STATE OF NEW JERSEY
STATE RECORDS COMMITTEE
PO BOX 661, TRENTON, NJ, 08625-0661 609.292.8697
https://www.nj.gov/treasury/

**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**

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# 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:**

**<u>State</u>**

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**

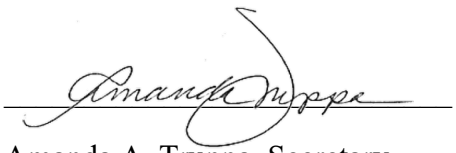
**C. Other Business:**

**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 / EXISITING RECORDS OBSOLETED |

**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 | Use G100000 – 0403-0001 |
| 0002-0000 | Capital Equipment Leases | Obsolete | Includes the leasing of pick-up trucks, bus washers, computers, etc. 7 yrs after expiration of lease | Use G100000 – 0403-0001 |
| 0003-0000 | County/Special Contract Services | Obsolete | Header | Use G100000 – 0403-0000 |
| 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 | Use G100000 – 0403-0001 |
| 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 # | SCHEDULE # | PAGE # |
|---|---|---|---|
| | S808720 - RETIRED | 002 | 2 OF 2 |

| 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.<br>3 Years | No Longer Created |
| 0004-0002 | Elderly and Handicapped Program - Reimbursement Contract | Obsolete | Includes copy of schedule and correspondence<br>7 yrs after termination of contract | Use G100000 – 0403-0001 |
| 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.<br>3 Years | No Longer Created |
| 0005-0000 | Operating Assistance Agreement Program | Obsolete | Includes: contract, budget analysis, and correspondence<br>7 yrs after termination of contract | Use G100000 – 0403-0001 |

| 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 OBSOLETED 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<br>Combine<br>0001-0000<br>0002-0000<br>0004-0000 | Community Local Shuttles and Job Access Reverse Commute Shuttles<br>Includes: agreements, invoices, grant documents, reports, correspondence, and all other related documents<br>(Note: Titles for NJ Transit owned vehicles are filed in the Fixed Assets section of the Finance Dept.) | S800000 – 0006-0000<br>Government Funded Programs<br>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 | | S800000 – 0006-0001<br>Federally Funded Programs<br>7 yrs after completion of project, or 3 yrs after termination/closing of grant or equipment disposition; whichever is longer |

| RECORD SERIES # | RECORD SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|---|---|---|---|---|
| 0001-0002 | State Funded Programs | Transfer | | S800000 – 0006-0002<br>State Funded Programs<br>3 yrs after termination of grant<br>Destroy |
| 0002-0000 | Vehicle Records | Header Name Changed<br>Combine<br>0001-0000<br>0002-0000<br>0004-0000 | Vehicle Records 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.) | See S800000 – 0006-0000 |
| 0002-0001 | Federal Funded Programs | Obsolete | | See Above S800000 – 0006-0001 |
| 0002-0002 | State Funded Programs | Obsolete | | See Above S800000 – 0006-0002 |

| 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) | National Transit Database Annual Report<br>Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report.<br>7 Yrs after termination of Grant | S800000 – 9022-0000<br>National Transit Database Annual Report<br>Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report.<br><br>S800000 – 9022-0002<br>Federal, State, Local Funding<br>Includes but not limited to GTFS mapping, IAS-FD audit, planning studies, asset maintenance (non-fixed asset), correspondence and supporting documentation.<br><br>**Federal Circulars 5010.1F et. Al.*<br><br>7 Yrs. After Termination of Grant Destroy |
| 0004-0000 | Transportation Management Associations (TMA) & Van Pool Service Providers. | Header Name Changed<br>Combine<br>0001-0000<br>0002-0000<br>0004-0000 | Transportation Management Associations (TMA) & Van Pool Service Providers<br>Includes: agreements, invoices grant documents, correspondence and all other related documents | See S800000 – 0006-0000. |
| 0004-0001 | Federal Funded Programs | Obsolete | | See Above S800000 – 0006-0001 |
| 0004-0002 | State Funded Programs | Obsolete | | See Above S800000 – 0006-0002 |

| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | AGENCY # S809030 | SCHEDULE # #002 | PAGE # 4 OF 4 |
|---|---|---|---|

