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
October 16, 2025
10:00 AM

Location: **Online/Teleconference**

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

Announcement of Open Public Meeting
Reading of the June 19, 2025 Minutes

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request: # 612768 - 615839

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

C. Registered Imaging 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**
2. **Treasury, Division of Property Management and Construction – S820400-005 – Presented by Elizabeth Hartmann**
3. **NJ Transit – S800000-009 - Presented by Elizabeth Hartmann**
4. **NJ Transit, Administrative Support, Human Resources/Employee Assistance – S808182-001, Retired – Presented by Elizabeth Hartmann**
5. **NJ Transit, Administrative Support, Policy, Technology and Customer Service, Radio System Planning and Support – S808821-002, Retired - Presented by Elizabeth Hartmann**
6. **NJ Transit, Administrative Support, Police – S808140-005 - Presented by Elizabeth Hartmann**

County

1. **County, General Records Retention Schedule, C820000-020 - Presented by Karen A. Perry**
   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**
   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**
   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

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

C. Other Business: None

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MINUTES
STATE RECORDS COMMITTEE
June 19, 2025

James J. Fruscione, Alternate Designee, called the 466th meeting of the State Records Committee to order at 10:00 a.m. on the above date. He stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Mr. Fruscione stated that there was a quorum with five (5) members present.

ATTENDANCE:

SRC: State Treasurer, James J. Fruscione, Alternate Designee
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, Director, Division of Revenue and Enterprise Services
Maria Pinho, Chief, Division of Revenue and Enterprise Services
Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
Karen A. Perry, Administrative Analyst, Records Management Services
John J. Berry, Records Analyst 1, Records Management Services
Campbell, Marcella, Records Analyst 2, Records Management Services
Terricka Page, Records Analyst 3, Records Management Services

Other: Achille, Cassandra, Deputy Clerk, Township of Monroe
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
Bretzger, Nancy, Municipal Clerk, President, Municipal Clerks Association of NJ (MCANJ)
DePaolo, Joan L., NJ Transit
Dolan, James, NJ State Police

Everly, Michele L. Office of the Gloucester County Clerk, CARMA
Fisher, Toi C., NJ Transit
Guerrero, Adolfo E., NJ Transit
Negron, Joseph, NJ Department of State, Division of Elections
Peter, Steven, President, Constitutional Officers Association of NJ (COANJ)
Robbins, Christine, Municipal Clerk, Township of Monroe.

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:
Upon motion, seconded, the Committee voted to approve the April 17, 2025 Minutes two (2) yes, none (0) no, and none (0) abstentions.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request # 611170 - 612767

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

1. **Sussex County Charter School of Technology** – proposes a new imaging system (25042101-MP)
2. **Bergen Arts and Science Charter School** - proposes a new imaging system (25052201-MP)
3. **Paterson Arts and Science Charter School** -- proposes a new imaging system (25060301-MP)
4. **Passaic Arts and Science Charter School** - proposes a new imaging system (25060302-MP)
5. **Hudson Arts and Science Charter School** - proposes a new imaging system (25060303-MP)
6. **The Ethical Community Charter School** - proposes a new imaging system (25060601-MP)
7. **Township of Hainesport** - proposes a new imaging system (25061601-MP)
8. **Township of Sandyston** - proposes a new imaging system (25061602-MP)
9. **Margate City School District** - proposes a new imaging system (25061603-MP)
10. **New Jersey School Development Authority** – proposes an imaging system annual renewal (08121803-NM)
11. **County of Camden Enterprise** – proposes an imaging system annual renewal (09052101-MP)
12. **Bergen County Board of Social Services** – proposes an imaging system annual renewal (14032014-NM)
13. **Bergen New Bridge Medical Center-One Content** – proposes an imaging system annual renewal (19091201-MP)
14. **Borough of Highlands** – proposes an imaging system annual renewal (21051902-MP)

15. **Borough of Midland Park** – proposes an imaging system annual renewal (09012219-MF)
16. **Borough of Palmyra** – proposes an imaging system annual renewal (21061501-MP)
17. **Borough of Ramsey** – proposes an imaging system annual renewal (09012225-MF)
18. **Borough of Roselle Park** – proposes an imaging system annual renewal (12021601-MP)
19 **Township of Bernards Office of Municipal Clerk Systems Administration** – proposes an imaging system annual renewal (02012401-MP)
20. **Township of Chester** – proposes an imaging system annual renewal (16090801-MP)
21. **Township of Egg Harbor** – proposes an imaging system annual renewal (06092107-MP)
22. **Township of Freehold Municipal Clerk** – proposes an imaging system annual renewal (04041502-NM)
23. **Township of Haddon-Building Department** – proposes an imaging system annual renewal (25041401-MP)
24. **Township of Irvington** – proposes an imaging system annual renewal (24072302-MP)
25. **Township of Lopatcong** – proposes an imaging system annual renewal (22010403-MP)
26. **Township of Moorestown Building Department** – proposes an imaging system annual renewal (07051701-MP)
27. **Township of Union** – proposes an imaging system annual renewal (12021602-MP)
28. **Township of Washington (Morris County)** –proposes an imaging system annual renewal (10102132-MF)
29. **Township of Winslow** –proposes an imaging system annual renewal (07092001-NM)

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. NJ Transit – S800000-008 - Presented by Elizabeth Hartmann

Item 9022-0001 – Approved without change.

2. NJ Transit, Rail Operations, Rail Service Planning – S802114-001, Retired – Presented by Elizabeth Hartmann - Approved with change. Department of State Division of Archives and SRC Committee Designee, Donald F. Cornelius, questioned the disposition of "Archival review" for record series 0001-0002, Rail Services Project Files – Unsuccessful. Mr. Cornelius suggested the disposition be changed from "Archival review" to "Destroy" as the records series was a routine disposition that did not warrant an "Archival review".

3. NJ Transit, Administrative Support – S801810-001, Retired -- Presented by Elizabeth Hartmann – Approved without change.

4. NJ Transit, Administrative Support, Planning - Service Performance and Enhancement – S808740-003, Retired -- Presented by Elizabeth Hartmann – Approved without change.

County

1. County Clerk/Register of Deeds, C100000-010 - Presented by Karen A. Perry – Approved without change.

2. County Board of Elections, C440000-007 - Presented by Karen A. Perry Items 0120-0000, 0120-0001, 0120-0002 – Approved without change.

Municipal

1. Municipal Clerk, M200000-012 - Presented by Karen A. Perry – Approved without change.

B. Damaged Records Report: 2nd Presentation/Township of Monroe – Presented by Karen A. Perry (on behalf of Virma Guzman-Reyes)

Ms. Perry stated that Christine Robbins, Municipal Clerk, Township of Monroe, and Cassandra Achille, Deputy Clerk had contacted DORES-RMS Records Analyst, Virma Guzman-Reyes regarding a damaged records incident they discovered which occurred, unreported from two (2) prior Municipal Clerks. They conducted an investigation and found that records had been put in a trailer that sustained significant water damage, mold and rodent infestation. A document reprocessing company was retained to view the documents, which were deemed to be unsalvageable. Ms. Robbins stated that this was the second time Monroe Township had appeared before the Committee regarding this matter due to insufficient data which she proceeded to present to the Committee (a total 100 cubic feet of Township Construction Records). She further stated that she sought to appear before the Committee requesting formal acknowledgement of the incident. Alternate Designee Fruscione stated that while the Committee could not approval the records disposal it could acknowledge that the records were prematurely destroyed and that it be formally entered it into the history of the Committee. Department of State Division of Archives and Records Management Committee Member Designee, Donald Cornelius, also concurred with Alternate Designee Fruscione, adding that Ms. Robbins and Ms. Achille had done their due diligence in bringing the incident before the Committee but through no fault of their own, records were destroyed through negligence and issued an admonishment to the Township of Montville that the records are important and that they need to be protected. Alternate Designee Fruscione called for a motion to acknowledge that the

records were destroyed prematurely, but that Monroe Township has taken steps to make sure that it doesn't happen in the future, it was seconded and approved.

C. **Other Business: None**

There being no other business, upon motion, seconded, the Committee adjourned at 10:36 a.m.

James J. Fruscione

James J. Fruscione, Alternate Designee

Docusign Envelope ID: 05333FF6-BB43-4837-86D1-A35844448D04

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT (SCHEDULE TITLE)				
DEPARTMENT⊗SCHEDULE HEADING	Department of the Treasury	AGENCY # S820600		
DIVISION:	Lottery	SCHEDULE # 002		
BUREAU:		PAGE # 1	OF	1

AGENCY LEVEL AMENDMENTS (SCHEDULE HEADING CENTERED)

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Lottery
FORMER AGENCY NUMBER	S820600-001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0024-0000	Security Investigations	Description	A jacketed file that includes any investigation by the Security unit such as winner's files and claim forms, questionable lottery tickets, agent defaults, "instant" game ticket audits, license infestations, license application denials, questionable claims, summary data, logs and notes pertaining thereunto.	A jacketed file that includes any investigation by the Security unit such as winner's files and claim forms, questionable lottery tickets, agent defaults, "instant" game ticket audits, license infestations, license application denials, questionable claims, summary data, video and audio recordings, logs and notes pertaining thereunto.

