STATE OF NEW JERSEY
STATE RECORDS COMMITTEE
PO BOX 661, TRENTON, NJ, 08625-0661 609.777.1020
www.treas.state.nj.us

AGENDA
STATE RECORDS COMMITTEE
October 17, 2024
10:00 AM

Location: **Online/Teleconference**

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

Announcement of Open Public Meeting
Reading of the September 26, 2024 Minutes

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request: # 605092 - 605599

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

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

1. **New Jersey Health Care Facilities Financing Authority, Division of Operations** - proposes an imaging system annual renewal. (Certification # 03061901-NM)
2. **Department of Law & Public Safety, Division of Consumer Affairs** - proposes an imaging system annual renewal. (Certification # 12081601-MP)
3. **New Jersey State Police, DNA Laboratory** - proposes an imaging system annual renewal. (Certification # 11051901-MP)
4. **County of Burlington RIM** - proposes an imaging system annual renewal. (Certification #10071502-MP)
5. **County of Hudson Enterprise-Wide** - proposes an imaging system annual renewal. (Certification # 07021505-MP)
6. **Hudson Regional Health Commission** - proposes an imaging system annual renewal. (Certification # 20120802-MP)
7. **Bergen New Bridge Medical Center - One Content** - proposes an imaging system annual renewal. (Certification # 19091201-MP)
8. **Bergen New Bridge Medical Center - Ultipro** - proposes an imaging system annual renewal. (Certification # 19091202-MP)
9. **Borough of Eatontown** - proposes an imaging system annual renewal. (Certification # 09101505-MP)
10. **Borough of Lincoln Park Police Department** - proposes a new imaging system. (Certification # 24091603-MP)
11. **Borough of Pine Hill** - proposes an imaging system annual renewal. (Certification # 18032202-MP)
12. **Borough of Oakland** - proposes an imaging system amendment. (Certification # 10052009-MP)

13. **Borough of Oakland** - proposes an imaging system annual renewal. (Certification # 10052009-MP)
14. **Borough of Old Tappan** - proposes an imaging system annual renewal. (Certification # 23101001-MP)
15. **Borough of Sea Girt** - proposes an imaging system annual renewal. (Certification # 09101519-NM)
16. **Borough of Sea Girt** - proposes an imaging system annual renewal. (Certification # 09101519-NM)
17. **City of Hoboken** - proposes a new imaging system. (Certification # 24091601-MP)
18. **Township of Harding** - proposes a new imaging system. (Certification # 24091602-MP)
19. **Township of Robbinsville, Office of Planning & Zoning** - proposes a new imaging system. (Certification # 24100301-MP)
20. **Township of Washington (Gloucester County)** - proposes an imaging system annual renewal. (Certification # 21030801-MP)
21. **Township of Lacey** - proposes an imaging system annual renewal. (Certification # 24080601-MP)
22. **Township of Wayne** - proposes an imaging system annual renewal. (Certification # 23060701-MP)
23. **Township of Wayne** - proposes an imaging system annual renewal. (Certification # 09121710-MP)
24. **Township of South Brunswick Police Department** - proposes an imaging system annual renewal. (Certification # 23101701-MP)
25. **Township of Bridgewater** - proposes an imaging system annual renewal. (Certification # 10021805-MP)
26. **Stanhope School District** - proposes a new imaging system. (Certification # 24091301-MP)

II. Old Business:

A. Request and Authorization for Records Disposal: None

B. Registered Imaging Systems/Amendments/Annual Reviews: None

C. Records Retention Schedules: None

III. New Business:

A. Records Retention Schedules:

State

1. **State General Schedule – G100000-017 - Presented by Karen A. Perry**
   Items 1428-0000, 2900-0000, 2900-0001, 2900-0002, 2900-0003, 2900-0004, 3000-0000, 3000-0001, 3000-0002, 2000-0003, 3000-0004
2. **Motor Vehicle Commission, Customer Operation Support - Imaging System Center S790101-001 – Presented by Marcella Campbell**
   Items 0001-0000, 0001-0001, 0001-0002, 0001-0003
3. **Motor Vehicle Commission, Agency Service - Transaction Auditing Unit S790201-002 – Presented by Marcella Campbell**
   Items 0001-0000, 0002-0000, 0002-0001, 0002-0002
4. **Department of Environmental Protection, Fish, Game and Wildlife - Shellfisheries S421205-002 – Presented by Marcella Campbell**
   Items 0002-0000, 0003-0000, 0004-0000, 0005-0000, 0006-0000, 0007-0000, 0009-0000, 0010-0000, 0011-0000, 0015-0000, 0016-0000, 0017-0000, 0022-0000, 0025-0000, 0026-0000
5. **Department of Environmental Protection, Fish, Game and Wildlife – Marine Fisheries S421208-003 – Presented by Marcella Campbell**
   Items 0001-0000, 0002-0000, 0002-0001, 0002-0002, 0003-0000, 0004-0000, 0004-0001,

0004-0002, 0005-0000, 0006-0000, 0006-0001, 0006-0002, 0006-0003

County

1. **Board of Elections and Superintendent of Elections C440000-006 – Presented by Karen A. Perry**

   Items 0108-0000, 0109-0000, 0110-0000, 0111-0000, 0112-0000, 0113-0000, 0114-0000, 0115-0000, 0116-0000, 0117-0000, 0118-0000

B. Damaged Records Reports: None

C. Other Business: None

STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200

www.treas.state.nj.us

MINUTES
STATE RECORDS COMMITTEE
September 26, 2024

Amanda Truppa, Secretary, called the 461st meeting of the State Records Committee to order at 10:00 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Ms. Truppa stated that there was a quorum with all members present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, Designee (Chair and Secretary)
Office of the Attorney General, Susan Scott, Designee
Office of the State Auditor, Kristen Menegus, Designee
Department of Community Affairs, Division of Local Government Services, Bonnie Brookes, Designee
Department of State, Division of Archives and Records Management, Donald Cornelius, Designee

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

Other: Adams, Nicole, Deputy Attorney General, Office of the Attorney General
Alterman, Alexander, Department of Health, Division of Management and Administration
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
Carayannopoulos, Mary, Department of Health, Division of Public Health and Environmental Laboratories
Cook, Argean, CARMA
Everly, Michele L. Office of the Gloucester County Clerk, CARMA
Gilgen, Erin E., Deputy Attorney General, Office of the Attorney General
Jenkins, Kimberly, Department of Health, Office of the Commissioner

Kirk, LaShera, Department of the Treasury, Division of Administration
Knox, Michelle S., Department of Health, Division of Management and Administration
Moreira, Lucie, Department of Law and Public Safety, Office of Consumer Affairs
O'Donnell, Jamie, New Jersey Educational Facilities Authority (NJEFA)
Pfeiffer, Marc, Rutgers University, Edward J. Bloustein School of Planning and Public Policy
Reilly, Jean P., Assistant Attorney General, Office of the Attorney General
Schachter, Miriam M., Department of Health, Division of Public Health and Environmental Laboratories

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:
Upon motion, seconded, the Committee voted to approve the August 15, 2024 Minutes four (4) yes, none (0) no, and none (0) abstentions.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request # 603731-605091

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

1. **Catastrophic Illness in Children Relief Fund** - Catastrophic Illness in Children Relief Fund proposes an imaging system annual renewal. (Certification # 01092001-MP)
2. **Department of Labor and Workforce Development, Division of Employer Accounts** - Department of Labor and Workforce Development, Division of Employer Accounts proposes an imaging system annual renewal. (Certification # 04102101-NM)
3. **NJ Transit** - NJ Transit proposes an imaging system annual renewal. (Certification # 11102001-MP)
4. **NJ Transit** - NJ Transit proposes an imaging system annual renewal. (Certification # 11102001-MP)
5. **County of Bergen, Office of the Clerk of the Board** - County of Bergen, Office of the Clerk of the Board proposes an imaging system annual renewal. (Certification # 06121405-MF)
6. **County of Bergen, Board of Social Services** - County of Bergen, Board of Social Services proposes an imaging system annual renewal. (Certification 14032014-NM)
7. **County of Sussex, Office of the Clerk E-Recording** - County of Sussex Office of the Clerk E-Recording proposes an imaging system annual renewal. (Certification # 08071702-MF)
8. **Edgewater Park Public Schools** – Edgewater Park Public Schools proposes an imaging system annual renewal. (Certification # 12062111-MP)
9. **Monmouth Ocean Educational Services Commission** - Monmouth Ocean Educational Services Commission proposes an imaging system annual renewal. (Certification # 23041901-MP)
10. **Rancocas Valley Public Schools** – Rancocas Valley Public Schools proposes an imaging system annual renewal. (Certification # 13012406-MP)
11. **Borough of Bergenfield** - Borough of Bergenfield proposes an imaging system annual renewal. (Certification # 10052004-MP)
12. **Borough of Manasquan** - Borough of Manasquan proposes an imaging system annual renewal. (Certification #23052302-MP)

13. **Borough of Seaside Heights** - Borough of Seaside Heights proposes an imaging system annual renewal. (Certification # 23041902-MP)
14. **City of Newark** - City of Newark proposes an imaging system annual renewal. (Certification # 23052301-MP)
15. **Town of Kearny** - Town of Kearny proposes an imaging system annual renewal. (Certification # 09091706-MF)
16. **Town of Phillipsburg** - Town of Phillipsburg - proposes a new imaging system. (Certification # 24090401-MP)
17. **Township of Bernards, Office of Municipal Clerk, System Administration** - Township of Bernards, Office of Municipal Clerk, System Administration proposes an imaging system annual renewal. (Certification # 02012401-MP)
18. **Township of Boonton** - Township of Boonton proposes an imaging system annual renewal. (Certification #10102116-MP)
19. **Township of Brick Enterprise** - Township of Brick Enterprise proposes an imaging system annual renewal. (Certification # 06061506-MP
20. **Township of Edgewater Park** - Township of Edgewater Park proposes an imaging system annual renewal. (Certification # 18051002-MP)
21. **Township of Hamilton School District** - Township of Hamilton School District - proposes a new imaging system. (Certification # 24082801-MP)
22. **Township of Lacey** - Township of Lacey proposes a new imaging system. (Certification # 24080601-MP)
23. **Township of Middletown** - Township of Middletown proposes an imaging system annual renewal. (Certification # 09071601-MP)
24. **Township of Middletown** - Township of Middletown proposes an imaging system annual renewal. (Certification # 09071601-MP)
25. **Township of Moorestown Building Department** - Township of Moorestown Building Department proposes an imaging system annual renewal. (Certification # 07051701-MP)
26. **Township of Neptune** - Township of Neptune proposes an imaging system annual renewal. (Certification # 09101514-MP)
27. **Township of Neptune** - Township of Neptune proposes an imaging system annual renewal. (Certification # 09101514-MP)
28. **Township of Neptune** - Township of Neptune proposes an imaging system annual renewal. (Certification # 09101514-MP**)**
29. **Township of Neptune** - Township of Neptune proposes an imaging system change in vendor from *Sunrise Systems* to *Foveonics*. (Certification # 09101514-MP)

II. Old Business: None

III. New Business:

A. Records Retention Schedules:

1. **State –** Presented by Karen A. Perry on behalf of John J. Berry
Department of Health, Division of Public Health and Environmental Laboratories, Inborn Errors of Metabolism (IEM) Program - S460412-006, Items 0003-0000, 0003-0001, 0003-0002, 0003-0003 - Approved without change.

Dr. Miriam Schachter, Research Scientist, Department of Health, Division of Public Health and Environmental Laboratories, spoke on behalf of the Department and presented a PowerPoint presentation to the Committee detailing the laboratory testing protocols,

workflow and bloodspot usage. Secretary Truppa thanked Dr. Schachter for her presentation and for taking a very complicated issue and making it extremely easy to understand. Department of Community Affairs Committee Member Designee, Bonnie Brookes, concurred with Secretary Truppa and stated it was a very thorough presentation. There being no further questions, Secretary Truppa called for a motion to approve the schedule. Upon motion, seconded, the Committee voted to approve records retention schedule four (4) yes, none (0) no, and none (0) abstentions.

B. Damaged Records Reports: None

C. Special Request and Authorization for Records Disposal: None

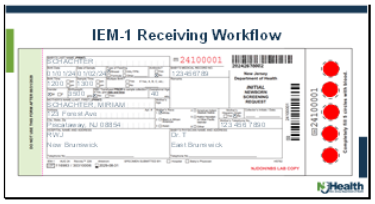
IV. Other Business: None

There being no other business, upon motion, seconded, the Committee adjourned at 10:14 a.m.

Amanda Truppa
Secretary
State Records Committee

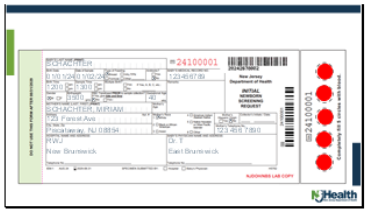
Slide 1

Slide 2

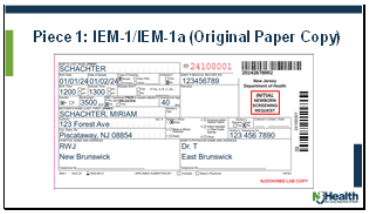


Slide 3

Slide 4

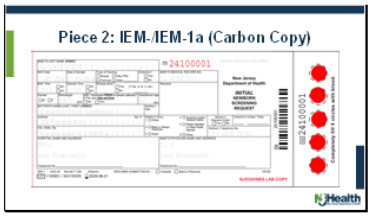


Slide 5

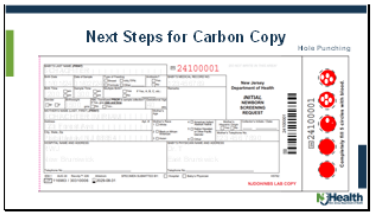


Slide 6

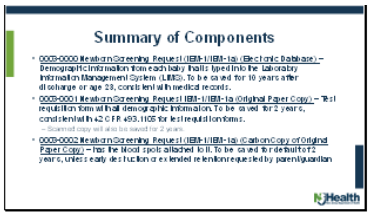
Slide 7



Slide 8

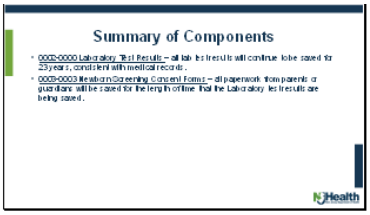


Slide 9

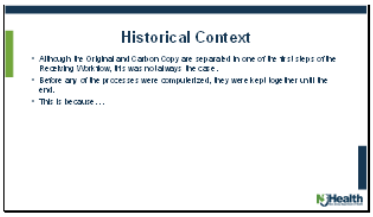


Slide 10

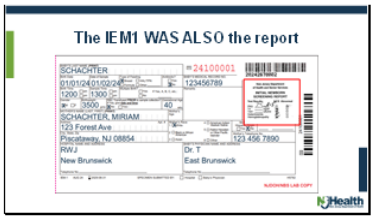
Slide 11



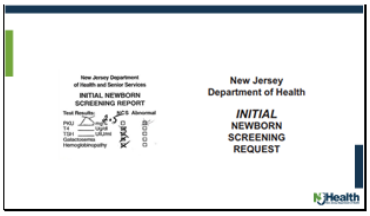
Slide 12



Slide 13



Slide 14



SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING State General Schedule	AGENCY # G100000		
DIVISION:	SCHEDULE # 017		
BUREAU:	PAGE # 1	OF	2

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
1428-0000	Returned, Undeliverable Mail	New Record Series		3 years or after input and verification, whichever is sooner
2900-0000	Social Media Records	New Record Series	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).	
2900-0001	Social Media Records - Informational Postings	New Record Series	These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.	1 Year
2900-0002	Social Media Records - General Information Exchange	New Record Series	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.	Retain until no longer needed for administrative purposes
2900-0003	Social Media Records - Service Transactions	New Record Series	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	3 years

			documents and work order entry and tracking.	
2900-0004	Social Media Records - Planning, Decision Support And Knowledge Management	New Record Series	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 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	25 Years

			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 (include url). For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (include url for Archives' file types). 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.	
3000-0000	Electronic Communications Records	New Record Series	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.	
3000-0001	Electronic Communications Records - General/Routine Information Communications	New Record Series	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.	Retain until no longer needed for administrative purposes
3000-0002	Electronic Communications Records - Operational Information Exchange	New Record Series	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.	3 Years
3000-0003	Electronic Communications Records - Service Transactions	New Record Series	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.	3 Years
3000-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management	New Record Series	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	25 Years

			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 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 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 (include url for Archives' file types). 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.	

STATE OF NEW JERSEY

STATE GENERAL RECORDS SCHEDULE

G100000-017

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:	STATE GENERAL RECORDS SCHEDULE	**Agency Representative:**	Yamileth Merchak
		Title:	Assistant Director
		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		
1428-0000	Returned, Undeliverable Mail						3 years or after input and verification, whichever is sooner		Destroy	
2900-0000	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).									
2900-0001	Social Media Records - Informational Postings --- These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.					P	1 Years		Destroy	
2900-0002	Social Media Records - General Information Exchange --- Records in this category include informational postings connected with two-way constituent services/communications. Content					P	Retain Until No Longer Needed For		Destroy	

* P - Public, C - Confidential

	produced in this category can include exchanges such as general feedback, question/answer streams, ratings, voting, likes/dislikes, etc.						Administrative Purposes.			
2900-0003	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	
2900-0004	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 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					P	25 Years		Archival Review	

* P - Public, C - Confidential

	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 (include url). For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (include url for Archives' file types). 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.									
3000-0000	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.									
3000-0001	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	Retain Until No Longer Needed For Administrative Purposes.		Destroy	
3000-0002	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	
3000-0003	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	
3000-0004	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					P	25 Years		Archival Review	

	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 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 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).										

