



**AGENDA
STATE RECORDS COMMITTEE
February 18, 2021
10:00AM**

Location: Online/Teleconference
(www.nj.gov/treasury/revenue/rms/directions.shtml)

Announcement of Open Public Meeting

- I. Review of December 17, 2020 Minutes**
- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
Artemis Request: # 568821 - 570317
 - B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See attached)
- III. New Business:**
 - A. Records Retention Schedules: (See attached)**
 - 1. NJ Transit – Administrative Support – Human Resources/Medical Services – S808221 –**
Presented by Karen Perry
 - 2. County General Schedule – C820000 –** Presented by Liz Hartmann
- V. Other Business:**
 - A. Verbal Update - COVID/Civil Unrest Working Group –** Presented by Donald Cornelius and Liz Hartmann
 - B. Department of the Treasury**
Records Management Guidelines on Social Media Retention Scheduling – Presented by Jim Fruscione



MINUTES
STATE RECORDS COMMITTEE
December 17, 2020

Amanda Truppa, Secretary, called the 443rd meeting of the State Records Committee to order at 10:03 a.m. on the above date. This meeting was conducted virtually.

Ms. Truppa stated there was a quorum present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, designee
Division of Archives, Donald Cornelius, designee
Department of Community Affairs, Division of Local Government Services, Jason Martucci, designee
State Auditor, Ken Kramli, designee
Attorney General, Susan Scott, designee

Staff: Liz Hartmann, Administrative Analyst 3, Records Management Services
John Berry, Records Analyst 1, Records Management Services
Marcella Campbell, Records Analyst 3, Records Management Services
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services
James Jenkins, Records Analyst 2, Records Management Services
Karen A. Perry, Records Analyst 1, Records Management Services

Other: Arthur Staerk, AccuScan
Argean Cook, NJ Transit
Michele Everly, CARMA, Gloucester County
Joan DePaolo, NJ Transit
Mary Miller, DCA, Housing & Mortgage Finance
Sylvia Allen, DCA, Housing & Mortgage Finance
Michelle McKnight, DCA, Housing & Mortgage Finance
Torri Thompson, DCA, Housing & Mortgage Finance
Marc Pfeiffer, Rutgers – Bloustein School
Tori Fisher, NJ Transit
Robert Lawson, NJ Transit
Leon Cammarano, NJ Transit

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the September 17, 2020 meeting four (3) yes, none (0) no and one (2) abstention.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 566598-568820

B. Imaging Certification Amendments/Annual Reviews/Administrative Actions:

Report to the State Records Committee

II. OLD BUSINESS:

A. Records Retention Schedule:

- 1. Department of Community Affairs – Housing and Mortgage Finance – retire Schedules S221510, S221513**

Approved

III. NEW BUSINESS:

A. Records Retention Schedules:

- 1. Department of Health – Chief State Medical Examiner – S463000; Retire Schedule S660406 (Law and Public Safety)**

Approved

IV. Other Business

A. Proposed Dates for 2021 State Records Committee Meetings

Approved

B. Department of the Treasury

Records Management Guidelines for Remote Work and Records Management Guidelines for Cloud-based Computing Systems

Mr. Fruscione highlighted recommended guidelines for remote work settings and for cloud-based computing systems. Attached are complete guidelines and links to DORES' website.

There being no further business, the Committee adjourned at 10:47 a.m.

Amanda Truppa
Secretary
State Records Committee

Guidelines for Using Cloud-based Collaboration and Remote (Live) Conferencing Platforms

Following are guidelines designed to assist New Jersey public agencies using cloud-based collaboration and remote video conferencing platforms. These platforms allow organizations to receive, create, store, access and share electronic records and information through the use of third-party facilities like Microsoft's Office 365 and Google's G Suite. Examples of standalone conferencing platforms include GoToMeeting and Zoom.

The Division of Revenue and Enterprise Services (DORES) is providing these guidelines because more public agencies are planning for safe and secure use of these platforms in the face of the COVID-19 pandemic and the continuing trend toward remote work (telework).

Guidelines

1. Only install platforms that are approved by your information and technology officials. Installation of unapproved software exposes the organization to information security risks.
2. Consult with your information and technology officials regarding the required security settings for remote video conferencing sessions. These settings revolve around controlling participation, muting/unmuting and removing participants, enabling/disabling chat, screen sharing and annotation features and locking sessions.
3. In using a cloud-based collaboration and remote conferencing platform, use a password that adheres to the organization's policy on passwords.
4. Open meetings only to those whose participation is necessary for accomplishing the meeting's objectives and double-check to make sure that you have selected the correct invitees.
5. While away from your office, use only safe Internet carriers (avoid using hotel, coffee shop or unsecured wireless access points).
6. Use agency-owned hardware whenever possible.
7. If using a personal device, keep it current with patches, updates and the latest software versions. If you are using an agency-issued device, make sure you connect it to the agency's network at least once a month to ensure it receives all required patches, updates and software versions.
8. Know which laws and regulations pertain to the subject matter being posted, discussed, displayed or shared. For example, you may be dealing with tax, personal health, personally identifiable and/or proprietary information/records. **Take steps to prevent the display of, sharing and/or disclosure of such information to unauthorized parties. If you are not certain that a connection or platform is secure, do not display, share or disclose such information by remote means until you can obtain access to a secure connection or platform.**
9. Do not store tax, personal health, personally identifiable and/or proprietary information/records in the Cloud unless you are cleared to do so by your records and information technology officials. If you are not cleared to store this content in the Cloud, store it on the agency's on-premises platform – for example, on shared drives or image and content management systems that your agency controls directly. Note that in order to file information/records on your on-premises platform from a remote location, you will need to have software that allows you to access your on-site computing systems. This is usually accomplished through remote desk top software or via virtual private networks (VPN). Consult with your information technology officials regarding your options here.
10. Do not record audio-video sessions that deal with sensitive or confidential information unless cleared to do so by your records and information technology officials. Also, disable or temporarily shut off voice activated devices (for example, Alexa, Google and Siri) prior to participating in confidential voice or video calls.

