



AGENDA
STATE RECORDS COMMITTEE
February 20, 2020
10:00AM

Location: New Jersey State Records Center Conference Room
2300 Stuyvesant Avenue
Trenton, NJ 08625-0661
(www.nj.gov/treasury/revenue/rms/directions.shtml)

Announcement of Open Public Meeting

I. Review of December 19, 2019 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request: # 561104 - 563200

B. Registered Imaging Systems / Amendments / Annual Reviews:

Report to the State Records Committee: (See attached)

III. New Business:

A. Records Retention Schedules: (See attached)

1. Law & Public Safety – Civil Rights – S660801, S660803, S660804 - Presented by John Berry

2. Department of Community Affairs – Housing and Mortgage Finance - S221500 – Retired Schedules S221500-002, S221503, S221504, S221505, S221507, S221508, S221510, S221512, S221516 – Presented by Marcella Campbell

IV. Other Business:

A. None



MINUTES
STATE RECORDS COMMITTEE
December 19, 2019

Amanda Truppa, Secretary, called the 440th meeting of the State Records Committee to order at 10:02 a.m. December 19, 2019. 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 present and the Department of Community Affairs was excused.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, Designee
State Auditor, Ken Kramli, Designee
Attorney General, Valentina DiPippo, Designee
Division of Archives and Records Management, Department of State, Donald Cornelius

Staff: Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
John Berry, Records Analyst 1, Records Management Services
Marcella Campbell, Technical Assistant 2, Records Management Services
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services

Other: Lisa Paddock, Deputy Director –Department of Health
Trish Davis, Senior Management Assistant, Department of Health
Patricia Horrell, Technical Assistant, Department of Health
Jason Timmerman, Manager, NJ Racing Commission
Brian Klingele, Office of the State Auditor
Arthur Staerk, AccuScan

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 19, 2019 Minutes four (4) yes, none (0) no.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Secretary Truppa announced the approval of routine Artemis requests for disposal of public records: #559240-561103

B. Registered Imaging Systems / Amendments / Annual Reviews:

Report to the State Records Committee: (See attached)

II. New Business:

A. Records Retention Schedules (See attached)

1. NJ Transit Administrative Support – Capital Planning & Programs

S819020 – Retired Schedule. Approved without changes.

2. NJ Transit Corporate - Capital Planning & Programs S819060 - Retired

Schedule - Approved without changes.

3. Health – Epidemiology, Environmental & Occupational Health –

Administration or Cancer Epidemiology Services S460606 - Approved without changes.

4. Law & Public Safety – Racing Commission S661220 – Approved without

changes - Attorney General recused.

There being no other business, the Committee adjourned at 10:18: a.m.

Amanda Truppa
Secretary
State Records Committee

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Amendment Type
04102101-NM	Department of Labor and Workforce Development, Division of Employer Accounts	Annual Review
16020402-MP	Evesham Township Police Department	Annual Review
16032403-MP	Township of Denville	Annual Review
09101525-MP	Township of Evesham	Annual Review
13121209-NM	Department of Human Services DIMS Enterprise System	Annual Review
16051201-MP	Deptford Township School District	Annual Review
18030801-MP	Department of Community Affairs	Annual Review
13121211-NM	Mercer County Board of Social Services	Annual Review
09101522-MP	Borough of Spring Lake Heights	Annual Review
06110901-MF	City of Newark	Annual Review
06061506-MP	Township of Brick Enterprise	Amendment
07062101-MP	County of Ocean Clerk of the Board	Annual Review
15052104-NM	Monmouth County Sheriff's Office	Annual Review
09091703-NM	City of Clifton Fire Department and Fire Prevention Bureau	Annual Review
14121801-NM	City of Clifton- Building Department	Annual Review
15052101-MP	Franklin Township Public Shools	Annual Review
09101505-MP	Borough of Eatontown	Annual Review
14051503-NM	Ocean County Board of Social Services	Annual Review
14032013-NM	Cumberland County Board of Social Services	Annual Review
12101808-MP	Manchester Regional High School	Annual Review
12041903-MP	Woodbridge School District	Annual Review
13121209-NM	Department of Human Services DIMS Enterprise System	Amendment

Records Retention and Disposition Schedule Amendment

DEPARTMENT:	Law and Public Safety	AGENCY #	S660801		
DIVISION:	Civil Rights	SCHEDULE #	005		
BUREAU:	Office of the Director	PAGE #	1	OF	1

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	N/A
Former Agency Number	N/A

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Findings, Determination & Order As Issued As Issued By The Director, Verified Complaint, Conciliation Agreement, Negotiated Settlement Agreement Documents	Title, Description, Retention, Disposition	Findings, Determination & Order As Issued As Issued By The Director Permanent/Permanent	Findings, Determination & Order As Issued As Issued By The Director, Verified Complaint, Conciliation Agreement, Negotiated Settlement Agreement Documents Included in new electronic system. 20 Years after case closure/ Archival Review

STATE OF NEW JERSEY



Law and Public Safety-Civil Rights-Office of the Director

S660801-005

Records Retention and Disposition Schedule		Agency: S660801	Schedule: 005	Page #:1 of 1
Department:	Law and Public Safety-Civil Rights-Office of the Director	Agency Representative:	Rich Chelenza	
		Title:	Project Manager, Information Technology	
		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	Findings, Determination & Order As Issued As Issued By The Director, Verified Complaint, Conciliation Agreement, Negotiated Settlement Agreement Documents --- Included in new electronic system.			X		P	20 Years after case closure	20 Years after case closure	Archival Review	
0002-0000	Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule Amendment

DEPARTMENT: Law and Public Safety	AGENCY # S660803			
DIVISION: Civil Rights	SCHEDULE # 004			
BUREAU: Administration	PAGE #	1	OF	1

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	N/A
Former Agency Number	N/A

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Case Management Reports	Description	Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly.	Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly. Included in new electronic system; distribution unchanged.
0002-0000	Daily Mail Log	No Change		
0003-0000	Docket Books (Ledger Format And Card Format)	Description, Disposition	An abstract that contains summary information about cases filed with the Division on Civil Rights. Permanent	An abstract that contains summary information about cases filed with the Division on Civil Rights. Note: No longer in use. Archival Review
0004-0000	Final Case Disposition Reports (Online Summary)	Title, Description	Final Case Disposition Reports (Copy) Consists of a facsimile copy of first page of report, which lists very basic information regarding final disposition of case. Used to update docket	Final Case Disposition Reports (Online Summary) Consists of an online summary of the report, which lists very basic information regarding final disposition of case. Included in

			books and Case Management summary. (Original maintained at regional and satellite offices.)	new electronic system.