Signed by:
James Davis
590A4FA9960F409...
4/24/2025

STATE OF NEW JERSEY

Treasury-State Lottery

S820600-002

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: S820600	Schedule: 002	Page #:1 of 7
Department:	Treasury-State Lottery	**Agency Representative:**	James Scott Davis	
		Title:		
		Phone #:		

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

Agency Representative Signature:	**Date:**	**Secretary, State Records Committee Signature:**	**Date:**

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy**		**Disposition**	**Citation**
							Total Retention Period	Minimum Period in Agency		
0001-0000	Lottery Scratch Off Tickets									
0001-0001	Lottery Scratch Off Tickets - Not Sold					P	1 Years After The Game Has Ended providing the outside and internal audits have been completed, High Tier search has been completed, and Tickets that relate to any pending cases are pulled and retained until the case is closed.	1 Years	Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0002	Lottery Scratch Off Tickets - Returned					P	1 Years After The Game Has Ended providing the outside and internal audits have been completed, High Tier search has been completed, and Tickets that relate to any pending cases are pulled and retained until the case is closed.	1 Years	Destroy	
0002-0000	Agent Down Time Files --- Down Time files contain complete history of cases in which the New Jersey Lottery Commission must deactivate an agent's machine due to failure of the agent to settle promptly. Files are maintained to ensure the smooth running of the machine-agent network; correspondence is issued to those agents who continue to abuse the courier system.					P	75 Years	75 Years	Destroy	
0003-0000	Broker/Retail Agent Files --- Files contain records of agent sales and report on activity of the Daily Lottery. Audits establish the agent's accounts receivable and balances.					P	7 Years After License Terminated	7 Years	Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0004-0000	Courier To Agent Route Manifest --- Documents first and second attempted deliveries by the courier, and agent receipt signatures. Includes: agent's name, agent's number, and courier's notations.					P	3 Years	3 Years	Destroy	
0005-0000	Courier To Agent Special Delivery Manifest --- Documents special deliveries by the courier and agent's receipt signatures. Includes: Instant settlement forms (copy) which shows Instant lottery ticket pack numbers and agent's signature of receipt for packs; and agent's name, agent's number, and courier's notations.					P	3 Years	3 Years	Destroy	
0006-0000	Financial Statements --- Monthly Statements of Division of State Lottery financial position, as reported to the Governor and the Legislature, per N.J.S.A. 5:9-7d.					P	7 Years	7 Years	Destroy	
0007-0000	General Accounting Program And Account Reconciliations --- Financial summaries, analyses, and related work papers documenting resolutions of ledger and journal entries.					P	3 Years After audit	3 Years	Destroy	
0008-0000	Cash Reconciliations --- Includes: debit reports, which track payments, and credit reports, which track deposits.					P	3 Years After Either Audit Or Reconciliation, Whichever Is Later	3 Years	Destroy	
0009-0000	Account Files									
0009-0001	Completed Agents' Account Files --- Include All documents related to Accounts Receivable collection efforts for Lottery agents (items billed and paid, credits earned and issued.)					P	7 Years	7 Years	Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0009-0002	Completed Deferred Payments Files --- Include correspondence, schedules, payments, and other documentation showing the disposition of individual deferred payment cases.					P	7 Years	7 Years	Destroy	
0010-0000	Field Representative Call Report Forms --- Monthly list of daily call schedules, including Lottery agents visited, time visited, person contacted, and purpose of visit. Used to verify travel reimbursement information.					P	3 Years	3 Years	Destroy	
0011-0000	Agent Status Change Form --- Records date and reason for agent status change; also records change of ownership and new owner's name and agent number.					P	10 Years After Status Change	5 Years	Destroy	
0012-0000	Instant Games Bank Audit Workpapers --- Includes debit and credit reports and related documentation for all Lottery banks and agents.					P	3 Years After audit	3 Years	Destroy	
0013-0000	Federal And State Tax Returns --- Player W2-G’s, 1042’s, and Retailer 1099 NEC’s					P	7 Years	7 Years	Destroy	
0014-0000	Audit Workpapers For Lottery Residual Fund --- Includes: debit reports, which track payments and credit reports, which track deposits.					P	3 Years After Either Audit Or Reconciliation, Whichever Is Later	3 Years	Destroy	
0015-0000	Audit Workpapers For Lottery Pension Fund --- Includes: debit reports, which track payments and credit reports, which track deposits.					P	3 Years After Either Audit Or Reconciliation, Whichever Is Later	3 Years	Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0016-0000	Digital Audit Report --- Includes: “New Jersey Lottery Recommendation Reply and Implementation Status Report”, and all other related documents.					P	Permanent		Archival review	
0017-0000	Application For Lottery Agent's License Or Couriers Registration --- Includes: information on agent's bank, agent's license number, home and business address, and list of officers. Will also contain all License Renewal documents.									
0017-0001	Application For Lottery Agent's License Or Courier Registration					P	10 Years After termination	5 Years	Destroy	
0018-0000	Denials Of Application --- Informs applicant that application for license has been denied.					P	5 Years	5 Years	Destroy	
0019-0000	Mega Millions, Power Ball, And Cash 4 Life G-Guard Case Files --- Case jacket that includes all Mega Millions G- Guard official documents, copy of claim form and winning ticket, G-Guard Valid ticket, 20-digit security code copies and JFI's for $100K and top tier winners.					P	14 Years	7 Years	Destroy	
0020-0000	Pick-6 And Jersey Cash 5 Lotto G-Guard Cases Files --- Case jacket that includes JFI’s for $500k, early big win report, copy of claim form and winning ticket, G-Guard valid ticket and 20-digit security code copies for all top tier winning tickets.					P	14 Years	7 Years	Destroy	
0021-0000	Claim Forms --- Includes: claim date, claimant's name and address, prize amount, agent's name, and ticket number.					P	3 Years After audit	3 Years	Destroy	

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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
0022-0000	Validation Case (VC) Files --- Include: claimant's correspondence, returned correspondence, audit statement, different name affidavit, winning ticket claim form, vendor inquiry letters, and validation inquiry disposition.					P	3 Years After audit	3 Years	Destroy	
0023-0000	Drawing Certifications Form --- Forms used to certify drawing of any game drawn by the Lottery. Lists: drawing date, initial drawing of numbers, final order of drawing, pay out, number of winners, supervisor validation signature, witness of drawing signature, Lottery Office contact signature, and Executive Director of NJ Lottery signature.					P	7 Years	7 Years	Destroy	
0024-0000	Security Investigations --- A jacketed file that includes any investigation by the Security unit such as winner’s files and claim forms, questionable lottery tickets, agent defaults, "instant" game ticket audits, license infestations, license application denials, questionable claims, summary data, video and audio recordings, logs and notes pertaining thereunto.					P	7 Years	7 Years	Destroy	
0025-0000	Official Government Inquires --- Digital Versions of inquiries from municipal and county government officials, results of investigations, and responses					P	10 Years	10 Years	Destroy	
0026-0000	Courier Applications --- Includes initial application and renewal applications					P	10 Years After termination	5 Years	Destroy	
0027-0000	Courier Signed Recommendation Reports --- Includes for initial and renewal applications, reports include DGE preliminary criminal history background report, laboratory reports, clarification and response letters, current audited financial statements, current SSAE report, current insurance certificates, affiliate agent agreement, credit reports, etc.					P	10 Years After termination	5 Years	Destroy	

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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		
0028-0000	Courier Renewal Insurance Certificates --- Includes updated audited financial reports and updated SSAE audit reports					P	5 Years Following Expiration Of Insurance Cert. Or From End Of Audit Period	5 Years	Destroy	
0029-0000	Courier Cybersecurity Audit Reports					P	10 Years After termination	5 Years	Destroy	
0030-0000	Courier DGE Comprehensive Criminal History Background Report					P	10 Years After termination	5 Years	Destroy	
0031-0000	Courier Marketing And Publicity Requests					P	5 Years From Date Of Request	5 Years	Destroy	
0032-0000	Courier Reporting Documents --- Includes daily and monthly reports (Annual reports are already included, financial audits and SSAE reports)					P	5 Years From date of report	5 Years	Destroy	
0033-0000	Courier Ticket Balancing Spreadsheets For Each Calendar Year					P	5 Years From date of report	5 Years	Destroy	
0034-0000	Courier Change Of Ownership Documents					P	10 Years After termination	5 Years	Destroy	
0035-0000	Courier Enforcement Letters And Other Courier Letters					P	5 Years From Date Of Letter	5 Years	Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT:	Treasury	**AGENCY #S820400**		
DIVISION:	Property Management and Construction	**SCHEDULE #005**		
BUREAU:		**PAGE #** 1	**OF 1**	

AGENCY AMENDMENTS

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

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0005-0000	Inflation Reduction Act Elective Pay Advanced Energy Project Credit project file	New Record		Invoices, Equipment submittals, Certified payroll, Work Orders Job Costing reports, Payroll Registers (only of those who work on a project), Contribution Remittances (confirming contractor is signatory to Collective Bargaining agreement) 7 years Destroy

STATE OF NEW JERSEY

Treasury-Property Management & Construction

S820400-005

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: S820400	Schedule: 005	Page #:1 of 3
Department:	Treasury-Property Management & Construction	**Agency Representative:**		
		Title:		
		Phone #:		

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

Agency Representative Signature:	**Date:**	**Secretary, State Records Committee Signature:**	**Date:**

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy**		**Disposition**	**Citation**
							Total Retention Period	Minimum Period in Agency		
0001-0000	Design And Construction Project File --- File contains contracts, contract management forms, and documentation for the management of design and construction projects as pursuant to N.J.S.A. 52:32-36 et. seq.									
0001-0001	Design and Construction Project File -Contracts and Contract Management Documentation --- File includes, but is not limited to: design and construction contracts, correspondence, project management forms, project management financial forms, schedules, and related project documentation as pursuant to N.J.S.A. 52:32-18-151 et. seq., N.J.S.A. 2A:14-1.2. *Microfilming recommended.						10 Years	Until completion of project	Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0001-0002	Design And Construction Project File Project As- Built Plans And Specification File Includes, But Is Not Limited To: Project As-Built Plans And Specifications As Per N.J.S.A. 52:32-18A-151 Et.Seq. --- Note: The NJ State Archives should review this file for documentation of state owned buildings (demolished or scheduled for demolition) that are historically or architecturally significant. This would include, but not be limited to any structure that required Historic American Building Survey (HABS) report or other reports mandated by state and federal laws before destruction occurs. These reports are generally mandated by federal laws including The Urban Transportation Act of 1964 (PL 88-365) and The National Historic Preservation Act of 1966, As Amended (PL 89-665) as well as the State of New Jersey's An Act to Establish a New Jersey Register of Historic Places (PL 1970, c.268, p888). The laws, or the administrative codes implementing them, also require the filing of the documentation with various cultural institutions, including the New Jersey State Archives.			X		P	Life of the Structure plus 10 years		Archival Review	
0002-0000	Permit Plans And Specifications - Approved DPMC Plan Review Group --- Permit Plans and Specifications approved by the DPMC Plan Review Group under delegated authority from NJDCA as pursuant to N.J.A.C. 5:23-2.16a					P	10 years after completion of project		Destroy	
0003-0000	Contractor Classification File --- File contains but is not limited to: Request for Classification (DPMC-27), statements of assets and liabilities, names of contracting corporation's officers, license information, information concerning insurance of applicant, statement of equipment owned, past performance, stockholder certification, notice of trades and project cost limits which the contractor is eligible to bid as pursuant to N.J.S.A. 52:35 et. seq., and other information concerning experience of contractor for classification.					P	5 yrs after expiration of classification		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0004-0000	Professional Services Prequalification File --- File includes but is not limited to: Application DPMC-48A, and/or DPMC-48T, Notices DPMC-48AN and / or DPMC-48TN, notice of disciplines, and project cost limits for which the consultant is eligible to propose pursuant to N.J.S.A. 52:35 et. seq., and other information concerning experience of architects/ engineers or testing laboratories for prequalification.					P	5 years after expiration of prequalification		Destroy	
0005-0000	Inflation Reduction Act Elective Pay Advanced Energy Project Credit Project File --- Invoices, Equipment submittals, Certified payroll, Work Orders, Job Costing reports, Payroll Registers (only of those who work on a project), Contribution Remittances (confirming contractor is signatory to Collective Bargaining agreement)					P	7 Years		Destroy	

