



**AGENDA  
STATE RECORDS COMMITTEE  
October 19, 2023  
10:00 AM**

**Location:** Online/Teleconference  
(<https://www.state.nj.us/treasury/revenue/rms/srcpackets.shtml>)

**Announcement of Open Public Meeting**

- I. Review of July 20, 2023 Minutes**
  
- II. Administrative Actions:**
  - A. Announcement of Approval of Destruction Authorization:**  
Artemis Request: # 593680 - 595750
  - B. Registered Imaging Systems / Amendments / Annual Reviews:  
Report to the State Records Committee**
  
- III. New Business:**
  - A. Records Retention Schedule:**
    - 1. NJ Transit (S800000) – Presented by Liz Hartmann  
NJ Transit (S801150, S805550, S808221, S808920) Retired**
    - 2. Department of Environmental Protection (S420097) – Presented by  
Marcella Campbell**
  
- IV. Old Business:**
  - A. Records Retention Schedule:**
    - 1. NJ Transit (S800030) Retired – Presented by Liz Hartmann**
  
- V. Other Business: None**



**MINUTES**  
**STATE RECORDS COMMITTEE**  
**July 20, 2023**

Amanda Truppa, Secretary, called the 455<sup>th</sup> meeting of the State Records Committee to order at 10:07 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act. This meeting was conducted virtually.

Ms. Truppa stated there was a quorum present.

**ATTENDANCE:**

**SRC:** State Treasurer, Amanda Truppa, designee  
Department of Community Affairs, Division of Local Government Services, Bonnie Brookes, designee  
State Auditor, Kristen Menegus, designee

**Staff:** Liz Hartmann, Administrative Analyst 3, Records Management Services  
Virma Guzman-Reyes, Records Analyst 3, Records Management Services  
Terricka Page, Records Analyst 3, Records Management Services  
Robert Herrick, Records Analyst 2, Records Management Services  
John Berry, Records Analyst 1, Records Management Services  
James Jenkins, Records Analyst 2, Records Management Services

**Other:** Michele Everly, CARMA, Gloucester County  
Argean Cook, NJ Transit  
Daniel Corpeno, NJ Transit  
Joan DePaolo, NJ Transit  
Maria Lisa Bazela, Bergen County  
Art Staerk, Accuscan  
Kalif Ritchards  
Aldofo Guerrero, NJ Transit  
Toi Fischer, NJ Transit  
Christopher Medina, NJ Transit  
Antoinette Walsh, NJ Transit  
Ashley Gooding, NJ Transit  
Leon Cammarano, NJ Transit  
Frank Savino, NJ Transit  
Mark Szemple, Sunrise Systems  
Christopher Martin, NJ Transit  
Doug Mercer, Atlantic County  
Michael Tantum

**MINUTES:**

**APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the minutes of the March 16, 2023.

**I. Administrative Actions:**

**A. Announcement of Approval of Destruction Authorizations:**

Artemis Request # 592970-593679

**B. Report to the State Records Committee**

Imaging Certification Amendments/Annual Reviews/Administrative Actions

**C. Administrative Action - Office of the Long Term Care Ombudsman**

**II. New Business:**

**A. Records Retention Schedule:**

**1. NJ Transit (\$800000)**

Approved, noting that S800030 must be retired at the next SRC meeting.

**IV. Other Business:**

**A. Damaged Records Report:**

- 1. Atlantic County Department of Human Services** –The Committee and county representatives, Chandra Anderson and Lenore Timbers discussed and verified that these files, if needed, can be created from the Intoxicated Driver Resource Center (IDRC) Client file database.

Approved.

- B. Artemis Enhancements** – Liz Hartmann and Mark Szemple discussed upcoming enhancements to the Artemis System which will include electronic signatures for the Records Management Services staff and the State Auditor and autonomous agencies will be identified and added as independent users in the system. Lastly, users can now upload documents to

their disposition request at the final/disposition stage, for example proof of destruction.

- C.** Ms. Truppa brought forth a recommendation for new records management training opportunities; ones which may utilize virtual trainings, be topic specific and promote sharing amongst the attendees in an effort to provide the best information to the constituents on a more frequent basis. At Ms. Truppa's request this recommendation will go to management at DORES.