* P - Public, C - Confidential

	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 (include url for Archives' file types). 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.									

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT SCHEDULE HEADING	Motor Vehicle Commission	**AGENCY #**	S790101		
DIVISION:	Customer Operation Support	**SCHEDULE # 001**			
BUREAU:	Imaging System Center	**PAGE #** 1		**OF**	1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Motor Vehicle Commission- Customer Operation Support - Imaging System Center
FORMER AGENCY NUMBER	S790101-001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0001-0000	Certificate Of Ownership File	Obsolete	Contains documents that have been submitted to DMV agencies for issuance of titles: source documents; previous New Jersey titles; manufacturer's statements of origin; DMV Power of Attorney Forms; various applications; and other related materials.	Header
0001-0001	Certificate Of Ownership File	Obsolete	*Note: see N.J.S.A. 39:10-13; recommend microfilming.	8 years from date of issuance or until microfilmed*
0001-0002	Certificate Of Ownership File (Microfilm)	Obsolete		8 years from date of issuance
0001-0003	Certificate Of Ownership File (Database)	Obsolete		8 years from date of issuance

0002-0000	Certification Of Mail List File	Obsolete	Contains mail list for scheduled suspensions and orders of suspensions, certifying that the notice was mailed to the driver. Lists: suspension code, driver license number, and name and address of the driver. *Note: recommend microfilming.	60 years
0003-0000	DMV Power Of Attorney (Additional Copies)	Obsolete	Original maintained in Certificate of Ownership File.	Periodic review
0004-0000	Driver History Purge File (COM)	Obsolete	Consist of listings of violations per driver that have been purged from the database. Includes: date, type of violation, and point value. Note: Purged listings are currently on Computer Output Microfilm (COM) subject to compliance with COM guidelines to be issued by the Division of Archives and Records Management and approved by the State Records Committee.	Periodic review not to exceed 1 Years
0005-0000	Driver History Records	Obsolete	These records lists information pertaining to the driving records of individuals. May include but is not limited to the following: accident reports, Scheduled Suspension Notices, Order of Suspension Notices, Violations (Magistrate Report - MF-1) Fee Payment Forms, and Fee Payment/Authorization Forms (RSC-1).	Header
0005-0001	Driver History Records (Electronic)	Obsolete	Summary of events that occurred on the driving record.	60 years from date of entry
0005-0002	Driver History Records (Microfilm)	Obsolete	Documents events that occurred on the driver history summary.	60 years from date of entry

0006-0000	Driver License And Registration Applications	Obsolete	Contains driver license and registration applications.	Header
0006-0001	Driver License And Registration Applications Processed By Mail Through The Remittance Processor (RP's)	Obsolete	*Note: see N.J.S.A. 39:3-28.	3 years after expiration
0006-0002	Driver License And Registration Applications (Microfilm)	Obsolete	*Note: see N.J.S.A. 39:3-28.	3 years after expiration
0006-0003	Driver License And Registration Renewal (Electronic)	Obsolete	*Note: see N.J.S.A. 39:3-28.	3 years after expiration
0007-0000	Handicapped Plates And Placards File (Microfilm)	Obsolete	Contains initial applications and identification cards for persons obtaining handicapped plates and placards for special parking privileges.	60 years
0008-0000	Returned Undelivered Scheduled And Order Of Suspension Notices	Obsolete	Returned Undelivered Scheduled And Order Of Suspension Notices	Returned Undelivered Scheduled And Order Of Suspension Notices
0009-0000	Schedule Of Highway Motor Vehicles, Copy (Form 2290)	Obsolete	Consist of an Internal Revenue Service (IRS) business income tax return form. According to 23 CFR Ch. 1 669.21: Procedure for evaluating state compliance. This form is used to ensure compliance with Federal requirements. States are required to retain the form 1 yr.	1 year

0010-0000	Drivers/Vehicle Information Request	Obsolete	Forms used by Division of Motor Vehicle Services (DMVS) to collect data necessary to fill public information request. This involves various forms depending on particular information requested, i.e. vehicle registration, lien search, title search, driver's license abstract, etc. Information completed by requestor may include, but not limited to requestor's name, address, Driver's Lic.#, type of information requested, and signature.	9 Months after request processed

STATE OF NEW JERSEY

Motor Vehicle Commission-Customer Operation Support-Imaging System Center+

S790101-001

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: S790101	Schedule: 001	Page #:1 of 3
Department:	Motor Vehicle Commission-Customer Operation Support-Imaging System Center+	**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	Certificate of Ownership File --- Contains documents that have been submitted to DMV agencies for issuance of titles: source documents; previous New Jersey titles; manufacturer's statements of origin; DMV Power of Attorney Forms; various applications; and other related materials.									
0001-0001	Certificate of Ownership File --- *Note: see N.J.S.A. 39:10-13; recommend microfilming.						8 yrs from date of issuance or until microfilmed*	8 yrs from date of issuance or until microfilmed*	Destroy	
0001-0002	Certificate of Ownership File (Microfilm)						8 yrs from date of issuance	8 yrs from date of issuance	Destroy	
0001-0003	Certificate of Ownership File (Database)						8 yrs from date of issuance	8 yrs from date of issuance	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	Certification of Mail List File --- Contains mail list for scheduled suspensions and orders of suspensions, certifying that the notice was mailed to the driver. Lists: suspension code, driver license number, and name and address of the driver. *Note: recommend microfilming.						60 Years	60 Years	Destroy	
0003-0000	DMV Power of Attorney (Additional Copies) --- Original maintained in Certificate of Ownership File.						Periodic review	Periodic review	Destroy	
0004-0000	Driver History Purge File (COM) --- Consist of listings of violations per driver that have been purged from the database. Includes: date, type of violation, and point value. Note: Purged listings are currently on Computer Output Microfilm (COM) subject to compliance with COM guidelines to be issued by the Division of Archives and Records Management and approved by the State Records Committee.						Periodic review not to exceed 1 Years	Periodic review not to exceed 1 Years	Destroy	
0005-0000	Driver History Records --- These records lists information pertaining to the driving records of individuals. May include but is not limited to the following: accident reports, Scheduled Suspension Notices, Order of Suspension Notices, Violations (Magistrate Report - MF-1) Fee Payment Forms, and Fee Payment/Authorization Forms (RSC-1).									
0005-0001	Driver History Records (Electronic) --- Summary of events that occurred on the driving record.						60 yrs from date of entry	60 yrs from date of entry	Destroy	
0005-0002	Driver History Records (Microfilm) --- Documents events that occurred on the driver history summary.						60 yrs from date of entry	60 yrs from date of entry	Destroy	
0006-0000	Driver License and Registration Applications --- Contains driver license and registration applications.									

* 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		
0006-0001	Driver License and Registration Applications Processed by Mail Through the Remittance Processor (RP'S) --- *Note: see N.J.S.A. 39:3-28.						3 yrs after expiration*	3 yrs after expiration*	Destroy	
0006-0002	Driver License and Registration Applications (Microfilm) --- *Note: see N.J.S.A. 39:3-28.						3 yrs after expiration*	3 yrs after expiration*	Destroy	
0006-0003	Driver License and Registration Renewal (Electronic) --- *Note: see N.J.S.A. 39:3-28.						3 yrs after expiration*	3 yrs after expiration*	Destroy	
0007-0000	Handicapped Plates and Placards File (Microfilm) --- Contains initial applications and identification cards for persons obtaining handicapped plates and placards for special parking privileges.						60 Years	60 Years	Destroy	
0008-0000	Returned Undelivered Scheduled and Order of Suspension Notices --- Notices that have been returned by the Postal authorities as undeliverable.						Until completion of data entry	Until completion of data entry	Destroy	
0009-0000	Schedule of Highway Motor Vehicles, Copy (Form 2290) --- Consist of an Internal Revenue Service (IRS) business income tax return form. According to 23 CFR Ch. 1 669.21: Procedure for evaluating state compliance. This form is used to ensure compliance with Federal requirements. States are required to retain the form 1 yr.						1 Years	1 Years	Destroy	
0010-0000	Drivers/Vehicle Information Request --- Forms used by Division of Motor Vehicle Services (DMVS) to collect data necessary to fill public information request. This involves various forms depending on particular information requested, ,i.e. vehicle registration, lien search, title search, driver's license abstract, etc. Information completed by requestor may include, but not limited to requestor's name, address, Driver's Lic. #, type of information requested, and signature.						9 Months after request processed	6 Months after request processed	Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Motor Vehicle Commission	**AGENCY #**	S790201	
DIVISION:	Agency Services	**SCHEDULE # 002**		
BUREAU:	Transaction Auditing	**PAGE #** 1	**OF**	1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Motor Vehicle Commission- Agency Services- Transaction Auditing
FORMER AGENCY NUMBER	S790201-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0001-0000	Agency Voids	Obsolete	Contains field offices' voided misprints of: Certificate of Title (Copy), Driver License Voids, Transaction File Record; and possible transactions duplicate summary (printout). Financial audit involved.	3 years
0002-0000	Driver License And Registration Applications	Obsolete	Contains driver license and registration applications.	Header
0002-0001	Driver Examination Permit Application	Obsolete	Contains initial application for driver's permit and original Ride Slip (ST-10). *Note: see N.J.S.A. 39:3-28.	At Record Center: 3 years after expiration* At Agency: Until completion of audit
0002-0002	Driver License And Registration Applications Issued At An Agency	Obsolete	*Note: see N.J.S.A. 39:3-28	At Record Center: 3 years after expiration* At Agency: Until completion of audit

STATE OF NEW JERSEY

Motor Vehicle Commission-Agengy Service-Transaction Auditing Unit

S790201-002

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: S790201	Schedule: 002	Page #:1 of 2
Department:	Motor Vehicle Commission-Agengy Service-Transaction Auditing Unit	**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	Agency Voids --- Contains field offices' voided misprints of: Certificate of Title (Copy), Driver License Voids, Transaction File Record; and possible transactions duplicate summary (printout). Financial audit involved.						3 Years	3 Years	Destroy	
0002-0000	Driver License and Registration Applications --- Contains driver license and registration applications.									
0002-0001	Driver Examination Permit Application --- Contains initial application for driver's permit and original Ride Slip (ST-10). *Note: see N.J.S.A. 39:3-28.						At Record Center: 3 yrs after expiration* At Agency: Until completion of audit	Until completion of audit	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		
0002-0002	Driver License and Registration Applications Issued at an Agency --- *Note: see N.J.S.A. 39:3-28 .						At Record Center: 3 yrs after expiration* At Agency: Until completion of audit	Until completion of audit		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Environmental Protection	**AGENCY #**	S421205	
DIVISION:	Fish, Game, and Wildlife	**SCHEDULE # 002 (RETIRED)**		
BUREAU:	Shellfisheries	**PAGE #** 1	**OF**	1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Environmental Protection-Fish, Game and Wildlife-Shellfisheries
FORMER AGENCY NUMBER	S421205-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0002-0000	Card Files	Obsolete	Contains agent bond and address information.	Periodic review
0003-0000	Cash Book - Nacote Creek Office	Retention	Includes: licenses to agencies and private residents, monthly report, lease fees, and bookkeeping documentation.	6 years/10years total/Destroy **NEW**: **7** years/Destroy Reason for change: Cash books and related material are no longer utilized, as all revenue and related documents are stored electronically
0004-0000	Cash Book - Bivalve Office	Retention	Includes licenses and lease fees for private individuals.	6 years/10years total/Destroy **NEW**: **7** years/Destroy Reason for change: Cash books and related material are no longer utilized, as all revenue and related documents are stored electronically

0005-0000	Crab Reports	Obsolete	Contains information on crab landings established by individuals in the Delaware Bay region.	3 years/Destroy Reason for Obsoleting: The Crab Report has been moved to the Marinefisheries retention schedule, as it is exclusively related to that fishery.
0006-0000	Field Books	Retention correction	Record of survey for the Atlantic Coast; Maurice River Cove; and Delaware Bay for oyster, hard clam, and shellfish leased grounds.	Current: Periodic review; Disposition is Archives **New**: Periodic review/Archival Review
0007-0000	Lease Extensions - Regular, Relay, And Oyster Leases	Retention correction	Abridged version of the original lease, including renewals.	Current: 7 years after termination of lease; Disposition is Archives **New**: **7 years after termination of lease**/Archival Review
0009-0000	Master Card File - Reference	Retention	Active and inactive files for leaseholders, and individual and vacated lots.	Current: Periodic review/Destroy **New**: **50 years/Destroy**
0010-0000	Power Plant Reviews And Comments (Original)	Obsolete	Alphabetized annual list of agents holding licenses and amounts.	3 years Reason for Obsoleting: The annual list of agents holding licenses and amounts are now tracked and maintained by the Office of Business Administration Licensing Section.
0011-0000	Licenses	Retention Typo(tonger) Should be: Conger	Clam, **conger**, crab, shellfish, scallop, resident and non-resident, non-commercial, issued and unissued licenses.	3 years **NEW**: 5 years/ Destroy A slightly longer retention is requested due to Agency needs to research previous years license history.

0015-0000	Receipts	Obsolete		6 years Reason for Obsoleting: The agency no longer keep receipt records at the Agency level, as the customer receipts are sufficient. **On the General schedule**
0016-0000	Shellfish Lease Transfers And Applications For Survey	Retention correction	Volumes consisting of names, addresses, lot number, leasing area, and associated fees.	Current: 7 years after termination of lease; Disposition is Archives **New**: **7 years after termination of lease**/Archival Review
0017-0000	Oyster Ground Transfers - State Of New Jersey	Retention correction	Assignment of leases between individuals for oyster ground lease transfers.	Current: 7 years after termination of lease; Disposition is Archives **New**: **7 years after termination of lease**/Archival Review
0022-0000	State Oyster Ground Leases	Retention correction		Current: 7 years after termination of lease; Disposition is Archives **New**: **7 years after termination of lease**/Archival Review
0025-0000	Vessel Logs	Obsolete	"Senator Sharp" log used for field operations.	Life of vessel Reason for Obsoleting: The Agency no longer maintains the vessel logs. They are obsolete.

0026-0000	Surf Clam Tags	**NEW**	Surf clam tags are issued by the Agency and are specific to the Surf clam license holder and vessel harvesting.	**NEW**: 3 years in agency/Destroy .

Records Retention and Disposition Schedule		Agency: S421205	Schedule: 003	Page #:1 of 4
Department:	Environmental Protection-Fish, Game and Wildlife-Shellfisheries	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.

Status	Last Updated Date/Time	Approved Date	Effective Date
Work in Progress	10/15/2024 3:48 PM		

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	Application For Survey	X				P	3 Years	3 Years	Destroy	
0003-0000	Cash Book - Nacote Creek Office --- Includes: licenses to agencies and private residents, monthly report, lease fees, and bookkeeping documentation.	X				P	7 Years		Destroy	
0004-0000	Cash Book - Bivalve Office --- Includes licenses and lease fees for private individuals.	X				P	7 Years		Destroy	
0006-0000	Field Books --- Record of survey for the Atlantic Coast; Maurice River Cove; and Delaware Bay for oyster, hard clam, and shellfish leased grounds.			X		P	Periodic review	Periodic review	Archival Review	
0007-0000	Lease Extensions - Regular, Relay, And Oyster Leases --- Abridged version of the original lease, including renewals.	X		X		P	7 Years after termination of lease		Archival Review	
0008-0000	Leasing Maps --- Of shellfish leases in the Atlantic Coast Section			X		P	As updated	As updated	Archival Review	

Records Retention and Disposition Schedule	Agency: S421205	Schedule: 003	Page #:2 of 4

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0009-0000	Master Card File - Reference --- active and inactive files for leaseholders, and individual and vacated lots.					P	50 Years		Destroy	
0011-0000	Licenses --- clam, conger, crab, shellfish, scallop, resident and non-resident, non-commercial, issued and unissued licenses.	X				P	5 Years		Destroy	
0012-0000	Map File			X		P	As updated	As updated	Archival Review	
0016-0000	Shellfish Lease Transfers And Applications For Survey --- Volumes consisting of names, addresses, lot number, leasing area, and associated fees.	X		X		P	7 Years after termination of lease	5 Years after termination of lease	Archival Review	
0017-0000	Oyster Ground Transfers - State Of New Jersey --- Assignment of leases between individuals for oyster ground lease transfers.	X		X		P	7 Years after termination of lease		Archival Review	
0018-0000	Sea Clam License Information									
0018-0001	Sea Clam License Information - Regulations					P	As updated	As updated	Destroy	
0018-0002	Sea Clam License Information - License Fees	X				P	3 Years	3 Years	Destroy	
0019-0000	Senior Citizen Free License Application File					P	Periodic review	Periodic review	Destroy	
0020-0000	Shellfish Insurance Agent Bond (Copy) --- Insurance bonds are renewed through the insurance company without notice to the agency unless there is a bond cancellation.					P	2 yrs after termination	2 yrs after termination	Destroy	

Records Retention and Disposition Schedule	Agency: S421205	Schedule: 003	Page #:3 of 4

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		
0021-0000	Shellfish License Revenue And Number Information Per Agent --- File of individual bonded agents which includes: name, address, bond amounts, numerical licenses dispursed, and total revenue collected.	X				P	3 Years	3 Years	Destroy	
0022-0000	State Oyster Ground Leases	X		X		P	7 Years after termination of lease	5 Years after termination of lease	Archival Review	
0023-0000	Surf Clam Harvest Data --- records of the weekly catch of surf claims by vessels. A Surf Clam Harvest Annual Report is compiled from weekly and monthly reports. The annual report is included in this file.									
0023-0001	Surf Clam Harvest Data - Weekly Report					P	2 Years	2 Years	Destroy	
0024-0000	Survey Report --- Listing of surveys completed on the leased shellfish grounds as well as the original data.					P	7 yrs after termination of lease	7 yrs after termination of lease	Destroy	
0026-0000	Surf Clam Tags --- Surf Clam tags are issued by the Agency and are specific to the Surf Clam license holder and vessel harvesting.					P	3 Years		Destroy	
Retired Record Series										
0002-0000	Card Files --- Contains agent bond and address information.					P	Periodic review	Periodic review	Destroy	

Records Retention and Disposition Schedule	Agency: S421205	Schedule: 003	Page #:4 of 4

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		
0005-0000	Crab Reports --- Contains information on crab landings established by individuals in the Delaware Bay region.					P	3 Years	3 Years	Destroy	
0010-0000	Licenses --- Alphabetized annual list of agents holding licenses and amounts.	X				P	3 Years	3 Years	Destroy	
0015-0000	Receipts	X				P	6 Years	6 Years	Destroy	
0025-0000	Vessel Logs --- "Senator Sharp" log used for field operations.			X		P	Life of vessel	Life of vessel	Archival Review	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Environmental Protection	**AGENCY #**	S421208	
DIVISION:	Fish, Game and Wildlife	**SCHEDULE # 003**		
BUREAU:	Marine Fisheries	**PAGE #** 1	**OF**	1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Environmental Protection-Fish, Game and Wildlife-Marine Fisheries
FORMER AGENCY NUMBER	S421208-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0001-0000	Bureau Of Marine Fisheries - Final Reports	Retention & Description	Final reports including federal projects, marine, and estuarine-related topics. Change to: Facility records, improvements, inventory, (MFC) Marine Fisheries Council, and managerial topics (SWF) Salt Water Fisheries, Scientific Collecting Permits.	Permanent Change to: 5 years in program then 10 years at Record Center Reason for change is agency doesn't have use for these in agency after 5 years
0002-0000	Fish-Kills Review And Comments	Obsolete	Header Contains: information regarding fish-kills within the state concerning the marine environment, site inspection and follow-up information.	

