



**AGENDA  
STATE RECORDS COMMITTEE  
February 19, 2026  
10:00 AM**

**Location: Online/Teleconference**

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

**Announcement of Open Public Meeting  
Reading of the December 18, 2025 Minutes**

**I. Administrative Actions:**

**A. Announcement of Approval of Destruction Authorization:  
Artemis Request: # 616806 – 618043**

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

- (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 annual renewal (Certification # 13071805-MP)
  17. **Randolph Township School District** - proposes an imaging system annual renewal (Certification # 13121202-MP)
  18. **Township of Frankford** -proposes an imaging system annual renewal (Certification # 24020201-MP)
  19. **Township of Upper Clerk's Office** - proposes an imaging system annual renewal (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
2. **C270303-902 County College - Registrar** – presented by Karen A. Perry
3. **S800000 - 000 NJ Transit Authority** – presented by Elizabeth Hartmann
4. **S808100 - 002 NJ Transit Authority, Administrative Support** – presented by Elizabeth Hartmann (Retired)
5. **S808821 - 000 NJ Transit Authority, Administrative Support/Capital Planning & Programs- Procurement & Support Services, Telecommunications** – presented by Elizabeth Hartmann (Retired)
6. **S808182 - 000 NJ Transit Authority, Administrative Support - Administration/EAP Program** – presented by Elizabeth Hartmann (Retired)
7. **S460610-0011 Health, Epidemiology, Environmental and Occupational Health, Infectious and Zoonotic Disease Program (Infectious) and Justification Statement**– Presented by John Berry

**B. Damaged Records Report: None**

**C. Other Business: None**



STATE OF NEW JERSEY  
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.292.8697

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

MINUTES  
STATE RECORDS COMMITTEE  
December 18, 2025

Amanda Truppa, Secretary, called the 468<sup>th</sup> meeting of the State Records Committee to order at 10:01 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, Designee  
Office of the State Auditor, Kristen Menegus, Designee  
Department of Community Affairs, Division of Local Government Services,  
Bonnie L. Brookes, Designee  
Department of State, Division of Archives and Records Management, Donald F.  
Cornelius, Designee

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

*Other:* Alexander Alterman, NJ Department of Health  
Evan Haliday, NJ Department of Health  
Michael Carpinona, NJ Department of Health  
Dana Woell, NJ Department of Health  
Abolade, Oyelade, NJ Department of Health  
Argean Cook, CARMA  
Everly, Michele L. Office of the Gloucester County Clerk, CARMA  
Daniel Corpeno, NJ Transit  
Joan L. DePaolo, NJ Transit  
Marc Pfeiffer, Rutgers University, Bloustein School of Planning and Public Policy  
Mary Miller, NJ Housing Mortgage Finance  
Sylvia Allen, NJ Housing Mortgage Finance  
Michelle McKnight, NJ Housing Mortgage Finance  
Wade Hale, NJ Department of State, Division of Elections  
Carmen Biempica, Department of State, NJ State Archives

## **MINUTES:**

### **APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the October 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. **Great Futures Charter School** – proposes a new imaging system (Certification 25110301-MP)
2. **Lady Liberty Charter School** – proposes a new imaging system (Certification 25110302-MP)
3. **Newark Preparatory Charter School** – proposes a new imaging system (Certification 25080501-MP)
4. **Bergen County College** – proposes an imaging system annual renewal (Certification 07092003- MP)
5. **Camden County College** – proposes an imaging system annual renewal (Certification 13051607-MF)
6. **County College of Morris** – proposes an imaging system annual renewal (Certification 23112902-MP)
7. **Township of Hazlet** – proposes an imaging system annual renewal (Certification 09101509-MP)
8. **Northern Valley Regional High School District** – proposes an imaging system annual renewal (Certification 221072503-MP)
9. **Pemberton Township Schools** – proposes an imaging system annual renewal (Certification 12062114-MP)
10. **Bridgewater-Raritan School District** – proposes an imaging system annual renewal (Certification 22072502-MP)

11. **Howell Township Police Department** – proposes an imaging system annual renewal (Certification 20112001-MP)
12. **Monroe Public School District (Gloucester)** – proposes an imaging system annual renewal (Certification 11012032-MP)

**D. VRC Damaged Records: Report to the State  
Records Committee: None**

**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:**

**County**

1. **County Board of Elections, C440000-008 - Presented by Karen A. Perry**  
Items 0120-0000, 0120-0001, 0120-0002 - Approved without change.

**State**

1. **Health, Public Health and Environmental Laboratories, Virology Program S460403-007 - Presented by John J. Berry - Approved without change.**
2. **Health, Public Health and Environmental Laboratories, Bacteriology Program S460409-009 - Presented by John J. Berry - Approved without change.**
3. **Health, Public Health and Environmental Laboratories, Specimen Receiving and Distribution S460413-005 - Presented by John J. Berry - Approved without change.**

**B. Damaged Records Report:**

1. **Woolwich Township, Municipal Building Department – Presented by Michele Everly, Office of the Gloucester County Clerk (on behalf of Jessica Mignogna, Township Clerk and Virma Guzman-Reyes)**  
The New Jersey State Records Committee acknowledged the premature destruction of records from Woolwich Township as denoted in the Township's submission of a Damaged Records Report, and recognized the Township's due diligence shown in coming before the Committee.

**C. Other Business:**

1. **Recognition of Service**— James J. Fruscione, Executive Director, DORES Secretary Truppa recognized the service and accomplishments of James J. Fruscione, Executive Director, DORES for over 44 years and his subsequent retirement from state government service effective January 1, 2026. In addition, Marc Pfeiffer, Rutgers University, Edward J. Bloustein School of Planning and Public Policy and Karen A. Perry, Administrative Analyst 1, DORES-RMS also spoke and commended Director Fruscione for his knowledge, expertise, and dedication to public service and the field of Records and Information Management. In response, Director Fruscione expressed his sincere gratitude to the Committee and those in attendance.
2. **Proposed - 2026 State Records Committee Meeting and Special Meeting Dates** - Presented by Karen A. Perry – Approved without change.

There being no other business, upon motion, seconded, the Committee adjourned at 10:23 a.m.

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Amanda Truppa, Secretary

**State Records Committee**  
**Meeting Dates**  
**2026**

<b>January</b>	<b>15<sup>th*</sup></b>
<b>February</b>	<b>19<sup>th</sup></b>
<b>March</b>	<b>19<sup>th*</sup></b>
<b>April</b>	<b>16<sup>th</sup></b>
<b>May</b>	<b>21<sup>st*</sup></b>
<b>June</b>	<b>18<sup>th</sup></b>
<b>July</b>	<b>16<sup>th*</sup></b>
<b>August</b>	<b>20<sup>th</sup></b>
<b>September</b>	<b>17<sup>th*</sup></b>
<b>October</b>	<b>15<sup>th</sup></b>
<b>November</b>	<b>19<sup>th*</sup></b>
<b>December</b>	<b>17<sup>th</sup></b>

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**Note:** SRC\* indicates that this is a date reserved to be called for an *Emergency* or *Special Purpose* meeting of the State Record Committee (SRC).