There being no further business, the Committee adjourned at 10:28 a.m.

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Amanda Truppa  
Secretary  
State Records Committee

<b>Certification #</b>	<b>Agency</b>	<b>AmendmentType</b>
23061201-MP	Township of Raritan	
06042001-NM	City of Summit Clerk's Office	Annual Review
2102901-MP	Medford Township Police	Annual Review
10052009-MP	Borough of Oakland	Annual Review
10102124-MP	Town of Morristown (Morris County)	Annual Review/Amendment
14011601-NM	Sussex County Division of Social Services	Annual Review
10021803-MP	County of Sussex EDMS	Annual Review
23071001-MP	Township of West Orange	New Certificate
08011702-MP	County of Cape May Office of the Clerk Enterprise Imaging	Annual Review
08022101-MP	County of Somerset Enterprise	Annual Review
14051502-NM	Monmouth County Division of Social Services	Annual Review
11072110-NM	Woodbridge Fire Department	Annual Review
08032004-MF	County of Sussex Clerk's Office	Annual Review
14011602-NM	Hunterdon County Division of Social Services	Annual Review
20112001-MP	Howell Township Police Department	Annual Review
10061701-MP	Department of Law & Public Safety Election Law and Enforcement Commission	Annual Review
11051901-MP	New Jersey State Police, DNA Laboratory	Annual Review
03051501-MP	Township of Brick Municipal Utilities Authority Accounting	Amendment
14051507-MP	Township of Cinnaminson	Annual Review
21061501-MP	Borough of Palmyra	Annual Review
10021801-MF	Township of North Brunswick	Annual Review
19071801-MP	Mahwah Township Building Department	Annual Review
14051506-NM	Hudson County Department of Family Services Division of Welfare	Annual Review
03061901-NM	New Jersey Health Care Facilities Financing Authority Division of Operations	Annual Review
17072702-MP	Cape May County Clerk's Office	Annual Review
06092103-MF	County of Cape May Office of the Clerk e-Recording	Annual Review
00081701-MP	County of Cape May Office of the Clerk	Annual Review

<b>Certification #</b>	<b>Agency</b>	<b>AmendmentType</b>
22040703-MP	City of Margate	Annual Review
23071101-MP	Town of Guttenberg	New Certificate
23072601-MP	Borough of Metuchen	New Certificate
23101001-MP	Borough of Old Tappan	New Certificate
23081401-MP	New Jersey Educational Facilities Authority	New Certificate
23071401-MP	Borough of Hopewell Township Board of Education	New Certificate

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY</b>	S801150 - RETIRE		
<b>DIVISION:</b>	Administrative Support	<b>SCHEDULE #</b>	001		
<b>BUREAU:</b>	Finance/Ticket Office	<b>PAGE #</b>	1	<b>OF</b>	2

**NEW JERSEY TRANSIT AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	New Jersey Transit-Administrative Support-Finance/Ticket Office <i>Retire</i>
<b>FORMER AGENCY NUMBER</b>	S801150 - (All records series transferred to S800000 - 005)

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000 0002-0000	Daily Close-Out File Daily Listing of Checks and Cash Deposited (53X's)	Transferred, renamed, combined records series and description	<p><b><u>Record Series (RS) 0001-0000</u></b> Daily Close-Out File Includes: listing of seller's daily tour (activity at ticket window) which lists debits and credit grand totals, daily ticket count, etc. Also, attached to seller's daily tour listing are duplicates of each ticket sold per seller that day. A photocopy of the seller's daily tour and duplicate of daily tickets sold are sent to Revenue Accounting. One Year Destroy</p> <p><b><u>RS 0002-0000</u></b> Daily Listing of Checks and Cash Deposited (53X's) Includes: listing of checks and cash deposited and bank deposit slip. A copy of each is forwarded to</p>	<p>S800000 Record Series (RS) 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 debits and credit grand totals, daily ticket count, etc. Also, attached to seller's daily tour listing are duplicates of each ticket sold per seller that day; also includes checks and cash deposited and bank deposit slip. Copies are sent to Revenue Accounting</p> <p>One Year - Destroy</p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S808920 - RETIRE	<b>SCHEDULE #</b> 003	<b>PAGE #</b> 2 OF 2
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			Revenue Accounting, One Year Destroy	
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**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY # S805550 - RETIRE</b>		
<b>DIVISION:</b>	Bus Operations	<b>SCHEDULE # 002</b>		
<b>BUREAU:</b>	Maintenance	<b>PAGE # 1</b>	<b>OF</b>	<b>2</b>

