



AGENDA
STATE RECORDS COMMITTEE
May 17, 2018
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)

Announcement of Open Public Meeting

- I. Review of January 18, 2018 Minutes**
- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
Artemis Request: #542278 -
 - B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See attached)
 - C. Records Management:**
Report to the State Records Committee: (See attached)
- III. Old Business:**
 - A. Special Request and Authorization for Damaged Records Disposal** (See attached)
Cranford Police Department – Damaged Records – Presented by James Jenkins
- IV. New Business:**
 - A. Records Retention Schedules:** (See Attached)
 - 1. **Department of Law and Public Safety** – Presented by John Berry -
Ethics Commission - S661400
 - 2. **Department of Community Affairs** – Presented by Marcella Campbell -
NJ Housing and Mortgage Finance Agency - S221500
NJ Housing and Mortgage Finance Agency - Executive – S221501 (*retired schedule*)
NJ Housing and Mortgage Finance Agency – Audit - S221502 (*retired schedule*)

3. **Motor Vehicle Commission** – Presented by Marcella Campbell - Motor Vehicle Commission - Driver & Vehicle Testing-RSC Support Group – Audit Group - S790301
4. **Department of the Treasury – Division of Taxation** – Presented by Marcella Campbell - Public Utility Tax Bureau - S820809
5. **Department of Transportation** - Presented by James Jenkins - S870000

V. **Other Business: None**



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200

www.nj.gov/treasury/

MINUTES
STATE RECORDS COMMITTEE
January 18, 2018

Michael J. Tyger, Secretary, called the 434th meeting of the State Records Committee to order at 10:07 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 was a quorum present. Ms. DiPippo arrived at 10:15 a.m.

ATTENDANCE:

SRC: State Treasurer, Michael J. Tyger, Designee
Division of Local Government Services, Paul Urbish, Designee
Attorney General, Valentina DiPippo, Designee
State Auditor, William Robinson, Designee
Division of Archives and Records Management, Department of State, Joseph Klett

Staff: Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
Vilirie D. Perry, Records Analyst 1, Records Management Services
James Jenkins, Records Analyst 3, Records Management Services
Marcella Campbell, Technical Assistant 1, Records Management Services
Sharon Allen, Technical Assistant 2, Records Management Services
Ellen Callahan, Supervising Archivist, Division of Archives and Records Management, Department of State
Donald Cornelius, Archivist, Division of Archives and Records Management, Department of State

Other: Eric Carlsen, ShoreScan Solutions
Art Staerk, AccuScan
Lauren Wiley, Mercer County

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the December 21, 2017 Minutes three (3) yes, none (0) no and one (1) abstention (Klett).

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #541794 – 542277

B. Registered Imaging Systems / Amendments / Annual Reviews:

Report to the State Records Committee: (See Attached)

II. New Business:

A. Records Retention Schedule:

Department of State – Presented by James Jenkins

Archives and Records Management – Archives and Records Preservation
S740801-003 - Approved without changes four (4) yes and none (0) no and one (1) abstention (Klett). Mr. Klett abstained because this was his own unit's retention schedule.

I. Other Business: None

There being no other business, the Committee adjourned at 10:21 a.m.

Michael J. Tyger
Secretary
State Records Committee

Registered Imaging Systems / Amendments / Annual Reviews March 15, 2018

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
New Registration: Marcella Campbell	18012501-MP	City of Trenton	System meets all requirements for registration	ShoreScan
New Registration: Vilirie Perry	18020801-MP	Rowan College at Burlington County	System meets all requirements for registration	Sunrise Systems
New Registration: Marcella Campbell	18030801-MP	NJ Department of Community Affairs	System meets all requirements for registration	N/A
New Registration: Vilirie Perry	18032202-MP	Pine Hill Borough	System meets all requirements for registration	Sunrise Systems
New Registration: Vilirie Perry	18042601-MP	Paramus School District	System meets all requirements for registration	AccuScan
New Registration: Vilirie Perry	18042602-MP	Borough of Allendale	System meets all requirements for registration	AccuScan
Annual Review & Amendment: Marcella Campbell	07031501-MP	County of Union	Approved Migration Path	N/A

Registered Imaging Systems / Amendments / Annual Reviews March 15, 2018				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: Marcella Campbell	12021601-MP	Borough of Roselle Park	Approved Migration Path	N/A
Annual Review & Amendment: Marcella Campbell	12021602-MP	Township of Union	Approved Migration Path	N/A
Annual Review & Amendment: Marcella Campbell	11012034-MP	Borough of Fanwood	Approved Migration Path	N/A
Annual Review & Amendment: Marcella Campbell	11012035-MP	City of Rahway	Approved Migration Path	N/A
Annual Review & Amendment: John Berry	12081601-MP	NJ Division of Consumer Affairs	Approved Migration Path	HCE
Annual Review & Amendment: Vilirie Perry	13091907-MP	Metuchen Public Schools	Approved Migration Path	AccuScan
Annual Review & Amendment: Vilirie Perry	13012401-MP	Warren County Technical Schools	Approved Migration Path	AccuScan

Registered Imaging Systems / Amendments / Annual Reviews March 15, 2018				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: Vilirie D. Perry	09101502-MP	Borough of Atlantic Highlands	Approved Migration Path	ShoreScan
Annual Review & Amendment: James Jenkins	09012236-MF	Bergen County Clerk's Office	N/A	N/A
Annual Review & Amendment: James Jenkins	06121405-MF	County of Bergen	N/A	N/A
Annual Review & Amendment: James Jenkins	06121404-MF	County of Bergen	N/A	N/A
Annual Review: Marcella Campbell	11072101-NM	Records Management County of Mercer/RIM	N/A	N/A
Annual Review: Marcella Campbell	13121212-NM	Salem County Board of Social Services	N/A	N/A
Annual Review: Marcella Campbell	15071601-MP	Borough of Ship Bottom	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews March 15, 2018

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: Marcella Campbell	13121211-NM	Mercer County Board of Social Services	N/A	N/A
Annual Review: Marcella Campbell	06072004-MF	Union County Clerk E-Recording Level II	N/A	N/A
Annual Review: Marcella Campbell	02101702-MF	Office of Union County Clerk	N/A	N/A
Annual Review: Marcella Campbell	09082004-MF	County of Union Division of Engineering & Cornerstone Hospital	N/A	N/A
Annual Review: Marcella Campbell	14032011-NM	Somerset County Board of Social Services	N/A	N/A
Annual Review: Vilirie Perry	13012404-MP	Burlington City Public Schools	N/A	N/A
Annual Review: Vilirie Perry	06110901-MF	City of Newark	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews March 15, 2018				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: Vilirie Perry	116081102- MP	Allendale Public School	N/A	N/A
Annual Review: James Jenkins	13121209-NM	Department of Human Services – DIMS	N/A	N/A
Annual Review: James Jenkins	07051701-MP	Township of Moorestown Building Department	N/A	N/A
Annual Review: Marcella Campbell	07062101-MP	Ocean County	N/A	N/A
Annual Review: James Jenkins	09101525-MP	Township of Evesham	N/A	N/A
Annual Review: Vilirie Perry	15071603-MP	Ridgewood Public Schools	N/A	N/A
Annual Review: Vilirie Perry	07051701-MP	Township of Moorestown Building Department	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews March 15, 2018				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: Marcella Campbell	11072110-NM	Woodbridge Fire Department	N/A	N/A
Annual Review: Marcella Campbell	09082007-MP	Township of Readington	N/A	N/A
Annual Review: Vilirie Perry	070092003-NM	Bergen Community College	N/A	N/A
Annual Review: James Jenkins	17030901-NM	County of Bergen, Department of Finance/Treasurer	N/A	N/A
Annual Review: James Jenkins	01092001	New Jersey Department of Transportation	N/A	N/A
Annual Review Vilirie Perry	15091702-MP	Pascack Valley Regional High School	N/A	N/A
Annual Review Vilirie Perry	13071805-MP	Hopewell Valley Regional School District	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews March 15, 2018

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review Marcella Campbell	07071902-MF	Township of Woolwich	N/A	N/A
Annual Review Marcella Campbell	12021604-NM	County of Passaic	N/A	N/A
Annual Review Marcella Campbell	01111401-MF	County of Passaic County Clerk	N/A	N/A
Annual Review Marcella Campbell	06031602-MF	County of Passaic County Clerk eFiling	N/A	N/A
Annual Review Marcella Campbell	07092001-NM	Township of Winslow	N/A	N/A
Annual Review Vilirie Perry	13091906-MP	Linden Public Schools	N/A	N/A
Annual Review James Jenkins	14032012-NM	Cape May County Division of Social Services	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews March 15, 2018

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review Marcella Campbell	01092001-MP	Property Management & Construction	N/A	N/A
Annual Review Marcella Campbell	09121710-MP	Township of Wayne	N/A	N/A
Annual Review Vilirie Perry	140352005-MP	Cumberland Regional High School	N/A	N/A
Annual Review Vilirie D. Perry	13012408-MP	Rancocas Valley Regional High School	N/A	N/A
Annual Review: Vilirie D. Perry	13071803-MP	Ramsey School District	N/A	N/A
Annual Review: Vilirie D. Perry	15071602-MP	Clearview Regional High School District	N/A	N/A
Annual Review: Vilirie D. Perry	14032005-MP	Cumberland Regional	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews March 15, 2018

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review Vilirie D. Perry	10022180-MP	North Brunswick Township	N/A	N/A
Annual Review Vilirie D. Perry	13091909-NM	Rowan University SOM	N/A	N/A
Annual Review Vilirie D. Perry	16042803-MP	Bethlehem Township School District	N/A	N/A
Annual Review James Jenkins	06092107-MP	Egg Harbor Township	N/A	N/A

**Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services**

**Records Management Administrative Action
State Records Committee Meeting 5/17/2018**

State General Records Retention Schedule G100000-010

On the State General Retention Schedule G100000-010 item 0406-0001 be updated to include the following language: or a State agency approving a statutory entitlement granted to eligible applicants.