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

Damaged Records  
Disposal Certification

TO: State Records Committee

FROM: Daniel Rath, Assistant Business Administrator Lacey Township Board of Education

DATE: October 21, 2025

SUBJECT: Request to Destroy Roof Collapse Damaged Records Stored at VRC

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.

  
\_\_\_\_\_  
10/21/2025  
\_\_\_\_\_  
Date

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 5<sup>th</sup> Floor, Trenton, NJ 08618

## Damaged Records Report

Agency Name: Lacey Township Board of Education

Address: 200 Western Blvd Lanoka Harbor, NJ 08734

Phone: 609-971-2000 ext 1004

Email: drath@laceyschools.org

Contact Person: Daniel Rath

Date the Damage Occurred: 11/7/2023

Date the Damage was Discovered: 3/7/2025

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

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

The State's records storage center service provider, VRC, experienced a structural collapse at its facility located at 375 Mill Road in Edison, New Jersey, on November 7, 2023 where some of our agency's records were stored.

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

The District received a memo from the Division of Revenue and Enterprise Services in March 2025 describing the events.

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

None, we were notified after the roof collapse of what happened.

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

No

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

They are already destroyed.

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

VRC and the Division of Revenue and Enterprise Services

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

No

**8. Are there additional records still maintained in the building?**

Yes

**If yes, how are these records being protected?**

VRC remains the custodian of these records. We as the District are in the process of destroying old records and filing Artemis destruction requests to become current. Once this is done we plan to switch storage providers.

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

See above

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORDS MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08625  
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name: State of NJ - Lacey Township School District (SR) (01114)

Agency Retention Schedule:

M700101, M700105, M700106

Retention Schedule Number:

M700101, M700105, M700106

Record Series Number:

See below for record series numbers

Record Series Name:

See below

Retention Time:

See below

Inclusive Years:

Volume (Cubic Feet):

Approximately 50

Damage Type:

Roof Collapse

Other copies available?

No

REASON FOR DESTRUCTION	DocuSafe box number	VRC NUMBER (Bar Code)	Description	DESTROYED DATE	Agency #	Record #
7/1/2025	922	819132506	2021-2022 Field Trips/Tuit. Reimbursement/Purchase Orders	Collapse	M700101	0026-0002
7/1/2026	919	819132608	2016-2019 Audit Reports/Work Papers	Collapse	M700105	0008-0002
7/1/2026	925	819132354	2019-2021 Drills/Suspensions	Collapse	M700101	0003-0001
7/1/2027	918	819132507	2019-2020 Monthly Financial Reports	Collapse	M700105	0008-0002
7/1/2027	923	819132661	2021-2022 Professional Days	Collapse	M700101	0012-0001
7/1/2027	926	819132650	2021-2022 Correspondence/Student Registers	Collapse	M700106	0004-0003
7/1/2028	920	819132621	2020-2021 Monthly Financial Reports/Audit Reports/Payroll Reports	Collapse	M700105	0008-0002
7/1/2029	914	819132721	2021-2022 Overtime Sheets - Custodial, Maintenance, Grounds, Cafeteria	Collapse	M700105	0024-0001
7/1/2109	907	819132478	2008-2009 Student Transfers (M-N)	Collapse	M700106	0058-0001
7/1/2110	909	819132379	2009-2010 Student Transfers (F-Z)	Collapse	M700106	0058-0001
7/1/2112	902	819132643	2011-2012 Student Transfers	Collapse	M700106	0058-0001
7/1/2114	903	819132339	2013-2014 Student Transfers (A-N)	Collapse	M700106	0058-0001
7/1/2114	906	819132715	2013-2014 Student Transfers	Collapse	M700106	0058-0001
7/1/2114	911	819132735	2011-2014 HIB	Collapse	M700106	0053-0004
7/1/2117	910	819132683	2016-2017 Student Transfers	Collapse	M700106	0058-0001
Permanent	927	819132691	Policy Committee July 2020 - June 2022	Collapse	M700101	0031-0000
Permanent	924	819132689	Board Agendas Jan. 2021 - Dec. 2021	Collapse	M700101	0001-0001

**Department of the Treasury  
Division of Revenue and Enterprise Services  
Records Management Services**

**To:** NJ State Records Committee

**From:** Karen A. Perry, Administrative Analyst 1

**Date:** February 3, 2026

**Subject:** Justification: Retention Period Change for Four-Year & County College Student Records From Permanent to 100 years

Reducing college transcript retention from "Permanent" to 100 years is justified by the need to provide long-term student record retention and accessibility within terms of practical data management. The 100-year policy is a viable alternative that ensures these confidential records will be available through a student's lifetime.

Justifications include:

- **Records Lifespan:** A 100-year retention period covers the entire lifetime of a student and provides a long-term, secure, and accessible definite time frame while relieving the recordkeeping burden of a Permanent Retention.
- **Recordkeeping Liability:** A 100-year retention policy provides a finite legal retention time period that enables the orderly destruction of records that are no longer legally required to be maintained.
- **Disaster Prevention & Recovery:** Managing 100-year period rather than Permanent can aid in instituting a data retention, access, migration, backup, and disposal practices that provides security against cyber threats or data loss.

From a Records and Information Management perspective, a 100-year retention serves as a "best practice" that provides cost-effective and secure records handling regarding security, access, retention and preservation.

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	Four Year College	AGENCY #	S510303
DIVISION:	Registrar	SCHEDULE #	002
BUREAU:		PAGE # 1	OF

**RETENTION SCHEDULE AMENDMENT**

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

**RECORDS SERIES LEVEL AMENDMENTS**

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0031-0000	Student Record	Reduce Retention	Former Retention: Permanent	New Retention: 100 years/Destroy
0034-0000	Request to Inspect Student Record	Reduce Retention	Former Retention: Permanent	New Retention: 100 years/Destroy
0038-0000	Request to Release Student Record	Reduce Retention	Former Retention: Permanent	New Retention: 100 years/Destroy

# STATE OF NEW JERSEY



## State of New Jersey Four Year Colleges-Admissions, Financial Aid, and Registrar-Registrar

**S510303-002**



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

<b>Department:</b>	State of New Jersey Four Year Colleges-Admissions, Financial Aid, and Registrar-Registrar	<b>Agency Representative:</b>	
		<b>Title:</b>	
		<b>Phone #:</b>	

