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
December 18, 2025
10:00 AM

Location: **Online/Teleconference**

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

Announcement of Open Public Meeting
Reading of the October 16, 2025 Minutes

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request: # 615840 - 616805

B. Records Management
Report to the State Records Committee: None

C. Registered Imaging Systems/Amendments/Annual Reviews:
Report to the State Records Committee:

1. **Great Futures Charter School** – proposes a new imaging system (Certification 25110301-MP)
2. **Lady Liberty Charter School** – proposes a new imaging system (Certification 25110302-MP)
3. **Newark Preparatory Charter School** – proposes a new imaging system (Certification 25080501-MP)
4. **Bergen County College** – proposes an imaging system annual renewal (07092003-MP)
5. **Camden County College** – proposes an imaging system annual renewal (13051607-MF)
6. **County College of Morris** – proposes an imaging system annual renewal (23112902-MP)
7. **Township of Hazlet** – proposes an imaging system annual renewal (09101509-MP)
8. **Northern Valley Regional High School District** – proposes an imaging system annual renewal (221072503-MP)
9. **Pemberton Township Schools** – proposes an imaging system annual renewal (12062114-MP)
10. **Bridgewater-Raritan School District** – proposes an imaging system annual renewal (22072502-MP)
11. **Howell Township Police Department** – proposes an imaging system annual renewal (20112001-MP)
12. **Monroe Public School District (Gloucester)** – proposes an imaging system annual renewal (Certification 11012032-MP)

D. VRC Damaged Records: Report to the State Records Committee: None

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:

County

1. **County Board of Elections, C440000-008 - Presented by Karen A. Perry**
   Items 0120-0000, 0120-0001, 0120-0002

State

1. **Health, Public Health and Environmental Laboratories, Virology Program S460403-007 - Presented by John Berry**
2. **Health, Public Health and Environmental Laboratories, Bacteriology Program S460409-009 - Presented by John Berry**
3. **Health, Public Health and Environmental Laboratories, Specimen Receiving and Distribution S460413-005 - Presented by John Berry**

B. Damaged Records Report:

1. **Woolwich Township, Municipal Building Department – Presented by Virma Guzman-Reyes**

C. Other Business:

1. **Recognition of Service – James J. Fruscione, Executive Director, DORES**
2. **Proposed - 2026 State Records Committee Meeting and Special Meeting Dates Presented by Karen A. Perry**

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
October 16, 2025

Amanda Truppa, Secretary, called the 467th meeting of the State Records Committee to order at 10:05 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 Truppa, Designee (Secretary)
Office of the Attorney General, Susan Scott, Designee Office of the State Auditor, Kristen Menegus, 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, Executive Director, Division of Revenue and Enterprise Services
Yamileth Merchak, Assistant Deputy 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 1, 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

Other: Anderson, Chandra
Bazela, MariaLisa, Office of the Bergen County Clerk, County Archives and Records Management Association of New Jersey (CARMA)
Biempica, Carmen, Department of State, Division of Archives and Records Management
Cammarano, Leon P., NJ Transit
Cook, Argean, CARMA
Cunningham, William, Division of Revenue and Enterprise Services
Davis, James, NJ Lottery
DePaolo, Joan L., NJ Transit
Easthope, Jeff, Human Services, Division of Developmental Disabilities
Flite, Wendy, Deputy Clerk, Voorhees Township
Everly, Michele L. CARMA, Gloucester County Clerk
Everly, Michele L. Office of the Gloucester County Clerk, CARMA

Golubinski, William, Treasury, Division of Property Management and Construction
Hale, Wade, State, Division of Elections
Marseglia, Marc, Treasury, NJ Lottery
McCoy, Maria, Treasury, Division of Revenue and Enterprise Services
Moreira, Lucie
Negron, Joseph, State, Division of Elections
Ober, Dee, Township Clerk, Voorhees Township
Peter, Steven, President, Constitutional Officers Association of NJ (COANJ)
Pfeiffer, Marc, Rutgers University, Edward J. Bloustein School of Planning and Public Policy
Suraci, Dianne

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:
Upon motion, seconded, the Committee voted to approve the June 19, 2025 Minutes two (2) yes, none (0) no, and none (0) abstentions.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request # 612768 - 6158397

B. Registered Imaging Certification Systems/ Amendments/Annual Reviews Report to the State Records Committee:

1. **Medford Lakes School District** – proposes a new imaging system (Certification # 25071001-MP)
2. **Bay Head School District** – proposes a new imaging system (Certification # 25073001-MP)
3. **Point Pleasant Beach School District** – proposes a new imaging system (Certification # 25080501-MP)
4. **Florence Township School District**– proposes a new imaging system (Certification # 25091001-MP)
5. **Little Ferry School District**– proposes a new imaging system (Certification # 25081301-MP)
6. **Edgewater Park School District**– proposes a new imaging system (Certification # 12062111-MP)
7. **Union Township School District –** proposes a new imaging system (Certification # 20121402-MP)
8. **County of Hunterdon Vocational School District** – proposes a new imaging system (Certification # 25061901-MP)
9. **Hudson County Community College**– proposes a new imaging system (Certification # 25090501-MP)
10. **Rowan College of South Jersey** – proposes a new imaging system (Certification # 25071002-MP)
11. **New Jersey Department of Environmental Protection** – proposes an imaging system annual renewal (20031202-MP)
12. **New Jersey Department of Law & Public Safety, Election Law and Enforcement** – proposes an imaging system annual renewal (10061701-MP)
13. **New Jersey Department of Transportation** – proposes an imaging system annual renewal (01092001-MP)
14. **New Jersey State Police, DNA Laboratory** – proposes an imaging system annual renewal (11051901-MP)

15. **County of Atlantic Department of Family and Community Development** – proposes an imaging system annual renewal (14051504-NM)
16. **County of Camden Prosecutor's Office** – proposes an imaging system annual renewal (09121702-MP)
17. **County of Salem** – proposes an imaging system annual renewal (07011802-MF)
18. **County of Somerset Enterprise** – proposes an imaging system annual renewal (08022101-MP)
19. **County of Sussex EDMS** – proposes an imaging system annual renewal (10021803-MP)
20. **County of Ocean Board of Social Services** – proposes an imaging system annual renewal (14051503-NM)
21. **County of Ocean Utilities Authority** – proposes an imaging system annual renewal (10071501-NM)
22. **County of Sussex Division of Social Services** – proposes an imaging system annual renewal (14011601-NM)
23. **County of Atlantic Department of Administrative Services, Division of Information Technologies & Records Management** -– proposes an imaging system annual renewal (01121301-MP)
24. **County of Bergen New Bridge Medical Center-One Content** – proposes an imaging system annual renewal (19091201-MP)
25. **County of Bergen New Bridge Medical Center-Ultipro** – proposes an imaging system annual renewal (19091202-MP)
26. **County of Burlington RIM** -– proposes an imaging system annual renewal (10071502-MP)
27. **Borough of Atlantic Highlands** – proposes an imaging system annual renewal (09101502-MP)
28. **Borough of Oceanport** – proposes an imaging system annual renewal (09101516-MP)
29. **Borough of Red Bank** – proposes an imaging system annual renewal (15011502-MF)
30. **Borough of Watchung** – proposes an imaging system annual renewal (21060901-MP)
31. **Borough of Eatontown** -– proposes an imaging system annual renewal (09101505-MP)
32. **Borough of Glassboro** – proposes an imaging system annual renewal (17052501-MP)
33. **City of Burlington**– proposes a new imaging system (Certification # 25090401-MP)
34. **City of Summit Office of the City Clerk** – proposes an imaging system annual renewal (06042001-NM)
35. **Town of Harrison** -– proposes an imaging system annual renewal (09121703-MP)
36. **Town of Harrison Police Department** -– proposes an imaging system annual renewal (09121705-MP)
37. **Township of Mahwah Building Department** – proposes an imaging system annual renewal (19071801-MP)
38. **Township of Brick Enterprise** – proposes an imaging system annual renewal (06061506-MP)
39. **Township of Ewing School District** - proposes an imaging system annual renewal (#11091501-MP)
40. **Township of Mansfield** – proposes an imaging system annual renewal (22042704-MP)
41. **Township of Montclair** – proposes an imaging system annual renewal (09021907-MF)
42. **Township of Mount Olive Police Department** – proposes a new imaging system (Certification # 25070201-MP)
43. **Township of Neptune** – proposes an imaging system annual renewal (09101514-MP)
44. **Township of Riverside** – proposes an imaging system annual renewal (06110932-MP)
45. **Township of Woodbridge Fire Department** – proposes an imaging system annual renewal (11072110-NM)
46. **Township of Lacey** – proposes an imaging system annual renewal (24080601-MP)
47. **Township of Medford** – proposes an imaging system annual renewal (23103001-MP)

