STATE OF NEW JERSEY
STATE RECORDS COMMITTEE
PO BOX 661, TRENTON, NJ, 08625-0661 609.292.8697
https://www.nj.gov/treasury/

AGENDA
STATE RECORDS COMMITTEE
June 18, 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 – 621590

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

C. Registered Imaging Systems/Amendments/Annual Reviews: Report to the State Records Committee:
NOTE: Imaging Certification - Initial and Renewal – on hold due to conversion to Artemis online Records Management System.

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 - 0010 NJ Transit Authority** – presented by Elizabeth Hartmann
2. **S809000 - 003 New Jersey Transit Authority, Administrative Support, Bus Operations - Bus Service Planning Stops and Shelters (Retired)** – presented by Elizabeth Hartmann
3. **S808312 - 001 NJ Transit Authority, Finance, Field Compliance (Retired)** – presented by Elizabeth Hartmann (Retired)

4. **S825000-002 Treasury, Casino Re-investment Development Authority** – presented by Elizabeth Hartmann

B. Damaged Records Report:

1. **City of Irvington Police Department** – presented by Virma Guzman-Reyes

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
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).

VRC

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: Pattie Bassett

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	X 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 though 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,

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

Information processing operations affected: _____ Yes _____ No

Were outside salvage companies contacted: Structural _____ Yes _____ No

Mechanical _____ Yes _____ No

Environmental _____ Yes _____ No

Additional person(s) notified about the disaster: _____

_____

Security measures implemented: _____

_____

_____

Legal or financial concerns as a result: X Yes ____ No

Unable to comply w/ opn -

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 Mngr
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

Artemis

STATE OF NEW JERSEY
NJ DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

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MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

Disposition Management | Retention Schedule | System Management | Reports

Camden City- pmccarthy - M100000 | LOGOUT

View Retention Schedule

Organization:	M - Municipality / Joint Insurance Fund	Agency:	M190000 - MUNICIPAL LOCAL BUILDING OFFICIAL		
Division:	-N/A-			Bureau:	-N/A-
Schedule Number:	007	Status:	Published	Date Approved	04/15/2021

Agency Representative Name:	Job Title:	Phone:	Ext:
Raymond Lumio	Local Building Official	609-333-3666	-N/A-

Record Series Details

Record Series #

0150-0001

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. (UCC 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
Citations:	(NJAC 5:23-2.16A (c))

Agency Representative Name:	Job Title:	Phone:	Ext:
-N/A-	-N/A-	-N/A-	-N/A-

Show All Record Series | Back to Search Results | Print

Developed by Sunrise Systems Inc. [illegible] Artemis (3.4.2)

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

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)
	Bus Operations - Maintenance	**Division Title Change**	**Bus Operations – Maintenance**	**Bus Operations**
4163-0000	Bus Garage Audits	New	S808312 – 0001-0000 Bus Garage Audits 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	S800000 – 4163-0000 Bus Garage Audits Consists of biannual audits conducted 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
4164-0000	Exact Fare Audits	New	S808312 – 0002-0000 Exact Fare Audits Daily audits involving the counting of money from buses cash bins and revenue bins. Involves each bus garage statewide. 3 Years Destroy	S800000 – 4164-0000 Exact Fare Audits Daily audits involving the counting of money from buses cash bins and revenue bins. Involves each bus garage statewide. 3 Years Destroy
5004-0000	Bus Schedules	New	S809000 – 0001-0000 Bus Schedules Includes: run guides, headways and flats.	S800000 - 5004-0000 Bus Schedules Includes: run guides, headways and

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			Schedules are revised four times a year. 3 Years Destroy	flats. Schedules are revised four times a year. 3 Years Destroy
5005-0000	Complaints – Riding and Standing Checks	New	S809000 – 0002-0000 Complaints – Riding and Standing Checks – 3 yrs after problem is resolved Destroy	S800000 – 5005-0000 Complaints – Riding and Standing Checks – 3 yrs after problem is resolved Destroy
5006-0000	Timetables (timetables distributed to public)	New	S8009000 – 0005-0000 Timetables (timetables distributed to public) 10 Years Destroy	S800000 – 5006-0000 Timetables (timetables distributed to publilc) 10 Years Destroy
5007-0000	Bus Shelter and Bus Stop Sign Files	New	S800900 - 0100-0000 Bus Shelters 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 S800900 - 1001-0000 Bus Stop Sign Files Includes the locations of bus stop signs throughout the state. File contains: bus stop inventory, correspondence, work order requests, maps, resolutions, etc. 7 yrs after removal of sign Destroy	S800000 – 5007-0000 Bus Shelter and Bus Stop Sign Files Includes the location of the bus shelters and 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
9022-0001	Bus And Rail Service Planning Records	Description Note Deleted	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 S802114 and S80900	Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR.

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

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: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
	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. N.J.S.A. 2A:14-1.1					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					P	10 Years After completion of project	1 Years	Destroy	

* P - Public, C - Confidential

	construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.									
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 N.J.S.A. 47:1A-1.1					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					C	Life of structure plus 10 years		Destroy	

	revised to incorporate “as-built changes as completed,” technical details and components of construction projects. Confidential based on N.J.S.A. 47:1A-1.1									
0004-0000	Capital Funding Files									
0004-0001	Capital Funding Files --- Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.					P	7 Years After completion of project or 3 years after termination/closing of grant, whichever is longer		Destroy	
0004-0002	Capital Funding, Federal Transit Administration (FTA) Files --- Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.					P	Periodic Review		Destroy	
0005-0000	Environmental Services									
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) Files --- Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.					P	5 Years		Destroy	
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) --- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.					P	5 Years After permit expires		Destroy	
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 ---					P	30 Years	10 Years	Destroy	

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	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.									
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.									

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0007-0001	SCDRAP Program Files --- 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 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, 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		

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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, 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					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: 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. *S5307 is an FTA formula grant program for urbanized areas providing capital, operating and planning assistance for mass transportation.					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 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					P	7 Years		Destroy	

	senior citizens and persons with disabilities.									
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	
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	
	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					P	Life of structure plus 10 years		Destroy	

	Bureau of Construction Project Review – Plan Review Section, which are necessary for a construction permit.									
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									
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 --- 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	

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2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.					P	1 Years		Destroy		
2007-0000	Map Of Locomotives --- File contains locomotive engineering specifications.					P	10 Years After disposal of equipment		Destroy		
2008-0000	Wheel And Axle Assembly Report (AAR) – Quality Assurance --- File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3)					P	15 Years		Destroy		
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		

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	Internal Audit									
3000-0000	Internal Audit Report									
3000-0001	Internal Audit Report (Record Copy) --- Includes: “New Jersey 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 N.J.S.A. 47:1A-10					C	Permanent		Archives	
3000-0002	Internal Audit Report (Copy) --- Confidential based on N.J.S.A. 47:1A-1.1					C	3 Years		Destroy	
3001-0000	Internal Audit Program --- File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation. Confidential based on N.J.S.A. 47:1A-1.1					C	7 Years After completion of audit		Destroy	
	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					P	Permanent		Archives	

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	number and occupancy; lease agreement and copy of environmental report.									
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 N.J.S.A. 47:1A-1.1					C	Permanent		Archives	
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	
4160-0000	Radio Station License --- Issued by the Federal Communication Commission (FCC). License is valid for five years before renewal.					P	10 Years		Destroy	
4161-0000	Radio Station License --- Includes initial contract, drawing of structure, antenna agreements, maintenance, blueprints, tower design documents for construction,					P	Life of structure plus 30 years		Destroy	

	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									
4162-0000	Statewide Radio System Project Files --- 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	
4163-0000	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	
4164-0000	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 (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	

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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 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 N.J.S.A. 47:1A-10					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 N.J.S.A. 47:1A-10					C	6 Years After termination of employment		Destroy	
6001-0002	Results Of Random Urine Analysis Test - Negative Results --- Confidentiality is based on OPRA N.J.S.A. 47:1A-10					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	

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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	
	General									
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.					P	7 Years		Destroy	
9022-0002	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	Third Party Contracts --- Includes but not limited to purchased transportation and calendar year reporting.					P	7 Years After Close Out		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING Treasury – Administration – Fiscal and Resources	**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 documention for the Higher Education and Legal Services Grants.						7 Years after final contract payment	3 Years after final contract payment	Destroy	

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

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

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

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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT New Jersey Transit	**AGENCY #** S809000 (Retire)		
DIVISION:	**SCHEDULE #** 003		
BUREAU:	**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	0001-0000 Bus Schedules Includes: run guides, headways and flats. Schedules are revised four times a year. 3 Years Destroy	5004-0000 Bus Schedules – Includes: run guides, headways and flats. Schedules are revised four times a year. 3 Years Destroy
0002-0000	Complaints – Riding and Standing Checks	Transfer	0002-0000 Complaints – Riding and Standing Checks 3 yrs after problem is resolved Destroy	5005-0000 Complaints – Riding and Standing Checks 3 yrs after problem is resolved Destroy
0003-0000	National Transit Database Annual Report	Obsolete		
0004-0000	Statistical Reports - Bus Requirements and Manpower Requirements.	Obsolete	0004-0000 Statistical Reports – Bus Requirements and Manpower Requirements 3 Years Destroy	G100000 – 5006-0000 Agency-Generated Statistical Report (Original and Copy) 3 Years Destroy
0005-0000	Timetables (timetables distributed to public)	Transfer	0005-0000 Timetables (timetables distributed to public) 10 Years Destroy	S800000 – 5006-0000 Timetables (timetables distributed to public) 10 Years Destroy
0100-0000	Bus Shelter Files	Transfer Combine	0100-0000 Bus Shelter Files Includes the location of the bus shelters existing and	S800000 – 5007-0000 Bus Shelter and Bus Stop Sign Files

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
		with 1001-0000	proposed throughout the state. File contains: correspondence, maintenance agreements, installation diagrams, and related documents. 7 yrs after disposal of shelter Destroy	Includes the location of the bus shelters and 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	1001-0000 Bus Stop Sign Files 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	See S800000 – 5007-0000 Above

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	0001-0000 Bus Garage Audits 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	S800000 – 4163-0000 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. 3 Years Destroy
0002-0000	Contracted Ticket Agents File	Obsolete	0002-0000 Contracted Ticket Agents File 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	

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0003-0000	Exact Fare Audits	Transfer	0003-0000 Exact Fare Audits Daily audits involving the counting of money from buses cash bins and revenue bins. Involves each bus garage statewide. 3 Years Destroy	S800000 – 4164-0000 Exact Fare Audits 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	0004-0000 Stockroom Audits 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	0005-0000 Terminal Audits 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	0006-0000 Ticket or Transfers and Exchanges Destroyed or Transferred (Y0115) 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	

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

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: 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	

* P - Public, C - Confidential

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

* P - Public, C - Confidential

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

* P - Public, C - Confidential

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

* P - Public, C - Confidential

Guzman-Reyes, Virma [TREAS]

From: Tiffany Charles <tcharles@publicsafety.irvingtonnj.gov>
Sent: Wednesday, April 1, 2026 10:56 AM
To: Guzman-Reyes, Virma [TREAS]; Berry, John [TREAS]
Subject: [EXTERNAL] Irvington Police Department Damaged Records

*** CAUTION ***

This message came from an **EXTERNAL** address (tcharles@publicsafety.irvingtonnj.gov). **DO NOT** click on links or attachments unless you know the sender and the content is safe.
New Jersey State Government Employees Should Forward Messages That May Be Cyber Security Risks To PhishReport@cyber.nj.gov.

Good Day,

My apologies for the delayed response. I made an error in the email address when I initially attempted to send it out and did not realize it until I returned from vacation yesterday.

Also, this will be my primary email address going forward.

Please see the below answers to the previous questions:

Concerns with Damaged Reports:

No records restoration company was contacted for possible restoration of records;

We contacted Polygon Records Restoration and Disposal Company. They conducted a site evaluation in February and were able to provide us with an estimate for the proposed scope of work (attached). While conducting the site evaluation, it was determined that although the records can be cleaned and sanitized, because the ink has bled and been washed out, the information contained in the reports cannot be restored. We would essentially be cleaning and scanning illegible reports.

20 incidents of damaged records at the same location;
Records disaster preparedness/recovery plan needs to be created and implemented;

Yes, the records were damaged and contaminated over time as a result of multiple flooding incidents. However, the salvageable records were previously separated and rehoused outside of the building (but still on PD property) in a locked, air/water tight shipping container under 24 hr video surveillance. This was to protect and preserve the remaining records from any additional damage and/or contamination. Additionally, we no longer generate hand written reports as of 2010 so this will not be an issue in the future.

Possible legal/financial concerns;

While we are aware that there may be potential legal/financial concerns, those concerns exist whether or not we dispose of the records as were are unable to produce them in their current state/condition.

Are any damaged records imaged under certificate # 24072302-MP? If so – they can be used as the original;

No, the only records that have been imaged under certificate #24072302-MP are records that were salvaged. The damage to the records in question occurred prior to receiving that certificate.

Almost all records damaged were long term records - 50 years to permanent;

Yes.

Was an all-inclusive inventory list of records damaged created?

No; most of the records are illegible. However, because of the way they were boxed, the year and in some cases the month can be identified.

Our files indicate that some of the records were scanned up to 2024;

Yes, however none of the records in question were scanned prior to damage.

Respectfully,
Captain Tiffany Charles #378
Township of Irvington
Public Safety Department - Division of Police
Special Services Bureau
1 Civic Square
Irvington NJ 07111
Office: (973) 399-6522

POLYGON

Always By Your Side.