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1RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT New Jersey Transit	**AGENCY # S800000**		
DIVISION:	**SCHEDULE # 009**		
BUREAU:	**PAGE #** 1	**OF**	3

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit
FORMER AGENCY NUMBER	S800000 - 008

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Finance – Real Estate	Name Change	Finance – Real Estate	Real Estate
	Finance – Ticket Office	Name Change	Finance – Ticket Office	Finance
4160-0000	Radio Station License	New	S808821 – 0001-0000 Radio Station License Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal 10 Years - Destroy	S800000 – 4160-0000 Radio Station License Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal 10 Years - Destroy
4161-0000	Radio Tower File	New	S808821 – 0002-0000 Radio Tower File Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for	S800000 – 4161-0000 Radio Tower File Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit. *Microfilm recommended Permanent	design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit. Life of structure plus 30 years
4162-0000	Statewide Radio System Project Files	New	S808821 – 0003-0000 Statewide Radio System Project Files May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project. *Microfilm recommended. 15 yrs after installation of new system - Destroy	S800000 – 4162-0000 Statewide Radio System Project Files May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project. 15 yrs after installation of new system - Destroy
	Human Resources	Header Name Change	Human Resources – Medical Services	Human Resources
6002-0000	Employee Assistance Program (EAP) Files	New Header	S808182 – 0001-0000 Employee Assistance Program (EAP) Includes intake and referrals of employee requiring assistance	S800000 – 6002-0000 Employee Assistance Program (EAP) Files Includes intake and referrals of employee requiring assistance
6002-0001	Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases	New	S808182 – 0001-0001 Employee Assistance Program – Drug and Alcohol Related Cases 10 yrs after contact	S800000 – 6002-0001 Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				10 yrs after contact
6002-0002	Employee Assistance Program (EAP) Files – All other cases	New	S808182 – 0001-0002 Employee Assistance Program – All other cases 5 yrs after contact	S800000 – 6002-0002 Employee Assistance Program (EAP) Files – All other cases 5 yrs after contact

STATE OF NEW JERSEY

New Jersey Transit

S800000-009

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Records Retention and Disposition Schedule		Agency: S800000	Schedule: 009	Page #:1 of 17
Department:	New Jersey Transit	**Agency Representative:**	Leon Cammarano	
		Title:	Director Of RIM - Custodian Of Records	
		Phone #:		

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Agency Representative Signature:	**Date:**	**Secretary, State Records Committee Signature:**	**Date:**

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy**		**Disposition**	**Citation**
							Total Retention Period	Minimum Period in Agency		
	Capital Planning And Programs									
0001-0000	Project Files									
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X		P	50 Years		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. N.J.S.A. 2A:14-1.1					P	10 Years After completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.					P	25 Years		Destroy	

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

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

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

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

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

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0009-0000	Section 5311 Program* (S5311) Files --- Includes but not limited to county files (program timeline, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports) reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), audit files (financial statement, account reports and project expenditures), closeout files. * Program is part of the Federal Transit Administration (FTA) to provide funds to non-urbanized areas and rural areas for public transportation)					P	7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer		Destroy	
0010-0000	Rural Transportation Assistance Program* (RTAP) Files --- Includes but not limited to: RTAP Files (correspondence on Passenger Assistance Safety & Securement Course (PASS), defensive driving, manager/supervisor/dispatcher certification, telephone techniques, customer service, vehicle maintenance management and inspection, scheduler/dispatcher training, Train the Trainer programs, scholarships, newsletters and general correspondence, contract with National Transit Institute (NTI). scholarship reimbursement files (expense reports, invoices from Rutgers NTI for conducting RTAP program), class and workshop announcement, activity reports (flyers, announcements for classes and workshops, reports from NTI on class attendance, class satisfaction surveys, any documentation relating to classes), closeout files backup documentation, general correspondence, administrative files. *Program provides training and technical assistance to rural community transportation providers					P	7 Years After S5311 And SCDRTAP Contract Closed, Or 3 Years After Termination Of Grant Whichever is later		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0011-0000	Section 5307 Program* (S5307) Files --- Includes but not limited to: county files (program timeline, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase capital purchase correspondence, audits and general administration), reimbursement files (reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and project expenditures. Single program audit acceptable), closeout files. *S5307 is an FTA formula grant program for urbanized areas providing capital, operating and planning assistance for mass transportation.					P	7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer		Destroy	
0012-0000	Section 5310 Program (S5310) Files --- Includes but not limited to program timeline, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence. *S5310 is an FTA grant program that provides funds to nonprofit organizations and county municipalities to lease vehicles to transport senior citizens and persons with disabilities.					P	7 Years		Destroy	
0013-0000	Federally Funded Vehicle Files (Non-Fixed Assets) --- Includes accident reports, transfer, disposal vehicle agreements and general correspondence S5310 vehicles and other vehicles purchased under a variety of FTA grants coming under the administrative authority of Local Programs.					P	7 Years After Termination Of Lease, Or 3 Years After Disposal Of Vehicle Whichever is later		Destroy	

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0014-0000	Drug And Alcohol Testing Program* Files --- Includes but not limited to D&A plans, annual federal drug and alcohol testing reports submitted to NJ Transit from sub-recipients, site audits, financial statement, account reports, and project expenditures pertaining to consultant uses to conduct audits. * Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs.					P	7 Years		Destroy	
0015-0000	Coordinated Human Services Transportation Plans (CHSTP) --- Planning process that establishes coordination planning activities amongst various state agencies and grant sub- recipients			X		P	7 Years After Contract Closed, Or 4 Years After Termination Of Grant Whichever Is Longer		Archival Review	
	Records And Information Management									
1000-0000	Records Transmittal Forms					P	3 Years After Disposition or Permanent Removal of Records		Destroy	
1461-0000	Radio Tower File --- Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit.					P	Life of structure plus 10 years		Destroy	

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	Rail Operations									
2000-0000	Air Brake Kit Inventory Log Sheet --- List unit, type, date removed, date received, date ready, date shipped, quantity, item and status. Air brake kits are inspected every two (2) years.					P	2 Years After final entry		Destroy	
2001-0000	Capital Projects --- Capital Projects File includes: correspondence, drawings and project supporting information.					P	10 Years After completion of project		Destroy	
2002-0000	Car History File --- File contains history and quality control manual on the train cars before they came to New Jersey Transit.					P	3 Years After Disposal of Car		Destroy	
2003-0000	Inspection Report File --- Inspection Report File Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29)					P	2 Years		Destroy	
2004-0000	Service And Inspection Work Packets --- Service and Inspection Work Packets Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.					P	3 Years After Disposal of Car		Destroy	

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		
2005-0000	Yearly Maintenance History File --- Yearly Maintenance History File File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report. (FRA 49 CFR 229.23)					P	2 Years		Destroy	
2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.					P	1 Years		Destroy	
2007-0000	Map Of Locomotives --- File contains locomotive engineering specifications.					P	10 Years After Disposal Of Equipment		Destroy	
2008-0000	Wheel And Axle Assembly Report (AAR) – Quality Assurance --- File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3)					P	15 Years		Destroy	
2009-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs Individual Class Folders CRF Part 240.215 (A) (H) --- Includes but not limited to training, evaluations, qualification certification of final examinations, tests and/or quizzes promotion records.					P	6 Years		Destroy	
2010-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs, Summary Information --- Includes but not limited to names, grades, attendance records and performance reviews					P	50 Years From Creation Of File Recommend Imaging		Destroy	

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2011-0000	Rail Service Project Files --- Contain operating plans developed to define the benefits of and to schedule new or additional rail service									
2011-0001	2011-0001 Rail Service Project Files – Successful					P	20 Years		Archival Review	
2011-0002	Rail Service Project Files – Unsuccessful					P	3 Years		Destroy	
2012-0000	Rail Service Computer-Based Project Files --- Used to test the viability and reliability of operating plans and projects.					P	10 Years After completion of project		Destroy	
2013-0000	Plan And Schedules --- Includes timetables, crew plans, equipment diagrams and related documents					P	10 Years		Destroy	
	Internal Audit									
3000-0000	Internal Audit Report									
3000-0001	Internal Audit Report (Record Copy) --- Includes: “New Jersey Transit Recommendation Reply and Implementation Status Report” and all other related documents. Used in long-range planning for policy and decision making. Confidentiality is based on N.J.S.A. 47:1A-10					C	Permanent		Archives	
3000-0002	Internal Audit Report (Copy) --- Confidential based on N.J.S.A. 47:1A-1.1					C	3 Years		Destroy	

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

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4002-0000	Adjacent Property Notice --- Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property					P	3 Years		Destroy	
4003-0000	Maps And Drawings --- Includes but not limited to: original and historical maps and drawings of NJ TRANSIT current and predecessor rail lines. These tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects. Confidential based on N.J.S.A. 47:1A-1.1					C	Permanent		Archives	
4004-0000	Permit File --- Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.					P	7 Years After Cancellation Of Permit		Destroy	
	Finance									
4050-0000	Daily Close-Out File And Daily Listing Of Checks And Cash Deposited (53X'S) --- Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debit and credit grand totals, daily ticket count, copies of each ticket sold per seller pert day, checks, cash deposits and bank deposit slip. Copies are sent to NJT Office of Revenue Accounting.					P	1 Years		Destroy	
4160-0000	Radio Station License --- Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal.					P	10 Years		Destroy	