STATE OF NEW JERSEY



Law and Public Safety-Civil Rights-Administration

S660803-004

Records Retention and Disposition Schedule		Agency: S660803	Schedule: 004	Page #:1 of 1
Department:	Law and Public Safety-Civil Rights-Administration	Agency Representative:	Rich Chelenza	
		Title:	Project Manager, Information Technology	
		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	Case Management Reports --- Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly. Included in new electronic system; distribution unchanged.					P	1 Year after issuance	1 Year after issuance	Destroy	
0002-0000	Daily Mail Log					P	3 Years after final entry	3 Years after final entry	Destroy	
0003-0000	Docket Books (Ledger Format And Card Format) --- An abstract that contains summary information about cases filed with the Division on Civil Rights. Note: No longer in use.			X		P	Permanent	Permanent	Review by Archives	
0004-0000	Final Case Disposition Reports (Online Summary) --- Consists of an online summary of the report, which lists very basic information regarding final disposition of case. Included in new electronic system.					P	1 Year after closing	1 Year after closing	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule Amendment

DEPARTMENT:	Law and Public Safety	AGENCY #	S660804		
DIVISION:	Civil Rights	SCHEDULE #	006		
BUREAU:	Enforcement	PAGE #	1	OF	3

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	N/A
Former Agency Number	N/A

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Investigative Case Files	No Change		
0001-0001	Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The File of Any Case Where The Matter Was Brought Before The Office Of Administrative Law	Description, Retention	No Description 20 Years after all specific requirements of the Director's Order have been satisfied	Included in new electronic system. System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date. *Retention period starts when complaint is closed, using close date. 20 Years after case closure
0001-0002	Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement	Title, Description, Retention	Investigative Case Files - Case Files Containing Consent Order And Decree No Description	Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement Included in new electronic system.

			3 years after all specific requirements of the Consent Order and Decree have been satisfied	<p>System Notes: Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>10 Years after case closure</p>
0001-0003	Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement	Description, Retention	<p>No Description</p> <p>3 Years after all specific requirements of the Negotiated Settlement Agreement have been satisfied</p>	<p>Included in new electronic system.</p> <p>System Notes: Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>10 Years after case closure</p>
0001-0004	Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above	Description, Retention	<p>No Description</p> <p>3 Years after closing unless in litigation</p>	<p>Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>5 Years after closing unless in litigation</p>
0002-0000	Logs	Description	Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence.	<p>Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes: Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p>

0003-0000	Reported Case Decisions	Description	Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.	Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases. Note: Duplicate of S660801, 0002-0000.
0004-0000	Weekly Schedules	No Change		
0005-0000	Multiple Dwelling Reporting Form	No Change		
0006-0000	Intake Data For Division Of Criminal Justice	New Item		
0007-0000	Key Statistical Data For All Cases	New Item		

STATE OF NEW JERSEY



Law and Public Safety-Civil Rights-Enforcement

S660804-006

Records Retention and Disposition Schedule		Agency: S660804	Schedule: 006	Page #:1 of 3
Department:	Law and Public Safety-Civil Rights-Enforcement	Agency Representative:	Rich Chelenza	
		Title:	Project Manager, Information Technology	
		Phone #:		

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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	Investigative Case Files --- Consist of case investigations into discrimination practices. Examples of the documents that are included in case files are as follows: Intake Document, Verified Complaint, Affidavits, Finding of Probable Cause, Finding of No Probable Cause, Correspondence, All investigative documents, Transcripts, Final Case Disposition Report, Signed Order and Decree.									
0001-0001	Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The Fileof Any Case Where The Matter Was Brought Before The Office Of Administrative Law --- Included in new electronic system. System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date. *Retention period starts when complaint is closed, using close date.					P	20 Years after case closure	Case closure	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S660804			Schedule: 006		Page #:2 of 3	
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		
0001-0002	<p>Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0003	<p>Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0004	<p>Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above --- Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	5 Years after closing unless in litigation	5 Years after closing unless in litigation	Destroy	
0002-0000	<p>Logs --- Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes: Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p>					P	3 Years after final entry	3 Years after final entry	Destroy	

Records Retention and Disposition Schedule				Agency: S660804			Schedule: 006		Page #:3 of 3	
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		
0003-0000	<p>Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.</p> <p>Note: Duplicate of S660801, 0002-0000.</p>					P	3 Years	3 Years	Destroy	
0004-0000	Weekly Schedules					P	As updated	As updated	Destroy	
0005-0000	<p>Multiple Dwelling Reporting Form --- Consists of an annual report indicating the racial/ethnic composition of apartment complexes which have 25 units or more. Owners are required to file this report which is used to monitor tenancy practices.</p>			X		P	3 Years	3 Years	Archival Review	
0006-0000	<p>Intake Data For Division Of Criminal Justice --- System will accept complaints that are related to criminal matters (versus Civil matters that the Division on Civil Rights investigates). Division of Criminal Justice staff will review complaints and import into their existing system for investigation.</p> <p>*Retention period starts when complaint is submitted.</p>					P	3 Years	3 Years	Destroy	
0007-0000	<p>Key Statistical Data For All Cases --- Statistical data will be retained to allow for high level analysis and reporting over time.</p>					P	20 Years after case closure	20 Years after case closure	Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	New Jersey Department of Community Affairs	AGENCY # S221500		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 002 (RETIRE)		
BUREAU:		PAGE #	1	OF
				4

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency- Housing and Mortgage Finance Agency
FORMER AGENCY NUMBER	S221500-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0012-0000	Special Project Files	Transfer	S221500-002/ RS#0012-0000	<p>S221500-003 /RS#0070-0000 Special Project Files Files include reports and related correspondence dealing with occupied building projects with serious problems.</p> <p>Retention: Life of Mortgage plus 10 years /Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221500	001	2 OF 4

0013-0000	Special Projects/Investigations	Transfer	S221500/001 RS#0013-0000	<p>S221500-003 /RS#071-0000 Special Projects/Investigations Includes reports, work papers, correspondence and internal and external audits requested by Executive staff.</p> <p>Retention: 3yrs//Destroy</p>
0014-0000	Audit Reports	Obsolete	S221500/001 RS#0014-0000	<p>Retention: Header</p>
0014-0001	Audit Reports - Construction Cost Audit	Transfer	S221500/001 RS#0014-0001	<p>S221500-002 /RS#0040-0000 Audit Reports - Construction Cost Audit (Agency Projects) Includes: reports, work papers, and correspondence on Multi-Family and UHORP (Single Family) projects.</p> <p>Retention: Life of Mortgage plus 10 years /Destroy</p> <p>Retention: Life of Mortgage plus 10 years /Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221500	001	3 OF 4

