



**AGENDA
STATE RECORDS COMMITTEE
August 20, 2026
10:00 AM**

Location: Online/Teleconference

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

**Announcement of Open Public Meeting
Reading of the February 19, 2026, Minutes**

I. Administrative Actions:

**A. Announcement of Approval of Destruction Authorization:
Artemis Request: # 618044 – 623233**

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

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

1. **Mansfield Township** - proposes a new imaging system (Certification # 26072702-MP)
2. **Delaware Valley Regional High School** - proposes a new imaging system (Certification # 26071402-MP)
3. **Borough of Sea Girt - Borough Clerk's Office** - proposes an imaging system amendment (Certification # 09101519-NM)
4. **County of Gloucester – Library System** - proposes an imaging system annual renewal (Certification # 22040702-MP)
5. **County of Gloucester - Office of the County Prosecutor** - proposes an imaging system annual renewal (Certification # 08032002-NM)
6. **County of Gloucester – Division of Social Services DIMS** - proposes an imaging system annual renewal (Certification #13121210-NM)
7. **County of Gloucester – Office of the County Clerk LRMS** - proposes an imaging system annual renewal (Certification # 11051909-MP)
8. **County of Gloucester** - proposes an imaging system annual renewal (Certification #06121408-MF)
9. **Ocean County – Clerk of the Board** - proposes an imaging system annual renewal (Certification # 07062101-MP)
10. **County of Ocean – Board of Social Services** - proposes an imaging system annual renewal (Certification # 14051503-NM)
11. **County of Monmouth RIM** - proposes an imaging system annual renewal (Certification # 09071603-MP)
12. **County of Hudson - Department of Family Services, Division of Welfare** - proposes an annual imaging system renewal (Certification # 14051506-NM)
13. **Township of Wyckoff Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 24103001-MP)

14. **Township of Howell Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 24121601-MP)
15. **City of Northfield Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 24020201-MP)
16. **Borough of Bergenfield Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 10052004-MP)
17. **Township of Middletown Joint Insurance Fund** - proposes an annual imaging system renewal (Certification # 09071601-MP)
18. **Middlesex Regional Educational Services Commission of New Jersey**- proposes an imaging system annual renewal (Certification # 1210802-MP)
19. **Wall Township Public School District**- proposes an imaging system annual renewal (Certification # 11072109-MP)
20. **Tenafly Public School District**- proposes an imaging system annual renewal (Certification # 24052903-MP)
21. **Delaware Valley Regional High School District**- proposes an imaging system annual renewal (Certification #13091902-MP)
22. **Gloucester City Public School District**- proposes an imaging system annual renewal (Certification # 19100302-MP)
23. **South Bergen Jointure Commission School District**- proposes an imaging system annual renewal (Certification # 12062108-MP)

D. VRC Damaged Records:

1. **City of Camden, Office of Code Enforcement** – presented by Terricka Page

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. **S800000 - 010 NJ Transit** – presented by Elizabeth Hartmann
2. **S809000 - 003 NJ Transit, Administrative Support, Bus Operations - Bus Service Planning Stops and Shelters (Retired)** – presented by Elizabeth Hartmann
3. **S808312 - 001 NJ Transit, Finance, Field Compliance (Retired)** – presented by Elizabeth Hartmann
4. **S800040 - 002 NJ Transit, Board of Directors, Office of the Secretary of the Board (Retired)** – presented by Elizabeth Hartmann
5. **S805730 - 001 NJ Transit, Administrative Support, Ethics (Retired)** – presented by Elizabeth Hartmann
6. **S820201- 005 Treasury, Administration – Fiscal** – presented by Elizabeth Hartmann
7. **S825000 - 002 Treasury, Casino Re-investment Development Authority** – presented by Elizabeth Hartmann

B. Damaged Records Report: None

C. Other Business: None



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

**MINUTES
STATE RECORDS COMMITTEE
February 19, 2026**

Amanda Truppa, Secretary, called the 469th 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 five (5) members present.

ATTENDANCE:

SRC: Office of the State Treasurer, Amanda Truppa, Designee
Office of the Attorney General, Susan Scott, Esq., Designee
Office of the State Auditor, Micheal Tantum, Designee
Department of Community Affairs, Division of Local Government Services, Bonnie L. Brookes, Designee
Department of State, Division of Archives and Records Management, Donald F. Cornelius, Designee

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

Other: Gregory Foster, Esq., NJHESAA
Alexander Alterman, NJ Department of Health
David Sellinger, NJ Department of Health
Harry T. Brown, NJ Department of Health
Daniel Rath, Lacey Township School District
Constance Stewart, Lacey Township School District

Gregory Foster, Esq., NJHESAA
MariaLisa Bazela, Office of the Bergen County Clerk, County Archives and Records
Management Association of New Jersey (CARMA)
Argean Cook, CARMA
Michelle L. Everly, Office of the Gloucester County Clerk, CARMA
Leon P. Cammarano, NJ Transit
Joan L. DePaolo, NJ Transit
Daniel Corpeno, NJ Transit
Savita Lachman, NJ Transit
Lucie Moreira, NJ Department of Law and Public Safety, Division of Consumer Affairs
Dianne Suraci, NJ Department of Law and Public Safety, Division of Consumer Affairs
Tyler Gear, NJ Department of Law and Public Safety
Kristen Ramsey, NJ Department of Law and Public Safety
Shannon Biddulph, NJ Department of Law and Public Safety

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve December 16, 2025 Minutes two (2) yes, none (0) no, abstention.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request # 615840 - 616805

B. Report to the State Records Committee: None.

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

1. County of Mercer RIM - proposes an annual renewal system (Certification # 11072101-NM)
2. County of Sussex Clerk's Office - proposes an imaging system (Certification # 08032004-MF)
3. County of Sussex Office of the Clerk E-Recording - proposes an annual imaging system renewal (Certification # 08071702-MF)
4. County of Union Office of the Clerk e-Recording - proposes an imaging system (Certification # 06072004-MF)
5. Mercer County Board of Social Services - proposes an annual renewal system (Certification # 13121211-NM)
6. Monmouth County Sheriff's Office - proposes an imaging system (Certification # 15052104-MP)
7. Passaic County Board of Social Services - proposes an imaging system annual renewal (Certification #14051505-NM)
8. Salem County Board of Social Services - proposes an annual renewal system (Certification # 13121212-NM)
9. Borough of Old Tappan, Borough Administrator/Clerk - proposes an annual imaging system renewal (Certification # 03101601-NM)
10. Borough of Sea Girt - proposes an annual imaging system renewal (Certification # 09101519-NM)
11. City of New Brunswick - proposes an annual imaging system renewal (Certification # 24012301-MP)
12. Cumberland Regional High School - proposes an imaging system (Certification # 14032005-MP)
13. Evesham Township Police Department - proposes an annual renewal system (Certification # 16020402-MP)
14. Township of Evesham - proposes an imaging system annual renewal (Certification #

- 09101525-MP)
15. Freehold Township Schools - proposes an imaging system annual renewal (Certification # 16042804-MP)
 16. Hopewell Valley Regional School - proposes an imaging system (Certification # 13071805-MP)
 17. Randolph Township School District - proposes an imaging system (Certification # 13121202-MP)
 18. Township of Frankford -proposes an annual imaging system renewal (Certification # 24020201-MP)
 19. Township of Upper Clerk's Office - proposes an annual renewal system (Certification # 02051601-NM)

**D. VRC Damaged Records: Report to the State Records
Committee: Lacey Township School District**

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. S510303-002 Four Year College - Registrar – presented by Karen A. Perry – Approved without change.
 2. C270303-902 County College - Registrar – presented by Karen A. Perry – Approved without change.
 3. S800000 - 000 NJ Transit Authority – presented by Elizabeth Hartmann – Approved without change.
 4. S808100 - 002 NJ Transit Authority, Administrative Support – presented by Elizabeth Hartmann (Retired) – Approved without change. The Committee approved as a whole, the three (3) presented retention schedules slated to be retired: S808100-002, S808821 – 000, and S808182 – 000.
 5. S808821 - 000 NJ Transit Authority, Administrative Support/Capital Planning & Programs- Procurement & Support Services, Telecommunications – presented by Elizabeth Hartmann (Retired) – Approved without change.
 6. S808182 - 000 NJ Transit Authority, Administrative Support - Administration/EAP Program – presented by Elizabeth Hartmann (Retired) – Approved without change.
 7. S460610-0011 Health, Epidemiology, Environmental and Occupational Health, Infectious and Zoonotic Disease Program (Infectious) and Justification Statement– Presented by John Berry – Approved without change.
- B. Damaged Records Report: None.
- C. Other Business: None.

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

Amanda Truppa, Secretary



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

**Damaged Records Event
Guidelines, Questionnaire, Report and Attestation**

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

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

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

- 1) Implement the Disaster Prevention & Recovery, Business Continuity of Operations (COOP) Plan.
- 2) Assemble the Disaster Recovery Team – Management, Records Management, IT, Custodian of Public Record and Local Law Enforcement.
- 3) Contact Federal & State Disaster Recovery and Cyber Security Agencies accordingly.

- 4) Review Agency Insurance Policy for coverage options.
- 5) Review Disaster Recovery Vendor Lists - Disaster Recovery Services and Supplies, System Hardware and Software and Electronic Records Disaster Recovery Services.
- 6) Contact a professional disaster salvage/remediation company.
- 7) Conducted the Damaged Records Event Response Questionnaire.
- 8) Create and submit Damaged Records Report and supporting attestation forms to Records Management Services (RMS).