11. Remember that records/information created and stored on collaboration/online conferencing platforms are public records, and therefore are subject the State's public records retention/disposition law and Open Public Records Act. Contact the Division of Revenue and Enterprise Services (DORES), Records Management for guidance on retention requirements for such records/information. (DORES Records Management Services - 609-777-1020 or 609-292-8711).
12. Be mindful that any public body meetings that you conduct via remote conferencing will be subject to the State's various open public meeting (OPM) laws, and that all requisite OPM actions and procedures apply.
13. When participating in a collaborative dialogue or a remote meeting initiated and/or hosted by a third party, be sure to adhere to guidelines 7-11 above:
 - a. Do not disclose confidential/sensitive information/records to unauthorized parties;
 - b. Do not record or store confidential/sensitive information on cloud-platforms unless authorized to do so;
 - c. Seek guidance from DORES Records Management Services on how to comply with records retention requirements; and
 - d. Adhere to OPM requirements where applicable.

<https://www.nj.gov/treasury/revenue/rms/manual/RMSManual.pdf>

<https://www.nj.gov/treasury/revenue/rms/>

Certification #	Agency	Type
20121401-MP	Hampton Borough School District	New Registration
20120802-MP	Hudson Regional Health Commission	New Registration
20120801-MP	Morris Hills Regional School District	New Registration
21020401-MP	Byram Township	New Registration
20121402-MP	Union Township Public School District	New Registration
07121301-NM	City of Camden Municipal Clerk	Annual ReviewAmendment
13121209-NM	Department of Human Services DIMS Enterprise System	Annual ReviewAmendment
14121801-MP	City of Clifton	Annual Review/Amendment
09012217-MF	Borough of Leonia	Annual Review/Amendment
14051507-MP	Township of Cinnaminson	Annual Review/Amendment
13121202-MP	Randolph School District	Annual Review/Amendment
09101505-MP	Borough of Eatontown	Annual Review
07092004-NM	Department of Human Services Family Care	Annual Review
19091204-MP	Township of Warren	Annual Review
11102001-MP	NJ Transit	Annual Review
13121211-NM	Mercer County Board of Social Services	Annual Review
13091904-MP	Hackettstown Public School District	Annual Review
13032105-MF	Burlington County Institute of Technology	Annual Review
15011503-NM	Union County College	Annual Review
08032002-NM	County of Gloucester Prosecutor's Office	Annual Review
10102129-MP	Township of Rockaway	Annual Review
19021401-MP	Sparta Township School District	Annual Review
15071603-MP	Ridgewood Public Schools	Annual Review

Certification #	Agency	Type
13091903-MF	Pittsgrove Township Public Schools	Annual Review
12062101-MP	Irvington School District	Annual Review
12081605-MP	South Plainfield School District	Annual Review
09012209-MP	Borough of Fair Lawn	Annual Review
11072101-NM	County of Mercer RIM	Annual Review
12021602-MP	Township of Union	Annual Review
07031501-MP	County of Union	Annual Review
18030801-MP	Department of Community Affairs	Annual Review
12021601-MP	Borough of Roselle Park	Annual Review
14071707-MP	Vineland Public Schools	Annual Review
12041906-MP	Englewood Public School District	Annual Review
15091705-MP	William Paterson University	Annual Review
12101802-MP	Educational Services Commission of New Jersey	Annual Review
18122901-MP	Bernards Township	Annual Review
09101522-MP	Borough of Spring Lake Heights	Annual Review
08011702-MP	County of Cape May Office of the Clerk Enterprise Imaging	Annual Review
11012033-MP	Borough of Allenhurst	Annual Review
11072108-NM	New Jersey Turnpike Authority	Annual Review
15052104-NM	Monmouth County Sheriff's Office	Annual Review
09121710-MP	Township of Wayne	Annual Review
16020402-MP	Evesham Township Police Department	Annual Review
09101525-MP	Township of Evesham	Annual Review
06110901-MF	City of Newark	Annual Review

Certification #	Agency	Type
04102101-NM	Department of Labor and Workforce Development, Division of Employer Accounts	Annual Review
07071902-MP	Township of Woolwich Construction Code Office	Annual Review
14032013-NM	Cumberland County Board of Social Services Department of Human Services DIMS Enterprise	Annual Review
13121209-NM	System	Amendment
11012033-MP	Borough of Allenhurst	Amendment
09101505-MP	Borough of Eatontown	Amendment

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY	S808221		
DIVISION:	Administrative Support	SCHEDULE #	007		
BUREAU:	Human Resources /Medical Services	PAGE #	1	OF	1

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit - Administrative Support – Human Resources / Compensation
FORMER AGENCY NUMBER	S808221 006

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Medical Records	Transferred		G100000 Records Series Retention period prescribed by federal law. (CFR 1910.1018)
0001-0001	Medical Records - Employees	Transferred	30 yrs after termination of employee	G100000 Records Series 0915-0000 40 yrs after termination of employee
0001-0002	Medical Records – Unsuccessful applicants for Employment	Transferred	3 Years	G100000 Records Series 0904-0000
0001-0003	Medical Records – RESP/ASB Program – Respiratory and Asbestosis Program and Asbestosis and X-Rays for Maintenance Employees.	Transferred	30 yrs after termination of employee	G100000 Records Series 0915-0000 40 yrs after termination of employee
0001-0004	Medical Records – X-Rays – all X-Rays for Non-Maintenance Employees	Add Citation	5 Years	Retention Period designated by N.J.S.A. 26:8-5.