This administrative change will ensure that the details below are reflected in the agency's files.

Agency Level Amendments

Current Agency Name (Department/Division/Bureau)	STATE GENERAL SCHEDULE
Current Agency Number	G100000
(Old Schedule number)	010
(New Schedule number)	011

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0406-0001	Grant/Entitlement/Recognition File - Approved (Original)	Retention Series Description	File pertains to original documentation for a State agency receiving federal grant monies of for a State agency issuing grant monies.	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.

**Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services**

**Records Management Administrative Action
State Records Committee Meeting 5/17/2018**

Motor Vehicle Commission –Driver & Vehicle Testing RSC Support Group-Audit Unit S790301-002

The following description to record series 0001-0000 Cash Reconciliation File (RSC-1) **copy** Request to be corrected to read 0001-0000 (RSC-1) **original**.

This administrative change will ensure that the details below are reflected in the agency’s files.

Agency Level Amendments

Current Agency Name (Department/Division/Bureau)	Motor Vehicle Commission – Driver & Vehicle Testing RSC Support Group – Audit Unit
Current Agency Number	S790301
(Old Schedule number)	002
(New Schedule number)	003

Records Series Level Amendments

Record Series #	Record Series Name		Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Cash Reconciliation File		Retention Series Description	Contains cash reconciliations from all Regional Service Centers. Includes but is not limited to the following: discrepant fee payment authorization forms (RSC-1) (copy), deposit slips (copy), cash register tapes, worksheets, visitor log sheets and Certified Records Transmittal Form (RSC2) (Copy). *Note: original RSC-1 form is microfilmed. **Note: recommend transfer to records center after completion of internal audit.	Contains cash reconciliations from all Regional Service Centers. Includes but is not limited to the following: discrepant fee payment authorization forms (RSC-1)original, deposit slips (copy), cash register tapes, worksheets, visitor log sheets and Certified Records Transmittal Form (RSC2) (Copy). *Note: original RSC-1 form is microfilmed. **Note: recommend transfer to records center after completion of internal audit

Special Request and Authorization for Records Disposal

TO: State Records Committee:

From: James C. Jenkins, Records Analyst 3

Date: January 16, 2018

Subject: Site Inspection at Cranford Police Department, 8 Springfield Avenue, Cranford, New Jersey 07016

A special request and authorization for records disposal of damaged records was presented to the State Records Committee (SRC) on Thursday, December 21, 2017. A discussion ensued between the SRC members and Cranford Police Department representative, Detective Sergeant Russell Luedecker regarding authorization to destroy permanent records due to Hurricane Irene flooding on August 21, 2011. It was recommended to schedule an inspection to investigate the condition of the records and report their findings to the State Records Committee prior to a decision to authorize the destruction request.

A site inspection was conducted on Tuesday, January 16, 2018 at the Cranford Police Department, 8 Springfield Avenue, Cranford, NJ 07016. Attendees at the site inspection were Elizabeth Hartmann, James Jenkins (RMS) and Donald Cornelius, New Jersey State Archives.

The damaged records were removed from Cranford Police Department on September 13, 2011 by American Freeze Dry Operations, Inc. for cleaning and returned March 2014. Currently, the damaged records are secured and separated in the Department's archives storage room, located on the ground floor. The room was rebuilt, cleaned, and had heat, air and dehumidifiers installed to regulate the atmosphere, flood doors were installed, drainage around the building has been installed to avoid any future flooding, the room is monitored by assigned staff on a consistent basis, and lastly, all boxes are neatly stacked on higher shelves.

On December 21, 2017, the Cranford Police Department made a special request of the State Records Committee for authorization to destroy certain records prematurely.

The records in question include:

- Criminal Arrests; 1994-2008; 75 year retention; 6 cubic feet
- Homicide Case Files; 1994-2008; Permanent retention; .1 cubic feet
- Sudden and Accidental Deaths; 1994-2008; Permanent retention; .2 cubic feet
- Latents/Photographs; 1994-2008; Permanent retention; .1 cubic feet
- Fatal Motor Vehicle Crashes; 1994-2008; Permanent retention; .1 cubic feet
- Final Restraining Orders; 1994-2008; Permanent retention; .2 cubic feet
- Vehicle Log Book; 1994-2008; 10 year retention; .1 cubic feet

These records were damaged by a flooding event that occurred during Hurricane Irene, on August 21, 2011. The records in question were completely flooded with water and contaminated with heating oil and sewer effluent. The records were sent to American Freeze Dry corporation for their freeze drying, cleaning, and fumigation services. The Cranford Police Department believes that the resulting records are unusable due to remaining contamination, illegibility, and loss of index integrity.

In order to ascertain the condition of the records, the State Records Committee directed an observational visit to occur prior to further consideration of the special request. On 1/16/2018, Elizabeth Hartmann and James Jenkins from the Division of Revenue and Enterprise Services – Records Management, along with Don Cornelius from the NJ State Archives, visited the Cranford Police Department. The following summarizes the observations of Don Cornelius, Archivist, New Jersey State Archives.

Observation 1: A sampling of the records does not seem to indicate that the majority of them are unusable. A random sampling was observed from several boxes of records, including the records deemed to be the most damaged by the Cranford Police Department officials.

The records do show damage. There is marking and considerable staining from past mold growth and dirt. There is a degree of ink loss and bleed through on many of the records. Some of the records are fused to a minor degree. Many

folder labels have run out or washed off. The worst of the damage was suffered by the latent images and photographs, which are almost a complete loss. There is a musty odor about the records. There is inactive mold (powdery residue) observable in a few locations. However, the records are not so damaged as to be unusable. Even in the worst of the damaged boxes, at least 80% of the records in a file are legible and usable, and often higher. Even though the folder labels have faded or washed, the records within the folders exhibit enough content to reconstruct them. Most importantly, although there is a faint odor, the records are completely dry and not fused, for the most part. They most likely could be used, with basic precautions, as long as they remain dry and stored in proper conditions.

Observation 2: The worst damage from the storm was not physical. Unfortunately, when the records were returned to the Cranford Police Department from American Freeze Dry, their internal organization had been compromised. When records become wet and are then freeze dried, their volume typically increases by 30%-50%. In this case, Cranford sent off approximately 40 c.f. of records to American Freeze Dry, and 60 c.f. were returned. Somehow, these records are now disorganized. They are no longer in case order and the box labels no longer describe the box contents. The result is now an unorganized group of records for which the index no longer applies. How this came to be, and why are not germane to this request; but it was observable and verifiable that the files are no longer organized.

Observation 3: The record amounts specified in the request from the Cranford P.D. are educated guesses. There is no way for them to exactly quantify the volume of specific series due to the expansion of records from getting wet and from the disorganization of the resulting files after return from treatment. The Cranford Police Department tracks the majority of their files according to an electronically designated case number, and then chronologically. The system does not differentiate between types of cases; each case is issued a case file number based upon a numerical and chronological sequence. The result is the co-filing of all different types of files. One box of records may contain cases ranging from misdemeanor vagrancy to murder. This is true across the entire system. Therefore, to remove only the records of permanent or long term retention from the rest of the files is problematic. Even though the Department's electronic file

index can specify a case number, it is now extremely difficult to find that case in a container, especially if the case had more than one file associated with it.

Observation 4: Fortunately, after inquiry, it has been determined that these records can be replaced and duplicated from other sources, including the Cranford Municipal Court and the Union County Prosecutor's Office. The Office of the Prosecutor has stated that they can supply duplicate case files for the criminal arrests, homicides, accidental deaths, images, and fatal MVC files. These files are supplied to the Prosecutor to aid them in making decisions to charge or to prosecute their trials. The electronic case file number assigned by the police department can aid the prosecutor in finding the report within their own files. The final restraining orders are actually the order copy of a record that originates from the Family Court of Union County, and those records can be duplicated by the Family Court. Finally, the vehicle log books are of a much shorter retention, and all but the 2008 log books are already eligible for disposition.

Recommendation: Under ordinary circumstances, I do not believe that the amount of damage to the records in question is severe enough to warrant their premature destruction. However, the damage to the records, combined with the damage done to the internal order of the files as a whole, makes the sorting and sequestering of the records in question problematic at best. Prolonged usage of the retained records would probably require a further fumigation to ensure complete eradication of mold activity to the satisfaction of the Police Department and its employees. In addition, it has been demonstrated that these files can, in fact, be duplicated at need. Taking all of these factors into consideration, the further retention of these records is probably not worth the administrative or financial effort necessary. I recommend approval of the special request for disposal.