**NEW JERSEY TRANSIT AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	New Jersey Transit-Bus-Operations/Maintenance - Retire
<b>FORMER AGENCY NUMBER</b>	<b>S805550 – TO BE RETIRED/EXISTING RECORDS OBSOLETE OR TRANSFERRED</b>

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Accident Reports	OBSOLETE		Use G100000 0417-0002
0002-0000	Assignment Log	TRANSFER	1 Years after last entry	<u>S800000 - 5000-0000</u> 1 Years after last entry
0003-0000	Bus Inventory/Location Master Report - Monthly	TRANSFER	3 Years Destroy	<u>S8000000 – 5001-0000</u> 3 Years Destroy
0004-0000	Credit Card Transaction File	OBSOLETE		Use G100000 - 0418-0000
0005-0000	Operator's Bus Condition Report	TRANSFER	Consists of: 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.	<u>S800000 – 5002-0000</u> Consists of: 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.  3 Years after problem corrected

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S805550 - RETIRE	<b>SCHEDULE #</b> 002	<b>PAGE #2</b> OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			3 Years after problem corrected	
0006-0000	Vehicle Maintenance Information File	TRANSFER	Header Record	<del>S800000 – 5003-0000</del> Vehicle Maintenance Information File
0006-0001	Vehicle Maintenance Information Folder	OBSOLETE	Contains Information regarding maintenance performed on buses. Also includes Bus Work Orders. (This information was maintained in hard copy form until 1995; and thereafter the information has been entered into the (VMIS) computerized system).  3 Years Destroy	Use G100000 0417-0004
0006-0002	Vehicle Maintenance Information System (VMIS)	TRANSFER	Computerized system containing information regarding maintenance performed on buses.  3 Years after disposal of bus	<del>S800000 – 5003-0001</del> Computerized system containing information regarding maintenance performed on buses.  3 Years after disposal of bus
0006-0003	Major Log	TRANSFER	Lists all significant bus repairs; i.e. engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage. 3 Years after disposal of bus or final entry.	<del>S800000 – 5003-0002</del> 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.  3 Years after disposal of bus or final entry.

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY</b>	S808221 - RETIRE		
<b>DIVISION:</b>	Administrative Support	<b>SCHEDULE #</b>	007		
<b>BUREAU:</b>	Human Resources/Medical Services	<b>PAGE #</b>	1	<b>OF</b>	2

**NEW JERSEY TRANSIT AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	New Jersey Transit-Administrative Support – Human Resources/Medical Services <i>Retire</i>
<b>FORMER AGENCY NUMBER</b>	S80221 - (All records series transferred to S800000 - 005)

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0004	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees.	Transferred	<b><u>Record Series (RS) 0001-0004</u></b> Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees. 5 Years Destroy Retention Period designated by N.J.S.A. 26:8-5	S800000 Record Series (RS) 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)  5 Years Destroy Retention Period designated by N.J.S.A. 26:8-5
0002-0000	Random Urinalysis Test Results Test are filed separately from the medical file	Transferred	Header Record	<b><u>S800000 RS 6001-0000</u></b> Random Urinalysis Test Results Test are filed separately from the medical file. (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S80821 - RETIRE	<b>SCHEDULE #</b> 007	<b>PAGE #</b> 2 OF 2
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0002-0001	Random Urinalysis Test Results - Positive Results  (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	Transferred	<b><u>RS 0002-0001</u></b> Random Urinalysis Test Results - Positive Results 6 years after termination of employment Destroy	<b><u>S800000 RS 6001-0001</u></b> Random Urinalysis Test Results - Positive Results 6 yrs after termination of employment Destroy
0002-0002	Random Urinalysis Test Results - Negative Results  (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	Transferred	Random Urinalysis Test Results - Negative Results 5 years Destroy	<b><u>S800000 RS 6001-0002</u></b> Random Urinalysis Test Results – Negative Results 5 years Destroy