URC



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

Damaged Records Event Response
Agency Questionnaire

Agency Information:

Agency Name/Offices Involved: City of Camden / Code Enforcement Building
Address: 520 Market St Rm 105 Camden NJ 08101
Phone: 856 757- 7049
Email: pamccart@camdennj.gov
Contact Person: Patrice Bussett

Date the disaster occurred: 11/7/2023

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

Arson investigation currently being conducted: ☐ Yes ☐ No

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

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

Structural collapse @ VRC - See attached
letter from records storage center.



February 26, 2025

State Of Nj - City Of Camden (Sr) (0658)

Re: Destroyed Record Storage Cartons – 5 cartons

Dear Sir or Madam,

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

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

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

As a financial reparation for this loss your account will be credited with (1) a calculation to reimburse you for those storage fees paid from the date of the incident through February of this year: \$23.84, and (2) a calculation to reimburse you for the destroyed cartons in accordance with the applicable provisions of your storage and service agreement that govern limit of liability for damaged or destroyed property: \$5.00.

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

Should you have any questions or require further assistance, please feel free to contact me directly at kclark@vrcnetwork.com or by phone at (732) 429-1521.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth L. Clark".

Extent of damage to the records:

Fire Damage: _____ Slight Severe

Water Damage: Damp Wet Saturated

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

Who established the Disaster Recovery Team: _____

Disaster Recovery Team members:

Salvaging performed: Onsite Off site

Length of salvage operation: _____ **Days** _____ **Weeks** _____ **Months**

When were staff allowed back into the building: _____

When did the area become operational: _____

Electrical power affected: Yes No

Telecommunications affected:	Yes	No
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Information processing operations affected:	Yes	No
Information processing operations affected:		

Were outside salvage companies contacted: Structural Yes No

Mechanical ☐ Yes ☐ No

Environmental	Yes	No
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Additional person(s) notified about the disaster: _____

Security measures implemented: _____

Legal or financial concerns as a result:

☒ Yes ☐ No

Unable to comply w/ opa -

Will additional facilities, hardware, or supplies be needed:

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

Additional comments and information:

Salvage Operations: Hardcopy

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

☐ Yes ☐ No

If not, when were the methods implemented:

What salvage methods were or are currently being implemented:

Refrigerate Immediately:

☐ Yes ☐ No

Re-boxing: Boxes

☐ Yes ☐ No

Crates

☐ Yes ☐ No

Other

☐ Yes ☐ No

Freeze Drying:

☐ Yes ☐ No

Vacuum Drying:

☐ Yes ☐ No

Mold & Mildew Chemical Treatment:

☐ Yes ☐ No

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

Additional comments and information: _____

Salvage Operations: Information Systems

Telecommunications Hardware Salvaged:	☐ Yes	☐ No
Telecommunications Circuitry Salvaged:	☐ Yes	☐ No
IT Hardware Salvaged:	☐ Yes	☐ No
IT Software Salvaged:	☐ Yes	☐ No
Disks and/or Tapes Salvaged:	☐ Yes	☐ No
MicroImage Hardware Salvaged:	☐ Yes	☐ No
MicroImage Software Salvaged:	☐ Yes	☐ No
Were backup copies maintained:	☐ Yes	☐ No

_____ ☐ Hardcopy ☐ Disk ☐ Cloud Storage _____

Additional comments and information: _____

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



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

Damaged Records Report

Agency Name: City of Camden
Address: 520 Market St. Rm 105 Camden, NJ 08101
Phone: 856 757-7049
Email: pamccart@camdennj.gov
Contact Person: Patrice Bassett Records Mgr
Date the Damage Occurred: 11/7/23
Date the Damage was Discovered: State emailed me on 3/7/25

Complete the following.

1. Describe the circumstances in which the damage occurred.

2. How was the damage discovered?

--

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

--

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

--

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

--

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

--

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



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

Damaged Records Inventory

Agency Name: Municipal Local Building official
Agency Retention Schedule: M190000
Retention Schedule Number: 007
Record Series Number: 0150 - 0001
Record Series Name: Building / Site Plans & Survey Maps Class I & II Structures
- Approved
Retention Time: 10 yrs
Inclusive Years: 2010 - 2016
Volume (Cubic Feet): 5
Damage Type: Roof Collapse
Other copies available? No

[Dashboard](#) | [Main](#) | [My Agency](#)

[Retention Schedule](#)

[System Management](#)

[Reports](#)

Camden City - pmccarthy - M100000 | [LOGOUT](#)

View Retention Schedule

Organization:	M - Municipality / Joint Insurance Fund	Agency:	M100000 - MUNICIPAL LOCAL BUILDING OFFICIAL
Division:	-N/A-	Bureau:	-N/A-
Schedule Number:	007	Status:	Published
		Date Approved	04/15/2011
Agency Representative Name:	Raymond Lurie	Job Title:	Local Building Official
		Phone:	609-333-3666
		Ext:	-N/A-

Record Series Details

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Record Series Number:	0150-0001	Section Header Record:	No	Status:	Active		
Title:	Building/Site Plans And Survey Maps Class I And II Structures - Approved (NJAC 5:23-2.16A (C))						
Description:	Class I and II refer to large-scale and public buildings; whereas, Class III refers to small-scale buildings and residential structures. (NJAC 5:23-9.5)						
Group Name:	Additional Uniform Construction Code (UCC) Forms						
Superseded:	-N/A-						
Permanent Record:	No						
Total Retention:	10 Years						
Additional Info (Retention):	-N/A-						
Minimum At Agency:	-N/A-						
Additional Info (Agency):	-N/A-						
Final Disposition:	Destroy						
	Archival Review Required:	No	Alternate Media Recommended:	No	Audit Verification Required:	No	
Confidential:	-N/A-						
Vital Record:	No						
Citation:	(NJAC 5:23-2.16A (C))						
Agency Representative Name:	-N/A-	Job Title:	-N/A-	Phone:	-N/A-	Ext:	-N/A-

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: <Agency>

DATE: <Date>

SUBJECT: _____

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

Agency

Date



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

New Jersey State Records Committee Acknowledgement
Damaged Records Disposal

TO: <Agency>

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

DATE: <Date>

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

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

Signature: _____

Date: _____

Secretary, State Records Committee



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

New Jersey State Records Committee Authorization
Damaged Records Disposal

TO: <Agency>

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

DATE: <Date>

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

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

Signature: _____ Date: _____

Secretary, State Records Committee

Mikie Sherrill, Governor
Dr. Dale G. Caldwell, Lieutenant Governor
Priya Jain, Commissioner
Kris Kolluri, President & CEO

TWO GATEWAY
283-299 MARKET STREET
NEWARK, NJ 07102-5310
973-491-7000



New Jersey Transit continues their effort to consolidate their schedules into one primary schedule for documents that are unique to their agency. As part of this effort New Jersey Transit is retiring four retention schedules S800040-002, S805730-001, S808312-001 and S809000-003. The record series on these schedules have been made obsolete, combined or moved to S800000-010.

Record Series 4160-0000, 4161-0000 and 4162-0000 appeared on the S800000-009 draft under the Finance Department. This draft was submitted to DORES. Due to an organizational change, they were moved from Finance Department to Information and Digital Technology Department as 1200-0000, 1201-0000 and 1202-0000, but were inadvertently left on the draft. They have been deleted from S800000-010.

1RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY # S800000		
DIVISION:		SCHEDULE # 010		
BUREAU:		PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit
FORMER AGENCY NUMBER	S800000 - 009

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0007-0000	Senior Citizens Disabled Resident Transportation Assistance Program (SCDRTAP)	Obsolete Description	SCDRTAP is a casino revenue funded program available to counties through NJ Transit for operating, administration, and/or capital expenses to provide locally coordinated paratransit services for senior citizens and disable persons.	
0007-0001	SCDRTAP Program Files	Edit Description	Includes but not limited to: county files (program timeline, state program guidelines, county paratransit grant allocation letter, application, agreement, sub-contracts, contract & budget modifications, ridership, public hearing (part of application), local advisory committee minutes), reimbursement files (casino revenue monthly reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and expenditures, single program audit or equivalent,) close out	Includes but not limited to: county files (program timeline, state program guidelines, allocation letter, application, agreement, sub-contracts, contract & budget modifications, ridership, public hearing, local advisory committee documents, reimbursement files, audit files (financial statement, account reports and expenditures, single program audit or equivalent) close out files. backup documentation, administrative and general correspondence.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			files. backup documentation, administrative and general correspondence	
0008-0000	Citizen Advisory Committee Files	Edit Description	Includes copies of related notices, agendas, minutes, handouts, monthly schedule, accessibility projects, resolutions, casino county application review forms, membership bio, membership terms, appointment and resignation, mileage reimbursement, catering invoices and general correspondence	Includes copies of related notices, agendas, handouts, monthly schedule, accessibility projects, resolutions, membership terms, appointment and resignation, catering invoices and general correspondence.
0009-0000	Section 5311 Program (S5311) File	Edit Description	Includes but not limited to county files (program timeline, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports) reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), audit files (financial statement, account reports and project expenditures), closeout files. * Program is part of the Federal Transit Administration (FTA) to provide funds to non-urbanized areas and rural areas for public transportation	Includes but not limited to grant documents, POP status reports, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports) reimbursement files, audit files (financial statement, account reports and project expenditures), closeout files.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 3 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0010-0000	Rural Transportation Assistance Program (RTAP) File	Edit Description	Includes but not limited to: RTAP Files (correspondence on Passenger Assistance Safety & Securement Course (PASS), defensive driving, manager/supervisor/dispatcher certification, telephone techniques, customer service, vehicle maintenance management and inspection, scheduler/dispatcher training, Train the Trainer programs, scholarships, newsletters and general correspondence, contract with National Transit Institute (NTI). scholarship reimbursement files (expense reports, invoices from Rutgers NTI for conducting RTAP program), class and workshop announcement, activity reports (flyers, announcements for classes and workshops, reports from NTI on class attendance, class satisfaction surveys, any documentation relating to classes), closeout files backup documentation, general correspondence, administrative files. *Program provides training and technical assistance to rural community transportation providers.	Includes but not limited to: training documents, scholarships, newsletters and general correspondence, contract documents, scholarship reimbursement files (expense reports, invoices, class and workshop announcement, activity reports (flyers, announcements for classes and workshops, reports from NTI on class attendance, class satisfaction surveys, any documentation relating to classes), closeout files backup documentation, general correspondence, administrative files.
0011-0000	Section 5307 Program (S5307) Files	Edit Description	Includes but not limited to: county files (program timeline, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase capital purchase correspondence, audits and general administration), reimbursement files (reimbursement request form indicating agreement period, expense period,	Includes but not limited to: program files and grant documents, county files, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase correspondence, audits and general administration, reimbursement files,