GENERAL SCOPE OF DAMAGES AND SERVICES

All aspects of this agreement and scope of work apply to the Township of Irvington. (customer/responsible party for payment). Polygon US Corporation will work under the direction of the Township of Irvington, who through the endorsement of this contract have agreed to be the party responsible for the payment of services.

SECURITY MEASURES

Polygon takes the following measures to ensure the confidentiality and security of the archives to protect all personal and/or financial data. Polygon will prepare the archives for recovery services. The Customer will be provided with a copy of the inventory and will endorse the list of materials being transferred to Polygon. Polygon and the customer will receive a copy of the inventory list. Inventory procedures will follow all customer requests. The shipment will be received at the Polygon facility by a Polygon Project Manager. At all times when the archives are being loaded, handled, or unloaded they will be supervised by a Polygon Manager. All Polygon employees are background screened and under constant video surveillance during their shifts at the Polygon Document Center. The Polygon Document Center has indoor and outdoor security cameras with full tape backup that record 24/7. The facility is secured by a motion sensor alarm system. All the interior facility doors are accessible by keypad entry only. The code is only available to Polygon Project Managers and Supervisors.

RESTORATION PROCEDURES AND TERMS

Polygon will provide freezer stabilization, vacuum freeze drying and secure destruction services for approximately 50 cubic feet of identified materials.

Estimated Quantity: **25 cubic feet for recovery (drying and cleaning)**
25 cubic feet for destruction (shredding)

PACK OUT

Polygon will provide the necessary personnel and supplies to pack and remove all identified materials. Polygon or a certified third-party carrier will transport the materials to a Polygon facility. Teams will package and prepare all identified materials for transport. The boxes will be securely packaged on pallets and loaded into a vehicle for transport to the Polygon facility. Polygon will create a working inventory in accordance with the guidelines of the customer. The current inventory and identifiers used by the customer will be followed for all materials that are transferred to Polygon. The materials will remain in the same order as they were received. Polygon technicians will maintain the same labels and identifiers, transferring existing labels to new boxes when applicable.

Polygon US Corporation
15 Sharpners Pond Road, Bldg. F
North Andover, MA 01845
Tel: 800-422-6379
Fax: 978-241-1274
www.polygongroup.us

POLYGON

Always By Your Side.

FREEZER STABILIZATION/VACUUM FREEZE DRYING

The materials will be packaged at the customer facility and transported to a Polygon facility for processing. The archives will be stabilized at approximately 25 to 30 degrees Fahrenheit for 96 hours. The stabilized (frozen) materials are then transferred to the vacuum freeze-drying chamber. The pressure inside the vacuum-freeze drying chamber is removed and the climate in the chamber is digitally monitored, allowing for optimal drying conditions. The materials complete drying cycles based on the degree of saturation damage. The average drying cycle is 5 – 7 days.

CLEANING

Polygon will provide cleaning services for the materials, using a variety of methods including HEPA vacuuming and dry-chemical sponges (soot sponges), to remove surface growth and particulate matter. All surface areas will be cleaned with the 3-step process listed below.

CLEANING PROCESS

Polygon will provide a 3-step cleaning process:

- HEPA vacuum
- Soot sponge
- HEPA vacuum

Included with the cost for cleaning:

-Cleaning supplies and expenses
-Personal protection equipment
-Negative air environment
-HEPA filtration

It is understood that archives, files, records, documents, rare books, and other materials, once damaged, can never be restored to their pre-loss condition. Any damage to the paper structure, bleeding of inks and/or staining will not be reversed. It is understood that archives, documents, rare books and other materials that have been subject to soot/smoke or grey/black water or mold, may be permanently stained and small amounts of residual soot or dirt, mold blemishes, may remain, even after proper cleaning.

Polygon US Corporation
15 Sharpners Pond Road, Bldg. F
North Andover, MA 01845
Tel: 800-422-6379
Fax: 978-241-1274
www.polygongroup.us

POLYGON

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DESTRUCTION

Materials designated for termination will be destroyed with a dry shredding process. Polygon will provide the customer with a certificate of destruction upon completion of services. Polygon will only charge for the actual quantity of materials destroyed. Prior to destruction, Polygon will send the inventory list of the materials identified for termination. Polygon will not destroy materials until receiving final confirmation from the customer, authorizing the identified materials on the inventory list for destruction. Services provided by Polygon are taxable in all states. Taxes will be added to the final invoice amount at the appropriate rate, if applicable. If tax-exempt, please provide an exemption certificate at earliest convenience and prior to the final invoice. Payment terms and conditions to be agreed upon prior to commencement of services.

TRANSPORT

Polygon will transport all materials from the customer's location to the Polygon facility. Upon completion of services, Polygon will transport all materials to the customer's facility. This cost estimate does not include unpacking and distribution upon delivery, which is the customer's responsibility or can be arranged for by Polygon for additional charges. A storage fee of $84 per month per pallet will be charged to clients/customers who fail to receive the delivery of completed materials within 45 days of notification from Polygon.

Services provided by Polygon are taxable in all states. Taxes will be added to the final invoice amount at the appropriate rate, if applicable. If tax-exempt, please provide an exemption certificate at earliest convenience and prior to the final invoice. Payment terms and conditions to be agreed upon prior to commencement of services.

Approval:

Customer Signature **Date**

Polygon US Corporation
15 Sharpners Pond Road, Bldg. F
North Andover, MA 01845
Tel: 800-422-6379
Fax: 978-241-1274
www.polygongroup.us

POLYGON

Estimate

#EST-00301716

Date: 2/24/2026

15 Sharpners Pond Rd., Building F
North Andover MA 01845
Phone: 800-422-6379

Servicing Office
04-National Documents Dept : Allentown Document Center

Bill To
Captain Tiffany Charles #378 - Special Services Bureau
Township of Irvington
Public Safety Department - Division of Police
1 Civic Square
Irvington NJ 07111
United States

Ship To
Irvington Police Department
1 Civic Square
Irvington NJ 07111
United States

Job Description	Sales Rep	Partner
Records Remediation and Destruction	DeCirce, Matthew	

QTY	Description	Rate	Amount
32	Document Restoration Laborer - Regular Rate Removal, Inventory, Handling	$75.00	$2,400.00
62	Boxes and Lids, 1.2 cubic feet, each Pack-Out Boxes	$6.50	$403.00
168	Freight/Shipping Charges - Round Trip Transport to Polygon	$1.75	$294.00
50	Destruction - Dry Shredding, per cubic foot	$20.00	$1,000.00
25	Freezer Stabilization, per cubic foot	$8.50	$212.50
25	Vacuum-Freeze Drying, per cubic foot	$75.00	$1,875.00
25	Cleaning Level 0 - Per Cubic Foot Digitization and Imaging Prep.	$49.00	$1,225.00
50,000	Document Scanning - Level 03 per image	$0.20	$10,000.00
		Subtotal	$17,409.50
		Tax (%)	$1,153.39
		Total	$18,562.89

POLYGON

Estimate

#EST-00301716

Date: 2/24/2026

15 Sharpners Pond Rd., Building F
North Andover MA 01845
Phone: 800-422-6379

TERMS AND CONDITIONS
The Parties hereby acknowledge and agree that the terms and conditions found at the following website; https://www.polygongroup.com/globalassets/english-united-states/documents/polygon-us-terms-and-conditions-20251111.pdf are hereby incorporated herein;and shall not be amended by the Parties without written amendment.

Signature: _____

Date: _____

Guzman-Reyes, Virma [TREAS]

From: Berry, John [TREAS]
Sent: Monday, February 2, 2026 10:58 AM
To: tcharles02@irvingtonpolice.org; Guzman-Reyes, Virma [TREAS]; Hartmann, Elizabeth [TREAS]
Subject: FW: [EXTERNAL] Irvington Public Safety Department/Division of Police Damaged Records Event

Good morning,

In addition, please indicate and email back to Virma which records series that were damaged can be recreated by image, electronic data base or duplicate copy kept someplace else at the municipal or county level.

Thank you,

John Berry
Treasury – DORES - RMS

From: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>

Sent: Monday, February 2, 2026 10:16 AM
To: Hartmann, Elizabeth [TREAS] <Liz.Hartmann@treas.nj.gov>
Cc: Berry, John [TREAS] <John.Berry@treas.nj.gov>
Subject: FW: [EXTERNAL] Irvington Public Safety Department/Division of Police Damaged Records Event

From: Guzman-Reyes, Virma [TREAS]
Sent: Monday, February 2, 2026 10:16 AM
To: tcharles02@irvingtonpolice.org
Subject: FW: [EXTERNAL] Irvington Public Safety Department/Division of Police Damaged Records Event

Good morning,

The damaged records report for Irvington Police Department will not be presented to the SRC in February 19, 2026. John Berry your assigned records analyst has a few questions.

Concerns with Damaged Report:

No records restoration company was contacted for possible restoration of records.

20 incidents of damaged records at the same location.

Records disaster preparedness/recovery plan needs to be created and implemented.

Possible legal/financial concerns.

Are any damaged records imaged under certificate # 24072302-MP? If so – they can be used as the original.

Almost all records damaged were long term records - 50 years to permanent.

Was an all-inclusive inventory list of records damaged created?

Our files indicate that some of the records were scanned up to 2024 .

Regards,
Virma Guzman-Reyes
Records Analyst 3
Records Management Services
Division Of Revenue and Enterprise Services
33 West State Street, 5th Fl. P.O. Box 661 Trenton NJ 08625
(609)292-8711 (609)775-5873

From: Guzman-Reyes, Virma [TREAS]
Sent: Wednesday, January 28, 2026 8:44 AM
To: 'Lieutenant Tiffany Charles' <tcharles02@irvingtonpolice.org>
Subject: RE: [EXTERNAL] Irvington Public Safety Department/Division of Police Damaged Records Event

Good morning,

I was wrong Irvington damaged records will be presented in February 19, 2026 SRC meeting. Please be sure to attend incase the Committee has questions.
Attached is teams meeting details.

Microsoft Teams Need help?

Join the meeting now
Meeting ID: 221 234 373 019 26

Passcode: Gu93Av6h

Dial in by phone
+1 856-338-7074,,515188963# United States, Camden
Find a local number
Phone conference ID: 515 188 963#
For organizers: Meeting options | Reset dial-in PIN

Regards,
Virma Guzman-Reyes
Records Analyst 3
Records Management Services
Division Of Revenue and Enterprise Services
33 West State Street, 5th Fl. P.O. Box 661Trenton NJ 08625
(609)292-8711 (609)775-5873

From: Lieutenant Tiffany Charles <tcharles02@irvingtonpolice.org>
Sent: Wednesday, January 21, 2026 1:30 PM
To: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Subject: [EXTERNAL] Irvington Public Safety Department/Division of Police Damaged Records Event

*** CAUTION ***

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New Jersey State Government Employees Should Forward Messages That May Be Cyber Security Risks To PhishReport@cyber.nj.gov.

Good Afternoon Virma,

I just wanted to touch bases with you... I know that Deputy Chief Smith forwarded my contact information to you as the new Point of Contact on this project.

I'm reaching out to find out if there is anything you need from me or has she answered all of the necessary questions?

Respectfully,

Lieutenant Tiffany Charles #378

Guzman-Reyes, Virma [TREAS]

From: Lieutenant Tiffany Charles <tcharles02@irvingtonpolice.org>
Sent: Wednesday, January 21, 2026 1:30 PM
To: Guzman-Reyes, Virma [TREAS]
Subject: [EXTERNAL] Irvington Public Safety Department/Division of Police Damaged Records Event

*** CAUTION ***

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Good Afternoon Virma,

I just wanted to touch bases with you... I know that Deputy Chief Smith forwarded my contact information to you as the new Point of Contact on this project.

I'm reaching out to find out if there is anything you need from me or has she answered all of the necessary questions?

Respectfully,

Lieutenant Tiffany Charles #378

Township of Irvington

Public Safety Department - Division of Police

Records Section

1 Civic Square

Irvington NJ 07111

Office (973) 399-6534

Guzman-Reyes, Virma [TREAS]

From: mosmith3 <mosmith3@irvingtonpolice.org>
Sent: Monday, December 29, 2025 10:45 AM
To: Guzman-Reyes, Virma [TREAS]
Subject: [EXTERNAL] Re: Fwd: Irvington Public Safety Department/Division of Police Damaged Records Event

*** CAUTION ***

This message came from an **EXTERNAL** address **(mosmith3@irvingtonpolice.org)**. **DO NOT** click on links or attachments unless you know the sender and the content is safe.
New Jersey State Government Employees Should Forward Messages That May Be Cyber Security Risks To PhishReport@cyber.nj.gov.

Good day Ma'am,

As per our conversation, Lieutenant Tiffany Charles is the new P.O.C for the project and she has been carbon copied on this email. Her contact # 973-399-6534 and email: tcharles02@irvingtonpolice.org

Thank you for everything.
D/C Smith #322

On 12/10/2025 2:33 PM EST mosmith3 <mosmith3@irvingtonpolice.org> wrote:

Good day Ma'am,

I know its been a while since we spoke, but I answered the Committee's questions as best as I could (see below). Do you think, members of the State Records Committee pre-Review Meeting can advise me on whether or not they think the answers will suffice?

I also attached a copy of reports from Irvington Health Department, EnviroVision Consultants Inc., and August Compliance Solutions, Inc.

Question 1

In the application, Irvington mentions that the Irvington Health Department, Servpro, EnviroVision Consultants Inc., and August Compliance Solutions, Inc. were notified about the situation and presumably conducted some investigation that aided the township in determining that the records were unsalvageable. Did any of these organizations issue a report or opinion that back up the Department of Public Safety's claims of the records being unable to be salvaged? If so, they should be attached to the packet; they would strengthen the request.