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY</b>	S808920 - RETIRE		
<b>DIVISION:</b>	Administrative Support	<b>SCHEDULE #</b>	003		
<b>BUREAU:</b>	Finance/Real Estate	<b>PAGE #</b>	1	<b>OF</b>	5

**NEW JERSEY TRANSIT AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	New Jersey Transit-Administrative Support-Finance/Real Estate <i>Retire</i>
<b>FORMER AGENCY NUMBER</b>	S808920 - (All records series transferred to S800000 - 005)

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000 0001-0001 0001-0002 0001-0003 0001-0004	Deed Files	Transferred, Combined records series and description	<b><u>Record Series (RS) 0001-0001</u></b> Deeds Includes summary sheet, record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description etc. Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc. Permanent  <b><u>RS 0001-0002</u></b> Deeds Exception Files Includes: Parcels not included in original conveyance of property.	<b><u>S800000 Record Series (RS) 4000-0000</u></b> 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

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S808920 - RETIRE	<b>SCHEDULE #</b> 003	<b>PAGE #</b> 2 OF 5
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			<p>Permanent <b><u>RS 0001-0003</u></b> Deed Summary Sheet Summarizes key information from deeds including but not limited to lot, block, date Permanent</p> <p><b><u>RS 0001-0004</u></b> Deed Index Lists of properties currently owned and sold. Permanent</p>	<p>of properties currently owned and sold.</p> <p>Permanent</p>
0002-0000	Leases and Contracts	Transfer and rename	Header Record	<u>S800000 RS 4001-0000</u> <u>Lease Files</u>
0002-0001 0002-0004 0002-0005	Leases Files – Agreement File	Transferred, renamed, combined records series, and description	<p><b><u>RS 0002-0001</u></b> Lease Files – Agreement File Includes Agreement (Contract) and Plans 7 years after termination of agreement or cancellation - Destroy</p> <p><b><u>RS 0002-0004</u></b> Lease Files Includes lease agreement, correspondence, RFPs, and related documents. 7 yrs after termination of lease – Destroy</p> <p><b><u>RS 0002-0005</u></b> Lease Files</p>	<p><u>S800000 RS 4001-0001</u> Lease Includes but not limited to agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents.</p> <p>7 yrs after termination of lease or cancellation - Destroy</p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S808920 - RETIRE	<b>SCHEDULE #</b> 003	<b>PAGE #</b> 3 OF 5
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			Financial Statements, income statements, and other related documents from lessee. 7 years after termination of lease - Destroy	
0002-0002	Lease Files – Lease Books /Log Input Sheet	Transferred / Rename	Lease Books and Log Input Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report. - Permanent	<u>S800000 RS 4001-0002</u> Lease Books and Log Input Sheets Lease Books and Log Input Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report.  Permanent
0002-0003	Lease Files - Draft documents Correspondence	Transferred / Rename		<u>S800000 RS 4001-0003</u> Lease Drafts Includes but not limited to: drafts and correspondence  3 Years Destroy
0003-0000	Adjacent Property	Transferred	Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property 3 yrs. Destroy	<u>S80000 RS 4002-0000</u> Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property  3 yrs. Destroy
0004-0000 0004-0001 0004-0002	Maps and Drawings	Transferred,	<u>RS 0004-0001</u> Valuation Maps: Originals	<u>S800000 RS 4003-0000</u> Maps and Drawings Includes