0002-0001	Fish-Kills Review And Comments (Original)	Obsolete		Permanent Reason for Obsoleting: Agency is not responsible for Fish Kill reviews any longer
0002-0002	Fish-Kills Review And Comments (Copy)	Obsolete		Periodic review/Destroy Reason for Obsoleting: Agency is not responsible for Fish Kill reviews any longer
0003-0000	Contains: copies of application, receipt and license.	Retention	Contains: copies of application, receipt and license.	3 years/Destroy **New**: 5 years in agency/Destroy Reason for change: Agency needs 5 years to look back into a person's license history
0004-0000	Power Plant Reviews And Comments (Original)	Obsolete	Header	Reason for Obsoleting: Agency is no longer responsible for Power Plant reviews any longer
0004-0001	Power Plant Reviews And Comments (Original)	Obsolete		Permanent Reason for Obsoleting: Agency is no longer responsible for Power Plant reviews any longer
0004-0002	Power Plant Reviews And Comments (Copy)	Obsolete		Periodic Review/Destroy Reason for Obsoleting: Agency is no longer responsible for Power Plant reviews any longer

0005-0000	Projects File	Retention	Yearly progress reports not including final reports which contain annual statistical information compiled into a final report.	5 years after termination of project **NEW**: 5 years in agency 10 years at Record Center/Destroy Reason for Change: Agency needs to be able
0006-0000	Bureau of Marine Fisheries	**New Header**		
0006-0001	(VTR) Vessel Trip Reports	**New**	Contains (VTR) Vessel Trip Reports by year	**NEW**: 5 years in agency 10 years at Record Center/Destroy Reason for Change: Agency needs to have these records in the agency to ensure fishermen are compliant
0006-0002	Special Programs	**New**	Includes historical data on programs not covered by species.	**NEW**: 5 years in agency 10 years at Record Center/Destroy Reason for Change: Agency needs this information in the agency for the duration of the retention
0006-0003	Project Files Status Reporting Forms	**New**	Contains copies of all state reporting forms	**NEW**: 5 years in agency 10 years at Record Center/Destroy Reason for Change: Agency needs to have these records on hand to ensure fishermen are compliant.

Records Retention and Disposition Schedule		Agency: S421208	Schedule: 003	Page #:1 of 2
Department:	Environmental Protection-Fish, Game and Wildlife-Marine Fisheries	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.

Status	Last Updated Date/Time	Approved Date	Effective Date
Work in Progress	10/9/2024 4:20 PM		

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	Bureau Of Marine Fisheriers - Final Reports --- Change to: Facility records, improvements, inventory, (MFC) Marine Fisheries Council, and managerial topics (SWF) Salt Water Fisheries, Scientific Collecting Permits.			X		P	10 Years at the Record Center	5 Years	Destroy	
0003-0000	Marine Fisheries Net Licenses --- Contains: Copies of Application, Receipt and License.					P	5 Years		Destroy	
0005-0000	Projects File --- Yearly progress reports not including final reports which contain annual statistical information compiled into a final report.					P		5 years in agency 10 years at Record Center	Destroy	
0006-0000	Bureau Of Marine Fisheries									
0006-0001	(VTR) Vessel Trip Reports --- Contains (VTR) Vessel Trip Reports by year.					P	10 Years at the Record Center	5 Years	Destroy	

Records Retention and Disposition Schedule	Agency: S421208	Schedule: 003	Page #:2 of 2

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0006-0002	Special Programs --- Includes historical data on programs not covered by species					P	10 Years at the Record Center	5 Years	Destroy	
0006-0003	Project Files Status Reporting Forms --- Contains copies of all state reporting forms					P	10 Years at the Record Center	5 Years	Destroy	
Retired Record Series										
0002-0000	Fish-Kills Review And Comments --- Contains: information regarding fish-kills within the state concerning the marine environment, site inspection and follow-up information.									
0002-0001	Fish-Kills Review And Comments (Original)			X		P	Permanent	Permanent	Permanent	
0002-0002	Fish-Kills Review And Comments (Copy)					P	Periodic review	Periodic review	Destroy	
0004-0000	Power Plant Reviews And Comments --- Contains information regarding New Jersey's power plants, includes: Jersey Central Power and Light, Public Service Electric and Gas, nuclear, and fossil fuels.									
0004-0001	Power Plant Reviews And Comments (Original)			X		P	Permanent	Permanent	Permanent	
0004-0002	Power Plant Reviews And Comments (Copy)					P	Periodic review	Periodic review	Destroy	

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING County Board and Superintendent of Elections	AGENCY # C440000		
DIVISION:	SCHEDULE # 006		
BUREAU:	PAGE # 1	OF	2

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
0108-0000	Supervisor Board Worker Early Voting Binder - Seal Verification	New Record Series		2 Years
0109-0000	Supervisor Board Worker Early Voting Binder - Zero Proof And Results	New Record Series		5 Years
0110-0000	Vote By Mail Ballots	New Record Series		2 Years after election
0111-0000	Disability Certificate of Voter Assistance	New Record Series		2 years
0112-0000	Ballot Drop Box	New Record Series		2 Years
0113-0000	Voting Machines Ballots - Hardcopy	New Record Series		2 Years after election
0114-0000	Voting Machine Ballots – Electronic	New Record Series		5 Years

0115-0000	Voting Machines - Pre Logic and Accuracy Testing and Logic and Accuracy Testing	New Record Series		2 Years
0116-0000	Election Day Incident Reports	New Record Series		2 Years after election
0117-0000	Provisional Ballots - Envelopes	New Record Series		2 Years after election
0118-0000	Emergency Ballots	New Record Series		2 Years after election

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING State General Schedule	AGENCY # G100000		
DIVISION:	SCHEDULE # 017		
BUREAU:	PAGE # 1	OF	2

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
1428-0000	Returned, Undeliverable Mail	New Record Series		3 years or after input and verification, whichever is sooner
2900-0000	Social Media Records	New Record Series	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).	
2900-0001	Social Media Records - Informational Postings	New Record Series	These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.	1 Year
2900-0002	Social Media Records - General Information Exchange	New Record Series	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.	Retain until no longer needed for administrative purposes
2900-0003	Social Media Records - Service Transactions	New Record Series	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	3 years

			documents and work order entry and tracking.	
2900-0004	Social Media Records - Planning, Decision Support And Knowledge Management	New Record Series	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 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	25 Years

			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 (include url). For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (include url for Archives' file types). 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.	
3000-0000	Electronic Communications Records	New Record Series	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.	
3000-0001	Electronic Communications Records - General/Routine Information Communications	New Record Series	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.	Retain until no longer needed for administrative purposes
3000-0002	Electronic Communications Records - Operational Information Exchange	New Record Series	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.	3 Years
3000-0003	Electronic Communications Records - Service Transactions	New Record Series	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.	3 Years
3000-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management	New Record Series	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	25 Years

			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 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 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 (include url for Archives' file types). 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.	

STATE OF NEW JERSEY

STATE GENERAL RECORDS SCHEDULE

G100000-017

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:	STATE GENERAL RECORDS SCHEDULE	**Agency Representative:**	Yamileth Merchak
		Title:	Assistant Director
		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		
	Financial Records									
0001-0000	Invoice/Quick Invoice(In/QI) --- Usage: to establish an account (s) receivable file. Formerly known as Accounts Receivable Request.									
0001-0001	Invoice/Quick Invoice (Using Agency)					P	7 Years	3 Years	Destroy	
0001-0002	Invoice/Quick Invoice (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0002-0000	Advice Of Charge --- Usage: notifies the Department of the Treasury which accounts need to be charged. Form lists the following information: pay number, pay period, fiscal year, appropriation account number, cost center, gross salary, food maintenance, and net case salary.									
0002-0001	Advice Of Charge (Using Agency)					P	7 Years	3 Years	Destroy	
0002-0002	Advice Of Charge (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	

* P - Public, C - Confidential

0003-0000	Cash Receipt/Alternate Cash Receipt/Quick Receipt (CR/C1/QR) --- Usage: record a bank charge representing checks submitted to the State of New Jersey for payment and subsequently dishonored by a bank; to record refunds of disbursement; and to transmit receipts to be recorded in the general journal. Formerly known as Transmittal of Receipts, Refund of Disbursements, and Advice of Dishonored Check.									
0003-0001	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Using Agency)					P	7 Years	3 Years	Destroy	
0003-0002	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0004-0000	Agency Contract Order/Grant Loan Order(AO/GO) --- Usage: obligate funds in an appropriation account approved agency contract when an agency has entered into a formal contract without the approval of the Purchase Bureau; to issue purchase orders directly to vendors; and change any open obligation. Formerly known as Invoice, Agency Contract Obligation, and Change/Cancel Agency Obligation - Purchase Bureau.									
0004-0001	Agency Contract Order (Using Agency)					P	7 Years	3 Years	Destroy	
0004-0002	Agency Contract Order (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0005-0000	Allotment (AL) --- Usage: allocate funds between the reserve and the current allotment of a given account. Formerly known as Allotment Adjustment.									
0005-0001	Allotment (Using Agency)					P	7 Years	3 Years	Destroy	
0005-0002	Allotment (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0006-0000	Appropriation/Expense Budget (AP/EB) --- Usage: to establish new appropriation accounts and expense budgets and to adjust these accounts. Formerly known as									

	Appropriation Account Number Request and Appropriation Adjustments.									
0006-0001	Appropriation/Expense Budget (Usage Agency)					P	7 Years	3 Years	Destroy	
0006-0002	Appropriation/Expense Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0007-0000	Accounting Bureau Payment Voucher/Using Agency Payment/Payment Voucher (AV/UA/PV/U1/A1) --- Usage: reimbursements of service charges from the using agency; to submit a request for vendor payment for goods or services supplied through direct agency purchases, formal purchases, or contract obligations; to reimbursement for agency's petty cash fund; and request for payment of revenue refunds. Formerly known as Revenue Refund Voucher, Petty Cash Fund Reimbursement, Certificate of Debit and Credit, and Invoice.									
0007-0001	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modification (Using Agency)					P	7 Years	3 Years	Destroy	
0007-0002	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modification (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0008-0000	DBC Purchase Order (DO) --- Usage: to issue or adjust DBC orders or contracts for architectural and engineering designs. Utilized for building construction alterations and maintenance, buildings and equipment repair, and reservation of funds for a contingency fund. Issued in accordance with the requisition form initiated by a state agency. Formerly known as DBC Order and Change/Cancel Obligation.									
0008-0001	DBC Purchase Order (Using Agency)					P	7 Years after completion of project	3 Years after completion of project	Destroy	
0008-0002	DBC Purchase Order (Electronic Record - Treasury)					P	7 Years after completion of project	3 Years after completion of project	Destroy	
0009-0000	Revenue Modification/Cash Receipt (RM/CR) ---									

* P - Public, C - Confidential

	Usage: to defer recognition of revenue and underfed revenue when earned. Is used in conjunction with a balance sheet account code. Formerly known as Deferred Revenue Adjustment.									
0009-0001	Revenue Modification/Cash Receipt (Using Agency)					P	7 Years	3 Years	Destroy	
0009-0002	Revenue Modification/Cash Receipt (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0010-0000	Fiscal Notes Worksheet --- Usage: determine the cost of implementing a legislative bill if put into law. Original retained by the Department of the Treasury, Office of Management and Budget.									
0010-0001	Fiscal Notes Worksheet (Using Agency)					P	7 Years	3 Years	Destroy	
0010-0002	Fiscal Notes Worksheet (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0011-0000	Printing Requisition --- Request for services of the State Government printing facilities.									
0011-0001	Printing Requisition (Using Agency)					P	7 Years	3 Years	Destroy	
0011-0002	Printing Requisition (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0012-0000	DBC Requisition (RD) --- Usage: to reserve appropriation account funds for architectural, engineering design, building construction, alteration, maintenance, and repair of buildings or equipment; to cancel, decrease, or increase outstanding balances and to make adjustments to an outstanding requisition for Division of Building and Construction. Formerly known as Requisition/Requisition Change - Division of Building and Construction (DBC).									
0012-0001	DBC Requisition (Using Agency)						7 Years after completion of project	3 Years after completion of project	Destroy	

* P - Public, C - Confidential

	Financial Records									
0012-0002	DBC Requisition (Electronic Record-Treasury)					P	7 Years completion of project	3 Years completion of project	Destroy	
0013-0000	Accounting Bureau Requisition/Purchase Bureau Requisition (RA/RP) --- Usage: to cancel, increase, decrease, or create an outstanding or open requisition balance. Formerly known as Requisition Charge - Purchase Bureau.									
	Financial Records									
0013-0001	Accounting Bureau Requisition/Purchase Bureau Requisition (Using Agency)					P	7 Years	3 Years	Destroy	
0013-0002	Accounting Bureau Requisition/Purchase Bureau Requisition (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0014-0000	Revenue Budget (RB) --- Usage: to establish new or change a revenue budget. Formerly known as Revenue Account Number - Agency Request and Revenue Anticipation Adjustments.									
0014-0001	Revenue Budget (Using Agency)					P	7 Years	3 Years	Destroy	
0014-0002	Revenue Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0015-0000	Journal Voucher (JV) --- Usage: to record accruals, adjustments, reclassifications, and reversing entries to accounting records. Formerly known as Journal entries which were manually recorded in a general ledger.									
0015-0001	Journal Voucher (Using Agency)					P	7 Years	3 Years	Destroy	
0015-0002	Journal Voucher (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	

0016-0000	Transfer Appropriation/Transfer Budget (TA/TB) --- Usage: to transfer funds between current fiscal year appropriation accounts. Formerly known as Transfer of Appropriation.									
0016-0001	Transfer Appropriation/Transfer Budget (Using Agency)					P	7 Years	3 Years	Destroy	
0016-0002	Transfer Appropriation/Transfer Budget (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0017-0000	Request For Travel Authorization (TE/TH) --- Employees request for permission to travel on state business, staff training, conferences, and conventions.									
0017-0001	Request For Travel Authorization (Using Agency)					P	7 Years	3 Years	Destroy	
0017-0002	Request For Travel Authorization (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0018-0000	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (TV/A1/U1) --- Usage: to reimburse state employees for travel expenses while on official state business. Formerly known as Travel Expense Invoice.									
0018-0001	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Using Agency)					P	7 Years	3 Years	Destroy	
0018-0002	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0019-0000	Travel Authorization (TE) --- Usage: to authorize travel for state employees while on official state business.									
0019-0001	Travel Authorization (Using Agency)					P	7 Years	3 Years	Destroy	
0019-0002	Travel Authorization (Electronic Record-Treasury)					P	7 Years	3 Years	Destroy	
0020-0000	Travel Authorization For Training (TH) ---									

	Usage: to authorize travel for state employees for training for official state business.									
0020-0001	Travel Authorization For Training (Using Agency)					P	7 Years	3 Years	Destroy	
0020-0002	Travel Authorization For Training (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0021-0000	Travel Refund/Cash Receipt - Travel (TC) --- Usage: to record refund of a vendor payment or for state employee cash advance or excessive payment.									
0021-0001	Travel Refund/Cash Receipt - Travel (Using Agency)					P	7 Years	3 Years	Destroy	
0021-0002	Travel Refund/Cash Receipt - Travel (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0022-0000	Expenditure Modification (EM) --- Usage: to modify recorded expenditures. Formerly known as Disbursement/Journal Entry.									
0022-0001	Expenditure Modification (Using Agency)					P	7 Years	3 Years	Destroy	
0022-0002	Expenditure Modification (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0023-0000	Vendor File - NJMACS-E									
0023-0001	Vendor File - Individual Vendor --- File pertains to vendors utilized by state agencies and used in conjunction with the NJMACS-E system. Contains: vendor name, ID number, and status.					P	7 Years	3 Years	Destroy	
0023-0002	Vendor File - Approved/Denied Vendor List (Copy) --- Listings of vendors whose services may or may not be contracted by state agencies.					P	As updated	As updated	Destroy	