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Academic Advisement File: Day, Evening, Saturday, and Tutorial --- Academic program advisement offered to undergraduate and graduate students.						3 yrs after graduation or termination from college		Destroy	
0002-0000	Academic Dismissal File --- Contains: dismissal notice, appeal application, and supporting documentation.						5 yrs after graduation or termination from college or final action		Destroy	
0003-0000	Address Registration --- Information is transferred into the Student Record.						Until information is transferred to Student Record		Destroy	
0004-0000	Admission and Placement File									
0004-0001	Admission and Placement File - Accepted --- This file is also used for verification with the Financial Aid File. The Denied File is kept in the Admissions Office.						7 yrs after graduation or termination from college		Destroy	

0004-0002	Admission and Placement File - Accepted But Did Not Attend College						3 Years		Destroy	
0005-0000	Affidavit of New Jersey Residency						5 yrs after graduation or termination from college		Destroy	
0006-0000	Application for Graduation/Conferment of Degree						3 yrs after graduation or termination from college		Destroy	
0007-0000	Application Pass/Unsatisfactory Grade Option						5 yrs after graduation or termination from college		Destroy	
0008-0000	Authorization for Course Registration at Another College --- Full title: Authorization for Course Registration at Another College						5 yrs after graduation or termination from college		Destroy	
0009-0000	Change of Grade Request --- Information is contained into the Student Record.						Until information is transferred to Student Record		Destroy	
0010-0000	Change of Major Request --- Information is transferred into the Student Record.						Until information is transferred to Student Record		Destroy	
0011-0000	Class List			X			Permanent		Permanent	
0012-0000	Class Rank List			X			Permanent		Permanent	
0013-0000	Class Room Schedule						1 yr after date submitted		Destroy	
0014-0000	College Catalog									

0014-0001	College Catalog (Master)				X		Permanent		Permanent
0014-0002	College Catalog (Copies)						Periodic review		Destroy
0015-0000	Cooperative Education Work Study File --- Student work study program.						5 yrs after graduation or termination from college		Destroy
0016-0000	Course Add/Drop Request Card						1 yr after date submitted		Destroy
0017-0000	Course Pre-Registration Card - Fall, Spring, and Summer Semester						After end of semester		Destroy
0018-0000	Course Withdrawal Request						7 yrs after graduation or termination from college		Destroy
0019-0000	Degree Requirement Control Sheet						5 yrs after graduation or termination from college		Destroy
0020-0000	Disciplinary File								
0020-0001	Disciplinary - File Security - Informal						Upon graduation or termination from college or final action		Destroy
0020-0002	Disciplinary File - Hearing Board --- Contains: Formal Charge, Written Statements, "Pro and Con" Statements, Final Outcome Report (Campus Violation).						Upon graduation or termination from college or final action		Destroy
0020-0003	Disciplinary File - Housing --- Contains: Violations, Eviction Notice, Warnings, Documentation and Pictures of Damages.						7 yrs after graduation or termination		Destroy



0028-0000	Notice of Change of Student Status - Termination or Withdrawal						Until information is transferred to Student Record	Destroy	
0029-0000	Notice of Name Change --- Information is transferred into the Student Record.						Until information is transferred to Student Record	Destroy	
0030-0000	Notification of Selection of a Minor/Second Teaching Field/Second Major			X			100 years	Destroy	
<b>0031-0000</b>	Student Record --- Cumulative information pertaining to a student's academic history while enrolled in or graduated from college. Contains: name, address, social security number, prior education, dates terminated or graduated, transcripts, major, degree type, repetition of course, change in incomplete grades, additional transfers, completed minor(s), academic probation and/or dismissal, special awards, changes in name or address, and credit by examination (Copy), , Jump Start Concurrent/Dual Enrollment, Summer Program Academic Record and College Credit information, and supporting documentation.			X			100 years	Destroy	
0032-0000	Permission to Audit a Course						1 yr after date submitted	Destroy	
0033-0000	Repetition of a Course --- Information is transferred into the Student Record.						Until information is transferred to Student Record	Destroy	
<b>0034-0000</b>	Request to Inspect Student Records --- Student authorization for records inspection.			X			100 years	Destroy	
0035-0000	Request for Re-Admittance						5 yrs after graduation or termination from college	Destroy	

0036-0000	Request for Official Transcript of Academic Record						3 yrs after date submitted		Destroy	
0037-0000	Request for Unofficial Transcript						3 yrs after date submitted		Destroy	
<b>0038-0000</b>	Request to Release Student Records --- Student authorization for records release.				X		100 years		Destroy	
0039-0000	Section Number Assignment List						1 yr after date submitted		Destroy	
0040-0000	Student Proficiency Tests						3 yrs after graduation or termination from college		Destroy	
0041-0000	Student Class Schedules						1 yr after date submitted		Destroy	
0042-0000	Student Teaching/Certificate/Placement						7 yrs after graduation or termination from college		Destroy	
0043-0000	Student Teaching Junior Field Experiences Final Evaluation (N.J.A.C. 6:11-7.1(b)2ii)				X		Permanent		Permanent	
0044-0000	Tuition Receipt - Fall, Spring, and Summer Semester						7 yrs after graduation or termination from college		Destroy	
0045-0000	Verification Letter - Major, Class, and Full-Time Enrollment Status (Copy) --- Original is sent to requesting agency.						Periodic review		Destroy	
0046-0000	Veterans File --- Contains: tuition and fee charges, degree and audit forms, course						7 yrs after graduation or termination from college		Destroy	

changes, grade reports, statement of progress, transfer credit authorizations, and supporting documentation.									
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SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	County College	AGENCY #	C270303
DIVISION:	Registrar	SCHEDULE #	902
BUREAU:		PAGE # 1	OF

**RETENTION SCHEDULE AMENDMENT**

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

**RECORDS SERIES LEVEL AMENDMENTS**

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0038-0000	Student Record	Reduce Retention	Former Retention: Permanent	New Retention: 100 years/Destroy
0041-0000	Request to Inspect Student Record	Reduce Retention	Former Retention: Permanent	New Retention: 100 years/Destroy
0045-0000	Request to Release Student Record	Reduce Retention	Former Retention: Permanent	New Retention: 100 years/Destroy

# STATE OF NEW JERSEY



## County Community College-Admissions, Financial Aid, and Registrar - Registrar

**C270303-902**



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

<b>Department:</b>	County Community College-Admissions, Financial Aid, and Registrar-Registrar	<b>Agency Representative:</b>	
		<b>Title:</b>	
		<b>Phone #:</b>	

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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0002-0000	Academic Dismissal File --- Contains: dismissal notice, appeal application, and supporting documentation.						5 Years After Graduation or Termination from College or Final Action		Destroy	
0003-0000	Address Registration --- Information is transferred into the Student Record.						Until Information is Transferred to Student Record		Destroy	
0004-0000	Admission and Placement File									