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S808920 - RETIRE	<b>SCHEDULE #</b> 003	<b>PAGE #</b> 4 OF 5
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0004-0004 0004-0005		Combined records series, and description	<p>(linens), Reproducible (sepias), Working drawings (full and half size). Permanent</p> <p><b><u>RS 0004-0002</u></b> Parcel Maps – Rail Station and Bus Facility Parcels Permanent</p> <p><b><u>RS 0004-0003</u></b> Tax Maps – NJ Dept. of Treasury Maps Permanent</p> <p><b><u>RS 0004-0004</u></b> Special Drawings / Miscellaneous Plans – Associated with Rail and Bus Projects - Permanent</p>	<p>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.</p> <p>Confidential based on N.J.S.A. 47:1A-1.1</p> <p>Permanent</p>
0005-0001 0005-0002	Permit Files	Transferred, Combined records series, and description	<p><b><u>RS 0005-0001</u></b> Permit Files – Predecessor Railroad Permits Permits issued by predecessor railroad to grant permission to construct and/or occupy NJ TRANSIT property. 7 yrs after cancellation of permit</p>	<p><b><u>S800000 RS 4004-0000</u></b> Permit Files 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</p>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S808920 - RETIRE	<b>SCHEDULE #</b> 003	<b>PAGE #</b> 5 OF 5
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			<u><b>RS0005-0002</b></u> Permit Files – NJ TRANSIT Occupancy Permits 7 yrs after cancellation of permit Destroy	TRANSIT property.  7 yrs after cancellation of permit Destroy
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# STATE OF NEW JERSEY



## New Jersey Transit

**S800000-005**



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Prepared by:  
DORES Records Management Services  
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661  
<https://www.nj.gov/treasury/revenue/rms/>  
609-292-8711

Records Retention and Disposition Schedule		Agency: S800000	Schedule: 005	Page #:1 of 8
<b>Department:</b>	New Jersey Transit	<b>Agency Representative:</b>	Argean T. Cook	
		<b>Title:</b>	Director Of RIM - Custodian Of Records	
		<b>Phone #:</b>		

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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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

\* 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		
0001-0004	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	
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.					P	Life of structure plus 10 years		Destroy	
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	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0002	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.					P	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	
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	
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	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:4 of 8	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0003	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	
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	
<b>Records And Information Management</b>										
1000-0000	Records Transmittal Forms					P	3 Years After Disposition or Permanent Removal of Records		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:5 of 8	
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		
<b>Rail Operations</b>										
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	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:6 of 8	
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	
<b>Internal Audit</b>										
3000-0000	Internal Audit									
3000-0001	Internal Audit Report (Record Copy)					C	Permanent		Archival review	
3000-0002	Internal Audit Report (Copy)					C	3 Years		Destroy	
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.					C	7 Years After completion of audit		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:7 of 8	
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		
4000-0000	Deed Files --- Includes but not limited to: summary sheet with date, block and lot, record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs), ID documents, FTA approvals, State Executive Order 134, legal descriptions, deed exception files of parcels not included in original conveyance of property and lists of properties currently owned and sold.					P	Permanent		Archives	
4001-0000	Lease File					P			Destroy	
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 File --- 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 Draft File --- Lease Draft File Includes but not limited to: lease draft(s), correspondence and supporting documentation.					P	3 Years		Destroy	
4002-0000	Adjacent Property Notice --- Adjacent Property Notice Consist of: Property Action Notice - Construction or Destruction) and supporting documentation involving a property that adjoins a NJT property.					P	3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:8 of 8	
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		
4003-0000	<p>Maps And Drawings --- Includes but not limited to: original and historical maps and drawings of NJT current and predecessor rail lines, tracks and profile of the lines as property was bought and sold, Valuation maps originals (linens) and reproducible (sepias), working drawings (full and half size), parcel maps - rail station and bus facility, tax maps, NJ Dept. of the Treasury maps' and special plans associated with rail and bus projects.</p> <p>(Confidentiality deemed per <u>N.J.S.A.</u> 47:1A-1.1)</p>					C	Permanent		Archives	
4004-0000	<p>Permit File --- Includes but not limited to: permits issued by predecessor railroads or NJT property management group to grant permission to construct and/or occupy NJT property.</p>					P	7 Years After cancellation		Destroy	
4050-0000	<p>Daily Close-Out File And Daily Listing Of Checks And Cash Deposited (53X'S) --- Daily Close-Out File and Daily Listing of Checks and Cash Deposited (53X's) Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debit and credit grand totals, daily ticket count, copies of each ticket sold per seller per day, checks, cash deposits and bank deposit slip. Copies are sent to NJT Office of Revenue Accounting.</p>					P	1 Years		Destroy	
5000-0000	Assignment Log					P	1 Years After last entry		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
<b>DEPARTMENT</b> SCHEDULE HEADING	Environmental Protection	<b>AGENCY #</b>	S420907
<b>DIVISION:</b>	Air, Energy and Sustainability	<b>SCHEDULE # 002</b>	
<b>BUREAU:</b>	Recycling and Hazardous Waste Management	<b>PAGE # 1</b>	<b>OF</b> 1