0024-0000	Manual Warrant (MW) --- Usage: to request and record a manual check.									
0024-0001	Manual Warrant (Using Agency)					P	7 Years	3 Years	Destroy	
0024-0002	Manual Warrant (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0025-0000	Federal Aid Master Transaction (FM) --- Usage: to establish and record a new federal grant program.									
0025-0001	Federal Aid Master Transaction (Using Agency)					P	7 Years	3 Years	Destroy	
0025-0002	Federal Aid Master Transaction (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0026-0000	Project (PJ) --- Usage: to establish a project in the Project Module.									
0026-0001	Project (Using Agency)					P	7 Years	3 Years	Destroy	
0026-0002	Project (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0027-0000	DBC Project (PK) --- Usage: to establish a Division of Building and Construction (DBC) project in the Project Module.									
0027-0001	DBC Project (Using Agency)					P	7 Years	3 Years	Destroy	
0027-0002	DBC Project (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
0028-0000	Job Cost (JC) --- Usage: to change costs to the Job Module.									
0028-0001	Job Cost (Using Agency)					P	7 Years	3 Years	Destroy	

* P - Public, C - Confidential

0028-0002	Job Cost (Electronic Record - Treasury)					P	7 Years	3 Years	Destroy	
	Bank Records										
0100-0000	Bank Statement --- Statement reflecting the status of an agency's account.					P	7 Years	3 Years	Destroy	
0101-0000	Check File									
0101-0001	Check File-Cancelled Checks, Voided Checks, Bounced Checks, Image Checks, And Lost Check Reference (Electronic And Hardcopy) --- Note: If an agency's checks are imaged by a financial institution, the agency is not required to retain a hardcopy version of the check.					P	7 Years	3 Years	Destroy	
0101-0002	Check File - Check Register --- Contains: reconciliation sheet, outstanding checklists, and copies of issued/received checks.					P	7 Years	3 Years	Destroy	
0101-0003	Check File - Check Stub					P	7 Years	3 Years	Destroy	
0101-0004	Check File - Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self- scanned and electronically deposited by an agency into the bank.					P	After deposit input and verification	After deposit input and verification	Destroy	
0102-0000	Deposit Slip (Bank)					P	7 Years	3 Years	Destroy	
0103-0000	Bank Books					P	7 Years	3 Years	Destroy	
0104-0000	Cashier Stubs					P	7 Years	3 Years	Destroy	
	Books Of Account										
0200-0000	Journal - Daily Cash ---					P	7 Years	3 Years	Destroy	

	Book of original entry, recording cash revenue and expense in a chronological order.										
0201-0000	Ledger - General Ledger (Genled) And Closed Ledger (Clsdled) --- Central control of open and closed accounts.			X		P	Permanent	Permanent	Permanent		
0202-0000	Ledger - Subsidiary (Treasury And/Or Using Agency) --- Daily transactions that are verified against the controlling accounts in the General Ledger.					P	7 Years	3 Years	Destroy		
	Budget Records										
0300-0000	Budget Appropriation Handbook (Copy) --- Indicates the amount of funds allocated for a department's daily operations during a fiscal year. Original retained by the Department of the Treasury.										
0300-0001	Budget Appropriation Handbook-Departmental (Copy)					P	7 Years	3 Years	Destroy		
0300-0002	Budget Appropriation Handbook - Divisional/Sub-Divisional (Copy)					P	1 Years	1 Years	Destroy		
0301-0000	Budget Planning Documents - Departmental, Divisional, And Sub-Divisional (Copy) --- Annually prepared planning documents which include; Program Justification (BB 101), Fiscal and Position Request (BB102), Revenue Statement (BB 103), Revolving Funds (BB 103A), Evaluation Data, Data, Position Data, and Affirmative Action Data (BB 104 [Diskette]), Priority Request (PD 206), Appropriations Data - Minor Object Detail (IPB Report - 1739A), objectives and program descriptions, organization charts, and supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy		
0302-0000	Budget Request - Departmental (Copy) --- Annual request made to the Department of the Treasury for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.										
0302-0001	Budget Request - Departmental (Copy)					P	3 Years	3 Years	Destroy		

0302-0002	Budget Request - Departmental Work Papers					P	3 Years	3 Years	Destroy	
0303-0000	Budget Request - Divisional And Sub-Divisional (Copy) --- Annual request made to the departments fiscal office for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.									
0303-0001	Budget Request - Divisional And Sub-Divisional (Copy)					P	3 Years	3 Years	Destroy	
0303-0002	Budget Request - Divisional And Sub-Divisional (Additional Copy)					P	1 Years	1 Years	Destroy	
0303-0003	Budget Request - Divisional And Sub-Divisional Work Papers					P	3 Years	3 Years	Destroy	
	Additional Financial Records									
0400-0000	Audit Reports - State Agency (Copy) --- Original retained by the Office of Legislative Services, Bureau of State Auditing.					P	3 Years	3 Years	Destroy	
0401-0000	Building Maintenance Work Order					P	3 years after work completed	3 years after work completed	Destroy	
0402-0000	Cash Receipts					P	7 Years	3 Years	Destroy	
0403-0000	Contracts And Amendments File --- Includes: copies of plans and specifications, bid proposals, progress/performance reports for payment, correspondence, and supporting documentation. Original retained by the Department of the Treasury.									
0403-0001	Contracts And Amendments - Awarded (Original) --- Signed originals and support material.					P	7 Years after completion of contract	3 Years after completion of contract	Destroy	
0403-0002	Contracts And Amendments - Awarded (Copy)					P	3 years after completion of contract	3 years after completion of contract	Destroy	

0403-0003	Contracts And Amendments - Cancelled (Original)					P	3 years after submission	3 years after submission	Destroy	
0403-0004	Contracts And Amendments - Voided (Original)					P	3 years after voidance	3 years after voidance	Destroy	
0403-0005	Contracts And Amendments - Public Buildings					P	7 Years after disposal of building	3 Years after disposal of building	Destroy	
0403-0006	Contracts And Amendments - Public Buildings, Capital Improvements For Real Property					P	7 Years after disposal of building	3 Years after disposal of building	Destroy	
0403-0007	Contracts And Amendments - Equipment					P	7 Years after disposal of equipment	3 Years after disposal of equipment	Destroy	
0404-0000	Deferred Compensation File -Termination, Disability, Retirement, And Death			X		P	Permanent	Permanent	Permanent	
0405-0000	Department Of The Treasury Report Run-Offs (Copy) --- Agency weekly and monthly financial transaction summary reports from the Department of the Treasury. Original retained by the Department of the Treasury.					P	1 Years	1 Years	Destroy	
0406-0000	Grant/Entitlement/Recognition File --- Grants, entitlements, and recognitions between state agencies and federal, state, local, and private institutions for the award of monies to finance operations for state, county, municipal, or private agencies.									
0406-0001	Grant/Entitlement/Recognition File - Approved (Original) --- File pertains to original documentation for a state agency receiving federal grant monies or for a State agency issuing grant monies or a State agency approving a statutory entitlement granted to eligible applicants.					P	7 Years after termination of grant	3 Years after termination of grant	Destroy	
0406-0002	Grant /Entitlement/Recognition File - Approved (Copy) --- File pertains to state agency receiving state grant monies.					P	3 years after termination of grant or receipt of award	3 years after termination of grant or receipt of award	Destroy	

0406-0003	Grant/Entitlement/Recognition File - Approved (Additional Copy)					P	1 year after termination of grant or receipt of award	1 year after termination of grant or receipt of award	Destroy	
0406-0004	Grant/Entitlement/Recognition File - Denied (Original And Copy)					P	3 Years	3 Years	Destroy	
0406-0005	Grant/Entitlement/Recognition File - Denied (Additional Copy)					P	1 Years	1 Years	Destroy	
0407-0000	Individual Insurance Policy File									
0407-0001	Individual Insurance Policy File - Policy --- File reflecting the numerous types of insurance policies an agency maintains.					P	7 Years after termination of policy	3 Years after termination of policy	Destroy	
0407-0002	Individual Insurance Policy File - Health Insurance Portability And Accountability Act Of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Policies Overview Letter, Notice of Privacy Policies Brochure, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, Actions, Activities, Designations, and supporting documentation.					P	7 Years after termination from program	3 Years after termination from program	Destroy	
0408-0000	Payearoll File --- Originals may be retained by the Department of the Treasury, and additional hardcopy and microfiche by the agency.									
0408-0001	Payearoll Register (Department Of The Treasury, And Autonomous Commissions And Authorities)			X		P	Permanent	Permanent	Permanent	
0408-0002	Payearoll Reports - Department Of The Treasury - Generated (Original)					P	7 Years	3 Years	Destroy	
0408-0003	Payearoll Reports - Department Of The Treasury - Generated (Agency Copy)					P	30 Days		Destroy	
0408-0004	Payearoll Reports - Department Of The Treasury - Generated (Microfiche)					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

0408-0005	Payearoll Reports - Agency - Generated (Original)					P	7 Years	3 Years	Destroy	
0408-0006	Payearoll Reports - Agency - Generated (Copy)					P	3 Years	3 Years	Destroy	
0409-0000	Payearoll Signature Sheet File --- Sheets identifying employees that have received payearoll checks.					P	3 Years	3 Years	Destroy	
0410-0000	Request For Waiver Of Adverting (Copy) --- Used to forgo bid advertising in the event that there is only one supplier, and/or an immediate delivery of an item is necessary. Original retained by the Department of the Treasury.									
0410-0001	Request For Waiver Of Advertising (Departmental Copy)					P	7 Years after termination of contract	3 Years after termination of contract	Destroy	
0410-0002	Request For Waiver Of Advertising (Additional Copy)					P	3 Years	3 Years	Destroy	
0411-0000	Open And Closed Billing File --- File contains initial billing statements and notice, follow-up notice(s), and closed billing statements.					P	7 Years	3 Years	Destroy	
0412-0000	Space Planning Request File(GSA-7 SPR) (Copy) --- Contains: Space Planning Request, lease (copy), lease floor plans, and correspondence. Original maintained by the Department of the Treasury, Division of Purchase and Property. Formerly known as a Space Allocation Request (SAR)I,II,III) .									
0412-0001	Space Planning Request File (GSA-7 SPR) (Department Copy)					P	3 years after expiration of lease	3 years after expiration of lease	Destroy	
0412-0002	Space Planning Request File (GSA-7 SPR) (Additional Copy)					P	3 Years	3 Years	Destroy	
0413-0000	Transmittal of Salary Refunds File ---						3 Years	3 Years	Destroy	

* P - Public, C - Confidential

	Contains transmittals and checks to the Department of the Treasury for employees who were not entitled to receive payment.									
	Additional Financial Records									
0414-0000	Employee Certification Of Taxability Of The Personal Use Of A State Provided Vehicle (Department Copy) --- Original retained by the Department of the Treasury, Bureau of Central Services and Property Management.					P	3 Years	3 Years	Destroy	
0415-0000	Off-System Funds/Non-Appropriated Accounts File --- State agency funds not appropriated by the State Treasurer. File contains: transaction records, receipts/expenditures, banking records, Division of Investment-Fund Investment Reports (Copy), and supporting documentation.					P	7 Years	3 Years	Destroy	
0416-0000	Telephone Records File									
0416-0001	Telephone Records File - Agency Report Of Protested Third Party Calls (Department/Divisional/Sub-Divisional Copy) --- Original retained by Bell Atlantic - New Jersey.					P	3 Years	3 Years	Destroy	
0416-0002	Telephone Records File - Agency Request For Telephone Service (Department Copy) --- Original retained by the Department of the Treasury.					P	3 years after completion	3 years after completion	Destroy	
0416-0003	Telephone Records File - Monthly Toll Listing Printout (Department Copy) --- Printout generated by the Department of the Treasury, Office of Information Technology (OIT).					P	3 Years	3 Years	Destroy	
0417-0000	Vehicle Records File									
0417-0001	Vehicle Records File - Gasoline/Oil Credit Card Transactions File (Departmental Copy) --- Contains charge slip and vendor-submitted monthly transactions summary. Original retained by the Department of the Treasury and a copy by the Central Motor Pool.					P	3 Years	3 Years	Destroy	

0417-0002	Vehicle Records File - Vehicle Accident Report					P	3 Years	3 Years	Destroy	
0417-0003	Vehicle Records File - Vehicle Assignment Log					P	7 Years after final entry	3 Years after final entry	Destroy	
0417-0004	Vehicle Records File - Vehicle Maintenance/Repair Order					P	3 Years	3 Years	Destroy	
0417-0005	Vehicle Records File - Vehicle Usage Report --- Report dealing with the activities of state-owned motor vehicles.					P	3 years after disposal of vehicle by department	3 years after disposal of vehicle by department	Destroy	
0418-0000	Procurement/Credit Card Statement (Hardcopy And Electronic) --- Statement of charges incurred by a state agency for operational transactions.					P	7 Years	3 Years	Destroy	
0419-0000	Internal Control Vulnerability Assessment - New Jersey Department Of The Treasury (Copy) --- Self-assessment questionnaire pertaining to status of an agency's system of internal accounting and administrative controls in areas such as security, personnel, finance, and administration. Original is kept by the Department of the Treasury, Office of Management and Budget.					P	3 Years	3 Years	Destroy	
0420-0000	Certificate Of Fire Code Status --- An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (N.J.A.C. 5:71-3.7(b)9; N.J.S.A. 52:27D-192)									
0420-0001	Certificate Of Fire Code Status - In Compliance					P	7 years after final payment	7 years after final payment	Destroy	
0420-0002	Certificate Of Fire Code Status - Not In Compliance					P	7 years after final payment and compliance with recommendations	7 years after final payment and compliance with recommendations	Destroy	
0421-0000	Persons And Entities Engaging In Prohibited Activities In Russia Or Belarus, Russia-Belarus And Iran Investment Certification For					P	7 Years After denial		Destroy	

	Vendors And Contractors File (N.J.S.A. 52:32-60.1/PL 2022, C. 3) --- File pertaining to Public Agency Contracting Units (State, County, Local, Education and Higher Education) prohibited from awarding, renewing, amending or extending a contract with vendors who engage in activities with Russia, Belarus, Russia-Belarus or Iran. File contains but is not limited to the following: Federal Office of Foreign Assets Control (OFAC) - Sanctions List and List Search, Federal Executive Order 14024; NJ Department of the Treasury Notice- Notice of N.J.S.A. 52:32-60.1/PL 2022, c.3, Russia-Belarus Vendor Certification, Iran Investment Activities List and Disclosure/Certification Form, Vendor Certification of Non-Involvement in Prohibited Activities in Russia or Belarus; Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Guidelines and Local Finance Notices and supporting documentation.									
	Personnel Records									
0700-0000	Affirmative Action/Equal Employment Opportunity Complaint Case File --- Contains: Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.					P	7 years after conclusion of matter	7 years after conclusion of matter	Destroy	
0701-0000	Affirmative Action Plan (Copy) --- Agency's annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0702-0000	Survey Of New Jersey State Government Handicapped Employees (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0703-0000	Current Agency Work Force Analysis File (Copy) --- File contains: Current Agency Work Force Analysis and Current Agency Work Force Analysis by Salary. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
	Classification Records									

0800-0000	Certification Of Eligibility - State Service (Copy) --- List of individuals who have passed a competitive examination and are eligible for appointment to a position in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
0801-0000	Acknowledgment Of Certification Questionnaire (Copy) --- Certification acknowledgment questionnaire. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
0802-0000	Eligible/Ineligible Roster --- List of Individuals eligible or ineligible for a position.					P	3 Years	3 Years	Destroy		
0803-0000	Job Specification File										
0803-0001	Job Specification/Request For Copy Of Job Specification (Copy) --- Includes qualifications and duties for positions in state government. Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy		
0803-0002	Request For Copy Of Job Specification (Copy) --- Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy		
0803-0003	Specification Transmittal (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
0803-0004	Specification Change Sheet (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
0803-0005	Specification Transmittal Separation Sheet (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
0803-0006	Request For Title Or Specification Modification (Classified And Unclassified) (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
0804-0000	Notification Of Certification (Copy) ---					P	3 Years	3 Years	Destroy		

	Notification that an individual has passed a competitive examination and is eligible for appointment to a state government position. Original retained by the Department Personnel Office.									
0805-0000	Personnel Requisition					P	3 Years	3 Years	Destroy	
0806-0000	Position Classification Questionnaire (Copy) --- Descriptive report used to obtain basic data about a position in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0806-0001	Position Classification Questionnaire (Department Personnel Office)					P	3 years after final action	3 years after final action	Destroy	
0806-0002	Position Classification Questionnaire(Office Of Origin)					P	1 year after final action	1 year after final action	Destroy	
0807-0000	Certification Delay (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0808-0000	Request For New Title (Copy) --- Agency request to establish a new position class title when the duties of a new/existing position cannot be classified properly. Original retained by the Department of Personnel.									
0808-0001	Request For New Title - Approved (Copy)					P	Duration of title	Duration of title	Destroy	
0808-0002	Request For New Title - Denied (Copy)					P	3 years after final action	3 years after final action	Destroy	
0809-0000	Request For Reclassification/Reclassification Recommendation (Copy) --- Enables state employees to change the classification of their position. Original retained by the Department of Personnel.									
0809-0001	Request For Reclassification (Copy)					P	3 years after final action	3 years after final action	Destroy	
0809-0002	Request For Reclassification/Agency Acknowledgment (Copy)					P	Until final decision	Until final decision	Destroy	