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New Jersey Transit-Administrative Support Administration/Medical Services

S808221-007

Records Retention and Disposition Schedule		Agency: S808221	Schedule: 007	Page #:1 of 1
Department:	New Jersey Transit-Administrative Support-Administration/Medical Services	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		
0001-0004	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees.					P	5 Years	5 Years	Destroy	Retention period designated by N.J.S.A. 26 8-5
0002-0000	Results of Random Urine Analysis Test --- Test are filed separately from the medical file.									
0002-0001	Results of Random Urine Analysis Test - Positive results						6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0002-0002	Results of Random Urine Analysis Test - Negative results						5 Years	5 Years	Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	County General Schedule	AGENCY #C820000		
DIVISION:		SCHEDULE # 014		
BUREAU:		PAGE #	1	OF
				1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	C820000-013

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0100-0001	Cash Disbursements	Disposition	Permanent Archival review required	Permanent Retain at agency
0102-0001	Journal/Ledger – General	Disposition	Permanent Archival review required	Permanent Retain at agency
0103-0000	Year-end closing reports	Disposition	Permanent Archival review required	Permanent Retain at agency

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COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE

C820000-014

Records Retention and Disposition Schedule		Agency: C820000	Schedule: 014	Page #:1 of 37
Department:	COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE	Agency Representative:	Stacy Spera	
		Title:	Confidential Assistant, Local Gov't Services, DCA	
		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	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	
0004-0003	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 And Verification		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Financial Records									
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy	
	Books of Account									
0100-0000	Cash Disbursements	X								
0100-0001	Cash Disbursements - Year-End History	X				P	Permanent		Retain at Agency	
0100-0002	Cash Disbursements - Quarterly History	X					3 Years		Destroy	
0100-0003	Cash Disbursements - Monthly History	X					3 Years		Destroy	
0101-0000	Daily Cash Journal --- Book of original entry, recording transactions in chronological order.	X					6 Years		Destroy	
0102-0000	Journal/Ledger File	X								
0102-0001	Journal/Ledger - General --- A central listing of all activities for an account within a particular time period.	X	X			P	Permanent		Retain at Agency	
0102-0002	Journal/Ledger - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	X					6 Years		Destroy	
0103-0000	Year-End Closing Reports --- Used in conjunction with the General Journal/Ledger	X	X			P	Permanent		Retain at Agency	
	Budget File									
0200-0000	Budget File	X								

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy	
0200-0002	Budget File - Not Included In Minutes	X		X		P	Permanent		Permanent	
0200-0003	Budget File - Copy Filed With County	X					2 Years Provided no litigation on tax levy or rate		Destroy	
0200-0004	Budget File - Copy Approved by the State	X					2 Years		Destroy	
0200-0005	Budget File - Copy Approved by Governing Body	X					2 Years		Destroy	
0200-0006	Budget File - Monthly Status Report	X					3 Years		Destroy	
0200-0007	Budget File - Year-to-Date Status Report	X					3 Years		Destroy	
0200-0008	Budget File - Work papers	X					6 Years		Destroy	
0200-0009	Budget File - Defeated Budget	X					6 Years		Destroy	
0200-0010	Budget File - Year-End Status	X					3 Years		Destroy	
0200-0011	Budget File - Monthly Capital Status	X					3 Years		Destroy	
0200-0012	Budget File - Monthly Open Encumbrance Status	X					3 Years		Destroy	
0200-0013	Budget File - School District Budget Filed With Municipality (Copy) --- Original maintained by the school district.	X					1 Years		Destroy	
Miscellaneous Financial Records										
0300-0000	Audit Report File	X								
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy	
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Years		Destroy	
0301-0000	Bids And Proposals - Purchase (Approved And Denied) --- Bid File - Purchase - Approved and Denied File may contain but not limited to : bids, proposals, Requests for Proposals (RFP), Pay to Play documentation, correspondence, and supporting documentation.									
0301-0001	Bids and Proposals (Original)	X					6 Years		Destroy	
0301-0002	Bids and Proposals (Copy)	X					3 Years		Destroy	
0302-0000	Bond File --- Includes: bond official and preliminary statements, work papers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation.	X								
0302-0001	Bond File (Original)	X					6 Years After date of cancellation or maturity		Destroy	
0302-0002	Bond File (Copy)	X					6 Years		Destroy	
0302-0003	Bond File - Bonds and Coupons Notes	X					7 Years From cancellation or maturity dates		Destroy	
0302-0004	Bond File - Bond Anticipation Notes	X					6 Years		Destroy	
0302-0005	Bond File - Performance Bonds	X					6 Years After termination of contract		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0302-0006	Bond File - Surety Bonds	X					2 Years After termination of office		Destroy	
0303-0000	Contracts/Agreements And Amendments File --- Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued.									
0303-0001	Contracts/Agreements and Amendments - General (Original)	X					6 Years After completion of contract		Destroy	
0303-0002	Contracts/Agreements and Amendments - General (Copy)	X					1 Years After completion of contract		Destroy	
0303-0003	Contracts/Agreements and Amendments - Cancelled	X					1 Years After submission		Destroy	
0303-0004	Contracts/Agreements and Amendments - Voided	X					1 Years After voidance		Destroy	
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X					6 Years		Destroy	
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X					10 Years After completion of construction		Destroy	
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X					7 Years After disposal of building		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		
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X					6 Years After project completion		Destroy	
0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X					7 Years After disposal of building		Destroy	
0303-0010	Contracts/Agreements And Amendments – Equipment					P	7 Years After disposition of equipment		Destroy	
Miscellaneous Financial Records										
0304-0000	Purchase Order, Invoice, Voucher/Warrant, And Requisition File									
0304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original)	X				P	6 Years		Destroy	
0304-0002	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Copy)	X				P	3 Years		Destroy	
0304-0003	Purchase Order File (Additional Copy)	X					1 Years		Destroy	
0304-0004	Purchase Order File - Log	X					6 Years		Destroy	
0305-0000	Deferred Compensation File	X								
0305-0001	Deferred Compensation File - Individual Employee File	X		X		P	Permanent		Permanent	
0305-0002	Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly	X					6 Years		Destroy	
0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	X					6 Years		Destroy	
0306-0000	Financial Statements - Annual	X								
0306-0001	Financial Statements - Annual (Original)	X		X		P	Permanent		Permanent	