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 4 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and project expenditures. Single program audit acceptable), closeout files. *S5307 is an FTA formula grant program for urbanized areas providing capital, operating and planning assistance for mass transportation	audit files, closeout files.
0012-0000	Section 5310 Program (S5310)	Edit Description	Includes but not limited to program timeline, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence. *S5310 is an FTA grant program that provides funds to nonprofit organizations and county municipalities to lease vehicles to transport senior citizens and persons with disabilities	Includes but not limited to grant documents, POP status reports, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence.
	Compliance and Ethics	New Division		
1050-0000	Regulations	New Header	<u>S800040 - 0010-0000 Regulations:</u> Includes, but not limited to regulations, correspondence and support materials created by and for NJ TRANSIT.	<u>1050-0000 Regulations</u> – Includes, but not limited to regulations, correspondence and support

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 5 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				materials created by and for NJ TRANSIT
1050-0001	Adopted Regulations	New	<u>S800040 – 0010-0001 Adopted Regulations</u> (Office of Administrative Law, NJ Department of Treasury, maintains all adopted rules and regulations on permanent basis.) Periodic Review Destroy	<u>1050-0001 Adopted Regulations – Office of Administrative Law, NJ Department of Treasury, maintains all adopted rules and regulation on permanent basis. Periodic Review Destroy</u>
1050-0002	Proposed Regulations	New	<u>S8000040 – 0010-0002 Proposed Regulations: As Revised Destroy</u>	<u>1050-0002 Proposed Regulations – As Revised Destroy</u>
1051-0000	Ethics Investigation Cases	New Header	<u>S805730 – 0001-0000 Ethics Investigation Cases</u> Includes all material to investigate alleged ethics violations, such as correspondence, copies of employee expenses reports, travel authorization forms, vendor files, meeting notes, affidavits and other related documents.	<u>1051-0000 Ethics Investigation Cases</u> Includes all material to investigate alleged ethics violations, such as correspondence, copies of employee expenses reports, travel authorization forms, vendor files, meeting notes, affidavits and other related documents.
1051-0001	Ethics Investigation Cases – Withdrawn, Dismissed, Settled without Disciplinary Action	New	<u>0001-0001 Ethics Investigation Cases – Withdrawn, Dismissed, Settled without Disciplinary Action</u> 7 Years Destroy	<u>1051-0001 Ethics Investigation Cases – Withdrawn, Dismissed, Settled without Disciplinary Action</u> 7 Years Destroy
1051-0002	Ethics Investigation Cases – Settled with Disciplinary Action	New	<u>S805730 – 0001-0002 Ethics Investigation Cases – Settled with Disciplinary Action</u> 60 Years Destroy	<u>1051-0002 - Ethics Investigation Cases – Settled with Disciplinary Action</u> 60 Years Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 6 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
1052-0000	Outside Employment Forms	New	<u>S805730 – 0002-0000 Outside Employment Forms</u> - Forms completed by employees to determine if a potential conflict of interest exists 5 Years Destroy	<u>1052-0000 Outside Employment Forms</u> – Forms completed by employees to determine if a potential conflict of interest exists. 5 Years Destroy
	General Counsel	New Division		
1080-0000	Special Counsel and Deputy Attorney General Billing	New	<u>S800040 – 0008-0000 Special Counsel Billings</u> : Includes, but not limited to, invoices and support documents, schedules, time reports, vendor information based on capital projects, reconciliation documents and other related papers for attorneys in private practice and DAG's on special assignment representing NJ TRANSIT. 7 Years After Completion of Project or 3 Years After Termination/Closing of Grant <u>S800040 – 0009-0000 Deputy Attorney General Billings</u> : Includes, but not limited to invoices and support documents, schedules, time reports, vendor information based on capital projects reconciliation documents and other related papers. 7 Years After Completion of Project or 3 Years After Termination/Closing of Grant	<u>1080-0000 Special Counsel and Deputy Attorney General Billing</u> - Includes but not limited to, invoices and support documents, schedules, time reports, vendor information based on capital projects, reconciliation documents and other related papers 7 Years After Completion of Project or 3 Years After Termination/Closing of Grant
1081-0000	Legal Documents/Litigation Files, NJ TRANSIT Involved	New	<u>S800040 – 0011-0001 Legal Documents/Litigation Files, NJ TRANSIT Involved</u> : Contains documents related to litigation where NJ Transit is involved in the Litigation. 7 Years After Closing.	<u>1081-0000 Legal Documents/Litigation Files, NJ TRANSIT Involved</u> : Includes but not limited summons, subpoenas, request for legal representation,

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 7 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				litigation and other documents relating to legal matters. Litigation.7 Years After Closing
	Board of Directors	New Division		
1100-0000	Board Action Items, Public Minutes & By-Laws (Public)	New	<u>S800040 – 0001-0000 Board Action Items:</u> Includes agenda, minutes, bylaws, and other documents regarding action taken by Board of Directors. (Long range planning documentation and Finance Committee information may be included in older Board Minutes.)	<u>1100-0000 Public Board Approved Action Items, Public Board Approved Open Session Minutes & Board Approved By-Laws (Public)</u> Permanent
1101-0000	Board Meeting Background Files (Confidential)	New	<u>S800040 – 0002- Board Meeting Background Files</u> Background Files: May Include agenda, minutes, committee information (i.e. BIRC Committee, etc.) and other relevant supporting material - Permanent	<u>1101-0000 Board Meeting Background Files (Confidential)</u> Include but not limited to drafts, agendas, minutes, and other relevant supporting material (i.e. BIRR, President & CEO's Review, Chair Review, and other meetings prior to the Board meeting. Permanent
1102-0000	Executive Session Materials (Confidential)	New	<u>S800040 – 0003-0000 Executive Sessions of Board of Directors</u> (Confidential) Action Item including agenda, minutes, and other relevant supporting material used as reference materials. - Permanent	<u>1102-0000 Executive Session Materials (Confidential)</u> Includes but not limited to: executive session agendas, minutes, and other relevant supporting material used as reference materials. Permanent

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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
4051-0000	Bus Garage Audits	New	<u>S808312 - 0001-0000 Bus Garage Audits</u> Consists of biannual audits conducted by this office on all NJ Transit bus garages. Includes several audit reports: Garage Audit Control, Inventory of Fuels and Lubricants, Exit Audit Report, etc. 3 Years Destroy	<u>S800000 – 4051-0000 Bus Garage Audits</u> Biannual audits conducted on all NJ Transit bus garages. Includes but not limited to Garage Audit Control, Inventory of Fuels and Lubricants, Exit Audit Report. 3 Years Destroy
4052-0000	Exact Fare Audits	New	<u>S808312 - 0003-0000 Exact Fare Audits</u> Daily audits involving the counting of money from buses cash bins and revenue bins. Involves each bus garage statewide. 3 Years Destroy	<u>S800000 – 4052-0000 Exact Fare Audits</u> Daily audits involving the counting of money from buses cash bins and revenue bins. Involves each bus garage statewide. 3 Years Destroy
4160-0000	Radio Station License		<u>4160-0000 Radio Station License</u> Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal. 10 Years Destroy	<u>Use 1200-0000 Radio Station License</u> Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal. 10 Years Destroy
4161-0000	Radio Tower File		<u>4161-0000 Radio Tower File</u> Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit. Life of structure plus 10 years Destroy	<u>Use 1201-0000 Radio Tower File</u> Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit. Life of

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 9 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				structure plus 10 years Destroy
4162-0000	Statewide Radio System Project Files		<u>4162-0000 Statewide Radio System Project Files</u> May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project. 15 Years After installation of new system. Destroy	<u>Use 1202-0000 Statewide Radio System Project File</u> May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project. 15 Years After installation of new system. Destroy
5004-0000	Bus Schedules	New	<u>S809000 - 0001-0000 Bus Schedules</u> Includes: run guides, headways and flats. Schedules are revised four times a year. 3 Years Destroy	<u>S800000 - 5004-0000 Bus Schedules</u> – Includes: run guides, headways and flats. Schedules are revised four times a year. 3 Years Destroy
5005-0000	Complaints – Riding and Standing Checks	New	<u>S809000 - 0002-0000 Complaints – Riding and Standing Checks</u> 3 yrs after problem is resolved Destroy	<u>S800000 - 5005-0000 Complaints – Riding and Standing Checks</u> 3 yrs after problem is resolved Destroy
5006-0000	Timetables (timetables distributed to public)	New	<u>S809000 - 0005-0000 Timetables (timetables distributed to public)</u> 10 Years Destroy	<u>S800000 – 5006-0000 Timetables (timetables distributed to public)</u> 10 Years Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 10 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
5007-0000	Bus Shelter Files	New	0100-0000 Bus Shelter Files Includes the location of the bus shelters existing and proposed throughout the state. File contains: correspondence, maintenance agreements, installation diagrams, and related documents. 7 yrs after disposal of shelter Destroy	S800000 – 5007-0000 <u>Bus Shelter and Bus Stop Sign Files</u> Includes the location of the bus shelters and bus stop signs existing and proposed throughout the state. File includes but not limited to: correspondence, maintenance agreements, installation diagrams, work order requests, maps, resolutions and related documents. 7 yrs after disposal of shelter or removal of sign. Destroy
	General			
9022-0000	National Transit Database Annual Report (NTDAR)	Change	National Transit Database Annual Report	National Transit Database Annual Report (NTDAR)
9022-0001	NTDAR - Bus And Rail Service Planning Records	Change	Bus And Rail Service Planning Records	NTDAR - Bus And Rail Service Planning Records
9022-002	NTDAR - Federal, State, Local Funding	Change	Federal, State, Local Funding	NTDAR - Federal, State, Local Funding