0014-0002	Audit Reports – Servicer – Single Family Loans	Transfer	S221500/001 RS#0014-0002	S221500-002 /RS#0040-0001 Audit Reports – Servicer – Single Family Loans Includes: reports, work papers, Quality Control Reviews, and correspondence. Retention: 10yrs//Destroy
0014-0003	Audit Work papers – Managing Agents Audits – Multi – Family	Transfer	S221500/001 RS#0014-0003	S221500-002 /RS#0040-0002 Special Projects/Investigations Includes: reports, work papers. Quality Control Reviews and correspondence. Retention: 10yrs//Destroy
0015-0000	Standard Development Cost Reviews (Audit) - Multi - Family Projects	Transfer	S221500/001 RS#0015-0000	S221500-002 RS#0040-0003 Includes: work papers, construction bank account reconciliation, correspondence and funding analysis for development. Retention: Life of mortgage plus 10 years /Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S221500	SCHEDULE # 001	PAGE # 4 OF 4
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0016-0000	Return On Equity (ROE) Calculations - Multi - Family Projects	Transfer	S221500/001 RS#0016-0000	<p>S221500-002 RS#0050-0000 Return On Equity (ROE) Calculations - Multi - Family Projects Includes schedule which contains sponsors equity pledge by agency, ROE percentage, cumulative ROE, total paid to date and balance due.</p> <p>Retention: Life of mortgage plus 10 years /Destroy</p>
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Records Retention and Disposition Schedule		Agency: S660804	Schedule: 006	Page #:1 of 3
Department:	Law and Public Safety-Civil Rights-Enforcement	Agency Representative:	Rich Chelenza	
		Title:	Project Manager, Information Technology	
		Phone #:		

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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	Investigative Case Files --- Consist of case investigations into discrimination practices. Examples of the documents that are included in case files are as follows: Intake Document, Verified Complaint, Affidavits, Finding of Probable Cause, Finding of No Probable Cause, Correspondence, All investigative documents, Transcripts, Final Case Disposition Report, Signed Order and Decree.									
0001-0001	Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The Fileof Any Case Where The Matter Was Brought Before The Office Of Administrative Law --- Included in new electronic system. System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date. *Retention period starts when complaint is closed, using close date.					P	20 Years after case closure	Case closure	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S660804			Schedule: 006		Page #:2 of 3	
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		
0001-0002	<p>Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0003	<p>Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	10 Years after case closure	10 Years after case closure	Destroy	
0001-0004	<p>Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above --- Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p>					P	5 Years after closing unless in litigation	5 Years after closing unless in litigation	Destroy	
0002-0000	<p>Logs --- Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes: Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p>					P	3 Years after final entry	3 Years after final entry	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0000	<p>Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.</p> <p>Note: Duplicate of S660801, 0002-0000.</p>					P	3 Years	3 Years	Destroy	
0004-0000	Weekly Schedules					P	As updated	As updated	Destroy	
0005-0000	<p>Multiple Dwelling Reporting Form --- Consists of an annual report indicating the racial/ethnic composition of apartment complexes which have 25 units or more. Owners are required to file this report which is used to monitor tenancy practices.</p>			X		P	3 Years	3 Years	Archival Review	
0006-0000	<p>Intake Data For Division Of Criminal Justice --- System will accept complaints that are related to criminal matters (versus Civil matters that the Division on Civil Rights investigates). Division of Criminal Justice staff will review complaints and import into their existing system for investigation.</p> <p>*Retention period starts when complaint is submitted.</p>					P	3 Years	3 Years	Destroy	
0007-0000	<p>Key Statistical Data For All Cases --- Statistical data will be retained to allow for high level analysis and reporting over time.</p>					P	20 Years after case closure	20 Years after case closure	Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221503		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 003 (RETIRED)		
BUREAU:	Regulatory Affairs	PAGE #	1	OF
				2

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency Regulatory Affairs
FORMER AGENCY NUMBER	S221503-003

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Case Register	Transfer	0001-0000 Retention: Periodic Review	S221500-003 RS#0100-0000 Case Register Retention: Periodic Review
0002-0000	Project Litigation Files	Transfer	0002-0000 Retention Life of mortgage plus 10 years	S221500-003 RS#0101-0000 Retention: life of mortgage plus 10 years
0003-0000	Attorney General Opinions	Obsolete	Header	G100000-011 RS#1501-0000 Retention: Periodic Review
0003-0001	Attorney General's Opinions (Original)	Obsolete	0002-0000 Retention: Permanent Retained in Regulatory Affairs Div.	G100000-011 RS#1501-0000 Retention: Periodic Review
0003-0002	Attorney General's Opinion (Copy)	Obsolete	0003-0002 Retention: Periodic Review	G100000-011 RS#1501-0000 Retention: Periodic Review
0004-0000	Regulations – Agency Related (Copy)	Obsolete	0004-0000-Header	G100000-011 RS#1511-0000

