



**AGENDA
STATE RECORDS COMMITTEE
April 17, 2025
10:00 AM**

Location: Online/Teleconference

<https://www.nj.gov/treasury/revenue/rms/src.shtml>

**Announcement of Open Public Meeting
Reading of the February 20, 2025 Minutes**

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request: # 608695 - 611169

B. Records Management

Report to the State Records Committee: None

C. Registered Imaging Systems/Amendments/Annual Reviews:

Report to the State Records Committee:

1. **New Jersey Civil Service Commission** - proposes an imaging system annual renewal. (Certification # 04081904-NM)
2. **New Jersey Department of Human Services, Family Care** - proposes an imaging system annual renewal. (Certification # 07092004-NM)
3. **Department of Human Services, Office of Child Support Services, Division of Family Development, EMC** - proposes an imaging system annual renewal. (Certification #16031002-NM)
4. **County of Bergen Office of the County Clerk** - proposes an imaging system annual renewal. (Certification #06121404-MF)
5. **County of Bergen Office of the Clerk of the Board** - proposes an imaging system annual renewal. (Certification #06121405-MF)
6. **County of Bergen, Department of Finance/Treasurer** - proposes an imaging system annual renewal. (Certification #17030901-NM)
7. **County of Cumberland Board of Social Services** - proposes an imaging system annual renewal. (Certification #14032013-NM)
8. **County of Gloucester Library Systems** - proposes an imaging system annual renewal. (Certification # 22040702-MP)
9. **County of Gloucester Division of Social Services** - proposes an imaging system annual renewal. (Certification #13121210-NM)
10. **County of Gloucester Prosecutor's Office** - proposes an imaging system annual renewal. (Certification #08032002-NM)
11. **County of Gloucester** - proposes an imaging system annual renewal. (Certification #06121408-MF)
12. **County of Gloucester Clerk LRMS** - proposes an imaging system annual renewal. (Certification #11051909-MP)

13. **County of Gloucester Surrogate's Office** - proposes an imaging system annual renewal. (Certification #05072101-MF)
14. **County of Monmouth Sheriff's Office** - proposes an imaging system annual renewal. (Certification #15052104-MP)
15. **County of Monmouth Division of Social Services** - proposes an imaging system annual renewal. (Certification #14051502-NM)
16. **County of Monmouth County Clerk** - proposes an imaging system annual renewal. (Certification #00101902-MF)
17. **County of Monmouth RIM** - proposes an imaging system annual renewal. (Certification #09071603-MP)
18. **County of Warren Division of Temporary Assistance and Social Services** - proposes an imaging system annual renewal. (Certification #14032009-NM)
19. **Borough of Red Bank** - proposes an imaging system annual renewal. (Certification #09101517-NM)
20. **Borough of High Bridge** - proposes an imaging system annual renewal. (Certification #19060601-MP)
21. **Borough of Middlesex** - proposes an imaging system annual renewal. (Certification #15041601-MP)
22. **Borough of New Providence** - proposes a new imaging system. (Certification #25030402-MP)
23. **Borough of Tinton Falls** - proposes an imaging system annual renewal. (Certification #09101523-MP)
24. **City of New Brunswick** - proposes an imaging system annual renewal. (Certification #24012301-MP)
25. **City of Vineland** - proposes an imaging system annual renewal. (Certification #11031701-NM)
26. **Township of Hamilton (Mercer)** - proposes an imaging system annual renewal. (Certification #09021906-MP)
27. **Township of Hillsborough** - proposes an imaging system annual renewal. (Certification #22010402-MP)
28. **Township of Manchester** - proposes an imaging system annual renewal. (Certification #24040301-MP)
29. **Township of Middletown** - proposes an imaging system annual renewal. (Certification #09071601-MP)
30. **Township of North Brunswick** - proposes an imaging system annual renewal. (Certification #10021801-MF)
31. **Township of Old Bridge** - proposes an imaging system annual renewal. (Certification #06092109-MP)
32. **Township of Wall** - proposes an imaging system annual renewal. (Certification #11012018-MP)
33. **Township of Woodbridge** - proposes an imaging system annual renewal. (Certification #06110903-MP)
34. **Township of Woodbridge Building Department** - proposes an imaging system annual renewal. (Certification #04021902-MF)
35. **Township of Woolwich Construction Code Office** - proposes an imaging system annual renewal. (Certification #07071902-MP)
36. **Township of Verona Services** - proposes a new imaging system. (Certification #25030401-MP)

II. Old Business:

- A. Request and Authorization for Records Disposal: None**
- B. Registered Imaging Systems/Amendments/Annual Reviews: None**
- C. Records Retention Schedules: None**

III. New Business:

A. Records Retention Schedules:

State

NJ Transit – To Be Retired: New Jersey Transit Retention Schedule Amendments, S808720-002 – Administrative Support, Finance/Private Carrier Affairs - Presented by Elizabeth Hartmann.

NJ Transit – To Be Retired: New Jersey Transit Retention Schedule Amendments, S809030-002 – Capital Planning and Programs/Community Transportation - Presented by Elizabeth Hartmann

NJ Transit – To Be Retired: New Jersey Transit Retention Schedule Amendments, S809037-004 – Local Programs - Presented by Elizabeth Hartmann

NJ Transit – New Jersey Transit, S800000-007- Presented by Elizabeth Hartmann

NJ Transit – New Jersey Transit, S808150-004 - Administrative Support-Human Resources/ Strategic Staffing - Presented by Elizabeth Hartmann

Motor Vehicle Commission - Compliance & Safety-Driver Review-Bus Application S790502-003 – Presented by Marcella Campbell

Motor Vehicle Commission - Compliance & Safety-Driver Review-Bus Application S790502-004 – Presented by Marcella Campbell

B. Damaged Records Reports: None

C. Other Business: None



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.292.8697

<https://www.nj.gov/treasury/>

MINUTES
STATE RECORDS COMMITTEE
February 20, 2025

Amanda Truppa, Secretary, called the 464th meeting of the State Records Committee to order at 10:04 a.m. on the above date. She 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.

Ms. Truppa stated that there was a quorum with five (5) members present.