48. **Township of Medford Police** – proposes an imaging system annual renewal (21092901-MP)

49. **Township of Parsippany Troy-Hills** -– proposes an imaging system annual renewal (17060803-MP)
50. **Township of South Brunswick Police Department** – proposes an imaging system annual renewal (23101701-MP)
51. **Township of Washington (Gloucester County)** – proposes an imaging system annual renewal (21030801-MP)
52. **Township of Wayne** – proposes an imaging system annual renewal (09121710-MP)
53. **Township of Wayne** – proposes an imaging system annual renewal (23060701-MP)
54. **Township of West Windsor** -– proposes an imaging system annual renewal (06110902-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. Treasury, NJ Lottery – S820600-002 - Presented by Elizabeth Hartmann
Approved without change.

2. Treasury, Division of Property Management and Construction – S820400-005 – Presented by Elizabeth Hartmann – Approved without change.

3. NJ Transit, Administrative Support, Police – S808140-005 - Presented by Elizabeth Hartmann – Secretary Truppa asked to recuse herself from this schedule and asked Donald F. Cornelius, NJ State Archives Designee to administer on her behalf. Upon review, the schedule was approved without change. Secretary Truppa then resumed her role as Secretary to the State Records Committee.

County

1.**County, General Records Retention Schedule, C820000-020 - Presented by Karen A. Perry –** Approved without change.
Items 0420-0000, 0804-0000, 0804-0001, 0804-0002, 0804-0003, 0804-0004, 0804-0005, 0804-0006, 0804-007, 0805-0000, 0805-0001, 0805-0002, 0805-0003, 0805-0004, 0806-0000, 0806-0001,0806-0000, 0806-0003, 0806-0004

2. **County Board of Elections, C440000-008 - Presented by Karen A. Perry –**
Upon discussion, the Committee decided that there could be a potential conflict with administering individual damaged elections records as opposed to the procedures denoted in Title 19, NJ Statutes Annotated. The records retention schedule was therefore tabled.
Items 0015-0002, 0029-0002, 0033-0004, 0101-0002, 0102-0004, 0105-0008, 0108-0002, 0110-0002, 0111-0002, 0112-0002, 0117-0002, 0120-0003

Municipal

1. **Municipal, General Records Retention Schedule, M100000-019 – Presented by Karen A. Perry –** Approved without change.
Items 0420-0000, 0804-0000, 0804-0001, 0804-0002, 0804-0003, 0804-0004, 0804-0005, 0804-0006, 0804-007, 0805-0000, 0805-0001, 0805-0002, 0805-0003, 0805-0004, 0806-0000, 0806-0001,0806-0000, 0806-0003, 0806-0004

B. Damaged Records Report: VRC Damaged Records Report

Elizabeth Hartmann explained to the Committee that in 2023, VRC, the State-contracted, commercial records storage vendor suffered a roof collapse that irreparably damaged the records belonging to their Public and Private Clients. Ms. Hartmann stated that the Damaged Records Reports presented to the Committee were the first of many to be presented before the Committee throughout 2025 -2026. Secretary Truppa and the Committee stated that due to the circumstances they could not issue a Statement of Approval for the records disposals as they had already been destroyed in the roof collapse. Therefore upon motion, seconded, the Committee voted to issue a Statement of Acknowledgement that recognized the incidents and the subsequent premature destruction of the records two (2) yes, none (0) no, and none (0) abstentions.

1. **NJ Department of Human Services- Developmental Disabilities – Voorhees Field Office – Presented by Elizabeth Hartmann (on behalf of Virma Guzman-Reyes) –** Acknowledged by Committee.
2. **Township of Voorhes - Presented by Elizabeth Hartmann (on behalf of Virma Guzman-Reyes) –** Acknowledged by Committee.

C. Other Business: None

There being no other business, upon motion, seconded, the Committee adjourned at 10:35 a.m.

Amanda Truppa, Secretary

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING County Board of Elections and Superintendent of Elections	AGENCY # C440000		
DIVISION:	SCHEDULE # 008		
BUREAU:	PAGE # 1	OF	3

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0120-0000	Secretary of State's Election Guides File (Copy)	New Record Series	Department of State, Division of Elections-generated publications and associated verification forms regarding election procedures for the County Boards of Election. Originals maintained by the Department of State, Division of Elections.	
0120-0001	Secretary of State's Election Guides File (Copy) - Publications	New Record Series		Periodic review
0120-0002	Secretary of State's Election Guides File (Copy) – Verification Forms	New Record Series		2 years

STATE OF NEW JERSEY

COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS

C440000-008

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

Department:	COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS	**Agency Representative:**	Donna Barber
		Title:	ACTING DIRECTOR, NJ DIVISION OF ELECTIONS
		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:**
[signature]	11/25/25	[signature]	1/28/26

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	Board Worker Applications - Organization Certificates --- Consists of District Board Worker job applications.					P	2 Years		Destroy	
0004-0000	Certified List Of Polling Places					P	2 Years		Destroy	
0005-0000	Challenger List For Permits Issued					P	2 Years		Destroy	
0008-0000	Election District Maps --- Including re-adjustments. Maps are also maintained permanently by the Division of Elections.					P	3 Years After update		Destroy	
0010-0000	Official Instructions And Procedures Manual (Original)					P	1 Years After update		Destroy	
0012-0000	Prosecutor's Letter Of Voter Disqualification --- Consists of correspondence notifying the Election Board of a disqualified voter.					P	5 Years		Destroy	

* P - Public, C - Confidential

0013-0000	Prosecutor's List Of Criminal Convictions For Voter Disqualification					P	5 Years		Destroy	
0014-0000	Receipts For Ballots And Supplies N.J.S.A. 19:9.3; 52 U.S.C.A. 20701					P	2 Years If Federal Election; 1 Year If Other		Destroy	
0015-0000	Returned Sample Ballots N.J.S.A. 19:14-26; 52 U.S.C.A. 20701					P	2 Years If Federal Election; 6 Months If Other		Destroy	
0017-0000	Voter Registration Investigation Reports					P	5 Years		Destroy	
0018-0000	Voter Registry Lists (Copy) --- Consists of registered voters per district and addresses. Original maintained by the Office of the County Clerk. N.J.S.A. 19:31-18.3; 52 U.S.C.A. 20701					P	2 Years If Federal Election; 1 Year If Other		Destroy	
0019-0000	Voting Authority Cards/Sheets N.J.S.A. 19:52-2.1;52 U.S.C.A. 20701					P	2 Years If Federal Election, 1 year if non-Federal		Destroy	
0025-0000	Poll Books - Digital --- Digital file types include: Voter Credits, Signature, Full Export and Delta. Note: As per N.J.S.A. 19:31-35, effective 2021, Electronic Poll Books required for use during early voting and on Election Day. N.J.S.A. 19:31-3.3					P	6 Years		Destroy	
0027-0000	Affidavit Of Residency File --- File includes: Signature Comparison, Disability Certificate and Identification Statement and Temporary Registration. N.J.S.A. 19:31 A-8					P	2 Years		Destroy	
0029-0000	Voter Declaration Of Party Affiliation --- File contains: voter registrations, affirmation statement from		X			P	10 Years		Destroy	