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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		
4162-0000	Statewide Radio System Project Files --- May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project.					P	15 Years After Installation Of New System		Destroy	
	Bus Operations - Maintenance									
5000-0000	Assignment Log					P	1 Years After last entry		Destroy	
5001-0000	Bus Inventory/Location Master Report - Monthly					P	3 Years		Destroy	
5002-0000	Operator's Bus Condition Report --- Includes but not limited to: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications.					P	3 Years After Problem Corrected		Destroy	
5003-0000	Vehicle Maintenance Information File									
5003-0001	Vehicle Maintenance Information System (VMIS) --- Computerized system containing information regarding maintenance performed on buses.					P	3 Years After Disposal Of Bus		Destroy	
5003-0002	Major Log --- Includes but not limited to: Lists all significant bus repairs, i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.					P	3 Years After Disposal Of Bus Or Final Entry.		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
	Human Resources									
6000-0000	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees --- Confidentiality is based on OPRA N.J.S.A. 47:1A-10					C	5 Years		Destroy	
6001-0000	Results Of Random Urine Analysis Test --- Test are filed separately from the medical file.									
6001-0001	Results Of Random Urine Analysis Test - Positive Results --- Confidentiality is based on OPRA N.J.S.A. 47:1A-10					C	6 Years After termination of employment		Destroy	
6001-0002	Results Of Random Urine Analysis Test - Negative Results --- Confidentiality is based on OPRA N.J.S.A. 47:1A-10					C	5 Years		Destroy	
6002-0000	Employee Assistance Program (EAP) Files --- Includes intake and referrals of employee requiring assistance.									
6002-0001	Employee Assistance Program (EAP) Files – Drug And Alcohol Related Cases --- Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases					P	10 Years After Contact		Destroy	
6002-0002	Employee Assistance Program (EAP) Files – All Other Cases --- Employee Assistance Program (EAP) Files – All other cases					P	5 Years After Contact		Destroy	
	General									
9022-0000	National Transit Database Annual Report --- Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report.									

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
9022-0001	Bus And Rail Service Planning Records --- Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR. *Note: NTDAR Appears on S809000					P	7 Years		Destroy	
9022-0002	Federal, State, Local Funding --- Includes but not limited to GTFS mapping, IAS-FD audit, planning studies, asset maintenance (non-fixed asset), correspondence and supporting documentation. *Federal Circulars 5010.1F et. Al.					P	7 Years After termination of grant		Destroy	
9022-0003	Third Party Contracts --- Includes but not limited to purchased transportation and calendar year reporting.					P	7 Years After Close Out		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT :	New Jersey Transit	**AGENCY #S808182 RETIRE**			
DIVISION:	Administrative Support	**SCHEDULE #001**			
BUREAU:	Human Resources / Employee Assistance Program	**PAGE #**	1	**OF**	1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit Administrative Support – Human Resources – Employee Assistance Program - Retire
FORMER AGENCY NUMBER	S808182 – SCHEDULE 1 - TO BE RETIRED / EXISTING RECORDS TRANSFERRED TO S800000 - NEW JERSEY TRANSIT

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Human Resources			
0001-0000	Employee Assistance Program (EAP) Includes intake and referrals of employee requiring assistance	Transfer Rename	Employee Assistance Program (EAP)	S800000 - 6002-0000 Employee Assistance Program (EAP) Files Includes intake and referrals of employee requiring assistance.
0001-0001	Employee Assistance Program – Drug and Alcohol Related Cases	Transfer Rename	Employee Assistance Program – Drug and Alcohol Related Cases	S800000 - 6002-0001 Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases 10 yrs after contract - Destroy
0001-0002	Employee Assistance Program – All other cases	Transfer Rename	Employee Assistance Program – All other cases	S800000 - 6002-0002 Employee Assistance Program (EAP) Files – All other cases 5 yrs after contact - Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT	New Jersey Transit	**AGENCY S808821 - RETIRE**			
DIVISION:	Administrative Support	**SCHEDULE # 002**			
BUREAU:	Policy, Technology and Customer Service / Radio System Planning and Support	**PAGE #**	1	**OF**	2

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit Administrative Support Policy, Technology and Customer Service / Radio System Planning
FORMER AGENCY NUMBER	S808821 – SCHEDULE 002 - TO BE RETIRED / EXISTING RECORDS TRANSFERRED TO S800000 - NEW JERSEY TRANSIT

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Finance			
0001-0000	Radio Station License	Transfer		S800000 – 4160-0000 Radio Station License Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal 10 Years - Destroy
0002-0000	Radio Tower File	Transfer	Permanent	S800000 - 4161-0000 Radio Tower File Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808821 RETIRE	SCHEDULE # 002	PAGE # 2 OF 2

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				Life of structure plus 30 years - Destroy
0003-0000	Statewide Radio System Project File	Transfer		S800000 – 4163-0000 Statewide Radio System Project Files May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project. 15 yrs after installation of new system - Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT	New Jersey Transit	**AGENCY**	S808140		
DIVISION:	Administrative Support	**SCHEDULE #**	005		
BUREAU:	Police	**PAGE #**	1	**OF**	1

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit Administrative Support – Police
FORMER AGENCY NUMBER	S808140 – Schedule 4

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0028-0000	Special Compliant Summons	New		Includes but not limited to summons issued for town, city, or ordinance violations, criminal disorderly persons, petty disorderly persons resulting in fines or imprisonment. 7 Years - Destroy

STATE OF NEW JERSEY

New Jersey Transit-Administrative Support-Administration/NJ TransitPolice Department

S808140-005

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: S808140	Schedule: 005	Page #:1 of 5
Department:	New Jersey Transit-Administrative Support-Administration/NJ TransitPolice Department	**Agency Representative:**		
		Title:		
		Phone #:		

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

Agency Representative Signature:	**Date:**	**Secretary, State Records Committee Signature:**	**Date:**
Leon Cammarano	10/16/2026	Donald F. Conlon	10/16/2025

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0001-0000	CCD Report (Communication Center Dispatch) --- This is a combination of two reports the Daily Blotter/Complaint Index and the Dispatch Event Card.					P	3 Years	3 Years	Destroy	
0002-0000	Incident/Complaint Investigation Report --- Includes: Investigation Report and Supplements Aided Case Report, Train Patrol Report, Witness Data Report, Miranda Warning, Field Contract Cards, Victim Property Loss Report, Property/Evidence Report, Photos, Fingerprint Cards, Video/Audio Tapes, etc.									
0002-0001	Incident/Complaint Investigation File - Criminal Arrest						75 Years	75 Years	Destroy	
0002-0002	Incident/Complaint Investigation File - Criminal No Arrest						7 Years	7 Years	Destroy	
0002-0003	Incident/Complaint Investigation File - Non-Criminal						2 Years	2 Years	Destroy	
0002-0004	Incident/Complaint Investigation File - Juvenile Arrest						5 yrs after reading majority	5 yrs after reading majority	Destroy	
0002-0005	Incident/Complaint Investigation File - Homicide			X			Permanent	Permanent	Permanent	
0002-0006	Incident/Complaint Investigation File - Motor Vehicle Accident						3 Years	3 Years	Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0002-0007	Incident/Complaint Investigation File - Sudden and Accidental Deaths			X			Permanent	Permanent	Permanent	
0002-0008	Incident/Complaint Investigation File (Copies)						1 Years	1 Years	Destroy	
0003-0000	Train Patrol Report - Command Center						1 Years	1 Years	Destroy	
0004-0000	Prisoner Log Book						5 yrs after last entry	5 yrs after last entry	Destroy	
0005-0000	Receipt for Prisoners Meal						6 Years	6 Years	Destroy	
0006-0000	Summons - Motor Vehicle Report						30 days after disposition or 1 yr after date of summons	30 days after disposition or 1 yr after date of summons	Destroy	
0007-0000	Towed Vehicle Report						1 yr after disposition	1 yr after disposition	Destroy	
0008-0000	Uniform Crime Report (UCR)						3 Years	3 Years	Destroy	
0009-0000	Uniform Traffic Ticker Contro/Receipt of Ticker (Summons) --- Delivered to municipality for signature (any discrepancy NJT Police Department is notified within 30 days). Yellow copy is kept by municipality.									
0009-0001	Uniform Traffic Ticket Control/Receipt, white copy. (This copy is sent back to NJT Police Department with towns signature						1 Years	1 Years	Destroy	
0009-0002	Uniform Traffic Ticket Control/Receipt, pink copy. --- (This copy is held until white copy is received).						Until white copy is received	Until white copy is received	Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0010-0000	Vehicle Inspection/Maintenance Form --- Police vehicles are only in service for two years.						2 Years	2 Years	Destroy	
0011-0000	Patrol Activity Report --- Daily report of officers time during shift.						3 Years	3 Years	Destroy	
0012-0000	Court Appearance Log --- Log lists all officers who have received subpoenas to appear in court, date and name of court.						2 yrs after final entry	2 yrs after final entry	Destroy	
0013-0000	Detective Accountability Receipt File --- Contains vouchers listing expenses incurred by detectives.						7 Years	7 Years	Destroy	
0014-0000	Electronic Surveillance File --- Contains Electronic Surveillance Tape Receipt, Electronic Surveillance Composite Log, Surveillance Activity Log, and Tape Processing Request.						Until court order authorizes destruction	Until court order authorizes destruction	Destroy	
0015-0000	Evidence Log --- Lists evidence of each specific case.						6 yrs after all cases listed are closed	6 yrs after all cases listed are closed	Destroy	
0016-0000	Firearms Malfunction Report File --- Lists item number, type of malfunction and date. Recommend microfilming after 3 years.						Life of firearm plus 5 Years	Life of firearm plus 5 Years	Destroy	
0017-0000	Gas and Oil Report File --- Report lists gas and oil usage for NJT Police vehicles operated by the police.						1 Years	1 Years	Destroy	