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221503	0003	2 OF 2

0004-0001	Regulations – Agency Related – Adopted (Copy)	Obsolete	0004-0001-Header	G100000-010 RS#1511-0001 Regulations – Agency-Related (Copy) Retention: Permanent
0004-0002	Regulations – Agency Related – Pending (Copy)	Obsolete	0004-0002-Retention: As Updated	G100000-011 RS#1511-0002 Regulations – Agency Related – Pending (Copy) Retention: Periodic Review
0004-0003	Regulations – Agency Related – Rejected (Copy)	Obsolete	0004-0003-Retention: Periodic Review	G100000-011 RS#1511-0003 Regulations - Agency Related – Rejected (Copy) Retention: Periodic Review
0005-0000	Background materials, comments, approved and disapproved changes/additions, and supporting documentation for pre-proposal and proposals to revise a state agency’s Administrative Law.	Obsolete	0005-0000-Retention: 3 years Archival review	G100000-011 RS#1502-0000 Background Information And Comments On Proposed Changes/Additions To A New Jersey Administrative Code Draft (Copy) Retention: 3 years
0006-0000	Budget Request – Divisional	Obsolete	0006-0000-Retention: 3 years	G100000-011 RS#10303-0001 Budget Request - Divisional And Sub-Divisional (Copy) Retention: 3 years
0007-0000	Correspondence (Electronic or Hardcopy)	Obsolete	0007-0000-Retention: 3 years	G100000-011 RS#1405-0001 Correspondence - External Retention: 3 years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221504		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 002 (RETIRED)		
BUREAU:	Multi - Family	PAGE #	1	OF
				1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency Multi - Family
FORMER AGENCY NUMBER	S221504-0002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Multifamily Funding Program Files	Obsolete	Header	
0001-0001	Multi-Family Projects	Transferred	0001-0000 Retention: Life of the Mortgage plus 10 yrs.	S221500-002 RS# Retention: Life of the Mortgage plus 10 yrs.
0001-0002	Multi-Family Project Files	Transferred	0001-0002 Retention: 7 yrs. Records Center: 23 yrs.	S221500-002 RS# Retention: Agency 7 yrs. Records Center: 23 yrs.
0002-0000	Budget Request – Divisional	Obsolete	0002-0000 Retention: 3 yrs.	G100000-011 RS#0303-0001 Retention: 3 yrs.
0003-0000	Correspondence (Electronic or Hardcopy)	Obsolete	0003-0000 Retention: 3 yrs.	G100000-011 RS#1405-0001 Retention: 3 yrs.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221505		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 002 (RETIRED)		
BUREAU:	Administration	PAGE #	1	OF
				5

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency Administration
FORMER AGENCY NUMBER	S221505-0002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Insurance Policy File	Obsolete	0001-0000 /Retention: 7 yrs. after termination of policy	G100000-011 RS#0407-0001 Retention: 7 yrs. After termination of policy Destroy
0002-0000	Emergency Evacuation and Disaster Recovery Plans	Obsolete	Header	G100000-011 RS#1514-0000 Header
0002-0001	Emergency Evacuation and Disaster Recovery Plans	Obsolete	0002-0001 /Retention: 3 yrs. after update	G100000-011 RS#1514-0001 Retention: 3 yrs. after update
0002-0002	Emergency Evacuation and Disaster Recovery Plans (Copy)	Obsolete	0002-0002 /Retention: As updated	G100000-011 RS#1514-0002 Retention: As updated
0003-0000	Agency – Sponsored Conference Files	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#1401-0003 Retention: 3 yrs.
0004-0000	Organization Chart	Obsolete	Header	G100000-011 RS#1412-0000 Header
0004-0001	Organization Chart (Original)	Obsolete	0004-0001/Retention: Permanent/Archives	G100000-011 RS#1412-0001 Retention: Permanent/Archives

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221505	002	2 OF 5

0004-0002	Organization Chart (Copy)	Obsolete	0004-0002/Retention: As updated	G100000-011 RS#1412-0002 Retention: As updated
0005-0000	General Operating Procedures	Obsolete	0005-0000/ Header	G100000-011 RS#1505-0000 Header
0005-0001	General Operating Procedures (Original)	Obsolete	0005-0001/Retention: 25 yrs.	G100000-011 RS#1505-0001 Retention: 25 yrs.
0005-0002	General Operating Procedures (Copy)	Obsolete	0005-0002/Retention: 3 yrs.	G100000-011 RS#1505-0002 Retention: 3 yrs.
0006-0000	Agency Year two Thousand (Y2K) Testing Plan	Obsolete	0006-0000/Retention: Header	G100000-011 RS#1700-0000 Retention: Header
0006-0001	Agency Year two Thousand (Y2K) Testing Plan (Paper)	Obsolete	0006-0001/Retention: 7 yrs.	G100000-011 RS#1700-0001 Retention: 7 yrs.
0006-0002	Agency Year two Thousand (Y2K) Testing Plan (Electronic)	Obsolete	0006-00002/Retention: 7 yrs.	G100000-011 RS#1700-0001 Retention: 7 yrs.
0006-0003	Agency Year two Thousand (Y2K) Testing Plan (Copy)	Obsolete	0003-0000/Retention: Periodic review	G100000-011 RS#1700-0002 Retention: Periodic review
0007-0000	Budget Request – Divisional	Obsolete	0007-0000/Retention: 3 yrs.	G100000-011 RS#0300-0002 Retention: 1 yrs.
0008-0000	Correspondence (Electronic or Hardcopy)	Obsolete	0008-0000/Retention: Header	G100000-011 RS#1405-0000 Retention: Header
0008-0001	(External) Correspondence	Obsolete	0008-0001/Retention: 3 yrs.	G100000-011 RS#1405-0001 Retention: 3 yrs.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221505	002	3 OF 5

0008-0002	(Internal) Correspondence	Obsolete	0008-0002/Retention: 1 yr.	G100000-011 RS#1405-0002 Retention: 1 yr.
0009-0000	Insurance Claim File	Obsolete	0009-0000/Retention: 7 yrs. after final settlement or payment	G100000-011 RS#0407-0001 Retention: 7 yrs. after termination of policy
0050-0000	Certified/Courier Mail Receipt	Obsolete	0050-0000/Retention: 3 yrs.	G100000-011 RS#1403-0000 Retention: 3 yrs.
0051-0000	Visitor Sign In Sheet	Obsolete	0051-0000/Retention: 3 yrs.	G100000-011 RS#1418-0000 Retention: 3 yrs.
0052-0000	Request for Travel Authorization	Obsolete	0052-0000/Retention: 7 yrs.	G100000-011 RS#0017-0001 Retention: 3 yrs.
0053-0000	Travel Voucher	Obsolete	0053-0000/Retention: 7 yrs.	G100000-011 RS#0018-0002 Retention: 7 yrs.
0054-0000	Travel Authorization	Obsolete	0054-0000/Retention: 7 yrs.	G100000-011 RS#0019-0001 Retention: 7 yrs.
0055-0000	Travel Authorization for Training	Obsolete	0055-0000/Retention: 7 yrs.	G100000-011 RS#0020-0001 Retention: 3 yrs.
0056-0000	Travel Refund/Cash Receipt - Travel	Obsolete	0056-0000/Retention: 7 yrs.	G100000-011 RS#0021-0001 Retention: 3 yrs.
0057-0000	Correspondence (Electronic or Hardcopy)	Obsolete	0057-0000/Retention: Header	G100000-011 RS#1405-0000 Retention: Header
0057-0001	(External) Correspondence	Obsolete	0057-0001/Retention: 3 yrs.	G100000-011 RS#1405-0001 Retention: 3 yrs.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221505	002	4 OF 5