	provisional ballot, party change forms, and written declaration from registered voter. N.J.S.A. 19:31-3.1									
0030-0000	Death Notice List						2 Years		Destroy	
0031-0000	Declination Of Voter Registration					P	2 Years		Destroy	
0033-0000	Confirmation/Verification Notice Address									
0033-0001	Confirmation/Verification Notice Address - In County --- Used for a change of address within the county. N.J.S.A. 19:10-1					P	2 Years		Destroy	
0033-0002	Confirmation/Verification Notice Address - Out Of County --- Used for a change of address out of the county. N.J.S.A. 19:10-1					P	2 Years		Destroy	
0033-0003	Confirmation/Verification Notice - Address – Undeliverable N.J.S.A. 19:10-1					P	2 Years		Destroy	
0101-0000	Vote By Mail Ballots - Affirmation And Envelopes N.J.S.A. 19:18-7					P	2 Years After election		Destroy	
0102-0000	Vote By Mail Ballot Applications									
0102-0001	Vote By Mail Ballot Applications – Single Election Option					P	2 Years After election		Destroy	
0102-0002	Vote By Mail Ballot Applications – Calendar Year Option					P	2 Years After Calendar Year Of Application		Destroy	
0102-0003	Vote By Mail Ballot Applications – All Future Elections		X			P	5 Years		Destroy	
0103-0000	Certified List Of Vote By Mail Ballot Applications (Copy) --- Original maintained by the Office of the County Clerk.					P	2 Years		Destroy	

* P - Public, C - Confidential

0104-0000	List Of Permits Issued To Agents Or Challengers --- Used to permit said person to remain within the polling place while the election is in progress.					P	2 Years		Destroy	
0105-0000	Voter Registration File (Hardcopy and Electronic) File contains but is not limited to: Voter Registration Application, Mail Voter Registration Form, Record of Voting, Certificate of Signature, Disability Certificate and Identification Statement, Provisional Ballot Affirmation Statement, Deleted Voter documentation, Voter Registration History and supporting documentation.									
0105-0001	Voter Registration And Record Of Voting Form – Deleted Voter Listing		X			P	5 Years After deleted		Destroy	
0105-0002	Voter Registration And Record Of Voting Form – Deleted Voter Data Entry Form					P	Upon input and verification of electronic data system		Destroy	
0105-0003	Voter Registration Application Includes: new voters, change of name and change of address.		X			P	2 Years		Destroy	
0105-0004	Voter Registration Application - Duplicate Registration Duplication occurs when a voter has registered twice by mistake.					P	2 Years After Correction Made		Destroy	
0105-0005	Voter Registration Application - Affirmation Statement For The Use Of The Provisional Ballot		X			P	2 Years After deleted		Destroy	
0105-0006	Voter Registration Application - Rejected 52 U.S.C.A. 20701					P	2 Years If Federal Election; 1 Year If Other		Destroy	
0105-0007	Voter Registration Information – History Includes: name, address, registration date, birth date of registrant, party affiliation if any and voting record.		X			P	10 Years After deleted		Erase	
0106-0000	Canvasser's Report --- Statistical Return of Registered Voters. 52 U.S.C.A. 20701					P	2 Years		Destroy	

* P - Public, C - Confidential

0107-0000	Turnout Report --- Lists people on ballot and total votes per machine. 52 U.S.C.A. 20701					P	5 Years		Destroy	
0108-0000	Supervisor Board Worker Early Voting Binder - Seal Verification --- File contains Daily Ballot Reconciliation Form, Seal Audit Log and Ballot Transfer Form.					P	2 Years		Destroy	
0109-0000	Supervisor Board Worker Early Voting Binder - Zero Proof And Results --- File contains Zero Proof and Results from the Voting Machines. N.J.S.A. 19:18-7; N.J.S.A. 47:3-9m					P	5 Years		Destroy	
0110-0000	Vote By Mail Ballots --- File contains: Batch Cover Sheet, Batch Tracking Sheet, Certification - Ballot Counting, Batch Information Sheet, Control Log, Rejected Ballot Log, Missing Signature/Board Referral Log, Ballot Tracking Sheet, Cure Form and Return Cure Letter. N.J.S.A. 19:10-1; N.J.S.A. 19:31A-8					P	2 Years After election		Destroy	
0111-0000	Disability Certificate Of Voter Assistance --- File includes original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement and Provisional Ballot Affirmations. N.J.S.A. 19:31A-8					P	2 Years		Destroy	
0112-0000	Ballot Drop Box --- Interior Ballot Storage Container Chain of Custody Log, Election Night Closing Checklist, Interior Ballot Storage Container Opening Log N.J.S.A. 19:10-1; N.J.S.A. 19:18-4					P	2 Years		Destroy	
0113-0000	Voting Machines Ballots – Hardcopy N.J.S.A. 19:18-7					P	2 Years After election		Destroy	
0114-0000	Voting Machine Ballots - Electronic --- Ballot Images for tabulators.					P	5 Years		Destroy	
0115-0000	Voting Machines - Pre Logic And Accuracy (L&A) Testing And Logic And Accuracy (L&A)Testing					P	2 Years		Destroy	

* P - Public, C - Confidential

	--- Logic and Accuracy Testing of ballots for voting machines									
0116-0000	Election Day Incident Reports					P	2 Years After election		Destroy	
0117-0000	Provisional Ballots – Envelopes N.J.S.A. 19:18-7					P	2 Years After election		Destroy	
0118-0000	Emergency Ballots N.J.S.A. 19:18-7					P	2 Years After election		Destroy	
0119-0000	Audit Reports - Hardcopy --- File includes audit reports and ballots drawn for the audit.					P	5 Years		Destroy	
0120-0000	Secretary of State’s Election Guides File (Copy) Department of State, Division of Elections-generated publications and associated verification forms regarding election procedures for the County Boards of Election. Originals maintained by the Department of State, Division of Elections.									
0120-0001	Secretary of State’s Election Guides File (Copy) - Publications						Periodic review		Destroy	
0120-0002	Secretary of State’s Election Guides File (Copy) – Verification Forms						2 years		Destroy	

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0001-0000	~~Arbovirus~~ Laboratory Findings Worksheets – Molecular Virology --- Consists of primary laboratory data, specimen log sheets, laboratory worksheets and QA documentation associated with clinical specimen testing performed in the Molecular Virology unit of PHEL.	~~5 years~~ 3 Years	~~2 years~~	Destroy

Description of Series –

Review Comments and Notes –

Statutory Authority – 42 CFR 493.1105 -- Standard: Retention requirements

Justification for Change, if any –

Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period

These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. **Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution** in order to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0002-0000	Laboratory Findings Worksheet – Viral Serology --- Consists of primary laboratory data, specimen log sheets, laboratory worksheets and QA documentation associated with clinical specimen testing performed in the Viral Serology unit of PHEL.	~~5 years~~ 3 Years	~~2 Years~~	Destroy

Description of Series –

Review Comments and Notes –

Statutory Authority – 42 CFR 493.1105 -- Standard: Retention requirements

Justification for Change, if any –

Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period

These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. **Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, PHEL is**

extending that by one calendar year for a total retention period of 3 years out of an abundance of caution in order to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0003-0000~~ REMOVE	Log Book of Rubella Cases			

Description of Series – Logbook of Rubella are no longer created or maintained.