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 11 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
9022-003	NTDAR - Third Party Contracts	Change	Third Party Contracts	NTDAR - Third Party Contracts
9023-0000	Legal Documents/Litigations Files, NJ TRANSIT is not involved.	New	S800040 – 0011-0002 <u>Legal Documents/Litigation Files, NJ Transit is not involved:</u> Contains documents related to 3rd party litigation (NJ Transit is not involved) 3 Years From Subpoena Date Destroy	<u>9023-0000 Legal Documents/Litigations Files, NJ TRANSIT is not Involved:</u> Contains documents related to 3 rd party litigation. Includes, but not limited to summons, subpoenas, request for legal representation, litigation and other documents relating to legal matters. 3 Years From Subpoena Date Destroy
9024-0000	Public Hearing and Public Notice Files	New Header		<u>9024-0000 Public Hearing and Public Notice Files</u> - Includes, but not limited to: support materials, hearing officer report, public notice, transcript, attendance and speaker sheets, service list, newspaper letter, PowerPoint presentations, hearing transcripts, general correspondence and other materials regarding the hearing.
9024-0001	Public Hearing and Public Notice Files – Fare Increase	New	<u>S800040 – 0005-0000 Public Hearing Files – Fare Increase</u> Includes, but not limited to: support materials, hearing officer report, notice, transcript, attendance and speaker sheets, service list, newspaper letter, affidavits and other materials regarding the	<u>9024-0001 Public Hearing and Public Notice Files – Fare Increase</u> 7 Years After Hearing Closed Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 010	PAGE # 12 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			hearing. 7 Years After Hearing Closed Destroy	
9024-0002	Public Hearing and Public Notice Files – Major Projects	New	<u>S800040 – 0006-0000 Public Hearing Files – Major Projects:</u> Includes, but not limited to support materials, hearing office report, notice, transcript, attendance and speaker sheets, service list, newspaper letter, affidavits and other materials regarding the hearing. 10 Years After Project Completion	<u>9024-0000 Public Hearing Files – Major:</u> 10 Years After Project Completion

STATE OF NEW JERSEY



New Jersey Transit

S800000-010



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

Records Retention and Disposition Schedule				Agency: S800000		Schedule: 010		Page #:0 of 1		
Department:	New Jersey Transit				Agency Representative:		Leon Cammarano			
					Title:		Director Of RIM - Custodian Of Records			
					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		
	Capital Planning And Programs									
0001-0000	Project Files									
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X		P	50 Years		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. <u>N.J.S.A. 2A:14-1.1</u>					P	10 Years After completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.					P	25 Years		Destroy	
0001-0004	Project Files – Design/ Construction – Phase Documents --- Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid					P	10 Years After completion of project	1 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 010		Page #:0 of 1	
	information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.										
0001-0005	Project Files – Strategy, Policy, And Analysis (Original) --- Includes studies conducted by this office that could result in cost savings to the company.			X		P	10 Years		Archival Review		
0002-0000	Facilities Files										
0002-0001	Facilities Files - Location Files --- Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests, news clips, non-project related correspondence and other miscellaneous information specific to each facility.					P	7 Years After resolution		Destroy		
0002-0002	Facilities Files – Building Plans And Surveys --- Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots. Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	Life of structure plus 10 years		Destroy		
0003-0000	Construction Management Files										
0003-0001	Construction Management Files – Project Site Files – Office And Site --- Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.					P	10 Years After completion		Destroy		
0003-0002	Construction Management Files – As-Built Drawings --- Original reproducible as-built and shop drawings that have been revised to incorporate “as-built changes as completed,” technical details and components of construction projects. Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	Life of structure plus 10 years		Destroy		
0004-0000	Capital Funding Files										
0004-0001	Capital Funding Files --- Includes, but not limited to: needs assessments, reports, accounting worksheets,					P	7 Years After completion of project or 3 years after termination/closing of		Destroy		

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 010		Page #:0 of 1	
	analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.						grant, whichever is longer				
0004-0002	Capital Funding, Federal Transit Administration (FTA) Files --- Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.					P	Periodic Review			Destroy	
0005-0000	Environmental Services										
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) Files --- Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.					P	5 Years			Destroy	
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) --- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.					P	5 Years After permit expires			Destroy	
0005-0003	Environmental Services - Hazardous Annual Generator Report (Copy) --- Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.					P	5 Years			Destroy	
0005-0004	Environmental Services - Remedial Reports, Copies --- Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.					P	30 Years	10 Years		Destroy	
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.					P	30 Years	10 Years		Destroy	
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.					P	3 Years After summons has been satisfied			Destroy	
0005-0007	Environmental Services - Due Diligence Reports					P	30 Years After			Destroy	

Records Retention and Disposition Schedule		Agency: S800000					Schedule: 010		Page #:0 of 1	
	--- Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.						completion of report			
0006-0000	Government Funded Programs --- Includes but not limited to Community Local Shuttles and Job Access Reverse Commute Shuttles, Vehicle Records, Transportation Management Associations (TMA) & Van Pool Service Providers (agreements, invoices, grant documents, reports, correspondence, and all other related documents)									
0006-0001	Federally Funded Programs					P	7 Years After completion of project or 3 Years after termination of grant or equipment disposition whichever is later		Destroy	
0006-0002	State Funded Programs					P	3 Years After termination of grant		Destroy	
0007-0000	Senior Citizens Disabled Resident Transportation Assistance Program (SCDRTAP)									
0007-0001	SCDRTAP Program Files --- Includes but not limited to: county files (program timeline, state program guidelines, allocation letter, application, agreement, sub-contracts, contract & budget modifications, ridership, public hearing, local advisory committee documents, reimbursement files, audit files (financial statement, account reports and expenditures, single program audit or equivalent,) close out files. backup documentation, administrative and general correspondence.					P	7 Years After contract closed or 3 years after termination of grant, whichever is longer		Destroy	
0007-0002	SCDRTAP Public Hearing Files --- Includes public notice, newspaper advertisements, support materials, PowerPoint presentations, attendance and speaker sheets, hearing transcripts and general correspondence.					P	7 Years		Destroy	
0008-0000	Citizen Advisory Committee Files --- Includes copies of related notices, agendas, handouts, monthly schedule, accessibility projects, resolutions, membership terms, appointment and resignation, catering invoices and general correspondence.					P	7 Years		Destroy	
0009-0000	Section 5311 Program (S5311) Files --- Includes but not limited to grant documents, POP status reports, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports)					P	7 Years After contract closed or 3 years after termination of grant, whichever is longer		Destroy	

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 010		Page #:0 of 1	
	reimbursement files, audit files (financial statement, account reports and project expenditures), closeout files.										
0010-0000	Rural Transportation Assistance Program (RTAP) Files --- Includes but not limited to: training documents, scholarships, newsletters and general correspondence, contract documents, scholarship reimbursement files (expense reports, invoices, class and workshop announcement, activity reports (flyers, announcements for classes and workshops, reports from NTI on class attendance, class satisfaction surveys, any documentation relating to classes), closeout files backup documentation, general correspondence, administrative files.				P	7 Years After S5311 and SCDRTAP contract closed, or 3 years after termination of grant whichever is later		Destroy			
0011-0000	Section 5307 Program (S5307) Files --- Includes but not limited to: program files and grant documents, county files, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase correspondence, audits and general administration, reimbursement files, audit files, closeout files.				P	7 Years After contract closed or 3 years after termination of grant, whichever is longer		Destroy			
0012-0000	Section 5310 Program (S5310) Files --- Includes but not limited to grant documents, POP status reports, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence.				P	7 Years		Destroy			
0013-0000	Federally Funded Vehicle Files (Non-Fixed Assets) --- Includes accident reports, transfer, disposal vehicle agreements and general correspondence S5310 vehicles and other vehicles purchased under a variety of FTA grants coming under the administrative authority of Local Programs.				P	7 Years After termination of lease, or 3 years after disposal of vehicle whichever is later		Destroy			
0014-0000	Drug And Alcohol Testing Program* Files --- Includes but not limited to D&A plans, annual federal drug and alcohol testing reports submitted to NJ TRANSIT from sub-recipients, site audits, financial statement, account reports, and project expenditures pertaining to consultant uses to conduct audits. * Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs.				P	7 Years		Destroy			