0057-0002	(Internal) Correspondence	Obsolete	0057-0002/Retention: 1 yr.	G100000-011 RS#1405-0002 Retention: 1 yr.
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0100-0000	Telephone Record File	Obsolete	0100-0000/Retention: Header	G100000-011 RS#0416-0000 Retention: Header
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0100-0001	Telephone Record File	Obsolete	0100-0001/Retention: 3 yrs.	G100000-011 RS#0416-0001 Retention: 3 yrs.
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0100-0002	Telephone Record File – Agency Request for telephone service.	Obsolete	0100-0002/Retention: 3 yrs.	G100000-011 RS#0416-0002 Retention: 3 yrs.
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0100-0003	Telephone Record File– Monthly Toll Listing Printout	Obsolete	0100-0000/Retention: 3 yrs.	G100000-011 RS#0416-0003 Retention: 3 yrs.
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0101-0000	Vehicle Records File	Obsolete	0003-0000/Retention: Header	G100000-011 RS#0417-0000 Retention: Header
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0101-0001	Vehicle Records File – Gasoline/Oil Credit Card	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#0417-0001 Retention: 3 yrs.
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0101-0002	Vehicle Records File – Vehicle Assignment Log	Obsolete	0003-0000/Retention: 7 yrs.	G100000-011 RS#0417-0003 Retention: 7 yrs.
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0101-0003	Vehicle Records File – Vehicle Accident Report	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#0417-0002 Retention: 3 yrs.
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0101-0004	Vehicle Records File - Vehicle Maintenance/Repair	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#0417-0004 Retention: 3 yrs.
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0102-0000	Building Maintenance Work Order	Obsolete	0102-0000/Retention: 3 yrs. after work completed	G100000-011 RS#0401-0002 Retention: 3 yrs.
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221505	002	5 OF 5

0103-0000	Space Planning Request File	Obsolete	0103-0000/Retention: 3 yrs.	G100000-011 RS#0412-0000 Retention: 3 yrs.
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0103-0001	Space Planning Request File (Departmental)	Obsolete	0003-0000/Retention: 3 yrs.	G100000-011 RS#0412-0001 Retention: 3 yrs.
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0103-0002	Space Planning Request File (Additional Copy)	Obsolete	0003-0000/Retention: 1 yr.	G100000-011 RS#0412-0002 Retention: 1 yr.
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0104-0000	Inventory File	Obsolete	0104-0000/Retention: 3 yrs. after update	G100000-011 RS#1408-0000 Retention: 3 yrs. before moving to Record Center
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0105-0000	Correspondence (Electronic Or Hardcopy)	Obsolete	0105-0000/Retention: 3 yrs.	G100000-011 RS#1405-0000 Header
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0105-0001	External (Correspondence)	Obsolete	0105-0001/Retention: 3 yrs.	G100000-011 RS#1405-0001 Retention: 3 yrs.
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0105-0002	Internal (Correspondence)	Obsolete	0105-0002/Retention: 1 yr.	G100000-011 RS#1405-0002 Retention: 1 yr.
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221507		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 003 (RETIRED)		
BUREAU:	Finance	PAGE #	1	OF
				4

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency - Finance
FORMER AGENCY NUMBER	S221507-003

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Bonds/Bonds Closing File	Transfer	S221507-003 RS#0001-0000	S221500-003 RS#0060-0000 Retention: Life of mortgage plus 10 Years/Destroy
0002-0000	Escrow	Obsolete	S221507-003 RS#0002-0000 Includes: Cash management statement, Section 236 files, (mortgage certification and application for interest reduction payment) and Section 8 files (vouchers requisitions, repair and replacement, tax, insurance, special escrow, mortgage reduction, rent increase). Retention: Life of mortgage plus 10 Years/Destroy	G100000/011/RS#0007-0001 Usage: reimbursements of service charges from the using agency; to submit a request for vendor payment for goods or services supplied through direct agency purchases, formal purchases, or contract obligations; to reimbursement for agency's petty cash fund; and request for payment of revenue refunds. Formerly known as Revenue Refund Voucher, Petty Cash Fund Reimbursement, Certificate of Debit and Credit, and Invoice. Retention: Life of mortgage plus 10 Years/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221507	003	2 OF 4

0003-0000	Amortization Schedule - (Computer Printout)	Transfer	S221507-003 RS#0003-0000 Retention: Life of mortgage plus 10 Years/Destroy	S221500-003 RS#0076-0000 Retention: Life of mortgage plus 10 Years/Destroy
0004-0000	Construction Interest Billing	Obsolete	S221507-003 RS#0004-0000 Retention: Life of mortgage plus 10 Years/Destroy	G100000-011 RS#0012-0001 DBC Requisition (Using Agency) Usage: to reserve appropriation account funds for architectural, engineering design, building construction, alteration, maintenance, and repair of buildings or equipment; to cancel, decrease, or increase outstanding balances and to make adjustments to an outstanding requisition for Division of Building and Construction. Formerly known as Requisition/Requisition Change - Division of Building and Construction (DBC). Retention: 7 Years after completion of project Additional Info (Agency): 3 Years after completion of project/Destroy
0005-0000	Construction Loan Account Files	Transfer	S221507-0003 RS#0005-0000 Includes: breakdown of investments, summary of investments, correspondence, repair and replacement reserve analysis. Retention: Life of mortgage plus 10 Years/Destroy	S221500-002 RS#0077-0000 Includes: breakdown of investments, summary of investments, correspondence, repair and replacement reserve analysis. Retention: Life of mortgage plus 10 Years/Destroy
0006-0000	Financial Worksheet For Fiscal Year	Obsolete	S221507-0003 RS#0006-0000 Includes: breakdown of investments, summary of investments, correspondence, repair and replacement reserve analysis. Retention: 10 years before moving to Records Center/Destroy	G100000-011 RS#0010-0001 Fiscal Notes Worksheet (Using Agency) Retention: 7 years/Destroy
0007-0000	Monthly Debt Service Report	Obsolete	S221507-0003 RS#0007-0000 Includes: relations on debt service delinquency and debt service letter. Retention: Life of mortgage plus 10 Years/Destroy	G100000-011 RS#0303-0001 Budget Request - Divisional And Sub-Divisional (Copy) Retention: 3 Years/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221507	003	3 OF 4