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0004-0000	Request for and Report of Rabies Examination (Vir-16) - - - - Contains a record of test request for rabies examination (VIR-16) as well as primary laboratory data, specimen log sheets, laboratory worksheets and QA documentation associated with rabies testing performed at PHEL.	~~5 years~~ 3 Years	~~2 Years~~	Destroy

Description of Series –

Review Comments and Notes –

Statutory Authority – 42 CFR 493.1105 -- Standard: Retention requirements

Justification for Change, if any –

Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period

These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. **Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution** in order to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0005-0000~~ REMOVE	Request for Public Health Laboratory Services			

Description of Series –

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0006-0000~~ REMOVE	Rubella Screens Form			

Description of Series – Rubella Screens Forms are no longer created or maintained.

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Health	AGENCY # S460403		
DIVISION:	Health-Public Health and Environmental Laboratories	SCHEDULE # 007		
BUREAU:	Virology Program	PAGE # 1	OF	2

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	S460403 006

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Laboratory Findings Worksheets – Molecular Virology	Title Description Retention Citation	Arbovirus Laboratory Worksheets Consists of a record of specimens submitted for arbovirus testing. Used for statistical studies and reference. 5 Years N/A	Laboratory Findings Worksheets – Molecular Virology Consists of primary laboratory data, specimen log sheets, laboratory worksheets and QA documentation associated with clinical and environmental specimen testing performed in the Molecular Virology Unit of PHEL. 3 Years 42 CFR 493.1105 -- Standard: Retention requirements.
0002-0000	Laboratory Findings Worksheet-Viral Serology	Title Description Retention Citation	Laboratory Findings Worksheet Worksheets used for sharing results with other Department of Health and Senior Services programs. Includes viral serology (Vir-3) and viral isolation (Vir-3a) worksheets. May include Laboratory	Laboratory Findings Worksheet - Viral Serology Consists of primary laboratory data, specimen log sheets, laboratory worksheets and QA documentation associated with

			Worksheet (Vir-2). 5 Years N/A	clinical specimen testing performed in the viral serology unit of PHEL. 3 Years 42 CFR 493.1105 -- Standard: Retention requirements.
0004-0000	Request For and Report of Rabies Examination (Vir-16)	Title Description Retention Citation	Request for and Report of Rabies Examination (Vir-16) N/A 5 Years N/A	Request For and Report of Rabies Examination (Vir-16) Contains a record of test request for rabies examination (VIR-16) as well as primary laboratory data, specimen log sheets, laboratory worksheets and QA documentation associated with rabies testing performed at PHEL. 3 Years 42 CFR 493.1105 -- Standard: Retention requirements.
NOTE	Former Records Series 0003-0000, 0005-0000 and 0006-0000 are obsolete and have been removed.			
	The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.			

STATE OF NEW JERSEY

Health-Public Health and Environmental Laboratories-Virology Program

S460403-007

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: S460403	Schedule: 007	Page #:0 of 1

Department:	Health-Public Health and Environmental Laboratories-Virology Program	**Agency Representative:**	Michael Carpinona
		Title:	Quality Assurance Officer
		Phone #:	

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

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
		Amanda Woppa	1/28/26

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
0001-0000	Laboratory Findings Worksheets – Molecular Virology --- Consists of primary laboratory data, specimen log sheets, laboratory worksheets and QA documentation associated with clinical and environmental testing performed in the Molecular Virology Unit of PHEL. See: 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements
0002-0000	Laboratory Findings Worksheet - Viral Serology --- Consists of primary laboratory data, specimen log sheets, laboratory worksheets and QA documentation associated with clinical specimen testing performed in the viral serology unit of PHEL. See: 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements
0004-0000	Request For And Report Of Rabies Examination (Vir-16) --- Contains a record of test request for rabies examination (VIR-16) as well as primary laboratory data, specimen log sheets, laboratory worksheets and QA documentation associated with rabies testing performed at PHEL. See: 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements

* P - Public, C - Confidential

Justification for S460409

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0001-0000	Screening Request – --- Various screening request forms submitted for analysis to the STD Unit ~~by DHSS~~.	~~7 Years~~ 3 years	~~1 Year~~	Destroy

Description of Series – Various screening request forms submitted for analysis to the STD Unit.

Review Comments and Notes –

Statutory Authority – 42CFR-493.1105 CLIA: Record Retention

Justification for Change, if any –

Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period

These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. Although **the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution** in order to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0002-0000~~ REMOVE	Enteric Bacteriology Data File			

Description of Series –

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0003-0000~~ REMOVE	General Bacteriology Annual Accession Record			

Description of Series –

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0004-0001~~ REMOVE	Lab Analysis Sheets- Food Specimens			

Description of Series –

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0004-0002	Lab Analysis Sheets- Milk and Milk Products	3 Years	6 Months	Destroy

Description of Series –

Review Comments and Notes –

Statutory Authority – FDA/NCIMS-Grade "A" Pasteurized Milk Ordinance
Justification for Change, if any – Added specific onsite requirement per FDA/NCIMS-Grade "A" Pasteurized Milk Ordinance.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0004-0003	Lab Analysis Sheets- Potable and Surface Water --- Consists of worksheets, analysist, test and media QC records, temperature charts, logbooks, calibrations, etc that support water testing.	~~3 Years~~ 10 Years	~~1 Years~~	Destroy

Description of Series – Consists of worksheets, analysis, QC records, logbooks, calibrations, etc.
Review Comments and Notes –
Statutory Authority – N.J.A.C 7:18-4.6 Requirements for records and data reporting (a) The laboratory shall retain records concerning microbiological analyses. The records to be retained include raw data records, quality control data records (including records of all quality control checks under N.J.A.C. 7:18-4.5(c)), chain-of-custody forms, laboratory reports, and the information required under (d) below. The laboratory shall retain each record for at least five years after the date of the analysis, provided however, that the laboratory shall retain records of analyses

for 10 years if the person requesting the analyses has informed the laboratory that the analyses were to be performed because of epidemiological or public health concerns.

Justification for Change, if any –
Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period
Records have been historically retained for 10 years. The change is necessary to ensure that records are retained **consistent with the existing statute listed**.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0005-0001	Enteric Pathogens Lab Worksheets/Workbooks	~~5 years~~ 3 Years	~~1 Years~~	Destroy

Description of Series –
Review Comments and Notes –
Statutory Authority – 42CFR-493.1105 CLIA: Record Retention

Justification for Change, if any –

Total Retention Period
These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0005-0002	~~Gonorrhea and Chlamydia~~ Lab Worksheet/Results ~~(Manual or Electronic)~~ for STD Unit	~~7 Years~~ 3 Years	~~1 Years~~	Destroy

Description of Series –

Review Comments and Notes –

Statutory Authority – 42CFR-493.1105 CLIA: Record Retention

Justification for Change, if any –

Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period

These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been a number of years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0005-0003~~ REMOVE	Gonorrhea and Chlamydia Lab Worksheet/Results			

Description of Series –

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0005-0004	Parasitology-Ova and Parasites Worksheet/Workbook	~~7 Years~~ 3 Years	~~1 Year~~	Destroy

Description of Series –

Review Comments and Notes –

Statutory Authority – 42CFR-493.1105 CLIA: Record Retention

Justification for Change, if any –

Total Retention Period

These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, **PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution**

in order to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0005-0005~~ REMOVE	Tuberculosis Lab Worksheet/Workbook			

Description of Series –

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0005-0006	Tuberculosis Lab Worksheet/Workbook ~~(Referred)~~	~~7 Years~~ 3 Years	~~1 Years~~	Destroy

Description of Series –
Review Comments and Notes –
Statutory Authority – 42CFR-493.1105 CLIA: Record Retention

Justification for Change, if any –

Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period
These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last

updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, **PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution** in order to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0006-0000~~ REMOVE	Public Health Laboratory Identification System (PHLIS) (Electronic) – Electronic data file recording all new positive tests for Salmonella, Shigella, and Tuberculosis. Records are transmitted to the Center for Disease Control (CDC) on a weekly basis….			