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 010		Page #:0 of 1	
0015-0000	Coordinated Human Services Transportation Plans (CHSTP) --- Planning process that establishes coordination planning activities amongst various state agencies and grant sub- recipients.			X		P	7 Years After contract closed, or 4 years after termination of grant whichever is longer			Archival Review	
	Records And Information Management										
1000-0000	Records Transmittal Forms					P	3 Years After disposition or permanent removal of records			Destroy	
1001-0000	Records Transfer Acknowledgment Form --- List of records transferred to the New Jersey State Archives (Division of Archives and Records Management). N.J.S. 47:2-7					P	Permanent			Destroy	
	Compliance and Ethics										
1050-0000	Regulations --- Includes, but not limited to regulations, correspondence and support materials created by and for NJ TRANSIT..										
1050-0001	Adopted Regulations --- Office of Administrative Law, NJ Department of Treasury, maintains all adopted rules and regulations on permanent basis.					P	Periodic Review			Destroy	
1050-0002	Proposed Regulations					P	As Revised			Destroy	
1051-0000	Ethics Investigation Cases --- Includes all material to investigate alleged ethics violations, such as correspondence, copies of employee expenses reports, travel authorization forms, vendor files, meeting notes, affidavits and other related documents.										
1051-0001	Ethics Investigation Cases – Withdrawn, Dismissed, Settled without Disciplinary Action					P	7 Years			Destroy	
1051-0002	Ethics Investigation Cases – Settled with Disciplinary Action					P	60 Years			Destroy	
1052-0000	Outside Employment Forms --- Forms completed by employees to determine if a potential conflict of interest exists.					P	5 Years			Destroy	
	General Counsel										

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 010		Page #:0 of 1	
1080-0000	Special Counsel and Deputy Attorney General Billings --- Includes but not limited to, invoices and support documents, schedules, time reports, vendor information based on capital projects, reconciliation documents and other related papers.							7 Years After completion of a project or 3 years after termination/closing of grant		Destroy	
1081-0000	Legal Documents/Litigation Files, NJ TRANSIT is Involved --- Includes, but not limited to summons, subpoenas, request for legal representation, litigation and other documents relating to legal matters.							7 Years After closed			
	Board of Directors										
1100-0000	Board Action Items, Public Minutes & By-Laws (Public) --- Public Board Approved Action Items, Public Board Approved Open Session Minutes & Board Approved By-Laws (Public)			X		P		Permanent			
1101-0000	Board Meeting Background Files (Confidential) --- Include but not limited to draft agendas, minutes, and other relevant supporting material (i.e. BIRR, President & CEO's Review, Chair Review) and other meetings prior to the Board meeting.					C		Permanent			
1102-0000	Executive Session Materials (Confidential) --- Includes but not limited to: executive session agendas, minutes, and other relevant supporting material used as reference materials.			X		C		Permanent			
	Information And Digital Technology										
1200-0000	Radio Station License --- Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal.					P		10 years		Destroy	
1201-0000	Radio Tower File --- Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit.					P		Life of structure plus 10 years		Destroy	
1202-0000	Statewide Radio System Project File --- May include, but is not limited to: correspondence, proposals, change orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project.					P		15 Years After installation of new system		Destroy	
	Rail Operations										

Records Retention and Disposition Schedule		Agency: S800000					Schedule: 010		Page #:0 of 1	
2000-0000	Air Brake Kit Inventory Log Sheet --- List unit, type, date removed, date received, date ready, date shipped, quantity, item and status. Air brake kits are inspected every two (2) years.					P	2 Years After final entry		Destroy	
2001-0000	Capital Projects --- Capital Projects File includes: correspondence, drawings and project supporting information.					P	10 Years After completion of project		Destroy	
2002-0000	Car History File --- File contains history and quality control manual on the train cars before they came to NJ TRANSIT.					P	3 Years After disposal of car		Destroy	
2003-0000	Inspection Report File --- Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29)					P	2 Years		Destroy	
2004-0000	Service And Inspection Work Packets --- Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.					P	3 Years After disposal of car		Destroy	
2005-0000	Yearly Maintenance History File --- File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report. (FRA 49 CFR 229.23)					P	2 Years		Destroy	
2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.					P	1 Years		Destroy	
2007-0000	Map Of Locomotives --- File contains locomotive engineering specifications.					P	10 Years After disposal of equipment		Destroy	
2008-0000	Wheel And Axle Assembly Report (AAR) – Quality Assurance --- File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams.					P	15 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 010		Page #:0 of 1	
	(AAR Manual of Standards and Recommended Practices 2.3.3)										
2009-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs Individual Class Folders CRF Part 240.215 (A) (H) --- Includes but not limited to training, evaluations, qualification certification of final examinations, tests and/or quizzes promotion records.					P	6 Years		Destroy		
2010-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs, Summary Information --- Includes but not limited to names, grades, attendance records and performance reviews.					P	50 Years From creation of file recommend imaging		Destroy		
2011-0000	Rail Service Project Files --- Contain operating plans developed to define the benefits of and to schedule new or additional rail service.										
2011-0001	Rail Service Project Files – Successful					P	20 Years		Archival Review		
2011-0002	Rail Service Project Files – Unsuccessful					P	3 Years		Destroy		
2012-0000	Rail Service Computer-Based Project Files --- Used to test the viability and reliability of operating plans and projects.					P	10 Years After completion of project		Destroy		
2013-0000	Plan And Schedules --- Includes timetables, crew plans, equipment diagrams and related documents					P	10 Years		Destroy		
	Internal Audit										
3000-0000	Internal Audit Report										
3000-0001	Internal Audit Report (Record Copy) --- Includes: "NJ TRANSIT Recommendation Reply and Implementation Status Report" and all other related documents. Used in long-range planning for policy and decision making. Confidentiality is based on <u>N.J.S.A. 47:1A-10</u>					C	Permanent		Archives		
3000-0002	Internal Audit Report (Copy) --- Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	3 Years		Destroy		
3001-0000	Internal Audit Program ---					C	7 Years After completion of audit		Destroy		

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 010		Page #:0 of 1	
	File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation. Confidential based on <u>N.J.S.A.</u> 47:1A-1.1										
	Real Estate										
4000-0000	Deed Files --- Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc.; deed exception files; parcels not included in original conveyance of property; lists of properties currently owned and sold.					P	Permanent			Archives	
4001-0000	Lease Files										
4001-0001	Lease --- Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents.					P	7 Years After termination of lease			Destroy	
4001-0002	Lease Books And Log Input --- Consists of logbooks listing: property location, lessor, lessee, lease number and occupancy; lease agreement and copy of environmental report.					P	Permanent			Archives	
4001-0003	Lease Drafts --- Includes but not limited to: drafts and correspondence					P	3 Years			Destroy	
4002-0000	Adjacent Property Notice --- Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ Transit property.					P	3 Years			Destroy	
4003-0000	Maps And Drawings --- Includes but not limited to: original and historical maps and drawings of NJ Transit current and predecessor rail lines. These tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects. Confidential based on <u>N.J.S.A.</u> 47:1A-1.1					C	Permanent			Archives	

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 010		Page #:0 of 1	
4004-0000	Permit File --- Includes but not limited to: permits issued by predecessor railroads or NJ Transit property management group to grant permission to construct and/or occupy NJ Transit property.					P	7 Years After cancellation of permit		Destroy		
	Finance										
4050-0000	Daily Close-Out File And Daily Listing Of Checks And Cash Deposited (53X'S) --- Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debit and credit grand totals, daily ticket count, copies of each ticket sold per seller per day, checks, cash deposits and bank deposit slip. Copies are sent to NJT Office of Revenue Accounting.					P	1 Years		Destroy		
4051-0000	Bus Garage Audits --- Biannual audits conducted on all NJ Transit bus garages. Includes but not limited to Garage Audit Control, Inventory of Fuels and Lubricants, Exit Audit Report.					P	3 Years		Destroy		
4052-0000	Exact Fare Audits --- Daily audits involving the counting of money from buses cash bins and revenue bins. Involves each bus garage statewide.					P	3 Years		Destroy		
	Bus Operations										
5000-0000	Assignment Log					P	1 Years After last entry		Destroy		
5001-0000	Bus Inventory/Location Master Report - Monthly					P	3 Years		Destroy		
5002-0000	Operator's Bus Condition Report --- Includes but not limited to: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications.					P	3 Years After problem corrected		Destroy		
5003-0000	Vehicle Maintenance Information File										
5003-0001	Vehicle Maintenance Information Systems --- Computerized systems containing information regarding maintenance performed on buses.					P	3 Years After disposal of bus		Destroy		
5003-0002	Major Log --- Includes but not limited to: Lists all significant bus repairs, i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.					P	3 Years After disposal of bus or final entry		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 010		Page #:0 of 1	
5004-0000	Bus Schedules --- Includes: run guides, headways and flats. Schedules are revised four times a year.					P	3 Years		Destroy		
5005-0000	Complaints - Riding and Standing Checks					P	3 yrs After problem is resolved		Destroy		
5006-0000	Timetables (timetables distributed to public)					P	10 Years		Destroy		
5007-0000	Bus Shelters and Bus Stop Sign Files --- Includes the location of the bus shelters and bus stop signs existing and proposed throughout the state. File includes but not limited to : correspondence, maintenance agreements, installation diagrams, work order requests, maps, resolutions and related documents.					P	7 yrs After disposal of shelter or removal of sign		Destroy		
	Human Resources										
6000-0000	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees --- Confidentiality is based on OPRA <u>N.J.S.A. 47:1A-10</u>					C	5 Years		Destroy		
6001-0000	Results Of Random Urine Analysis Test --- Test are filed separately from the medical file.										
6001-0001	Results Of Random Urine Analysis Test - Positive Results --- Confidentiality is based on OPRA <u>N.J.S.A. 47:1A-10</u>					C	6 Years After termination of employment		Destroy		
6001-0002	Results Of Random Urine Analysis Test - Negative Results --- Confidentiality is based on OPRA <u>N.J.S.A. 47:1A-10</u>					C	5 Years		Destroy		
6002-0000	Employee Assistance Program (EAP) Files --- Includes intake and referrals of employee requiring assistance.										
6002-0001	Employee Assistance Program (EAP) Files – Drug And Alcohol Related Cases					P	10 Years After contact		Destroy		
6002-0002	Employee Assistance Program (EAP) Files – All Other Cases					P	5 Years After contact		Destroy		
6003-0000	Personnel Review Committee Hearing Files – Wrongful Termination Claims --- Includes: copies of personnel records including termination paper(s) letter of appeal from claimant, findings of review committee, final report.					P	7 Years After case closed/final settlement		Destroy		
6004-0000	Employee Program Files ---					P	3 Years		Destroy		