ATTENDANCE:

SRC: State Treasurer, Amanda A. Truppa, Designee (Chair and Secretary)
Office of the Attorney General, Susan Scott, Designee
Office of the State Auditor, Michael Tantum, Alternate Designee
Department of Community Affairs, Division of Local Government Services,
Bonnie L. Brookes, Designee
Department of State, Division of Archives and Records Management, Donald F.
Cornelius, Designee

Staff: James J. Fruscione, Director, Division of Revenue and Enterprise Services
Yamileth Merchak, Assistant Director, Division of Revenue and Enterprise
Services
Maria Pinho, Chief of Operations, Division of Revenue and Enterprise Services
Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
Karen A. Perry, Administrative Analyst, Records Management Services
John J. Berry, Records Analyst 1, Records Management Services
Campbell, Marcella, Records Analyst 2, Records Management Services
Terricka Page, Records Analyst 3, Records Management Services
Virma Guzman-Reyes, Records Analyst 3, Records Management Services

Other: Alterman, Alexander, Administrative Analyst 1, Department of Health,
Management and Administration
Biempica, Carmen, Department of State, Division of Archives and Records
Management
Dolan, James, Lt., Section Administrative Officer, NJ State Police, Office of
Administration

Kelly, Pamela M., Administrative Analyst 2, Department of Health, Management and Administration

Kodavali, Ramakrishna R., Supervising Administrative Analyst, Department of the Treasury, Division of Purchase and Property

Kothawala, Muder, Administrative Analyst 4, Department of Health, Management and Administration, Information Systems

Nuel, Richard R., Department of Health, Executive Director, Office of the Commissioner

Pfeiffer, Marc, Rutgers University, Edward J. Bloustein School of Planning and Public Policy

Vatti, Satya N., Program Manager, Department of Health, Management and Administration

Vellenga, Charles E., Assistant Division Director Department of the Treasury, Office of Human Resources, New Jersey Secure Choice Savings Program

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the December 19, 2024 Minutes two (2) yes, none (0) no, and none (0) abstentions.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request # 607159 - 608694

B. Report to the State Records Committee:

Registered Imaging Certification Systems/Amendments/Annual Reviews

1. **New Jersey Department of Human Services, DIMS Enterprise System** - proposes an imaging system annual renewal. (Certification # 13121209-NM)
2. **New Jersey Transit** - proposes an imaging system annual renewal. (Certification # 111020001-MP)
3. **County of Ocean, Clerk of the Board** - proposes an imaging system annual renewal. (Certification # 07062101-MP)
4. **Salem County, Board of Social Services** - proposes an imaging system annual renewal. (Certification # 13121212-NM)
5. **Borough of Lakehurst** - proposes an imaging system annual renewal. (Certification # 19080101-MP)
6. **Township of Warren** - proposes an imaging system annual renewal. (Certification # 19091204-MP)
7. **Township of Bordentown** - proposes an imaging system annual renewal, updated the Custodian profile and added a record series. (Certification # 20111601-MP)

8. **City of Newark** - proposes an imaging system annual renewal with an upgrade to the Disaster Prevention and Recovery Plan and a hardware upgrade. (Certification # 06110901-MP)
9. **Mercer County Community College** - proposes an imaging system annual renewal. (Certification # 22040706 -MP)
10. **Beverly City School District** – proposes a new imaging system (Certification # 25021201-MP)
11. **Burlington County Special Services School District** – proposes an imaging system annual renewal. (Certification #13032104-MP)
12. **Burlington County Institute of Technology** – proposes an imaging system annual renewal. (Certification #13032105-MF)

II. Old Business:

- A. Request and Authorization for Records Disposal: None**
- B. Registered Imaging Systems/Amendments/Annual Reviews: None**
- C. Records Retention Schedules: None**

III. New Business:

- A. Records Retention Schedules:**
State
 1. **Department of the Treasury, NJ Secure Choice Savings Program – S829600-001 - Presented by Elizabeth Hartmann – Approved without change.**
 2. **Department of the Treasury, Purchase and Property, Purchase Bureau – S820501-003 - Presented by Karen A. Perry**
Items 0018-0000, 0018-0001, 0018-0002, 0018-0003, 0018-0004 – Approved without change.
 3. **Department of Health, Management and Administration, Cost Recoveries – S460216-001 - Presented by John Berry – Approved without change.**
 4. **Department of Health, Long-Term Care Systems, Licensing Program – S460913-005 - Presented by John Berry – Approved without change.**
- B. Damaged Records Reports: None**
- C. Other Business:**
Guidelines for Developing Retention and Disposition Policies for Artificial Intelligence/Machine Learning Systems – Presented by James J. Fruscione, Director, Division of Revenue and Enterprise Services.
James J. Fruscione, Director, Division of Revenue and Enterprise Services (DORES) presented to the State Records Committee, Guidelines for NJ Public Agencies to assist in the development of Records Retention and Disposition

Policies for Artificial Intelligence/Machine Learning Systems. Director Fruscione stated that he developed the provisional Guideline in response to numerous requests and inquiries from Public Agencies regarding how to approach the retention and disposition of their Public Records in conjunction with Artificial Intelligence/Machine Learning Systems environment. Director Fruscione entertained questions from Ramakrishna Kodavali, Department of the Treasury, Division of Purchase and Property and Alexander Alterman, Department of Health regarding the retention of financial, contractual records in the cloud and medical emails involved with Artificial Intelligence/Machine Learning Systems. Director Fruscione suggested that the first step to ensure the security and retention of the records, these concerns must be part of the contractual agreement between the respective State Agencies and their Vendor(s). Marc Pfeiffer, Rutgers University, Edward J. Bloustein School of Planning and Public Policy commended Director Fruscione on the document. He had questions regarding Public Agencies accountability for Public Records in Artificial Intelligence/Machine Learning Systems. Director Fruscione acknowledged the need for accountability. Both Mr. Pfeiffer and Director Fruscione acknowledged that agency-wide accountability is vital however, within New Jersey Pubic Agencies, there exists varying levels of technology and expertise - not a cohesive level across agencies. Director Fruscione concluded his presentation, stating that there is no magic bullet to solve all of the issues of Public Records and Artificial Intelligence/Machine Learning Systems, but Agencies must begin to address it now in conjunction with their existing and future Records Management Policies and Procedures.

There being no other business, upon motion, seconded, the Committee adjourned at 11:10 a.m.

Amanda A. Truppa, Secretary
State Records Committee

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY #S808720 - RETIRED		
DIVISION:	Administrative Support	SCHEDULE #002		
BUREAU:	Finance/Private Carrier Affairs	PAGE #	1	OF 2

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Administrative Support - Finance/Private Carrier Affairs
FORMER AGENCY NUMBER	S808720 - TO BE RETIRED / EXISTING RECORDS OBSOLETE