Answer

The Irvington Health Department, EnviroVision Consultants Inc., and August Compliance Solutions, Inc. documented that there is a biohazard condition in the storage area. August Compliance documents in his report several different mold strains that were hazardous to humans and recommended that the area not be entered except for short time emergent need.

August Compliance Solutions, Inc. also documented that there were numerous flood conditions due to failure of the sewage system which resulted in urine and feces contaminated water exposure which compromised the records and there is no way to sanitize the records where they will be safe for personnel to handle. Attached are reports from the Irvington Health Department, EnviroVision Consultants Inc., and August Compliance Solutions, Inc.

Of all the reports, I find that August Compliance Solutions', Inc. report to be the most definitively compelling report to support the request that I have made to have these records destroyed as it states the danger of keeping those records and exposing personnel to them in the proper context.

Question 2

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Answer

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Thank you so much,
D/C Smith #322

> On 10/09/2025 11:27 AM EDT Guzman-Reyes, Virma [TREAS] <virma.guzman-reyes@treas.nj.gov> wrote:
>
> These are Archives concerns.
>
> Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone
> Get Outlook for Android
>
> ---
>
> **From:** Cornelius, Donald [DOS] <Donald.Cornelius@sos.nj.gov>
> **Sent:** Thursday, October 9, 2025 11:14:32 AM
> **To:** Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
> **Cc:** Pinho, Maria [TREAS] <Maria.Pinho@treas.nj.gov>; Perry, Karen [TREAS] <Karen.Perry@treas.nj.gov>; Biempica, Carmen [DOS] <Carmen.Biempica@sos.nj.gov>
> **Subject:** Irvington Public Safety Department/Division of Police Damaged Records Event
>
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Thank you for bringing this matter to the pre-review meeting.

Sincerely,

Don

Donald F. Cornelius

Collection Manager

New Jersey State Archives

225 West State Street, Trenton, NJ 08625, PO Box 307

609-633-8304

12/29/2025

Irvington Public Safety Department Division / Division of Police Damaged Records Event

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Answer

The Irvington Health Department, EnviroVision Consultants Inc., and August Compliance Solutions, Inc. documented that there is a biohazard condition in the storage area. August Compliance documents in his report several different mold strains that were hazardous to humans and recommended that the area not be entered except for short time emergent need.

August Compliance Solutions, Inc. also documented that there were numerous flood conditions due to failure of the sewage system which resulted in urine and feces contaminated water exposure which compromised the records and there is no way to sanitize the records where they will be safe for personnel to handle. Attached are

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Lt. Tiffany Charles

Tcharles02@irvingtonpolice.org

973-399-6534

Guzman-Reyes, Virma [TREAS]

From:	mosmith3 <mosmith3@irvingtonpolice.org>
Sent:	Wednesday, December 10, 2025 2:34 PM
To:	Guzman-Reyes, Virma [TREAS]
Subject:	[EXTERNAL] Re: Fwd: Irvington Public Safety Department/Division of Police Damaged Records Event
Attachments:	20251210143648198.pdf

*** CAUTION ***

This message came from an **EXTERNAL** address (mosmith3@irvingtonpolice.org). **DO NOT** click on links or attachments unless you know the sender and the content is safe.
New Jersey State Government Employees Should Forward Messages That May Be Cyber Security Risks To PhishReport@cyber.nj.gov.

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These are Archives concerns.

Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone
Get Outlook for Android

From: Cornelius, Donald [DOS] <Donald.Cornelius@sos.nj.gov>
Sent: Thursday, October 9, 2025 11:14:32 AM
To: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Cc: Pinho, Maria [TREAS] <Maria.Pinho@treas.nj.gov>; Perry, Karen [TREAS] <Karen.Perry@treas.nj.gov>; Biempica, Carmen [DOS] <Carmen.Biempica@sos.nj.gov>
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225 West State Street, Trenton, NJ 08625, PO Box 307

609-633-8304

Guzman-Reyes, Virma [TREAS]

From: Cornelius, Donald [DOS]
Sent: Thursday, October 9, 2025 11:15 AM
To: Guzman-Reyes, Virma [TREAS]
Cc: Pinho, Maria [TREAS]; Perry, Karen [TREAS]; Biempica, Carmen [DOS]
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TOWNSHIP OF IRVINGTON
DEPARTMENT OF HEALTH AND SENIOR SERVICES
MUNICIPAL BUILDING
1 CIVIC SQUARE, IRVINGTON, NJ 07111
TEL: (973) 416-7760
FAX: (973) 416-6400

The Honorable Tony Vauss
Mayor

Dr. Monique S. Griffith
Director of Health

October 10, 2018

Dear Director Bowers,

In response to the environmental investigations that were conducted within the basement section of the Irvington Police Department by the Essex Regional Health Commission and August Compliance Solutions, Inc. it is the conclusion of the Irvington Department of Health and Senior Services that access to the basement be immediately restricted to personnel. Additionally, remediation of the space should also take place immediately to prevent adverse health effects from occurring. The reports issued by the two agencies referenced above indicate the presence of significant public health hazards, such as harmful mold, bacteria, odors, and moisture, within the basement of the Police Department. These findings may represent violations of PEOSH and/or OHSA rules and regulations.

Therefore, this department deems it appropriate to declare the basement section of the Irvington Police Department an emergent public health hazard. It is required that immediate remediation takes place to ensure the health and safety of Township of Irvington personnel.

If the Irvington Department of Health can be of assistance in this matter, please let us know.

Thanks,

Dr. Monique Griffith
Director of Health

Chris Hellwig
Health Officer

EnviroVision Consultants, Inc.

20-21 Wagaraw Road – Bldg. 35E, Fair Lawn, NJ 07410
Phone (973) 636-9145
Email: info@envirovisionconsultants.com

CLIENT: Irvington Police Dept.
1 Civic Sq.
Irvington, NJ 07111

PROJECT: Irvington Police Dept. Basement
1 Civic Sq.
Irvington, NJ 07111

Project Number: 24-146

DATE of Sampling: 6/20/2024
TYPE of Sampling: PCM (NIOSH 7400 Method)

DATE of Analysis: 6/20/2024
Lab No.: Irvington Police 2024

Certificate of Analysis

SAMPLE NUMBER	VOLUME (LITERS)	FLOW RATE (LPM)	TIME (MIN)	FIELDS COUNTED	FIBERS FOUND	RESULTS (F/CC)	10% Recount
619-1	1200	15	80	100	21.0	0.009	
619-2	1200	15	80	100	9.0	0.004	
619-3	1200	15	80	100	16.0	0.007	
619-4	1200	15	80	100	19.0	0.008	20.0
619-5	1200	15	80	100	18.0	0.007	
619-6	1200	15	80	100	39.0	0.016	

F/CC = Fibers per cubic centimeter of air sampled, which are atleast 3 times longer than wide, and not less than 5 microns in length, in accordance with the NIOSH 7400 method.
PCM = Phase Contrast Microscopy *LOD - Limit of Detection (LOD = 0.002 f/cc for 1200 liters)*

**Samples collected by client. EnviroVision issues results to client based upon data provided by the client. EnviroVision assumes that the client has accurately supplied all the sampling methods and data upon which these results are based.*

EnviroVision is American Industrial Hygiene Association (AIHA) IHPAT Lab ID # 100154

ANALYST: D K Nadolny
SIGNATURE: See Air Sample Data Sheet

MICROSCOPE: Nikon
METHOD: NIOSH 7400 - PCM

LABORATORY DIRECTOR: Frederick Larson **SIGNATURE:** Frederick Larson

EnviroVision Consultants, Inc.
20-21 Wagaraw Road – Bldg. 35E, Fair Lawn, NJ 07410
PH (973) 636-9145 info@envirovisionconsultants.com
NJDOH IEHA Lic #: 1097

CLIENT: **Irvington Police Department** ADDRESS: **1 Civic Square, Irvington, NJ 07111**
PROJECT: **Irvington Police Department - Basement** ADDRESS: **1 Civic Square, Irvington, NJ 07111**
TECH: **Jordan Prysko** SAMP. DATE: **6/20/24** CALIB. DATE: **6/20/24** PR. No.: **24-146**

FIBROUS PARTICULATE AIR MONITORING DATA SHEET

Sample No.	Sample Location	Time on	Time off	Elapse Time	Flow Rate (LPM) Pre	Post	Avg.	Volume Liters	Fibers/ 100 flds	F/CC	PCM 10% Recount f/100 flds
6-20-P1	Room 025, CDDC Storage	0920	1040	80	15	15	15	1200	21.0	0.009	
6-20-P2	Room 026, Range	0923	1043	80	15	15	15	1200	9.0	0.004	
6-20-P3	Room 023, Office	0926	1046	80	15	15	15	1200	16.0	0.007	
6-20-P4	Gym/Workout Room	0929	1049	80	15	15	15	1200	19.0	0.008	20.0
6-20-P5	Room 021	0932	1052	80	15	15	15	1200	18.0	0.007	
6-20-P6	Room 014	0935	1055	80	15	15	15	1200	39.0	0.016	

ACTIVITY: Documentary ambient air sampling for fibrous particulates

CASSETTE TYPE: X 25mm 0.8 micron MCE (PCM)

ANALYSIS REQUEST: X Phase Contrast Microscopy (PCM) via NIOSH 7400 Method)

TAT: ASAP Hours turnaround time requested

Email results to: info@envirovisionconsultants.com

Chain of Custody

Relinquished By:	Received By:	Date & Time
J. Prysko	D K NADOLNY	06-20-24 2:45

LABORATORY SUBMITTED TO: EnviroVision Consultants, Inc.
20-21 Wagaraw Rd., Bldg 35E
Fair Lawn, NJ 07410
AIHA Lab ID 100154

Analyst's Signature: D K Nadolny 4:30 **Date:** 06/20/24

Print name: D K NADOLNY

EMSL Analytical, Inc.
1058 Stelton Road Piscataway, NJ 08854
Tel/Fax (732) 981-0550 / (732) 981-0551
http://www.EMSL.com / piscatawaylab@emsl.com

EMSL Order: 052402821
Customer ID: RAMA51
Customer PO:
Project ID:

Attention: Frederick Larson
EnviroVision Consultants, Inc
20-21 Wagaraw Rd
Bldg 35E
Fair Lawn, NJ 07410

Phone: (973) 636-9145
Fax: (973) 636-9144
Collected Date: 06/20/2024
Received Date: 06/21/2024 10:00 AM
Analyzed Date: 06/25/2024

Project: 24-146 / Irvington Police Department, 1 Civic Square, Irvington, NJ 07111

Test Report:Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	052402821-0001			052402821-0002			052402821-0003		
Client Sample ID:	1			2			3		
Volume (L):	150			150			150		
Sample Location:	Room 025, CDDC Storage			Room 026, Range			Room 023, Office		
Spore Types	Raw Count†	Count/m³	% of Total	Raw Count†	Count/m³	% of Total	Raw Count†	Count/m³	% of Total
Alternaria (Ulocladium)	-	-	-	-	-	-	-	-	-
Ascospores	-	-	-	5	100	11.2	-	-	-
Aspergillus/Penicillium++	6	100	13.5	21	460	51.7	166(457)	9970	92.1
Basidiospores	21	460	62.2	11	240	27	19	420	3.9
Bipolaris++	-	-	-	-	-	-	-	-	-
Chaetomium++	-	-	-	-	-	-	-	-	-
Cladosporium	6	100	13.5	4	80	10.1	15	330	3
Curvularia	-	-	-	-	-	-	-	-	-
Epicoccum	-	-	-	-	-	-	-	-	-
Fusarium++	-	-	-	-	-	-	-	-	-
Ganoderma	-	-	-	-	-	-	-	-	-
Myxomycetes++	2	40	5.4	-	-	-	-	-	-
Pithomyces++	-	-	-	-	-	-	-	-	-
Rust	1	20	2.7	-	-	-	-	-	-
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-
Stachybotrys/Memnoniella	1	20	2.7	-	-	-	1	20	0.2
Unidentifiable Spores	-	-	-	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Arthrospores	-	-	-	-	-	-	4	90	0.6
Triadelphia	-	-	-	-	-	-	-	-	-
Total Fungi	37	740	100	41	890	100	496	10830	100
Hyphal Fragment	-	-	-	-	-	-	2	40	-
Insect Fragment	-	-	-	-	-	-	-	-	-
Pollen	-	-	-	-	-	-	1	20	-
Analyt. Sensitivity 600x	-	22	-	-	22	-	-	22	-
Analyt. Sensitivity 300x	-	7*	-	-	7*	-	-	7*	-
Skin Fragments (1-4)	-	2	-	-	1	-	-	2	-
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-
Background (1-5)	-	2	-	-	2	-	-	3	-

† Due to method stopping rules, extrapolated raw counts are reported in parenthesis

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

Nicholas Maslowski, Microbiology Laboratory Manager
or other Approved Signatory

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Samples analyzed by EMSL Analytical, Inc. Piscataway, NJ AIHA LAP, LLC-EMLAP Accredited #187035

Initial report from: 06/25/2024 05:23 PM

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EMSL Analytical, Inc.
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Tel/Fax: (732) 981-0550 / (732) 981-0551
http://www.EMSL.com / piscatawaylab@emsl.com

EMSL Order: 052402821
Customer ID: RAMA51
Customer PO:
Project ID:

Attention: Frederick Larson
EnviroVision Consultants, Inc
20-21 Wagaraw Rd
Bldg 35E
Fair Lawn, NJ 07410