\* P - Public, C - Confidential

0004-0001	Admission and Placement File - Accepted --- Denied Student Admission File is kept in the Admissions Office.						5 Years After Graduation or Termination from College		Destroy	
0004-0002	Admission and Placement File - Accepted But Did Not Attend College						3 Years		Destroy	
0005-0000	Affidavit of New Jersey Residency						5 Years After Graduation or Termination from College		Destroy	
0006-0000	Application for Graduation/Conferment of Degree						5 Years After Graduation or Termination from College		Destroy	
0007-0000	Application Pass/Unsatisfactory Grade Option						6 Years After Graduation or Termination from College		Destroy	
0008-0000	Change of Grade Request --- Information is transferred into the Student Record.						Until Information is Transferred to Student Record		Destroy	
0009-0000	Change of Major Request --- Information is transferred into the Student Record.						Until Information is Transferred to Student Record		Destroy	
0010-0000	Class List						Permanent		Permanent	
0011-0000	Class Rank List						Permanent		Permanent	

0012-0000	Class Room Schedule							1 years After Date Submitted		Destroy	
0013-0000	College Catalog										
0013-0001	College Catalog (Master)							Permanent		Permanent	
0013-0002	College Catalog (Copies)							Periodic Review		Destroy	
0014-0000	Community Services Registration Form							1 years		Destroy	
0015-0000	Cooperative Education Work Study File --- Student work study program.							5 Years After Graduation or Termination from College		Destroy	
0016-0000	Course Add/Drop Request Card							1 years After Date Submitted		Destroy	
0017-0000	Course Override Form							6 Months		Destroy	
0018-0000	Course Pre-Registration Card - Fall, Spring, and Summer Semester							After End of Semester		Destroy	
0019-0000	Course Waiver							3 Years		Destroy	
0020-0000	Course Withdrawal Request							5 Years After Graduation or Termination from College		Destroy	
0021-0000	Deans List							Permanent		Permanent	

0022-0000	Degree Requirement Control Sheet						5 Years After Graduation or Termination from College		Destroy	
0023-0000	Disciplinary File									
0023-0001	Disciplinary - File Security - Informal						Upon Graduation or Termination from College or Final Action		Destroy	
0023-0002	Disciplinary File - Hearing Board --- Contains: Formal Charge, Written Statements, "Pro and Con" Statements, Final Outcome Report (Campus Violation).						Upon Graduation or Termination from College or Final Action		Destroy	
0023-0003	Disciplinary File - Student - Minor - Resolved Informally						As Resolved		Destroy	
0023-0004	Disciplinary Appeal - Campus Hearing Board Proceedings - Confidential						Permanent		Permanent	
0023-0005	Disciplinary Appeal - Campus Hearing Board Proceedings - Student Records						Permanent		Permanent	
0024-0000	Family Educational Rights and Privacy Act (FERPA)						1 years		Destroy	
0025-0000	Final Grade Rosters Directory Information						3 Years		Destroy	
0026-0000	Graduation Information --- Information regarding graduation date and type of degree earned, which are transferred into the Student Record.						Until Information is Transferred to Student Record		Destroy	

0027-0000	Graduation List						Permanent		Permanent	
0028-0000	Incomplete Grade File --- Contains incomplete grade form and form to change an incomplete grade. Grade change is contained in the Student Record.									
0028-0001	Incomplete Grade File - Incomplete Grade						Until Grade is Changed		Destroy	
0028-0002	Incomplete Grade File - Change in Grade Previously Recorded as Incomplete --- Information is transferred into the Student Record						Until Information is Transferred to Student Record		Destroy	
0029-0000	Independent Study Application and Contract - Fall, Spring, and Summer Semester						5 Years After Graduation or Termination from College		Destroy	
0030-0000	Master Class Schedule						Permanent		Permanent	
0031-0000	Matriculation Forms						1 years		Destroy	
0032-0000	Medical Records - Student						5 Years After Graduation or Termination		Destroy	
0033-0000	Military Evaluation - Inactive						1 years		Destroy	
0034-0000	Notice of Change of Address --- Information is transferred into the Student Record.						Until Information is Transferred to Student Record		Destroy	
0035-0000	Notice of Change of Student Status - Termination or Withdrawal						Until Information is		Destroy	



0043-0000	Request for Official Transcript of Academic Record						3 Years After Date Submitted		Destroy	
0044-0000	Request for Unofficial Transcript						3 Years After Date Submitted		Destroy	
<b>0045-0000</b>	Request to Release Student Records --- Student authorization for records release.						100 years		Destroy	
0046-0000	Section Number Assignment List						1 year After Date Submitted		Destroy	
0047-0000	Student Proficiency Tests						3 Years After Graduation or Termination from College		Destroy	
0048-0000	Student Class Schedules						1 year After Date Submitted		Destroy	
0049-0000	Transcript Evaluation Form						1 year		Destroy	
0050-0000	Tuition Receipt - Fall, Spring, and Summer Semester						7 Years After Graduation or Termination from College		Destroy	
0051-0000	Verification Letter - Major, Class, and Full-Time Enrollment Status (Copy) --- Original is sent to requesting agency.						Periodic Review		Destroy	
0052-0000	Veterans File --- Contains: tuition and fee charges, degree and audit forms, course changes, grade reports, statement of progress, transfer credit authorizations, and supporting documentation.						7 Years After Graduation or Termination from College		Destroy	

New Jersey Transit

February 2026 SRC

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 three retention schedules S808101-002, S808821-000, S808182-000. The record series on these schedules have been made obsolete, combined or moved to S800000-009. A new record series was created for the list of records that are transferred to the State Archive. The retention period for this new series is permanent. Headers have been updated to reflect the agency's departmental changes.

