



AGENDA  
STATE RECORDS COMMITTEE  
January 19, 2017  
10:00AM

Location: New Jersey State Records Center Conference Room  
2300 Stuyvesant Avenue  
Trenton, NJ 08625-0661  
([www.nj.gov/treasury/revenue/rms/directions.shtml](http://www.nj.gov/treasury/revenue/rms/directions.shtml))

Announcement of Open Public Meeting

- I. Review of December 15, 2016 Minutes
- II. Administrative Actions:
  - A. Announcement of Approval of Destruction Authorization:  
Artemis Request: #531944 - #532508
  - B. Registered Imaging Systems/ Amendments/ Annual Reviews:  
Report to the State Records Committee: (See Attached)
- III. New Business:
  - A. Records Retention Schedules: (See Attached)
    - 1. New Jersey Transit - Presented by Vilirie Perry  
Administrative Support- Engineering and Construction - Environmental Services  
S808442-003 (*Retired Schedule*)
    - 2. New Jersey Transit - Presented by Vilirie Perry  
Admin Support / Capital Planning & Programs  
S808800-006 (*Retired Schedule*)
    - 3. New Jersey Transit - Presented by Vilirie Perry  
S800000-001 (*New Schedule*)
- IV. Other Business: (None)



STATE OF NEW JERSEY  
STATE RECORDS COMMITTEE

PO Box 661, TRENTON, NJ, 08625-0661609.530.3200

[www.nj.gov/treasury/](http://www.nj.gov/treasury/)

MINUTES  
STATE RECORDS COMMITTEE  
December 15, 2016

Michael J. Tyger, Secretary, called the 426th meeting of the State Records Committee to order at 10:05 a.m. on the above date. He stated that notice of the meeting had been posted in the Secretary of State's Office and published in the state's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Mr. Tyger stated that there is a quorum with all members present.

Mr. Tyger stated that this was the last meeting for 2016 and thanked all the members of the SRC and agencies for their support over the past year and special thanks to the staff of State Archives and Records Management for all of their expertise and assistance. Mr. Tyger also thanked all of the State and local government agencies for their valuable input regarding records issues and hoped that everyone can reflect positively on the accomplishments of 2016 as we look forward to the challenges ahead for 2017.

**ATTENDANCE:**

*SRC:* State Treasurer, Michael Tyger, Designee  
Division of Local Government Services, Stacy Spera, Designee  
Attorney General, Todd Wigder, Designee  
State Auditor, William Robinson, Designee  
Division of Archives and Records Management, Department of State, Joseph Klett

*Staff:* Robert Bence, Assistant Director, Revenue and Enterprise Services  
Nichole Carthan, Records Manager, Records Management Services  
Ellen Callahan, Supervising Archivist, Division of Archives and Records Management,  
Department of State  
Marcella Campbell, Technical Assistant I, Records Management Services  
James Jenkins, Records Analyst III, Records Management Services  
Sharon Allen, Technical Assistant II, Records Management Services  
Baljinder Pannu, Technical Assistant III, Records Management Services  
Vilirie D. Perry, Records Analyst I, Records Management Services

*Other:* Marc Marseglia, Department of Treasury, Unclaimed Property  
Bienvenido Negron, Department of Treasury, Unclaimed Property  
Michele Everly, Gloucester County Clerk's Office

## MINUTES:

### APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 15, 2016 Minutes five (5) yes, none (0) no.

Upon motion, seconded, the Committee voted to approve the September 19, 2016 Minutes three (3) yes, none (0) no, and two (2) abstention.

Relative to the approval of minutes, Mr. Klett stated that it was his understanding that the previous approval of minutes from January 2016 forward was pending resolution of the question of how his representation should be designated in them. Mr. Tyger responded that he believed no minutes prior to September 2016 should be changed because he received formal notification from the Department of State that Mr. Klett is the head of DARM at that time. Mr. Klett indicated that he would accept the prior minutes as they stand with the understanding that all minutes from September 2016 forward would reflect that he represents DARM. He further stated that as the Director of DARM he will be reporting to the SRC at this meeting in that capacity with regard to actions taken during the course of 2016 under statutory authority.