* P - Public, C - Confidential

0810-0000	Request For Re-Evaluation Of Title (Copy) --- Agency request to re-evaluate a class title based on a change in responsibilities or agency re-organizational. Original retained by the Department of Personnel.									
0810-0001	Request For Re-Evaluation Of Title - Approved (Copy)					P	Duration of title	Duration of title	Destroy	
0810-0002	Request For Re-Evaluation Of Title - Denied (Copy)					P	3 Years	3 Years	Destroy	
0811-0000	Request To Appoint Confidential And/Or Unclassified Employee (Copy)									
0811-0001	Request To Appoint Confidential And/Or Unclassified Employee (Copy) - Approved					P	Duration of title	Duration of title	Destroy	
0811-0002	Request To Appoint Confidential And/Or Unclassified Employee (Copy) - Denied					P	3 Years	3 Years	Destroy	
0812-0000	Certification Record Card (Copy) --- Record card of an individual who has passed a competitive examination and is eligible for appointment to a position in state government. Original retained by the Department of Personnel.					P	4 Years	4 Years	Destroy	
0813-0000	Certification Information Card (Copy) --- Informational card explaining the certification process. Original retained by the Department of Personnel.					P	Periodic review	Periodic review	Destroy	
	Individual Employee File									
0900-0000	Employee Address List					P	As updated	As updated	Destroy	
0901-0000	Federal And State Withholding Tax File (Copy) --- Employee state and federal withholding tax documentation. Original documents maintained by the Internal Revenue Service.					P	7 Years	3 Years	Destroy	
0902-0000	Grievance File --- Records of employees dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are									

	deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.									
0902-0001	Grievance File - Policy-Establishing Settlement (Original)			X		P	Permanent	Permanent	Archival review	
0902-0002	Grievance File - Policy-Establishing Settlement (Copy) --- Retained by grievant agency of employment.					P	3 years after final settlement	3 years after final settlement	Destroy	
0902-0003	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	1 year after final settlement	1 year after final settlement	Destroy	
0902-0004	Grievance File - Routine Settlement (Original)					P	3 years after final settlement	3 years after final settlement	Destroy	
0902-0005	Grievance File - Routine Settlement (Copy)					P	1 year after final settlement	1 year after final settlement	Destroy	
0903-0000	Individual Employee File --- File includes info pertaining to permanent & provisional full-time, part-time, & summer employees. File may contain but is not limited to the following: New Hire Request, Separation Request, Position Classification Questionnaire, Request for Employment Disability leave/Return, Preliminary and Final Notices & Appeal of Disciplinary Action, Application for Re-employment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer, Data Processing Request for Correction of Social Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of lay-off, Final Notice of Lay-off, Unsatisfactory Probation Reports, Pension Program Application (Copy), Employees Report of Accidental Injury or Occupational Disease, Self-health Assessment/Screening Forms, Performance Evaluation System (PES), Performance Certification, Salary Increase, Title info, Promotional Certification, Request for Personnel/Position Action Return Slip, Government Employee Interchange, Application for Lump Sum Compensation for Earned & Unused Sick Leave for Retirees, Request for Personnel File/Record Card Info, Permission to Release Confidential Info, and General State-Wide Application for Employment.									
0903-0001	Individual Employee File - Departmental Personnel (Original)					P	6 years after termination of employment	6 years after termination of employment	Destroy	

* P - Public, C - Confidential

0903-0002	Individual Employee File - Departmental Personnel (Copy)					P	3 years after termination of employment	3 years after termination of employment	Destroy		
0903-0003	Individual Employee File - Sub-Divisional Personnel (Additional Copy)					P	1 year after termination of employment	1 year after termination of employment	Destroy		
0904-0000	Job Applicant Files - Persons Not Hired --- Includes resumes, applications, etc. of persons not hired for employment by state agencies.					P	3 Years	3 Years	Destroy		
0905-0000	Leave Request - Disability, Administrative, Furlough, Sick, Vacation, Maternity, And Family Leave										
0905-0001	Leave Request - Departmental Personnel (Original)					P	7 Years	3 Years	Destroy		
0905-0002	Leave Request - Divisional Personnel (Copy)					P	3 Years	3 Years	Destroy		
0905-0003	Leave Request - Sub-Divisional Personnel (Additional Copy)					P	1 Years	1 Years	Destroy		
0906-0000	State Employee Service Record					P	60 years after termination of employment or age 85, whichever is sooner	60 years after termination of employment or age 85, whichever is sooner	Destroy		
0907-0000	Personnel Master Monthly List --- Departmental and divisional personnel list categorized by: social security number, pay range, education, etc.					P	1 Years	1 Years	Destroy		
0908-0000	Position History File --- File used for fiscal verification.					P	7 Years	3 Years	Destroy		
0909-0000	Preliminary Notice/Final Notice/Appeal Of Disciplinary Actions (Copy) --- Preliminary, final, and appeal notices of disciplinary actions taken pertaining to a classified, permanent employee. Original and copy retained by the Department of Personnel.										

* P - Public, C - Confidential

0909-0001	Disciplinary Actions - Departmental Personnel (Copy)					P	6 years after termination of employment	6 years after termination of employment	Destroy	
0909-0002	Disciplinary Actions - Management Personnel (Copy)					P	3 years after final action	3 years after final action	Destroy	
0909-0003	Disciplinary Actions (Additional Copy)					P	1 Years	1 Years	Destroy	
0910-0000	Referrals - External And Internal --- Records of potential job applicants received from sources inside/outside of a state agency.									
0910-0001	Referrals - External					P	3 Years	3 Years	Destroy	
0910-0002	Referrals - Internal					P	1 Years	1 Years	Destroy	
0911-0000	Request For Employment Disability Leave/Return (Copy) --- Employees request for leave of absence with pay due to disability either through injury or illness incurred from employment. Original retained by the Department of Personnel.									
0911-0001	Request For Disability Leave/Return - Departmental Personnel (Copy)					P	6 years after termination of employment	6 years after termination of employment	Destroy	
0911-0002	Request For Disability Leave/Return - Departmental Payearoll (Copy)					P	3 Years	3 Years	Destroy	
0911-0003	Request For Disability Leave/Return (Additional Copy)					P	1 Years	1 Years	Destroy	
0912-0000	Service Award Selection/Nomination/Eligibility Certification File (Copy) --- File for employees who have been employed for specified years in state government service. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0913-0000	Suggestion Awards File (Copy) --- Includes: Suggestion Evaluation Report, Suggestion Award Card,									

* P - Public, C - Confidential

	Interim Note, Employee Suggestion Form, and correspondence. Original retained by the Department of Personnel.									
0913-0001	Suggestion Awards File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	
0913-0002	Suggestion Awards File - Departmental Suggestion Awards Committee (Additional Copy)					P	1 Years	1 Years	Destroy	
0914-0000	Time Records --- Attendance reports for state employees.									
0914-0001	Time Records - Departmental (Original)					P	7 Years	3 Years	Destroy	
0914-0002	Time Records - Divisional (Copy)					P	3 Years	3 Years	Destroy	
0914-0003	Time Records - Sub-Divisional (Copy)					P	3 Years	3 Years	Destroy	
0915-0000	Employee Medical Records --- May include proof of vaccination and/or testing in lieu thereof. Microfilming or digitization recommended. Retention period prescribed by federal law. (CFR 1910.1018)					P	40 years after termination of employment	40 years after termination of employment	Destroy	
0916-0000	Financial Disclosure Statement For Public Employees (Copy) --- Originals are retained by the Governors Counsel and the Executive Commission on Ethical Standards.					P	3 Years	3 Years	Destroy	
0917-0000	Certified Public Manager Program File (CPM) File (Copy) --- File contains: Application for CPM Program: Levels I-IV, Waiver from CPM Classes, Recommendation for CPM Classes, and supporting documentation.					P	6 years after termination of employment	6 years after termination of employment	Destroy	
0918-0000	Department Of Personnel Administrative Action File (Copy) --- File contains: Final Administrative Action of the Merit System Board and the Commissioner of Personnel and supporting documentation. Original maintained by the Department of Personnel.					P	6 years after termination of employment	6 years after termination of employment	Destroy	

* P - Public, C - Confidential

0919-0000	Reduction In Force File: Displaced Personnel Questionnaire And Appeal (Copy) --- Questionnaire asking employees to target what regional they would prefer to transfer. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0920-0000	PAR BI-Weekly Report (Copy) --- Submitted by each agency to the Department of Personnel. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0921-0000	Leave Of Absence Bi-Weekly Report (Copy) --- Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0922-0000	Request For Temporary Employment (Copy) --- Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0923-0000	Application For New Jersey Support Specialist Program (Copy) --- Application to receive training for the Support Specialist title. Original maintained by the Department of Personnel.					P	6 years after termination of employment	6 years after termination of employment	Destroy	
0924-0000	Elective Instruction Review Application (Copy) --- Review of college credits earned and what is accepted by state government. Original maintained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0925-0000	Application For Senior Executive Service (Copy) --- Original maintained by the Department of Personnel.					P	6 years after termination of employment	6 years after termination of employment	Destroy	
0926-0000	Application For Senior Level Clerical (Copy) --- Original maintained by the Department of Personnel.					P	6 years after termination of employment	6 years after termination of employment	Destroy	
0927-0000	Job Location Declaration (Copy) --- Statement declaring region of transfer. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
0928-0000	Special Reemployment Information/Preference (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

0929-0000	Request For Increment Restoration (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
0930-0000	Dental Care Program Financial Reports File --- Contains reports pertaining to employees enrolled in the dental care program.					P	7 Years	3 Years	Destroy		
0931-0000	Vision Care Program Financial Reports --- Contains reports regarding employees enrolled in the vision care program.					P	7 Years	3 Years	Destroy		
0932-0000	Health Care Provider Program File										
0932-0001	Health Care Provider Program File - Enrollment Card					P	6 years after termination of enrollment	6 years after termination of enrollment	Destroy		
0932-0002	Health Care Provider Program File - Change Of Status Card					P	6 years after termination of enrollment	6 years after termination of enrollment	Destroy		
0933-0000	Conflict Of Interest Questionnaire (Copy) --- Originals maintained by the Ethical Standards Commission and the Governors Counsel.					P	1 Years	1 Years	Destroy		
	Individual Employee File										
0934-0000	Request For Approval For Attendance At Events - State Ethics Commission (N.J.A.C. 19:61-6)					P	5 Years	1 Years	Destroy		
	Performance Evaluation System (PES)										
1000-0000	Performance Evaluation System (PES) Departmental Personnel (Original) --- Contains Performance Agreement, Fact Sheet, and Final Evaluation Review. Copy is retained by the employee.					P	6 years after termination of employment	6 years after termination of employment	Destroy		
1001-0000	Performance Summary (Copy) ---					P	1 Years	1 Years	Destroy		

* P - Public, C - Confidential

	Contains a listing of: classified employees who have been rated satisfactory or unsatisfactory, unclassified employees not granted a salary increase, and supervisors who have failed to submit a Performance Certification and Salary Increase Recommendation form. Original retained by the Department of Personnel.									
	Open Competitive & Promotional Examination Records									
1100-0000	Application For Open Competitive And Application For Promotional Examinations - State Service File (Copy) --- Applications for an open competitive or promotional examination within state government. Original retained by the Department of Personnel.					P	4 Years	4 Years	Destroy	
1101-0000	Application Summary (Copy) --- List of persons eligible for a classified promotion in state government. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1102-0000	N.J.A.C. 4A: 4-2.7 Promotional Action (Copy) --- Indicates that a permanent employee has been promoted to a position without examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1103-0000	Promotional Job Analysis (Copy) --- A job description used in the development of a promotional examination for a specific job title. Original retained by the Department of Personnel.									
1103-0001	Promotional Job Analysis - Departmental Personnel (Copy)					P	5 Years	5 Years	Destroy	
1103-0002	Promotional Job Analysis (Additional Copy)					P	1 Years	1 Years	Destroy	
1104-0000	Promotional Notice File (Copy) --- Contains: Promotional Announcements, Notices of Vacancy, Checklist, Promotional Opportunities, Notice of Promotional Examination, and Notice of Promotional Action. Original retained by the Department of Personnel.									
1104-0001	Promotional Notices File (Copy)					P	Until applicant list has expired	Until applicant list has expired	Destroy	

* P - Public, C - Confidential

1104-0002	Promotional Notices File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	
1105-0000	Notification File (Copy) --- Contains: Notification of Examination, Notification of Eligibility, Notification of Ineligibility. Original retained by the Department of Personnel.									
1105-0001	Notification File (Copy)					P	Until applicant list has expired	Until applicant list has expired	Destroy	
1105-0002	Notification File - Departmental Personnel (Copy)					P	3 Years	3 Years	Destroy	
1106-0000	Promotional Examination Seniority Record (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1107-0000	Residence Questionnaire (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1108-0000	Employment Eligibility List (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1109-0000	Information Correction Card (Copy) --- Form to amend incorrect information in an examination application file. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1110-0000	Examination Regular Review Form (Copy) --- Form requesting a routine review of an examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1111-0000	Change In Examination Status (Copy) --- Form used to change qualified/unqualified status to sit for an examination. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1112-0000	Official Agency Signature Record (Copy) ---					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

	Record of an applicant’s authentic signature. Original retained by the Department of Personnel.									
1113-0000	Veterans File (Copy) --- File of veteran's applications for examination. Contains: Veterans Preference Claims and Notice Concerning Veterans Status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1114-0000	Request For Extension Of Working Test Period (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1115-0000	Lateral Title Request (Copy) --- Change request for transfer to a lateral title. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1116-0000	Position Post Audit Recommendation (Copy) --- Recommendations stated after a desk audit. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1117-0000	Open Competitive Application For Rapid Response (Copy) --- Response request for emergency title. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1118-0000	Symbol/Title/Closing Date (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1119-0000	New Title Information Booklet (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1120-0000	Title Rights Status (Copy) --- Listing of previous titles held. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	
1121-0000	Title Code (Copy) --- Examination titles and associated codes. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

1122-0000	Local Government Promotion Evaluation Team (Copy) --- Local Government personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1123-0000	State Government Promotion Evaluation Team (Copy) --- Departmental personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1124-0000	Promotion Exam Delegation Project Recommend For Exam Action (Copy) --- Review and approval for individuals to sit for examinations. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1125-0000	Promotion Application/Announcement For Delegation To Local Appointing Authorities (Copy) --- Authority for local government to administer in-house examinations. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1126-0000	Provisional Employee Status --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1127-0000	Promotional Announcement Meets Requirements Under N.J.A.C. 4A:4-2. 7 (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1128-0000	Appeal Letter - Promotion Eligibility (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1129-0000	Certification Disposition Notice (Copy) --- Applicants notice that position has already been filled. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1130-0000	Provisional Appointment Listing (Copy) --- Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
	Training Records										

* P - Public, C - Confidential

1200-0000	Course Registration And Report (Copy) --- Used for training by the Department of Personnel's Service Training Section. Original retained by the Department of Personnel.					P	1 Years	1 Years	Destroy		
1201-0000	Request/Disapproval For Registration (Copy) --- Agency request for staff training by institutions other than the Department of Personnel or the agency itself. Original retained by the Department of Personnel.										
1201-0001	Staff Training Request (Copy)					P	3 years after final payment	3 years after final payment	Destroy		
1201-0002	Staff Training Request (Additional Copy)					P	1 Years	1 Years	Destroy		
	Personnel Management Information System (PMIS)										
1300-0000	Personnel Maintenance Request (Copy) --- Input document to update and employees status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1301-0000	Position Maintenance Request (Copy) --- Input document to update a position's status. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1302-0000	Conversion Of Appointment Type Request (Copy) --- Document used to change an appointment to a new position. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1303-0000	Separation/Losing Authority Request (Copy) --- Documentation to update an agency's file whose employee is terminating employment. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1304-0000	Leave Of Absence Maintenance Request (Copy) --- Document recording basic information about an employee. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		

1305-0000	Static Information Change Request (Copy) --- Form recording basic information about an employee. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1306-0000	Individual Salary Adjustment Request (Copy) --- Form used to implement a salary change. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1307-0000	Rescind Pervious Action Request (Copy) --- Form used to rescind a personnel action. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1308-0000	Special Payment Information Request (Copy) --- Form to initiate special payment to an employee. Original retained by Department of Personnel.					P	3 Years	3 Years	Destroy		
1309-0000	Department Of Personnel Position Change/Freeze Request (Copy) --- Request to change or freeze a position. Original retained by the Department of Personnel.					P	3 Years	3 Years	Destroy		
1310-0000	Employee Transaction Verification Report (Copy) --- Verification report issued after an employee action is taken. Report contains: name, social security number, payearoll number, action initiated (new hire, retirement, promotion, etc.), time balances, effective date, and PMIS request number. Original retained by the Department of Personnel.					P	30 days after verification	30 days after verification	Destroy		
1311-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The maintenance of the device is overseen by the Department of the Treasury, Division of Property Management & Construction, Bureau of Special Services. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c375, which mandated the placement of AED's in public agencies.										
1311-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years	3 Years	Destroy		