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Bus Equipment Leases	Obsolete	7 yrs after expiration of lease	<u>Use G100000 – 0403-0001</u>
0002-0000	Capital Equipment Leases	Obsolete	Includes the leasing of pick-up trucks, bus washers, computers, etc. 7 yrs after expiration of lease	<u>Use G100000 – 0403-0001</u>
0003-0000	County/Special Contract Services	Obsolete	Header	<u>Use G100000 – 0403-0000</u>
0003-0001	County/Special Contract Services – Successful	Obsolete	Includes Request for Proposals (RFP) for interested bidders, and correspondence relating to bidding process. 7 yrs after termination of contract	<u>Use G100000 – 0403-0001</u>
0003-0002	County/Special Contracts - Unsuccessful	Obsolete	1 Years	No Longer Created
0004-0000	Elderly and Handicapped Program File	Obsolete	Header	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808720 - RETIRED	SCHEDULE # 002	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0004-0001	Elderly and Handicapped Program invoices and Invoice Payment Form (Copy)	Obsolete	Lists: intrastate or interstate, actual payment month, full fare, reimbursement rate, scrip collected, amount due, and payer signature. 3 Years	No Longer Created
0004-0002	Elderly and Handicapped Program - Reimbursement Contract	Obsolete	Includes copy of schedule and correspondence 7 yrs after termination of contract	<u>Use G100000 – 0403-0001</u>
0004-0003	Elderly and Handicapped Program – Senior – Senior Citizen Script Record (NJ3-11/80)	Obsolete	List: Name of bus company, route number, address, date, and daily total participants per dales. 3 Years	No Longer Created
0005-0000	Operating Assistance Agreement Program	Obsolete	Includes: contract, budget analysis, and correspondence 7 yrs after termination of contract	<u>Use G100000 – 0403-0001</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY #S809030		
DIVISION:	Capital Planning and Programs	SCHEDULE #002		
BUREAU:	Community Transportation	PAGE #	1	OF 4

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit Capital Planning and Programs Community Transportation
FORMER AGENCY NUMBER	S809030 TO BE RETIRED / EXISTING RECORDS OBSOLETE OR TRANSFERRED

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Community Local Shuttles and Job Access Reverse Commute Shuttles	Header Name Changed Combine 0001-0000 0002-0000 0004-0000	<u>Community Local Shuttles and Job Access Reverse Commute Shuttles</u> Includes: agreements, invoices, grant documents, reports, correspondence, and all other related documents (Note: Titles for NJ Transit owned vehicles are filed in the Fixed Assets section of the Finance Dept.)	<u>S800000 – 0006-0000</u> <u>Government Funded Programs</u> Includes but not limited to Community Local Shuttles and Job Access Reverse Commute Shuttles, Vehicle Records, Transportation Management Associations (TMA) & Van Pool Service Providers (agreements, invoices, grant documents, reports, correspondence, and all other related documents)
0001-0001	Federally Funded Programs	Transfer		<u>S800000 – 0006-0001</u> <u>Federally Funded Programs</u> 7 yrs after completion of project, or 3 yrs after termination/closing of grant or equipment disposition; whichever is longer

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809030	SCHEDULE # #002	PAGE # 2 OF 4
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0002	State Funded Programs	Transfer		<u>S800000 – 0006-0002</u> <u>State Funded Programs</u> 3 yrs after termination of grant Destroy
0002-0000	Vehicle Records	Header Name Changed Combine 0001-0000 0002-0000 0004-0000	<u>Vehicle Records</u> Includes: lease agreements and / or lien agreements and all other related documents. (Titles for NJ Transit owned vehicles are filed in the Fixed Assets section of the Finance Dept.)	<u>See S800000 – 0006-0000</u>
0002-0001	Federal Funded Programs	Obsolete		<u>See Above S800000 – 0006-0001</u>
0002-0002	State Funded Programs	Obsolete		<u>See Above S800000 – 0006-0002</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809030	SCHEDULE # #002	PAGE # 3 OF 4
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0003-0000	National Transit Database Annual Report	Transfer (Becomes Header and New Record Series)	<u>National Transit Database Annual Report</u> Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report. 7 Yrs after termination of Grant	<u>S800000 – 9022-0000</u> <u>National Transit Database</u> <u>Annual Report</u> Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report. <u>S800000 – 9022-0002</u> <u>Federal, State, Local Funding</u> Includes but not limited to GTFS mapping, IAS-FD audit, planning studies, asset maintenance (non- fixed asset), correspondence and supporting documentation. <i>*Federal Circulars 5010.1F et. Al.</i> 7 Yrs. After Termination of Grant Destroy
0004-0000	Transportation Management Associations (TMA) & Van Pool Service Providers.	Header Name Changed Combine 0001-0000 0002-0000 0004-0000	<u>Transportation Management Associations (TMA) & Van Pool Service Providers</u> Includes: agreements, invoices grant documents, correspondence and all other related documents	<u>See S800000 – 0006-0000.</u>
0004-0001	Federal Funded Programs	Obsolete		<u>See Above S800000 – 0006-0001</u>
0004-0002	State Funded Programs	Obsolete		<u>See Above S800000 – 0006-0002</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809030	SCHEDULE # #002	PAGE # 4 OF 4
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0100-0000	Pass and Ticket Bulk Sales Programs.	Obsolete	<u>Pass and Ticket Bulk Sales Programs</u> Includes: business pass agreements, monthly sales reports, and all related documents 7 Years	<u>Use G100000 – 0403-0001</u>
0101-0000	Promotional Information Pieces	Obsolete	<u>Promotional Information Pieces</u> 3 yrs after completion of project	<u>Use S808600 – 0001-0000</u> <u>Marketing Project Files</u> Includes: workpapers, correspondence, sample brochures, mailing list and other material involved in promotional information for current and potential bus and rail riders. 3 yrs after completion of project
0102-0000	Get a Job/Get a Pride Program	Obsolete	<u>Get a Job/Get a Pride Program</u> Includes: application for free transit pass to support Work First New Jersey (WFNJ) program and smart commute application for Fannie Mae lenders. 3 Years	No Longer Created

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY #S809037		
DIVISION:		SCHEDULE #004		
BUREAU:	Local Programs	PAGE #	1	OF 13

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit Local Programs
FORMER AGENCY NUMBER	S809037 TO BE RETIRED / EXISTING RECORDS OBSOLETE OR TRANSFERRED

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0020-0000	Senior Citizens Disabled Resident Transportation Assistance Program (SCDRTAP):	Transfer	Header	<u>S800000 - 0007-0000 Senior Citizens Disabled Resident Transportation Assistance Program*</u> (SCDRTAP): --- SCDRTAP is a casino revenue funded program available to counties through NJ Transit for operating, administration, and/or capital expenses to provide locally coordinated paratransit services for senior citizens and disabled persons.
0020-0001	SCDRTAP, County Files	Transfer Combine 0020-0001 0020-0002 0020-0003 0020-0004 Rename	Includes program timeline, state program guidelines, county paratransit grant allocation letter, application, agreement, sub-contracts, general	<u>S800000 - 0007-0001 SCDRAP Program Files:</u> Includes but not limited to: county files (program timeline, state program guidelines, county paratransit grant allocation letter, application, agreement, sub-contracts, contract & budget modifications, ridership,