**RETENTION SCHEDULE AMENDMENT**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Environmental Protection-Solid Waste and Hazardous Waste Management Program- Landfill and Hazardous Waste Permitting
<b>FORMER AGENCY NUMBER</b>	S420907-001

**RECORDS SERIES LEVEL AMENDMENTS**

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0001-0004	Electronic Waste Files	New	Files include rule writing documents, manufacturer registration forms, manufacturer collection plans, annual manufacturer collection reports, compliance and enforcement documents, and electronic recycling industry information.	10 years

# STATE OF NEW JERSEY



## Environmental Protection-Solid and Hazardous Waste Mgmt-Hazardous Waste Engineering & Transfer Fac

**S420907-002**



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

Records Retention and Disposition Schedule		Agency: S420907	Schedule: 002	Page #:1 of 2
<b>Department:</b>	Environmental Protection-Solid and Hazardous Waste Mgmt-Hazardous Waste Engineering & Transfer Fac	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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	Hazardous Waste Facility Files									
0001-0001	Hazardous Waste Facility Files - Facility File --- Consist of files on each hazardous waste facility in New Jersey which include: reports, correspondence, engineering reports and drawings, inspection reports, permit applications and test monitoring results.			X			30 Years after facility is closed	10 Years after facility is closed	Destroy	
0001-0002	Hazardous Waste Facility Files - Company Files --- Includes financial assurance statement, financial disclosure statements, etc., and other financial information.						After facility is closed	After facility is closed	Return to Submitting Agency	
0001-0003	Hazardous Waste Facility Files - Confidential Files --- May include but are not limited to; correspondence, engineering reports, drawing, inspection reports, etc.						30 Years after facility is closed	10 Years after facility is closed	Destroy	
0001-0004	Electronic Waste Files (E-Waste) --- These files include rule writing documents, manufacturer registration forms, manufacturer collection plans, annual manufacturer collection reports, compliance and enforcement documents, and electronic recycling industry information. Files after 2018 are stored electronically.					P	10 Years		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0002-0000	Laboratory Quality Assurance/Quality Control Data --- Analyses of soil samples from hazardous waste facilities.									
0002-0001	Laboratory Quality Assurance/Quality Control Data - Validated and Soil Found Not Contaminated						1 Years	1 Years	Destroy	
0002-0002	Laboratory Quality Assurance/Quality Control Data - Validated and Soil Found contaminated						Until site remediation is complete	Until site remediation is complete	Destroy	
0002-0003	Laboratory Quality Assurance/Quality Control Data - Invalidated Due to Improper Procedures						Until validated data is provided	Until validated data is provided	Destroy	

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY</b>	S800030
<b>DIVISION:</b>	Internal Audit	<b>SCHEDULE #</b>	<b>001</b>
<b>BUREAU:</b>	Director of Internal Audit	<b>PAGE #</b>	<b>OF</b>

**NEW JERSEY TRANSIT AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	<b>New Jersey Transit – Internal Audit, Director of Internal Audit – Retired</b>
<b>FORMER AGENCY NUMBER</b>	<b>S800030-001</b>

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Internal Audit Report	Transferred		Transferred to S800000, 3000-0000
0001-0001	Internal Audit Report (Record Copy)	Transferred		Transferred to S800000, 3000-0001
0002-0000	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.	Transferred		Transferred to S800000, 3001-0000