| 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 | Pass and Ticket Bulk Sales Programs<br>Includes: business pass agreements, monthly sales reports, and all related documents<br>7 Years | Use G100000 – 0403-0001 |
| 0101-0000 | Promotional Information Pieces | Obsolete | Promotional Information Pieces<br>3 yrs after completion of project | Use S808600 – 0001-0000<br>Marketing Project Files<br>Includes: workpapers, correspondence, sample brochures, mailing list and other material involved in promotional information for current and potential bus and rail riders.<br>3 yrs after completion of project |
| 0102-0000 | Get a Job/Get a Pride Program | Obsolete | Get a Job/Get a Pride Program<br>Includes: application for free transit pass to support Work First New Jersey (WFNJ) program and smart commute application for Fannie Mae lenders.<br>3 Years | No Longer Created |
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| 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 OBSOLETED 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 | S800000 - 0007-0000 Senior Citizens Disabled Resident Transportation Assistance Program* (SCDRTAP):<br>---<br>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<br>Combine<br>0020-0001<br>0020-0002<br>0020-0003<br>0020-0004<br>Rename | Includes program timeline, state program guidelines, county paratransit grant allocation letter, application, agreement, sub-contracts, general | S800000 - 0007-0001 SCDRAP Program Files:<br>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, |

| 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.<br><br>7 years after contract closed, or 3 years after termination of grant,<br>whichever is longer Destroy |
| 0020-0002 | SCDRTAP, Reimbursement Files | Transfer<br>Combine<br>0020-0001<br>0020-0002<br>0020-0003<br>0020-0004<br>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. | See S800000 - 0007-0001 Above |
| 0020-0003 | SCDRTAP, Audit Files | Transfer<br>Combine<br>0020-0001<br>0020-0002<br>0020-0003<br>0020-0004<br>Rename | Includes financial statement, account reports and expenditures. Single program audit or equivalent | See S800000 - 0007-0001 Above |

| RECORD SERIES # | RECORD SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|---|---|---|---|---|
| 0020-0004 | SCDRTAP, Closeout Files | Transfer<br>Combine<br>0020-0001<br>0020-0002<br>0020-0003<br>0020-0004<br>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><br>Includes public notice, newspaper advertisements, support materials, PowerPoint presentations, attendance and speaker sheets, hearing transcripts and general correspondence<br>7 Years Destroy |
| 0021-0000 | Citizen Advisory Committee Files | Transfer | | <u>S800000 - 0008-0000 Citizen Advisory Committee Files</u><br>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.<br>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. | |

| RECORD SERIES # | RECORD SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|---|---|---|---|---|
| 0022-0001 | S5311, County Files | Transfer<br>Combine<br>0022-0001<br>0022-0002<br>0022-0003<br>0022-0004<br>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<br><br>7 years after contract closed, or 3 years after termination of grant, whichever is longer | <u>S800000 - 0009-0000 Section 5311 Program* Files</u><br>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.<br><br>* Program is part of the Federal Transit Administration (FTA) to provide funds to non-urbanized areas and rural areas for public transportation)<br><br>7 years after contract closed, or 3 years after termination of grant,<br>whichever is longer Destroy |

| RECORD SERIES # | RECORD SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|---|---|---|---|---|
| 0022-0002 | S5311, Reimbursement Files | Transfer<br>Combine<br>0022-0001<br>0022-0002<br>0022-0003<br>0022-0004<br>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. | See S800000 - 0009-0000 Above |
| 0022-0003 | S5311, Audit Files | Transfer<br>Combine<br>0022-0001<br>0022-0002<br>0022-0003<br>0022-0004<br>Rename | Includes financial statement, account reports and project expenditures. | See S800000 - 0009-0000 Above |
| 0022-0004 | RTAP, Closeout Files | Transfer<br>Combine<br>0022-0001<br>0022-0002<br>0022-0003<br>0022-0004<br>Rename | Include RT AP closeouts, backup documentation and general correspondence. | See S800000 - 0009-0000 Above |

| 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<br><br>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 |

| RECORD SERIES # | RECORD SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|---|---|---|---|---|
| | | | | documentation, general correspondence, administrative files.<br><br>*Program provides training and technical assistance to rural community transportation providers<br><br>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<br>Combine<br>0023-0001<br>0023-0002<br>0023-0003<br>0023-0004<br>Rename | Includes reimbursement expense forms, backup documentation and general correspondence. Invoices from Rutgers NTI for conducting RTAP program | See S800000 – 0010-0000 Above |
| 0023-0003 | RTAP Class And Workshop Announcements And NTI Activity Reports | Transfer<br>Combine<br>0023-0001<br>0023-0002<br>0023-0003<br>0023-0004<br>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. | See S800000 – 0010-0000 Above |
| 0023-0000 | RTAP, Closeout Files. | Transfer<br>Combine<br>0023-0001<br>0023-0002<br>0023-0003<br>0023-0004<br>Rename | Include RT AP closeouts, backup documentation and general correspondence | See S800000 – 0010-0000 Above |