* P - Public, C - Confidential

1311-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate And AED					P	2 years after update	2 years after update	Destroy		
1311-0003	Automated External Defibrillator (AED) File - Equipment Operational Manual					P	After disposal of equipment	After disposal of equipment	Destroy		
1312-0000	Garnishment File --- File usually contains documentation for debt owed to State agencies because of former employees being overpaid, overdrawn sick time or bounced check for Health Benefit prepayments. A copy of the separation from PMIS, along with any calculations and Treadhoc copies used to figure amount of debt are included as well as letters sent informing of debt owed. File may include: a copy of the record once entered into the Department of the Treasury, Division of Revenue and Enterprise Services (DORES) system, if any payments have been made, will be copied in the file, Set-Off of Individual Liability File (S.O.I.L.) and related materials.					P	7 years after debit is satisfied	7 years after debit is satisfied	Destroy		
1313-0000	I-9 Employment Eligibility Verification Forms (Centralized Filing) --- Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers (including State agencies) must use Form I-9 for all employees (Citizens and noncitizens) hired on or after Nov. 6, 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. 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).					P	3 years after date of hire or 1 year after termination, whichever is later	3 years after date of hire or 1 year after termination, whichever is later	Destroy		
	General Administrative Records										
1400-0000	Administrative Subject File --- Correspondence, memoranda, publications, reports, bulletins, and other information received by a state agency and alphabetically filed by subject.					P	3 Years	3 Years	Destroy		

* P - Public, C - Confidential

1401-0000	Agency - Sponsored Conferences File --- Public Information meetings sponsored by state agencies.										
1401-0001	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master)			X		P	20 years	20 years	Archival Review		
1401-0002	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy)					P	Periodic review	Periodic review	Destroy		
1401-0003	Agency - Sponsored Conferences - Correspondence And Work Papers					P	3 Years	3 Years	Destroy		
1402-0000	Subpoena Files					P					
1402-0001	Agency Testimony And Subpoena File --- Records of testimony given by representatives of state agencies at public hearings, public meetings, trials, and other official proceedings.					P	10 Years		Destroy		
1402-0002	Investigation And Research Files Original (Record Copy) --- Files contain agency responses to requests for information pertaining to subpoenas, internal (agency) investigations or audits. Content may be produced and stored in electronic or hardcopy formats. Version used by the investigatory, audit or agency authority for discovery, evidence, analysis and/or report production					P	7 Years After Matter Involved Is Resolved Or Completed, Including Adjudication Of All Appeals If Applicable		Destroy		
1402-0003	Investigation And Research Files Copy					P	3 Years		Destroy		
	General Administrative Records										
1403-0000	Certified and Returned Mail Receipt					P	3 Years	3 Years	Destroy		
1404-0000	Commissioner's Subject File --- Subject file of a Commissioner, President, Secretary, Chief of Staff, Deputy Commissioner, and Assistant Commissioner pertaining to all administrative aspects of their offices (i.e., agency			X		P	4 Years	4 Years	Archival Review		

* P - Public, C - Confidential

	policy, procedure, organization, programs, fiscal and personnel matters). Includes correspondence, minutes (copy), reports, speeches, and supporting documentation.									
1405-0000	Correspondence (Electronic Or Hardcopy) --- Letters and memoranda in either electronic or printed format, transmitted to and from state agencies during the course of business.									
1405-0001	Correspondence - External					P	3 Years	3 Years	Destroy	
1405-0002	Correspondence - Internal - Administrative					P	1 Years	1 Years	Destroy	
1405-0003	Correspondence - Policy-Non-Statutory/Non-Regulatory			X		P	25 Years	25 Years	Archival Review	
1405-0004	Correspondence - Routine Request For Information					P	Periodic review	Periodic review	Destroy	
1406-0000	Hand-Deliver Receipt									
1406-0001	Hand-Deliver Receipt (Original)					P	1 Years	1 Years	Destroy	
1406-0002	Hand-Deliver Receipt (Copy)					P	Periodic review	Periodic review	Destroy	
1407-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.					P	Periodic review	Periodic review	Destroy	
1408-0000	Inventory File --- Itemized list of equipment and supplies completed by state agencies.					P	3 Years	3 Years	Destroy	
1409-0000	Minutes And Agendas File --- Official records of the proceedings of meetings. File includes agenda and supporting documentation.									

* P - Public, C - Confidential

1409-0001	Minutes And Agenda File (Original)			X		P	Permanent	Permanent	Archives	
1409-0002	Minutes And Agendas File (Copy)					P	Periodic review	Periodic review	Destroy	
1410-0000	News Release --- Information issued by state agencies for publication or broadcast.									
1410-0001	News Release (Original)			X		P	Permanent	Permanent	Archives	
1410-0002	News Release (Copy)					P	Periodic review	Periodic review	Destroy	
1411-0000	Official Notice Of An Open Public Meeting (Copy) --- Original retained by the Office of the Secretary of State.					P	3 Years	3 Years	Destroy	
1412-0000	Organization Chart									
1412-0001	Organization Chart (Original)			X		P	Permanent	Permanent	Archives	
1412-0002	Organization Chart (Copy)					P	As updated	As updated	Destroy	
1413-0000	Photographs And Slides			X		P	Permanent	Permanent	Archives	
1414-0000	Records Removal And Destruction Order --- Original retained by the Department of State, Division of Archives and Records Management.									
1414-0001	Records Removal And Destruction Order (Original)			X		P	Permanent	Permanent	Permanent	
1414-0002	Records Removal And Destruction Order (Copy)					P	10 Years	10 Years	Destroy	

* P - Public, C - Confidential

1415-0000	Records Retention And Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.					P	As updated	As updated	Destroy	
1416-0000	Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.			X		P	Permanent	Permanent	Permanent	
1417-0000	Speeches (Excluding Executive Speeches - See Commissioner's Subject File) --- Records for public speeches given by representatives of state government.			X		P	Periodic review	Periodic review	Archival Review	
1418-0000	Visitor Security Sign-Sheet And Monitoring File --- Visitor security sign-sheet and monitoring file; may include visitor health screening/assessment forms.					P	3 Years	3 Years	Destroy	
1419-0000	Reference File					P	Periodic review	Periodic review	Destroy	
1420-0000	Reference Material Request					P	Periodic review	Periodic review	Destroy	
1421-0000	Surplus Property File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a state agency.									
1421-0001	Surplus Property File - Surplus Equipment Inventory Listing					P	3 years after update	3 years after update	Destroy	
1421-0002	Surplus Property File - Excess/Surplus Property Notice					P	3 years and audit	3 years and audit	Destroy	
1422-0000	Annual Internal Control Statement (Copy) File --- Annual Internal performance audit file containing: Annual Internal Control Statement (copy) and agency-generated supporting					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

	documentation. Original retained by the Department of the Treasury, Office of Management and Budget.									
1423-0000	Consultant File --- File reflecting the findings of a professional consultant hired by a state agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.									
1423-0001	Consultant File - Final Report			X		P	25 Years	25 Years	Archival Review	
1423-0002	Consultant File - Contract					P	7 Years after termination of contract	3 Years after termination of contract	Destroy	
1423-0003	Consultant File - Financial Documents					P	7 Years	3 Years	Destroy	
1423-0004	Consultant File - Work Papers And Support File					P	3 Years	3 Years	Destroy	
1424-0000	Incoming Mail Log					P	3 Years	3 Years	Destroy	
1425-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy), response documents (copy), and relevant supporting documentation. (PL 2001,c404)									
1425-0001	Open Public Records Act (OPRA) File Request Form With Fee					P	7 Years	3 Years	Destroy	
1425-0002	Open Public Records Act (OPRA) File - Request Form Without Fee					P	3 Years	3 Years	Destroy	
1425-0003	Open Public Records Act (OPRA) File - OPRA Complaint To Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian					P	3 years after resolution	3 years after resolution	Destroy	

	Statement of Information (copy), correspondence, email (hardcopy), and supporting documentation										
1426-0000	Specialized Cleaning Documentation --- Records related to cleaning out of the ordinary, in response to a significant event; e.g. exposure to COVID 19.					P	3 Years		Destroy		
1427-0000	Contact Tracing Documentation --- Records related to the process of warning contacts of possible exposure to disease.					P	3 Years		Destroy		
1428-0000	Returned, Undeliverable Mail						3 years or after input and verification, whichever is sooner		Destroy		
	Agency Related Policy, Legislation & Operating Procedures										
1500-0000	Administrative Law Case --- Files prepared by the Office of Administrative Law (OAL), containing all documentation related to an Administrative Law case. When a case is resolved the original documentation file and the hearing transcript are sent to the appropriate state agency. OAL retains copies of the cases.										
1500-0001	Administrative Law Case (Original) --- Retained by the state agency.			X		P	20 years after case is closed	20 years after case is closed	Archival Review		
1500-0002	Administrative Law Case - Transcript (Original) --- Retained by the state agency.			X		P	Permanent	Permanent	Archives		
1501-0000	Attorney Generals Opinions (Copy) --- Legal opinions dealing with matters relevant to a state agency's activities. Original retained by the Office of the Attorney General.					P	Periodic review	Periodic review	Destroy		
1502-0000	Background Information And Comments On Proposed Changes/Additions To A New Jersey Administrative Code Draft (Copy) --- Background materials, comments, approved and disapproved			X		P	3 Years	3 Years	Archival Review		

* P - Public, C - Confidential

	changes/additions, and supporting documentation for pre-proposals and proposals to revise a state agency's Administrative Code. Original retained by the Office of Administrative Law.										
1503-0000	Code Of Ethics - Departmental										
1503-0001	Code Of Ethics - Departmental (Original)			X		P	Permanent	Permanent	Archives		
1503-0002	Code Of Ethics - Departmental (Copy)					P	Periodic review	Periodic review	Destroy		
1504-0000	Executive Orders - Gubernatorial (Copy) --- Proclamations issued by the Governor as the chief executive of the state. Original retained by the Office of the Secretary of State.					P	Periodic review	Periodic review	Destroy		
1505-0000	General Operating Procedures --- Rules and regulations developed by state agencies for the general operation of business.										
1505-0001	General Operating Procedures (Original)			X		P	25 Years	25 Years	Archival Review		
1505-0002	General Operating Procedures (Copy)					P	3 Years	3 Years	Destroy		
1506-0000	Hearings - Formal Policy										
1506-0001	Hearings - Stenotype Transcription					P	1 year after printing of transcript	1 year after printing of transcript	Destroy		
1506-0002	Hearings - Real Time Transcription					P	1 year after printing of transcript	1 year after printing of transcript	Destroy		
1506-0003	Hearings - Computer-Assisted Transcription					P	1 year after printing of transcript	1 year after printing of transcript	Destroy		

1506-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	Destroy	
1506-0005	Hearings - Transcripts (Original)			X		P	Permanent	Permanent	Archives	
1506-0006	Hearings - Transcripts (Copy)					P	Periodic review	Periodic review	Destroy	
1507-0000	Interagency Agreement --- An agreement between state agencies regarding a common subject.									
1507-0001	Interagency Agreement (Original)			X		P	Permanent	Permanent	Archives	
1507-0002	Interagency (Copy)					P	Periodic review	Periodic review	Destroy	
1508-0000	Legislation - Agency-Related (Copy) --- Laws dealing with matters relevant to a state agency’s activities. Original retained by the Office of Legislative Services.									
1508-0001	Legislation - Agency-Related-Adopted (Copy)					P	Periodic review	Periodic review	Destroy	
1508-0002	Legislation - Agency-Related-Pending (Copy)					P	As updated	As updated	Destroy	
1509-0000	Policy Statement --- Statement issued by an agency’s management personnel regarding the governance of agency- related policy and procedure.									

1509-0001	Policy Statement (Original)			X		P	Permanent	Permanent	Archives	
1509-0002	Policy Statement (Copy)					P	Periodic review	Periodic review	Destroy	
1510-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File (Copy) --- Contains the Annual Occupational and Illnesses Survey and supporting documentation. File maintained in accordance with N.J.A.C., 12:110, Subchapter 5 and N.J.S.A. 34:6A-24-28 et seq. Original retained by the Department of Labor.									
1510-0001	Public Employees Occupational Safety And Health Act (Copy)					P	6 Years	6 Years	Destroy	
1510-0002	Public Employees Occupational Safety And Health Act (Additional Copy)					P	3 Years	3 Years	Destroy	
1511-0000	Regulations - Agency-Related (Copy) --- State agency proposals for regulations to become part of the New Jersey Administrative Code. Original retained by the Office of Administrative Law.									
1511-0001	Regulations - Agency-Related - Adopted (Copy)					P	Periodic review	Periodic review	Destroy	
1511-0002	Regulations - Agency-Related-Pending (Copy)					P	As Updated	As Updated	Destroy	
1511-0003	Regulations - Agency-Related - Rejected (Copy)					P	Periodic review	Periodic review	Destroy	
1512-0000	Public Meetings - Audio/Video Tape Recordings					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer	80 days or until either summary or verbatim transcript have been approved as minutes,	Destroy	

								whichever is longer		
1513-0000	Worker & Community Right To Know Act File (Employer Copy) --- This file is maintained in accordance with the Worker and Community Right to Know Act, L.1983,c315,N.J.S.A. 34;5A-1 et seq. Originals are kept by the Departments of Health and Environmental Protection for 30 years. File contains, but is not limited to the following: Hazardous Substance List, Hazardous Substance Training Manual and supporting data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.					P	6 Years	6 Years	Destroy	
1514-0000	Disaster Prevention And Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.									
1514-0001	Disaster Prevention And Recovery/Business Continuity Plans (Original)					P	3 years after update	3 years after update	Destroy	
1514-0002	Disaster Prevention And Recovery/Business Continuity Plans (Copy)					P	As updated	As updated	Destroy	
1515-0000	Americans With Disabilities Act (ADA) Transition Plan And Self-Evaluation Plan --- *Microfilming recommended.					P	65 Years	3 Years	Destroy	
	Reports And Publications									
1600-0000	Agency Annual Report --- Annual report highlighting the achievements and activities of a state agency.									
1600-0001	Agency Annual Report - Agency Of Origin (Original)			X		P	Permanent	Permanent	Archives	
1600-0002	Agency Annual Report (Copy)					P	5 Years	5 Years	Destroy	

1601-0000	Agency Monthly Report --- Monthly report highlighting the activities and achievements of a state agency.										
1601-0001	Agency Monthly Report - Agency Of Origin (Original)					P	3 Years	3 Years	Destroy		
1601-0002	Agency Monthly Report (Copy)					P	1 Years	1 Years	Destroy		
1602-0000	Agency Weekly Report (Original And Copy) --- Weekly report highlighting the activities and achievements of a state agency.					P	1 Years	1 Years	Destroy		
1603-0000	Agency-Generated Newsletter --- Publication highlighting an agency's activities and other relevant information. The New Jersey State Library receives 75 copies of all agency-generated publications.										
1603-0001	Agency-Generated Newsletter (Original)			X		P	Permanent	Permanent	Permanent		
1603-0002	Agency-Generated Newsletter (Copy)					P	Periodic review	Periodic review	Destroy		
1604-0000	Agency-Generated Publication --- Printed material created by a state agency. The State Library receives 75 copies of all agency- generated publications.										
1604-0001	Agency-Generated Publication (Original)			X		P	Permanent	Permanent	Permanent		
1604-0002	Agency-Generated Publication (Copy)					P	Periodic review	Periodic review	Destroy		
1605-0000	Agency-Generated Statistical Report(Original And Copy)					P	3 Years	3 Years	Destroy		
1606-0000	Data Entry Input Sheets ---					P		After input and verification	Destroy		

* P - Public, C - Confidential

	Documents used to input raw, test answers, scores, etc. for report compilation.						After input and verification				
1607-0000	Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File --- File pertaining to a specialized, agency-generated Study and Report, Feasibility Study, Needs Assessment and Remediation, and Strategic Plan which may be intra- and/or extra-agency and conducted a single time or ongoing depending on the scope of the project. File contains but is not limited to the following: Specialized Study and Report, Feasibility Study, Needs Assessment and Remediation, Strategic Plan and supporting documentation.										
1607-0001	Original			X		P	20 Years			Archival Review	
1607-0002	Copy					P	Periodic review			Destroy	
	Year Two Thousand (Y2K) Conversion Plan										
1700-0000	Year Two Thousand (Y2K) Conversion Plan (Hardcopy, Microfilm, Or Electronic) --- Includes documentation for testing, remediation, and statutory and regulatory requirements for an agency's Y2K system conversion. File contains but is not limited to the following: hardware, applications, and system analysis documentation; testing documentation; system certification documentation; project plans; status reports; internal and external correspondence and e-mail; vendor system compliance letters; system diagnostic testing results; and supporting documentation.										
1700-0001	Year Two Thousand (Y2K) Conversion Plan (Original)					P	7 Years		3 Years	Destroy	
1700-0002	Year Two Thousand (Y2K) Conversion Plan (Copy)					P	Periodic review		Periodic review	Destroy	
	Image Processing And Certification										

1800-0000	Audit Reports - Image Processing Systems --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.					P	7 Years	3 Years	Destroy		
1801-0000	Image Processing System Initial Certification Or System Revocation --- Agency image processing system initial certification or revocation, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, revocation notification, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.			X		P	Permanent	Permanent	Permanent		
1802-0000	Image Processing System Annual Review --- Agency Image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.					P	As updated	As updated	Destroy		
1803-0000	Image Processing Quality Control/Error Inspection Log --- A log denoting an error(s) detected in either a random or routine quality control inspection of a scanned document batch.					P	After remediation and verification	After remediation and verification	Destroy		
1804-0000	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion.					P	After completion of batch	After completion of batch	Destroy		
	Agency Website File										
1900-0000	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.					P	30 Days		Destroy		
1901-0000	Transaction/Click Through Log --- Log tracking the number of times and agency’s website is accessed from outside the agency.					P	30 Days		Destroy		