Further recommendation: Going forward, it would be a good idea for the Cranford Police Department, and all police departments, to segregate their records into specific types of case files along the lines of the records retention schedule. Despite the usual practice of filing by case number generated by an electronic system, it would not take much effort to file certain record series such as homicides, fatal accidents, etc. in their own separate containers. Due to the permanent nature of these case files, these files should be placed in separate locations (on a higher shelf to protect from flood, for example). This action would

not only protect those case files deemed to be of a permanent nature, but will promote greater adherence to the records retention schedule and good records management practice as a whole. It will be easier to apply the rest of the retention schedule – including periodic disposal of routine files – if case files of a longer retention are not co-filed within.

Records Retention and Disposition Schedule Amendment

DEPARTMENT: Law and Public Safety	AGENCY # S661400		
DIVISION: Executive Commission on Ethical Standards	SCHEDULE # 003		
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Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	N/A
Former Agency Number	N/A

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Financial Disclosure Statements and Affidavits of Non-Interest File	Title; Description; Retention	Financial Disclosure Statements and Affidavits of Non-Interest File; Contains financial statements of assets and liabilities mandated to be filed with the Commission by Executive Order No.10. to Executive Order No.10 Public officers within the Executive Branch of State Government and officers and professional employees of the Casino Control Commission and the Division of Gaming Enforcement are required to file Financial Disclosure Statements annually. Officers and both professional and clerical employees of the Casino Control Commission and Division of Gaming Enforcement are required to file Affidavits of Non-Interest every three years.; 5 yrs after termination of employment in these position pursuant to	Financial Disclosure Statements (Electronic Database) ; Public officers with the Executive Branch of State Government and officers and professional employees of the Casino Control Commission and the Division of Gaming Enforcement are required to file Financial Disclosure Statements annually. Financial Disclosure Statements contain financial statements of assets and liabilities that are mandated by E.O. 24 and, as per N.J.S.A. 5:12-58d and 58e, (the Casino Control Act) with the State Ethics Commission. N.J.S.A. 5:12-58, E.O. 10; 8 Years from the date of the first filing

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
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			Executive order No. 10 and the Casino Control Act N.J.S.A.5:12-58	
0002-0000	Request For Approval For Attendance At Event N.J.A.C.19:61-6.3	No Change - Carry Over		
0003-0000	State Of New Jersey Outside Activity Questionnaire	No Change - Carry Over		
0004-0000	Case Files	Title; Description; Header Only	Investigative Case File; Consists of Complaint/Allegation of Violations, background information, correspondence, Memos to the Commission, Findings and Recommendations. Advise and Final Determination	Case Files; Investigatory files including but not limited to the complaint, research, evidentiary materials, correspondence, memorandums to the Commission and court documents, and Requests for Advice including background materials and research, Executive Order 14 requests, Appeals of Outside Activity Questionnaire denials, Section 19 exceptions and final determinations by the Commission. N.J.S.A. 52:13D-21(f)(g)(h)(i).
0004-0001	Case Files	Retention	Withdrawn/Dismissed - 7 years Closed - 60 years	10 Years after matter is closed
0005-0000 Thru 0011-0000	ALL NEW			

STATE OF NEW JERSEY



Law and Public Safety-Executive Commission on Ethical Standards

S661400-003

Records Retention and Disposition Schedule		Agency: S661400	Schedule: 003	Page #:1 of 3
Department:	Law and Public Safety-Executive Commission on Ethical Standards	Agency Representative:	Mark T. Holmes, Esq.	
		Title:	Acting Executive 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		
0001-0000	Financial Disclosure Statements (Electronic Database) --- Public officers with the Executive Branch of State Government and officers and professional employees of the Casino Control Commission and the Division of Gaming Enforcement are required to file Financial Disclosure Statements annually. Financial Disclosure Statements contain financial statements of assets and liabilities that are mandated by E.O. 24 and, as per <u>N.J.S.A. 5:12-58d and 58e</u> , (the Casino Control Act) with the State Ethics Commission. <u>N.J.S.A. 5:12-58</u> , E.O. 10			X		P	8 Years from the date of the first filing		Archives	
0002-0000	Request For Approval For Attendance At Event <u>N.J.A.C.19:61-6.3</u>					P	5 Years		Destroy	
0003-0000	State Of New Jersey Outside Activity Questionnaire --- Information is used to indicate if any conflict of interest is present.					P	5 Years		Destroy	
0004-0000	Case Files --- Investigatory files including but not limited to the complaint, research, evidentiary materials, correspondence, memorandums to the Commission and court documents, and Requests for Advice including background materials and research, Executive Order 14 requests, Appeals of Outside Activity Questionnaire denials, Section 19 exceptions and final determinations by the Commission. <u>N.J.S.A. 52:13D-21(f)(g)(h)(i)</u>									

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		
0004-0001	Case Files					P	10 Years after matter is closed		Destroy	
0005-0000	Casino Waivers --- As per <u>N.J.S.A. 52:13D-17.2b (2)</u> , a State officer or employee or a member of the immediate family of a State officer or employee may hold employment with the holder of the applicant for a casino license if, in the judgment of the State Ethics Commission, the employment will not interfere or create a conflict of interest or the perception of a conflict of interest. Documents include the request for approval of the waiver and the approval letter from the State Ethics Commission.					P	Upon cessation of state employment		Destroy	
0006-0000	Conflict Of Interest Form (Electronic Database) --- The Conflict of Interest Form is completed by members of the State college and university governing boards in lieu of a Financial Disclosure Statement as per Executive Order No. 64 Dated May 9, 2011.					P	8 Years from the date of the first filing		Erase	
0007-0000	Recusals And Withdrawal Of Recusals (Electronic Database) --- A State official is required to recuse from an official matter if he or she had a prior business relationship in the year prior to State service, had prior involvement in a matter other than on behalf of the State, has a personal relationship or has a financial interest as per <u>N.J.A.C. 19:61-7.4</u> . In addition to filing a written recusal with the relevant individuals, the State official must also file a copy with the State Ethics Commission. <u>N.J.A.C. 19: 61-7.5</u> .					P	5 Years after cessation of employment		Erase	
0008-0000	Personal And Business Disclosure Forms --- A State officer or employee, or special State officer or employee, of a State agency as defined in <u>N.J.S.A. 52: 34-10.11</u> who is involved in the procurement process must complete this form in full and file a copy with the State Ethics Commission.					P	5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S661400			Schedule: 003		Page #:3 of 3	
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		
0009-0000	Scholarly Capacity Disclosure --- As per <u>N.J.A.C. 19:61-6.10</u> , A State official discloses, on an annual basis, any travel, subsistence or entertainment expenses, honoraria, academic prizes or other things of value related to activities performed in his/her scholarly capacity in the prior year that is submitted to his or her department head and the State Ethics Commission.					P	5 Years		Destroy	
0010-0000	Joint Venture --- In a procedure adopted by the State Ethics Commission on March 19, 1992, all proposals for joint ventures between private entities and State agencies must receive prior review and approval by the Ethics Liaison Officer and then by the State Ethics Commission. Commission Case No. 005-96; <u>N.J.S.A. 52:13D-19.1</u> .					P	5 Years		Destroy	
0011-0000	Compliance Reviews --- As per <u>N.J.S.A. 52:13D-21(e) (3)</u> a compliance officer employed by the State Ethics Commission conducts systemic audits of State agencies for compliance with the Conflicts of Interest Law.					P	10 Years		Destroy	

STATE OF NEW JERSEY



Community Affairs-NJ Housing and Mortgage Finance Agency

S221500-001

Records Retention and Disposition Schedule		Agency: S221500	Schedule: 001	Page #:1 of 2
Department:	Community Affairs-NJ Housing and Mortgage Finance Agency	Agency Representative:		
		Title:		
		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		
0012-0000	Special Project Files --- Files include reports and related correspondence dealing with occupied building projects with serious problems.					P	Life of Mortgage plus 10yrs		Destroy	
0013-0000	Special Projects/Investigations --- Includes reports, work papers, correspondence and internal and external audits requested by Executive staff.					P	3 Years		Destroy	
0014-0000	Audit Reports									
0014-0001	Audit Reports - Construction Cost Audit --- (Agency Projects) Includes: report, work papers, and correspondence on Multi- Family and UHORP (Single Family) projects.					P	Life of mortgage plus 10 Years	Until mortgage closing	Destroy	
0014-0002	Audit Reports - Servicer - Single Family Loans --- Includes: reports, work papers, Quality Control Reviews, and correspondence.					P	10 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 001		Page #:2 of 2	
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		
0014-0003	Audit Workpapers- Managing Agent Audits - Multi - Family --- Includes: reports, work papers. Quality Control Reviews, and correspondence.					P	10 Years	1 Years before moving to Records Center	Destroy	
0015-0000	Standard Development Cost Reviews (Audit) - Multi - Family Projects --- Includes: work papers, construction bank account reconciliation, correspondence and funding analysis for development.					P	Life of mortgage plus 10 Years	Until mortgage closing	Destroy	
0016-0000	Return On Equity (ROE) Calculations - Multi - Family Projects --- Includes schedule which contains sponsors equity pledge by agency, ROE percentage, cumulative ROE, total paid to date and balance due.					P	Life of mortgage plus 10 Years	Until mortgage closing	Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221501			
DIVISION:	Business and Mortgage Finance Agency	SCHEDULE # 001 (RETIRED)			
BUREAU:	Executive	PAGE #	1	OF	3