**1RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b> New Jersey Transit	<b>AGENCY # S800000</b>		
<b>DIVISION:</b>	<b>SCHEDULE # 009</b>		
<b>BUREAU:</b>	<b>PAGE #</b> 1	<b>OF</b>	1

**AGENCY AMENDMENTS**

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

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
	<b>Finance – Real Estate</b>	<b>Existing Section Name Change</b>	<b>Finance – Real Estate</b>	<b>Real Estate</b>
	<b>Finance – Ticket Office</b>	<b>Existing Section Name Change</b>	<b>Finance – Ticket Office</b>	<b>Finance</b>
	<b>Information and Digital Technology</b>	<b>New Section</b>		<b>Information and Digital Technology</b>
	<b>Human Resources</b>	<b>Existing Section</b>	<b>Human Resources – Medical Services</b>	<b>Human Resources</b>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY # S800000</b>	<b>SCHEDULE # 009</b>	<b>PAGE # 2 OF 2</b>
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
		<b>Name Change</b>		
1001-0000	Records Transfer Acknowledgment Form	New		<u>S800000 – 1001-0000 Records Transfer Acknowledgment Form</u> – List of documents transferred to the New Jersey State Archives (Division of Archives and Records Management) N.J.S. 47:2-7 Permanent
5003-0001	Vehicle Maintenance Information Systems	Record Title and Description Change	<u>5003-0001 Vehicle Maintenance Information System (VMIS)</u> Computerized system containing information regarding maintenance performed on buses.3 Yrs after disposal of bus Destroy	<u>5003-0001 Vehicle Maintenance Information Systems (VMIS)</u> Computerized systems containing information regarding maintenance performed on buses.3 Yrs after disposal of bus Destroy
	<b>Information and Digital Technology</b>	<b>New</b>		<b>Information and Digital Technology</b>
1200-0000	Radio Station License	New	<u>S808821 – 0001-0000 Radio Station License</u> Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal 10 Years - Destroy	<u>S800000 – 1200-0000 Radio Station License</u> Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal 10 Years - Destroy
1201-0000	Radio Tower File	New	<u>S808821 – 0002-0000 Radio Tower File</u> Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction, etc. Also included are partial	<u>S800000 – 1201-0000 Radio Tower File</u> Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction,

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY # S800000</b>	<b>SCHEDULE # 009</b>	<b>PAGE # 3 OF 2</b>
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<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
			and final release documents from the Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit. *Microfilm recommended Permanent	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
1202-0000	Statewide Radio System Project Files	New	<u>S808821 – 0003-0000</u> <u>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. *Microfilm recommended. 15 yrs after installation of new system - Destroy	<u>S800000 – 1202-0000</u> <u>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 yrs after installation of new system - Destroy
	<b>Human Resources</b>	<b>Existing Section Name Change</b>	<b><u>Human Resources – Medical Services</u></b>	<b>Human Resources</b>
6002-0000	Employee Assistance Program (EAP) Files	New Header	<u>S808182 – 0001-0000</u> <u>Employee Assistance Program (EAP)</u> Includes intake and referrals of employee requiring assistance	<u>S800000 – 6002-0000</u> <u>Employee Assistance Program (EAP) Files</u> Includes intake and referrals of employee requiring assistance
6002-0001	Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases	New	<u>S808182 – 0001-0001</u> <u>Employee Assistance Program – Drug and Alcohol Related Cases</u> 10 yrs after contact	<u>S800000 – 6002-0001</u> <u>Employee Assistance Program (EAP) Files – Drug and Alcohol Related Cases</u>

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY # S800000</b>	<b>SCHEDULE # 009</b>	<b>PAGE # 4 OF 2</b>
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				10 yrs after contact - Destroy
6002-0002	Employee Assistance Program (EAP) Files – All other cases	New	<u>S808182 – 0001-0002 Employee Assistance Program – All other cases</u> 5 yrs after contact	<u>S800000 – 6002-0002 Employee Assistance Program (EAP) Files – All other cases</u> 5 yrs after contact - Destroy
6003-0000	Personnel Review Committee Hearing Files – Wrongful Termination Claims	New	<u>S808100 – 0001-0000 Personnel Review Committee Hearing Files -Wrongful Termination</u>	<u>S800000 – 6003-0000 Personnel Review Committee Hearing Files -Wrongful Termination Claims</u> Includes: copies of personnel records including termination paper(s) letter of appeal from claimant, findings of review committee, final report. 7 yrs after case closed/final settlement Destroy
6004-0000	Employee Program Files	New	<u>S808100 – 0002-0001 Employee Programs Files, Activities &amp; Events</u> <u>S808100 – 0002-0002 Employee Programs Files, Discount Programs</u>	<u>S800000 – 6004-0000 Employee Program Files</u> 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.3 Years Destroy

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY # S80000</b>	<b>SCHEDULE # 009</b>	<b>PAGE # 5 OF 2</b>
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<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
6005-0000	Employee Enhancement Training Files	New	<del>S808100 – 0002-0004</del> Employee Program Files, Enhancement Training Rosters <del>S808100 – 0002-0005</del> Employee Program, Files, Evaluation Forms	<u>6005-0000 Employee Enhancement Training Files</u> Includes but not limited to rosters (name of employees, courses attended), completed evaluation forms of students and instructor(s) performance, 10 Years Destroy

# STATE OF NEW JERSEY



## New Jersey Transit

**S800000-009**



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

<b>Department:</b>	New Jersey Transit	<b>Agency Representative:</b>	Leon Cammarano
		<b>Title:</b>	Director Of RIM - Custodian Of Records
		<b>Phone #:</b>	

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

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>
<i>Leon Cammarano</i>	02/02/2026		

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Capital Planning And Programs</b>										
0001-0000	Project Files									
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X		P	50 Years		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. <u>N.J.S.A. 2A:14-1.1</u>					P	10 Years After completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.					P	25 Years		Destroy	
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,					P	10 Years After completion of project	1 Years	Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
	progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.								
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					C	Life of structure plus 10 years		Destroy

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
	<p>details and components of construction projects.</p> <p>Confidential based on <u>N.J.S.A. 47:1A-1.1</u></p>								
0004-0000	Capital Funding Files								
0004-0001	<p>Capital Funding Files</p> <p>--- Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.</p>				P	7 Years After completion of project or 3 years after termination/closing of grant, whichever is longer		Destroy	
0004-0002	<p>Capital Funding, Federal Transit Administration (FTA) Files</p> <p>--- Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.</p>				P	Periodic Review		Destroy	
0005-0000	Environmental Services								
0005-0001	<p>Environmental Services - Discharge Monitoring Report (DMR) Files</p> <p>--- 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>				P	5 Years		Destroy	
0005-0002	<p>Environmental Services - Discharge Pollutant Permit (Copy)</p> <p>--- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.</p>				P	5 Years After permit expires		Destroy	
0005-0003	<p>Environmental Services - Hazardous Annual Generator Report (Copy)</p> <p>--- Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.</p>				P	5 Years		Destroy	
0005-0004	<p>Environmental Services - Remedial Reports, Copies</p> <p>--- 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</p>				P	30 Years	10 Years	Destroy	

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
	submitted, as required, to NJDEP and remains in their file for the site.								
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.				P	30 Years	10 Years	Destroy	
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.				P	3 Years After summons has been satisfied		Destroy	
0005-0007	Environmental Services - Due Diligence Reports --- Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.				P	30 Years After completion of report		Destroy	
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) --- SCDRTAP is a casino revenue funded program available to counties through NJ Transit for operating, administration, and/or capital expenses to provide locally coordinated paratransit services for senior citizens and disabled persons.								
0007-0001	SCDRAP Program Files --- Includes but not limited to: county files (program timeline, state				P	7 Years After contract closed or 3 years after		Destroy	