0008-0000	Accounts Payable File	Obsolete	S221507-0003 RS#0008-0000 Contains trustee statements, trial balances, Certificates of Deposit, audit work papers, audit reports, check copies, deposit slips, debit tickets, telephone charges, purchase orders, requisitions, travel vouchers, purchasing statements, bank statements, cancelled check registers, and paid bills. Retention: 7 years/Destroy	G100000-011 RS#0014-0001 Revenue Budget (Using Agency) Retention: 7 years/Destroy
0009-0000	Monthly Statement Of Mortgage Accounts (Single Family)	Obsolete	S221507-0003 RS#0009-0000 Also includes Loan Setup and Maintenance Form. Retention: 6 years/Destroy	G100000-011 RS#0100-0000 Bank Statement Statement reflecting the status of an agency's account. Retention: 7 years/Destroy
0010-0000	Payroll Register	Obsolete	S221507-0003 RS#0010-0000 Retention: 7 years/Destroy	G100000-011 RS#0408-0001 Payroll Register (Department Of The Treasury, And Autonomous Commissions And Authorities) Retention: Permanent/Archives
0011-0000	Printouts (Single Family Loans)	Obsolete	S221507-0003 RS#0011-0000 Includes: Numeric demographic reference list, installment monthly claims report, monthly delinquency, monthly claims report, monthly payoff report, new account listing , weekly delinquencies, weekly cash receipts, monthly cash spread, loan report and paid loan report. Retention: 6 Years/Destroy	G100000-011 RS#0301-0000 Budget Planning Documents - Departmental, Divisional, And Sub-Divisional (Copy) Annually prepared planning documents which include; Program Justification (BB 101), Fiscal and Position Request (BB102), Revenue Statement (BB 103), Revolving Funds (BB 103A), Evaluation Data, Data, Position Data, and Affirmative Action Data (BB 104 [Diskette]), Priority Request (PD 206), Appropriations Data - Minor Object Detail (IPB Report - 1739A), objectives and program descriptions, organization charts, and supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget. Retention: 3 Years/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221507	003	4 OF 4

0012-0000	Purchasing Statements (Single Family Loans)	Transfer	S221507-0003 RS#0012-0000	S221500-002 RS#0078-0000 Purchasing Statements (Single Family Loans) Retention: 6 Years/Destroy
0013-0000	Trustee Statements	Transfer	S221507-0003 RS#0013-0000	S221500-002 RS#0079-0000 Trustee Statements Retention: : 6 Years/Destroy
0014-0000	Budget Request - Divisional	Obsolete	S221507-0003 RS#0014-0000 Annual Request made to the Agency for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Executive Division. Retention: 3 Years/Destroy	G100000-011 RS#0303-0001 Budget Request - Divisional And Sub-Divisional (Copy) Retention: 3 Years/Destroy
0015-0000	Correspondence - (Electronic Or Hardcopy)	Obsolete	S221507-0003 RS#0015-0000 Letters or memoranda in either electronic or printed format, transmitted to and from the Agency during the course of business. Retention: 3 Years/Destroy	G100000-011 RS#1405-0001 Correspondence - External Retention: 3 Years/Destroy
0016-0000	Accounts Receivable File	Obsolete	S221507-0003 RS#0016-0000 Includes: Cash Management Statements, Journal Entries, Accounts Receivable/Cash Receipts, Deposit Slips, Check Stubs. Retention: : 7 Years/Destroy	G100000-011 RS#0403-0001 Contracts And Amendments - Awarded (Original) Signed originals and support material. Retention: 7 Years after completion of contract/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221508		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 004 (RETIRED)		
BUREAU:	Property Management	PAGE #	1	OF
				7

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency - Property Management
FORMER AGENCY NUMBER	S221508-0004

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Managing Agents	Obsolete	S221508-004 RS#0001-0000 Retention: Header	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221508	004	3 OF 7

0002-0001	Projects Financial Operations – Annual Audit	Transfer	S221508-004 RS#0002-0001 Retention: : Life of the mortgage plus 10 Years	S221500-003 /RS#0090-0001 Project Financial Operations Includes: Documents pertaining to the financial aspects of operating the project. Annual Audit, DCE and CDE requests and approval, Return on Equity requests and approvals. Retention: Life of the mortgage plus 10 Years
0002-0002	Projects Financial Operations – Proposal, Requests and Approvals	Transfer	S221508-004 RS#0002-0002 Retention: 3 years	S221500-003 RS#0090-0002 Projects Financial Operations Includes: Proposal, Rent Increase Package, HUD Increase Approval Letters. Retention: : 6 years
0002-0003	Projects Financial Operations – DCE and CDE Requests and Approval	Transfer	S221508-004 RS#0002-0003 Retention: : Life of the mortgage plus 10 Years	S221500-003 /RS#0090-0001 Project Financial Operations Includes: Documents pertaining to the financial aspects of operating the project. Annual Audit, DCE and CDE requests and approval, Return on Equity requests and approvals. Retention: Life of the mortgage plus 10 Years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221508	004	4 OF 7

0002-0004	Projects Financial Operations – Return on Equity, Requests and Approval	Transfer	S221508-004 RS#0002-0004 Retention: : Life of the mortgage plus 10 Years	S221500-003 /RS#0090-0001 Project Financial Operations Includes: Documents pertaining to the financial aspects of operating the project. Annual Audit, DCE and CDE requests and approval, Return on Equity requests and approvals. Retention: Life of the mortgage plus 10 Years
0002-0005	Projects Financial Operations – Rent Increase Package	Transfer	S221508-004 RS#0002-0005 Retention: 3 years after submission	S221500-003 RS#0092-0002 Projects Financial Operations Includes: Proposal, Rent Increase Package, HUD Increase Approval Letters. Retention: 6 years
0002-0006	Projects Financial Operations – Section B Vouchers (HUD Forms 52570, 52570A – Parts 1 and 2)	Transfer	S221508-004 RS#0002-0006 Retention: 10 years	S221500-003 RS#0090-0003 Projects Financial Operations Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget Retention: 7 years
0002-0007	Projects Financial Operations – Monthly Report of Excess Income	Transfer	S221508-004 RS#0002-0007 Retention: 3 years	S221500-003 RS#0090-0003 Projects Financial Operations Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget Retention: 7 years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S221508	SCHEDULE # 004	PAGE # 5 OF 7
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0002-0008	Projects Financial Operations - Annual Operating Budget	Transfer	S221508-004 RS#0002-0008 Retention: 3 years	S221500-003 RS#0090-0003 Projects Financial Operations Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget Retention: 7 years
0002-0009	Projects Financial Operations - Monthly/Quarterly Operating Report	Transfer	S221508-004 RS#0002-0009 Retention: 3 years	S221500-003 RS#0090-0003 Projects Financial Operations Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget Retention: 7 years
0003-0000	Contracts and Other Management Requirements Contract documents and other miscellaneous documents produced in the management of the project.	Obsolete	S221508-004 RS#0003-0000 Retention: Header	
0003-0001	Contracts and Other Management Requirements - Insurance	Transfer	S221508-004 RS#0003-0001 Retention: 7 years	S221500-0003 RS#0095-0000 Contracts And Other Management Requirements Includes: Contract documents and other miscellaneous documents produced in the management of the projects. Insurance, Attorney's Letter of Agreement, Resident Correspondence, Maintenance Inspection Reports. Retention: 14 years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221508	004	6 OF 7