### I. Administrative Actions:

#### A. Announcement of Approval of Destruction Authorization:

1. Secretary Tyger announced the approval of routine hardcopy requests for disposal of public records: #87-445 – #87-447
2. Secretary Tyger announced the approval of routine Artemis requests for disposal of public record: #530088 – #531943

#### B. Registered Imaging Systems / Amendments / Annual Reviews: Report to the State Records Committee: (See Attached)

### II. Old Business: None

### III. New Business:

#### A. Records Retention Schedules: (See Attached)

1. Department of Treasury - Presented by Marcella Campbell  
Unclaimed Property – S820833-004 (*New Schedule*) – Approved without changes

### IV. Other Business:

#### A. Proposed Dates for State Records Committee Meetings for 2017 – Approved without changes

#### B. Report of Public Record Recoveries in 2016:

Mr. Klett stated he had two items to report to the State Records Committee. The first item was the attached list of New Jersey government records, that is part of the official packet for the December 15, 2016 SRC meeting. These records were claimed for the State of New Jersey and successfully recovered from private possession during 2016 by and under the statutory authority

of the Division of Archives and Records Management and with the assistance from the Attorney General's office. Mr. Klett stated there were eight cases of recoveries for 2016 and he would email the formal report to the SRC members. The second item Mr. Klett reported is that the Division of Archives and Records Management, under regulations, is authorized to approve deposit agreements between local governments and other entities. Mr. Klett reported that he approved two depository agreements which will also be included in the official packet for the December 15, 2016 SRC meeting.

There being no other business, the Committee adjourned at 10:28 a.m.

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Michael Tyger  
Secretary  
State Records Committee

<b>Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>New Registration: Vilirie Perry</b>	16122201- MP	Gateway Regional School District	System meets all requirements for registration	ShoreScan Solutions
<b>New Registration: John Berry</b>	16122202- MP	Hanover Township	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Amendment: Vilirie Perry</b>	09071605- MP	Rutgers Robert Wood Johnson Medical School (formerly UMDNJ RWJMS)	Approved Migration Path	GE Service
<b>Amendment: Vilirie Perry</b>	13071807- NM	Rowan University	Added Records Series	N/A
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	02101702- MF	Office of the Union County Clerk	Added Records Series	N/A
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	06072004- MF	Office of the Union County Clerk	Added Record Series	N/A

<b>Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	11012034- MF	Borough of Fanwood	Updated Disaster Recovery Plan	OnBase
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	11012035- MF	City of Rahway	Updated Disaster Recovery Plan	OnBase
<b>Annual Review &amp; Amendment: John Berry</b>	12081601- MF	NJ Division of Consumer Affairs	Added Record Series	N/A
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	09071603- MP	Monmouth County RIM	Approved Migration Path	Laserfiche
<b>Annual Review &amp; Amendment: James Jenkins</b>	09101525- MP	Township of Evesham	Approved Migration Path	Laserfiche
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	09121710- MP	Township of Wayne	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	11072104- MP	Robbinsville Township	Approved Migration Path	Sunrise Systems

<b>Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	13012404- MP	Burlington City Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
<b>Annual Review &amp; Amendment: James Jenkins</b>	16020402- MP	Township of Evesham	Approved Migration Path	Laserfiche
<b>Annual Review &amp; Amendment: Vilirie Perry</b>	07092003- NM	Bergen Community College	Added Record Series	N/A
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	12021601- NM	Borough of Roselle Park	Updated Disaster Recovery Plan	Onbase
<b>Annual Review &amp; Amendment: Marcella Campbell</b>	12021602- NM	Township of Union	Updated Disaster Recovery Plan	Onbase
<b>Annual Review &amp; Amendment: James Jenkins</b>	15011501- NM	City of East Orange	Added Record Series	N/A
<b>Annual Review: Marcella Campbell</b>	07011802- MF	County Salem	N/A	N/A

<b>Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review: James Jenkins</b>	11012015- MF	Borough of Bellmawr	N/A	N/A
<b>Annual Review: James Jenkins</b>	14051507- MF	Township of Cinnaminson	N/A	N/A
<b>Annual Review: Marcella Campbell</b>	01092001- MP	Division of Revenue	N/A	N/A
<b>Annual Review: Marcella Campbell</b>	13121208- MP	North Hudson Sewerage Authority	N/A	N/A
<b>Annual Review: Marcella Campbell</b>	14032011- MP	Somerset County Board of Social Services	N/A	N/A
<b>Annual Review: Vilirie Perry</b>	16042802- MP	Denville Township Board of Education	N/A	N/A
<b>Annual Review: Vilirie Perry</b>	09091703- NM	City of Clifton, Fire Department, Fire Prevention	N/A	N/A

<b>Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017</b>				
<b>Action Type/Analyst</b>	<b>Registration #</b>	<b>Agency</b>	<b>Comments</b>	<b>Vendor (if Applicable)</b>
<b>Annual Review: John Berry</b>	15052104- NM	Monmouth County Sheriff's Office	N/A	N/A

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	New Jersey Transit	AGENCY #	S808442 Retired
DIVISION:		SCHEDULE #	003
BUREAU:		PAGE # 1	OF 1

**RETENTION SCHEDULE AMENDMENTS**

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit, Administrative Support, Capital Planning and Programs - Environmental Services
FORMER AGENCY NUMBER	S808442 - 003 ( All records series transferred to S800000 - 001)