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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
0018-0000	Investigators Expense Report --- Report lists expense incurred by detectives during investigations. The report is not submitted to Treasury but is paid from a confidential accoutn within the department.						7 Years	7 Years	Destroy	
0019-0000	Roll Call Report --- Contains names of officers on duty and description of any special orders and responsibilities.						1 Years	1 Years	Destroy	
0020-0000	Radio Log --- Log of all radio communications from command posts.						1 yr after last entry	1 yr after last entry	Destroy	
0021-0000	Shop Report File --- Contains inspectionand maintenance reports for vehicles operated by police.						Until disposal of equipment by police	Until disposal of equipment by police	Destroy	
0022-0000	Summons Log Book --- Lists all summons issued by NJT Police.						10 Years	10 Years	Destroy	
0023-0000	Police Car Mileage Report --- Lists monthly odometer reading and user of assigned equipment; monthly police vehicle usage.						1 Years	1 Years	Destroy	
0024-0000	Vehicle Log --- Log lists date, vehicle plate number, vehicle identification number, description and reason impounded.						5 yrs after last entry	5 yrs after last entry	Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0025-0000	In-Vehicle Recording --- Includes, but is not limited to, Mobile Video/Audio Recording (MVR) Equipment Tapes and Digital In-Vehicle Recording (DIVR). Used to record information related to motorist contacts and oher patrol related activities. Also contains Supervisory Review of Mobile Video Recorder Contracts.									
0025-0001	In-Vehicle Recording Criminal						5 yrs after case closed	5 yrs after case closed	Destroy	
0025-0002	In-Vehicle Recording Routine						30 days	30 days	Destroy	
0026-0000	In-Vehicle Recording Equipment Log						7 yrs after last entry	7 yrs after last entry	Destroy	
0027-0000	Internal Affairs Investigative Files									
0027-0001	Internal Affairs Files - Criminal With Arrest						75 Years	75 Years	Destroy	
0027-0002	Internal Affairs Files - Criminal With No Arrest						5 Years	5 Years	Destroy	
0027-0003	Internal Affairs Files - Criminal Charges Cleared/Expunged						5 Years	5 Years	Destroy	
0027-0004	Internal Affairs Files - Criminal - Homicide			X			Permanent	Permanent	Permanent	
0027-0005	Internal Affairs Files - Noncriminal						5 Years	5 Years	Destroy	
0027-0006	Internal Affairs Files - Audio/Video Tapes						5 yrs after transcription	5 yrs after transcription	Erase/Degauss	
0028-0000	Special Compliant Summons --- Includes but not limited to summons issued for town, city, or ordinance violations, criminal disorderly persons, petty disorderly persons resulting in fines or imprisonment.					P	7 Years		Destroy	

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SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING County General Schedule	AGENCY # C820000		
DIVISION:	SCHEDULE # 020		
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
0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) _____ (P L. 99-603).	Retention Change		Former: 6 years after termination of employment Current: 3 years after date of hire or 1 year after termination of employment, whichever is later
0800-0000	E-Mail Records And Electronic Administrative Resource Files	Record Series Number Change		
0801-0000	E-Mail Records (Seven Years Or Less)	Record Series Number Change		
0802-0000	Electronic Administrative Resource Files	Record Series Number Change		
0803-0000	Customer Profile Payment Data	Record Series Number Change		
0804-0000	Database, Including Production, Test, And Development Versions, And Any	New Record Series		

	Associated Tables And Logs			
0804-0001	Application Programs Used To Access, Update, Maintain And Secure The Database	New Record Series		
0804-0002	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries	New Record Series		
0804-0003	Machine-Readable Content	New Record Series		
0804-0004	Paper-Based Content	New Record Series		
0804-0005	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database	New Record Series		
0804-0006	Security Information	New Record Series		
0800-0007	Logs	New Record Series		
0805-0000	Social Media Records			
0805-0001	Social Media Records - Informational Postings	New Record Series		
0805-0002	Social Media Records - General Information Exchange	New Record Series		
0805-0003	Social Media Records - Service Transactions	New Record Series		
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management	New Record Series		
0806-0000	Electronic Communications Records	New Record Series		
0806-0001	Electronic Communications Records - General/Routine Information Communications	New Record Series		
0806-0002	Electronic Communications Records - Operational Information Exchange	New Record Series		
0806-0003	Electronic Communications Records -	New Record		

	Service Transactions	Series		
0806-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management	New Record Series		

STATE OF NEW JERSEY

COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE

C820000-020

ABRIDGED

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 AGENCIES GENERAL RECORDS RETENTION SCHEDULE	**Agency Representative:**	Yamileth Merchak
		Title:	Assistant Director, DORES
		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:**
			8/15/2024

0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) The I-9 and the E-Verification Receipt forms are used for verifying the identity and employment authorization of individuals hired for employment in the United States. All Employers must submit the I-9 Form for all employees (Citizens and Noncitizens) working in the United States, who were hired on or after November 6, 1986 1986, who are working in the U.S. To the extent that these forms are included, or required to be included in personnel files, they are subject to the retention period of the personnel files. Files may be maintained in hardcopy and electronic format or a combination thereof, separate from the Individual Employee File. Form generated by Department of Homeland Security, U.S. Citizenship and Immigration Services. Retention period prescribed by the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603).	X				P	3 years after date of hire or 1 year after termination of employment, whichever is later		Destroy	0420-0000
0804-0000	Database, Including Production, Test, And Development Versions, And Any Associated Tables And Logs --- Exclusion – If the database is scheduled for permanent retention or there is a disposition instruction indicating Review for Archives or Archives, contact the State Archives for guidance on whether the database is: now eligible for disposition; must be maintained in a readable form indefinitely; or needs to be accessioned into the Archives' digital repository.					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0001	Application Programs Used To Access, Update, Maintain And Secure The Database					P	3 Years Following Decommissioning Or Migration Of The Database To		Destroy	

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							A New (Replacement) Computing Platform			
0804-0002	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0003	Machine-Readable Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0004	Paper-Based Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0005	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database					P	Until updated		Destroy	
0804-0006	Security Information --- Tables and files used to authenticate and authorize personnel to access and use the database for purposes defined by the custodian of the database					P	Maintain Until Superseded		Destroy	
0804-0007	Logs ---					P	Maintain Until Superseded		Destroy	

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	Tables/files that capture information about the database's functions including access and updating activity, error conditions, failed log-in attempts, performance metrics, etc.									
0805-0000	Social Media Records --- This record series covers public records created and stored via social media services/sites. Records in this series include various forms of content, including text, image(s), and audio/video recording(s).									
0805-0001	Social Media Records - Informational Postings --- These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.					P	1 Years		Destroy	
0805-0002	Social Media Records - General Information Exchange --- Records in this category include informational postings connected with two-way constituent services/communications. Content produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc.					P	1 Years		Destroy	
0805-0003	Social Media Records - Service Transactions --- These records include communications connected with an agency's business processes and service delivery programs -- for example, delivery of digital content such as reports and other public documents and work order entry and tracking.					P	3 Years		Destroy	
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management --- Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external discussions and information on governmental programs touching on policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these					P	25 Years		Archival Review	

records.

(Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Social Media Records)

General Note on Modes of Storage for Social Media Records

It is common for agencies to use third party social media services and platforms that are publicly facing and that use a variety of electronic storage formats that can evolve rapidly. Also, third party service providers may offer varying levels of quality and storage capacities that could change over time. This can make the underlying storage technologies and service levels for the agency's social media program uncertain and unstable. In this connection, consider the following storage options.

a. Implement an archiving tool that allows for the scheduled extraction and migration of social media content to an agency-owned or controlled trusted digital repository. This is the preferred approach. A trusted digital repository enables the agency to store digital records, including social media records, in formats that assure access, use and analysis of the records for the entire length of their retention periods. This functionality is critical for long-term and permanent records. However, for ease of administration, agencies may wish to include short-term records in these repositories as well. The trusted digital repository can be an agency owned computer storage facility and/or a Cloud-based platform, either of which meets or exceeds the requirements listed in the RMS Cloud storage guidelines (https://nj.gov/treasury/rms/pdf/GuidelinesforRecordsManagementintheCloud.pdf).
.

For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (https://nj.gov/state/archives/pdf/FileFormats_NJSA.pdf). Once records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the site.

b. If the agency's social media site(s) contain records not subject to longer term retention, and the procurement of an archiving tool is not feasible, migrate the records periodically to a trusted digital repository via importation of tested back-ups or through the use of data export/ import applications. Otherwise, copy (cut and paste) content to the repository. This snippet approach is not a best practice but may be used if there are no other options available to the agency.

	c. If it is not possible to procure an archiving tool, and the agency's records need to be retained for short time frames -- no more than 2 years, consider relying on the platform used by the social media service provider exclusively. Ensure that the provider has back-up/recovery tools in place to guard against data loss, or that there are data import/export applications that can be used to make accessible copies of the records. Test the back-up/recovery tools and export/import applications to ensure that lost or damaged content can be restored.									
0806-0000	Electronic Communications Records --- This record series covers public records created and stored via electronic messaging systems in formats such as text, chat, instant messages and voice messages. Electronic messaging allows for real time exchange of digital information and for storage of the information for later use. This includes online resources, telecommunications interactions and mobile text messaging for users of mobile devices such as smart phones and tablets, as well as facilities to record and store voice messages.									
0806-0001	Electronic Communications Records - General/Routine Information Communications --- These records include messaging services for the exchange routine information such as meeting reminders, general questions/answers shared among staff/constituents on technical and operational matters, general inquiries, or requests for the return of a telephone or online call.					P	1 Years		Destroy	
0806-0002	Electronic Communications Records - Operational Information Exchange --- Records in this category augment dialogue among agency staff, service providers and constituents. For instance, chats may serve to enhance information exchange among participants in online meetings and as a customer support channel for an agency contact center. Records produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc. These records may also have secondary uses such as operational research on the effectiveness and efficiency of customer support programs and online service offerings.					P	3 Years		Destroy	
0806-0003	Electronic Communications Records - Service Transactions --- These records connect with an agency's service delivery processes. For example, agencies may use texts and chats to deliver tailored electronic content or private links (links to content directed to a specific					P	3 Years		Destroy	

	individual) in response to document filing or information access requests.									
0806-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management --- Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external discussions and information on governmental programs touching on policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these records. (Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Electronic Communications Records) General Note on Modes of Storage for Electronic Communications Records It is common for agencies to use third party contractors, including cloud and cellular service providers, for electronic message storage. Also, depending on the nature of the messaging system and service, individual employees may store messages on their agency assigned devices and/or possibly on their own devices. Contractors may offer varying levels of service, quality and storage capacities that could change over time. This can make the underlying storage technologies and service levels for the agency's electronic messaging program uncertain and unstable. Likewise, use of privately owned devices is fraught with complications, ranging from exposure to records loss to challenges with responding to access requests associated with discovery, audits, investigations and Open Public Records (OPRA). a. Given the backdrop above, when addressing storage solutions for electronic messaging, agencies should consider the following policies: • Prohibit use of private devices for the exchange of public records (any					P	25 Years		Archival Review	