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 010		Page #:0 of 1	
	Files contain documentation to support the planning and initiation of events, discount programs and other activities to promote morale among NJ Transit's employees. Includes: copies of program outlines, planning documents, discount coupons, other offers being made to employees internal and external correspondence, critique of events, copies of invoices, and other related materials.										
6005-0000	Employee Enhancement Training Files --- Includes but limited to rosters (name of employees, courses attended), completed evaluation forms of students and instructor(s) performance.					P	10 Years		Destroy		
	General										
9022-0000	National Transit Database Annual Report (NTDAR) --- Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report.										
9022-0001	NTDAR - Bus And Rail Service Planning Records --- Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR.					P	7 Years		Destroy		
9022-0002	NTDAR - Federal, State, Local Funding --- Includes but not limited to GTFS mapping, IAS-FD audit, planning studies, asset maintenance (non-fixed asset), correspondence and supporting documentation. *Federal Circulars 5010.1F et. Al.					P	7 Years After termination of grant		Destroy		
9022-0003	NTDAR - Third Party Contracts --- Includes but not limited to purchased transportation and calendar year reporting.					P	7 Years After close out		Destroy		
9023-0000	Legal Documents/Litigations Files, NJ Transit is not Involved. --- Contains documents related to 3 rd party litigation. Includes, but not limited to summons, subpoenas, request for legal representation, litigation and other documents relating to legal matters.					P	3 Years From subpoena date		Destroy		
9024-0000	Public Hearing And Public Notice Files --- Includes but not limited to: support materials, hearing officer report, public notice, transcript, attendance and speaker sheets, service list, newspaper letter, PowerPoint presentations, hearing transcripts, general correspondence and other materials regarding the hearing.										
9024-0001	Public Hearing And Public Notice Files – Fare Increase					P	7 Years After hearing closed		Destroy		

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 010		Page #:0 of 1		
9024-0002	Public Hearing And Public Notice Files – Major Projects					X		P	10 Years After project completion			

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY # S809000 - RETIRE		
DIVISION:	Administrative Support	SCHEDULE # 003		
BUREAU:	Bus Operations / Bus Service Planning / Stops and Shelters	PAGE #	1	OF 2

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit / Administrative Support / Bus Operations Bus Service Planning Stops and Shelters
FORMER AGENCY NUMBER	S809000 – 003 – RETIRE – (Record Series Obsolete or transferred to S800000-010)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Bus Schedules	Transfer	<u>0001-0000 Bus Schedules</u> Includes: run guides, headways and flats. Schedules are revised four times a year. 3 Years Destroy	<u>S800000 - 5004-0000 Bus Schedules</u> – Includes: run guides, headways and flats. Schedules are revised four times a year. 3 Years Destroy
0002-0000	Complaints – Riding and Standing Checks	Transfer	<u>0002-0000 Complaints – Riding and Standing Checks</u> 3 yrs after problem is resolved Destroy	<u>S800000 - 5005-0000 Complaints – Riding and Standing Checks</u> 3 yrs after problem is resolved Destroy
0003-0000	National Transit Database Annual Report	Obsolete	<u>0003-0000 National Transit Database Annual Report</u> Used for calculating statics for federal reporting. Previously referred to as Section 15 Annual Report. 7 Years Destroy	<u>Use S800000 – 9022-0001 NTDR – Bus and Rail Services Planning Records</u> Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDR. 7 Years Destroy
0004-0000	Statistical Reports - Bus Requirements and Manpower Requirements.	Obsolete	<u>0004-0000 Statistical Reports – Bus Requirements and Manpower Requirements</u> 3 Years Destroy	<u>Use G100000 – 1605-0000 Agency-Generated Statistical Report (Original and Copy)</u> 3 Years Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809000	SCHEDULE # 003	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0005-0000	Timetables (timetables distributed to public)	Transfer	<u>0005-0000 Timetables (timetables distributed to public)</u> 10 Years Destroy	<u>S800000 – 5006-0000 Timetables (timetables distributed to public)</u> 10 Years Destroy
0100-0000	Bus Shelter Files	Transfer Combine with 1001-0000	<u>0100-0000 Bus Shelter Files</u> Includes the location of the bus shelters existing and proposed throughout the state. File contains correspondence, maintenance agreements, installation diagrams, and related documents. 7 yrs after disposal of shelter Destroy	<u>S800000 – 5007-0000 Bus Shelter and Bus Stop Sign Files</u> Includes the location of the bus shelters and bus stop signs existing and proposed throughout the state. File includes but not limited to: correspondence, maintenance agreements, installation diagrams, work order requests, maps, resolutions and related documents. 7 yrs after disposal of shelter or removal of sign. Destroy
1001-0000	Bus Stop Sign Files	Transfer Combine with 0100-0000	<u>1001-0000 Bus Stop Sign Files</u> Includes the locations of bus stop signs throughout the state. File contains: bus stop inventory, correspondence, work order requests, maps and resolutions. 7 yrs after removal of sign. Destroy	<u>See S800000 – 5007-0000 Above</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S809000	SCHEDULE # 003	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0005-0000	Timetables (timetables distributed to public)	Transfer	<u>0005-0000 Timetables (timetables distributed to public)</u> 10 Years Destroy	<u>S800000 – 5006-0000 Timetables (timetables distributed to public)</u> 10 Years Destroy
0100-0000	Bus Shelter Files	Transfer Combine with 1001-0000	<u>0100-0000 Bus Shelter Files</u> Includes the location of the bus shelters existing and proposed throughout the state. File contains correspondence, maintenance agreements, installation diagrams, and related documents. 7 yrs after disposal of shelter Destroy	<u>S800000 – 5007-0000 Bus Shelter and Bus Stop Sign Files</u> Includes the location of the bus shelters and bus stop signs existing and proposed throughout the state. File includes but not limited to: correspondence, maintenance agreements, installation diagrams, work order requests, maps, resolutions and related documents. 7 yrs after disposal of shelter or removal of sign. Destroy
1001-0000	Bus Stop Sign Files	Transfer Combine with 0100-0000	<u>1001-0000 Bus Stop Sign Files</u> Includes the locations of bus stop signs throughout the state. File contains: bus stop inventory, correspondence, work order requests, maps and resolutions. 7 yrs after removal of sign. Destroy	<u>See S800000 – 5007-0000 Above</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY	S808312 - RETIRE	
DIVISION:	Finance	SCHEDULE #	001	
BUREAU:	Field Compliance	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit – Administrative Support – Field Compliance - Retired
FORMER AGENCY NUMBER	S808312 – 001 – RETIRED (Records Series Obsolete or Transferred to S800000-010)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Bus Garage Audits	Transfer	<u>0001-0000 Bus Garage Audits</u> Consists of biannual audits conducted by this office on all NJ Transit bus garages. Includes several audit reports: Garage Audit Control, Inventory of Fuels and Lubricants, Exit Audit Report, etc. 3 Years Destroy	<u>S800000 – 4051-0000 Bus Garage Audits</u> Biannual audits conducted on all NJ Transit bus garages. Includes but not limited to Garage Audit Control, Inventory of Fuels and Lubricants, Exit Audit Report. 3 Years Destroy
0002-0000	Contracted Ticket Agents File	Obsolete	<u>0002-0000 Contracted Ticket Agents File</u> Involves biannual inventory of sold and unused tickets and monthly bus cards from ticket agents statewide. (A ticket agent can be any place of business that is contracted with NJ Transit to sell bus tickets or cards.) 3 Years Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808312 - RETIRE	SCHEDULE # 001	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0003-0000	Exact Fare Audits	Transfer	<u>0003-0000 Exact Fare Audits</u> Daily audits involving the counting of money from buses cash bins and revenue bins. Involves each bus garage statewide. 3 Years Destroy	<u>S800000 – 4052-0000 Exact Fare Audits</u> Daily audits involving the counting of money from buses cash bins and revenue bins. Involves each bus garage statewide. 3 Years Destroy
0004-0000	Stockroom Audits	Obsolete	<u>0004-0000 Stockroom Audits</u> Consist of biannual audits of bus garage stockrooms; which may include bus parts, care parts, tools, etc. 3 Years Destroy	
0005-0000	Terminal Audits	Obsolete	<u>0005-0000 Terminal Audits</u> These audits occur about three times a year at the six NJ Transit Terminals; including the Port Authority (NY) – 3 Years Destroy	
0006-0000	Ticket or Transfers and Exchanges Destroyed or Transferred (Y0115)	Obsolete	<u>0006-0000 Ticket or Transfers and Exchanges Destroyed or Transferred (Y0115)</u> Used to, destroy or transfer unused tickets or monthly bus cards. Form lists tickets or transfers and exchanges, whether they are destroyed or transferred; the name of issuing company, the agent to whom issued, and verifying signature of the quantities that verify with ticket accounting records. Full title: Ticket or Transfers and Exchanges Destroyed or Transferred (Y0115) 3 Years Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT : New Jersey Transit		AGENCY #S800040 - RETIRE	
DIVISION: Board of Directors		SCHEDULE #002	
BUREAU: Office of the Secretary of the Board		PAGE # 1	OF

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit – Board of Directors – Office of the Secretary of the Board
FORMER AGENCY NUMBER	S800040 – TO BE RETIRED / EXISTING RECORDS OBSOLETE OR TRANSFERRED TO S800000-010 - NEW JERSEY TRANSIT