**RECORDS SERIES LEVEL AMENDMENTS**

RECORD SERIES #	RECORDS AGENCY NUMBER	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Environmental Services - Discharge Monitoring Report (DMR) Files	Transferred		S800000 - 001 Records series 0005-0001
0002-0000	Environmental Services - Discharge Pollutant Permit (Copy)	Transferred		S800000 - 001 Records series 0005-0002
0003-0000	Environmental Services - Hazardous Annual Generator Report (Copy)	Transferred		S800000 - 001 Records series 0005-0003
0004-0000	Environmental Services - Remedial Reports, Copies	Transferred		S800000 - 001 Records series 0005-0004
0005-0000	Environmental Services - Underground Storage Tank Files	Transferred		S800000 - 001 Records series 0005-0005
0006-0000	Environmental Services - Violation Notice File	Transferred		S800000 - 001 Records series 0005-0006
0007-0000	Environmental Services - Due Diligence Reports	Transferred		S800000 - 001 Records series 0005-0007

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	New Jersey Transit	AGENCY #	S808800 RETIRED
DIVISION:		SCHEDULE #	006
BUREAU:		PAGE #	1 OF 4

**RETENTION SCHEDULE AMENDMENTS**

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit, Administrative Support, Capital Planning Programs
FORMER AGENCY NUMBER	S808800-006 ( Records series transferred to S800000-001)

**RECORDS SERIES LEVEL AMENDMENTS**

RECORD SERIES #	RECORDS AGENCY TITLE	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Project Files - Conceptual and Initial Design	Transferred, Title	Header Record	S800000-001 RS 0001-0000 <b>Project Files</b>
0001-0001	Project Files - Conceptual and Initial Design Final Report and Associated Drawings	Transferred, Retention	Permanent/Permanent	S800000-001 RS0001-0001 <b>50 years/Archival Review</b>
0001-0002	Project Files - Conceptual and Initial Design- Successful	Transferred, Title, Description, and Disposition	Includes: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc. *N.J.S.A. 2A:14-1.1  *10 yrs. after completion of project/ Archival review	S800000-001 RS 0001-0002 Project Files - Conceptual and Initial Design - Awarded Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files *N.J.S.A. 2A:14-1.1. *10 yrs. after completion of project/ <b>Destroy</b>

RECORDS SERIES #	RECORDS AGENCY TITLE	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0003	Project Files - Conceptual and Initial Design - Unsuccessful	Transferred, Title, and Disposition	25 Years/ Archival review	S800000-001 RS 0001-0003 Project Files-Conceptual and Initial Design - <b>Not Awarded</b> 25 years/ <b>Destroy</b>
0002-0000	Facilities Files	Transferred	Header Record	S800000-001 RS 0002-0000
0002-0001	Facilities Files – Location Files	Transferred and Retention	7 yrs. after resolution of entries/ Destroy	S800000-001 RS 0002-0001 <b>7 yrs. after resolution/ Destroy</b>
0002-0002	Facilities Files - Building Plans and Surveys	Transferred and Retention	Permanent/Permanent	S800000-001 RS 0002-0002 <b>Life of Structure plus 10 yrs./ Destroy</b>
0003-0000 0003-0001 0003-0002 0003-0003	Project Files - Design Phase Documents	Transferred, combined records series, Title Description, and Disposition	<p><u>Records Series (RS) 0003-0001</u> Project Files - Design Phase Documents 10 years after completion of project/ Archival review</p> <p><u>RS 0003-0002</u> Project Files - Design Phase Documents – Specifications 10 years after completion of project/ Archival review</p> <p><u>RS 0003-0003</u> Project Files – Construction Phase Documents 10 years after completion of project/ Destroy</p>	<p>S800000-001 RS 0001-0004 Project Files – Design /<b>Construction</b> - Phase Documents</p> <p>Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS &amp; FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.</p> <p>10 yr. after completion of project/ <b>Destroy</b></p>

RECORDS SERIES #	RECORDS AGENCY TITLE	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0004-0000	Construction Management Files	Transferred	Header Record	S800000-001 RS 0003-0000
0004-0001	Construction Management Files - Project Site Files - Office and Site	Transferred		S800000-001 RS 0003-0001
0004-0002	Construction Management Files - As Built Drawings	Transferred, Retention	Permanent/ Permanent	S800000-001 RS 0003-0002 Life of structure plus 10 yrs./ Archival Review
0005-0000	Capital Funding Files	Transferred	Header Record	S800000-001 RS 0004-0000
0005-0001 0005-0002 0005-0003	Capital Funding Files	Transferred, Combined records series, and Description	<p><u>Records Series (RS) 0005-0001</u> Capital Funding, Capital Programs Files. 7 yrs. after completion of project or 3 yrs. after termination/ closing of grant; whichever is longer ----</p> <p><u>RS 0005-0002</u> Capital Funding, Capital Grant File- 7 yrs. after completion of project or 3 yrs. after termination/ closing of grant; whichever is longer ---</p> <p><u>RS 0005-0003--</u> Capital Funding, Capital Funding Project Files 7 yrs. after completion of project or 3 yrs. after termination/ closing of grant; whichever is longer</p>	<p>S800000-001 RS 0004-0001</p> <p>Capital Funding Files</p> <p>Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.</p>