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency
FORMER AGENCY NUMBER	S221501-0001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Budget Records	Obsolete	Header Record	G100000-010 RS#0300-0000 Budget Appropriation Handbook (Copy)
0001-0001	Budget Appropriation Handbook	Obsolete	0001-0001 Retention 7yrs	G100000-010 RS#0300-0001 Budget Appropriation Handbook - Departmental (Copy) Retention: 7yrs
0001-0002	Budget Planning Documents	Obsolete	0001-0002 Retention 3yrs	G100000-010 RS#0301-0000 Budget Appropriation Handbook - Divisional/Sub-Divisional (Copy) Retention: 1yrs
0002-0000	Administrative Subject File	Obsolete	0002-0000 Retention 3yrs	G100000-010 RS#1400-0000 Administrative Subject File Retention: 3yrs
0003-0000	Executive Director's Subject File	Obsolete	0003-0000 Retention 4yrs	G100000-010 RS#1404-0000 Commissioner's Subject File Retention: 4yrs

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221501	0001	2 OF 3

0004-0000	Minutes	Obsolete	0004-0000-Header Record	G100000-010 RS#1409-0000 Minutes And Agendas File
0004-0001	Minutes (Original)	Obsolete	0004-0001-Retention Permanent	G100000-010 RS#1409-0001 Minutes And Agenda File (Original) Retention: Permanent
0004-0002	Minutes (Copy)	Obsolete	0004-0002-Retention Periodic Review	G100000-010 RS#1409-0002 Minutes And Agendas File (Copy) Retention: Periodic Review
0005-0000	Organization Chart	Obsolete	0005-0000-Header Record	G100000-010 RS#1412-0000 Organization Chart
0005-0001	Organization Chart (Original)	Obsolete	0005-0001-Retention Permanent	G100000-010 RS#1412-0001 Organization Chart (Original) Retention: Permanent
0005-0002	Organization Chart (Copy)	Obsolete	0005-0002-Retention Periodic review	G100000-010 RS#1412-0002 Organization Chart (Copy) Retention: As Updated
0006-0000	Attorney General's Opinions (Copy)	Obsolete	0006-0000-Periodic review	G100000-010 RS#1501-0000 Attorney Generals Opinions (Copy) Retention: Periodic Review
0007-0000	Policy Statement	Obsolete	0007-0000- Header Record	G100000-010 RS#1509-0000 Policy Statement
0007-0001	Policy Statement (Original)	Obsolete	0007-0001-Retention Permanent	G100000-010 RS#1509-0001 Policy Statement (Original) Retention: Permanent
0007-0002	Policy Statement (Copy)	Obsolete	0007-0002- Retention Periodic review	G100000-010 RS#1509-0002 Policy Statement (Copy) Retention: Periodic Review
0008-0000	Regulations – Agency Related (Copy)	Obsolete	0008-0000- Header Record	G100000-010 RS#1511-0000 Regulations - Agency-Related (Copy)
0008-0001	Regulations – Agency Related – Adopted (Copy)	Obsolete	0008-0001-Retention Periodic review	G100000-010 RS#1511-0001 Regulations - Agency-Related - Adopted (Copy) Retention: Periodic Review
0008-0002	Regulations - Agency Related Pending (Copy)	Obsolete	0008-0002-Retention: As Updated	G100000-010 RS#1511-0002 Regulations - Agency-Related-Pending (Copy) Retention: As Updated

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S221501	SCHEDULE # 0001	PAGE # 3 OF 3
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0008-0003	Regulations – Agency Related – Rejected (Copy)	Obsolete	0008-0003-Retention: Periodic Review	G100000-010 RS#1511-0003 Minutes And Agenda File (Original) Retention: Periodic Review
0009-0000	Special Project Files	Transferred	0009-0000 Retention: Life of the mortgage plus 10yrs	S221500-0001 RS#0012-0000 Retention: Retention: Life of the mortgage plus 10yrs
0010-0000	Correspondence	Obsolete	0010-0000-Retention 3yrs	G100000-010 RS#1405-0001 Correspondence – External Retention: 3yrs
0011-0000	Tape Recordings of Board Meetings	Obsolete	0011-0000-Retention 80 days or until summary has been approved as minutes whichever is later	G100000-010 RS#1512-0000 Public Meetings - Audio/Video Tape Recordings Retention: 80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221502		
DIVISION:	NJ Housing and Mortgage Finance Agency	SCHEDULE # 004 (RETIRED)		
BUREAU:	Audit	PAGE #	1	OF
				2

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs - NJ Housing and Mortgage Finance Agency
FORMER AGENCY NUMBER	S221502-0004

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Audit Reports	Transfer	Header Record	S221500-001 RS#0014-0000 Audit Reports
0001-0001	Audit Reports - Construction Cost Audit	Transfer	0001-0001 Retention (Agency) Until mortgage closing (Records Center) Life of mortgage plus 10yrs	S221500-001 RS#0014-0001 Audit Reports - Construction Cost Audit Retention: Until Mortgage Closing/Life of Mortgage plus 10yrs
0001-0002	Audit Reports - Servicer - Single Family Loans	Transfer	0001-0002 Retention 1yrs/9yrs	S221500-001 RS#0014-0002 Audit Reports - Servicer - Single Family Loans Retention: 10yrs/1yr before moving to Record Center
0001-0003	Audit Work papers - Managing Agent Audits - Multi-Family	Transfer	0001-0003 Retention 1yrs/9yrs	S221500-001 RS#0014-0003 Audit Workpapers- Managing Agent Audits - Multi - Family Retention: 10yrs/1yr before moving to Record Center

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221502	004	2 OF 2

0002-0000	Standard Development Cost Reviews (Audit) – Multi-Family Projects	Transfer	0002-0000 Retention Until Mortgage Closing/Life of Mortgage plus 10yrs	S221500-001 RS#0015-0000 Standard Development Cost Reviews (Audit) - Multi - Family Projects Retention: Until Mortgage Closing/Life of Mortgage plus 10yrs
0003-0000	Return on Equity (ROE) Calculations – Multi Family Projects	Transfer	003-0000 Retention Until Mortgage Closing/Life of Mortgage plus 10yrs	S221500-001 RS#0016-0000 Return On Equity (ROE) Calculations - Multi - Family Projects Retention: Until Mortgage Closing/Life of Mortgage plus 10yrs
0004-0000	Special Projects/Investigations	Transfer	0004-0000 Retention 3yrs	S221500-0001RS#0013-0000 Special Projects/Investigations Retention: 3yrs
0005-0000	Budget Request – Divisional	Obsolete	0005-0000 Retention 3yrs	G100000-010 RS#0303-0001 Budget Request - Divisional And Sub-Divisional (Copy) Retention: 3yrs
0006-0000	Correspondence (Electronic or Hardcopy)	Obsolete	0006-0000 Retention 3yrs	G100000-010 RS#1405-0001 Correspondence - External Retention: 3yrs

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Motor Vehicle Commission	AGENCY # S790301			
DIVISION:	Driver & Vehicle Testing RSC Support Group	SCHEDULE # 002			
BUREAU:	Audit Unit	PAGE #	1	OF	1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Motor Vehicle Commission- Driver & Vehicle Testing RSC Support Group- Audit Unit
FORMER AGENCY NUMBER	S790301-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0003-0000	RSC-1 (Copy)	New		S790301-002 RS#0300-0000 RSC-1 Copy MVC fee payment authorization form Retention:1yr

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Motor Vehicle Commission-Driver & Vehicle Testing- RSC Support Group-Audit Unit

S790301-003

Records Retention and Disposition Schedule		Agency: S790301	Schedule: 003	Page #:1 of 1
Department:	Motor Vehicle Commission-Driver & Vehicle Testing-RSC Support Group-Audit Unit	Agency Representative:		
		Title:		
		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		
0001-0000	Cash Reconciliation File --- Contains cash reconciliations from all Regional Service Centers. Includes but is not limited to the following: discrepant fee payment authorization forms (RSC-1), deposit slips (copy), cash register tapes, worksheets, visitor log sheets and Certified Records Transmittal Form (RSC2) (Copy). *Note: original RSC-1 form is microfilmed. **Note: recommend transfer to records center after completion of internal audit.					P	7 Years from date of transaction providing audit is completed	1 Years from date of transaction providing audit is completed	Destroy	
0002-0000	License Review Case Closed - Technical Support --- Bureau handles cases of drivers with multiple NJ Driver Licenses numbers. May also include fraud and misuse claims and request for clearnace letters. A License Review case is formed when one of the MVC regional agencies or investigators requests assistance from the Regional Support Group to investigate multiple NJ driver license#s , fraud or misuse claims. Includes but is not limited to collection of the following MVC forms: Claims of Unauthorized Use of License,Misuse of Driver License Affidavit, RSC Support Group Work Assignment, Fee Payment/Authorization Form, and copies of ID documents such as Driver license (Copy), Birth Certificate (Copy), correspondence, etc.						3 Years after case closed	1 Years after case closed	Destroy	
0003-0000	RSC-1 (Copy) --- MVC fee payment authorization form.					P	1 Years		Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Treasury	AGENCY # S820809			
DIVISION:	Taxation	SCHEDULE # 001			
BUREAU:	Public Utility Tax Bureau	PAGE #	1	OF	1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Treasury- Taxation- Public Utility Tax Bureau
FORMER AGENCY NUMBER	S820809-001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0020-0000	Tax Maps of Taxing Districts, Latest Approved (Prints)	Retention	S820809-0001 RS#0020-0000 Retention: Permanent	S820809-001 RS#0020-0000 Retention: As Updated
0021-0000	Tax Maps of Taxing Districts, Superseded (Prints)	Obsolete	S820809-0001 RS#0021-0000 Retention: Permanent Archival Review	S820809-001 RS#0021-0000 Retention: Permanent Archival Review