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Board Action Items	Transfer Rename	<u>0001-0000 Board Action Items:</u> Includes agenda, minutes, bylaws, and other documents regarding action taken by Board of Directors. (Long range planning documentation and Finance Committee information may be included in older Board Minutes.) Permanent	<u>S800000-1100-0000</u> <u>Public Board Approved Action Items, Public Board Approved Open Session Minutes & Board Approved By-Laws (Public)</u> Permanent
0002-0000	Board Meeting Background Files	Obsolete Header	<u>0002-0000 Board Meeting Background Files</u>	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0002-0001	Board Meeting Background Files	Transfer Combine with 0004-0000	<u>0002-0001 Board Meeting Background Files</u> Background Files: May Include agenda, minutes, committee information (i.e. BIRC Committee, etc.) and other relevant supporting material - Permanent	<u>S800000-1101-0000 Board Meeting Background Files (Confidential):</u> Include but not limited to draft agendas, minutes, and other relevant supporting material (i.e. BIRR, President & CEO's Review, Chair Review) and other meetings prior to the Board meeting). (Confidential) Permanent
0002-0002	Board Meeting Background Files –	Obsolete	<u>0002-0002 Board Meeting Background Files</u> Draft of Action Items, including agenda – Periodic Review	<u>Use G100000 – 1419-0000 Reference Files</u> Periodic review
0003-0000	Executive Sessions of Board of Directors (Confidential)	Transfer	<u>0003-0000 Executive Sessions of Board of Directors (Confidential)</u> Action Item including agenda, minutes, and other relevant supporting material used as reference materials. - Permanent	<u>S800000-1102-0000 Executive Session Materials (Confidential)</u> Includes but not limited to: executive session agendas, minutes, and other relevant supporting material used as reference materials. (Confidential) Permanent
0004-0000	Executive Session of Board of Directors Background Files (Confidential)	Transfer Combine with 0002-0001	<u>0004-0000 Executive Session of Board of Directors Background Files (Confidential)</u> Action Items including agenda, minutes and other relevant supporting material. - Permanent	<u>See S800000-1101-0000 Board Meeting Background Files (Confidential):</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0005-0000	Public Hearing Files – Fare Increases	Transfer	<u>0005-0000 Public Hearing Files – Fare Increases</u> Includes, but not limited to: support materials, hearing officer report, notice, transcript, attendance and speaker sheets, service list, newspaper letter, affidavits and other materials regarding the hearing.	<u>S800000 – 9024-0000 Public Hearing and Public Notice Files</u> Includes, but not limited to: support materials, hearing officer report, notice, transcript, attendance and speaker sheets, service list, newspaper letter, affidavits and other material regarding the hearing. <u>S800000 – 9024-0001 Public Hearing and Public Notice Files – Fare Increases</u> – 7 yrs after hearing closed Destroy
0006-0000	Public Hearing Files – Major Projects	Transfer Combine with 0007-0000	<u>0006-0000 Public Hearing Files – Major Projects</u> Includes, but not limited to support materials, hearing office report, notice, transcript, attendance and speaker sheets, service list, newspaper letter, affidavits and other materials regarding the hearing. 10 yrs after project completion Destroy	<u>S800000 – 9024-0002 Public Hearing and Public Notice Files – Major Projects</u> – 10 yrs after project completion Destroy
0007-0000	Public Notice Files – Major Projects:	Transfer Combine with 0006-0000	<u>0007-0000 Public Notice Files – Major Projects</u> Includes, but not limited to support materials, notice, service list newspaper letter, affidavits and other materials regarding the notice. 10 yrs after project completion Destroy	<u>S800000 – 9024-0002 Public Hearing and Public Notice Files – Major Projects</u> – 10 yrs after project completion Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE # 4 OF 6
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0008-0000	Special Counsel Billings	Transfer Combined with 0009-0000	<u>0008-0000 Special Counsel and Deputy Attorney General Billings</u> Includes, but not limited to, invoices and support documents, schedules, time reports, vendor information based on capital projects, reconciliation documents and other elated papers. - 7 yrs after completion of a project or 3 yrs after termination/closing of grant Destroy	<u>S800000 – 1080-0000 Special Counsel and Deputy Attorney General Billings</u> Includes, but not limited to, invoices and support documents, schedules, time reports, vendor information based on capital projects, reconciliation documents and other elated papers - 7 yrs after completion of a project or 3 yrs after termination/closing of grant - Destroy
0009-0000	Deputy Attorney General Billings	Transfer Combined with 0008-0000	<u>0009-0000 Deputy Attorney General Billings</u> Includes, but not limited to invoices, and support documents, schedules, time reports, vendor information based on capital projects reconciliation documents and other related papers. - 7 yrs after completion of a project or 3 yrs after termination/closing of grant Destroy	<u>See 1080-0000 Above Special Counsel and Deputy Attorney General Billings</u>
0010-0000	Regulations	Header Transfer		<u>S800000 – 1050-0000 Regulations</u> Includes, but not limited to regulations, correspondence and support materials created by and for NJ TRANSIT
0010-0001	Adopted Regulations	Transfer		<u>S800000 – 1050-0001 Adopted Regulations)</u> – Periodic Review Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
			5 OF 6

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0010-0002	Proposed Regulations	Transfer		<u>S800000 – 1050-0002</u> <u>Proposed Regulations</u> – As Revised
0011-0000	Legal Documents/Litigation Files	Header Obsolete	<u>0011-0000 Legal Documents/Litigation Files</u> Includes, but not limited to summons, subpoenas, request for legal representation, litigation and other documents relating to legal matters	
0011-0001	Legal Documents/Litigation Files, NJ Transit involved	Transfer		<u>S800000 – 1081-0000</u> <u>Legal Documents/Litigation Files, NJ Transit involved</u> Contains documents related to 3 rd party litigation. Includes, but not limited to summons, subpoenas, request for legal representation, litigation and other documents relating to legal matters – 7 yrs after closing Destroy
0011-0002	Legal Documents/Litigations Files, NJ TRANSIT is not involved.	Transfer		<u>S800000 – 9023-0000</u> <u>Legal Documents/Litigations Files (NJ TRANSIT is not involved)</u> Contains documents related to 3 rd party litigations (NJ TRANSIT is not involved. Includes, but not limited to summons, subpoenas, request for legal representation, litigation and other documents relating to legal matters. – 3 yrs from subpoena date Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
			6 OF 6

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT :	New Jersey Transit	AGENCY #S805730 - RETIRED	
DIVISION:	Administrative Support	SCHEDULE #001	
BUREAU:	Ethics	PAGE # 1	OF

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit – Administrative Support - Ethics
FORMER AGENCY NUMBER	S805730 – TO BE RETIRED / EXISTING RECORDS OBSOLETE OR TRANSFERRED TO S800000-010 - NEW JERSEY TRANSIT

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Ethics Investigation Cases:	Header Transfer		<u>S800000-1051-0000 Ethics Investigation Cases</u> Includes all material to investigate alleged ethics violations, such as correspondence, copies of employee expenses reports, travel authorization forms, vendor files, meeting notes, affidavits and other related documents.
0001-0001	Ethics Investigation Cases – Withdrawn, Dismissed, Settled without Disciplinary Action	Transfer		<u>S800000-1051-001 Ethics Investigation Cases – Withdrawn, Dismissed, Settled without Disciplinary Action 7 Years Destroy</u>
0001-0002	Ethics Investigation Cases – Settled with Disciplinary Action	Transfer		<u>S800000 – 1051-002 - Ethics Investigation Cases – Settled with Disciplinary Action 60 Years Destroy</u>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # Agency #S805730 - RETIRED	SCHEDULE # 001	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0002-0000	Outside Employment Forms	Transfer		<u>S800000 – 1052-0000 Outside Employment Forms</u> Forms completed by employees to determine if a potential conflict of interest exists 5 Years Destroy
0003-0000	Request for Attendance at Event Forms	Obsolete	<u>Request for Attendance at Event Forms</u> Forms completed by employees requesting permission to attend events hosted by groups/organizations other than NJ TRANSIT 5 Years Destroy	<u>Use G100000 – 0934-0000 Request for Approval for Attendance at Events – State Ethics Commission (NJAC 19:61-6)</u> 5 Years Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE Treasury – Administration – Fiscal and Resources HEADING		AGENCY # S820201	
DIVISION:		SCHEDULE # 005	
BUREAU:		PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	S820201-004

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0016-0000	Cost Allocation Plan (CAP)	New Record Series		3 years after the final financial report is submitted. Destroy 2 CRF §200.334

STATE OF NEW JERSEY



Treasury-Administration-Fiscal and Resources

S820201-005



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

Records Retention and Disposition Schedule				Agency: S820201		Schedule: 005		Page #:1 of 4		
Department:	Treasury-Administration-Fiscal and Resources				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		
0002-0000	Correction(S) Memos --- Used to rectify accounting entries in the Fiscal Section reports.					P	3 Years	3 Years	Destroy	
0003-0000	Distribution Center/Bureau of State Use Industries Billing File --- Includes: listings of merchandise ordered by state agencies, signed delivery receipts, and copies of billings for delivery.						3 Years	3 Years	Destroy	
0004-0000	Treasury/Accounting Bureau Monthly Transaction and Revenue Report (Fiche)						3 Years	3 Years	Destroy	
0005-0000	Real Property Management Files --- Consists of: copies of deeds, appraisal reports, financial transaction forms and reports concerning the sale and purchase of land and the distribution of monies.						10 yrs after sale of property	3 yrs after sale of property	Destroy	
0006-0000	Contract Files --- Consists of original and/or copies of contracts and payment documentation for the Higher Education and Legal Services Grants.						7 Years after final contract payment	3 Years after final contract payment	Destroy	