* P - Public, C - Confidential

	message dealing with official agency business). • Prohibit or at least strongly discourage use of electronic messaging for public records with retention periods greater than three (3) years or generally, any messaging that involves investigations, audits, the formulation of public policy and/or administration of legal processes such as contracts. • For all electronic messaging contractors, including those who provide voice message recording services, employ contractual provisions that address public records retention and disposition requirements. (See example language for Cloud-based platforms listed in the RMS Cloud storage guidelines, https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf). b. Choose appropriate storage solutions or mix of solutions. • Trusted Digital Repository (Preferred). Implement a collection tool that allows the agency's centralized information technology and/or records management program to perform scheduled extraction and migration of electronic messages from all sources to an agency-owned or controlled trusted digital repository. A trusted digital repository enables the agency to store digital records, including electronic messages, in formats that assure access, use and analysis of the records for the entire length of their retention periods. The trusted digital repository can be an agency owned computer storage facility and/or a Cloud-based platform, either of which meets or exceeds the requirements listed in the RMS Cloud storage guidelines (State Records Manual, https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf). For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (https://nj.gov/state/archives/pdf/FileFormats_NJSA.pdf). After records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the source platform. • Centralized Agency Collaboration Platform. Agency collaboration platforms such as Office 365/TEAMS and Google Workspace provide tools that enable agencies to set enterprise, organization-wide retention/disposition policies for messaging streams like chats and other digital communications. Use these tools whenever possible. Also consider moving messaging streams with long-term retention values to a trusted digital repository as described above. • Back-ups and Data Export/Import. If the agency's electronic messaging platform contains records with long-term value, and does not accommodate retention/disposition management or collection tools, migrate the content periodically to a trusted digital repository via importation of back-ups or through the use of data export/ import applications. Be sure to test the back-up/recovery tools and									

	export/import applications. • Service Provider Platforms									

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING County Board of Elections and Superintendent of Elections	AGENCY # C440000		
DIVISION:	SCHEDULE # 009		
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
0015-0002	Returned Sample Ballots – Damaged Ballots	New Record Series		2 Years If Federal Election; 6 Months If Other/Destroy
0029-0002	Voter Declaration Of Party Affiliation – Damaged Declaration	New Record Series		10 Years/Destroy
0033-0004	Confirmation/Verification Notice - Address – Damaged Verification	New Record Series		2 Years/Destroy
0101-0002	Vote By Mail Ballots - Affirmation And Envelopes – Damaged Ballots	New Record Series		2 Years After election/Destroy
0102-0004	Vote By Mail Ballot Applications – Damaged Ballots	New Record Series		2 Years/Destroy
0105-0008	Voter Registration Application – Damaged Registration	New Record Series		2 Years/Destroy

0108-0002	Supervisor Board Worker Early Voting Binder - Damaged Verification	New Record Series		2 Years/Destroy
0110-0002	Vote By Mail Ballots – Damaged Ballots	New Record Series		2 Years/Destroy
0111-0002	Disability Certificate Of Voter Assistance – Damaged Certificate	New Record Series		2 Years/Destroy
0112-0002	Ballot Drop Box – Damaged Ballot	New Record Series		2 Years/Destroy
0117-0002	Provisional Ballots – Damaged Envelopes	New Record Series		2 Years/Destroy
0120-0003	Secretary of State's Election Guides File (Copy) – Damaged Verification Forms	New Record Series		2 Years/Destroy

STATE OF NEW JERSEY

COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS

C440000-009

Records Retention Schedule Not Signed - Schedule Never Approved - TABLED by SRC on 10-16-2025

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:**

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
0002-0000	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	

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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 File N.J.S.A. 19:14-26; 52 U.S.C.A. 20701					P				
0015-0001	Returned Sample Ballots					P	2 Years If Federal Election; 6 Months If Other		Destroy	
0015-0002	Returned Sample Ballots – Damaged Ballots					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	

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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 --- File contains: voter registrations, affirmation statement from provisional ballot, party change forms, and written declaration from registered voter. N.J.S.A. 19:31-3.1		X			P				
0029-0001	Voter Declaration Of Party Affiliation		X			P	10 Years		Destroy	
0029-0002	Voter Declaration Of Party Affiliation – Damaged Declaration		X			P	10 Years		Destroy	
0030-0000	Death Notice List						2 Years		Destroy	
0031-0000	Declination Of Voter Registration					P	2 Years		Destroy	
0033-0000	Confirmation/Verification Notice Address File N.J.S.A. 19:10-1									
0033-0001	Confirmation/Verification Notice Address - In County Used for a change of address within the county.					P	2 Years		Destroy	
0033-0002	Confirmation/Verification Notice Address - Out Of County Used for a change of address out of the county.					P	2 Years		Destroy	
0033-0003	Confirmation/Verification Notice - Address – Undeliverable					P	2 Years		Destroy	
0033-0004	Confirmation/Verification Notice - Address – Damaged Verification					P	2 Years		Destroy	
0101-0000	Vote By Mail Ballots - Affirmation And Envelopes File N.J.S.A. 19:18-7					P				
0101-0001	Vote By Mail Ballots - Affirmation And Envelopes					P	2 Years After election		Destroy	

0101-0002	Vote By Mail Ballots - Affirmation And Envelopes – Damaged Ballots					P	2 Years After election		Destroy	
0102-0000	Vote By Mail Ballot Applications File									
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	
0102-0004	Vote By Mail Ballot Applications – Damaged Ballots		X			P	2 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	
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	
0105-0008	Voter Registration Application – Damaged Registration		X			P	2 Years		Destroy	
0106-0000	Canvasser's Report --- Statistical Return of Registered Voters. 52 U.S.C.A. 20701					P	2 Years		Destroy	
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 File- Seal Verification File contains Daily Ballot Reconciliation Form, Seal Audit Log and Ballot Transfer Form.					P				
0108-0001	Supervisor Board Worker Early Voting Binder - Seal Verification					P	2 Years		Destroy	
0108-0002	Supervisor Board Worker Early Voting Binder - Damaged Verification					P	2 Years		Destroy	
0109-0000	Supervisor Board Worker Early Voting Binder - Zero Proof And Results					P	5 Years		Destroy	

	--- File contains Zero Proof and Results from the Voting Machines. N.J.S.A. 19:18-7; N.J.S.A. 47:3-9m									
0110-0000	Vote By Mail Ballots File --- 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				
0110-0001	Vote By Mail Ballots					P	2 Years After election		Destroy	
0110-0002	Vote By Mail Ballots – Damaged Ballots					P	2 Years		Destroy	
0111-0000	Disability Certificate Of Voter Assistance File --- 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				
0111-0001	Disability Certificate Of Voter Assistance					P	2 Years		Destroy	
0111-0002	Disability Certificate Of Voter Assistance – Damaged Certificate					P	2 Years		Destroy	
0112-0000	Ballot Drop Box File --- 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				
0112-0001	Ballot Drop Box					P	2 Years		Destroy	
0112-0002	Ballot Drop Box – Damaged Ballot					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 --- Logic and Accuracy Testing of ballots for voting machines					P	2 Years		Destroy	
0116-0000	Election Day Incident Reports					P	2 Years After election		Destroy	
0117-0000	Provisional Ballots – Envelopes File N.J.S.A. 19:18-7					P				
0117-0001	Provisional Ballots – Envelopes					P	2 Years After election		Destroy	
0117-0002	Provisional Ballots – Damaged Envelopes					P	2 Years		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	
0120-0003	Secretary of State’s Election Guides File (Copy) – Damaged Verification Forms						2 years		Destroy	

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING Municipal General Schedule		AGENCY # M100000	
DIVISION:		SCHEDULE # 019	
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
0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) _____ (P L. 99-603).	Retention Change		Former: 6 years after termination of employment Current: 3 years after date of hire or 1 year after termination of employment, whichever is later
0800-0000	E-Mail Records And Electronic Administrative Resource Files	Record Series Number Change		
0801-0000	E-Mail Records (Seven Years Or Less)	Record Series Number Change		
0802-0000	Electronic Administrative Resource Files	Record Series Number Change		
0803-0000	Customer Profile Payment Data	Record Series Number Change		
0804-0000	Database, Including Production, Test, And Development Versions, And Any	New Record Series		

	Associated Tables And Logs			
0804-0001	Application Programs Used To Access, Update, Maintain And Secure The Database	New Record Series		
0804-0002	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries	New Record Series		
0804-0003	Machine-Readable Content	New Record Series		
0804-0004	Paper-Based Content	New Record Series		
0804-0005	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database	New Record Series		
0804-0006	Security Information	New Record Series		
0800-0007	Logs	New Record Series		
0805-0000	Social Media Records			
0805-0001	Social Media Records - Informational Postings	New Record Series		
0805-0002	Social Media Records - General Information Exchange	New Record Series		
0805-0003	Social Media Records - Service Transactions	New Record Series		
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management	New Record Series		
0806-0000	Electronic Communications Records	New Record Series		
0806-0001	Electronic Communications Records - General/Routine Information Communications	New Record Series		
0806-0002	Electronic Communications Records - Operational Information Exchange	New Record Series		
0806-0003	Electronic Communications Records -	New Record		

	Service Transactions	Series		
0806-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management	New Record Series		

STATE OF NEW JERSEY

MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

M100000-019

ABRIDGED

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:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	**Agency Representative:**	Yamileth Merchak
		Title:	Assistant Director, DORES
		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:
			8/15/2024