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Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:7 of 37	
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		
0306-0002	Financial Statements - Annual (Copy)	X					Periodic review		Destroy	
0306-0003	Financial Statements - Annual And Supplemental Debt	X		X		P	Permanent		Permanent	
0307-0000	Grant File	X								
0307-0001	Grant File - General Approved (Original)	X					6 Years After termination of grant		Destroy	
0307-0002	Grant File - General Approved (Copy)	X					1 Years After termination of grant		Destroy	
0307-0003	Grant File - General Denied	X					1 Years		Destroy	
0307-0004	Grant File - Green Acres	X		X		P	Permanent		Permanent	(N.J.S.A. 13:8A-47)
0308-0000	Insurance File --- File includes : Life, Disability, Workers' Compensation, General Liability, Building, Fire, Flood, Casualty, and HIPAA Insurance	X								
0308-0001	Insurance File - Life, Disability, and Workers' Compensation Policies	X					6 Years After expiration of policy		Destroy	
0308-0002	Insurance File - General Liability Policy	X					20 Years After expiration of policy		Destroy	
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	X					6 Years After expiration of policy		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0308-0004	Insurance 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 Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	X					7 Years After termination from program		Destroy	
0309-0000	Invoice File	X								
0309-0001	Invoice File - Invoices	X					6 Years		Destroy	
0309-0002	Invoice File - Invoice Register	X					6 Years		Destroy	
0310-0000	Lease File	X								
0310-0001	Lease File (Original)	X					6 Years After termination of lease		Destroy	
0310-0002	Lease File (Copy)	X					1 Years After termination of lease		Destroy	
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Years		Destroy	
0312-0000	Mailing and Postage File	X								
0312-0001	Mailing and Postage File - Postage Bill Log	X					6 Years		Destroy	
0312-0002	Mailing and Postage File - Postage Meter Book Log	X					6 Years		Destroy	
0312-0003	Mailing and Postage File - Certified Mail Receipt	X					3 Years		Destroy	
0313-0000	Payroll File	X								

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		
0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger	X					6 Years		Destroy	
0313-0002	Payroll File - Payroll Register (Original)	X	X				60 Years		Destroy	
0313-0003	Payroll File - Payroll Register (Copy)	X					3 Years		Destroy	
0313-0004	Payroll File - Payroll Reports	X					6 Years		Destroy	
0314-0000	Pension File	X								
0314-0001	Pension File - Quarterly Report of Contributions	X					6 Years		Destroy	
0314-0002	Pension File - Certification File	X		X		P	Permanent		Permanent	
0314-0003	Pension File - Pension History Cards	X		X		P	Permanent		Permanent	
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	X					6 Years		Destroy	
0316-0000	Receipts	X								
0316-0001	Receipts (Original)	X					6 Years		Destroy	
0316-0002	Receipts (Copy)	X					3 Years		Destroy	
0317-0000	Receiving Reports	X					3 Years		Destroy	
0318-0000	Requisition File	X								
0318-0001	Requisition File (Original)	X					6 Years		Destroy	
0318-0002	Requisition File (Agency Copy)	X					3 Years		Destroy	
0318-0003	Requisition File (Additional Copy)	X					1 Years		Destroy	
0319-0000	Schedule of Vouchers and Bills Paid	X								