Records Retention and Disposition Schedule					Agency: S820201			Schedule: 005		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			
0007-0000	Single Audit Report Files --- Consists of the single audit reports, desk reviews and correspondence for the Higher Education Institutions, Legal Services Agencies and the independent auditors.						7 Years	4 Years	Destroy		
0008-0000	General Obligation Bond Files										
0008-0001	General Obligation Bond Files --- Consists of: Matured and cancelled State of New Jersey General Obligation bonds.						7 Years	3 Years	Destroy		
0008-0002	General Obligation Bond Files --- Consist of: Invoices indicating service charges for processing the payment of the State's outstanding bearer bonds.						7 Years	3 Years	Destroy		
0008-0003	General Obligation Bond Files --- Bond indemnification which consists of a copy of the indemnity bond and correspondence between requesting institution, Division of Administration and the NJ Attorney General.						7 Years	3 Years	Destroy		
0008-0004	General Obligation Bond Files --- Year End Reports which include Summary of Bonded Debt Outstanding Bond Indebtedness, Future Debt Service on Outstanding Bond, and Cash Balances.						7 Years	3 Years	Destroy		
0009-0000	Garden State Savings Bond Program Files										
0009-0001	Garden State Savings Bond Program Files --- Consists of: Annual log voucher application requests.						7 Years	3 Years	Destroy		
0009-0002	Garden State Savings Bond Program Files - Applicant File --- Includes voucher application, a copy of voucher and any correspondence.						7 Years	3 Years	Destroy		

Records Retention and Disposition Schedule					Agency: S820201			Schedule: 005		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			
0009-0003	Garden State Savings Bond Program Files --- Consists of: Copies of reimbursements to colleges and universities which include invoices, copy of UI and any correspondence.						7 Years	3 Years	Destroy		
0010-0000	Medicaid Initiatives Files										
0010-0001	Medicaid Initiatives Files --- Consists of Inter-agency Memorandums of Understanding between Treasury and other departments and/or local school districts which define roles in the process of claiming for federal reimbursement for Medicaid eligible services.						7 Years after updated	3 Years after updated	Destroy		
0010-0002	Medicaid Initiatives Files --- Special Education Medicaid Initiative (SEMI) and Early Periodic Screening and Diagnosis Treatment (EPSDT). Consists of: claim submission documents with detailed generated summary reports.						7 Years	3 Years	Destroy		
0011-0000	Higher Education Incentive Fund Files --- Include: Applications for matching funds from insitutions of higher education, supported by governing boards resolution, itemized statements of eligible contributions and endowments, and affadavits to fair market value of donated property.						13 Years	10 Years	Destroy		
0012-0000	Revenue Processing Billing Files --- Consists of: Division of Revenue processing service rates and charges, cost allocation plans, workpapers and cost accounting reports.						7 Years or until audit or litigation resolution	3 Years or until audit or litigation resolution	Destroy		
0013-0000	Monthly Fiscal Report to Division Directors --- Consists of Financial status summary and projections for the division.						3 Years	3 Years	Destroy		

Records Retention and Disposition Schedule					Agency: S820201			Schedule: 005		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			
0014-0000	State Vehicle Abuse Hotline File --- Contains: State Vehicle Abuse Hotline Complaint form, correspondence from complainant or agency owning the vehicle, investigatory documents generated by State Vehicle Abuse Hotline and/or cited agency, and supporting documentation.						3 yrs after resolution	3 yrs after resolution	Destroy		
0015-0000	Non-Tax Debt Write-Off Files --- Includes original agency justification correspondence, signed write-off request form, documentation of collection efforts, agency collection procedures, completed audit program forms, and copies of any other related documentation and correspondence including final approval or denial letter.						7 Years	4 Years	Destroy		
0016-0000	Cost Allocation Plan (CAP)					P	3 Years After The Final Financial Report Is Submitted.		Destroy	2 CRF §200.334	

NJ Casino Reinvestment Development Authority
April 2026 SRC Justification

NJ Casino Reinvestment Development Authority is requesting a new record series number because there is no appropriate record series number in the State schedule and the Authority currently does not have an appropriate record series number in its own schedule. Land Use is a relatively new function of the Authority, as previously this was something the municipality oversaw.

They are looking for permanent retention because these files will contain Certificates of Land Use Compliance (CLUC). Since CLUCs run with the land and not the owner, they are looking to assign these files a permanent retention.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING		Treasury, Casino Re-investment Development Authority	
AGENCY #		S825000	
DIVISION:		SCHEDULE # 005	
BUREAU:		PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Treasury-Casino Re-investment Development Authority
FORMER AGENCY NUMBER	S825000-001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0013-0000	Land Use Application Files - Hearing Required/CLUC	New Record Series		Land Use Application Files - Hearing Required/CLUC --- Applications, correspondences, plans, escrow information sheets, professional reviews, Hearing Officer reports, proof of service packages, hearing transcripts, and perfection of approval information. --- Permanent

STATE OF NEW JERSEY



Treasury-Casino Re-investment Development Authority

S825000-002



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609-292-8711

Records Retention and Disposition Schedule				Agency: S825000		Schedule: 002		Page #:1 of 4		
Department:	Treasury-Casino Re-investment Development Authority				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	Acquisition Files --- One file for each lot acquired by the CRDA for development: housing, commercial or other special project such as road widening, park, etc. May contain but is no limited to: correspondence, copies of significant condemnation pleading papers if acquisition involves eminent domain, appraisal report, title report, closing documents, deed (copy), and settlement sheet.					P	10 Years	3 Years after acquisition of property	Destroy	
0002-0000	Block Files --- Reference information about each block on which CRDA owns property or has an interest in owning property.					P		Periodic review	Destroy	
0003-0000	Acquisition Project Reference Files (Copies) --- Reference files containing general information relating to acquisition portion of a project.					P	10 Years	3 Years after acquisition of property	Destroy	

Records Retention and Disposition Schedule					Agency: S825000			Schedule: 002		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			
0004-0000	Environmental Reports					P	60 Years after acquisition of property or after remediation whichever is later	3 Years after acquisition of property or after remediation required by NJDEP whichever is later	Destroy		
0005-0000	Contract Files										
0005-0001	Contract Files - Services - Original					P	7 Years after completion of work	3 Years after completion of work	Destroy		
0005-0002	Contract Files - Construction					P	10 Years	1 Years after completion of construction	Destroy		
0005-0003	Contract Files-Asbestos Inspection And Abatement --- Includes reports, contracts, correspondence, and other related material.					P	60 Years after completion of work	3 Years after completion of work	Destroy		
0005-0004	Contract Files (Copies)					P	1 Years after contract awarded	1 Years after contract awarded	Destroy		
0006-0000	Relocation Files --- Includes copies of Notice to Vacate to occupant/ owner, information on occupant, correspondence, closing documents, conversation sheets, and other documents relating to CRDA relocation assistance program.					P	7 Years after last contact	3 Years after last contact	Destroy		

Records Retention and Disposition Schedule					Agency: S825000			Schedule: 002		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			
0007-0000	Real Estate Project Files-Housing and Commerical Development --- Includes: correspondence, memoranda, Board resolutions/memoranda, bond documentation, budgets, schedules, financial information, invoices, requisitions, maps architectural and construction drawings and documents, plans, reports, analysis, technical specifications, appraisals, title, surveys, environmental documentation, permits, approvals, consultant and contractor documentation, relocation documentation, planning, research, grants, marketing information, press releases, newspaper articles, awards, photographs, and any other documents related to the development of the specific real estate project.										
0007-0001	Real Estate Project Files - Approved --- Either CRDA or a developer as contractor.					P	10 Years	3 Years after last activity	Destroy		
0007-0002	Real Estate Project Files-Denied Or Withdrawn Proposals					P	3 Years after denial or withdrawal	3 yrs after denial or withdrawal	Destroy		
0008-0000	Program Files --- Files relating to loan programs, home improvement assistance, assistance to daycare centers, tourism related entities, road improvements, parks and other public spaces. May contain but is not limited to: correspondence, memoranda, Board resolutions/ memoranda, bond documentation, budgets, schedules, financial information, invoices, requisitions, maps architectural and contruction drawings and documents, plans, reports, analysis, technical specifications, appraisals, title(copy), surveys, enviromental documentation (copy), permits, approvals, consultant and contractor documentation, relocation documentation, planning, research, grants, marketing information, press releases, newspaper articles, awards, photographs, and any other documents related to the project.										
0008-0001	Program Files-Financial Assistance Programs					P	10 Years	3 Years after final payment	Destroy		

Records Retention and Disposition Schedule					Agency: S825000			Schedule: 002		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			
0008-0002	Program Files-Public Spaces & Road Improvements --- CRDA acquired the real estate and arranged for completion of work.					P	10 Years	3 Years after last activity	Destroy		
0008-0003	Program Files-Public Spaces And Road Improvements --- CRDA provided funding for the project.					P	10 Years	3 Years after final payment	Destroy		
0009-0000	Counsel Files-Claims Against CRDA					P	10 Years after final resolution	3 Years after receipt	Destroy		
0010-0000	Mortgage Files					P	10 Years	3 Years after final payment	Destroy		
0011-0000	Deed Files --- Contain deed and title insurance papers for all real estate acquisitions. Copies of these papers are also in the Acquisition Files.					P	10 Years after disposal of property	1 Years after disposal of property	Destroy		
0012-0000	Lease Agreements					P	7 Years after termination of agreement	3 Years after termination of agreement	Destroy		
0013-0000	Land Use Application Files – Hearing Required/CLUC --- Applications, correspondences, plans, escrow information sheets, professional reviews, Hearing Officer reports, proof of service packages, hearing transcripts, and perfection of approval information.					P	Permanent		Archival review		