0003-0002	Contracts and Other Management Requirements – Attorney’s Letter of Agreement	Transfer	S221508-004 RS#0003-0002 Retention: 7 years	S221500-0003 RS#0095-0000 Contracts And Other Management Requirements Includes: Contract documents and other miscellaneous documents produced in the management of the projects. Insurance, Attorney’s Letter of Agreement, Resident Correspondence, Maintenance Inspection Reports. Retention: 14 years
0003-0003	Contracts and Other Management Requirements – Resident Correspondence	Transfer	S221508-004 RS#0003-0003 Retention: 7 years	S221500-0003 RS#0095-0000 Contracts And Other Management Requirements Includes: Contract documents and other miscellaneous documents produced in the management of the projects. Insurance, Attorney’s Letter of Agreement, Resident Correspondence, Maintenance Inspection Reports. Retention: 14 years
0003-0004	Contracts and Other Management Requirements – Maintenance Inspection Reports	Transfer	S221508-004 RS#0003-0004 Retention: 7 years	S221500-0003 RS#0095-0000 Contracts And Other Management Requirements Includes: Contract documents and other miscellaneous documents produced in the management of the projects. Insurance, Attorney’s Letter of Agreement, Resident Correspondence, Maintenance Inspection Reports. Retention: 14 years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S221508	SCHEDULE # 004	PAGE # 7 OF 7
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0004-0000	Budget Request - Divisional	Obsolete	S221508-004 RS#0004-0000 Retention: 3 years	G100000- 011 RS#0303-0001 Budget Request – Divisional and Sub Divisional (Copy) Retention: 3 years
0005-0000	Contracts and Other Management Requirements – Attorney’s Letter of Agreement	Obsolete	S221508-004 RS#0005-0000 Retention: 7 years	G100000-0011 RS#1405-0001 Correspondence External Retention: 3 years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221510		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 002 (RETIRED)		
BUREAU:	Human Resources	PAGE #	1	OF
				5

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency – Human Resources
FORMER AGENCY NUMBER	S221510-002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Change Folder File (Copy)	Obsolete	S221510-002 RS#0001-0000 File contains authorization for each change, i.e. overtime pay, hourly employees, docked time, etc., that are made to an individuals paycheck. Original authorizations are maintained in personnel file. Changes are made electronically by wire transfer to ADP, Inc. Retention: 3 years/Destroy	G100000-011 /RS#0408-0006 Payroll Reports -Agency-Generated (Copy) Retention: 3 years before moving to Records Center/Destroy
0002-0000	Check Reconciliation File	Obsolete	S221510-002 RS#0002-0000 Include: HAP Vouchers, Chronological File, Project File Retention: 7 years/Destroy	G100000/011/RS#0409-0000 Payroll Signature Sheet File Retention: 3 years before moving to Records Center/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221513	003	2 OF 5

0003-0000	Earning and Deduction Report	Obsolete	S221510-002 RS#0003-0000 Monthly listing of employee names, their gross and net earnings, individual deductions, savings and check account balances (direct deposit). Retention: 7 years/Destroy	G100000-011 RS#0408-0005 Payroll Reports-Agency-Generated (Original) Retention: 7 years/Destroy
0004-0000	Employee Earnings Record	Obsolete	S221510-002 RS#0004-0000 Retention: 7 years/Destroy	G100000-011 RS#0408-0005 Payroll Reports-Agency-Generated (Original) Retention: 7 Years/Destroy
0005-0000	Master File	Obsolete	S221510-002 RS#0005-0000 Retention: 100 years/Destroy	G100000-011 RS#0408-0001 Payroll Reports-Agency-Generated (Original) Retention: 7 Years/Destroy
0006-0000	Payroll Registers	Obsolete	S221510-002 RS#0006-0000 Retention: 3 years/Destroy	G100000-011 RS#0409-0000 Payroll Signature Sheet File Retention: 3 Years/Destroy
0007-0000	Payroll Summary	Obsolete	S221510-002 RS#0007-0000 Retention: 7 years/Destroy	G100000-011 RS#0409-0000 Payroll Signature Sheet File Retention: 3 Years/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221513	003	3 OF 5

0008-0000	Pension Reports	Obsolete	S221510-002 RS#0008-0000 Retention: 7 years/Destroy	G100000-011 RS#0408-0005 Payroll Reports-Agency-Generated (Original) Retention: 7 Years/Destroy
0009-0000	Proof of Payments	Obsolete	S221510-002 RS#0009-0000 Retention: 7 years/Destroy	G100000-011 RS#0408-0005 Payroll Reports-Agency-Generated (Original) Retention: 7 Years/Destroy
00010-0000	Wage and Tax Register	Obsolete	S221510-002 RS#0010-0000 Retention: 7 years/Destroy	G100000-011 RS#0408-0005 Payroll Reports-Agency-Generated (Original) Retention: 7 Years/Destroy
0011-0000	Individual Employee File	Obsolete	S221510-002 RS#0011-0000 Retention: 6 years after termination of employment/Destroy	G100000-011 RS#0903-0001 Individual Employee File - Departmental Personnel (Original) Retention: 6 Years after termination of employment/Destroy
0012-0000	Deferred Compensation File-Termination, Disability, Retirement and Death	Obsolete	S221510-002 RS#0012-0000 Retention: Permanent /Permanent	G100000-011 RS#0404-0000 Deferred Compensation File - Termination, Disability, Retirement, And Death Retention: Permanent
0013-0000	Grievance File	Obsolete	S221510-002 RS#0013-0000 Retention: Header	G100000-011 RS#0902-0000 Grievance File Retention: 7 Years/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221513	003	4 OF 5