Phone: (973) 636-9145
Fax: (973) 636-9144
Collected Date: 06/20/2024
Received Date: 06/21/2024 10:00 AM
Analyzed Date: 06/25/2024

Project: 24-146 / Irvington Police Department, 1 Civic Square, Irvington, NJ 07111

Test Report:Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	052402821-0007			052402821-0008			052402821-0009		
Client Sample ID:	7			8			9		
Volume (L):	150			150			150		
Sample Location:	Hallway Outside Room 023			Hallway Outside Room 025			Outdoor Comparison, Outside Main Police Entrance		
Spore Types	**Raw Count†**	**Count/m³**	**% of Total**	**Raw Count†**	**Count/m³**	**% of Total**	**Raw Count†**	**Count/m³**	**% of Total**
Alternaria (Ulocladium)	-	-	-	-	-	-	1	20	0.3
Ascospores	-	-	-	2	40	4.3	18	350	5.2
Aspergillus/Penicillium++	11	240	34.9	9	200	21.5	43	840	13.9
Basidiospores	15	330	48	26	570	61.3	100(183)	3990	59.1
Bipolaris++	-	-	-	-	-	-	-	-	-
Chaetomium++	-	-	-	-	-	-	-	-	-
Cladosporium	4	90	13.1	5	100	10.8	58	1300	19.3
Curvularia	-	-	-	-	-	-	-	-	-
Epicoccum	1	7*	1	1	20	2.2	2	40	0.6
Fusarium++	-	-	-	-	-	-	-	-	-
Ganoderma	1	20	2.9	-	-	-	3	70	1
Myxomycetes++	-	-	-	-	-	-	2	40	0.6
Pithomyces++	-	-	-	-	-	-	-	-	-
Rust	-	-	-	-	-	-	-	-	-
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-
Stachybotrys/Memnoniella	-	-	-	-	-	-	-	-	-
Unidentifiable Spores	-	-	-	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Arthrospores	-	-	-	-	-	-	-	-	-
Triadelphia	-	-	-	-	-	-	-	-	-
Total Fungi	**32**	**687**	**100**	**43**	**930**	**100**	**308**	**6750**	**100**
Hyphal Fragment	-	-	-	1	20	-	-	-	-
Insect Fragment	-	-	-	2	40	-	-	-	-
Pollen	-	-	-	1	20	-	-	-	-
Analyt Sensitivity 600x	-	22	-	-	22	-	-	22	-
Analyt. Sensitivity 300x	-	7*	-	-	7*	-	-	7*	-
Skin Fragments (1-4)	-	2	-	-	1	-	-	1	-
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-
Background (1-5)	-	2	-	-	2	-	-	1	-

† Due to method stopping rules, extrapolated raw counts are reported in parenthesis

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category

Nicholas Maslowski, Microbiology Laboratory Manager
or other Approved Signatory

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Samples analyzed by EMSL Analytical, Inc. Piscataway, NJ AIHA LAP, LLC-EMLAP Accredited #187035

Initial report from: 06/25/2024 05:23 PM

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Printed: 06/25/2024 05:23 PM

052402821

OrderID: 052402821

EnviroVision Consultants, Inc.

20-21 Wagaraw Road – Bldg. 35E, Fair Lawn, NJ 07410
(973) 636-9145 /info@envirovisionconsultants.com
NJDOH IEHA Lic #: 1097

CLIENT	Irvington Police Department	ADDRESS	1 Civic Square, Irvington, NJ 07111				
PROJECT	Irvington Police Department	ADDRESS	1 Civic Square, Irvington, NJ 07111				
TECH	Jordan Prysko	SAMPLING DATE	6/20/2024	CALIBRATION DATE	6/20/2024	PROJ #	24-146

AIR-O-CELL (FUNGI) MONITORING DATA SHEET

Sample No.	Sample Location	Time on	Time off	Elapse Time (MIN)	Flow Rate (LPM)	Volume Liters	AIR-O-CELL Serial #
1	Room 025, CDDL Storage	0921	0931	10	15	150	3763 3027
2	Room 026, Range	0925	0937	10	15	150	3808 5011
3	Room 023, Office	0933	0943	10	15	150	3808 5086
4	Gym/Workout Room	0940	0950	10	15	150	3808 2512
5	Room 021	0952	1002	10	15	150	3808 4937

ANALYSIS X TOTAL FUNGAL SPORE COUNT – AIR-O-CELL

TURNAROUND TIME 72 HOURS

EMAIL RESULTS TO | info@envirovisionconsultants.com

CHAIN OF CUSTODY

Relinquished By:	Received By:	Date & Time
J. Prysko		

LABORATORY SUBMITTED TO:	EMSL

RECEIVED
JUN 21 2024
By NH 10am E-Fax x4
EMSL PISCATAWAY
7968 7576 9889

052402821

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OrderID: 052402821

CLIENT	Irvington Police Department	ADDRESS	1 Civic Square, Irvington, NJ 07111				
PROJECT	Irvington Police Department	ADDRESS	1 Civic Square, Irvington, NJ 07111				
TECH	Jordan Prysko	SAMPLING DATE	6/20/2024	CALIBRATION DATE	6/20/2024	PROJ #	24-146

AIR-O-CELL (FUNGI) MONITORING DATA SHEET

Sample No.	Sample Location	Time on	Time off	Elapse Time (MIN)	Flow Rate (LPM)	Volume Liters	AIR-O-CELL Serial #
6	Room 014	0955	1005	10	15	150	3809 8745
7	Hallway Outside Room 023	1004	1014	10	15	150	3808 4875
8	Hallway Outside Room 025	1008	1018	10	15	150	3808 2499
9	Outdoor Comparison, Outside Main Police Entrance	1123	1133	10	15	150	3808 2500

CHAIN OF CUSTODY

Relinquished By:	Received By:	Date & Time
J. Prysko		

ANALYSIS X TOTAL FUNGAL SPORE COUNT – AIR-O-CELL

TURNAROUND TIME 72 HOURS

LABORATORY SUBMITTED TO:	EMSL

RECEIVED
JUN 21 2024
By _____
EMSL PISCATAWAY

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EMSL Analytical, Inc.
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EMSL Order: 052402823
Customer ID: RAMA51
Customer PO:
Project ID:

Attention: Frederick Larson
EnviroVision Consultants, Inc
20-21 Wagaraw Rd
Bldg 35E
Fair Lawn, NJ 07410

Phone: (973) 636-9145
Fax: (973) 636-9144
Collected Date: 06/20/2024
Received Date: 06/21/2024
Analyzed Date: 06/25/2024

Project: 24-146 / Irvington Police Department, 1 Civic Square, Irvington, NJ 07111

Test Report: Microscopic Examination of Fungal Spores, Fungal Structures, Hyphae, and Other Particulates from Swab Samples (EMSL Method MICRO-SOP-200)

Lab Sample Number:	052402823-0001	052402823-0002	052402823-0003		
Client Sample ID:	1	2	3		
Sample Location:	Range Room, Wall Opposite Entry Door	Workout Room, Above Entry Door	Room 514, On Water Damaged Boxes		
Spore Types	**Category**	**Category**	**Category**		
Alternaria (Ulocladium)	-	-	Low		
Ascospores	-	-	-		
Aspergillus/Penicillium++	Low	Rare	Rare		
Basidiospores	-	-	-		
Bipolaris++	-	-	-		
Chaetomium++	-	Rare	-		
Cladosporium	*Low*	Rare	-		
Curvularia	-	-	-		
Epicoccum	-	-	-		
Fusarium++	-	-	-		
Ganoderma	-	-	-		
Myxomycetes++	-	-	-		
Pithomyces++	-	-	-		
Rust	-	-	-		
Scopulariopsis/Microascus	-	-	-		
Stachybotrys/Memnoniella	*High*	*High*	-		
Unidentifiable Spores	-	-	-		
Zygomycetes	-	-	-		
Hyphal Fragment	-	-	-		
Insect Fragment	-	-	Rare		
Pollen	-	-	-		
Fibrous Particulate	-	-	-		

Category: Count/per area analyzed - Rare: 1 to 10 Low: 11 to 100 Medium: 101 to 1000 High: >1000

- Denotes Not Detected
++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category
* = Sample contains fruiting structures and/or hyphae associated with the spores

Nicholas Maslowski, Microbiology Lab Manager
or other Approved Signatory

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Samples analyzed by EMSL Analytical, Inc. Piscataway, NJ AIHA LAP, LLC-EMLAP Accredited #197035

Initial report from: 06/25/2024 05:33 PM

For information on the fungi listed in this report, please visit the Resources section at www.emsl.com

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NJDOH IEHA Lic #: 1097

052402823

OrderID: 052402823

CLIENT	Irvington Police Department		ADDRESS	1 Civic Square, Irvington, NJ 07111	
PROJECT	Irvington Police Department		ADDRESS	1 Civic Square, Irvington, NJ 07111	
TECH	Jordan Prysko	SAMPLING DATE	6/20/2024	PROJ #	24-146

MICROBIAL (FUNGI) SAMPLING DATA SHEET

SAMPLE NO.	SAMPLE LOCATION	SAMPLE TYPE (SWAB OR BULK) & DESCRIPTION
1	Range Room, Wall Opposite Entry Door	Swab
2	Workout Room, Above Entry Door	Swab
3	Room 014, On water Damaged Boxes	Swab

Page 1 OF 1

CHAIN OF CUSTODY

ANALYSIS:
M041 FUNGI, DIRECT EXAM

Relinquished By:	Received By:	Date & Time
J. Prysko		

TURNAROUND TIME 72 HOURS

LABORATORY SUBMITTED TO:	

RECEIVED
JUN 21 2024
By [illegible]
EMSL PISCATAWAY
7968 7576 5885

EMAIL RESULTS TO | Info@envirovisionconsultants.com

PAGE 1 OF 1

August Compliance Solutions, Inc.
Professional Indoor Air Quality Services
4 Killington Drive • Howell, New Jersey 07731
Phone: (732) 364-1800 Fax: (732) 364-1801

PERSONAL AND CONFIDENTIAL

VIA E-MAIL: MONIQUE D. SMITH [MOSMITH@IRVINGTONPOLICE.ORG]

September 15, 2018

Captain Monique D. Smith
Irvington Police Department
1 Civic Square
Irvington, NJ 07111

RE: Assessment of Fungal Growth and Fungal Contamination
Irvington Police Department Public Safety Building
1 Civic Square, Irvington, Essex County, New Jersey
ACS Project Number P18308

Dear Captain Smith:

August Compliance Solutions, Inc. ("ACS") is pleased to present this report for the preliminary mold investigation at the above referenced Irvington Police Department Public Safety Building in the Township of Irvington, Essex County, New Jersey. The photographic documentation is attached. A full (comprehensive) report that fully describes our inspection activities and methodologies is available upon request.

1.0 Background

August Compliance Solutions, Inc. ("ACS") conducted a preliminary fungal (mold) assessment and investigation in a portion of the public building known as the Irvington Police Department Public Safety Building at 1 Civic Square in Irvington, New Jersey (herein referred to as the "Building"). The investigation and assessment was conducted on August 7th, 2018, between the hours of 11:15 AM and 3:30 PM by Mr. August L. DeVico II, environmental engineer, and President of ACS with the assistance of an indoor air quality and sampling technician Mr. Bethany Gibson. Captain Monique D. Smith and Alecia K. Brown of the Irvington Police Department (and others) were present during our investigation, sampling, and assessment.

We understand that the basement of the building has experienced frequent flood events, water intrusion events, and sewer backups as a result of the age of the building and the need for major maintenance projects and renovation work. In particular, the former location of the "Pistol Range" now used for evidence and other storage has experienced flooding due to drainage and plumbing problems including and apparent sewer backup that has resulted in extensive mold growth in the spaces(s). Subsequently, a professional remediation company (ServPro of Western Essex and Union County) was retained by the Irvington Police Department to do an assessment of the space and propose remediation of the areas of concern.

After the initial evaluation, it was apparent that extensive mold growth was present and ServPro, the professional remediation company, recommended a complete investigation by an experienced third party Indoor Air Quality (IAQ) and mold professional to determine the extent of the mold contamination and prepare a remediation protocol for any required remediation. Based on the recommendation by ServPro that has had extensive previous professional experience with Mr. August L. De Vico, II of August Compliance Solutions, Inc. ("ACS"), Mr. DeVico and ACS were retained by the Irvington Police Department to do an investigation of the area(s) of concern and make recommendations for further action as warranted.

The purpose of our investigation and assessment was to determine, through the use of screening techniques, the presence, or absence of mold growth in the areas of concern in the basement of the Public Safety Building with particular attention on the former pistol range currently used for evidence storage and adjacent areas (the areas affected by the flooding from the sewer backup and water intrusion) and the extent of any mold growth in accordance with published Standards including the ASTM "Standard Guide for Assessment of Fungal Growth in Buildings" D7338-14. The most important requirement of an assessment for fungal growth is an on-site inspection of the subject structure or area of concern. The ASTM Standard D7338-14 states in Paragraph 6.3.7 that "Visually suspect fungal growth may be confirmed" by microscopical examination, culture, or biochemical analysis, but also states that "Analytical findings of the presence of spores alone do not demonstrate growth". We frequently collect representative air and surface samples to support our findings and conclusions or if we suspect there is concealed mold contamination.