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
	program guidelines, county paratransit grant allocation letter, application, agreement, sub-contracts, contract & budget modifications, ridership, public hearing (part of application), local advisory committee minutes), reimbursement files (casino revenue monthly reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and expenditures, single program audit or equivalent,) close out files. backup documentation, administrative and general correspondence.						termination of grant, whichever is longer		
0007-0002	SCDRTAP, Public Hearing Files --- Includes public notice, newspaper advertisements, support materials, PowerPoint presentations, attendance and speaker sheets, hearing transcripts and general correspondence.					P	7 Years		Destroy
0008-0000	Citizen Advisory Committee Files --- Includes copies of related notices, agendas, minutes, handouts, monthly schedule, accessibility projects, resolutions, casino county application review forms, membership bio, membership terms, appointment and resignation, mileage reimbursement, catering invoices and general correspondence.					P	7 Years		Destroy
0009-0000	Section 5311 Program* (S5311) Files --- Includes but not limited to county files (program timeline, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports) reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), audit files (financial statement, account reports and project expenditures), closeout files.  * Program is part of the Federal Transit Administration (FTA) to provide funds to non-urbanized areas and rural areas for public transportation)					P	7 Years After contract closed or 3 years after termination of grant, whichever is longer		Destroy
0010-0000	Rural Transportation Assistance Program* (RTAP) Files --- Includes but not limited to: RTAP Files (correspondence on Passenger Assistance Safety & Securement Course (PASS), defensive driving, manager/supervisor/dispatcher certification, telephone techniques, customer service, vehicle maintenance management and inspection,					P	7 Years After S5311 and SCDRTAP contract closed, or 3 years after termination of		Destroy

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
	<p>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.</p> <p>*Program provides training and technical assistance to rural community transportation providers</p>						grant whichever is later		
0011-0000	<p>Section 5307 Program* (S5307) Files --- Includes but not limited to: county files (program timeline, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase capital purchase correspondence, audits and general administration), reimbursement files (reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and project expenditures. Single program audit acceptable), closeout files.</p> <p>*S5307 is an FTA formula grant program for urbanized areas providing capital, operating and planning assistance for mass transportation.</p>					P	7 Years After contract closed or 3 years after termination of grant, whichever is longer		Destroy
0012-0000	<p>Section 5310 Program (S5310) Files --- Includes but not limited to program timeline, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence.</p> <p>*S5310 is an FTA grant program that provides funds to nonprofit organizations and county municipalities to lease vehicles to transport senior citizens and persons with disabilities.</p>					P	7 Years		Destroy
0013-0000	<p>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>					P	7 Years After termination of Lease, or 3 years after disposal of vehicle whichever is later		Destroy

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
0014-0000	<p>Drug And Alcohol Testing Program* Files --- Includes but not limited to D&amp;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.</p> <p>* Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs.</p>					P	7 Years		Destroy
0015-0000	<p>Coordinated Human Services Transportation Plans (CHSTP) --- Planning process that establishes coordination planning activities amongst various state agencies and grant sub- recipients</p>			X		P	7 Years After contract closed, or 4 years after termination of grant whichever is longer		Archival Review
<b>Records And Information Management</b>									
1000-0000	Records Transmittal Forms					P	3 Years After disposition or permanent removal of records		Destroy
1001-0000	<p>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>					P	Permanent		Permanent
<b>Information And Digital Technology</b>									
1200-0000	<p>Radio Station License --- Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal.</p>					P	10 years		Destroy
1201-0000	<p>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>					P	Life of structure plus 10 years		Destroy
1202-0000	<p>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</p>					P	15 Years After installation of new system		Destroy

Records Retention and Disposition Schedule				Agency: S800000				Schedule: 009		Page #:0 of 1		
	phases of the project.											
	<b>Rail Operations</b>											
2000-0000	Air Brake Kit Inventory Log Sheet --- List unit, type, date removed, date received, date ready, date shipped, quantity, item and status. Air brake kits are inspected every two (2) years.								P	2 Years After final entry		Destroy
2001-0000	Capital Projects --- Capital Projects File includes: correspondence, drawings and project supporting information.								P	10 Years After completion of project		Destroy
2002-0000	Car History File --- File contains history and quality control manual on the train cars before they came to New Jersey Transit.								P	3 Years After disposal of car		Destroy
2003-0000	Inspection Report File --- Inspection Report File Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29)								P	2 Years		Destroy
2004-0000	Service And Inspection Work Packets --- Service and Inspection Work Packets Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.								P	3 Years After disposal of car		Destroy
2005-0000	Yearly Maintenance History File --- Yearly Maintenance History File File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report. (FRA 49 CFR 229.23)								P	2 Years		Destroy
2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.								P	1 Years		Destroy
2007-0000	Map Of Locomotives ---								P	10 Years After disposal of		Destroy

Records Retention and Disposition Schedule		Agency: S800000					Schedule: 009		Page #:0 of 1	
	File contains locomotive engineering specifications.						equipment			
2008-0000	Wheel And Axle Assembly Report (AAR) – Quality Assurance --- File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3)					P	15 Years		Destroy	
2009-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs Individual Class Folders CRF Part 240.215 (A) (H) --- Includes but not limited to training, evaluations, qualification certification of final examinations, tests and/or quizzes promotion records.					P	6 Years		Destroy	
2010-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs, Summary Information --- Includes but not limited to names, grades, attendance records and performance reviews					P	50 Years From creation of file recommend imaging		Destroy	
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	
	<b>Internal Audit</b>									
3000-0000	Internal Audit Report									
3000-0001	Internal Audit Report (Record Copy) --- Includes: “New Jersey Transit Recommendation Reply and					C	Permanent		Archives	

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
	<p>Implementation Status Report” and all other related documents. Used in long-range planning for policy and decision making.</p> <p>Confidentiality is based on <u>N.J.S.A. 47:1A-10</u></p>								
3000-0002	<p>Internal Audit Report (Copy)</p> <p>---</p> <p>Confidential based on <u>N.J.S.A. 47:1A-1.1</u></p>					C	3 Years		Destroy
3001-0000	<p>Internal Audit Program</p> <p>---</p> <p>File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation.</p> <p>Confidential based on <u>N.J.S.A. 47:1A-1.1</u></p>					C	7 Years After completion of audit		Destroy
	<b>Real Estate</b>								
4000-0000	<p>Deed Files</p> <p>---</p> <p>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>					P	Permanent		Archives
4001-0000	Lease Files								
4001-0001	<p>Lease</p> <p>---</p> <p>Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents</p>					P	7 Years After termination of lease		Destroy
4001-0002	<p>Lease Books And Log Input</p> <p>---</p> <p>Consists of logbooks listing: property location, lessor, lessee, lease number and occupancy; lease agreement and copy of environmental report.</p>					P	Permanent		Archives
4001-0003	<p>Lease Drafts</p> <p>---</p> <p>Includes but not limited to: drafts and correspondence</p>					P	3 Years		Destroy
4002-0000	Adjacent Property Notice					P	3 Years		Destroy