* P - Public, C - Confidential

1902-0000	Website Creation And Update File --- File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.					P	30 days after website is discontinued	30 days after website is discontinued	Destroy	
	E-Mail Record									
2000-0000	State Agency E-Mail Record Schedule --- This schedule is designed to facilitate the management of the broad category of e-mail records in accordance with State law (P.L. 1953, c.140; N.J.S.A. 47:3-16) and the provisions set forth in State Circular Letter (CL) 14-12 DORES/OIT. Records may be destroyed by agencies sooner than the retention in this e-mail schedule if such destruction is in accordance with a specific general records schedule item and an approved Electronic File Plan (E-FP) as described in CL14-12 DORES/OIT. See below for general record schedule items included in this broadband. NOTE: This schedule covers routine administrative and operational records with a retention period of seven (7) years or less. Agencies will be responsible for maintaining, administering, and providing access to e-mail (including information and/or attachments) for all records 1) with a final disposition greater than 7 years and 2) a disposition of Permanent, Archives or Archival Review until the State Archives has the means to accept transfer of this material.									
2000-0001	State Agency E-Mail Record Schedule --- E-Mail Record NJ Comprehensive Financial System (NJCFS), Off-system and Procurement/ Purchasing System Records Agency e-mail records pertaining to or encompassing: revenue and expenditure journal/ledger entries; cash receipt records; appropriation/expense/revenue budgets; transfers of appropriation/budget; obligations/encumbrances; purchase orders invoices; vouchers; payments; fiscal note worksheets; travel records; bank records; and vendor file content. Records Series Included 0001-0000 through 0007-0002, 0009-0000 through 0011-0002, 0013-0000 through 0026-0002, 0100- 0000 through 0200-0000 and 0402-0000 and 0415-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	

2000-0002	E-Mail Record Budget/Audit Records --- Agency e-mail records pertaining to or encompassing: departmental/divisional appropriations handbooks; requests; and State Auditor reports. Records Series included 0300-0000 through 0303-0003, 0400-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy		
2000-0003	E-Mail Record Payearoll Reports/Signature Sheets --- Records Series Included 0408-0002 through 0409-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy		
2000-0004	E-Mail Record Accounts Receivable Records/Billings --- Records Series Included 0411-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy		
2000-0005	E-Mail Record Telephone And Vehicle Records (Work Orders, Completed Logs And Maintenance Records) --- Records Series Included 0416-0000 through 041 7-0003, 041 8-0000 *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy		
2000-0006	E-Mail Record Personnel Records --- Agency e-mail records pertaining to or encompassing: affirmative action plans (CSC maintains the original or record copy); surveys; work force/job analyses; certifications; notifications; rosters; job specifications; questionnaires; certification records; promotional actions; job and test applications; lists; referrals; leave requests; conflict of interest questionnaires; time and attendance records; requests/approvals to attend events; applications for open competitive and promotional examinations; personnel maintenance requests; and position change/ freeze requests. Records Series Included 0701-0000 through 0805-0000,0812-0000 through 0813-0000, 0901-0000, 0904 -0000 through 0905 - 0003, 0910-0000 through 0910-0002, 0914-0000 through 0914-0003, 0933-0000, 0934-0000, 1100-0000 through 1103-0002, 1106-0000 through 1130-0000, 1300-0000 through 1309-					P	7 Years		Destroy		

	0000 *Destroy as per CL. 14-12 DORES/OIT									
2000-0007	E-Mail Record General Administrative Records --- E-Mail Record General Administrative Records Agency e-mail records pertaining to or encompassing: administrative subject files (excluding commissioner's subject Files) covering routine agency operations and transactions; and external and internal correspondence (excluding commissioner's correspondence and policy correspondence) covering routine agency operations and transactions, surveys, inventories, open public meeting notices, open public records requests, requests for information, surveys, inventories, and reference material. Records Series Included 1400-0000, 1405-0001, 1405-0002, 1405-0004, 1407-0000 through 1408-0000, 1411-0000,1419-0000 through 1420-0000, and 1425-0002 through 1425-0003. *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2000-0008	E-Mail Record Reports And Publications --- Agency e-mail records pertaining to or encompassing: Agency Monthly Report (Copy) and Agency Weekly Report (Original and Copy). Records Series Included: 1601-0000 through 1602-0000. *Destroy as per CL. 14-12 DORES/OIT					P	7 Years		Destroy	
2100-0000	Video Surveillance Recordings --- Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as a slip and fall, motor vehicle accident or crime).					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported		Destroy	
2101-0000	Body Worn Cameras (BWC) --- Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording					P	90 Days unless one of the exceptions are met		Destroy	

* P - Public, C - Confidential

	devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1) Exceptions: A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention. B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint. C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.										
	Electronic Records										
2200-0000	Supplemental Information Sources, Finding Aids And Indexes --- This series includes electronic abstracts or summaries of records contained in separate original records systems and/or indexes, lists, registers and other finding aids used as reference sources that complement and provide access to separately-stored original records. These records can be used as information sources apart from the related original records.					P	Retain with related original records or when the agency determines that the abstracts, summaries, finding aids/indexes are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.		Destroy		
2201-0000	Output Records --- This series includes records derived directly from the electronic system or database such as system- generated reports (in hardcopy or electronic format), online displays, summary statistical information, or any combination of the above.										

2201-00002	Data File Outputs --- (Cont'd from 2201-0000) File the records above with an appropriate agency-specific records series when applicable. If not applicable, contact the Records Management Services Unit to schedule the records.									
2201-0001	Ad Hoc And Routine Operational Reports --- Includes reports derived from electronic records or system queries created on an ad hoc, one-time basis or on a periodic basis for reference purposes. This item encompasses ad hoc reports created from or queries conducted across multiple linked databases or systems.					P	Retain until business use ceases.		Destroy	
2201-0002	Data File Outputs --- Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including data files consisting of summarized or aggregated information, electronic files consisting of extracted information, print files, and technical reformat files (electronic files consisting of copies of a master file or part of a master file used for information exchange). Exclusion 1: This schedule does not apply to: • Reports created to satisfy established reporting requirements (e.g. statistical reports produced quarterly in accordance with an agency directive or law, or other regular reports to management). • Query results/electronic reports created in response to a formal request from a higher-level office of the agency or an entity external to the agency. • Records containing substantive information not included in the resource electronic records system or database. • Data files consisting of summarized information from unscheduled electronic records or records scheduled as permanent but no longer exist or can no longer be accessed. (Cont'd to 2201-00002)					P	Retain until business use ceases.		Destroy	
2202-0000	Non-Recordkeeping Copies Of Electronic Records --- Includes non-recordkeeping copies of electronic records maintained in email systems, computer hard drives, network drives, collaboration sites, web servers, or other locations, after					P	Retain until copied to the centralized recordkeeping		Destroy	

	the official versions have been copied to a centralized recordkeeping system/database, or otherwise preserved. This encompasses non-record keeping copies of e-mails, attachments and associated metadata stored under the centralized framework set forth in CL NO 14-12 DORES/OIT. This series also includes: documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent; electronic spreadsheets; digital video or audio files; text messages; digital maps or architectural drawings; and copies of various types of electronic records maintained on websites or web servers, but EXCLUDING web pages themselves.						system/database or otherwise preserved.			
2203-0000	Systems And Data Security Records --- Includes records related to maintaining the security of information technology (IT) systems and data, as well as security of facilities. Encompasses records such as official procedures for securing systems/data and maintaining underlying IT infrastructures, as well as system risk management/vulnerability analyses and analyses of security policies, processes, and guidelines. Specific document types included in this record series include: system security, disaster recovery and continuity of operations plans; published computer technical manuals and guides; references materials used to produce guidelines covering security issues (for specific systems and equipment); records on disaster exercises and resulting evaluations; network vulnerability assessments; risk surveys; service test plans; and test files/data.					P	Retain for 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls through the life of the system.		Destroy	
2204-0000	Computer Security Incident Handling, Reporting And Follow-Up Records --- Contains records that relate to computer incidents as defined by the Office of Information Technology (11-03-P1-NJOIT). Encompasses records that document attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper usage by staff, failure of security provisions or procedures, and potentially compromised information assets.					P	Retain for 3 years after all necessary follow-up actions have been completed.		Destroy	
2205-0000	System Access Records --- Includes records that are created as part of the user identification and authorization process associated with information and records system access. The records contained in this records series are used to monitor inappropriate systems access by users. It may include user profiles, log-in files, password files, audit trail									

	files/extracts, system usage files, and usage data required to assess charges for system use.									
2205-0001	System Access Records --- Records associated with systems that do not require special accountability for access.					P	Retain until no longer needed for business use.		Destroy	
2205-0002	System Access Records --- Records associated with systems that require special accountability for access (as defined via regulation or statute) Exclusion: Excludes records relating to electronic signatures.					P	Retain for 7 years following password change or account termination.		Destroy	
2206-0000	System/Transaction Backups And Tape Library Records --- Includes back-up files maintained for potential system or transaction restoration in the event of a system failure or loss of data/records.									
2206-0001	System/Transaction Backups And Tape Library Records --- Incremental back-up files					P	Retain until superseded by a full back-up.		Destroy	
2206-0002	System/Transaction Backups And Tape Library Records --- Full back-up files					P	Retain until second subsequent full backup is verified as successful.		Destroy	
	Electronic Records									
2206-0003	Backups Of Master Files And Databases --- Include back-ups that are full replications of database or records system contents that are to be used as replacements for databases or master files that have been lost due to system failures or errors.					P	Retain until second subsequent full backup is verified as successful.		Destroy	

2207-0000	Public Key Infrastructure (PKI) Records --- Includes records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process, as well as to transaction- specific records that are generated for each transaction using PKI digital signature technology.									
2207-0001	Administrative Records --- Included in this grouping are records involved in the set-up and administration of a PKI program including: policies and procedures; planning records; configuration information; validation records; operation records; audit and monitor records; and termination, consolidation or reorganizing records.					P	Retain for 7 years following the supersession or termination of the certificate authority.		Destroy	
2207-0002	Transaction-Specific Records --- Encompasses transaction-specific records that are generated for each transaction that uses PKI digital signature technology. These records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. They may vary from transaction-to-transaction and agency-to-agency.					P	Retain for the same period of time set forth in the agency's retention schedule for the transaction that the PKI digital signature is designed to protect.		Destroy	
2208-0000	Information Technology Development Project Records --- Infrastructure project records. Includes records relating to Information Technology (IT) infrastructure, systems, and services projects, which document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications resources. It includes requirements for and about implementation of functions such as: maintaining servers of all kinds; desktop computers; mobile devices and other hardware; network operating systems and shared applications; and data telecommunications facilities. It may also include records of infrastructure development and maintenance activities encompassing acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting. Examples of record types includes: procurement processing/					P	Retain for 7 years following project completion.		Destroy	

	tracking content; installation/testing records; installation reviews and briefings; quality assurance and security reviews; requirements/specifications; (Cont'd to 2208-00000)									
2208-00000	Information Technology Development Project Records --- (Cont'd from 2208-0000) technology refresh plans; operational support plans; test plans; and models, diagrams, schematics, and technical documentation. Exclusion: Records contained within agency application systems that support or document agency activities and decisions are not covered by this item. Such records must be covered under approved individual agency records schedules and/or approved State General Records Schedule.									
2209-0000	Information Technology Operations And Maintenance Records --- Includes records that relate to activities associated with the operations and maintenance of information technology systems and services used to supply the agency and its staff with access to computers and data telecommunications. It includes records associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. Record types include: [Files identifying IT facilities and sites; files concerning implementation of IT facility and site management; equip. support services provided to specific sites (reviews, site visit & trouble reports, equip. service histories, reports of follow-up actions, related correspondence); equip. control systems; requests for service; work orders; services histories; workload schedules; run reports, schedules of maintenance and support activities; problem reports and related decision documents reports on operations; measure of benchmarks (performance indicators and monitoring, error and exception reporting, self-assessments, management reports); (Cont'd to 2209-00000)					P	Retain for 6 years.		Destroy	
2209-00000	Information Technology Operations And Maintenance Records --- (Cont'd from 2209-0000) website administration (frames, templates, style sheets, site maps, codes that determine site architecture, changes requests)].									

	Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records (See Record Series 2210-0000 below). Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the State General Records Schedule.									
2210-0000	Configuration And Change Management Records --- Includes records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. It includes: • Inventories of IT assets, network circuits, and building or circuitry diagrams. • Data and detailed reports on implementation of systems, applications and modifications. • Application sizing, resource and demand management records. • Documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes. • Documentation of software distribution (including COTS software license management files) and release of version management. Note: For documentation relating to systems containing permanent electronic records, consult with the Department of the Treasury, Records Management Services before initiating disposal actions.					P	Retain for 7 years following system supersession, iteration, or termination.		Destroy	
2211-0000	Input/Source Records --- Includes electronic or other records consisting of raw data used to create, update, or modify records in an electronic system or database. The types of records that may be included are: files that duplicate information from a source electronic system or other source; electronic records received from another agency and used as input/ source records by the receiving agency; computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database; and metadata or reference data, such as format, range, or domain specifications transferred from a					P	Retain until data has been entered or otherwise incorporated into the electronic records system or database and verified.		Destroy	

	host computer or server to another computer for input, updating, or transaction processing operations. Exclusion 1: Original electronic or other records maintained in the source system. Exclusion 2: Electronic or other input records tagged for audit and legal purposes.									
2212-0000	Data Administration Records --- Includes records relating to data administration, including maintenance of data standards, data models, registries, and data definitions and dictionaries, as well as administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also may include any documentation related to electronic records that allows a user to understand or access the information, whether the records are part of an electronic system or stand-alone.					P	Retain for 7 years following system supersession, iteration, or termination of the associated system		Destroy	
2213-0000	System Development Project File --- Relates to the development of Information Technology (IT) systems and software applications that provide agencies with specific business functionality from transaction processing, to content storage/analysis and through to policy and decision-making support. It covers records generated in the initial development stages up until hand-off to production, as well as procurement processing and tracking records related to system development activities. Exclusion: This item does not apply to system data or content such as data dictionaries, file specifications, code books, record layouts, etc.					P	Retain for 7 years following implementation of the system		Destroy	
2214-0000	Special Purpose Computer Programs And Applications --- Includes computer software programs or applications that are developed by an agency or under its direction solely to use or maintain a master file or database Exclusion: This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission-					P	Retain until related master file or database has been deleted or until there is no longer a business use for the programs/applications		Destroy	

	related function. Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period.									
2215-0000	Information Technology Compliance Records --- Includes records which document compliance with information technology policies, directives, and plans. Note: Copies of security plans are covered under General Records Schedule G100000. However, copies of such plans may be interfiled within this series.					P	Retain for 6 years following completion of compliance project/activity/ transaction		Destroy	
2216-0000	Electronic Administrative Resource Files --- Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.					P	Retain until no longer needed for administrative purposes.		Destroy	
2217-0000	Customer Profile Payment Data --- Records documenting customer orders for products and services. Includes information related to tracking and initiating financial transactions. Includes credit card and other than credit card payments.					P	3 Years		Destroy	
2300-0000	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	

2300-0100	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		
2300-0200	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries					P			Destroy		
2300-0201	Machine-Readable Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy		
2300-0202	Paper-Based Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy		
2300-0300	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database					P	As updated		Destroy		
2300-0400	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 No-Longer Needed For Security Purposes		Destroy		
2300-0500	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 No-Longer Needed For Operational And/Or Management Control Purposes		Destroy		
2400-0000	Application Programs Used To Access, Update, Maintain And Secure The Database					P	3 Years Following		Destroy		

* P - Public, C - Confidential

							Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform			
2500-0000	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries									
2500-0001	Machine-Readable Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
2500-0002	Paper-Based Content					P	3 Years Following Decommissioning Or Migration Of The Database To A New (Replacement) Computing Platform		Destroy	
2600-0000	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database					P	As updated		Erase	
2700-0000	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 No-Longer Needed For Security Purposes		Erase	
2800-0000	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 No-Longer Needed For Operational And/Or Management Control Purposes		Erase	
2900-0000	Social Media Records --- This record series covers public records created and stored via social media services/sites. Records in this series include various									

* P - Public, C - Confidential

	forms of content, including text, image(s), and audio/video recording(s).									
2900-0001	Social Media Records - Informational Postings --- These records include broadcasting and one-way (organization to stakeholder) communications on routine matters.					P	1 Years		Destroy	
2900-0002	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	Retain Until No Longer Needed For Administrative Purposes.		Destroy	
2900-0003	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	
2900-0004	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 records. (Use of data migration and trusted digital repository indicated; see General Note on Modes of Storage for Social Media Records)					P	25 Years		Archival Review	

* P - Public, C - Confidential

	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 (include url). For long-term or permanent storage requirements, the repository should use file formats that are compatible with long-term/permanent storage (include url for Archives' file types). 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.									
3000-0000	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.									
3000-0001	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	Retain Until No Longer Needed For Administrative Purposes.		Destroy	
3000-0002	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	
3000-0003	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	

3000-0004	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 Social Media Records) General Note on Modes of Storage for Social Media 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 message dealing with official agency business).					P	25 Years		Archival Review	

* P - Public, C - Confidential

	• 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 (include url for Archives' file types). 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.									