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
0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) The I-9 and the E-Verification Receipt forms are used for verifying the identity and employment authorization of individuals hired for employment in the United States. All Employers must submit the I-9 Form for all employees (Citizens and Noncitizens) working in the United States, who were hired on or after November 6, 1986 1986, who are working in the U.S. To the extent that these forms are included, or required to be included in personnel files, they are subject to the retention period of the personnel files. Files may be maintained in hardcopy and electronic format or a combination thereof, separate from the Individual Employee File. Form generated by Department of Homeland Security, U.S. Citizenship and Immigration Services. Retention period prescribed by the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603).	X				P	3 years after date of hire or 1 year after termination of employment, whichever is later		Destroy	
0804-0000	Database, Including Production, Test, And Development Versions, And Any Associated Tables And Logs --- Exclusion – If the database is scheduled for permanent retention or there is a disposition instruction indicating Review for Archives or Archives, contact the State Archives for guidance on whether the database is: now eligible for disposition; must be maintained in a					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement)		Destroy	

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	readable form indefinitely; or needs to be accessioned into the Archives' digital repository.						Computing Platform			
0804-0001	Application Programs Used To Access, Update, Maintain And Secure The Database					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0002	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0003	Machine-Readable Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0004	Paper-Based Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
0804-0005	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database					P	As updated		Destroy	

0804-0006	Security Information --- Tables and files used to authenticate and authorize personnel to access and use the database for purposes defined by the custodian of the database					P	Maintain Until Superseded		Destroy	
0804-0007	Logs --- Tables/files that capture information about the database's functions including access and updating activity, error conditions, failed log-in attempts, performance metrics, etc.					P	Maintain Until Superseded		Destroy	
0805-0000	Social Media Records --- This record series covers public records created and stored via social media services/sites. Records in this series include various forms of content, including text, image(s), and audio/video recording(s).									
0805-0001	Social Media Records - Informational Postings --- These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.					P	1 Years		Destroy	
0805-0002	Social Media Records - General Information Exchange --- Records in this category include informational postings connected with two-way constituent services/communications. Content produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc.					P	1 Years		Destroy	
0805-0003	Social Media Records - Service Transactions --- These records include communications connected with an agency's business processes and service delivery programs -- for example, delivery of digital content such as reports and other public documents and work order entry and tracking.					P	3 Years		Destroy	
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management --- Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external discussions and information on governmental programs touching on					P	25 Years		Archival Review	

* P - Public, C - Confidential

	policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these records. (Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Social Media Records) General Note on Modes of Storage for Social Media Records It is common for agencies to use third party social media services and platforms that are publicly facing and that use a variety of electronic storage formats that can evolve rapidly. Also, third party service providers may offer varying levels of quality and storage capacities that could change over time. This can make the underlying storage technologies and service levels for the agency's social media program uncertain and unstable. In this connection, consider the following storage options. a. Implement an archiving tool that allows for the scheduled extraction and migration of social media content to an agency-owned or controlled trusted digital repository. This is the preferred approach. A trusted digital repository enables the agency to store digital records, including social media records, in formats that assure access, use and analysis of the records for the entire length of their retention periods. This functionality is critical for long-term and permanent records. However, for ease of administration, agencies may wish to include short-term records in these repositories as well. The trusted digital repository can be an agency owned computer storage facility and/or a Cloud-based platform, either of which meets or exceeds the requirements listed in the RMS Cloud storage guidelines (https://nj.gov/treasury/rms/pdf/GuidelinesforRecordsManagementintheCloud.pdf). For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (https://nj.gov/state/archives/pdf/FileFormats_NJSA.pdf). Once records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the site.									

	b. If the agency's social media site(s) contain records not subject to longer term retention, and the procurement of an archiving tool is not feasible, migrate the records periodically to a trusted digital repository via importation of tested back-ups or through the use of data export/ import applications. Otherwise, copy (cut and paste) content to the repository. This snippet approach is not a best practice but may be used if there are no other options available to the agency. c. If it is not possible to procure an archiving tool, and the agency's records need to be retained for short time frames -- no more than 2 years, consider relying on the platform used by the social media service provider exclusively. Ensure that the provider has back-up/recovery tools in place to guard against data loss, or that there are data import/export applications that can be used to make accessible copies of the records. Test the back-up/recovery tools and export/import applications to ensure that lost or damaged content can be restored.									
0806-0000	Electronic Communications Records --- This record series covers public records created and stored via electronic messaging systems in formats such as text, chat, instant messages and voice messages. Electronic messaging allows for real time exchange of digital information and for storage of the information for later use. This includes online resources, telecommunications interactions and mobile text messaging for users of mobile devices such as smart phones and tablets, as well as facilities to record and store voice messages.									
0806-0001	Electronic Communications Records - General/Routine Information Communications --- These records include messaging services for the exchange routine information such as meeting reminders, general questions/answers shared among staff/constituents on technical and operational matters, general inquiries, or requests for the return of a telephone or online call.					P	1 Years		Destroy	
0806-0002	Electronic Communications Records - Operational Information Exchange --- Records in this category augment dialogue among agency staff, service providers and constituents. For instance, chats may serve to enhance information exchange among participants in online meetings and as a customer support channel for an agency contact center. Records produced in this category can include exchanges such as					P	3 Years		Destroy	

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	general feedback, question/answer streams, ratings, voting, likes/dislikes, etc. These records may also have secondary uses such as operational research on the effectiveness and efficiency of customer support programs and online service offerings.									
0806-0003	Electronic Communications Records - Service Transactions --- These records connect with an agency's service delivery processes. For example, agencies may use texts and chats to deliver tailored electronic content or private links (links to content directed to a specific individual) in response to document filing or information access requests.				P	3 Years		Destroy		
0806-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management --- Records in this category include content that aids executives and specialized staff (technologists, public information officers, procurement officials, legal advisors, budget analysts, etc.) who render decisions and/or develop plans and rules that guide the actions of the organization. Examples of content could be intra-agency and external discussions and information on governmental programs touching on policy research, constituent sentiment, evolving products/technologies that impact agency operations, procurement, prevailing political trends, changes in societal perspectives, etc. Content may also encompass collaborative communications at idea development and product or service innovations via feedback from individual citizens, organizational actors and various other stakeholders. Note that content in this category may have enduring, historical value. Because of this, Archival Review will be required prior to any disposition action taken on these records. (Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Electronic Communications Records) General Note on Modes of Storage for Electronic Communications Records It is common for agencies to use third party contractors, including cloud and cellular service providers, for electronic message storage. Also, depending on the nature of the messaging system and service, individual employees may store messages on their agency assigned devices and/or possibly on their own devices. Contractors may offer varying levels of service, quality and storage capacities that could change over time. This can make the underlying storage technologies				P	25 Years		Archival Review		

	and service levels for the agency's electronic messaging program uncertain and unstable. Likewise, use of privately owned devices is fraught with complications, ranging from exposure to records loss to challenges with responding to access requests associated with discovery, audits, investigations and Open Public Records (OPRA). a. Given the backdrop above, when addressing storage solutions for electronic messaging, agencies should consider the following policies: • Prohibit use of private devices for the exchange of public records (any message dealing with official agency business). • Prohibit or at least strongly discourage use of electronic messaging for public records with retention periods greater than three (3) years or generally, any messaging that involves investigations, audits, the formulation of public policy and/or administration of legal processes such as contracts. • For all electronic messaging contractors, including those who provide voice message recording services, employ contractual provisions that address public records retention and disposition requirements. (See example language for Cloud-based platforms listed in the RMS Cloud storage guidelines, https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf). b. Choose appropriate storage solutions or mix of solutions. • Trusted Digital Repository (Preferred). Implement a collection tool that allows the agency's centralized information technology and/or records management program to perform scheduled extraction and migration of electronic messages from all sources to an agency-owned or controlled trusted digital repository. A trusted digital repository enables the agency to store digital records, including electronic messages, in formats that assure access, use and analysis of the records for the entire length of their retention periods. The trusted digital repository can be an agency owned computer storage facility and/or a Cloud-based platform, either of which meets or exceeds the requirements listed in the RMS Cloud storage guidelines (State Records Manual, https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf). For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage ((https://nj.gov/state/archives/pdf/FileFormats_NJSA.pdf). After records are successfully migrated to the trusted digital repository, the agency may delete the migrated content from the source platform. • Centralized Agency Collaboration Platform. Agency collaboration platforms such as Office 365/TEAMS and Google Workspace provide									

	tools that enable agencies to set enterprise, organization-wide retention/disposition policies for messaging streams like chats and other digital communications. Use these tools whenever possible. Also consider moving messaging streams with long-term retention values to a trusted digital repository as described above. • Back-ups and Data Export/Import. If the agency's electronic messaging platform contains records with long-term value, and does not accommodate retention/disposition management or collection tools, migrate the content periodically to a trusted digital repository via importation of back-ups or through the use of data export/ import applications. Be sure to test the back-up/recovery tools and export/import applications. • Service Provider Platforms									

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: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Date the disaster occurred: November 7, 2023

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

Arson investigation currently being conducted: ____ Yes x No

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

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

A partial roof and racking collapse at a VRC facility located at 375 Mill Road, Edison NJ 08837 All clients were notified via email to the billing address on 11/8/2024. Subsequent follow up email communications were sent to the same email addresses periodically during the recovery period.

Extent of damage to the records: Boxes were completely destroyed by the collapse

Fire Damage: _____ Slight _____ Severe

Water Damage: _____ Damp _____ Wet x Saturated

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

Who established the Disaster Recovery Team: VRC

Disaster Recovery Team members:

Salvaging performed: x Onsite _____ Off site

Length of salvage operation: _____ Days _____ Weeks _____ Months

When were staff allowed back into the building: July 15, 2024

When did the area become operational: 2/10/2025

Electrical power affected: x Yes _____ No

Telecommunications affected: _____ Yes x No

Information processing operations affected: x Yes _____ No

Were outside salvage companies contacted: Structural x Yes _____ No

Mechanical _____ Yes _____ No x

Environmental _____ Yes _____ No x

Additional person(s) notified about the disaster: Contracted State agencies, "Town" Police Department, and NJ Department of Treasury representatives Elizabeth Hartmann and James Fruscione

Security measures implemented: Facility was phyically guarded until appropriate security measures were put in place

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

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

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

__x__ 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:

__x__ Yes _____ No

Additional comments and information: _____

Salvage Operations: Hardcopy

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

_____ Yes __x__ No

If not, when were the methods implemented:

Due to safety concerns, salvage methods were implemented after 2 days

What salvage methods were or are currently being implemented:

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

Fans:	_____ Yes	_x_ No
Hand-held Dryers:	_____ Yes	_x_ No
Window Ledge Drying:	_____ Yes	_x_ No
Table Drying:	_____ Yes	_x_ No
Paper Towel/Blotter Paper Drying:	_____ Yes	_x_ No

Additional comments and information: These salvage methods do not apply to this case

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: This does not apply

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

To ensure safety of other records, once allowed into the building, unaffected boxes were removed and reconcilied.