Description of Series –
Review Comments and Notes –
Statutory Authority –
Justification for Change, if any –
The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0007-0001~~ REMOVE	Susceptibility Analysis (Surveillance)			

Description of Series –
Review Comments and Notes –
Statutory Authority –
Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0007-0002	Special Bacteriology Laboratory Worksheets and Findings ~~(Referred)~~	~~7 Years~~ 3 Years	~~1 Years~~	Destroy

Description of Series –

Review Comments and Notes –

Statutory Authority – 42CFR-493.1105 CLIA: Record Retention

Justification for Change, if any –

Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period

These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years**, PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution** to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0008-0000~~ REMOVE	Bacteriology Pa[illegible]ent Card Record			

Description of Series –

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Health	AGENCY # S460409		
DIVISION:	Health-Public Health and Environmental Laboratories	SCHEDULE # 009		
BUREAU:	Bacteriology Program	PAGE # 1	OF	3

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	S460409 008

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Screening Request	Description Retention Citation	Various screening request forms submitted for analysis by DHSS 7 Years N/A	Various screening request forms submitted for analysis for STD Unit. 3 Years 42 CFR 493.1105 -- Standard: Retention requirements.
0004-0000	Lab Analysis Sheets	No Change		
0004-0002	Lab Analysis Sheets - Milk And Milk Products	Description Retention Citation	N/A 3 Years N/A	See - FDA/NCIMS-Grade "A" Pasteurized Milk Ordinance. 3 Years and 6 Months
0004-0003	Lab Analysis Sheets - Potable and Surface Water	Description Retention Citation	N/A 3 Years N/A	Consists of worksheets, analysis sheets, media QC records, temperature charts, logbooks, calibrations that support water testing. 10 Years N.J.A.C 7:18-4.6; N.J.A.C. 7:18-4.5(c).

0005-0000	Laboratory Worksheets/Workbooks	No Change		
0005-0001	Enteric Pathogens Lab Worksheets/Workbooks	Description Retention Citation	N/A 5 Years N/A	See - 42 CFR 493.1105 -- Standard: Retention requirements. 3 Years
0005-0002	Lab Worksheet/ Results for STD Unit	Title Description Retention Citation	Gonorrhea and Chlamydia Lab Worksheet/Results (Manual or Electronic) N/A 7 Years N/A	Lab Worksheet/ Results for STD Unit See - 42 CFR 493.1105 -- Standard: Retention requirements. 3 Years
0005-0004	Parasitology-Ova and Parasites Worksheet/Workbook	Description Retention Citation	N/A 7 Years N/A	See - 42 CFR 493.1105 -- Standard: Retention requirements. 3 Years
0005-0006	Tuberculosis Lab Worksheet/Workbook	Title Description Retention Citation	Tuberculosis Lab Worksheet/Workbook (Referred) N/A 7 Years N/A	Tuberculosis Lab Worksheet/Workbook See - 42 CFR 493.1105 -- Standard: Retention requirements. 3 Years
0007-0000	Susceptibility Analysis	No Change		
0007-0002	Special Bacteriology Work Records	Title Description Retention Citation	Susceptibility Analysis (Referred) N/A 7 Years N/A	Special Bacteriology Work Records See 42 CFR 493.1105 -- Standard: Retention requirements. 3 Years
Note.	Former Records Series 0002-0000, 0003-0000,0004-0001,0005-0003,0005-0005, 0006-0000, 0007-0001 and 0008-0000 are obsolete and have been removed.			
	The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate			

	this particular series of documents. Accordingly, this series is no longer needed.			

STATE OF NEW JERSEY

Health-Public Health and Environmental Laboratories-Bacteriology Program

S460409-009

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: S460409	Schedule: 009	Page #:0 of 1

Department:	Health-Public Health and Environmental Laboratories-Bacteriology Program	**Agency Representative:**	Michael Carpinona
		Title:	Quality Assurance Officer
		Phone #:	

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

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
		Amanda Nippa	1/28/26

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
0001-0000	Screening Request --- Various screening request forms submitted for analysis for STD Unit. See - 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements
0004-0000	Lab Analysis Sheets --- Consist of worksheets recording laboratory test and findings on samples associated with: food poisoning episodes; milk products; potentially hazardous foods submitted by the Food and Drug Safety Program; and potable and surface waters. All are used as evidence in legal proceedings.									
0004-0002	Lab Analysis Sheets - Milk And Milk Products --- See - FDA/NCIMS-Grade “A” Pasteurized Milk Ordinance.					P	3 Years	6 Months	Destroy	FDA/NCIMS-Grade “A” Pasteurized Milk Ordinance
0004-0003	Lab Analysis Sheets - Potable And Surface Water --- Consists of worksheets, analysis sheets, media QC records, temperature charts, logbooks, calibrations that support water testing. See - N.J.A.C 7:18-4.6; N.J.A.C. 7:18-4.5(c).					P	10 Years		Destroy	N.J.A.C 7:18-4.6; N.J.A.C. 7:18-4.5(c)
0005-0000	Laboratory Worksheets/Workbooks --- Consists of a record of laboratory tests and findings on specimens submitted for detection of: enteric pathogens, gonorrhea, chlamydia, parasites , and tuberculosis.									

* P - Public, C - Confidential

0005-0001	Enteric Pathogens Lab Worksheets/Workbooks --- See - 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements
0005-0002	Lab Worksheet/ Results For STD Unit --- See - 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements
0005-0004	Parasitology-Ova And Parasites Worksheet/Workbook --- See - 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements
0005-0006	Tuberculosis Lab Worksheet/Workbook --- See - 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements
0007-0000	Susceptibility Analysis --- Contains laboratory results of specimens submitted for sensitivity testing.									
0007-0002	Special Bacteriology Work Records --- See 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0001-0000	~~Additional Sample Log Book~~ Request for laboratory testing for the Public Health Laboratory Services (PHLS) --- Consist of Requisition Forms for several Units of PHLS such as SRD-1, Bact-109, QFT-1, rejection logs ~~Contains: lab number type of specimen, patient's name, date of sample collection and date of processing for specimens submitted for patients having additional or duplicate specimens submitted to the laboratory for testing. Information is also maintained in the Specimen Receiving Record/ Log Book.~~	~~5 Years~~ 3 Years	~~2 Years~~	Destroy

Description of Series –

Review Comments and Notes –

Statutory Authority – 42 CFR 493.1105 -- Standard: Retention requirements

Justification for Change, if any –

Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period

These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods. **Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution** in order to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
0002-0000	Distribution Logbooks and QC Records ~~---~~ Consist of distribution logbooks, temperature records, courier manifests, support equipment calibrations ~~Contains: lab number, type of specimen, date delivered and specific lab destination. Used to track the distribution of specimens through the various analytical laboratories.~~	~~5 Years~~ 3 Years	~~2 Years~~	Destroy

Description of Series -

Review Comments and Notes –

Statutory Authority – 42 CFR 493.1105 -- Standard: Retention requirements

Justification for Change, if any –

Record Title and Description

The record title and descriptions are being updated to more accurately reflect current testing activities performed, and the documents used and maintained in conjunction with those testing activities. By providing greater specificity in the "Record Title and Description" field going forward, PHEL staff will be able to more efficiently and speedily review, maintain and update this schedule as may be needed in the future to reflect changes in PHEL testing activities and operations across the various categories of testing that are performed for a variety of different clients, internal and external.