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		
0319-0001	Schedule/List Of Vouchers And Bills Paid - Associated With Resolution Package Or Governing Body Approval	X	X	X		P	Permanent		Permanent	
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X					6 Years		Destroy	
0320-0000	Social Security Reports	X					6 Years		Destroy	
0321-0000	State Government Quarterly Report of Wages Paid	X					6 Years		Destroy	
0322-0000	Telephone File	X								
0322-0001	Telephone File - Telephone Bills (Agency Original)	X					6 Years		Destroy	
0322-0002	Telephone File - Telephone Bills (Copy)	X					3 Years		Destroy	
0322-0003	Telephone File - Weekly Telephone Call Listing	X					1 Years		Destroy	
0323-0000	Travel File --- Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation.	X								
0323-0001	Travel File - Approved (Original)	X					6 Years		Destroy	
0323-0002	Travel File - Approved (Copy)	X					3 Years		Destroy	
0323-0003	Travel File - Denied	X					1 Years		Destroy	
0324-0000	Union Dues File	X								
0324-0001	Union Dues File - Bi-Weekly Report	X					6 Years		Destroy	
0324-0002	Union Dues File - Deduction Authorizations	X					6 Years After termination of employment		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0324-0003	Union Dues File - Spread Sheets	X					6 Years		Destroy	
0325-0000	Vehicle File	X								
0325-0001	Vehicle File - Gasoline Pump Readings Record	X					3 Years		Destroy	
0325-0002	Vehicle File - Gasoline Pump Reading Tickets	X					3 Years		Destroy	
0325-0003	Vehicle File - Motor Vehicle Accident Records	X					6 Years		Destroy	
0325-0004	Vehicle File - Motor Vehicle Fine Reports	X					6 Years		Destroy	
0325-0005	Vehicle File - Parking Claim Check Stubs	X					1 Years		Destroy	
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X					1 Years		Destroy	
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X					1 Years		Destroy	
0325-0008	Vehicle File - Parking Permits	X					3 Years		Destroy	
0325-0009	Vehicle Files - Vehicle Usage Reports --- Contains: mileage, locations, usage dates, and supporting documentation.	X					6 Years		Destroy	
0325-0010	Vehicle File - Vehicle Maintenance Reports	X				P	Until transfer of ownership		Destroy	
0325-0011	Vehicle File - Certificate of Title	X					Until transfer of ownership		Destroy	
0326-0000	Vendor File	X								
0326-0001	Vendor File - Quarterly History	X					3 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:12 of 37	
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		
0326-0002	Vendor File - Year-End History	X					6 Years		Destroy	
0327-0000	Voucher/Warrant File - Paid	X								
0327-0001	Voucher/Warrant File (Original)	X					6 Years		Destroy	
0327-0002	Voucher/Warrant File (Copy)	X					3 Years		Destroy	
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X					7 Years		Destroy	
0329-0000	Trial Balance --- A debit and credit account verification listing.	X					3 Years		Destroy	
0330-0000	Auction File									
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for Quote Solicitations; Request for Quotation Solicitation for Auctioneer; Resolutions to hold an auction and to hire an auctioneer; Notice of Public Auction; letters to/from the Sheriff's Office and Public Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation					P	6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:13 of 37	
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		
0330-0002	Auction File - Online --- The file contains but is not limited to: all documentation received electronically or otherwise, retained in hardcopy format, related to the online sale of surplus personal property, including the successful bidder, high bid, and bidding activity/history. Also include resolution(s) authorizing the sale of surplus personal property, public notices of sales, and any contracts with vendors that provide online auction services.					P	6 Years		Destroy	
0331-0000	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. (<u>N.J.A.C. 5:71-3.7(b) 9</u> ; <u>N.J.S.A. 52:27D-192</u>)									
0331-0001	Certificate Of Fire Code Status – In Compliance					P	7 Years After final payment		Destroy	
0331-0002	Certificate Of Fire Code Status – Not In Compliance					P	7 Years After compliance with recommendations or After final payment		Destroy	
0332-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c 375, which mandated the placement of AED's in public agencies.									
0332-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0332-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate An AED			X		P	2 Years After update		Archival Review	
0332-0003	Automated External Defibrillator (AED) File – Equipment Operational Manual					P	After disposition of equipment		Destroy	
0333-0000	Census File --- File contains but is not limited to statistical data, summary reports, correspondence, and supporting documentation.					P	10 Years		Destroy	
0334-0000	Trust Fund File --- File contains but is not limited to initial trust establishment and agreement documentation; monthly, quarterly, and annual statements; correspondence, and supporting documentation.					P	6 Years After termination of account		Destroy	
0335-0000	Unclaimed Mail File					P	6 Years		Destroy	
0336-0000	Verification Of Income (VIM) File - Financial, Medical, And Social Services					P	6 Years		Destroy	
0337-0000	Tax Anticipation Note					P	6 Years		Destroy	
Personnel Records										
0400-0000	Accident Reports - Employee --- File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	X					6 Years After final payment or settlement		Destroy	
0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics --- Original data maintained by the federal government.						3 Years		Destroy	
0402-0000	Dental Plan File									
0402-0001	Dental Plan File - Status Listing	X					3 Years After update		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0402-0002	Dental Plan File - Data Entry Worksheet	X					6 Years After termination of employment		Destroy	
0402-0003	Dental Plan File - Monthly Report	X					3 Years		Destroy	
0403-0000	Employee History/Service Record Card						60 Years After termination of employment or age 85, whichever is sooner		Destroy	
0404-0000	Employment Applications/Resumes - Persons Not Hired --- the hired employee applications are maintained in the individual employee file.						3 Years		Destroy	
0405-0000	Financial and Personal Data Disclosure Forms --- By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	X					6 Years		Destroy	
0406-0000	Health Benefits File									
0406-0001	Health Benefits File - Monthly Billing List	X					6 Years		Destroy	
0406-0002	Health Benefits File - Deduction Cards	X					6 Years After termination from program		Destroy	
0406-0003	Health Benefits File - Monthly Report	X					3 Years		Destroy	
0406-0004	Health Benefits File - Correspondence	X				P	6 Years After termination from program		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0406-0005	Health Benefits File - Denial Of Coverage --- Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)	X				P	1 Years		Destroy	
0406-0006	Health Benefits File - Declaration Of Non-Participation	X				P	1 Years		Destroy	
0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation.						6 Years After termination of employment		Destroy	
0408-0000	Job Bulletins and Specifications	X					Periodic review		Destroy	
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity									
0409-0001	Leave Request (Original)	X					6 Years		Destroy	
0409-0002	Leave Request (Copy)	X					3 Years		Destroy	
0410-0000	Medical X-Ray File						5 Years		Destroy	
0411-0000	Personnel Action - New Jersey Department of Personnel	X					6 Years After termination of employment		Destroy	
0412-0000	Personnel Position Listing						As updated		Destroy	
0413-0000	Prescription Plan File									
0413-0001	Prescription Plan File - Status Listing	X					3 Years After update		Destroy	
0413-0002	Prescription Plan File - Monthly Report	X					3 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0413-0003	Prescription Plan File - Plan Authorization	X					6 Years After termination of employment		Destroy	
0414-0000	References - Employment									
0414-0001	References - External						3 Years		Destroy	
0414-0002	References - Internal						1 Years		Destroy	
0415-0000	Salary Guidelines and Amendments --- Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements.									
0415-0001	Salary Guide and Amendments (Original)	X					6 Years		Destroy	
0415-0002	Salary Guide and Amendments (Copy)	X					Periodic review		Destroy	
0416-0000	Time Records File --- File may contain Daily Time and Attendance; Request for Time Off; Report of Accumulated Holidays - Vacation, Personal, and Sick Time; and supporting documentation.									
0416-0001	Time Records File (Agency Original)	X					6 Years		Destroy	
0416-0002	Time Records File (Copy)	X					1 Years		Destroy	
0417-0000	Training Records	X				P	6 Years After termination of employment		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0417-0001	Training Records					P	6 Years After termination of employment		Destroy	
0417-0002	Training Records – Staff Training Request					P	3 Years After final payment		Destroy	
0418-0000	Work Schedule	X				P	1 Years		Destroy	
Personnel Records										
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018.	X					40 Years After termination of employment		Destroy	CFR 1910.1018.
0420-0000	Employment Eligibility Verification (I-9) --- Form generated by the U.S. Department of Justice Immigration and Naturalization Service.	X					6 Years After termination of employment		Destroy	
0421-0000	Certification File - New Jersey Department of Personnel									
0421-0001	Certification File - Certified Roster/Employment History						5 Years After approval		Destroy	
0421-0002	Certification File - Certification of Eligibles for Appointment						3 Years After input and verification		Destroy	
0421-0003	Certification File - Certification Record Card						3 Years After expiration of list		Destroy	
0421-0004	Certification File - Request Approval for New Examination						3 Years After issuance of certification		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0421-0005	Certification File - Request Approval for Continued Provisional Appointment						3 Years After issuance of certification		Destroy	
0421-0006	Certification File - Notice to Eligible of Removal From List						3 Years After issuance of certification		Destroy	
0421-0007	Certification File - Notification of Cancellation of Certification						3 Years After issuance of certification		Destroy	
0421-0008	Certification File - Payroll Certification Letters --- Utilized for employment background verification for temporary, provisional, and permanent employees.	X					1 Years		Destroy	
0421-0009	Certification File - Request for Information Due to Criminal Record						3 Years After issuance of certification		Destroy	
0421-0010	Certification File - Right to Invoke Appointing Authority --- Appointing authority for competitive examinations in accordance with the New Jersey Department of Personnel's Administrative Code, <u>N.J.A.C. 4A:4-4.2</u>						3 Years After issuance of certification		Destroy	<u>N.J.A.C. 4A:4-4.2</u>
0422-0000	Salary Range File									
0422-0001	Salary Range File - Request for Cancellation or Amendment, Salary Ranges and Ordinances	X					1 Years After submission		Destroy	
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Years After effective date		Destroy	
0423-0000	Reclassification File - New Jersey Department of Personnel									
0423-0001	Reclassification File - Reclassification Survey Book						As updated		Destroy	