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT SCHEDULE HEADING	Motor Vehicle Commission	**AGENCY #**	S790101		
DIVISION:	Customer Operation Support	**SCHEDULE # 001**			
BUREAU:	Imaging System Center	**PAGE #** 1		**OF**	1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Motor Vehicle Commission- Customer Operation Support - Imaging System Center
FORMER AGENCY NUMBER	S790101-001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0001-0000	Certificate Of Ownership File	Obsolete	Contains documents that have been submitted to DMV agencies for issuance of titles: source documents; previous New Jersey titles; manufacturer's statements of origin; DMV Power of Attorney Forms; various applications; and other related materials.	Header
0001-0001	Certificate Of Ownership File	Obsolete	*Note: see N.J.S.A. 39:10-13; recommend microfilming.	8 years from date of issuance or until microfilmed*
0001-0002	Certificate Of Ownership File (Microfilm)	Obsolete		8 years from date of issuance
0001-0003	Certificate Of Ownership File (Database)	Obsolete		8 years from date of issuance

0002-0000	Certification Of Mail List File	Obsolete	Contains mail list for scheduled suspensions and orders of suspensions, certifying that the notice was mailed to the driver. Lists: suspension code, driver license number, and name and address of the driver. *Note: recommend microfilming.	60 years
0003-0000	DMV Power Of Attorney (Additional Copies)	Obsolete	Original maintained in Certificate of Ownership File.	Periodic review
0004-0000	Driver History Purge File (COM)	Obsolete	Consist of listings of violations per driver that have been purged from the database. Includes: date, type of violation, and point value. Note: Purged listings are currently on Computer Output Microfilm (COM) subject to compliance with COM guidelines to be issued by the Division of Archives and Records Management and approved by the State Records Committee.	Periodic review not to exceed 1 Years
0005-0000	Driver History Records	Obsolete	These records lists information pertaining to the driving records of individuals. May include but is not limited to the following: accident reports, Scheduled Suspension Notices, Order of Suspension Notices, Violations (Magistrate Report - MF-1) Fee Payment Forms, and Fee Payment/Authorization Forms (RSC-1).	Header
0005-0001	Driver History Records (Electronic)	Obsolete	Summary of events that occurred on the driving record.	60 years from date of entry
0005-0002	Driver History Records (Microfilm)	Obsolete	Documents events that occurred on the driver history summary.	60 years from date of entry

0006-0000	Driver License And Registration Applications	Obsolete	Contains driver license and registration applications.	Header
0006-0001	Driver License And Registration Applications Processed By Mail Through The Remittance Processor (RP's)	Obsolete	*Note: see N.J.S.A. 39:3-28.	3 years after expiration
0006-0002	Driver License And Registration Applications (Microfilm)	Obsolete	*Note: see N.J.S.A. 39:3-28.	3 years after expiration
0006-0003	Driver License And Registration Renewal (Electronic)	Obsolete	*Note: see N.J.S.A. 39:3-28.	3 years after expiration
0007-0000	Handicapped Plates And Placards File (Microfilm)	Obsolete	Contains initial applications and identification cards for persons obtaining handicapped plates and placards for special parking privileges.	60 years
0008-0000	Returned Undelivered Scheduled And Order Of Suspension Notices	Obsolete	Returned Undelivered Scheduled And Order Of Suspension Notices	Returned Undelivered Scheduled And Order Of Suspension Notices
0009-0000	Schedule Of Highway Motor Vehicles, Copy (Form 2290)	Obsolete	Consist of an Internal Revenue Service (IRS) business income tax return form. According to 23 CFR Ch. 1 669.21: Procedure for evaluating state compliance. This form is used to ensure compliance with Federal requirements. States are required to retain the form 1 yr.	1 year

0010-0000	Drivers/Vehicle Information Request	Obsolete	Forms used by Division of Motor Vehicle Services (DMVS) to collect data necessary to fill public information request. This involves various forms depending on particular information requested, i.e. vehicle registration, lien search, title search, driver's license abstract, etc. Information completed by requestor may include, but not limited to requestor's name, address, Driver's Lic.#, type of information requested, and signature.	9 Months after request processed

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Motor Vehicle Commission	**AGENCY #**	S790201	
DIVISION:	Agency Services	**SCHEDULE # 002**		
BUREAU:	Transaction Auditing	**PAGE #** 1	**OF**	1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Motor Vehicle Commission- Agency Services- Transaction Auditing
FORMER AGENCY NUMBER	S790201-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0001-0000	Agency Voids	Obsolete	Contains field offices' voided misprints of: Certificate of Title (Copy), Driver License Voids, Transaction File Record; and possible transactions duplicate summary (printout). Financial audit involved.	3 years
0002-0000	Driver License And Registration Applications	Obsolete	Contains driver license and registration applications.	Header
0002-0001	Driver Examination Permit Application	Obsolete	Contains initial application for driver's permit and original Ride Slip (ST-10). *Note: see N.J.S.A. 39:3-28.	At Record Center: 3 years after expiration* At Agency: Until completion of audit
0002-0002	Driver License And Registration Applications Issued At An Agency	Obsolete	*Note: see N.J.S.A. 39:3-28	At Record Center: 3 years after expiration* At Agency: Until completion of audit

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Environmental Protection	**AGENCY #**	S421205	
DIVISION:	Fish, Game, and Wildlife	**SCHEDULE # 002 (RETIRED)**		
BUREAU:	Shellfisheries	**PAGE #** 1	**OF**	1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Environmental Protection-Fish, Game and Wildlife-Shellfisheries
FORMER AGENCY NUMBER	S421205-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0002-0000	Card Files	Obsolete	Contains agent bond and address information.	Periodic review
0003-0000	Cash Book - Nacote Creek Office	Retention	Includes: licenses to agencies and private residents, monthly report, lease fees, and bookkeeping documentation.	6 years/10years total/Destroy **NEW**: **7** years/Destroy Reason for change: Cash books and related material are no longer utilized, as all revenue and related documents are stored electronically
0004-0000	Cash Book - Bivalve Office	Retention	Includes licenses and lease fees for private individuals.	6 years/10years total/Destroy **NEW**: **7** years/Destroy Reason for change: Cash books and related material are no longer utilized, as all revenue and related documents are stored electronically

0005-0000	Crab Reports	Obsolete	Contains information on crab landings established by individuals in the Delaware Bay region.	3 years/Destroy Reason for Obsoleting: The Crab Report has been moved to the Marinefisheries retention schedule, as it is exclusively related to that fishery.
0006-0000	Field Books	Retention correction	Record of survey for the Atlantic Coast; Maurice River Cove; and Delaware Bay for oyster, hard clam, and shellfish leased grounds.	Current: Periodic review; Disposition is Archives **New**: Periodic review/Archival Review
0007-0000	Lease Extensions - Regular, Relay, And Oyster Leases	Retention correction	Abridged version of the original lease, including renewals.	Current: 7 years after termination of lease; Disposition is Archives **New**: **7 years after termination of lease**/Archival Review
0009-0000	Master Card File - Reference	Retention	Active and inactive files for leaseholders, and individual and vacated lots.	Current: Periodic review/Destroy **New**: **50 years/Destroy**
0010-0000	Power Plant Reviews And Comments (Original)	Obsolete	Alphabetized annual list of agents holding licenses and amounts.	3 years Reason for Obsoleting: The annual list of agents holding licenses and amounts are now tracked and maintained by the Office of Business Administration Licensing Section.
0011-0000	Licenses	Retention Typo(tonger) Should be: Conger	Clam, **conger**, crab, shellfish, scallop, resident and non-resident, non-commercial, issued and unissued licenses.	3 years **NEW**: 5 years/ Destroy A slightly longer retention is requested due to Agency needs to research previous years license history.

0015-0000	Receipts	Obsolete		6 years Reason for Obsoleting: The agency no longer keep receipt records at the Agency level, as the customer receipts are sufficient. **On the General schedule**
0016-0000	Shellfish Lease Transfers And Applications For Survey	Retention correction	Volumes consisting of names, addresses, lot number, leasing area, and associated fees.	Current: 7 years after termination of lease; Disposition is Archives **New**: **7 years after termination of lease**/Archival Review
0017-0000	Oyster Ground Transfers - State Of New Jersey	Retention correction	Assignment of leases between individuals for oyster ground lease transfers.	Current: 7 years after termination of lease; Disposition is Archives **New**: **7 years after termination of lease**/Archival Review
0022-0000	State Oyster Ground Leases	Retention correction		Current: 7 years after termination of lease; Disposition is Archives **New**: **7 years after termination of lease**/Archival Review
0025-0000	Vessel Logs	Obsolete	"Senator Sharp" log used for field operations.	Life of vessel Reason for Obsoleting: The Agency no longer maintains the vessel logs. They are obsolete.

0026-0000	Surf Clam Tags	**NEW**	Surf clam tags are issued by the Agency and are specific to the Surf clam license holder and vessel harvesting.	**NEW**: 3 years in agency/Destroy .

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Environmental Protection	**AGENCY #**	S421208	
DIVISION:	Fish, Game and Wildlife	**SCHEDULE # 003**		
BUREAU:	Marine Fisheries	**PAGE #** 1	**OF**	1

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Environmental Protection-Fish, Game and Wildlife-Marine Fisheries
FORMER AGENCY NUMBER	S421208-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0001-0000	Bureau Of Marine Fisheries - Final Reports	Retention & Description	Final reports including federal projects, marine, and estuarine-related topics. Change to: Facility records, improvements, inventory, (MFC) Marine Fisheries Council, and managerial topics (SWF) Salt Water Fisheries, Scientific Collecting Permits.	Permanent Change to: 5 years in program then 10 years at Record Center Reason for change is agency doesn't have use for these in agency after 5 years
0002-0000	Fish-Kills Review And Comments	Obsolete	Header Contains: information regarding fish-kills within the state concerning the marine environment, site inspection and follow-up information.	

0002-0001	Fish-Kills Review And Comments (Original)	Obsolete		Permanent Reason for Obsoleting: Agency is not responsible for Fish Kill reviews any longer
0002-0002	Fish-Kills Review And Comments (Copy)	Obsolete		Periodic review/Destroy Reason for Obsoleting: Agency is not responsible for Fish Kill reviews any longer
0003-0000	Contains: copies of application, receipt and license.	Retention	Contains: copies of application, receipt and license.	3 years/Destroy **New**: 5 years in agency/Destroy Reason for change: Agency needs 5 years to look back into a person's license history
0004-0000	Power Plant Reviews And Comments (Original)	Obsolete	Header	Reason for Obsoleting: Agency is no longer responsible for Power Plant reviews any longer
0004-0001	Power Plant Reviews And Comments (Original)	Obsolete		Permanent Reason for Obsoleting: Agency is no longer responsible for Power Plant reviews any longer
0004-0002	Power Plant Reviews And Comments (Copy)	Obsolete		Periodic Review/Destroy Reason for Obsoleting: Agency is no longer responsible for Power Plant reviews any longer

0005-0000	Projects File	Retention	Yearly progress reports not including final reports which contain annual statistical information compiled into a final report.	5 years after termination of project **NEW**: 5 years in agency 10 years at Record Center/Destroy Reason for Change: Agency needs to be able
0006-0000	Bureau of Marine Fisheries	**New Header**		
0006-0001	(VTR) Vessel Trip Reports	**New**	Contains (VTR) Vessel Trip Reports by year	**NEW**: 5 years in agency 10 years at Record Center/Destroy Reason for Change: Agency needs to have these records in the agency to ensure fishermen are compliant
0006-0002	Special Programs	**New**	Includes historical data on programs not covered by species.	**NEW**: 5 years in agency 10 years at Record Center/Destroy Reason for Change: Agency needs this information in the agency for the duration of the retention
0006-0003	Project Files Status Reporting Forms	**New**	Contains copies of all state reporting forms	**NEW**: 5 years in agency 10 years at Record Center/Destroy Reason for Change: Agency needs to have these records on hand to ensure fishermen are compliant.

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING County Board and Superintendent of Elections	AGENCY # C440000		
DIVISION:	SCHEDULE # 006		
BUREAU:	PAGE # 1	OF	2

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
0108-0000	Supervisor Board Worker Early Voting Binder - Seal Verification	New Record Series		2 Years
0109-0000	Supervisor Board Worker Early Voting Binder - Zero Proof And Results	New Record Series		5 Years
0110-0000	Vote By Mail Ballots	New Record Series		2 Years after election
0111-0000	Disability Certificate of Voter Assistance	New Record Series		2 years
0112-0000	Ballot Drop Box	New Record Series		2 Years
0113-0000	Voting Machines Ballots - Hardcopy	New Record Series		2 Years after election
0114-0000	Voting Machine Ballots – Electronic	New Record Series		5 Years

0115-0000	Voting Machines - Pre Logic and Accuracy Testing and Logic and Accuracy Testing	New Record Series		2 Years
0116-0000	Election Day Incident Reports	New Record Series		2 Years after election
0117-0000	Provisional Ballots - Envelopes	New Record Series		2 Years after election
0118-0000	Emergency Ballots	New Record Series		2 Years after election

STATE OF NEW JERSEY

COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS

C440000-006

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
		Phone #:	609 – 292 - 3760

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

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
[signature]	9/3/24		

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 Year 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	

0013-0000	Prosecutor's List Of Criminal Convictions For Voter Disqualification					P	5 Years		Destroy	
0014-0000	Receipts For Ballots And Supplies					P	2 Years If Federal Election; 1 Year If Other		Destroy	N.J.S.A. 19:9.3; 52 USC 20701
0015-0000	Returned Sample Ballots					P	2 Years If Federal Election; 6 Months If Other		Destroy	N.J.S.A. 19:14-26; 52 USC 20701
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.					P	2 Years If Federal Election; 1 Year If Other		Destroy	N.J.S.A. 19:31-18.3; 52 USC 20701
0019-0000	Voting Authority Cards/Sheets					P	2 Years If Federal Election, 1 year if non-Federal		Destroy	N.J.S.A. 19:52-2.1; 52 USC 20701
0025-0000	Poll Books – Digital and Hardcopy --- 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.					P	6 Years		Destroy	N.J.S.A. 19:31-35
0027-0000	Affidavit Of Residency File --- File includes: Signature Comparison, Disability Certificate and Identification Statement and Temporary Registration.					P	2 Years		Destroy	N.J.S.A. 19:31 A-8
0029-0000	Voter Declaration Of Party Affiliation --- File contains but not limited to the following: voter registrations, affirmation statement from provisional ballot, party change forms, and written declaration from registered voter.		X			P	10 Years		Destroy	N.J.S.A. 19:31-3.1

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

* P - Public, C - Confidential

0105-0000	Voter Registration And Record Of Voting Form File --- Including original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement, and Provisional Ballot Affirmations.									
0105-0001	Voter Registration And Record Of Voting Form – Deleted (Original)		X			P	5 Years After deleted		Destroy	
0105-0002	Voter Registration And Record Of Voting Form – Deleted (Copy)					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 --- Duplication occurs when a voter has registered twice by mistake.					P	2 Years After Correction Made		Destroy	
0105-0005	Affirmation Of Voter Registration For The Use Of The Provisional Ballot		X			P	2 Years		Destroy	
0105-0006	Voter Registration Applications - Rejected					P	2 Years If Federal Election; 1 Year If Other		Destroy	52 USC 20701
0105-0007	Voter Registration Information – Electronic --- Includes: registration date, birth date of registrant, party affiliation if any and voting record.		X			P	10 Years After deleted		Erase	(N.J.S.A. 19:31-3.1)
0106-0000	Canvasser's Report --- Statistical Return of Registered Voters.					P	2 Years		Destroy	52 USC 20701
0107-0000	Turnout Report --- Lists people on ballot and total votes per machine.					P	5 Years		Destroy	N.J.S.A. 19: 18-7
0108-0000	Supervisor Board Worker Early Voting Binder - Seal Verification ---					P	2 Years		Destroy	

* P - Public, C - Confidential

	File contains Daily Ballot Reconciliation Form, Seal Audit Log and Ballot Transfer Form.									
0109-0000	Supervisor Board Worker Early Voting Binder - Zero Proof And Results --- File contains Zero Proof and Results from the Voting Machines.					P	5 Years		Destroy	N.J.S.A. 19:18-7 and N.J.S.A. 47:3-9m
0110-0000	Vote By Mail Ballots --- File contains: Batch Cover Sheet, Batch Tracking Sheet, Certification - Ballot Counting, Batch Information Sheet, Control Log, Rejected Ballot Log, Missing Signature/Board Referral Log, Ballot Tracking Sheet, Cure Form and Return Cure Letter.					P	2 Years After election		Destroy	N.J.S.A. 19:10-1 N.J.S.A. 19:31A-8
0111-0000	Disability Certificate of Voter Assistance						2 years		Destroy	NJSA 19: 31A-8
0112-00000	Ballot Drop Box --- Interior Ballot Storage Container Chain of Custody Log, Election Night Closing Checklist, Interior Ballot Storage Container Opening Log					P	2 Years		Destroy	N.J.S.A. 19:10-1; N.J.S.A. 19:18-4
0113-0000	Voting Machines Ballots - Hardcopy					P	2 Years After election		Destroy	N.J.S.A. 19:18-7
0114-0000	Voting Machine Ballots – Electronic --- Ballot Images for tabulators					P	5 Years		Destroy	
0115-0000	Voting Machines - Pre Logic and Accuracy Testing and Logic and Accuracy Testing --- Logic and Accuracy (L&A) 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					P	2 Years After election		Destroy	N.J.S.A. 19:18-7
0118-0000	Emergency Ballots					P	2 Years After election		Destroy	N.J.S.A. 19:18-7

* P - Public, C - Confidential

0119-0000	Audit Reports - Hardcopy --- File includes audit reports and ballots drawn for the audit.					P	5 Years		Destroy	

* P - Public, C - Confidential