Total Retention Period

These Record Retention and Disposition Schedules are being updated to reflect PHEL's current testing activities and operations. It has been several years since these schedules were last updated. The retention period for many clinical testing documents is being revised to more closely align with the laboratory record retention requirements of the Federal Clinical Laboratory Improvement Amendments (CLIA) statute 42CFR-493.1105 and regulations, to which PHEL, as a CLIA-certified laboratory, is subject, and to avoid the need to archive and maintain certain laboratory records that are currently retained for extended periods**. Although the CLIA -mandated record retention requirement for the relevant laboratory documents is 2 years, PHEL is extending that by one calendar year for a total retention period of 3 years out of an abundance of caution** in order to ensure that there is sufficient staff time, resources, and capacity to accurately review and gather voluminous records for timely disposal and destruction.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0003-0000~~ REMOVE	Specimen Receiving Record/ Log Book SRD-2 This record is used as a master log recording the number and types of specimens received for public health lab testing. Contains: the accession number, patient's name or identification code, test requested or diagnosis, type of specimen and dates collected and received.			

Description of Series -

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	Total Retention Period	Minimum Period in Agency	DISPOSITION
~~0004-0000~~ REMOVE	HIV Counseling and testing Report/Lab Slip			

Description of Series -

Review Comments and Notes –

Statutory Authority –

Justification for Change, if any –

The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Health	**AGENCY #** S460413		
DIVISION:	Public Health and Environmental Laboratories	**SCHEDULE #** 005		
BUREAU:	Specimen Receiving and Distribution	**PAGE #** 1	**OF**	2

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	S460413 004

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Request For Laboratory Testing for The Public Health Laboratory Services (PHLS)	Title Description Retention Citation	Additional Sample Log Book Contains: lab number type of specimen, patient's name, date of sample collection and date of processing for specimens submitted for patients having additional or duplicate specimens submitted to the laboratory for testing. Information is also maintained in the Specimen Receiving Record/ Log Book. 5 Years N/A	Request For Laboratory Testing for The Public Health Laboratory Services (PHLS) Consist of Requisition Forms for several Units of PHLS such as SRD-1, Bact-109, QFT-1, rejection logs. 3 Years 42 CFR 493.1105 -- Standard: Retention requirements.
0002-0000	Distribution Logbooks and QC Records	Title Description Retention Citation	Distribution Log Book Contains: lab number, type of specimen, date delivered and specific lab destination. Used to track the distribution of specimens through the various analytical laboratories. 5 Years N/A	Distribution Logbooks And QC Records Consist of distribution logbooks, temperature records, courier manifests, support equipment calibrations. 3 Years 42 CFR 493.1105 -- Standard: Retention requirements.

NOTE	Former Records Series 0003-0000, 0004-0000 are obsolete and have been removed.			
	The Record Retention and Disposition Schedule is being updated to more accurately reflect PHEL's current testing activities and operations. Accordingly, we propose deleting the series listed from the Schedule because the documents in this series are no longer in use, and thus, are obsolete or the current testing methods used do not use, require, or generate this particular series of documents. Accordingly, this series is no longer needed.			

STATE OF NEW JERSEY

Health-Public Health and Environmental Laboratories-Specimen Receiving and Distribution

S460413-005

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: S460413	Schedule: 005	Page #:0 of 1

Department:	Health-Public Health and Environmental Laboratories-Specimen Receiving and Distribution	**Agency Representative:**	Michael Carpinona
		Title:	Quality Assurance Officer
		Phone #:	

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

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
		Amanda Nuppa	1/28/26

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
0001-0000	Request For Laboratory Testing For The Public Health Laboratory Services (PHLS) --- Consist of Requisition Forms for several Units of PHLS such as SRD-1, Bact-109, QFT-1, rejection logs. See: 42 CFR 493.1105 -- Standard: Retention requirements.					C	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements
0002-0000	Distribution Logbooks And QC Records --- Consist of distribution logbooks, temperature records, courier manifests, support equipment calibrations. See - 42 CFR 493.1105 -- Standard: Retention requirements.					P	3 Years		Destroy	42 CFR 493.1105 -- Standard: Retention requirements

* P - Public, C - Confidential

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Event
Guidelines, Questionnaire, Report and Attestation

In accordance with PL 1953, c. 410/NJSA 47, a public agency seeking approval to destroy public records (regardless of their medium) that have been damaged due to a disaster must submit a Damaged Records Report and supporting attestation forms to Records Management Services (RMS) for presentation to the State Records Committee (SRC) for disposal authorization.

In the aftermath of the disaster, and the facility has been declared safe to enter, it is imperative that an assessment be conducted to ascertain the status of the public records maintained by the agency - hardcopy, electronic, digital and micro imaged to determine what may be salvaged and what must be disposed.

The following measures are to be implemented to begin to assess the records on hand:

1) Implement the Disaster Prevention & Recovery, Business Continuity of Operations (COOP) Plan.
2) Assemble the Disaster Recovery Team – Management, Records Management, IT, Custodian of Public Record and Local Law Enforcement.
3) Contact Federal & State Disaster Recovery and Cyber Security Agencies accordingly.
4) Review Agency Insurance Policy for coverage options.
5) Review Disaster Recovery Vendor Lists - Disaster Recovery Services and Supplies, System Hardware and Software and Electronic Records Disaster Recovery Services.
6) Contact a professional disaster salvage/remediation company.
7) Conducted the Damaged Records Event Response Questionnaire.
8) Create and submit Damaged Records Report and supporting attestation forms to Records Management Services (RMS).

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Event Response
Agency Questionnaire

Agency Information:

Agency Name/Offices Involved: Woolwich Twp

Address: 120 Village Green Drive

Phone: (856)467-2606

Email: JMignogna@woolwichtwp.org

Contact Person: Jessica Mignogna / Michelle Everly

Michelle Everly - Gloucester County Records Management will represent Woolwich Twp.

Date the disaster occurred: _____

Area declared accessible by the State of Local Fire Marshall: _____ Yes _____ No

Arson investigation currently being conducted: _____ Yes _____ No

Records involved/file list of records in damaged area _____ Yes _____ No

Narrative: Explain (in detail) what Happened (Use additional sheets if necessary):

After imaging Records in our approve EDMS, the Vendor inadvertenly destroyed the Records for 2022 prior to receiving approval via Artemis.

Extent of damage to the records:

Fire Damage: _____ Slight _____ Severe

Water Damage: _____ Damp _____ Wet _____ Saturated

Person(s) who verified the amount of damage to the disaster site: _____

_____

Who established the Disaster Recovery Team: _____

Disaster Recovery Team members:

_____

_____

Salvaging performed: _____ Onsite _____ Off si

Length of salvage operation: _____ Days _____ ks _____ Months

When were staff allowed back into the building: _____

When did the area become operational: _____

_____

_____

Electrical power affected: _____ Yes _____ No

Telecommunications a cted _____ Yes _____ No

Information pr ssing ope ions affected: _____ Yes _____ No

Were outside salva companies contacted: Structural _____ Yes _____ No

Mechanical _____ Yes _____ No

Environmental _____ Yes _____ No

Additional person(s) notified about the disaster: _____

_____

Security measures implemented: _____

_____

_____

Not Actable

Legal or financial concerns as a result: _____ Yes _____ No

_____

Will additional facilities, hardware, or supplies be needed: _____ Yes _____ No

_____

Was a Disaster Prevention and Recovery/Business Continuity Plan in existence prior to the disaster:

_____ Yes _____ No

If not, is a Disaster Prevention and Recovery/Business Continuity Plan currently being developed:

_____ Yes _____ No

Do the staff have copies of the Records Retention Schedule(s) pertaining to the records affected by the disaster:

_____ Yes _____ No

Additional comments and information: _____

_____

_____

_____

Salvage Operations: Hardcopy

Were salvage methods implemented within two (2) days to prevent mold and mildew:

_____ Yes _____ No

If not, when were the methods implemented:

_____

_____

What salvage methods were or are currently being implemented:

Refrigerate Immediately:		_____ Yes	_____ No
Re-boxing:	Boxes	_____ Yes	_____ No
	Crates	_____ Yes	_____ No
	Other	_____ Yes	_____ No
Freeze Drying:		_____ Yes	_____ No
Vacuum Drying:		_____ Yes	_____ No
Mold & Mildew Chemical Treatment:		_____ Yes	_____ No

Not Actable

Fans: _____ Yes _____ No

Hand-held Dryers: _____ Yes _____ No

Window Ledge Drying: _____ Yes _____ No

Table Drying: _____ Yes _____ No

Paper Towel/Blotter Paper Drying: _____ Yes _____ No

Additional comments and information: _____

_____

_____

Salvage Operations: Information Systems

Telecommunications Hardware Salvaged: _____ Yes _____ No

Telecommunications Circuitry Salvaged: _____ Yes _____ No

IT Hardware Salvaged: _____ Yes _____ No

IT Software Salvaged: _____ Yes _____ No

Disks and/or Tapes Salvaged: _____ Yes _____ No

MicroImage Hardware Salvaged: _____ Yes _____ No

MicroImage Software Salvaged: _____ Yes _____ No

Were backup copies maintained: _____ Yes _____ No

_____ Hardcopy _____ Disk _____ Cloud Storage

Additional comments and information: _____

_____

_____

What preventative, ongoing measures were taken to ensure safety of any records not affected: _____

_____

_____

Not Actable

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Report

Not Actable

Agency Name: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Date the Damage Occurred: _____

Date the Damage was Discovered: _____

Complete the following.

1. Describe the circumstances in which the damage occurred.

2. How was the damage discovered?

3. Were any records affected by this event salvageable? Detail salvage attempts made.

4. If records were not salvageable, who made the determination and why were they not salvageable?

5. Are there other copies of the damaged records or can they be reconstructed (e.g. payroll records may be recovered from a payroll service provider)?

6. Are records still kept where the incident occurred? If yes, how are these records now being protected?

Not Actable

7. What measures is your agency taking to prevent future damage to your agency's records?

Not Actable

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
PO Box 661, Trenton, NJ 08625

Damaged Records
Disposal Certification

Not Actable

TO: State Records Committee

FROM: <Agency>

DATE: <Date>

SUBJECT: _____

I hereby certify that the records listed on the attached ***Request and Authorization for Records Disposal*** form(s) have sustained significant damage that warrants their disposal. All attempts to salvage said records have proven unsuccessful or not cost-effective. Subsequently, continued retention of said records has been deemed impractical.

_____
Agency

_____
Date

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
PO Box 661, Trenton, NJ 08625

New Jersey State Records Committee Acknowledgement
Damaged Records Disposal

Not Actable

TO: <Agency>

FROM: DIVISION OF REVENUE AND ENTERPRISE SERVICES (DORES),
RECORDS MANAGEMENT SERVICES (RMS)

DATE: <Date>

SUBJECT: New Jersey State Records Committee (SRC) Acknowledged Request to Destroy Damaged Records

The New Jersey State Records Committee has acknowledged the premature destruction of records from <Agency> as denoted in the attached Damaged Records Report, and recognizes the due diligence the Agency has shown in coming before the Committee. This Acknowledgement is therefore formally entered into the Minutes of the New Jersey State Records Committee. The Damaged Records Report was presented to the New Jersey State Records Committee by Representative(s) from <Agency> and Records Management Services Staff on <Date>.

Signature: _____ Date: _____

Secretary, State Records Committee

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
PO Box 661, Trenton, NJ 08625

New Jersey State Records Committee Authorization
Damaged Records Disposal

Not Actable

TO: <Agency>

FROM: DIVISION OF REVENUE AND ENTERPRISE SERVICES (DORES),
RECORDS MANAGEMENT SERVICES (RMS)

DATE: <Date>

SUBJECT: New Jersey State Records Committee (SRC) Authorized Request to Destroy Damaged Records

The New Jersey State Records Committee has authorizes the premature destruction of records from <Agency> as denoted in the attached Damaged Records Report, and recognizes the due diligence the Agency has shown in coming before the Committee. This authorization is therefore formally entered into the Minutes of the New Jersey State Records Committee. The records were presented by representatives from <Agency> and Records Management Services Staff to the Committee on <Date>.

Signature: _____ Date: _____

Secretary, State Records Committee

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
PO Box 661, Trenton, NJ 08625

Damaged Records Inventory

Agency Name: Woolwich Township

Agency Retention Schedule: Municipal Local Building Official

Retention Schedule Number: M190000-007

Record Series Number: 0200-0000

Record Series Name: Construction File - Residential & Commerical

Retention Time: Life of Structure

Inclusive Years: 2022

Volume (Cubic Feet): 7

Damage Type: Shredded

Other copies available? Yes, images are available in our EDMS

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
P. O. BOX 661
TRENTON, NEW JERSEY 08625-0661

PHILIP D. MURPHY
Governor

TAHESHA WAY
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

JAMES J. FRUSCIONE
Director

March 12, 2025

Jessica Mignogna
Township Clerk
Township of Woolwich
120 Village Green Drive
Woolwich, NJ 08085

Dear Jessica Mignogna,

This is to verify that the annual renewal/amendment for the registered Public Records Image Processing System (#07071902-MP) for public records of the Township of Woolwich has been determined by the staff of the Department of Treasury Division of Revenue and Enterprise Services, Records Management Services to be in compliance with the standards, procedures and guidelines adopted under *N.J.A.C. 15:3-4, Image Processing for Public Records.*

The destruction of original records must adhere to the procedures mandated by State Statutes per *N.J.S.A. 47:3-15 to 30,* including the submission of a "Request and Authorization for Records Disposal" form accompanied by a copy of the "Certificate of Registration."

Regulations allow an agency to choose their annual review date from the following dates, January 1, April 1, July 1 and October 1. We have temporally assigned you a new date. ***Your next annual review will be due, 1 April, 2026.*** If you would rather have one of the other dates, please let us know as soon as possible.

Respectfully,

Liz Hartmann

Liz Hartmann
Division of Revenue and Enterprise Services –

Certificate No. 07071902-MF

STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PUBLIC RECORDS IMAGE PROCESSING SYSTEM
CERTIFICATE OF COMPLIANCE

This certifies that the
State Records Committee
has determined that the public records image processing system
submitted pursuant to P.L.1994, c.140 by the

TOWNSHIP OF WOOLWICH CONSTRUCTION CODE OFFICE

for consideration by the State Records Committee
is in compliance with all specifications and standards as set forth in
N.J.A.C.* 15:3-4, *Image Processing of Public Records
and has met the requirements for certification set forth in
N.J.A.C.* 15:3-5, *Certification of Image Processing Systems
and has therefore authorized the issuance of this
Certificate of Compliance.
This certification has a microfilm backup component,
therefore it is understood that the aforementioned agency
may destroy all short term, long term, and non-historical permanent
original records after image processing.

_____

Karl J. Niederer
Secretary, State Records Committee
19 July 2007

Imaging Registration
Annual Review/Amendment Form

Mailing: PO Box 661, Trenton, NJ 08625-0661
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08625
609-530-3200

ANNUAL REVIEW [X] AMENDMENT [ ] ANNUAL REVIEW AND AMENDMENT [ ]

AGENCY NAME : Township of Woolwich

CERTIFICATE #: 07071902-MP

Primary Contact Name: Jessica Mignogna
Address: 120 Village Green Drive, Woolwich Township, NJ 08085

Phone/fax/email: 856-467-2666 X 7101

Custodian of Records Name: Jessica Mignogna
Address: 120 Village Green Drive, Woolwich Township, NJ 08085

Phone/fax/email: 856-467-2666 X 7101 JMignogna@woolwichtwp.org

Preferred Annual Review Date (choose 1):

[ ] January 1 [X] April 1 [ ] July 1 [ ] October 1

Do you want to make this the annual review date for all certified systems in your agency?
[X] Yes [ ] No

If yes, please list other certified systems:
Annual renewal is April for all imaging systems in Gloucester County.