| 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<br>Combine<br>0024-0001<br>0024-0002<br>0024-0003<br>0024-0004<br>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.<br>7 years after contract closed, or 3 years after termination of grant,<br>whichever is longer | S800000 - 0011-0000 Section 5307 Program* (S5307) Files<br>Includes but not limited to: county files (program timeline, program management plan, sub-recipient<br>grant proposal, agreement, contract and budget modifications, capital purchase capital purchase correspondence, audits and general administration), reimbursement files (reimbursement request form indicating agreement period,<br>expense period, administration, operating, and/or capital budget<br>expenditure report line/line items, invoices), audit files (financial statement, account reports and project expenditures.<br>Single program audit acceptable), closeout files.<br><br>*S5307 is an FTA formula grant program for urbanized areas providing capital, operating and planning assistance for mass transportation<br><br>7 years after contract closed, or 3 years after termination of grant,<br>whichever is longer Destroy |

| RECORD SERIES # | RECORD SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|---|---|---|---|---|
| 0024-0002 | S5307, Reimbursement Files | Transfer<br>Combine<br>0024-0001<br>0024-0002<br>0024-0003<br>0024-0004<br>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. | See S800000 - 0011-0000 Above |
| 0024-0003 | S5307, Audit Files | Transfer<br>Combine<br>0024-0001<br>0024-0002<br>0024-0003<br>0024-0004<br>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. | See S800000 - 0011-0000 Above |
| 0024-0004 | S5307, Closeout Files | Transfer<br>Combine<br>0024-0001<br>0024-0002<br>0024-0003<br>0024-0004<br>Rename | Includes S5307 closeouts, backup documentation and general correspondence. | See S800000 - 0011-0000 Above |
| 0025-0000 | Section 5310 (S5310) Program. | Header<br>Obsolete | S5310 is an FTA grant program that provides funds to nonprofit | S800000 - 0012-0000 Section 5310 Program* (S5310) Files<br>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. |

| 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<br>senior citizens and persons with disabilities. | |
| 0025-0001 | S5310, General Administration Files. | Transfer<br>Combine<br>0025-0001<br>0025-0003<br>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 qeneral correspondence<br>7 Years | <u>S800000 - 0012-0000 S5310 Program Files</u><br>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<br><br>7 Years Destroy |
| 0025-0002 | S5310 Vehicle Lease Files | Transfer<br>Rename<br>New Description | S5310 Vehicle Lease Files<br>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><br>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<br>7 years after termination of lease, or 3 years after disposal of vehicle,<br>whichever is longer Destroy |

| RECORD SERIES # | RECORD SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|---|---|---|---|---|
| 0025-0003 | S5310 Vehicle Procurement Files | Transfer<br>Combine<br>0025-0001<br>0025-0003<br>0025-0004 | Includes vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures and general correspondence | See S800000 - 0012-0000 Above |
| 0025-0004 | S5310 Audit File | Transfer<br>Combine<br>0025-0001<br>0025-0003<br>0025-0004 | Includes financial statements, account reports and project expenditures. | See S800000 - 0012-0000 Above |
| 0026-0000 | Community Transportation Vehicle Inspection Files | Obsolete | Community Transportation Vehicle Inspection Files<br>---<br>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.<br>7 yrs after termination of lease, or 3 years after disposal of vehicle, whichever is longer | |

| 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<br>Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs | |
| 0027-0001 | D&A Testing Files | Transfer<br>Combine<br>0027-0001<br>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.<br>7 Years | S800000 - 0014-0000<br>Drug and Alcohol Testing Program* Files<br>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.<br><br>7 Years Destroy<br><br>* Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs |
| 0027-0002 | D&A Testing Audit Files | Transfer<br>Combine<br>0027-0001<br>0027-0002 | Includes financial statement, account reports and project expenditures pertaining to consultant used to conduct audits. | See S800000 - 0014-0000 |