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 2 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				public hearing (part of application), local advisory committee minutes), reimbursement files (casino revenue monthly reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and expenditures, single program audit or equivalent,) close out files. backup documentation, administrative and general correspondence. 7 years after contract closed, or 3 years after termination of grant, whichever is longer Destroy
0020-0002	SCDRTAP, Reimbursement Files	Transfer Combine 0020-0001 0020-0002 0020-0003 0020-0004 Rename	Includes casino revenue monthly reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices and backup documentation and general correspondence.	<u>See S800000 - 0007-0001 Above</u>
0020-0003	SCDRTAP, Audit Files	Transfer Combine 0020-0001 0020-0002 0020-0003 0020-0004 Rename	Includes financial statement, account reports and expenditures. Single program audit or equivalent	<u>See S800000 - 0007-0001 Above</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 3 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0020-0004	SCDRTAP, Closeout Files	Transfer Combine 0020-0001 0020-0002 0020-0003 0020-0004 Rename	Includes casino revenue closeouts, backup documentation and general correspondence.	<u>See S800000 - 0007-0001 Above</u>
0020-0005	SCDRTAP, Public Hearing Files	Transfer		<u>S800000 - 0007-0002 SCDRTAP, Public Hearing Files</u> Includes public notice, newspaper advertisements, support materials, PowerPoint presentations, attendance and speaker sheets, hearing transcripts and general correspondence 7 Years Destroy
0021-0000	Citizen Advisory Committee Files	Transfer		<u>S800000 - 0008-0000 Citizen Advisory Committee Files</u> Includes copies of related notices, agendas, minutes, handouts, monthly schedule, accessibility projects, resolutions, casino county application review forms, membership bio, membership terms, appointment and resignation, mileage reimbursement, catering invoices and general correspondence. 7 Years Destroy
0022-0000	Section 5311 (S5311) Program.	Obsolete Header	The S5311 Program is part of the Federal Transit Administration (FTA) to provide funds to non-urbanized areas and rural areas for public transportation.	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 4 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0022-0001	S5311, County Files	Transfer Combine 0022-0001 0022-0002 0022-0003 0022-0004 Rename	Includes program timeline, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, general correspondence, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports and general administration 7 years after contract closed, or 3 years after termination of grant, whichever is longer	<u>S800000 - 0009-0000 Section 5311 Program* Files</u> Includes but not limited to county files (program timeline, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports) reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), audit files (financial statement, account reports and project expenditures), closeout files. * Program is part of the Federal Transit Administration (FTA) to provide funds to non-urbanized areas and rural areas for public transportation) 7 years after contract closed, or 3 years after termination of grant, whichever is longer Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 5 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0022-0002	S5311, Reimbursement Files	Transfer Combine 0022-0001 0022-0002 0022-0003 0022-0004 Rename	Includes S5311 monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices, backup documentation and general correspondence.	<u>See S800000 - 0009-0000 Above</u>
0022-0003	S5311, Audit Files	Transfer Combine 0022-0001 0022-0002 0022-0003 0022-0004 Rename	Includes financial statement, account reports and project expenditures.	<u>See S800000 - 0009-0000 Above</u>
0022-0004	RTAP, Closeout Files	Transfer Combine 0022-0001 0022-0002 0022-0003 0022-0004 Rename	Include RT AP closeouts, backup documentation and general correspondence.	<u>See S800000 - 0009-0000 Above</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 6 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0023-0000	Rural Transportation Assistance Program (RT AP)	Obsolete Header	The RTAP program provides training and technical assistance to rural community transportation providers throughout New Jersey offering training techniques to small transit agency managers, dispatchers, drivers, mechanics and support staff	
0023-0001	RTAP, Files	Transfer Combine 0023-0001 0023-0002 0023-0003 0023-0004 Rename	Include correspondence on Passenger Assistance Safety & Securement Course (PASS), defensive driving, manager/supervisor/dispatcher certification, telephone techniques, customer service, vehicle maintenance management and inspection, scheduler/dispatcher training, Train the Trainer programs, RTAP scholarships, RTAP newsletters and general correspondence, contract with National Transit Institute (NTI). 7 years after S5311 and SCDRTAP contract closed, or 3 years after termination of grant, whichever is longer	S800000 - 0010-0000 Rural Transportation Assistance Program* (RTAP) Files Includes but not limited to: RTAP Files (correspondence on Passenger Assistance Safety & Securement Course (PASS), defensive driving, manager/supervisor/dispatcher certification, telephone techniques, customer service, vehicle maintenance management and inspection, scheduler/dispatcher training, Train the Trainer programs, scholarships, newsletters and general correspondence, contract with National Transit Institute (NTI). scholarship reimbursement files (expense reports, invoices from Rutgers NTI for conducting RTAP program), class and workshop announcement, activity reports (flyers, announcements for classes and workshops, reports from NTI on class attendance, class satisfaction surveys, any documentation relating to classes), closeout files backup