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Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:20 of 37	
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		
0423-0002	Reclassification File - Reclassification Allocation Survey Sheets						1 Years After presentation		Destroy	
0424-0000	Status of Violations - Request for Attorney General's Action						3 Years After submission to the Office of the Attorney General		Destroy	
0425-0000	Special Reemployment List						3 Years After expiration of list		Destroy	
0426-0000	Examination File - New Jersey Department of Personnel									
0426-0001	Examination File - T-Card --- An examination record of all open competitive and promotional titles.						3 Years After expiration of list for final entry		Destroy	
0426-0002	Examination File - Promotional Announcement						3 Years After submission		Destroy	
0426-0003	Examination File - Request for Open Competitive Examination						3 Years After submission		Destroy	
0426-0004	Examination File - Eligible/Ineligible Roster						3 Years		Destroy	
0426-0005	Examination File - Request for Examination Cancellation or Amendment						1 Years After submission		Destroy	
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Years After submission		Destroy	
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Years After submission		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0426-0008	Examination File - Examination List Approval Sheet for <u>N.J.A.C. 4A:4-2.7</u> --- Promotion list waivering competitive examination.						3 Years After effective date of certification		Destroy	
0426-0009	Examination File - Examination Re-announcement Request						1 Years After submission		Destroy	
0426-0010	Examination File - Notice of Promotional Examination						4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0426-0011	Examination File - Open Competitive Examination Application						4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0426-0012	Examination File - Promotional Examination Application					P	4 Years		Destroy	<u>N.J.A.C. 4A:4-3.3</u>
0428-0000	Grievance File --- Records of employee's 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.									
0428-0001	Grievance File - Policy-Establishing Settlement (Original)					P	Permanent		Permanent	
0428-0002	Grievance File - Policy-Establishing Settlement (Copy)					P	3 Years After final settlement		Destroy	
0428-0003	Grievance File - Retained By Grievant Agency Of Employment					P	1 Years After final settlement		Destroy	
0428-0004	Grievance File - Policy-Establishing Settlement (Additional Copy)					P	3 Years After final settlement		Destroy	
0428-0005	Grievance File - Routine Settlement (Original)					P	1 Years After final settlement		Destroy	
0429-0000	Hearings - Formal Policy									

* 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		
0429-0001	Hearings - Stenotype Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0002	Hearings - Real Time Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0003	Hearings - Computer-Assisted Transcription					P	1 Years After Printing Of Transcript		Destroy	
0429-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase	
0429-0005	Hearings - Transcripts (Original)					P	Permanent		Archives	
General Administrative Records										
0500-0000	Administrative Subject File --- Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.						3 Years		Destroy	
0501-0000	Open Public Meeting File									
0501-0001	Agenda (Original)			X		P	Permanent		Permanent	
0501-0002	Agenda (Copy)						Periodic review		Destroy	