STATE OF NEW JERSEY



Treasury-Taxation-Public Utility Tax Bureau

S820809-001

Records Retention and Disposition Schedule		Agency: S820809	Schedule: 001	Page #:1 of 2
Department:	Treasury-Taxation-Public Utility Tax Bureau	Agency Representative:		
		Title:		
		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		
0002-0000	Appeals to Division of Tax Appeals or Courts						5 yrs, or until settled	5 yrs, or until settled	Destroy	
0004-0000	Judgments - Division of Tax Appeals			X			Permanent	Permanent	Permanent	
0005-0000	Judgments - Superior Court			X			Permanent	Permanent	Permanent	
0006-0000	Judgments - Supreme Court			X			Permanent	Permanent	Permanent	
0007-0000	Photographs of Utility Lands and Structures			X			Permanent	Permanent	Permanent	
0008-0000	Affidavits			X			Permanent	Permanent	Permanent	
0009-0000	Annual Report Record Card			X			Permanent	Permanent	Permanent	
0011-0000	Cash Book			X			Permanent	Permanent	Permanent	
0012-0000	Certificate of Apportionment									
0012-0001	Certificate of Apportionment - By District			X			Permanent	Permanent	Permanent	
0012-0002	Certificate of Apportionment - By Utility			X			Permanent	Permanent	Permanent	
0013-0000	Inventory of Scheduled Property			X			Permanent	Permanent	Permanent	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S820809			Schedule: 001		Page #:2 of 2	
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	Ledger - Utility Companies			X			Permanent	Permanent	Permanent	
0015-0000	Osgood Report - Unit Rates			X			Permanent	Permanent	Permanent	
0016-0000	Tax Check Lists						5 Years	5 Years	Destroy	
0017-0000	Tax Report - Excise			X			Permanent	Permanent	Permanent	
0018-0000	Valuations			X			Permanent	Permanent	Permanent	
0019-0000	Tax Maps - Correspondence			X			Permanent	Permanent	Permanent	
0020-0000	Tax Maps of Taxing Districts, Latest Approved (Prints)			X			Permanent	Permanent	Permanent	
0021-0000	Tax Maps of Taxing Districts, Superseded (Prints)			X			Permanent	Permanent	Permanent	

Records Retention and Disposition Schedule Amendment

DEPARTMENT: Transportation	AGENCY #	S870000	
DIVISION:	SCHEDULE #	004	
BUREAU:	PAGE #	1	OF
			12

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	N/A
Former Agency Number	S870000-003

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0002-0004	<p><u>New Jersey Traffic Records Crash Report</u> The Department of Transportation administers the Crash Reports on behalf of the Motor Vehicle Commission. These reports are used for statistical purposes only. In addition, police departments maintain their own crash report filing system. The Department processes all crash reports in order to provide various statistical information used by over 22 state and private agencies, including MVC, NHTSC, State Police, DOH, MPOs, Universities, and police departments. The crash information is also used by many NJDOT offices in their development of Statewide Transportation Improvement Program (STIP), capital projects as well as accident data, various federally supported highway safety improvements programs. Also, contains Collision Diagram File and Self Reporting Crash Reporting Form.</p>	Superseded, Description; Retention; Title	<p><u>New Jersey Traffic Records Crash Report</u> The Department of Transportation administers the Crash Reports on behalf of the Motor Vehicle Commission. These reports are used for statistical purposes only. In addition, police departments maintain their own crash report filing system. The Department processes all crash reports in order to provide various statistical information used by over 22 state and private agencies, including MVC, NHTSC, State Police, DOH, MPOs, Universities, and police departments. The crash information is also used by many NJDOT offices in their development of Statewide Transportation Improvement Program (STIP), capital projects as well as accident data, various federally supported highway safety improvements programs. Also, contains Collision Diagram File and Self Reporting Crash Reporting Form.</p> <p style="text-align: right;">*5 Years/Destroy</p>	<p>This record series has been divided into three new records series to better distinguish:</p> <p>RS 0021-0001 – New Jersey Crash Records Report Digital Image *20 years/Destroy</p> <p>RS 0021-0002 – New Jersey Crash Records Fatal Crash Report *5 years/Destroy</p> <p>RS 0021-0002 – New Jersey Crash Records Electronic Crash Data *20 years/Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 2
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0004-0000	<u>Intelligent Transportation System</u> Intelligent Transportation System (ITS) Records. ITS records contain systems designs for advanced and specialized applications and generally may contain information including but not limited to communication technologies regarding fiber optic systems for placement of variable message signs, closed circuit TV systems, traffic camera video systems and other devices.	Description; Retention; Title	<u>Intelligent Transportation System</u> Intelligent Transportation System (ITS) Records. ITS records contain systems designs for advanced and specialized applications and generally may contain information including but not limited to communication technologies regarding fiber optic systems for placement of variable message signs, closed circuit TV systems, traffic camera video systems and other devices. *10 Years/Destroy	Title – INTELLIGENT TRANSPORTATION SYSTEMS/TRANSPORTATION SYSTEMS MANAGEMENT Description – N/A Retention – N/A		
0004-0001	<u>Vehicle Count Data (Wavetronix or Similar)</u> Traffic Volume system that collects anonymous traffic data; volume, speed, and occupancy.	New				
0004-0002	<u>Adaptive Signal Control Data</u> Data collected from traffic sensors that capture current traffic demand data to adjust traffic signal timing to optimize traffic flow in coordinated traffic signal systems.	New				
0004-0003	<u>Closed Circuit Television Video (CCTV)</u> Traffic camera footage maintained by NJDOT recording traffic conditions, traffic delays, incidents, and weather conditions.	New				

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 3
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0004-0004	<u>Video Image Detection – DATA ONLY</u> Traffic Signal Detection System detects vehicles approaching traffic signal. Collects vehicle data for computerized/intelligent analytics.	New				
0004-0005	<u>Traffic Operations Activities File</u> Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: pot holes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (IMRT). (NJSA 2A:14-1)	New				

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 4
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0004-0006	<u>Dynamic Message Signs</u> Software, platform used to control and display traffic and emergency messages on permanent and portable variable message signs, deployed either by NJDOT or NJDOT contractors.	New				
0005-0003	<u>Pavement Investigations</u> Contains interim reports and correspondence pertaining to physical evaluation of pavement materials. Pavement evaluation inspection report of pavement condition data and recommendations from consultants addressing conditions and recommendations to Project Manager.	Description; Retention; Title	<u>Pavement Investigations</u> Contains interim reports and correspondence pertaining to physical evaluation of pavement materials. Pavement evaluation inspection report of pavement condition data and recommendations from consultants addressing conditions and recommendations to Project Manager *15 Years/Destroy	Pavement Investigations – Condition Assessment and Treatment History Contains interim reports and correspondence pertaining to physical evaluation of pavement conditions. Pavement evaluation inspection report of pavement condition data and recommendations for addressing overall conditions and project specific recommendations. Contains numerical pavement condition assessment results from annual network condition surveys, and pavement treatment history information. *15 Years or until agency determines records are no longer actively needed for operations/Destroy		

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 5
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0005-0004	<u>Pavement Investigations – Visual Condition Images</u> Contains visual pavement condition images resulting from annual network condition surveys and ride quality QA testing.	New				
0006-0001	<u>Traffic and Engineering Studies</u> Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Engineering Feasibility Studies; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies and counts, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence.	Description	<u>Traffic and Engineering Studies</u> Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Engineering Feasibility Studies; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies and counts, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence. *20 years after completion of project/Destroy	<u>Traffic and Engineering Studies</u> Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies and counts, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence.		

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 6
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0008-0001	<u>Traffic Regulatory File – State</u> Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquires. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner approvals, correspondence, reports, ordinances, resolutions, and other related materials. (PL2009., c. 110)	Description	<u>Traffic Regulatory File – State</u> Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquires. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner approvals, correspondence, reports, ordinances, resolutions, and other related materials. (PL2009., c. 110) *10 years after modification/Destroy	Traffic Regulatory File – State Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquires. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner approvals, correspondence, reports, ordinances, resolutions, and other related materials. (PL2008., c. 110)		
0008-0002	<u>Traffic File – County and Municipal</u> Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner Approvals, correspondence, reports, ordinances/resolutions, and other related materials. (PL2009., c. 110)	Description	<u>Traffic File – County and Municipal</u> Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner Approvals, correspondence, reports, ordinances/resolutions, and other related materials. (PL2009., c. 110) *20 years/Destroy	Traffic File – County and Municipal Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner Approvals, correspondence, reports, ordinances/resolutions, and other related materials. (PL2008., c. 110)		

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 7
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0008-0003	<p><u>State Traffic Signal File</u></p> <p>Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspections reports, certifications, ownership of maintenance agreement, reports and other related material. Includes Highway Sign Directives.</p>	Title	<p><u>State Traffic Signal File</u></p> <p>Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspections reports, certifications, ownership of maintenance agreement, reports and other related material. Includes Highway Sign Directives.</p> <p>*10 years after signal removal/Destroy</p>	<p>State Traffic Signal File. Includes State Highway Traffic Signal Plans, State Highway Sign Directives, and copies of non-state Traffic Signal Plans</p> <p>Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspections reports, certifications, ownership of maintenance agreement, reports and other related material. Includes Highway Sign Directives.</p>		