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 7 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				documentation, general correspondence, administrative files. *Program provides training and technical assistance to rural community transportation providers 7 years after S5311 and SCDRTAP contract closed, or 3 years after termination of grant, whichever is longer Destroy
0023-0002	RTAP, Scholarship Reimbursement Files	Transfer Combine 0023-0001 0023-0002 0023-0003 0023-0004 Rename	Includes reimbursement expense forms, backup documentation and general correspondence. Invoices from Rutgers NTI for conducting RTAP program	<u>See S800000 – 0010-0000 Above</u>
0023-0003	RTAP Class And Workshop Announcements And NTI Activity Reports	Transfer Combine 0023-0001 0023-0002 0023-0003 0023-0004 Rename	Flyers and announcements for classes and workshops as well reports from NTI on class attendance, class satisfaction surveys and any documentation relating to classes.	<u>See S800000 – 0010-0000 Above</u>
0023-0000	RTAP, Closeout Files.	Transfer Combine 0023-0001 0023-0002 0023-0003 0023-0004 Rename	Include RT AP closeouts, backup documentation and general correspondence	<u>See S800000 – 0010-0000 Above</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 8 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
S5037-0000	Section 5307 (S5307 Program)	Obsolete	Header	
0024-0001	S5307, County Files:	Transfer Combine 0024-0001 0024-0002 0024-0003 0024-0004 Rename	Includes program timeline, program management plan, sub-recipient grant proposal, agreement, general correspondence, contract and budget modifications, capital purchase correspondence, audits and general administration. 7 years after contract closed, or 3 years after termination of grant, whichever is longer	<u>S800000 - 0011-0000 Section 5307 Program* (S5307) Files</u> Includes but not limited to: county files (program timeline, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase capital purchase correspondence, audits and general administration), reimbursement files (reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and project expenditures. Single program audit acceptable), closeout files. *S5307 is an FTA formula grant program for urbanized areas providing capital, operating and planning assistance for mass transportation 7 years after contract closed, or 3 years after termination of grant, whichever is longer Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 9 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0024-0002	S5307, Reimbursement Files	Transfer Combine 0024-0001 0024-0002 0024-0003 0024-0004 Rename	Includes S5307 reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices, backup documentation and general correspondence.	<u>See S800000 - 0011-0000 Above</u>
0024-0003	S5307, Audit Files	Transfer Combine 0024-0001 0024-0002 0024-0003 0024-0004 Rename	Includes S5307 reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices, backup documentation and general correspondence.	<u>See S800000 - 0011-0000 Above</u>
0024-0004	S5307, Closeout Files	Transfer Combine 0024-0001 0024-0002 0024-0003 0024-0004 Rename	Includes S5307 closeouts, backup documentation and general correspondence.	<u>See S800000 - 0011-0000 Above</u>
0025-0000	Section 5310 (S5310) Program.	Header Obsolete	S5310 is an FTA grant program that provides funds to nonprofit	<u>S800000 - 0012-0000 Section 5310 Program* (S5310) Files</u> S5310 is an FTA grant program that provides funds to nonprofit organizations and county municipalities to lease vehicles to transport senior citizens and persons with disabilities.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 10 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			organizations and county municipalities to lease vehicles to transport senior citizens and persons with disabilities.	
0025-0001	S5310, General Administration Files.	Transfer Combine 0025-0001 0025-0003 0025-0004	Includes program timeline, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters and general correspondence 7 Years	<u>S800000 - 0012-0000 S5310 Program Files</u> Includes but not limited to program timeline, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence 7 Years Destroy
0025-0002	S5310 Vehicle Lease Files	Transfer Rename New Description	S5310 Vehicle Lease Files Includes vehicle lease, Part I and Part II application, quarterly reports, certificates of insurance, accident reports, transfer, disposal and retired vehicle agreements and general correspondence	<u>S800000 - 0013-0000 Federally Funded Vehicle Files (Non-Fixed Assets)</u> Includes accident reports, transfer, disposal vehicle agreements and general correspondence S5310 vehicles and other vehicles purchased under a variety of FTA grants coming under the administrative authority of Local Programs 7 years after termination of lease, or 3 years after disposal of vehicle, whichever is longer Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 11 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0025-0003	S5310 Vehicle Procurement Files	Transfer Combine 0025-0001 0025-0003 0025-0004	Includes vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures and general correspondence	<u>See S800000 - 0012-0000 Above</u>
0025-0004	S5310 Audit File	Transfer Combine 0025-0001 0025-0003 0025-0004	Includes financial statements, account reports and project expenditures.	<u>See S800000 - 0012-0000 Above</u>
0026-0000	Community Transportation Vehicle Inspection Files	Obsolete	<u>Community Transportation Vehicle Inspection Files</u> --- Includes inspection forms, vehicle maintenance records and general correspondence relating to inspections for community transportation vehicles, S5310 vehicles and other vehicles purchased under a variety of FTA grant coming under the administrative authority of Local Programs. 7 yrs after termination of lease, or 3 years after disposal of vehicle, whichever is longer	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 12 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0027-0000	Drug And Alcohol Testing Program (D&A Testing)	Obsolete	Header Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs	
0027-0001	D&A Testing Files	Transfer Combine 0027-0001 0027-0002	Includes D&A plans, annual federal drug and alcohol testing reports submitted to NJ Transit from sub-recipients, site audits and general correspondence. 7 Years	<u>S800000 - 0014-0000</u> <u>Drug and Alcohol Testing Program* Files</u> Includes but not limited to D&A plans, annual federal drug and alcohol testing reports submitted to NJ Transit from sub-recipients, site audits, financial statement, account reports, and project expenditures pertaining to consultant uses to conduct audits. 7 Years Destroy * Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs
0027-0002	D&A Testing Audit Files	Transfer Combine 0027-0001 0027-0002	Includes financial statement, account reports and project expenditures pertaining to consultant used to conduct audits.	<u>See S800000 - 0014-0000</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809037	SCHEDULE # 004	PAGE # 13 OF 14
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0028-0000	United We Ride Program (UWR)	Obsolete	Header <u>United We Ride Program (UWR)</u> FTA planning grant that establishes coordination planning activities amongst various state agencies and grant sub-recipients.	
0028-0001	UWR Files	Transfer Combine 0028-0001 0028-0002 0028-0003 Rename	<u>UWR Files</u> Includes program timeline, sub-recipient grant proposal, application, agreement, general correspondence and general administration.	<u>S800000 - 0015-0000 Coordinated Human Services Transportation Plans (CHSTP)</u> Planning process that establishes coordination planning activities amongst various state agencies and grant sub-recipients, 7 years after contract closed, or 4 years after termination of grant whichever is longer Archival Review
0028-0002	UWR Audit Files	Transfer Combine 0028-0001 0028-0002 0028-0003 Rename	<u>UWR Audit Files</u> Includes financial statement, account reports and project expenditures.	<u>See S800000 – 0015-0000</u>
0028-0003	UWR Closeout Files	Transfer Combine 0028-0001 0028-0002 0028-0003 Rename	<u>UWR Closeout Files</u> Includes UWR closeouts, backup documentation and general correspondence.	<u>See S800000 – 0015-0000</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT	New Jersey Transit	AGENCY #S800000	
DIVISION:		SCHEDULE #007	
BUREAU:		PAGE # 1	OF 2

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit
FORMER AGENCY NUMBER	S800000-006

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0005	Project Files – Policy and Analysis	Disposition	Destroy	Archival Review
0001-0006	Project Files - Data Monitoring And Project Investigative (Exploratory) Files	Obsolete	Includes but not limited to: project file copies, reports, feasibility studies, news articles, etc. involving potential projects.	Obsolete
9022-0001	Bus And Rail Service Planning Records	New Series		Bus And Rail Service Planning Records --- Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR. *Note: NTDAR Appears on S802114 and S809000 7 Years Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808720 - RETIRED	SCHEDULE # 002	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
9022-0003	Third Party Contracts	New Series		Third Party Contracts --- Includes but not limited to purchased transportation and calendar year reporting. 7 Years Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT	New Jersey Transit	AGENCY #S800000	
DIVISION:		SCHEDULE #007	
BUREAU:		PAGE # 1	OF 2

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit
FORMER AGENCY NUMBER	S800000-006

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0005	Project Files – Policy and Analysis	Disposition	Destroy	Archival Review
0001-0006	Project Files - Data Monitoring And Project Investigative (Exploratory) Files	Obsolete	Includes but not limited to: project file copies, reports, feasibility studies, news articles, etc. involving potential projects.	Obsolete
9022-0001	Bus And Rail Service Planning Records	New Series		Bus And Rail Service Planning Records --- Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR. *Note: NTDAR Appears on S802114 and S809000 7 Years Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808720 - RETIRED	SCHEDULE # 002	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
9022-0003	Third Party Contracts	New Series		Third Party Contracts --- Includes but not limited to purchased transportation and calendar year reporting. 7 Years Destroy

STATE OF NEW JERSEY



New Jersey Transit

S800000-007



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

Records Retention and Disposition Schedule				Agency: S800000		Schedule: 007		Page #:1 of 15			
Department:	New Jersey Transit			Agency Representative:		Leon Cammarano					
				Title:		Director Of RIM - Custodian Of Records					
				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		
	Capital Planning And Programs										
0001-0000	Project Files										
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X			P	50 Years		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. <u>N.J.S.A. 2A:14-1.1</u>						P	10 Years After completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.						P	25 Years		Destroy	