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
	<p>--- Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property</p>								
4003-0000	<p>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. 47:1A-1.1</u></p>					C	Permanent		Archives
4004-0000	<p>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>					P	7 Years After cancellation of permit		Destroy
<b>Finance</b>									
4050-0000	<p>Daily Close-Out File And Daily Listing Of Checks And Cash Deposited (53X'S) --- Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debit and credit grand totals, daily ticket count, copies of each ticket sold per seller per day, checks, cash deposits and bank deposit slip. Copies are sent to NJT Office of Revenue Accounting.</p>					P	1 Years		Destroy
4160-0000	<p>Radio Station License --- Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal.</p>					P	10 Years		Destroy
4161-0000	<p>Radio Station License --- 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>					P	Life of structure plus 30 years		Destroy
4162-0000	<p>Statewide Radio System Project Files --- May include, but is not limited to: correspondence, proposals, change</p>					P	15 Years After installation of new system		Destroy

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
	orders, miscellaneous purchase contracts, and related materials involving the design, construction, source negotiation, and contract phases of the project.								
<b>Bus Operations - Maintenance</b>									
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 (VMIS) --- 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
<b>Human Resources</b>									
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 ---					C	5 Years		Destroy

Records Retention and Disposition Schedule		Agency: S800000				Schedule: 009		Page #:0 of 1	
	Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10								
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 --- 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.				P	3 Years		Destroy	
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	
	<b>General</b>								
9022-0000	National Transit Database Annual Report --- Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report.								
9022-0001	Bus And Rail Service Planning Records --- Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR.  *Note: NTDAR Appears on S809000				P	7 Years		Destroy	
9022-0002	Federal, State, Local Funding --- Includes but not limited to GTFS mapping, IAS-FD audit, planning				P	7 Years After termination of grant		Destroy	

Records Retention and Disposition Schedule		Agency: S800000					Schedule: 009		Page #:0 of 1	
	<p>studies, asset maintenance (non-fixed asset), correspondence and supporting documentation.</p> <p>*Federal Circulars 5010.1F et. Al.</p>									
9022-0003	<p>Third Party Contracts</p> <p>---</p> <p>Includes but not limited to purchased transportation and calendar year reporting.</p>					P	7 Years After Close Out		Destroy	

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY</b>	S808100 - Retired		
<b>DIVISION:</b>	Human Resources	<b>SCHEDULE #</b>	002		
<b>BUREAU:</b>	Employee Relations Training & Programs	<b>PAGE #</b>	1	<b>OF</b>	2

**NEW JERSEY TRANSIT AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	Administrative Support - Human Resources / Employee Relations Training & Programs
<b>FORMER AGENCY NUMBER</b>	S808100 (All records series 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	Personnel Review Committee Hearing Files -Wrongful Termination Claims	Transferred		S800000 – 6003-0000 <u>Personnel Review Committee Hearing Files -Wrongful Termination Claims</u> Includes: copies of personnel records including termination paper(s) letter of appeal from claimant, findings of review committee, final report. 7 yrs after case closed/final settlement Destroy
0002-0000	Employee Programs Files	Obsolete Header		
0002-0001	Employee Programs Files, Activities & Events	Transferred Combine 0002-0001 & 0002-0002	<u>0002-0001 Employee Programs Files, Activities &amp; Events</u> Includes: copies of program outlines, planning documents, internal and external correspondence, critique of events, copies of invoices and other related materials. 3 Years Destroy	S800000 - 6004-0000 <u>Employee Programs Files</u> – 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. 3 Years Destroy

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY #</b> S808100 - Retired	<b>SCHEDULE #</b> 002	<b>PAGE #</b> 2 OF 2
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<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0002-0002	Employee Program Files, Discount Program	Transferred Combine 0002-0001 & 0002-0002	<u>0002-0002 Employee Programs Discounts</u> Includes: correspondence, discount coupons and offers being made to employees of NJ TRANSIT. 3 Years Destroy	<u>See S800000-6004-0000 Above</u>
0002-0003	Employee Program Files, Transit Shoppe	Obsolete	<u>0002-0003 Employee Program Files, Transit Shoppe</u> Includes: correspondence, copies of vendor invoices, report of monies received and deposited with NJ TRANSIT's Finance Dept., brochures and other related documents. 3 Years Destroy	
0002-0004	Employee Program Files, Enhancement Training Rosters	Transferred Combine 0002-0004 0002-0005	<u>0002-0004 Employee Program Files, Enhancement Training Rosters</u> Skills enhancement training records that includes courses attended, names of employees and attendance records. 10 Years Destroy	<u>S800000-6005-0000 Employee Enhancement Training Files</u> Includes but not limited to rosters (name of employees, courses attended), completed evaluation forms of students and instructor(s) performance, 10 Years Destroy
0002-0005	Employee Program, Files, Evaluation Forms	Transferred Combine 0002-0004 0002-0005	<u>0002-0005 Employee Program Files, Evaluation Forms</u> Completed evaluation forms containing students' evaluation and comments relating to course taken and instructor(s) performance. 10 Years Destroy	<u>See S800000-6005-0000 Above</u>



**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b>	New Jersey Transit	<b>AGENCY S808821 - RETIRE</b>		
<b>DIVISION:</b>	Administrative Support	<b>SCHEDULE # 002</b>		
<b>BUREAU:</b>	Policy, Technology and Customer Service / Radio System Planning and Support	<b>PAGE #</b>	1	<b>OF</b>
				2

**AGENCY AMENDMENTS**

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

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0001-0000	Radio Station License	Transfer		<u>S800000 – 1200-0000</u> <u>Radio Station License</u> Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal 10 Years - Destroy
0002-0000	Radio Tower File	Transfer	Permanent	<u>S800000 - 1201-0000</u> <u>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

<b>RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT</b>	<b>AGENCY # S808821 RETIRE</b>	<b>SCHEDULE # 002</b>	<b>PAGE #  2 OF 2</b>
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<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
0003-0000	Statewide Radio System Project File	Transfer		<u>S800000 – 1202-0000</u> <u>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 yrs after installation of new system - Destroy

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT :</b> New Jersey Transit	<b>AGENCY #S808182</b>		
	<b>RETIRE</b>		
<b>DIVISION:</b> Administrative Support	<b>SCHEDULE #001</b>		
<b>BUREAU:</b> Human Resources / Employee Assistance Program	<b>PAGE #</b> 1	<b>OF</b>	1

**AGENCY AMENDMENTS**

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

**RECORDS SERIES AMENDMENTS**

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

0003-0008	CDRSS Negative Case Reports --- Electronic case report containing patients name, address, ordering provider and related laboratory testing.	3 Months		Erase/Degauss
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**Description of Series** – This is a new series. Contains communicable disease electronic case reports submitted by a healthcare professional, laboratory, or other mandatory reporter as outlined by N.J.A.C. 8:57. These records typically contain the patient’s name, address and other relevant information, along with the name of the ordering provider and the relevant laboratory testing results.