Our evaluation included an inspection of all readily "accessible" areas in the evidence storage and adjacent areas in the building where the former pistol range was located to determine the potential for microbial contamination through exiting access ways (No openings were cut for this purpose by ACS) in representative areas to determine if mold was present. **It should be understood that our investigation, sampling, and assessment was limited to the areas of concern in the basement of the building as identified by Irvington Police Department Personnel and not the entire building.** In particular, the primary areas of concern included the former pistol range now used for evidence and other storage and adjacent offices and hallways. In addition to the above, an assessment of the in-situ conditions was conducted. Based on our visual inspection and testing with appropriate instrumentation, we collected surface samples to confirm our visual observations in one of the affected areas to help determine the presence of surficial mold and the genus or species present. In addition, representative air samples were collected to determine if the suspect surface mold was impacting the air quality in the areas of concern with the potential for elevated spore counts. In addition, an outdoor air reference (control) sample was collected for comparison purposes since mold is natural in our environment and fungi constitute over 25% of the Earth's biomass and therefore, mold spores are naturally present in every indoor and outdoor environment.

As previously stated, It is important to note that our investigation, sampling, and assessment was limited to the areas of concern in the basement of the

building as identified by Irvington Police Department Personnel and not the entire building. The subject space is a portion of the basement of a multiple story brick and steel public building used for Township administration and public safety. The building was occupied at the time of our assessment and investigation with employees and citizens conducting normal business. The exact age of the building is not known by this investigator.

References are presented as Exhibit A, the Chain of Custody document, and the laboratory reports are presented as Exhibit B, a description of the fungal species found (from the Literature) is presented as Exhibit C, and photographic documentation of our investigation is presented in Exhibit D. A sketch of a portion of the areas of concern is presented as Exhibit E and a summary of this investigator's credentials is presented as Exhibit F.

2.0 Summary of Findings

Note: It is important that all of this Section and subsequent sections be read carefully to fully understand the items of concern and the appropriate actions and recommendations.

CAUTION: Significant quantities of potentially toxic, pathogenic, and allergenic fungi were present in the air and on surfaces in the basement and areas of concern in the building that includes that incudes (among other fungal genus and species *Alternaria*, *Aspergillus, Chaetomium*, *Cladosporium*, *Penicillium*, *Stachybotrys*, yeasts , and other fungi that could present an immediate and substantial threat of exposure with potentially severe health consequences to susceptible individuals including the occupants, visitors, and contractors. No one should enter the subject spaces to attempt any remediation or restoration unless they are trained professionals properly equipped with personal protective equipment (PPE) that includes, at a minimum, NIOSH or MSHA approved full-face or half-face, tight-fitting air purifying respirators with P100 (HEPA) cartridges, protective clothing (disposable Tyvek suits), protective outer boots, and impervious inner and outer gloves. An appropriate decontamination station for personnel and equipment should be in place before entry is made. All personnel must be properly trained and a site-specific Health and Safety Program must be in place that includes, at a minimum, an OSHA approved respiratory protection program, medical surveillance program, decontamination procedures, emergency response procedures, and other programs required by the OSHA Standards 29 CFR 1910 and 29 CFR 1926 et al as appropriate.

A summary of our findings for this investigation and sampling are as follows:

1. Upon entering the former pistol range in the basement of the building, currently being used for storage of evidence, old files, and old equipment, the primary area of concern and primary subject of this investigation and assessment (Please see photographs #2 through #5 for an overview of this area in the photographic documentation in Exhibit D) we immediately noted a strong objectionable mold like odor. We noted files, equipment, and stored evidence and other items that

were water damaged, wet, damp, and mold covered from previous and ongoing water intrusion and flood events (Please see photographs #6 through #18 in the photographic documentation in Exhibit D for examples). Based on the apparent visible mold, we determined it was appropriate to collect representative air and surface samples to support our conclusions. We also found water intrusion, water damage, and mold in other areas of the basement including the evidence locker for ongoing violent crime cases (Please see photographs #19 through #20 in the photographic documentation in Exhibit D), the adjacent mechanical room (Please see photographs #21 through #27 in the photographic documentation in Exhibit D), and in basement offices and hallways (Please see photographs #28 through #41 in the photographic documentation in Exhibit D for examples). Since the water damage and mold growth was obvious upon visual assessment, air and surface sampling was limited to representative sampling to support our findings and conclusions.

Please note that the failure to sample all areas with mold should not be construed to suggest that mold was not present in those areas. As stated, only representative samples were collected to support our findings and conclusions.

2. Based on our visual investigation of the former pistol range currently being used for evidence and other storage, and the presence of obvious water damage and mold growth, we determined it would be appropriate to collect and air sample in the area (Sample 308-3A). A reference (control) sample was collected in the outdoor air prior to our indoor air sampling (Sample 308-1A) for comparison purposes. All air samples were collected with Air-O-Cell spore traps connected to a pre-calibrated vacuum pump connected to an electronic timer at a flow rate of 15-liters per minute (the design rate for the sampling device) for 5 minutes for a total sample of 75 cubic liters of air. After sampling, the sampling devices were sealed, labeled, and sent to a certified laboratory via FedEx with appropriate Chain-of-Custody documentation (See Exhibit B).

   The total fungal spore count in the lower level pistol range/evidence storage area (Sample 308-3A) was **2,880 spores/m^3** (mold spores per cubic meter of air) compared to a total spore count of **7,627 spores/m^3** in the outdoor air reference (control) sample. While the total spore count in this area was less than the outdoor air control/reference sample, the indoor air sample was dominated by ***Penicillium/Aspergillus*** group fungi at **2,400 spores/m^3. No *Penicillium/Aspergillus* group fungi were present in the outdoor air control sample demonstrating gross indoor air contamination from *Penicillium/Aspergillus* group fungi.** It should be noted that both ***Penicillium*** and ***Aspergillus*** produce very small spores that are very similar in appearance and indistinguishable under 600 and 800 power microscopy. Thus they are grouped together by the analyst as ***Penicillium/Aspergillus*** group fungi by the laboratory. ***Penicillium/Aspergillus*** group fungi were present in the surface samples collected in this area (described below). In addition, ***Stachybotrys spores*** were found in the indoor air sample at **107 spores/m^3**. Like the ***Penicillium/Aspergillus*** group fungi, no ***Stachybotrys*** spores were present in

the outdoor air reference (control) sample. ***Stachybotrys*** is well-known as a potentially **toxigenic** mold with the **potential to produce severe adverse health effects in susceptible individuals,** especially the very young (infants and children), the elderly and immune compromised individuals due to disease, surgery, and medications (Please see a description of this fungus from the technical literature presented as exhibit C). ***Stachybotrys, Aspergillus, and Penicillium*** were also found in the surface samples collected in other areas of the basement (described below). Other fungi were also present in the air sample.

Based on the above and the results of my sampling and the laboratory results for the air sampling in this area, I conclude within a reasonable degree of scientific certainty that there is significant indoor air contamination in the former pistol range in the basement of the building currently being used for evidence and other storage that includes potentially toxigenic, pathogenic, and allergenic mold species with the potential for severe adverse health effects in susceptible individuals. Sources (mold growth) are present on surfaces in the area that is responsible for the airborne mold contamination.

3. Our continued visual investigation of the basement and former pistol range currently being used for evidence and other storage revealed an evidence locker being used for what we understood to be active homicide investigations (Please see photographs #19 through #20 in the photographic documentation in Exhibit D for an overview of this area). Due to the sensitive nature of the evidence stored in this area, the items were not disturbed or investigated by our team. Instead, we determined it would be appropriate to collect and air sample in the area (Sample 308-2A). As previously stated, a reference (control) sample was collected in the outdoor air prior to our indoor air sampling (Sample 308-1A) for comparison purposes. The total fungal spore count in this evidence storage area (Sample 308-2A) was **3,947 spores/m^3** (mold spores per cubic meter of air) compared to a total spore count of **7,627 spores/m^3** in the outdoor air reference (control) sample. Like the large pistol range storage area, the total spore count in this area was less than the outdoor air control/reference sample. However, this indoor air sample was also dominated by ***Penicillium/Aspergillus*** group fungi at **2,933 spores/m^3. As stated above, no *Penicillium/Aspergillus* group fungi were present in the outdoor air control sample demonstrating gross indoor air contamination from *Penicillium/Aspergillus* group fungi.** It should once again be noted that both ***Penicillium*** and ***Aspergillus*** produce very small spores that are very similar in appearance and indistinguishable under 600 and 800 power microscopy. Thus they are grouped together by the analyst as ***Penicillium/Aspergillus*** group fungi by the laboratory. ***Penicillium/Aspergillus*** group fungi were present in the surface samples collected in this area (described below). In addition, ***Stachybotrys spores*** were found in this indoor air sample at **160 spores/m^3**. Like the ***Penicillium/Aspergillus*** group fungi, no ***Stachybotrys*** spores were present in the outdoor air reference (control) sample. As stated, ***Stachybotrys*** is well-known as a potentially **toxigenic** mold with the **potential to produce severe adverse health effects in susceptible individuals,** especially the very young (infants and children), the elderly, and immune compromised

individuals due to disease, surgery, and medications (Please see a description of this fungus from the technical literature presented as exhibit C). **Since we determined it would be inappropriate to disturb this evidence in any way, no evidence was moved or inspected for mold growth.** However, the presence of elevated levels of mold spores in the air in the area suggests mold growth is likely present on surfaces in the area due to water damage.

Based on the above and the results of my sampling and the laboratory results for the air sampling in this area, I conclude within a reasonable degree of scientific certainty that there is significant indoor air contamination in the evidence storage locker for active homicide cases in the basement of the building that includes potentially toxigenic, pathogenic, and allergenic mold species with the potential for severe adverse health effects in susceptible individuals. The contents of this area were not thoroughly inspected for mold growth and water damage due to the sensitive nature of the contents of this room (active homicide case evidence).

4. Based on an employee concern, an air sample was collected in a lower level (basement) office where visible mold was present on surfaces in the hallway and adjacent areas (Sample 308-4A). As previously stated, a reference (control) sample was collected in the outdoor air prior to our indoor air sampling (Sample 308-1A) for comparison purposes. The total fungal spore count in this office was **747 spores/m^3** (mold spores per cubic meter of air) compared to a total spore count of **7,627 spores/m^3** in the outdoor air reference (control) sample. Like the large pistol range storage area and the evidence locker, the total spore count in this area was less than the outdoor air control/reference sample. However, we again find the indoor air sample was also dominated by ***Penicillium/Aspergillus*** group fungi at **373 spores/m^3. As stated above, no *Penicillium/Aspergillus* group fungi were present in the outdoor air control sample demonstrating gross indoor air contamination from *Penicillium/Aspergillus* group fungi.** No ***Stachybotrys spores*** were found in this indoor air sample However, the presence of elevated levels of mold spores ***Penicillium/Aspergillus* group fungi** in the air in the area suggests mold growth is likely present on surfaces in the area due to water damage. We note the area appears to have had numerous flood events and water stains were present on stored items in the area. We note mold growth in the hallway outside the office and flooding in a basement hallway (Please see photographs #32 through #41 in the photographic documentation in Exhibit D for limited examples of the mold growth and flooding in the basement areas).

Based on the above and the results of my sampling and the laboratory results for the air sampling in this area, I conclude within a reasonable degree of scientific certainty that there is significant indoor air contamination in the lower level (basement) office that includes potentially toxigenic, pathogenic, and allergenic mold species with the potential for severe adverse health effects in susceptible individuals. The hallways and adjacent areas had evidence of mold growth and flooding.

5. Based on our visual observations, and in order to confirm the suspected surface mold and determine the genus/species of the suspected mold, we collected a surface sample from apparent mold growth on stored paper files in the lower level former pistol range and evidence storage area (Sample 308-5S) with a sterile swab Culturette sampling kit. After sampling, the sampling kit was sealed, labeled, and sent to a certified laboratory via FedEx with appropriate Chain-of-Custody documentation (See Exhibit B). The sampling location was selected as it was believed to be representative of the mold on other items with water damage and mold growth stored in the area. Laboratory analysis of the sample revealed ***Alternaria*** spores in a quantity categorized by the laboratory as **"Occasional"** in the sample, **ascospores** in a quantity categorized by the laboratory as **"Occasional"** in the sample, ***Cladosporium*** spores in a quantity categorized by the laboratory as **"Occasional"** in the sample, ***Penicillium/Aspergillus*** group spores in a quantity categorized by the laboratory as **"Moderate"** in the sample, ***Penicillium/Aspergillus*** group hyphae in a quantity categorized by the laboratory as **"Moderate"** in the sample, ***Penicillium/Aspergillus*** group conidiophores in a quantity categorized by the laboratory as **"Few"** in the sample, and ***yeast-like*** spores in a quantity categorized by the laboratory as **"Moderate"** in the sample. There were numerous examples of mold growth on paper and other items stored in the area. The mold growth on these wet and water damaged materials are likely sources of the airborne mold in the area.

   Based on the results of our inspection and surface sampling of this area, I conclude within a reasonable degree of scientific certainty that potentially toxigenic, pathogenic, and allergenic mold species are present on surfaces in former pistol range and evidence storage area in the basement of the building. The mold growth is impacting the indoor air quality in the area with the potential for severe adverse health effects in susceptible individuals.

6. A second surface sample (Sample 308-6S) was collected from apparent mold growth on a nylon backpack stored in the basement area. This sample was collected because the appearance was different from other mold we were witnessing. The sample was collected with a sterile swab Culturette sampling kit. After sampling, the sampling kit was sealed, labeled, and sent to a certified laboratory via FedEx with appropriate Chain-of-Custody documentation (See Exhibit B). The sampling location was selected as it was believed to be representative of the mold on other items with water damage and mold growth stored in the area. Laboratory analysis of the sample revealed ***Cladosporium*** spores in a quantity categorized by the laboratory as **"Occasional"** in the sample, and ***Penicillium/Aspergillus*** group spores in a quantity categorized by the laboratory as **"Moderate"** in the sample, ***Penicillium/Aspergillus*** group hyphae in a quantity categorized by the laboratory as **"Moderate"** in the sample. As stated, there were numerous examples of mold growth in the lower level (basement) of the building. The mold growth is on structural and stored items and these wet and water damaged materials are likely sources of the airborne mold in the area.