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 8
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0008-0004	<u>Traffic Operations Activities File</u> Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: pot holes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (MRT). (NJSA 2A:14-1)	Superseded, Description; Retention; Title	<u>Traffic Operations Activities File</u> Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: pot holes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (MRT). (NJSA 2A:14-1) *10 years/Destroy	RS: 0004-0005 Traffic Operations Activities Files Contains daily log of radio communications between Safety Services Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: potholes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (IMRT). (NJSA 2A:14-1) 10 years/Destroy		
0009-0001	<u>Major and Minor Access Application File</u> Consists of application, plans, specifications, traffic studies.	Retention	<u>Major and Minor Access Application File</u> Consists of application, plans, specifications, traffic studies. *6 years after completion of construction/Destroy	Major and Minor Access Application File Consists of application, plans, specifications, traffic studies. *5 years after permit execution or denial. 1 year after application withdrawal /Destroy		

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 9
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0012-0000	<u>Right of Way</u> Right of Way Process File – NJDOT Property Purchase. Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Route Books, plotting, maps, plans, sketches, negotiations, appraisals, agreement of sale, deed, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/files along with correspondence and memos. Copy of recorded deed as maintained by the Office of the County clerk/recorder.	Description; Retention; Title	<u>Right of Way</u> Right of Way Process File – NJDOT Property Purchase. Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Route Books, plotting, maps, plans, sketches, negotiations, appraisals, agreement of sale, deed, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/files along with correspondence and memos. Copy of recorded deed as maintained by the Office of the County clerk/recorder *50 years or until agency determines records are no longer needed for operations/Archival Review	<u>Right of Way</u> Right of Way Process File and Plans – NJDOT Property Purchase. Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Route Books, plottings, maps, plans, sketches, negotiations, appraisals, agreement of sale, deed, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/filed along with correspondence and memos. Copy of recorded deed as maintained by the Office of the County clerk/recorder. *50 years. Then agency determines if records are no longer needed for operations/Archival Review		

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 10
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0018-0002	<u>Aeronautical Facility License File</u> Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, temporary licenses, applications, application evaluations, correspondence, and inspection report. Includes airports, heliports, airstrips, and balloon stops.	Description; Retention	<u>Aeronautical Facility License File</u> Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, temporary licenses, applications, application evaluations, correspondence, and inspection report. Includes airports, heliports, airstrips, and balloon stops. *10 yrs after decommissioning of airport	<u>Aeronautical Facility License File</u> Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, applications, application evaluations, correspondence, and inspection report. Includes airports, heliports, airstrips, and balloon stops. *10 years after decommissioning of airport		
0018-0004	<u>Aeronautical Facility Temporary License File</u>	New				
0021-0000	TRANSPORTATION DATA AND SAFETY – CRASH RECORDS	New				
0021-0001	<u>Crash Records Units – New Jersey Crash Records Report Digital Image</u> Crash Reports used by many NJDOT offices in their development of highway safety programs; Statewide Transportation Improvement Program (STIP) and the Department's capital projects. Crash Reports are scanned by Division of Revenue and Enterprise Services (DORES) and/or DORES approved vendor, and currently reside in FileNet. Self-reporting Crash Reports are scanned to CD by DORES and/or DORES approved vendor.	New				

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY # S870000	SCHEDULE # 004	PAGE # 11
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0021-0002	<u>Crash Records Unit – New Jersey Crash Records Fatal Crash Report (Hard Copy)</u> Crash reports received by the Bureau of Transportation Data and Safety, Crash Records Unit, for crashes in which there is a fatality.	New				
0021-0003	<u>Crash Records Unit - New Jersey Crash Records Electronic Crash Data</u> Crash reports data entered manually to an electronic form and loaded to CDs by DORES and/or DORES approved vendor. DOT load CDs, verify data and store the data in the Accident Records Database (ARD).	New				
0021-0004	<u>Data Development – Video Logs (Digital/Other Media)</u> Series of digital images of State highways for the purpose of documenting the condition, signage, or characteristics of a roadway.	New				
0050-0000	EMPLOYEE RELATIONS	New				
0050-0001	<u>Employee Relations File</u> Confidential working notes relied upon for the processing of disciplinary actions, including but not limited to copies of investigations conducted by the Office of the Inspector General, and employee written notices for excessive absenteeism.	New				

STATE OF NEW JERSEY



Transportation

S870000-004

Records Retention and Disposition Schedule		Agency: S870000	Schedule: 004	Page #:1 of 19
Department:	Transportation	Agency Representative:		
		Title:		
		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		
0001-0000	PROJECT FILE					P			Destroy	
0001-0001	DOT Design/Construction Projects File --- Files pertaining to design and construction projects implemented and maintained throughout NJDOT pertaining but not limited to the following: road and/or bridge construction projects, railroad utility projects, state aid projects, and construction of utility facilities. Includes records used for monitoring, reporting, and tracking the progress of all phases of an assigned project. Contains but not limited to original correspondence, copies of traffic control/staging plans, contracts/agreements, task/work order, reference reports, environmental permits, data sheets, information relating to research studies, e.g.; research files, demonstration files, pavement recommendation and investigation files, floor plans, diagramming, price quotes, pile driving, load test, and all related materials.					P	10 years after final acceptance.		Destroy	
0001-0002	DOT Facilities Project File - Major --- Significant projects such as major rehabilitation or new construction projects for NJDOT facilities and buildings. Contains records of plumbing, electrical, heating and air conditioning equipment installation and/or specifications, asbestos abatement and/or investigative reports, and original as built drawings.					P	Life of the structure		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:2 of 19	
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		
0001-0003	DOT Facilities Project File - Minor --- Minor projects such as minor rehabilitation, paving, painting, sheds, roof replacements and coating for NJDOT facilities. Includes but not limited to: correspondence, change orders, plans, specifications, warranties.					P	10 Years after completion of project.		Destroy	
0001-0004	DOT Maintenance & Operator Project File --- Records describing the planning and execution of ordinary and emergency maintenance and operational activity taken on State roadways, bridges, and equipment. These include records of manpower, crew activities, event response, emergency management response, and snow removal. These further include database data, pertaining to the Departments care and maintenance of an asset over years of its life, including but not limited to structures and roadways, not to include vehicle maintenance records as listed on the State General Schedule.					P	3 years or until agency determines records are no longer actively needed for operations.		Destroy	
0001-0005	Community Relations Project File --- Contains general information regarding road projects, correspondence to and from property owners, state and county officials and information on road project meetings conducted.					P	3 Years after completion of project.		Destroy	
0001-0006	Environmental Project File --- Files are used to document the environmental consideration and alternative actions to proposed highway developments. File may include but not limited to: copies of consultant contracts and invoices, plans for, hazardous waste, noise, and ecology - including, hazardous waste sampling reports, noise mapping plans, ecology permit applications, Level of Action Forms, Environmental Re-evaluation Forms, (copies), photographs, and related materials. Also includes environmental compliance files, and water analytical data files.					P	30 years after final acceptance.		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:3 of 19	
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		
0001-0007	Federal And State Aid Programs Project Files District Offices --- Documentation of completed projects using State and Federal Aid funds, Bridge Bond funds and other non-federal funding sources. File contains inspections, agreements, Department of Actions, resolutions, applications, correspondence, engineering documents such as plans and reports and other related project material.					P	7 years after final acceptance.		Destroy	
0001-0008	Access Design Project File --- Documentation of changes made to driveways in the State by the Department in order to verify that the Department made the changes and not the property owner illegally. May include but is not limited to: access cutout plans, lot owner access concurrence form, lot owner lease agreements, and records pertaining to appeals, revocations, modifications, adjustments, changes and related correspondence.			X		P	50 years after completion of project, or until agency determines records are no longer needed for operations.		Archival Review	
0001-0009	Materials Project File --- Documentation of all materials such as concrete, asphalt, metals, paints, aggregates, and various chemicals used to build and maintain roads, bridges, and other transportation structures pertaining to a specific federally funded or state funded project. May include but not limited to: original materials certifications, inspection reports, and laboratory analysis.					P	30 years after completion of project.		Destroy	
0001-0010	Materials Producer File --- Records relating to various companies that supply materials used on NJDOT projects to ensure that products meet with standards and specifications. May include but not limited to: certifications, reports of plant inspections and approvals, mix designs and laboratory analysis reports.					P	30 years from date of receipt.		Destroy	
0002-0000	REPORTS									