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Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:23 of 37	
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		
0501-0003	Official Public Notice In Compliance With the Open Public Meeting Law						3 Years		Destroy	
0501-0004	Governing Body Meeting - Workpapers and Supporting Documentation (County and Municipal Clerk)						Periodic review		Destroy	
0502-0000	Agency-Sponsored Seminar									
0502-0001	Agency-Sponsored Seminar - Printed Materials (Original)			X		P	Permanent		Permanent	
0502-0002	Agency-Sponsored Seminar - Printed Materials (Copy)						Periodic review		Destroy	
0502-0003	Agency-Sponsored Seminar - Correspondence and Workpapers						3 Years		Destroy	
0503-0000	Correspondence (E-mail or Hardcopy)									
0503-0001	Correspondence - General External						3 Years		Destroy	
0503-0002	Correspondence - Administrative Internal						Periodic review		Destroy	
0503-0003	Correspondence – Routine Requests for Information						Periodic review		Destroy	
0504-0000	Executive Administrative Subject File --- Subject file of a Mayor, County Executive, Administrator, County Manager, or equivalent authority dealing with all administrative aspects of their offices.									

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		
General Administrative Records										
0504-0001	Executive Administrative Subject File - Policy-Setting --- Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.			X		P	Permanent		Permanent	
0504-0002	Executive Administrative Subject File - Non-Policy-Setting --- Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.						4 Years		Destroy	
0505-0000	Hand Deliver Receipt (Agency Original)						1 Years		Destroy	
0506-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.						Periodic review		Destroy	
0507-0000	Inventories						3 Years After update		Destroy	
0508-0000	Minutes									
0508-0001	Minutes (Original)		X	X		P	Permanent		Permanent	
0508-0002	Minutes (Copy)						Periodic review		Destroy	
0509-0000	News Release - Historical and Policy-Setting									
0509-0001	News Release - (Original)			X		P	Permanent		Permanent	
0509-0002	New Release (Copy)						Periodic review		Destroy	
0510-0000	Organization Chart									

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Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:25 of 37	
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		
0510-0001	Organization Chart (Original)			X		P	Permanent		Permanent	
0510-0002	Organization Chart (Copy)						Periodic review		Destroy	
0511-0000	Recordings Of Public Meetings - Public Officials - Audio/Video (Analog And Digital)					P	80 days after summary or verbatim transcript have been approved by the governing body, whichever is later		Erase	
0512-0000	Records Retention File									
0512-0001	Records Retention File - Microencoding Report						1 Years		Destroy	
0512-0002	Records Retention File - Microfilm Index			X		P	Permanent		Permanent	
0512-0003	Records Retention File - Records Retention and Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.						As updated		Destroy	
0512-0004	Records Retention File - Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.			X		P	Permanent		Permanent	
0512-0005	Records Retention File - Internal Request for Records						1 Years After file is returned or disposed		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:26 of 37	
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		
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy	
0514-0000	Visitor Security Daily Sign-In Log						3 Years		Destroy	
0515-0000	Reference Material File									
0515-0001	Reference Material						Periodic review		Destroy	
0515-0002	Reference Material Request						Periodic review		Destroy	
0516-0000	Surplus Property/Goods File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.									
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	X					3 Years After update		Destroy	
0516-0002	Surplus Property/Goods File -Excess/Surplus Property Notice	X					3 Years After audit		Destroy	
0517-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation.									PL 2001, c.404.
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	X					6 Years		Destroy	
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:27 of 37	
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		
0517-0003	Open Public Records Act (OPRA) File -OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.						3 Years After resolution		Destroy	
0518-0000	Government Records Access Unit - OPRA Complaint to Government Record's Council (GRC) Files (Copy) --- Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.						3 Years After resolution		Destroy	
0519-0000	Consultant File --- File reflecting the findings of a professional consultant hired by an 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.									
0519-0001	Consultant File – Final Report			X		P	25 Years		Archival Review	
0519-0002	Consultant File – Contract					P	6 Years After termination of contract		Destroy	
0519-0003	Consultant File – Financial Documents					P	6 Years		Destroy	
0519-0004	Consultant File – Work Papers And Support File					P	3 Years		Destroy	
0520-0000	Security Access Card Swipe Log					P	3 Years		Destroy	

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

Agency-Related Policy, Legislation, and Operating Procedures										
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0600-0000	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.									
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)						3 Years After update		Destroy	
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy	
0601-0000	Notice File									
0601-0001	Notice File - Legal Notice						3 Years		Destroy	
0601-0002	Notice File - Emergency Notice						10 Years		Destroy	
0602-0000	Operating Procedures						3 Years		Destroy	
0603-0000	Ordinance File									

Agency-Related Policy, Legislation, And Operating										
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0603-0001	Ordinance File - Ordinance Book (Original)			X	X		P	Permanent		Archives	
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Agency-Related Policy, Legislation, and Operating Procedures										
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0603-0002	Ordinance File - Ordinance Book (Copy)							Periodic review		Destroy	
0603-0003	Ordinance File - Work papers							Periodic review		Destroy	
0604-0000	Policy Statements										