**Review Comments and Notes** – Reports of negative cases will be mandated by N.J.A.C. 8:57-2, as proposed for adoption, and set for publication on January 20, 2026. Negative cases have also historically been reported into CDRSS in response to novel communicable disease outbreaks, such as COVID-19.

**Statutory Authority** – Statutory authority for the New Jersey Department of Health to establish standards for reporting of communicable diseases are established at N.J.S.A. 26:4-1 et seq.. These standards are implemented by N.J.A.C. 8:57-2. Neither the statute nor administrative code specify requirements for the retention of documents in proposed record series 0003-0008.

**Justification for Change, if any** – The purpose of establishing this schedule is to create specific retention guidelines for negative case reports in conjunction with the revisions to N.J.A.C. 8:57, as adopted on January 20, 2026. While CDRSS records already have an established retention schedule under series 0003-0001, the magnitude to which we receive negative case reports is often exceptionally costly and burdensome for our database. Additionally, negative case reports are often useful for a more limited timeframe than positive reports. For novel communicable diseases, the data we generate using negative case reports often becomes available from other robust national sources as the situation progresses, obviating our need to maintain this data long-term.

**SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b> SCHEDULE HEADING	Health	<b>AGENCY #</b> S460610		
<b>DIVISION:</b>	Epidemiology, Environmental and Occupational Health	SCHEDULE # 011		
<b>BUREAU:</b>	Infectious and Zoonotic Disease Program (Infectious)	PAGE # 1	OF	1

**RETENTION SCHEDULE AMENDMENT**

<b>FORMER AGENCY NAME</b> (DEPARTMENT/DIVISION/BUREAU)	N/A
<b>FORMER AGENCY NUMBER</b>	N/A

**RECORDS SERIES LEVEL AMENDMENTS**

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION		RETENTION
0002-0000	Communicable Disease Report	Confidential Record			
0003-0001	CDRS/CDRSS Database Communicable Disease Reporting System/Communicable Disease - Reporting Surveillance System	Confidential Record			
0003-0008	CDRSS Negative Case Reports	New Record Series Confidential Record	Electronic case report containing patients name, address, ordering provider and related laboratory testing.		3 Months/Erase

# STATE OF NEW JERSEY



## Health-Epidemiology, Environ & Occupational Health- Infectious&Zoonotic Diseases Program(Infectious)

**S460610-011**



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

<b>Department:</b>	Health-Epidemiology, Environ & Occupational Health-Infectious&Zoonotic Diseases Program(Infectious)	<b>Agency Representative:</b>	David Sellinger
		<b>Title:</b>	Executive Assistant 4
		<b>Phone #:</b>	

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

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>
<i>David Sellinger</i>	1/21/2026		

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	Annual Summary Report Of Communicable Disease Services Wide Reportable Disease Activities			X		P	5 Years	5 Years	Archival Review	
0002-0000	Communicable Disease Report --- May include: CDC-1 Report containing patients address, name, onset of illness, diagnosing physician and hospital, relevant correspondence, and related laboratory or surveillance information.					C	3 Years	3 Years	Destroy	
0003-0000	Epidemiologic Information Data Bases									
0003-0001	CDRS/CDRSS Database Communicable Disease Reporting System/Communicable Disease - Reporting Surveillance System					C	10 years or age 23, whichever is longer	10 years or age 23, whichever is longer	Erase	
0003-0002	CDRS/CDRSS Snapshot Of Previous Years Activities - Printout					P	10 Years	10 Years	Destroy	
0003-0003	Emergency Department Volume And Admissions / SAS Dataset --- Electronic file containing jurisdiction name, date of reporting, hour of reporting, number of visits to hospital emergency department and number					P	10 Years	10 Years	Erase	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S460610				Schedule: 011		Page #:0 of 1	
	of admissions (based on visits).										
0003-0004	Emergency Department Volume And Admissions Surveillance - Electronic Email Records And Spreadsheets					P	1 Year	1 Year	Destroy		
0003-0005	Emergency Department Volume And Admissions Blip Database --- Contains list of facilities to show a blip (increase in visits and / or admissions date). File contains jurisdiction, hospital, reporting dated, visits by date and / or admission by date, baseline average (one day and three day offset). Date local epidemiologist was notified of blip, date epidemiologist responded, and the chief complaints recorded by hospital.					P	10 Years	10 Years	Erase		
0003-0006	E-Book (Electronic) --- Electronic log of DHSS notification and initiation of investigation of immediately reportable communicable diseases.					P	10 years or age 23, whichever is longer	10 years or age 23, whichever is longer	Erase		
0003-0007	Refugee Program Database (Electronic) --- Contains information on refugees who are relocating to New Jersey from outside the U.S. File contains name, demographic information, medical history, medical exam, immunization history, blood lead screening, TB Screenng, and Hepatitis B results.					P	10 Years	10 Years	Erase		
0003-0008	CDRSS Negative Case Reports --- Electronic case report containing patients name, address, ordering provider and related laboratory testing.					C	3 Months		Erase		
0004-0000	Epidemiologic Investigation --- Includes, but are not exclusive to correspondence, outbreak reports, raw data, surveillance forms, lab reports, graphs and summaries, press releases, media releases, alerts and advisories, etc.					P	23 Years	23 Years	Destroy		
0005-0000	IZDP Infectious And Zoonotic Disease Program Policies And Protocols --- Includes, but are not exclusive to: regulations, chapters, protocol manuals, procedure manuals, etc.					P	3 years after update	3 years after update	Destroy		
0006-0000	Epidemiology Surveillance Record (Hospital-Base Laboratory) (CDS-16 Form) --- Monthly report submitted by hospital-based laboratories regarding antibiotic resistant organisms and treatment.					P	3 Years	3 Years	Destroy		

Records Retention and Disposition Schedule		Agency: S460610				Schedule: 011		Page #:0 of 1	
0007-0000	Point Of Medication Dispensing (POD) Records --- Includes, but are not exclusive to clinic patient registration information, vaccination records, etc., for prophylaxis clinic, smallpox clinics, and medication dispensing clinics.					P	10 years or age 23, whichever is longer	10 years or age 23, whichever is longer	Destroy