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:2 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0001-0004	Project Files – Design/ Construction – Phase Documents --- Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.					P	10 Years After completion of project	1 Years	Destroy		
0001-0005	Project Files – Strategy, Policy, And Analysis (Original) --- Includes studies conducted by this office that could result in cost savings to the company.			X		P	10 Years		Archival Review		
0002-0000	Facilities Files										
0002-0001	Facilities Files - Location Files --- Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests, news clips, non-project related correspondence and other miscellaneous information specific to each facility.					P	7 Years After resolution		Destroy		
0002-0002	Facilities Files – Building Plans And Surveys --- Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots. Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	Life of structure plus 10 years		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:3 of 15	
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			
	Capital Planning And Programs										
0003-0000	Construction Management Files										
0003-0001	Construction Management Files – Project Site Files – Office And Site --- Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.					P	10 Years After completion		Destroy		
0003-0002	Construction Management Files – As-Built Drawings --- Original reproducible as-built and shop drawings that have been revised to incorporate “as-built changes as completed,” technical details and components of construction projects. Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	Life of structure plus 10 years		Destroy		
0004-0000	Capital Funding Files										
0004-0001	Capital Funding Files --- Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.					P	7 yrs after completion of project or 3 yrs after termination/cl osing of grant, whichever is longer		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:4 of 15	
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			
0004-0002	Capital Funding, Federal Transit Administration (FTA) Files --- Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.					P	Periodic Review		Destroy		
0005-0000	Environmental Services										
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) Files --- Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.					P	5 Years		Destroy		
	Capital Planning And Programs										
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) --- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.					P	5 Years After permit expires		Destroy		
0005-0003	Environmental Services - Hazardous Annual Generator Report (Copy) --- Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.					P	5 Years		Destroy		
0005-0004	Environmental Services - Remedial Reports, Copies --- Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.					P	30 Years	10 Years	Destroy		
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.					P	30 Years	10 Years	Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:5 of 15	
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			
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.					P	3 Years After summons has been satisfied		Destroy		
0005-0007	Environmental Services - Due Diligence Reports --- Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.					P	30 Years After completion of report		Destroy		
0006-0000	Government Funded Programs --- Includes but not limited to Community Local Shuttles and Job Access Reverse Commute Shuttles, Vehicle Records, Transportation Management Associations (TMA) & Van Pool Service Providers (agreements, invoices, grant documents, reports, correspondence, and all other related documents)										
0006-0001	Federally Funded Programs					P	7 Years After Completion Of Project Or 3 Years After Termination Of Grant Or Equipment Disposition Whichever is later		Destroy		
0006-0002	State Funded Programs					P	3 Years After termination of grant		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:6 of 15	
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			
0007-0000	Senior Citizens Disabled Resident Transportation Assistance Program (SCDRTAP) --- SCDRTAP is a casino revenue funded program available to counties through NJ Transit for operating, administration, and/or capital expenses to provide locally coordinated paratransit services for senior citizens and disabled persons.										
0007-0001	SCDRAP Program Files --- Includes but not limited to: county files (program timeline, state program guidelines, county paratransit grant allocation letter, application, agreement, sub-contracts, contract & budget modifications, ridership, public hearing (part of application), local advisory committee minutes), reimbursement files (casino revenue monthly reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and expenditures, single program audit or equivalent,) close out files. backup documentation, administrative and general correspondence.					P	7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer		Destroy		
0007-0002	SCDRTAP, Public Hearing Files --- Includes public notice, newspaper advertisements, support materials, PowerPoint presentations, attendance and speaker sheets, hearing transcripts and general correspondence.					P	7 Years		Destroy		
0008-0000	Citizen Advisory Committee Files --- Includes copies of related notices, agendas, minutes, handouts, monthly schedule, accessibility projects, resolutions, casino county application review forms, membership bio, membership terms, appointment and resignation, mileage reimbursement, catering invoices and general correspondence.					P	7 Years		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:7 of 15	
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	Section 5311 Program* (S5311) Files --- Includes but not limited to county files (program timeline, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports) reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), audit files (financial statement, account reports and project expenditures), closeout files. * Program is part of the Federal Transit Administration (FTA) to provide funds to non-urbanized areas and rural areas for public transportation)					P	7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer		Destroy		
0010-0000	Rural Transportation Assistance Program* (RTAP) Files --- Includes but not limited to: RTAP Files (correspondence on Passenger Assistance Safety & Securement Course (PASS), defensive driving, manager/supervisor/dispatcher certification, telephone techniques, customer service, vehicle maintenance management and inspection, scheduler/dispatcher training, Train the Trainer programs, scholarships, newsletters and general correspondence, contract with National Transit Institute (NTI). scholarship reimbursement files (expense reports, invoices from Rutgers NTI for conducting RTAP program), class and workshop announcement, activity reports (flyers, announcements for classes and workshops, reports from NTI on class attendance, class satisfaction surveys, any documentation relating to classes), closeout files backup documentation, general correspondence, administrative files. *Program provides training and technical assistance to rural community transportation providers					P	7 Years After S5311 And SCDRTAP Contract Closed, Or 3 Years After Termination Of Grant Whichever is later		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:8 of 15	
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	Section 5307 Program* (S5307) Files --- Includes but not limited to: county files (program timeline, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase capital purchase correspondence, audits and general administration), reimbursement files (reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and project expenditures. Single program audit acceptable), closeout files. *S5307 is an FTA formula grant program for urbanized areas providing capital, operating and planning assistance for mass transportation.					P	7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer		Destroy		
0012-0000	Section 5310 Program (S5310) Files --- Includes but not limited to program timeline, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence. *S5310 is an FTA grant program that provides funds to nonprofit organizations and county municipalities to lease vehicles to transport senior citizens and persons with disabilities.					P	7 Years		Destroy		