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:29 of 37	
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		
Agency-Related Policy, Legislation, And Operating										
0604-0001	Policy Statements (Original)			X		P	Permanent		Archives	
Agency-Related Policy, Legislation, and Operating Procedures										
0604-0002	Policy Statements (Copy)						Periodic review		Destroy	
Agency-Related Policy, Legislation, And Operating										
0605-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File --- Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-28</u> et seq.									
Agency-Related Policy, Legislation, and Operating Procedures										
0605-0001	Public Employees Occupational Safety and Health Act File (Original)						6 Years		Destroy	
0605-0002	Public Employees Occupational Safety and Health Act File (Copy)						3 Years		Destroy	
0606-0000	Resolutions --- Maintained by the Offices of the County and the Municipal Clerk.									
Agency-Related Policy, Legislation, And Operating										
0606-0001	Resolutions (Original)		X	X		P	Permanent		Archives	
Agency-Related Policy, Legislation, and Operating Procedures										
0606-0002	Resolutions (Copy)						Periodic review		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Agency-Related Policy, Legislation, And Operating										
0607-0000	Worker And Community Right To Know Act - Employer And County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, <u>N.J.S.A. 34:5A-1</u> et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.					P	6 Years		Destroy	
0608-0000	Americans With Disabilities Act (ADA) File --- Contains: Transition and Self-Evaluation Plans					P	65 Years		Destroy	
Agency-Related Policy, Legislation, and Operating Procedures										
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.									
Agency-Related Policy, Legislation, And Operating										
0609-0001	Municipal Code Book (Original)			X		P	Permanent		Archives	
Agency-Related Policy, Legislation, and Operating Procedures										
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy	
Agency-Related Policy, Legislation, And Operating										
0609-0003	Municipal Code Book - Supplement (Original)			X		P	Permanent		Permanent	
Agency-Related Policy, Legislation, and Operating Procedures										
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		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		
0610-0000	Incoming Mail Log						3 Years		Destroy	
0611-0000	Calendar and Meeting Schedules						3 Years		Destroy	
Reports and Publications										
0700-0000	Newsletter									
0700-0001	Newsletter (Original)			X		P	Permanent		Permanent	
0700-0002	Newsletter (Copy)						Periodic review		Destroy	
0701-0000	Publications									
0701-0001	Publications (Original)			X		P	Permanent		Permanent	
0701-0002	Publications (Copy)						Periodic review		Destroy	
0702-0000	Report File									
0702-0001	Report File - Annual Report (Agency Of Origin)			X		P	Permanent		Permanent	
0702-0002	Report File - Annual Report (Copy)						Periodic review		Destroy	
0702-0003	Report File - Monthly Report						3 Years		Destroy	
0702-0004	Report File - Quarterly Report						3 Years		Destroy	
0702-0005	Report File - Statistical Report						3 Years		Destroy	
0702-0006	Report File - Weekly Report						1 Years		Destroy	
0702-0007	Report File - Daily Report						1 Months		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		
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification		Destroy	
Reports and Publications										
0703-0000	Agency Year Two Thousand (Y2K) Testing Plan --- Includes documentation that may be used for: monitoring testing procedures, remediation, statutory and regulatory requirements, and providing evidence in lawsuits. Contains but is not limited to the following: Analysis Documentation-records that show the decisions that were made on what files, applications and systems would be converted and which ones would not, surveys, and contract review reports. Testing Documentation-the documentation that shows the final outcome of the conversion did result in a Year 2000 compliant system. Certification Documentation-written user signoffs for converted systems. Project Plans-listing of tasks completed, persons accountable, and time frames for completing Year 2000 project. Meeting minutes, memos, status reports, letters, reports that include information on: decisions made regarding Year 2000, confirmation of policy and procedures, identification of accountability of Year 2000 project tasks. External-response letters from vendors, responses to business partners for compliance statements, any other public announcements regarding Year 2000. Information posted on the Year 2000 website. Copies of compliance letters mailed to vendors. E-mail pert									
0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	X					7 Years		Destroy	
0703-0002	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	X					7 Years		Destroy	
0703-0003	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	X					7 Years		Destroy	
0703-0004	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	X					Periodic review		Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:33 of 37	
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		
0704-0000	Image Processing System									
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial Certification Or System Revocation --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.			X		P	Permanent		Permanent	
0704-0002	Audit Reports --- 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.	X					7 Years		Destroy	
0704-0003	Image Processing System Initial/Renewal/Revoked Certification --- Agency image processing initial certification, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, 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	
0704-0004	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.						As updated		Destroy	
0704-0005	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. Also used to identify files that are being transferred to a shared scanning unit.					P	7 Years	Upon Completion of Batch	Destroy	

Records Retention and Disposition Schedule				Agency: C820000			Schedule: 014		Page #:34 of 37	
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		
Reports and Publications										
0705-0000	Agency Internet File									
0705-0001	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.						30 Days		Destroy	
0705-0002	Transaction/Click Through Log --- Log tracking the number of times an agency's website is accessed from outside the agency.						30 Days		Destroy	
0705-0003	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		Destroy	
0705-0004	Information Technology Program Documentation File --- File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.			X		P	7 yrs after program is either superseded or discontinued		Archival Review	
0705-0005	Information Technology Operating System Documentation File --- File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.			X		P	7 yrs after system is either superseded or discontinued		Archival Review	

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		
0706-0000	<p>Video Surveillance Recordings</p> <p>--- Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the County offices of 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 slip and fall, motor vehicle accident or crime).</p>					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported.		Destroy	
0707-0000	<p>Body Worn Cameras (BWC)</p> <p>--- 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 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)</p> <p>Exceptions:</p> <p>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.</p> <p>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.</p> <p>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.</p>					P	90 Days unless one of the exceptions are met		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	E-Mail Records									
0800-0000	E-Mail Records									
0800-0001	<p>E-Mail Records (Seven Years Or Less)</p> <p>---</p> <p>This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1).</p> <p>Attestation elements include:</p> <ol style="list-style-type: none"> 1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system (s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).; 3. That the agency has adopted acceptable use policies for E-Mail and internet usage, with supporting employee training and/or informational programs; 4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and 5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events. 					P	7 Years		Destroy	