RECORDS SERIES#	RECORDS AGENCY TITLE	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0005-0004	Capital Funding, Federal Transit Administration (FTA) Files	Transferred		S800000-001 RS 0004-0002
0006-0000	General Administrative Subject File	Obsolete	3 years/ Archival Review	G100000 RS 1400-0000 Administrative Subject File 3 years/ Archival Review
0007-0000	Environmental Services	Transferred		S800000-001 RS 0005-0000
0007-0001	Environmental Services - Discharge Monitoring Report (DMR) Files	Transferred		S800000-001 RS 0005-0001
0007-0002	Environmental Services - Discharge Pollutant Permit (Copy)	Transferred		S800000-001 RS 0005-0002
0007-0003	Environmental Services - Hazardous Annual Generator Report (Copy)	Transferred		S800000-001 RS 0005-0003
0007-0004	Environmental Services - Remedial Reports, Copies	Transferred		S800000-001 RS 0005-0004
0007-0005	Environmental Services - Underground Storage Tank Files	Transferred		S800000-001 RS 0005-0005
0007-0006	Environmental Services - Violation Notice File	Transferred		S800000-001 RS 0005-0006
0007-0007	Environmental Services - Due Diligence Reports	Transferred		S800000-001 RS 0005-0007

# STATE OF NEW JERSEY



**New Jersey Transit**

**S800000-001**

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Prepared by:  
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services  
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307  
609.530.3200

Records Retention and Disposition Schedule					Agency: S800000		Schedule: 001		Page #:1 of 4	
Department: New Jersey Transit		Agency Representative: Joyce J. Zuczek			Title: Board Secretary - OPRA Officer					
		Title:			Board Secretary - OPRA Officer					
		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		
<b>Capital Planning And Programs</b>										
0001-0000	Project Files									
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X		P	50 yrs		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. N.J.S.A. 2A:14-1.1					P	10 years after completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.					P	25 yrs		Destroy	

Records Retention and Disposition Schedule		Agency: S800000			Schedule: 001		Page #:2 of 4			
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		
0001-0004	<b>Project Files – Design/ Construction – Phase Documents</b> --- Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.					P	10 years after completion of project	1 yr after completion of project	Destroy	
0002-0000	<b>Facilities Files</b>									
0002-0001	<b>Facilities Files - Location Files</b> --- Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests, news clips, non-project related correspondence and other miscellaneous information specific to each facility.					P	7 yrs after resolution		Destroy	
0002-0002	<b>Facilities Files – Building Plans And Surveys</b> --- Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots.					P	Life of structure plus 10 yrs		Destroy	
0003-0000	<b>Construction Management Files</b>									
0003-0001	<b>Construction Management Files – Project Site Files – Office And Site</b> --- Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.					P	10 yrs after completion	1 yr after completion	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		
0003-0002	Construction Management Files –As-Built Drawings --- Original reproducible as-built and shop drawings that have been revised to incorporate "as-built changes as completed", technical details and components of construction projects.			X		P	Life of structure plus 10 yrs		Archival Review	
0004-0000	Capital Funding Files									
0004-0001	Capital Funding Files --- Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.					P	7 yrs. after completion of project or 3 yrs. after termination / closing of grant; whichever is longer		Destroy	
0004-0002	Capital Funding, Federal Transit Administration (FTA) Files --- Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.					P	Periodic review		Destroy	
0005-0000	Environmental Services									
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) Files --- Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.					P	5 yrs.		Destroy	
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) --- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.					P	5 yrs after permit expires		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 001		Page #:4 of 4	
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		
0005-0003	Environmental Services - Hazardous Annual Generator Report (Copy) --- Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.					P	5 yrs		Destroy	
0005-0004	Environmental Services - Remedial Reports, Copies --- Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.					P	30 yrs	10 yrs	Destroy	
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.					P	30 yrs.	10 yrs	Destroy	
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.					P	3 yrs after summons has been satisfied		Destroy	
0005-0007	Environmental Services - Due Diligence Reports --- Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.					P	30 yrs after completion of report	10 yrs after completion of report	Destroy	