0013-0000	Federally Funded Vehicle Files (Non-Fixed Assets) --- Includes accident reports, transfer, disposal vehicle agreements and general correspondence S5310 vehicles and other vehicles purchased under a variety of FTA grants coming under the administrative authority of Local Programs.					P	7 Years After Termination Of Lease, Or 3 Years After Disposal Of Vehicle Whichever is later		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:9 of 15	
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	Drug And Alcohol Testing Program* Files --- Includes but not limited to D&A plans, annual federal drug and alcohol testing reports submitted to NJ Transit from sub-recipients, site audits, financial statement, account reports, and project expenditures pertaining to consultant uses to conduct audits. * Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs.					P	7 Years		Destroy		
0015-0000	Coordinated Human Services Transportation Plans (CHSTP) --- Planning process that establishes coordination planning activities amongst various state agencies and grant sub- recipients			X		P	7 Years After Contract Closed, Or 4 Years After Termination Of Grant Whichever Is Longer		Archival Review		
	Records And Information Management										
1000-0000	Records Transmittal Forms					P	3 Years After Disposition or Permanent Removal of Records		Destroy		
	Rail Operations										
2000-0000	Air Brake Kit Inventory Log Sheet --- List unit, type, date removed, date received, date ready, date shipped, quantity, item and status. Air brake kits are inspected every two (2) years.					P	2 Years After final entry		Destroy		
2001-0000	Capital Projects --- Capital Projects File includes: correspondence, drawings and project supporting information.					P	10 Years After completion of project		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:10 of 15	
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			
2002-0000	Car History File --- File contains history and quality control manual on the train cars before they came to New Jersey Transit.					P	3 Years After Disposal of Car		Destroy		
2003-0000	Inspection Report File --- Inspection Report File Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29)					P	2 Years		Destroy		
2004-0000	Service And Inspection Work Packets --- Service and Inspection Work Packets Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.					P	3 Years After Disposal of Car		Destroy		
2005-0000	Yearly Maintenance History File --- Yearly Maintenance History File File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report. (FRA 49 CFR 229.23)					P	2 Years		Destroy		
2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.					P	1 Years		Destroy		
2007-0000	Map Of Locomotives --- File contains locomotive engineering specifications.					P	10 Years After Disposal Of Equipment		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:11 of 15	
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			
2008-0000	Wheel And Axle Assembly Report (AAR) – Quality Assurance --- File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3)					P	15 Years		Destroy		
2009-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs Individual Class Folders CRF Part 240.215 (A) (H) --- Includes but not limited to training, evaluations, qualification certification of final examinations, tests and/or quizzes promotion records.					P	6 Years		Destroy		
2010-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs, Summary Information --- Includes but not limited to names, grades, attendance records and performance reviews					P	50 Years From Creation Of File Recommend Imaging		Destroy		
	Internal Audit										
3000-0000	Internal Audit Report										
3000-0001	Internal Audit Report (Record Copy) --- Includes: “New Jersey Transit Recommendation Reply and Implementation Status Report” and all other related documents. Used in long-range planning for policy and decision making. Confidentiality is based on <u>N.J.S.A.</u> 47:1A-10					C	Permanent		Archives		
3000-0002	Internal Audit Report (Copy) --- Confidential based on <u>N.J.S.A.</u> 47:1A-1.1					C	3 Years		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:12 of 15	
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			
3001-0000	Internal Audit Program --- File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation. Confidential based on <u>N.J.S.A.</u> 47:1A-1.1					C	7 Years After completion of audit		Destroy		
	Finance - Real Estate										
4000-0000	Deed Files --- Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc.; deed exception files; parcels not included in original conveyance of property; lists of properties currently owned and sold.					P	Permanent		Archives		
4001-0000	Lease Files										
4001-0001	Lease --- Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents					P	7 Years After termination of lease		Destroy		
4001-0002	Lease Books And Log Input --- Consists of log books listing: property location, lessor, lessee, lease number and occupancy; lease agreement and copy of environmental report.					P	Permanent		Archives		
4001-0003	Lease Drafts --- Includes but not limited to: drafts and correspondence					P	3 Years		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:13 of 15	
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			
4002-0000	Adjacent Property Notice --- Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property					P	3 Years		Destroy		
4003-0000	Maps And Drawings --- Includes but not limited to: original and historical maps and drawings of NJ TRANSIT current and predecessor rail lines. These tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects. Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	Permanent		Archives		
4004-0000	Permit File --- Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.					P	7 Years After Cancellation Of Permit		Destroy		
	Finance -Ticket Office										
4050-0000	Daily Close-Out File And Daily Listing Of Checks And Cash Deposited (53X'S) --- Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debit and credit grand totals, daily ticket count, copies of each ticket sold per seller per day, checks, cash deposits and bank deposit slip. Copies are sent to NJT Office of Revenue Accounting.					P	1 Years		Destroy		
	Bus Operations - Maintenance										
5000-0000	Assignment Log					P	1 Years After last entry		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:14 of 15	
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			
5001-0000	Bus Inventory/Location Master Report - Monthly					P	3 Years		Destroy		
5002-0000	Operator's Bus Condition Report --- Includes but not limited to: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications.					P	3 Years After Problem Corrected		Destroy		
5003-0000	Vehicle Maintenance Information File										
5003-0001	Vehicle Maintenance Information System (VMIS) --- Computerized system containing information regarding maintenance performed on buses.					P	3 Years After Disposal Of Bus		Destroy		
5003-0002	Major Log --- Includes but not limited to: Lists all significant bus repairs, i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.					P	3 Years After Disposal Of Bus Or Final Entry.		Destroy		
	Human Resources - Medical Services										
6000-0000	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees --- Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10					C	5 Years		Destroy		
6001-0000	Results Of Random Urine Analysis Test --- Test are filed separately from the medical file.										
6001-0001	Results Of Random Urine Analysis Test - Positive Results --- Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10					C	6 Years After termination of employment		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 007		Page #:15 of 15	
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			
6001-0002	Results Of Random Urine Analysis Test - Negative Results --- Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10					C	5 Years		Destroy		
	General										
9022-0000	National Transit Database Annual Report --- Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report.										
9022-0001	Bus And Rail Service Planning Records --- Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR. *Note: NTDAR Appears on S802114 and S809000					P	7 Years		Destroy		
9022-0002	Federal, State, Local Funding --- Includes but not limited to GTFS mapping, IAS-FD audit, planning studies, asset maintenance (non-fixed asset), correspondence and supporting documentation. *Federal Circulars 5010.1F et. Al.					P	7 Years After termination of grant		Destroy		
9022-0003	Third Party Contracts --- Includes but not limited to purchased transportation and calendar year reporting.					P	7 Years After Close Out		Destroy		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY	S808150	
DIVISION:	Administrative Support	SCHEDULE #	004	
BUREAU:	Human Resources / Strategic Staffing	PAGE #	1	OF 1