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:4 of 19	
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		
0002-0001	DOT Final Reports --- Including but not limited to: Original manuscripts; e.g.; Research; Planning; All Project Development Reports including: Concept Development, Preliminary Engineering, State Long-Range Plan, and Tier 2 Screening.			X		P	7 years after final acceptance or until agency determines records are no longer needed for operations.		Archival Review	
0002-0002	Internal Audit Reports --- Final reports and follow up documentation of internal audits.					P	7 years after completion of audit.		Destroy	
0002-0003	Railroad Accident Report File --- Reports of railroad accidents at grade crossings includes: correspondence and copies of forms submitted by railroad companies to the Federal Rail Administration.					P	5 Years		Destroy	
0002-0005	Aviation Report File --- Contains various external reports not included in the Aviation Studies files.					P	20 Years		Destroy	
0002-0006	Aircraft Accident And Incident Report File --- Report file of aircraft accidents and incidents at all airports throughout New Jersey. Contains copy of report from the National Transportation Safety Board (NTSB), Office of Aviation Safety, copy of police reports, photos, witness statements and correspondence. Complete file is maintained by the NTSB.					P	10 years after final report.		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:5 of 19	
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		
0002-0007	Legislative And Gubernatorial Reports --- Annual, permanent reports to the Governor and the New Jersey State Legislature as per law. (N.J.S.A. 27:1B) The file contains but is not limited to the following: Capital Program, Capital Investment, Transportation Trust Fund, Pavement Report, Excess Property Report (NJDOT-owned but not utilized property), Red Lights/5 Year Report, Safe Corridors, Barnegat Bay Watershed Special Report, Congestion Busters Report, Truck Study, Bridge Bond, and supporting documentation.			X		P	50 years or until agency determines records are no longer needed for operations.		Archival Review	
0002-0008	Cultural Resources Impact Reports --- Under various federal and state regulations, DOT may be required to mitigate any adverse impacts on cultural/historic areas by having a variety of in-depth investigations and reports made. This includes, Historic American building Survey Reports, Historic American Engineering Reports, Mitigation Reports and Archaeological Data Recovery Reports.			X		P	30 years after project is constructed or 1 year after project deactivation.		Archival Review	
0002-0009	Fixed Guideway Systems Safety & Oversight Reports --- Reports of accidents for passenger lines not under NJ Transit, such as the Hudson Bergen Light Rail, Newark City Subway Line, PATCO, and Riverline: correspondence & forms submitted by services providers.					P	15 Years		Destroy	
0002-0010	Global Positioning System (GPS) Vehicle Data --- Data that captures speeding or location violations from GPS devices on state vehicles. Used to determine location and activity of vehicles in Department fleet. Reports are generated and accessed by NJDOT management.					P	3 Years		Destroy	
0003-0000	PLANS AND MAPS									
0003-0001	Official Transportation Map --- Digital and drawn maps and any original Official Transportation hand-drawn map. Also know as the Official Map and Guide of New Jersey.			X		P	10 Years		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:6 of 19	
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	<p>Operations Action Plan ---</p> <p>Includes records pertaining to Continuity of Operations Plans, statewide and regional emergency management plan of action related to weather emergencies.</p>					P	5 years after updated.		Destroy	
0003-0003	<p>Working/Shop Drawings ---</p> <p>Detailed drawings prepared by Fabricator and once approved by the Designer, the Fabricator manufactures the structural elements. This is the only record that contains all the exact details relating to how the structures were built. These records are necessary in order to determine future repairs and procedures for structures.</p>			X		P	Life of the structure or until agency determines records are no longer needed for operations.		Archival Review	
0003-0004	<p>Final As Built Plans ---</p> <p>Contains maps and final As Built plan sheets (drawings) of construction of New Jersey roads, buildings, and structures, which provide a reference source for structure details while a project is under construction and for future rehabilitation. Includes Intelligent Transportation System (ITS) Project Plans that contain system designs regarding fiber optic systems for placement of variable message signs, closed circuit TV systems, traffic camera video systems and other devices, and relocation of utilities plans submitted by railroad and utility companies requesting state approval or recommendations. May also contain correspondence, e.g.; Mechanistic Overlay/Pavement Design, original drawings which provide a reference source for details while a project is under construction and for future rehabilitation.</p>			X		P	Life of the structure or until agency determines records are no longer needed for operations.		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:7 of 19	
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		
0003-0005	Bridge Boring Log Location Plans/Map --- Plans used to ascertain location of exiting borings to identify soil type for Bridge pavement and construction design. File contains but is not limited to analysis, logs, plans, and supporting documentation.			X		P	3 years after final acceptance or until agency determines records are no longer needed for operations.		Archival Review	
0003-0006	Straight Line Diagram Book --- Includes but not limited to: Highway Performance Monitoring Inventory Worksheets which are the source documents for data in the Highway Performance Monitoring System. Information includes: physical description and dimensions of highways, e.g.; lane and shoulder widths, traffic volumes; includes Field Forms and maps that contain information regarding county and municipal roadways, e.g.; geometry, jurisdiction, functional classification, length, intersections. Includes Road Inventory Sheet.					P	10 Years		Destroy	
0004-0000	INTELLIGENT TRANSPORTATION SYSTEMS/TRANSPORTATION SYSTEMS MANAGEMENT									
0004-0001	Vehicle Count Data (Wavetronix Or Similar) --- Traffic volume system that collects anonymous traffic data, volume, speed and occupancy.					P	20 Years		Destroy	
0004-0002	Adaptive Signal Control Data --- Data collected from traffic sensors that capture current traffic demand data to adjust traffic signal timing to optimize traffic flow in coordinated traffic signal systems.					P	30 Days		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:8 of 19	
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		
0004-0003	Closed Circuit Television Video (CCTV) --- Traffic camera footage maintained by NJDOT recording traffic conditions, traffic delays, incidents, and weather conditions.					P	7 Days		Destroy	
0004-0004	Video Image Detection - DATA ONLY --- Traffic Signal Detection System. Detects vehicles approaching traffic signal. Collects vehicle data for computerized/intelligent analytics.					P	30 Days		Destroy	
0004-0005	Traffic Operations Activities File --- Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: potholes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (IMRT). (N.J.S.A. 2A:14-1)					P	10 Years		Destroy	
0004-0006	Dynamic Message Signs --- Software, platform used to control and display traffic and emergency messages on permanent and portable variable message signs, deployed either by NJDOT or NJDOT contractors.					P	2 Weeks		Destroy	
0005-0000	INVESTIGATIONS									
0005-0001	Internal Investigation File --- Contains but not limited to: reports and records pertaining to internal investigation regarding theft, vandalism, workplace violence, and violations to NJDOT and State policies. May include interim reports and correspondence.					P	10 years after final disposition.		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:9 of 19	
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		
0005-0002	Environmental Laboratory Investigations --- Includes physical and environmental chemical testing data, research reports, correspondence, laboratroy work records, special projects, etc.					P	50 Years		Destroy	
0005-0003	Pavement Investigations - Condition Assessment And Treatment History --- Contains interim reports and correspondence pertaining to physical evaluation of pavement conditions. Pavement evaluation inspection report of pavement condition data and recommendations for addressing overall conditions and project specific recommendations. Contains numerical pavement condition assessment results from annual network condition surveys, and pavement treatment history information.					P	15 Years or until agency determines records are no longer actively needed for operations		Destroy	
0005-0004	Pavement Investigations - Visual Condition Images --- Contains visual pavement condition images resulting from annual network condition surveys and ride quality QA testing.					P	10 Years		Destroy	
0006-0000	STUDIES, LOGS, AND BOOKS									
0006-0001	Traffic And Engineering Studies --- Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies and counts, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence.					P	20 years after completion of project.		Destroy	
0006-0002	Aviation Studies File --- Consists of various reports produced concerning airport and aviation studies throughout the state. May also include economic and environmental impact studies and various other reports.			X		P	20 Years		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:10 of 19	
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		
0006-0003	Diaries --- Includes but not limited to: individuals original daily account of worksite activity or plant inspection, operations at drawbridges, type of vessel, accidents, weather conditions, time of openings, etc., e.g.; Field diaries.					P	10 Years		Destroy	
0006-0004	Department Cashier Log --- Initially prepared by the mailroom and completed by the Cashiers office. Log lists all checks, money order and cash received daily by mail.					P	1 year after audit.		Destroy	
0007-0000	BRIDGES AND STRUCTURES									
0007-0001	Bridges And Structure Engineering Service File --- Bridge Design Standards; Bridge and Rehabilitation and/or replacement projects programming (scheduling); Bridge Design Policies; Review of new methods of bridge design.			X		P	10 years or until agency determines records are no longer needed for operations.		Archival Review	
0007-0002	Bridge & Structure - Engineering & Inspection File --- Includes but not limited to: complete maintenance history of repairs and costs, bridge inspection reports, correspondence, photographs, initial or first cycle inspection reports.			X		P	Life of Structure or until agency determines records are no longer needed for operations.		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:11 of 19	
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		
0007-0003	Movable Bridges File - Maintenance --- History of operations and maintenance of drawbridges. Records may include: correspondence, complaints, work orders, accident reports, inspection reports, and related materials.					P	10 years or until agency determines records are no longer needed for operations.		Destroy	
0008-0000	TRAFFIC									
0008-0001	Traffic Regulatory File - State --- Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquires. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner approvals, correspondence, reports, ordinances, resolutions, and other related materials. (PL2008., c.110)					P	10 years after modification.		Destroy	
0008-0002	Traffic File - County And Municipal --- Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner Approvals, correspondence, reports, ordinances/resolutions, and other related materilas. (PL2008., c.110)					P	20 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:12 of 19	
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		
0008-0003	State Traffic Signal File. Includes State Highway Traffic Signal Plans, State Highway Sign Directives, And Copies Of Non-State Traffic Signal Plans --- Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspections reports, certifications, ownership of maintenance agreement, reports and other related material. Includes Highway Sign Directives.					P	10 years after signal removal.		Destroy	
0008-0005	Traffic Regulation Orders-Emergent And Non-Emergent --- Any order with or without Municipal resolution, issued pursuant to <u>N.J.S.A. 39:4-8.3 et seq.</u> , governing the regulation of traffic or parking on public highways or transportation systems under the jurisdiction of the Commissioner of Transportation. In addition, an informational record concerning those public highways, or portions thereof, and transportation systems affected by the orders issued pursuant to this act.			X		P	50 years or until agency determines records are no longer needed for operations.		Archival Review	
0009-0000	MAJOR AND MINOR ACCESS									
0009-0001	Major And Minor Access Application File --- Consists of application, plans, specifications, traffic studies.					P	5 years after permit execution or denial. 1 year after application withdrawal.		Destroy	
0009-0002	Highway Occupancy Access Application, Permit And Plan --- Other than roadway, may include: parades, tree trimming, utility installation, etc.					P	Current year plus 1 year after.		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:13 of 19	
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		
0009-0003	Major Access Permits And Plans --- Includes permits for Major, Major with Planning, Street Intersection Lot Subdivision, and Lot Consolidation.			X		P	50 years or until agency determines records are no longer needed for operations.		Archival Review	
0009-0004	Minor Access Permits --- Includes permits and related records for Minor Access					P	6 years after completions of construction.		Destroy	
0010-0000	CLAIMS									
0010-0001	Damage Claims File --- Records pertaining to damage to non-electrical DOT property such as guiderails, concrete medians, barriers, curbing, etc., and to electrical Traffic Control devices such as traffic signals, light poles, speed limit signs, etc. Original claim is submitted to Department of Treasury for reimbursement, and copies are maintained. This may include: any correspondence relating to the claim, description of damage, police reports, maps, certifications, and the final decision and/or settlement.					P	7 years after settlement.		Destroy	
0010-0002	Employee/Contractor Claims File --- Used to monitor and settle claims against NJDOT by its employees or contractors for recovery of payment. Includes: claim, Commissioners action, copy of investigation, audit reviews, invoices, correspondence, and related documents.					P	7 years after settlement.		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:14 of 19	
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		
0011-0000	PUBLIC INFORMATION CENTER --- Public Information Center Meeting File. Contains original invitation letter sent to property owners, and state and county officials inviting them to an information center, public hearing or public meeting regarding a road project that may affect them or may be of interest to them. Also includes: speaker lists, attendance list, and names and addresses of those persons invited.					P	15 years after hearing/meeting.		Destroy	
0012-0000	RIGHT OF WAY --- Right of Way Process File - NJDOT Property Purchase. Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Route Books, plotting, maps, plans, sketches, negotiations, appraisals, agreement of sale, deed, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/files along with correspondence and memos. Copy of recorded deed as maintained by the Office of the County Clerk/recorder.			X		P	50 years. Then agency determines if records are no longer needed for operations.		Archival Review	
0013-0000	JURISDICTIONAL --- Jurisdictional Agreement/Jurisdiction Limit Map File. Agreement between the State and public Agencies authorizing maintenance and control of roadways as well as jurisdictional limit maps.			X		P	50 years or until agency determines records are no longer needed for operations.		Archival Review	
0014-0000	DEPARTMENT ACTIONS									