Based on the results of our inspection and surface sampling of this area, I conclude within a reasonable degree of scientific certainty that potentially toxigenic, pathogenic, and allergenic mold species are present on surfaces in former pistol range and evidence storage area in the basement of the building. The mold growth is impacting the indoor air quality in the area with the potential for severe adverse health effects in susceptible individuals.

7. As we have previously stated, the lower level (basement) of the Public Safety Building has extensive water damage due to structural problems, water intrusion, and plumbing malfunctions. The water has caused mold to grow on structural elements of the building and on stored items as shown in the photographic documentation in Exhibit D. The surficial mold growth has impacted the air quality in the lower level of the building. Due to the extensive visible mold present in the lower (basement) level of the building, sampling and laboratory analysis was limited to representative sample to support our observations, conclusions, and recommendations outlined in Section 3.0.

3.0 CONCLUSIONS AND RECOMMENDATIONS

The purpose of this investigation was to determine through a limited investigation, if there was water damage, mold growth and/or airborne mold contamination in the evidence storage areas (the former pistol range) and adjacent area in the lower (basement) level of the Irvington Township Police Department Public Safety Building (the areas of concern) and if mold growth is negatively impacting the indoor air quality in the space that may present health risks to employees, visitors, guests, or contractors. Since this was a limited preliminary investigation and assessment, and our investigation was not all inclusive of every environmental contaminant that may exist, we have not conducted sampling for bacteria, for or chemical contamination (radon, pesticides, industrial chemicals, etc.), or other environmental contaminants since the laboratory costs for this testing is prohibitive and reserved for cases where the preliminary investigation and assessment suggest such sampling is warranted. Further, our investigation and assessment was limited to the areas of concern in the basement of the building as identified by Irvington Township Police Department employees.

3.1 CONCLUSIONS

Based on the results of my on-site investigation and assessment, inspection, sampling, and review of the laboratory analysis of my samples, I conclude with a reasonable degree of scientific certainty, the following:

- There was elevated airborne mold contamination in the air in the areas of concern basement of the building (primarily the evidence storage areas in the former pistol range and adjacent areas) that included significant levels of ***Penicillium/Aspergillus*** group fungi and ***Stachybotrys*** as described above. The mold types present include molds that are known to be **potentially**

toxigenic, pathogenic, and allergenic to susceptible individuals (Please see Exhibit C for a description of these fungi from the published literature).

- Mold growth was found on surfaces throughout the areas of concern in the lower level basement areas (the former pistol range and current evidence storage areas) that included ***Alternaria***, **ascospores**, ***Cladosporium***, ***Penicillium/Aspergillus*** group mold ***spores, Stachybotrys,*** and **yeast**-like spores as described above and the attached laboratory reports. This mold types are known to be potentially toxigenic, pathogenic, and allergenic to susceptible individuals (Please see Exhibit C for a description of these fungi from the published literature).
- Surface mold growth was found on surfaces throughout the areas of concern in the lower level basement areas (the former pistol range and current evidence storage areas) and adjacent areas as shown in the photographic documentation in Exhibit D.
- It is important to note that not all locations with mold were sampled for economy of resources. Instead, limited samples were collected from areas believed to be representative of the visible mold we found in the lower (basement) level of the building and the areas of concern as identified.
- **It is important to note that evidence believed to be associated with ongoing homicide cases was present and this evidence was not moved or disturbed in any way by our investigative team. However, and air sample collected in the evidence locker suggests extensive surface mold and water damage may be present in the area. Special procedures will need to be established to investigate, inspect, assess, and if necessary, sample the stored evidence. If required, special procedures for remediation must be established.**
- The source or sources of the water intrusion and causes of the flooding that have cause the water damage and mold growth must be identified and corrected or the mold will return. ***PLEASE NOTE THAT FLOODING WAS OCCURRING DURING OR INVESTIGATION AND ASSESSMENT. WE NOTED WATER COMING UP THROUGH THE FLOOR DRAINS INSTEAD OF DRAINING INTO THE FLOOR DRAINS. EXTENSIVE PLUMBING REPAIRS MAY BE REQUIRED TO ADDRESS THE PLUMBING CONCERNS AND IT APPEARS THAT THE DRAINAGE SYSTEM HAD DETERIORATED AND MALFUNCTIONED DUE TO THE LACK OF REQUIRED MAINTENANCE.***
- It should be assumed that the stored items and evidence in the pistol range portion of the basement where old evidence and stored equipment and files are stored are old mold contaminated and recovery (cleaning the mold from the items) may exceed the value of the items or their ultimate worth to the community (township). In general, porous items cannot be effectively cleaned and should be disposed unless they are important they are important to a significant case. ***All items where the Chain-of-Custody has been broken should be disposed.*** . Sealed items associated with active homicide and drug cases or evidence associated with the use of weapons where the chain-of-custody is still intact can

be recovered using special procedures. ACS can prepare a protocol for addressing the recovery of these items upon request.

- Access to the contaminated areas should be limited to properly trained and equipped professionals as described in this report by the author.

Based on the above, **professional microbial (Mold) remediation is recommended** for the areas of concern in this building to include remediation of the mold-contaminated areas described above and as shown in the photographic documentation following accepted protocols for microbial remediation. In general, porous and semi-porous items cannot be effectively cleaned (from mold) and should be removed and disposed. Non-porous and semi-porous surfaces can (usually) be cleaned. Structural wood can be physically cleaned, chemically treated, and encapsulated in accordance with accepted practices and protocols for microbial remediation as described below.

The presence or absence of concealed contamination (behind walls, etc.) or contamination in inaccessible areas of the space has not been identified or documented.

The levels of mold contamination in the air at any given time are dependent on many factors including the time of day, the amount of activity in the areas being sampled, and the amount of ventilation present. Generally, fungal levels are higher in the winter when the space is sealed up for heating purposes or in the summer when central air conditioning is on. Outdoor fungal levels are generally higher during the summer months. Some fungal species become dormant during winter heating season unless there are persistent leaks or water sources to sustain the growth. The potential for ill health effects are dependent on the general health of the individuals present, the age of the individuals (children and the elderly have increased risk from exposure), the status of the person's immune system, and their susceptibility to allergies.

It is important to note that there are no specific standards for concentrations of indoor airborne fungi. **It must be emphasized that the presence of high levels of environmental fungi does not necessarily establish a direct cause and effect relationship between exposure and disease. Clinically corroborated medical findings under the supervision of an experienced physician must be done in order to establish a direct cause and effect relationship between exposure and disease.**

3.2 RECOMMENDATIONS

These recommendations are guidelines for remediation only and should not be considered a detailed remediation protocol or technical specifications for microbial remediation. Please note that **August Compliance Solutions, Inc. is independent of the remediation process and defers to the qualified remediation company for remediation.** However, ACS will prepare detailed Technical Specifications for Microbial Remediation (to be used by qualified remediation contractors) under separate cover upon request.

As discussed, the air quality at any given time is dependent on numerous factors. In general, based on our limited preliminary inspection and investigation, and assessment, **I conclude within a reasonable degree of scientific certainty that there is significant indoor air and surface mold contamination that includes Ascospores, *Aspergillus, Alternaria, Cladosporium, Stachybotrys, Penicillium,* yeast, and it is likely that other fungal (mold) genus and/or species are present. These are also known to be potentially toxigenic, pathogenic, and allergenic to susceptible individuals. We found surface mold in areas of the lower basement level of the structure as described above and shown in the photographic documentation including the hallways, offices, former pistol range, evidence locker, adjacent mechanical room, gun and ammunitions storage area, exercise room, bathroom, locker areas, and other areas not specifically sampled or described in the report. Significant water intrusion was found into the basement from numerous sources (please see photographic documentation in Exhibit D).**

Based on our findings as discussed above, **professional remediation is recommended** as follows:

1. The mold work should be performed by a **qualified** and **experienced** remediation contractor using appropriate remediation protocols for fungal contamination in residential structures in accordance with the ***Institute of Inspection, Cleaning, and Restoration Certification (IICRC) Standard and Reference Guide for Professional Mold Remediation (S520)*** **and other accepted protocols and procedures.**
2. **CAUTION for the remediation professionals: Significant quantities of potentially toxigenic, pathogenic, and allergenic fungi were present in the air and on surfaces in the lower (basement) portion of the building formerly used as the pistol range and now used for evidence and other storage (the areas of concern) that includes, but may not be limited to ascospores, *Aspergillus, Alternaria, Cladosporium, Stachybotrys, Penicillium,* yeast, and it is likely that other fungal (mold) genus and/or species are present. These are also known to be potentially toxigenic, pathogenic, and allergenic to susceptible individuals that could present an immediate and substantial threat of exposure with potentially severe health consequences to susceptible individuals including the occupants, visitors, and contractors. No one should enter the subject space to attempt any remediation or for any other purpose unless they are trained professionals properly equipped with personal protective equipment (PPE) that includes, at a minimum, NIOSH or MSHA approved full-face or half-face, tight-fitting air purifying respirators with P100 (HEPA) cartridges, protective clothing (disposable Tyvek suits), protective outer boots, and impervious inner and outer gloves. An appropriate decontamination station for personnel and equipment should be in place before entry is made. All personnel must be properly trained and a site-specific Health and Safety Program must be in place that includes, at a minimum, an OSHA approved respiratory protection program, medical surveillance program, decontamination**

procedures, emergency response procedures, and other programs required by the OSHA Standards 29 CFR 1910 and 29 CFR 1926 et al as appropriate.

3. **We found surface mold in areas of the lower basement level of the structure as described above and shown in the photographic documentation including the hallways, offices, former pistol range, evidence locker, adjacent mechanical room, gun and ammunitions storage area, exercise room, bathroom, locker areas, and other areas not specifically sampled or described in the report. Significant water intrusion was found into the basement from numerous sources (please see photographic documentation in Exhibit D).**
4. All work should be performed under negative air containment in accordance with accepted protocols for microbial remediation of mold-contaminated environments and the HVAC system should be shut off and any vents or openings sealed. Due to the location and other factors, special procedures will be required for setting up and maintaining negative air in the space. Please contact ACS and Mr. August L. DeVico of ACS for specific procedures for setting up and maintaining negative air in the space.
5. The remediation should include **physical removal and disposal of the non-structural water-damaged, stained, or moldy structural materials (carpeting, drywall/sheetrock, paneling, etc.) in the space as identified above.** All carpeting and any padding if present should be cut into manageable pieces, bagged, and removed for disposal.
6. **IMPORTANT:** The practice of "bombing" or "fogging" the indoor air as a method of remediation of mold on surfaces or in the air **IS NOT APPROVED** for this project, and not considered an effective method of remediation. **It WILL NOT REMOVE MOLD.**
7. The stained and water damaged gypsum drywall (sheetrock) and all materials used to finish the walls in the water damaged areas must be removed and disposed. Please note that drywall (sheetrock) cannot be cleaned and must be removed, bagged, and disposed. In general, it appears that the drywall (sheetrock) will need to be removed to a height of at least two (2) feet in most areas, but it will be necessary to remove all drywall in some areas.
8. ***Drywall should be removed and disposed until "Clean" is encountered in accordance with standard practices.*** **Any structural lumber that has mold or staining present should be remediated by physical removal of the mold (by hand wiping, sanding, or other mechanical means), chemical treatment of the surfaces, rinsing, drying, HEPA vacuuming, and encapsulation with an antimicrobial encapsulant approved (by the Environmental Engineer at ACS) for this purpose.**
9. Any water damaged drywall ceiling(s) must also be removed and disposed. Ceiling panels (2 X 4 foot or 2 X 2 foot in hanging grids) cannot be cleaned and must be disposed. Any structural wood framing found behind any drywall that has staining and/or mold must be properly remediated. The cause of the water or

moisture that caused the mold must be found and corrected or the mold will return.

10. **NOTE: Failure to physically remove all mold by wiping, sanding, or other mechanical means will result in post remediation clearance failure. Structural lumber that has any residual staining or mold (viable or non-viable) MUST BE ENCAPSULATED with an approved antimicrobial encapsulant to avoid PRV clearance failure.**
11. All other materials should be considered mold contaminated (in the absence of testing individual items) and should be removed and disposed. All horizontal surfaces in the work areas should be HEPA vacuumed after the initial remediation is conducted.
12. The HVAC system and associated ductwork should be cleaned independent of the structural mold remediation in the space in accordance with the procedures outlined by the NADCA and IICRC Standard S520.
13. The mold on wood structural members (framing) that cannot be removed and disposed should be chemically treated with an approved biocide. After drying, the wood should be sealed with an approved encapsulant approved for this purpose. Please contact ACS for recommendations on approved sealants.
14. The cost of labor to remediate the stored items in the basement and evidence storage for non-active cases (not active homicide cases) may exceed the value of the items or materials. Consideration should be given to disposing the contents of this area (the former pistol range) unless it can be shown the restoring the items would be cost effective.
15. Special procedures will be required for conducting remediation work in the weapons and ammunition storage area. Mr. August L. DeVico is experienced with weapons safety and can oversee the remediation of this area upon request.
16. ***Special procedures will be required to maintain the integrity and chain-of-custody for evidence involving active drug cases, shootings or homicide cases. Mr. August DeVico is familiar with Chain-of-Custody procedures and has routine background and drug testing performed on himself and his employees. Mr. DeVico can oversee the investigation and if required, the remediation of procedure for evidence in active cases. Typically, these items and materials should be sealed in plastic bags under supervision in accordance with current procedures for maintaining evidence Chain-of-custody integrity.***
17. Hard (non-porous and semi porous) surfaces should be hand wiped with and approved antimicrobial product.
18. HEPA Air Filtration Devices (AFDs) should be left running in the recirculating mode (not negative air) to remove mold spores for at least 48-hours after the remediation is complete or as instructed by the professional conducting the Post Remediation Verification (PRV) "Clearance" inspection and sampling (I.E. Mr. August L. DeVico, II) . The AFDs should then be shut off for 24-hours prior to PRV testing.