1. Has your agency added additional records series or inclusive years to your imaging system?
[ ] Yes [X] No

All Agencies must submit the Imaged Records Series List for each retention schedule/office whose records are scanned into this system

[X] Imaged Records Series List(s) attached

2. Has your agency added to or upgraded the hardware and/or software for your image processing system?
[ ] Yes [X] No (If yes, attach appropriate documentation.)

3. Has your agency updated your Disaster Prevention/Recovery Plan?

☐ Yes ☒ No (If yes, attach appropriate documentation.)

4. Microfilm Inspection ☐ Microfilm Inspection Report attached

a. ☒ Our agency has not produced any microfilm since out last annual review
b. ☐ Our agency has its microfilm produced or processed by DORES
c. ☐ Our agency produces its own microfilm or has its microfilm produced by a vendor.

If you checked c. you must submit a reel of microfilm for each size produced for inspection BEFORE submitting an Annual Review/Amendment. This reel should be an original silver halide production copy, NOT a sample. Microfilm must be accompanied by a completed Microfilm Submission Form. Microfilm will be returned to the agency. A passing Microfilm inspection must accompany this Annual Review/Amendment Form.

5. Has your agency changed vendors? This includes vendors for: imaging services, micrographics, hardware or software, maintenance.

☐ Yes ☒ No (If yes, attach appropriate documentation, including the names of the old and new vendors and contact information)

6. Does your agency want to implement a migration path for long term records?

☒ Yes ☐ No (If yes, attach appropriate documentation.)

AGENCY VERIFICATION :

I hereby certify that the documentation listed on and/or attached to this ***Image Processing System Annual Review/Amendment Form*** is a true and an accurate reflection of the agency's image processing system upon this date and is submitted in compliance with N.J.A.C.15:3-5.6.

Jessica Mignogna — 2/4/2025

Legal Custodian: Print Name | Signature: | Date

For questions or further assistance, contact your agency Records Analyst.

Submit by Email | Attach Documentation

Imaging Registration
Imaged Records Series List

Mailing: PO Box 661, Trenton, NJ 08625-0661
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08625
609-530-3200

RECORDS MANAGEMENT SERVICES

Complete this form and email to your Records Analyst.

AGENCY NAME: Township of Woolwich
CERTIFICATION NUMBER: 0707192-MP

RETENTION SCHEDULE AGENCY NUMBER: Building Official **SCHEDULE NUMBER:** M190000-006

Record Series Number	Record Series Name	Retention Time	Inclusive Years	Back-up? (paper, microfilm, or migration path)
0200-0000	Construction File Residential & Commercial	life of structure	1976 - current	migration path
0150-0001	Building/Site Plans & Survey Maps Class I & II	10 years	1984 - current	migration path
0150-0003	Building/Site Plans & Survey Maps Class III	10 years	1984 - current	migration path
0150-0005	Building/Site Plans & Survey Maps Class I II III	life of structure	1984 - current	migration path
0150-0006	Building/Site Plans & Survey Maps Approved	life of structure	1984 - current	migration path

Woolwich Township Migration Path

Woolwich Township currently uses a Laserfiche (LF) Electronic Content Management System (ECMS) in-house to capture, store and retrieve our documents. Laserfiche is an open architecture system that is ODBC compliant. Images are stored as a single page TIFF Group IV format. To meet the migration path requirements, the Township would use the Laserfiche "Export" function to move the images and metadata to another location, such as an external hard drive.

The exported metadata would be in a comma delimited format. The Township can then load the images and metadata into Hyland OnBase, which is also based open architecture, ODBC technology. The OnBase Document Import Processor (DIP) tool would be utilized to import the TIFF files and metadata. Documents would then be stored as TIFF. The imported metadata would be utilized as the OnBase indexes to retrieve the documents.

All existing and future systems maintained by Woolwich Township will ensure that the images will be sustainable for the life of the document in accordance with its retention period. The system will be periodically tested to ensure sustainability.

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL

Authorization is here by requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit.

Instructions: This request must be submitted prior to the disposition of any public records. Items 1. through 18 must be completed in full and Item 8 signed for fiscal records. Questions, call (609) 292-8711

1.Request Id:	2. Request Date:	3. Requesting Agency Name & Address:	4. Agency Retention Schedule Number:
382060	08/20/2025	Gloucester-Woolwich Twp.MUNICIPAL LOCAL BUILDING OFFICIAL 120 Village Green Drive Woolwich NJ 08085	M190000 - 007

5. Requested By: (Signature & Date)	6. Approved By: (Signature & Date)	7. Records Manager: (Signature & Date)	8. Local Auditor: (Signature & Date)
Electronically Signed by Jessica Mignogna 11/10/2025	Electronically Signed by Kim Jaworski 11/12/2025		Electronically Signed byFred Caltabiano 11/12/2025

9. Archival Review:	10. Early Records Disposal (Due to Document Conversion or Damage)			11. Comments:
	Microfilm	Digital Image	Damage Records Certificate	
Not Required	☐	☑	☐	Copied from Request ID: 166481

#	12. Record Series #	13. Record Series Title	14. Retention Period	15. Inclusive Dates		16. Medium	17. Dispose After	18. Volume (in Cubic Feet)
				From (MM/YYYY)	To (MM/YYYY)			
1	0200-0000	Construction File - Residential And Commercial	Life of the structure	01/2020	12/2020	Paper		4.00
							Total Volume:	**4.00**

CVR Guidance • Direction • Success

The Center for Vocational Rehabilitation, Inc.

Center for Vocation Rehabilitation
15 Meridian Rd, Eatontown NJ 07724
Ph: (732) 544-1800
Fax: (732) 389-3453

CERTIFICATE OF DESTRUCTION

Date: 10/22/2024

Customer: Storage Engine
Address: 1 Shiela Drive, Tinton Falls, NJ 07724

Contact: Timothy Berbrick

This Certificate of Destruction is presented WOOLWICH PROJECT to confirm that the confidential and other paper documents amount to 601 lbs were shredded by Center For Vocational Rehabilitation, as witnessed by Stephanie Hoff, representing CVR Document Destruction. Documents consist of construction permits within the following years: 1996, 2001, 2011, 2016, 2017, 2018, 2019, 2020, 2021, and 2022.

Witness Signatures

Stephanie L. Hoff

CVR Signature

Tim Berbrick

Customer – Please Print

Customer Signature

CVR Guidance • Direction • Success

The Center for Vocational Rehabilitation, Inc.

Center for Vocation Rehabilitation
15 Meridian Rd, Eatontown NJ 07724
Ph: (732) 544-1800
Fax: (732) 389-3453

OFF-SITE SHREDDING AGREEMENT

Date: 10/16/2024

Customer: Storage Engine
Address: 1 Sheila Dr, Tinton Falls, NJ 07724

Contact: Tim Berbrick

This Off-Site shredding Agreement is presented to WOOLWICH PROJECT to confirm the authorization for Center for Vocational Rehabilitation to transfer __770lbs___of confidential and other paper documents to be shred at their facility using an onsite Formax FD 8906CC shredder. Documents consist of construction permits within the following years: 1996, 2001, 2011, 2016, 2017, 2018, 2019, 2020, 2021, and 2022.

Witness Signatures

Stephanie L. Hoff

CVR Signature

Tim Berbrick

Customer – Please Print

Customer Signature

State Records Committee
Meeting Dates
2026

January **15th***

February **19th**

March **19th***

April **16th**

May **21st***

June **18th**

July **16th***

August **20th**

September **17th***

October **15th**

November **19th***

December **17th**

Note: **SRC*** indicates that this is a date reserved to be called for an *Emergency* or *Special Purpose* meeting of the State Record Committee (SRC).