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:15 of 19	
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		
0014-0001	Department Actions File --- File pertaining to Department-wide Actions for Executive approval which are required for, but not limited to: Advertisements, Awards of Contracts, Jurisdictional Agreements, Closeouts, Federal Grants, Memorandum of Agreements, Department Action Index, Department Actions File Form, Minutes (copies), Traffic Signal Approvals - State Roads, Declaration of Default on Construction Projects, Claim Settlements, and supporting documentation					P	10 years or until agency determines records are no longer needed for operations.		Destroy	
0014-0002	Certification Schedule Of Department Action Approvals --- Indexed listing of Department Actions that have been Certified, Sealed and Notarized by the Department Secretary.					P	10 years or until agency determines records are no longer needed for operation.		Destroy	
0015-0000	WORK PAPERS									
0015-0001	Project Development Work Papers --- Work papers that consist of all data in support of the Concept Development, Feasibility Assessment, and Preliminary Engineering Final Reports.					P	15 years or after completion of final report.		Destroy	
0015-0002	Tier 2 Screening Work Papers --- Work papers containing field notes, data collected, and meeting minutes.					P	2 years after completion of final report.		Destroy	
0015-0003	Internal Audit Work Papers --- Contains work papers, recommendations, and supporting documentation for audit reports.					P	7 years after audit findings resolved.		Destroy	
0016-0000	RAILROAD									

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:16 of 19	
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		
0016-0001	Railroad Grade Crossing Inspection File --- Record of track inspections of grade crossings. Completed forms required the Federal Railroad Administration.					P	10 Years		Destroy	
0016-0002	Railroad Grade Crossing Docket File --- Records pertaining to improvements, modifications and reconstruction of grade crossings or protections of grade crossings in accordance with docket orders or departmental rehabilitation programs. Contains original plans, agreements, crossing deficiency letter, inspection, copies of decision and order, MOA, departmental actions, public petitions and other related materials.					P	Life of grade crossing.		Destroy	
0017-0000	UTILITIES --- Utility File. Design, construction, and relocation records of utility facilities, for state, county, and municipal roadways, and along railroad property. Contains correspondence, agreements, plans, MOA, and other related material.					P	7 years after termination of agreement.		Destroy	
0018-0000	AERONAUTICS									
0018-0001	Continuous Airport System Planning (CASP): --- Consists of documents and reports concerning CASP, which monitors and evaluates the development of all airport projects throughout the State.			X		P	10 years		Archival Review	
0018-0002	Aeronautical Facility License File --- Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, applications, application evaluations, correspondence, and inspection report. Includes airports, heliports, airstrips, and balloon stops.			X		P	10 years after decommissioning of airport.		Archival Review	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0018-0003	Airport Improvement Program Files --- Consists of records regarding airport request for financial assistance from either the NJDOT or the FAA. These grants are used to improve safety and security of the public use general aviation airports in the State. Documentation may include grant applications, contractors estimates, grant agreements, copies of as-builts as well as financial records (Request for Proposals, payment vouchers, etc.)					P	10 years after final close out.		Destroy	
0018-0004	Aeronautical Facility Temporary License File --- Includes licenses for a special purpose, at a designated area, which normally requires no facility preparation, and for a limited period of time which shall not exceed nine months. Temporary licenses may be issued for the following facilities: Airport; Airship base; Balloon stops; Helistop; Parachute drop zone; or Any other facility as may be designated by the Manager. (N.J.A.C. 16:54-8.1)					P	3 Years		Destroy	
0019-0000	DESIGN									
0019-0001	Design Calculations --- Mathematical solutions and documentation which provide a record of criteria used for design decision includes but not limited to: calculations for the electrification contracts for rail system projects.					P	Life of Structure or until Agency determines records are no longer needed for operations.		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:18 of 19	
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		
0019-0002	Design File --- Consists of but not limited to: design computation, foundation reports, correspondece, and soil profiles.					P	Life of Structure or until Agency determines records are no longer needed for operations.		Destroy	
0020-0000	OUTDOOR ADVERTISING									
0020-0001	Junkyard Program File --- Includes: correspondence, annual inspection forms and other information related to junkyard.					P	7 Years		Destroy	
0020-0002	Outdoor Advertising Activities Files --- Includes denied applications, inactive application files, resolved violations files, master log records, renewal invoice records, permit lists.					P	3 Years		Destroy	
0020-0003	Outdoor Advertising Active Application And Violation Files. --- Includes application for Outdoor Advertising Permit, including changes and amendments, review documents, inspection reports, approvals and related documents; active permit list, license application, and related documents; violation notices, reports and related documents.					P	As updated		Destroy	
0020-0004	Tourist Oriented Directional Signing Programs - TODS/Logo --- Contains construction memo, compliance reports, status reports, and all related documents.					P	1 year after date of contract completion.		Destroy	
0021-0000	TRANSPORTATION DATA AND SAFETY - CRASH RECORDS									

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:19 of 19	
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		
0021-0001	Crash Records Unit - New Jersey Crash Records Report Digital Image --- Crash Reports used by many NJDOT offices in their development of highway safety programs; Statewide Transportation Improvement Program (STIP) and the Department's capital projects. Crash Reports are scanned by DORES and/or DORES approved vendor, and currently reside in FileNet. Self-reporting Crash Reports are scanned to CD by DORES and/or DORES approved vendor.					P	20 Years		Destroy	
0021-0002	Crash Records Unit - New Jersey Crash Records Fatal Crash Report (Hard Copy) --- Crash reports received by the Bureau of Transportation Data & Safety, Crash Records Unit, for crashes in which there is a fatality.					P	5 Years		Destroy	
0021-0003	Crash Records Unit - New Jersey Crash Records Electronic Crash Data --- Crash reports data entered manually to an electronic form and loaded to CDs by DORES and/or DORES approved vendor. DOT load CDs, verify data and store the data in the Accident Records Database(ARD).					P	20 Years		Destroy	
0021-0004	Data Development - Video Logs (Digital/Other Media) --- Series of digital images of State highways for the purpose of documenting the condition, signage, or characteristics of a roadway.					P	10 Years		Destroy	
0050-0000	EMPLOYEE RELATIONS									
0050-0001	Employee Relations File --- Confidential working notes relied upon for the processing of disciplinary actions, including but not limited to copies of investigations conducted by the Office of the Inspector General, and employee written notices for excessive absenteeism.					P	6 years from date of employee separation.		Destroy	