in a database.	X								
0402-0001	Seniors, Veterans, Volunteers, and Emergency Response Services (SAVVERS) Discount Program - Participant Application File (Business Data) --- Application data is compiled and maintained in a database.	X					6 Years After termination from program		Destroy	

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0402-0002	Seniors, Veterans, Volunteers, and Emergency Response Services (SAVVERS) Discount Program - Participant Application File (Citizen Data) --- Application data is compiled and maintained in a database.	X					Upon input and verification of electronic data system		Destroy	
0403-0000	Seniors, Veterans, Volunteers, and Emergency Response Services (SAVVERS) Discount Program - Membership Statistical Reports. --- Statistical reports detailing membership type and town participating.	X					3 Years		Destroy	