| 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<br>United We Ride Program (UWR)<br>FTA planning grant that establishes coordination planning activities amongst various state agencies and grant sub-recipients. | |
| 0028-0001 | UWR Files | Transfer<br>Combine<br>0028-0001<br>0028-0002<br>0028-0003<br>Rename | UWR Files<br>Includes program timeline, sub-recipient grant proposal, application, agreement, general correspondence and general administration. | S800000 - 0015-0000 Coordinated Human Services Transportation Plans (CHSTP)<br>Planning process that establishes coordination planning activities amongst various state agencies and grant sub-recipients,<br><br>7 years after contract closed, or 4 years after termination of grant whichever is longer<br>Archival Review |
| 0028-0002 | UWR Audit Files | Transfer<br>Combine<br>0028-0001<br>0028-0002<br>0028-0003<br>Rename | UWR Audit Files<br>Includes financial statement, account reports and project expenditures. | See S800000 – 0015-0000 |
| 0028-0003 | UWR Closeout Files | Transfer<br>Combine<br>0028-0001<br>0028-0002<br>0028-0003<br>Rename | UWR Closeout Files<br>Includes UWR closeouts, backup documentation and general correspondence. | See S800000 – 0015-0000 |

| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | AGENCY # | SCHEDULE # | PAGE # |
|---|---|---|---|
| | S809037 | 004 | 14 OF 14 |

| 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 #S8000000** | | |
| **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 | Bus Equipment Leases | 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<br>---<br>Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR.<br><br>*Note: NTDAR Appears on S802114 and S809000<br><br>7 Years Destroy |

| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | AGENCY # | SCHEDULE # | PAGE # |
|---|---|---|---|
| | S808720 - RETIRED | 002 | 2 OF 2 |

| 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<br>---<br>Includes but not limited to purchased transportation and calendar year reporting.<br><br>7 Years Destroy |

# STATE OF NEW JERSEY

## New Jersey Transit

## S800000-007

Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
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<br>---<br>Final Report and Associated Drawings. | | | X | | P | 50 Years | | Archival Review | |
| 0001-0002 | Project Files – Conceptual And Initial Design- Awarded<br>---<br>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.<br>N.J.S.A. 2A:14-1.1 | | | | | P | 10 Years After completion of project | | Destroy | |
| 0001-0003 | Project Files – Conceptual And Initial Design -Not Awarded<br>---<br>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 | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| 0001-0004 | Project Files – Design/ Construction – Phase Documents<br>---<br>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)<br>---<br>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<br>---<br>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<br>---<br>Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots.<br><br>Confidential based on N.J.S.A. 47:1A-1.1 | | | | | C | Life of structure plus 10 years | | Destroy | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| | **Capital Planning And Programs** | | | | | | | | | |
| 0003-0000 | Construction Management Files | | | | | | | | | |
| 0003-0001 | Construction Management Files – Project Site Files – Office And Site<br>---<br>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<br>---<br>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.<br><br>Confidential based on N.J.S.A. 47:1A-1.1 | | | | | C | Life of structure plus 10 years | | Destroy | |
| | | | | | | | | | | |
| 0004-0000 | Capital Funding Files | | | | | | | | | |
| 0004-0001 | Capital Funding Files<br>---<br>Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials. | | | | | P | 7 yrs after completion of project or 3 yrs after termination/closing of grant, whichever is longer | | Destroy | |

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| 0004-0002 | Capital Funding, Federal Transit Administration (FTA) Files<br>---<br>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<br>---<br>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)<br>---<br>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)<br>---<br>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<br>---<br>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<br>---<br>Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc. | | | | | P | 30 Years | 10 Years | Destroy | |

* P - Public, C - Confidential

| 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<br>---<br>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<br>---<br>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<br>---<br>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 | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| 0007-0000 | Senior Citizens Disabled Resident Transportation Assistance Program (SCDRTAP)<br>---<br>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<br>---<br>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<br>---<br>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<br>---<br>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 | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| 0009-0000 | Section 5311 Program* (S5311) Files<br>---<br>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.<br><br>* 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<br>---<br>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.<br><br>*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 | |

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| 0011-0000 | Section 5307 Program* (S5307) Files<br>---<br>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.<br><br>*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<br>---<br>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.<br><br>*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)<br>---<br>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 | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| 0014-0000 | Drug And Alcohol Testing Program* Files<br>---<br>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.<br><br>* 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)<br>---<br>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<br>---<br>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<br>---<br>Capital Projects<br>File includes: correspondence, drawings and project supporting information. | | | | | P | 10 Years After completion of project | | Destroy | |