19. Consideration should be given to optionally running HEPA Air Filtration Devices (AFDs) in the recirculating mode (not negative air) to remove mold spores in the stairwell areas leading to upper levels of the building Again, the AFDs should then be shut off for 24-hours prior to PRV testing.
20. **All containment structures must be kept in place until PRV clearance is granted.**
21. **Restoration should not begin until PRV clearance is granted.**

1) It will be necessary to obtain a large disposal container (dumpster) for mold contaminated materials for disposal. All cleaning materials and debris should be contained in six (6) mill poly bags (or double bagged garbage bags), sealed, HEPA vacuumed on the outside, and disposed in a secure area (to prevent looting of contaminated items). There are no regulations governing the disposal of these materials and they may be disposed with normal trash or if necessary as construction debris. Temporary chain-link-fencing may be erected around the dumpster during the process.

22. An appropriate washing and changing station (decontamination station) should be established for workers before work begins.

3.3 Microbial Remediation (General guidelines)

Please note that the following are general guidelines and should not be used in place of detailed technical specifications developed by a qualified professional. DETAILED TECHNICAL SPECIFICATIONS FOR MICROBIAL REMEDIATION ARE AVAILABLE FROM MR. AUGUST L. DEVICO II OF AUGUST COMPLIANCE SOLUTIONS, UPON REQUEST.

Remediation should include removing any (non-structural) contaminated materials by enclosing in plastic (polyethylene) bags or sheeting and removing from the premises. A negative air HEPA filtration unit (AFD) should be set up during these operations. Upon completion of the work, the AFD should be left running in the recirculation mode until negative clearance sample results are obtained. All surfaces in these areas should be HEPA vacuumed

Remediation should only be conducted by an experienced and trained microbial remediation contractor experienced with the use of chemicals, safety equipment, and basic remediation techniques.

Specific remediation technical specifications should be developed prior to conducting any remediation by a qualified environmental engineer or professional experienced with developing remediation specifications for microbial contamination. In general, the following procedure may be used for the remediation:

2) Personnel should be trained in the handling of hazardous materials and equipped with:
   a) Full-face or half-face respirators with acid gas and high efficiency particulate air (HEPA) cartridges
   b) Disposable protective clothing covering both head and shoes

c) Chemical resistant Gloves

3) Each area to be remediated should be isolated with critical barriers and placed under negative air containment

4) All non-structural porous materials should be bagged in polyethylene, sealed, and disposed in accordance with accepted procedures

5) The entire area should be HEPA vacuumed after remediation.

6) All cleaning materials and debris should be contained in poly bags (garbage bags), sealed, and disposed. There are no regulations governing the disposal of these materials and they may be disposed with normal household trash.

The use of gaseous ozone or chlorine dioxide for remedial purposes **is not** recommended. Both compounds are highly toxic and contamination of occupied space may pose a health threat. Furthermore, the effectiveness of these treatments is unproven. The practice of "bombing" or "fogging" the indoor air as a method of remediation of mold on surfaces or in the air is not effective, and not considered an effective method of remediation (by this professional) as it does not include physical removal and is only 80% effective in killing mold. Further, since it does not physically remove the mold, post remediation clearance testing will usually fail. Simply put, it is a waste of the client's time and money. For additional information on the use of biocides for remedial purposes and acceptable remediation protocols, refer to the American Conference of Governmental Industrial Hygienists' document, "Bioaerosols: Assessment and Control" or **contact August Compliance Solutions, Inc.**

3.4 Post Remediation Verification (Clearance) Sampling

After remediation, a post remediation investigation should be conducted to ensure that the microbial levels in the areas remediated and the air quality within the subject areas of the structure are below accepted guidelines for indoor air quality. This should include inspection of the areas remediated to insure the effectiveness of the remediation. The sampling should include air sampling in each of the areas identified for sampling previously in this report. Surface sampling should be conducted in areas where microbial growth was identified and remediated to ensure the effectiveness of the remediation. A post-remediation sampling plan and acceptable clearance levels should be established as a part of the microbial remediation specifications.

NOTE: Restoration should not be started until a post-remediation verification investigation and successful clearance sampling has been obtained.

3.5 Remediation Cost Estimates

As stated **August Compliance Solutions is independent of the remediation process** and defers to the qualified remediation company for remediation and costs.

Since remediation is needed, based on the results of this investigation, August Compliance Solutions, Inc. offers the following:

- Mold remediation should be performed by trained and qualified mold remediation professionals.
- We recommend that detailed technical specifications for microbial remediation be prepared by a qualified and experienced professional with appropriate training.
- We recommend that the owner obtain at least three written bids/proposals in accordance with standard practices before a contract is awarded and that appropriate references be checked. The remediation proposal should document all contractor information and credentials.
- All remediation proposal activities, specifics, methodology, and location(s) to be remediated should be clearly detailed in the proposal.
- As part of their remediation proposal, the remediation company should provide a written warranty for successful remediation verified in passing third party clearance testing.

3.6 GENERAL RECOMMENDATIONS FOR PREVENTION OF MOLD

The following are general guidelines for prevention of mold:

- Moisture control is the key to mold control, so when water leaks or spills occur indoors - **ACT QUICKLY.** If wet or damp materials or areas are dried 24-48 hours after a leak or spill happens, in most cases mold will not grow.
- Clean and repair roof gutters regularly.
- Make sure the ground slopes away from the building foundation, so that water does not enter or collect around the foundation.
- Keep air conditioning drip pans clean and the drain lines unobstructed and flowing properly.
- Keep indoor humidity low. If possible, keep indoor humidity below 60 percent (ideally between 30 and 50 percent) relative humidity. Relative humidity can be measured with a moisture or humidity meter, a small, inexpensive ($10-$50) instrument available at many hardware stores.
- If you see condensation or moisture collecting on windows, walls or pipes ACT QUICKLY to dry the wet surface and reduce the moisture/water source. Condensation can be a sign of high humidity.

Actions that will help to reduce humidity:

- Vent appliances that produce moisture, such as clothes dryers, stoves, and kerosene heaters to the outside where possible. (Combustion appliances such as stoves and kerosene heaters produce water vapor and will increase the humidity unless vented to the outside.)
- Use air conditioners and/or de-humidifiers when needed.
- Run the bathroom fan or open the window when showering. Use exhaust fans or open windows whenever cooking, running the dishwasher or dishwashing, etc.

Actions that will help prevent condensation:

- Reduce the humidity (see above).
- Increase ventilation or air movement by opening doors and/or windows, when practical. Use fans as needed.
- Cover cold surfaces, such as cold water pipes, with insulation.
- Increase air temperature.

By controlling the relative humidity level in a building, the growth of some sources of biologicals can be minimized. A relative humidity of 30-50 percent is generally recommended for occupied structures. Standing water, water-damaged materials, or wet surfaces also serve as a breeding ground for molds, mildews, bacteria, and insects. House dust mites, the source of one of the most powerful biological allergens, grow in damp, warm environments.

4.0 Limitations

The presence or absence of concealed contamination (behind walls, etc.), contamination in inaccessible areas of the space, or contamination in areas not included in the Scope-of-Work for this investigation has not been identified or documented.

The Scope-of-Work for this investigation did not include any air or other sampling for bacteria, chemicals, asbestos, radon or other contaminants. Thus, the presence of airborne or surface chemicals or gases is unknown.

It is expressly understood and the client acknowledges that this is a limited investigation and may not represent all environmental conditions that may exist.

This investigation and assessment was limited to the areas of concern in the lower level (basement) of the building as identified by Irvington Township Police Department Employees and not the entire building. In particular, the areas of concern included the former pistol range that is now being used for storage of evidence and adjacent offices, hallways, storage areas, and utility areas. Sampling was limited to representative sampling to support the visual observations of our investigators and their assessments and conclusion. Please note that the lack of sampling should not be construed to suggest that mold was not present in any particular area.

August Compliance Solutions, Inc. ("ACS") and its employees make a diligent effort to locate all concealed (mold) contamination within the structure to the degree possible using the techniques authorized by the client. However, ACS cannot warrant or guarantee that the source or all sources of any concealed or other contamination were found during this investigation.

ACS thanks you for the opportunity to provide indoor air quality, environmental, safety, and health consulting services to you. If you have any questions, need

additional information, or if we can be of service in any way, please feel free to call us toll free at 1-888-378-9060.

Respectively,
For August Compliance Solutions, Inc.

August L. De Vico II
President

Exhibit A - References:

ASTM "Standard Guide for Assessment of Fungal Growth in Buildings" D7338-14.

The Ecology and Classification of Common Fungi and Bacteria Found in Indoor Environments. Chin S. Yang, Ph.D. 1996.

Bioaerosols Assessment and Control. 1999 by American Conference of Governmental Industrial Hygienists.

Guidelines on Assessment and Remediation of Fungi in Indoor Environments. New York City Department of Health Bureau of Environmental & Occupational Disease Epidemiology

Air Quality, 2nd Edition. 1991 by Thad Godish

Investigating and Assessing Biological and Microbiological Contamination in the Indoor Environment. MidAtlantic Environmental Hygiene Resource Center.

Developing Remediation Strategy and Specifications for a Mold Abatement Project. MidAtlantic Environmental Hygiene Resource Center.

The Institute of Inspection, Cleaning, and Restoration Certification (IICRC) Standard and Reference Guide for Professional Mold Remediation (S520) 2003

Standard and Reference Guide for Professional Water Damage Restoration, IICRC S500 Second Edition, 1999.

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).

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Damaged Records Event Response
Agency Questionnaire

Agency Information:

Agency Name/Offices Involved: Irvington Public Safety Department / Division of Police
Address: 1 Civic Square, Irvington New Jersey 07111
Phone: 973-536-6822
Email: mosmith2@irvingtonpolice.org
Contact Person: Deputy Chief Monique D. Smith

Date the disaster occurred: Dated 2014 to Present (Please see attached List)

Area declared accessible by the State of Local Fire Marshall:	X Yes	____ No
Arson investigation currently being conducted:	____ Yes	X No
Records involved/file list of records in damaged area	____ Yes	X No

Narrative: Explain (in detail) what Happened (Use additional sheets if necessary):
The Irvington Police Division stored records in a defunct shooting range in the basement of the Irvington Public Safety Building located at 1 Civic Square, Irvington NJ 07111. As a result of heavy rainfalls, plumbing leaks, sewage back-ups, clogs and sump pump failures, there is urine and fecal matter contamination of the paper records and containers (boxes) stored in the range as well as molding and decomposition of the paper records and containers due to the severe exposure of fluid of both water and sewage.

Extent of damage to the records:

Fire Damage: ____ Slight ____ Severe

Water Damage: ____ Damp ____ Wet X Saturated

Person(s) who verified the amount of damage to the disaster site: Lieutenant Tiffany Charles

Who established the Disaster Recovery Team: Public Safety Director Tracy Bowers

Disaster Recovery Team members:
Public Safety Director Tracy Bowers,
Deputy Chief Monique D. Smith, Lieutenant Charles and Mrs. Gabrielle Sims-Shelton

Salvaging performed: X Onsite ____ Off site

Length of salvage operation: ____ Days ____ Weeks 10 Months

When were staff allowed back into the building: N/A

When did the area become operational: Area is still restricted to limited exposure

Electrical power affected:		____ Yes	X No
Telecommunications affected:		____ Yes	X No
Information processing operations affected:		____ Yes	X No
Were outside salvage companies contacted:	Structural	____ Yes	X No
	Mechanical	____ Yes	X No
	Environmental	____ Yes	X No

Additional person(s) notified about the disaster: Township Business Administrator,
Irvington Health Department, ServPro, EnviroVision Consultants and August Compliance Solutions Inc.

Security measures implemented: Area is under lock and key

Legal or financial concerns as a result: X Yes ____ No

The legal concern is disposing of records that are contaminated and now themselves are bio-hazards and still within (see attached)

Will additional facilities, hardware, or supplies be needed: X Yes ____ No

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

____ Yes X No

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

____ Yes X No

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

X Yes ____ No

Additional comments and information: The area has not yet been remediated so that a proper assessment of the impacted area can be done and a determination made of how the area can be remediated for future use.

Salvage Operations: Hardcopy

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

____ Yes X No

If not, when were the methods implemented:

In 2025, all possibly viable reports were removed from the impacted area.

What salvage methods were or are currently being implemented:

Refrigerate Immediately:		____ Yes	X No
Re-boxing:	Boxes	X Yes	____ No
	Crates	____ Yes	X No
	Other	X Yes	____ No
Freeze Drying:		____ Yes	X No
Vacuum Drying:		____ Yes	X No
Mold & Mildew Chemical Treatment:		____ Yes	X No

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

Additional comments and information: Other: the records were removed to a secure unimpacted area.