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit Administrative Support – Human Resources / Strategic Staffing
FORMER AGENCY NUMBER	S808150 – Schedule 3

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0002	Employee Placement and Promotional Test- Passed	Retention Period	6 yrs after termination of employment	8 yrs after termination of employment
0005-0001	Criminal History Background Checks – Current and newly hired	Retention Period	6 yrs after termination of employment	8 yrs after termination of employment

STATE OF NEW JERSEY



New Jersey Transit-Administrative Support-Human Resources/StrategicStaffing

S808150-004



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

Records Retention and Disposition Schedule				Agency: S808150		Schedule: 004		Page #:1 of 2		
Department:	New Jersey Transit-Administrative Support-Human Resources/StrategicStaffing				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	Employee and Non-Employee Placement and Promotional Test File --- File may include, but is not limited to: test workbook, answer sheet, test scores, etc. These tests are for several positions such as: Bus operator, Clerical, Cleaner/Serviceperson, Locomotive Engineer, Electrician/Lineman, Machinist/Pipefitter, Signal/Communications, etc.									
0001-0001	Employee Placement and Promotional Test-Failed						2 Years	2 Years	Destroy	
0001-0002	Employee Placement And Promotional Test-Passed					P	8 Years After termination of employment		Destroy	
0001-0003	Non-Employee Placement and Promotional Test-Passed and Failed						2 Years	2 Years		
0002-0000	Individual Employee Files --- Files include: active, non-active, resigned, terminated, part-time, retired, project and transferred employees. May include, but not limited to the following: Personnel Action Request Form (HRM-1), white copy) and Payroll Action Request (Form NJY-1, pink copy), resume and/or employment application, New Hire Forms Package (general information regarding employee), and all related documents involving an individual's employment at NJ TRANSIT.					P	8 Years After termination of employment		Destroy	

Records Retention and Disposition Schedule					Agency: S808150			Schedule: 004		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			
0003-0000	Position Folders --- File includes: resumes, job announcement, candidate selection forms, worksheets, employment requisition, and related correspondence. File is used in job interview process.						5 years after position filled	5 years after position filled	Destroy		
0004-0000	Resume Bank --- A collection of resumes from potential employees.						1 yr after update	1 yr after update	Destroy		
0005-0000	Criminal History Background Checks										
0005-0001	Criminal History Background Checks- Current And Newly Hired Employees.					P	8 Years After termination of employment		Destroy		
0005-0002	Criminal History Background Checks- Non-Employee						3 Years	3 Years	Destroy		

Administrative Action: Name change for the Schedule S790502-0004

Previous name: Motor Vehicle Commission-Compliance & Safety- Driver Review Bus Application.

Proposed name: Motor Vehicle Commission-Compliance & Safety- Driver Review Bus Application.

Justification for obsolete and new Record Series Retention Schedule S790502 MVC Driver Review –CDL/Bus Application.

0001-0000/Obsolete **Bus Drivers Medical Examination Application**- This form is obsolete and no longer used in the Division.

0003-0000/New **Commercial Driver License (CDL) Holder Self-Certification**- The CDL Holder Self Certification form is required as part of CDL procedures and retained for 3 years from submission date as mandated by the Federal Motor Carrier Safety Administration (FMCSA) final rule.

Marcella Campbell

CDLRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING Motor Vehicle Commission		AGENCY # S790502	
DIVISION: Compliance & Safety		SCHEDULE # 004	
BUREAU: Driver Review CDL/Bus Application		PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Motor Vehicle Commission- Compliance & Safety- Driver Review Bus Application
FORMER AGENCY NUMBER	S790521-003

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0001-0000	Bus Drivers Medical Examination Application	Obsolete	Motor Vehicle Commission is required to review the medical examination applications of Commercial Driver License (CDL) Bus driver. There are approximately 45,000 bus drives in NJ. Every two years the bus drivers send their medical examination to this unit to review for completeness and that the driver is medically qualified according to the Federal DOT medical standards. If examination qualifies, an event code is entered on the date base that the application is in compliance. If application does not qualify it is sent to the Driver Review - Medical Review Unit.	2 years In Agency: Until event code is entered Destroy

0003-000	Commercial Driver License (CDL) Holder Self-Certification	New	In accordance with the Federal Motor Carrier Safety Administration regulations 49 C>F>R> 383.73(o) and New Jersey regulations N.J.A.C. 13:21-23.28(l) require all New Jersey Commercial Driver License (CDL) holders and Commercial Learner Permit (CLP) holders to submit a CDL Holder Self-Certification to the New Jersey Motor Vehicle Commission (MVC) upon first time issuance of a CLP, transferring in from another state, and anytime driver has a change of category.	3 years from submission In Agency: 1 year from submission date Destroy

STATE OF NEW JERSEY

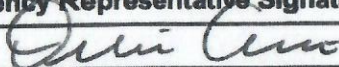


Motor Vehicle Commission-Compliance & Safety-Driver Review-Bus Application

S790502-004



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

Records Retention and Disposition Schedule				Agency: S790502		Schedule: 004		Page #:1 of 1		
Department: Motor Vehicle Commission-Compliance & Safety-Driver Review-Bus Application		Agency Representative:		Deborah Curzio						
		Title:		Manager I						
		Phone #:		609-292-4905						
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:	
			4-3-2025							
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	Medical Certificates (Med Certs) --- In accordance with the Federal Motor Carrier Safety Administration regulations C.F.R. 383.73(o), New Jersey Commercial Driver License (CDL) holders and Commercial Learner Permit (CLP) holders must submit a valid (non-expired) medical certificate to the New Jersey Motor Vehicle Commission (MVC) every two years or less as is prescribed by the medical examiner. The information is scanned and entered into a database. The hard copy shall be maintained for two years then destroyed. This is necessary in the event there is ever a question as to the validity of the document.					P	3 years after expiration date	1 year from issue date	Destroy	
0003-0000	Commercial Driver License (CDL) Holder Self-Certification --- In accordance with the Federal Motor Carrier Safety Administration regulations 49 C.F.R. 383.73(o) and New Jersey regulations <u>N.J.A.C. 13:21-23.28(l)</u> require all New Jersey Commercial Driver License (CDL) holders and Commercial Learner Permit (CLP) holders to submit a CDL Holder Self-Certification to the New Jersey Motor Vehicle Commission (MVC) upon first time issuance of a CLP, transferring in from another state, and anytime driver has a change of category.					P	3 Years	1 Years from submission date	Destroy	

STATE OF NEW JERSEY



Motor Vehicle Commission-Compliance & Safety-Driver Review-Bus Application

S790502-003



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

Records Retention and Disposition Schedule				Agency: S790502		Schedule: 003		Page #:1 of 1				
Department:	Motor Vehicle Commission-Compliance & Safety-Driver Review-Bus Application			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	Bus Drivers Medical Examination Application --- Motor Vehicle Commission is required to review the medical examination applications of Commercial Driver License (CDL) Bus driver. There are approximately 45,000 bus drives in NJ. Every two years the bus drivers send their medical examination to this unit to review for completeness and that the driver is medically qualified according to the Federal DOT medical standards. If examination qualifies, an event code is entered on the date base that the application is in compliance. If application does not qualify it is sent to the Driver Review - Medical Review Unit.								2 Years	Until event code is entered	Destroy	
0002-0000	Medical Certificates (MedCerts) --- In accordance with the Federal Motor Carrier Safety Administration regulations C.F.R. 383.73(o), New Jersey Commercial Driver License (CDL) holders must submit a valid (non-expired) medical certificate to the New Jersey Motor Vehicle Commission (MVC) every two years or less as is prescribed by the medical examiner. The information is scanned and entered into a database. The hard copy shall be maintained for two years then destroyed. This is necessary in the event there is ever a question as to the validity of the document.								2 yrs after expiration date	2 yrs after expiration date	Destroy	