* P - Public, C - Confidential

| 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<br>---<br>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<br>---<br>Inspection Report File<br>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.<br>(FRA 49CFR 229.21, 229.23, 229.27 and 229.29) | | | | | P | 2 Years | | Destroy | |
| 2004-0000 | Service And Inspection Work Packets<br>---<br>Service and Inspection Work Packets<br>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<br>---<br>Yearly Maintenance History File<br>File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report.<br>(FRA 49 CFR 229.23) | | | | | P | 2 Years | | Destroy | |
| 2006-0000 | Maintenance Shop Reports<br>---<br>Daily report of occurrences at the Maintenance Shop. | | | | | P | 1 Years | | Destroy | |
| 2007-0000 | Map Of Locomotives<br>---<br>File contains locomotive engineering specifications. | | | | | P | 10 Years After Disposal Of Equipment | | Destroy | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| 2008-0000 | Wheel And Axle Assembly Report (AAR) – Quality Assurance<br>---<br>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)<br>---<br>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<br>---<br>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)<br>---<br>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.<br><br>Confidentiality is based on N.J.S.A. 47:1A-10 | | | | | C | Permanent | | Archives | |
| 3000-0002 | Internal Audit Report (Copy)<br>---<br>Confidential based on N.J.S.A. 47:1A-1.1 | | | | | C | 3 Years | | Destroy | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| 3001-0000 | Internal Audit Program<br>---<br>File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation.<br><br>Confidential based on N.J.S.A. 47:1A-1.1 | | | | | C | 7 Years After completion of audit | | Destroy | |
| | **Finance - Real Estate** | | | | | | | | | |
| 4000-0000 | Deed Files<br>---<br>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<br>---<br>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<br>---<br>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<br>---<br>Includes but not limited to: drafts and correspondence | | | | | P | 3 Years | | Destroy | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| 4002-0000 | Adjacent Property Notice<br>---<br>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<br>---<br>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.<br><br>Confidential based on N.J.S.A. 47:1A-1.1 | | | | | C | Permanent | | Archives | |
| 4004-0000 | Permit File<br>---<br>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)<br>---<br>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 pert 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 | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy: Total Retention Period | Retention Policy: Minimum Period in Agency | Disposition | Citation |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| 5001-0000 | Bus Inventory/Location Master Report - Monthly | | | | | P | 3 Years | | Destroy | |
| 5002-0000 | Operator's Bus Condition Report<br>---<br>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)<br>---<br>Computerized system containing information regarding maintenance performed on buses. | | | | | P | 3 Years After Disposal Of Bus | | Destroy | |
| 5003-0002 | Major Log<br>---<br>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<br>---<br>Confidentiality is based on OPRA N.J.S.A. 47:1A-10 | | | | | C | 5 Years | | Destroy | |
| | | | | | | | | | | |
| 6001-0000 | Results Of Random Urine Analysis Test<br>---<br>Test are filed separately from the medical file. | | | | | | | | | |
| 6001-0001 | Results Of Random Urine Analysis Test - Positive Results<br>---<br>Confidentiality is based on OPRA N.J.S.A. 47:1A-10 | | | | | C | 6 Years After termination of employment | | Destroy | |

* P - Public, C - Confidential

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

* P - Public, C - Confidential

| 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 |
| | | | | |
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| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | AGENCY # | SCHEDULE # | PAGE # OF |
|---|---|---|---|

| RECORD SERIES # | RECORD SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|---|---|---|---|---|
| | | | | |
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| | | | | |

# STATE OF NEW JERSEY

## New Jersey Transit-Administrative Support-Human Resources/StrategicStaffing

## S808150-004

Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
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<br>---<br>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<br>---<br>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 | |

* P - Public, C - Confidential

| 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<br>---<br>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<br>---<br>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 Backgound Checks- Non-Employee | | | | | | 3 Years | 3 Years | Destroy | |

* P - Public, C - Confidential

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<br>In Agency: Until event code is entered<br>**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<br>In Agency: 1 year from submission date<br>**Destroy** |
| | | | | |
| | | | | |

# STATE OF NEW JERSEY

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

## S790502-004

Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
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:** | Debora Curzio | |
| | | **Title:** | Manager 1 | |
| | | **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:** |
|---|---|---|---|
| Debra Curzio | 4-3-2025 | | |

| **Record Series #** | **Record Title and Description** | Audit | Alternate Media | Archival Review | Vital Record | Confidential | **Retention Policy** Total Retention Period | **Retention Policy** Minimum Period in Agency | **Disposition** | **Citation** |
|---|---|---|---|---|---|---|---|---|---|---|
| 0002-0000 | Medical Certificates (Med Certs)<br>---<br>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<br>---<br>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. | | | | | P | 3 Years | 1 Years from submission date | Destroy | |

* P - Public, C - Confidential

# STATE OF NEW JERSEY

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

## S790502-003

Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
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<br>OBSOLETE | **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<br>---<br>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)<br>---<br>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 | |

* P - Public, C - Confidential