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

Agency Name: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Date the Damage Occurred: 11/7/23

Date the Damage was Discovered: 11/7/23

Complete the following.

1. Describe the circumstances in which the damage occurred.

Partial racking and roof collapse

2. How was the damage discovered?

VRC staff was onsite at the time of the collapse.

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

No. Boxes that were not in the immediate are of the collapse were untouched. Any boxes in the collapse area were completely destroyed by the collapse making it impossible to salvage.

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

This was not a discretionary situation. The material was destroyed by the event itself. VRC did not choose to destroy material based on its condition. This destroyed material was been kept secure to prevent any unauthorized disclosure and was incinerated.

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)?

Unkown

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

The building was completely repaired and all new rack installed. Boxes have begun to move back into the facility.

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

February 26, 2025

Jamesret Dawn Mears
State Of Nj - Ddd Southern Region Office (0583)
110 East 5Th Street
Plainfield, New Jersey 07060

Re: Destroyed Record Storage Cartons – 5 cartons

Dear Jamesret Dawn Mears ,

This letter serves as a follow-up regarding the situation at our facility located at 375 Mill Road in Edison, New Jersey. As you are aware, on November 7, 2023, VRC experienced an accident resulting in a structural collapse of the afore referenced facility that unfortunately affected a small subset of client records. Although only a statistically small number of items were damaged overall, some of these records were deemed unsalvageable and had to be destroyed.

For safety and security reasons, it was not feasible to permit client review before processing the wet and destroyed materials. Rest assured, we upheld stringent security measures over the affected records, controlled access to the impacted area, and have since securely destroyed all records that could not be salvaged.

We deeply regret the loss of your records due to this incident. Attached, you will find an index of the destroyed boxes associated with your account. This letter together with the index serves as your certificate of destruction for the specified materials.

As a financial reparation for this loss your account will be credited with (1) a calculation to reimburse you for those storage fees paid from the date of the incident though February of this year: $13.36, and (2) a calculation to reimburse you for the destroyed cartons in accordance with the applicable provisions of your storage and service agreement that govern limit of liability for damaged or destroyed property: $5.00.

We appreciate your continued cooperation and patience during this challenging time. You should know that VRC is in the process of restoring the storage configuration at the afore-referenced facility with a state-of-the-art racking system that is compliant with all current, applicable building and NFPA fire protection codes.

Should you have any questions or require further assistance, please feel free to contact me directly at kclark@vrcnetwork.com or by phone at (732) 429-1516.

Sincerely,

Kenneth L. Clark

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

Agency Name: Department of Human Services, Division of Developmental Disabilities, Community Services – Voorhees Office (VO)
Address: 221 Laurel Road, Suite 210, Voorhees, NJ 08043
Phone: 856-770-5900
Email: Dawn.Mears@dhs.nj.gov
Contact Person: Dawn Mears

Date the Damage Occurred: 11/7/2023

Date the damage was discovered: 3/22/2024

Complete the following. (Answer field will expand to accommodate all answers)

1. **Describe circumstances of how the damage occurred.**

   On 3/22/2024, Vital Records Control (VRC) made DDD staff aware of a special reconstruction project that was taking place due to a roof collapse in the 375 Mill Rd Edison storage facility via email. The collapse not only caused structural damage, but also caused the damage and loss of "client records", per VRC.

2. **Describe circumstances of how the damage was discovered.**

   On 3/22/2024, VRC emailed Dawn Mears, VO Archive Coordinator, of a special reconstruction project that was taking place due to the roof collapse in response to an expedited request for boxes needed for a Grand Jury Subpoena.

3. **What salvage attempts were made?**

   Unknown. VO Archive Coordinator is unaware if there were any records salvaged, how, and of the exact measures taken by the VRC storage facility to salvage any records that ultimately became unsalvageable.

4. **Were any of the records affected by this event salvageable?**

   Possibly. According to correspondence sent out via email from the storage facility, VRC, stating, "Although only a statistically small number of items were damaged overall, some of these records were deemed unsalvageable and had to be destroyed." This statement appears to imply that some records were salvaged.

5. **Why are these records unsalvageable?**

   According to the correspondence letter attached to the list of boxes destroyed... the records were shredded by VRC/last accessed by VRC on 02/28/2025.

6. **Who determined that the records could not be salvaged?**

   VRC confirmed that they disposed of the records on 11/07/2023 because they could not be salvaged.

7. **Are there other copies of the damaged records in other locations or are there ways to reconstruct the damaged records (i.e. payroll records could be recovered from your payroll service provider)?**

   There are some uploaded documents that may be in the database for an unspecified portion of the records, but the majority appear to be unknown as to whom was destroyed and what, due to previous archiving practices.

8. **Are there additional records still maintained in the building? If yes, how are these records being protected?**

   Additional records are being stored in the VO file room, in filing cabinets and deceased/closed records are archived and stored in various VRC storage facilities.

9. **What measures are being taken to prevent future damage to the agency's records?**

   According to correspondence received from VRC, they are "in the process of restoring the storage configuration at the afore-referenced facility with a state-of-the-art racking system that is compliant with all current, applicable building and NFPA fire protection codes."

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 Inventory

Agency Name: Department of Human Services, Division of Developmental Disabilities, Community Services – Voorhees Office (VO)

Agency Retention Schedule: S540505 – Human Services-Developmental Disabilities-Community

Retention Schedule Number: 002

Record Series Number: 0020-0002

Record Series Name: Eligible Client Case Files

Retention Time: 10yrs. after death or discharge of client, or age 23, whichever is later.

Inclusive Years: 2022 to present (Active)

Volume (Cubic Feet): 5 cartons/ 2.5 cubic feet

Damage Type: Discarded by VRC after being destroyed due to structural damage without Artemis approval

Other copies available? There may be copies available that were scanned in the CIS database, but unable to confirm due to there not being specific information as to what each file contained specifically per individual.

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Dawn Mears

DATE: 06/09/2025

SUBJECT: Vital Records Control (VRC) destroyed unsalvageable boxes of files due to a structural collapse

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.

Dawn Mears - Clerk Typist
Signature and Title

6/9/2025
Date

February 26, 2025

Gail David
State Of Nj - Voorhees Township Vital Statistics (Sr) (01101)
2400 Voorhees Town Center
Voorhees, NJ 08043

Re: Destroyed Record Storage Cartons – 3 cartons

Dear Gail David,

This letter serves as a follow-up regarding the situation at our facility located at 375 Mill Road in Edison, New Jersey. As you are aware, on November 7, 2023, VRC experienced an accident resulting in a structural collapse of the afore referenced facility that unfortunately affected a small subset of client records. Although only a statistically small number of items were damaged overall, some of these records were deemed unsalvageable and had to be destroyed.

For safety and security reasons, it was not feasible to permit client review before processing the wet and destroyed materials. Rest assured, we upheld stringent security measures over the affected records, controlled access to the impacted area, and have since securely destroyed all records that could not be salvaged.

We deeply regret the loss of your records due to this incident. Attached, you will find an index of the destroyed boxes associated with your account. This letter together with the index serves as your certificate of destruction for the specified materials.

As a financial reparation for this loss your account will be credited with (1) a calculation to reimburse you for those storage fees paid from the date of the incident though February of this year: $8.01, and (2) a calculation to reimburse you for the destroyed cartons in accordance with the applicable provisions of your storage and service agreement that govern limit of liability for damaged or destroyed property: $3.00.

We appreciate your continued cooperation and patience during this challenging time. You should know that VRC is in the process of restoring the storage configuration at the afore-referenced facility with a state-of-the-art racking system that is compliant with all current, applicable building and NFPA fire protection codes.

Should you have any questions or require further assistance, please feel free to contact me directly at kclark@vrcnetwork.com or by phone at (732) 429-1570.

Sincerely,

Kenneth L. Clark

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: Voorhees Township
Address: 2400 Voorhees Town Center, Voorhees, NJ 08043
Phone: 856-429-4482
Email: gdavid@VOORheesNJ.com
Contact Person: Gail David

Date the disaster occurred: 11/7/2023

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):

Received notification from VRC that 3 cartons we had in storage were destroyed due to structural damage.

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 site

Length of salvage operation: _____ Days _____ Weeks _____ Months

When were staff allowed back into the building: _____

When did the area become operational: _____

_____

_____

Electrical power affected: _____ Yes _____ No

Telecommunications affected: _____ Yes _____ No

Information processing operations affected: _____ Yes _____ No

Were outside salvage companies contacted: Structural _____ Yes _____ No

Mechanical _____ Yes _____ No

Environmental _____ Yes _____ No

Additional person(s) notified about the disaster: _____

_____

Security measures implemented: _____

_____

_____

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

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: _____

_____

_____

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

Agency Name: Voorhees Township
Address: 2400 Voorhees Town Center, Voorhees, NJ 08043
Phone: 856-429-4482
Email: gdavid@voorheesNJ.com
Contact Person: Gail David
Date the Damage Occurred: 11/7/23
Date the Damage was Discovered: _____

Complete the following.

1. Describe the circumstances in which the damage occurred.

Structural Collapse

2. How was the damage discovered?

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

NO

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

VRC determined they were 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)?

No

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

yes

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

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

Damaged Records Inventory

Agency Name: Voorhees Township

Agency Retention Schedule: 6 years

Retention Schedule Number: 005

Record Series Number: 0666-0000

Record Series Name: Applications For Certified Copies of Vital Statistics Records.

Retention Time: 6 years

Inclusive Years: August 2020 – March 2021

Volume (Cubic Feet): 3 Boxes / 2 CF

Damage Type: Destroyed From VRC Structural Collapse

Other copies available? NO

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM:

DATE:

SUBJECT: VRC destroyed 3 boxes of records

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.

VRC needs to sign
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

TO: Voorhees Township

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

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

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 authorized 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