Salvage Operations: Information Systems

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

____ Hardcopy ____ Disk ____ Cloud Storage

Additional comments and information: _____

What preventative, ongoing measures were taken to ensure safety of any records not affected: The Township of Irvington purchased and purposed a water tight connex container for records and the Township also secured NJ's Public Records Image Processing System Certification #24072302-MP eliminating the need to store/maintain such paper records.

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: Irvington Public Safety Department, Division of Police

Address: 1 Civic Square, Irvington NJ 07111

Phone: 973-399-6522

Email: mosmith2@irvingtonpolice.org

Contact Person: Deputy Chief Monique D. Smith

Date the Damage Occurred: 2014 to Present (Dates attached)

Date the Damage was Discovered: 2014 to Present

Complete the following.

1. Describe the circumstances in which the damage occurred.

The Irvington Police Division stored records in a defunct shooting range located in the basement of the Irvington Public Safety Building, located at 1 Civic Square, Irvington NJ 07111. As a result of heavy rainfalls, plumbing leaks, sewage back-ups, clogs and sump pump failures, there is urine and fecal matter and molding as well as decomposition of the paper records and containers due to the severe exposure of fluid of both water and sewage.

2. How was the damage discovered?

The damage was discovered by visual inspection of the area. A detail audit is prevented by bio-contamination of the records.

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

Yes and the salvageable records were removed to a safe and clean storage area.

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

The determination was made by Lieutenant Charles and Mrs. Sims-Shelton due to the bio-contamination, fecal and urinary waste, mold and decomposition (photos attached).

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)?

Due to the bio-contamination no viable audit of the records can be performed to determine if any copies exist in the computer database and there is no hard copy source that can be used to reconstruct those records.

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

No.

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

The Township of Irvington purchased and purposed a water tight connex container for records and the Township also secured NJ's Public Records Image Processing System Certification #24072302-MP eliminating the need to store and maintain such paper records in the future.

DEPARTMENT OF THE TREASURY
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PO Box 661, Trenton, NJ 08625

Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0006-0000

Record Series Name: Arrest Card File

Retention Time: 75 Years

Inclusive Years: 1974-2001

Volume (Cubic Feet): Eleven (11) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

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Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0036-0001

Record Series Name: Criminal (Excluding Homicide) Arrest (Report Copy)

Retention Time: 75 Years

Inclusive Years: 1974-2002

Volume (Cubic Feet): Eighteen (18) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

DEPARTMENT OF THE TREASURY
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Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0036-0005

Record Series Name: Homicide (Report Copy)

Retention Time: Permanent

Inclusive Years: 1974-2002

Volume (Cubic Feet): Eighteen (18) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

DEPARTMENT OF THE TREASURY
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Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0036-0006

Record Series Name: Sudden and Accidental Deaths (Report Copy)

Retention Time: Permanent

Inclusive Years: 1974-2002

Volume (Cubic Feet): Eighteen (18) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

DEPARTMENT OF THE TREASURY
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RECORDS MANAGEMENT SERVICES
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Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0036-0008

Record Series Name: Latent Prints, Photographs, And Negatives Except In Cases Of Fatalities And Sudden Deaths

Retention Time: Retain with Case

Inclusive Years: 1974-2002

Volume (Cubic Feet): Eighteen (18) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

DEPARTMENT OF THE TREASURY
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Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0036-0009

Record Series Name: Latent Prints, Photographs, And Negatives In Cases Of Fatalities And Sudden Deaths

Retention Time: Permanent

Inclusive Years: 1974-2001

Volume (Cubic Feet): Eleven (11) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

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Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0043-0000

Record Series Name: Master Card File/Information Card File

Retention Time: Permanent

Inclusive Years: 1974-2001

Volume (Cubic Feet): Eleven (11) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

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Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0046-0000

Record Series Name: Missing Persons Report - Juveniles (Copy)

Retention Time: 1 Year After case closed (unable to determine if a case is closed)

Inclusive Years: 1974-2002

Volume (Cubic Feet): Eighteen (18) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

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Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0053-0002

Record Series Name: Fatal Accident Report Files - Closed

Retention Time: Permanent

Inclusive Years: 1974-2002

Volume (Cubic Feet): Eighteen (18) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

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Damaged Records Inventory

Agency Name: Irvington Public Safety Department, Division of Police

Agency Retention Schedule: Municipal Police Departments

Retention Schedule Number: M900000-009

Record Series Number: 0073-0001

Record Series Name: Restraining Orders From Family Court - Finale

Retention Time: 50 Years

Inclusive Years: 1975-2001

Volume (Cubic Feet): Eleven (11) Banker Boxes

Damage Type: Bio-Contamination

Other copies available? No

DEPARTMENT OF THE TREASURY
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Damaged Records
Disposal Certification

TO: State Records Committee

FROM: <Agency>

DATE: <Date>

SUBJECT: Disposal of Unsalvagable Records

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.

Irvington Public Safety Department, Division of Police

Agency

September 24, 2025

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

Based on research, the dates of reported incidents date back to 2014 up this year 2025

1) June 9, 2014

2) December 9, 2024

3) March 5, 2015

4) April 10 2015

5) October 5, 2015

6) January 1, 2016

7) May 22, 2016

8) August 28, 2018

9) February 4, 2020

10) April 25, 2020

11) May 28, 2020

12) June 12, 2020

13) July 16, 2020

14) November 21, 2020

15) December 7, 2021

16) June 17, 2022

17) January 27, 2025

18) July 1, 2025

19) July 2, 2025

20) August 12, 2025

Additional Legal and Financial Concerns as A Result:

the records retention period.

It is also a legal and financial concern to continue to store records that are contaminated and now themselves are biohazard that are still within the records retention period.

Additionally, it is legally and financially concerning to have personnel attempt to search, review and inventory biologically contaminated records.

Another legal and financial concern is disposing of the records so that are can be remediated.

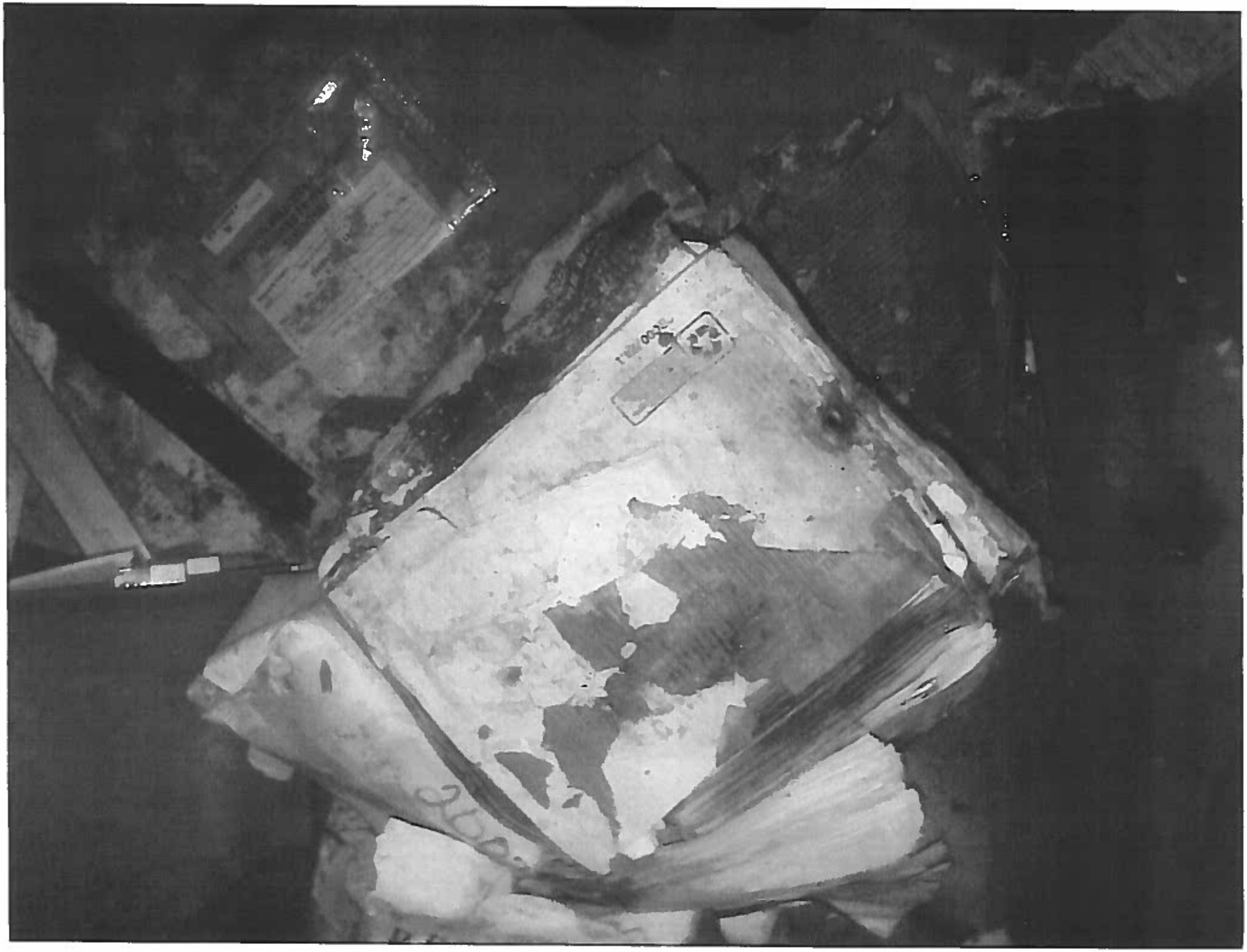
Attic
2002

FLAGSHIP
MOSAIC

Followers.

BANKERS BOX
BANKERS BOX

CRIME SCENE

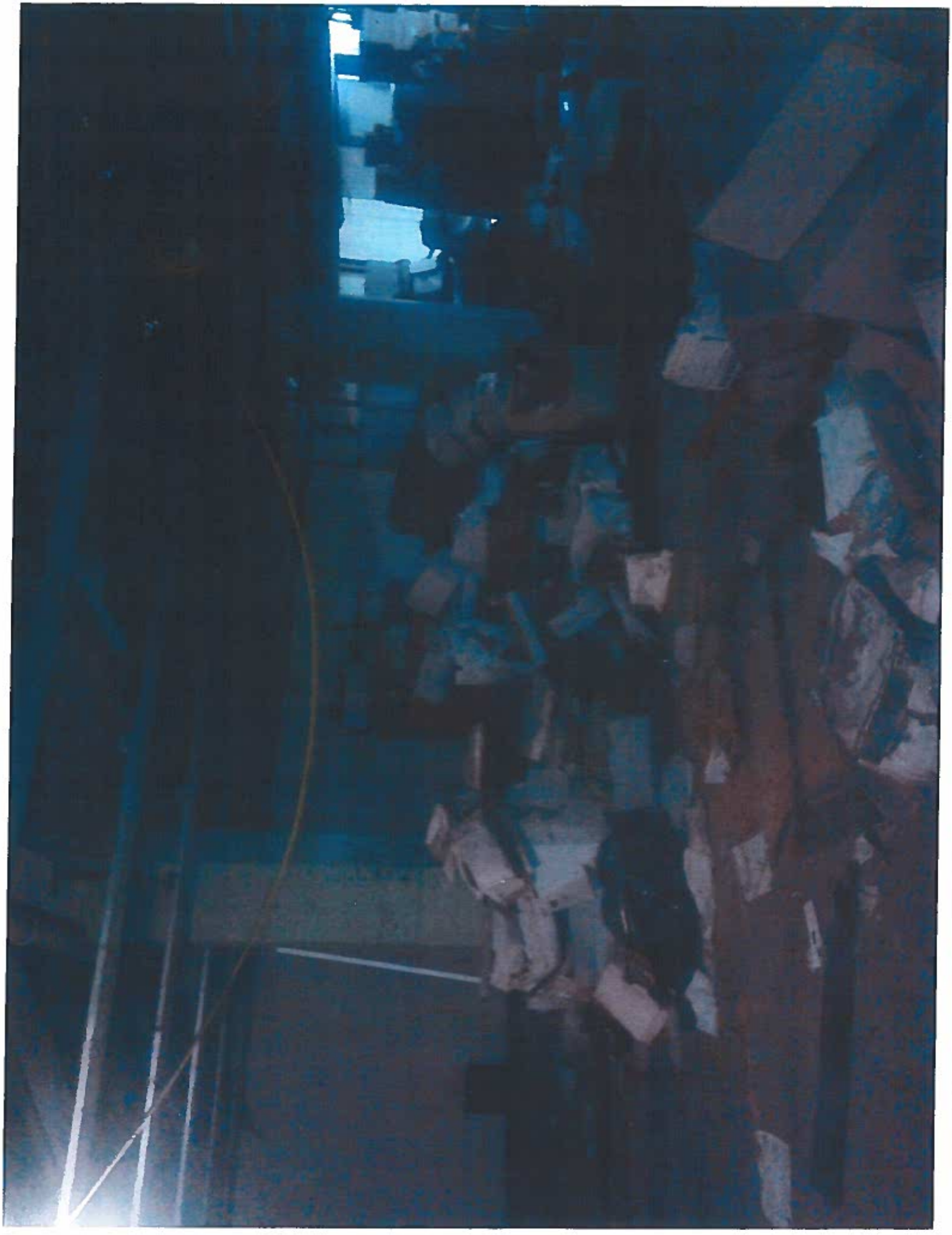


BANKER

39500 - 39999
34000 - 34499

2003
Incident
Reports

CRIME SCENE
MOBILE VISION

CRIME SCENE

2003
Incident
Reports
000-2999