0013-0001	Grievance File-Policy Establishing Settlement (Original)	Obsolete	S221510-002 RS#0013-0001 Retention: : Permanent	G100000-011 RS#0902-0001 Grievance File - Policy-Establishing Settlement (Original) Retention: : Permanent/Archival Rev
0013-0002	Grievance File-Policy Establishing Settlement (Copy)	Obsolete	S221510-002 RS#0013-0002 Retention: 3 years after settlement	G100000-011 RS#0902-0002 Establishing Settlement (Copy) Retention: 3 Years after final settlement/Destroy
0013-0003	Grievance File- Policy Establishing Settlement (Additional Copy)	Obsolete	S221510-002 RS#0013-0003 Retention: 1 year after final settlement	G100000-011 RS#0902-0003 Grievance File - Policy-Establishing Settlement (Additional Copy) Retention: 1 year after final settlement
0013-0004	Grievance File- Routine Settlement (Original)	Obsolete	S221510-002 RS#0013-0004 Retention: 3 years after final settlement	G100000-011 RS#0902-0004 Grievance File- Routine Settlement (Original) Retention: 3 years after final settlement
0013-0005	Grievance File Routine Settlement (Copy)	Obsolete	S221510-002 RS#0013-0005 Retention: : 3 years after final settlement	G100000-011 RS#0902-0005 Grievance File Routine Settlement (Copy) Retention: 3 years after final settlement
0014-0000	Time Records Attendance Reports for Agency Employees	Obsolete	S221510-002 RS#0013-0000 Retention: Header	G100000-011 RS#0914-0000 Time Records Retention: Header
0014-0001	Time Records (Original)	Obsolete	S221510-002 RS#0014-0001 Retention: 7 years/Destroy	G100000-011 RS#0914-0001 Time Records (Original) Retention: 7 Years/Destroy
0014-0002	Time Records (Copy)	Obsolete	S221510-002 RS#0014-0002 Retention: 3 years/Destroy	G100000-011 RS#0914-0002 Time Records (Copy) Retention: 7 Years/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S221513	SCHEDULE # 003	PAGE # 5 OF 5
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0015-0000	Employee Medical Records	Obsolete	S221510-002 RS#0015-0000 Retention: 40 years after termination of employment/Destroy	G100000-011 RS#0915-0000 Employee Medical Records Microfilming recommended Retention: 40 years after termination of employment/Destroy
0016-0000	Budget Request- Divisional	Obsolete	S221510-002 RS#0016-0000 Retention: 3 years/Destroy	G100000-011 RS#0303-0000 Employee Medical Records Microfilming recommended Retention: 40 years after termination of employment/Destroy
0017-0000	Correspondence (Electronic or Hardcopy)	Obsolete	S221510-002 RS#0017-0000 Retention: 3 years/Destroy	G100000-011 RS#1405-0001 Correspondence (Electronic or Hardcopy) Retention: 3 years/Destroy
0018-0000	Workers' Compensation Case Files (Copies)	Obsolete	S221510-002 RS#0018-0000 Retention: 2 years after final settlement or payment/Destroy	G100000-011 RS#0903-0001 Individual Employee File Retention: 6 years after termination of employment/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221512		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 002 (RETIRED)		
BUREAU:	Procurement	PAGE #	1	OF
				3

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency – Procurement
FORMER AGENCY NUMBER	S221512

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Agency Purchase Order	Obsolete	S221512-002 RS#0001-0000 Retention: Header	G100000-011 /RS#0004-0000 Agency Contract Order/Grant Loan Order(AO/GO) Retention: Header
0001-0001	Agency Purchase Order (Original)	Obsolete	S221512-002 RS#0001-0001 Retention: 7 years	G100000/011/RS#0004-0001 Agency Contract Order (Using Agency) Retention: 7 years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221512	002	2 OF 3

0001-0002	Agency Purchase Order (Electronic Record)	Obsolete	S221512-002 RS#0001-0002 Retention: 7 years	G100000-011 RS#0004-0002 Agency Contract Order (Electronic Record-Treasury) Retention: : 7 years
0002-0000	Vendor File- Individual Vendor Subscription and Publications	Obsolete	S221512-002 RS#0002-0000 Retention: As Updated/Destroy	G100000-011 RS#0023-0001 Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy) Retention: 7 Years/Destroy
0003-0000	Vendor File –Approved/Denied Vendor List	Obsolete	S221512-002 RS#0003-0000 Retention: : As Updated/Destroy	G100000-011 RS#0023-0002 Agency - Sponsored Conferences - Correspondence And Work Papers Retention: : As Updated/Destroy
0004-0000	Contracts and Amendments File	Obsolete	S221512-002 RS#0004-0000 Retention: Header	G100000-011 RS#0403-000 News Release Retention: : Header
0004-0001	Photographs Slides and Photo Releases	Obsolete	S221512-002 RS#0004-0001 Retention: Permanent/Archives	G100000-011 RS#0403-0001 Contracts and Amendments –Awarded (Original) Retention: Permanent/Archives

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221512	002	3 OF 3

0004-0002	Contracts and Amendments –Award (Copy)	Obsolete	S221512-002 RS#0004-0002 Retention: 3 years after completion of contract/Destroy	G100000-011 RS#0403-0002 Contracts And Amendments - Awarded (Copy) Retention: : 3 years after completion of contract/Destroy
0004-0003	Contracts and Amendments - Cancelled (Original)	Obsolete	S221512-002 RS#0004-0003 Retention: 3 years after submission	G100000-011 RS#0403-0003 Contracts And Amendments - Cancelled (Original) Retention: 3 years after submission
0004-0004	Contracts and Amendments - Voided (Original)	Obsolete	S221512-002 RS#0004-0004 Retention: 3 years after voidance	G100000-011 RS#0403-0004 Contracts And Amendments - Voided (Original) Retention: 3 years after voidance
0005-0000	Correspondence (Electronic or Hardcopy)	Obsolete	S221512-002 RS#0005-0000 Retention: 3 years	G100000-011 RS#1405-0001 Correspondence - External Retention: 3 years
0006-0000	Agency Payment Voucher (Copy)	Obsolete	S221512-002 RS#0006-0000 Retention: 3 years	G100000-011 RS#0007-0001 Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Retention 7 years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221516		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 002 (RETIRED)		
BUREAU:	Marketing and Communication	PAGE #	1	OF
				4

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency – Marketing and Communication
FORMER AGENCY NUMBER	S221516

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Administrative Subject File	Obsolete	S221516-002 RS#0001-0000 Retention: 3 years/Destroy	G100000-011 /RS#1400-0000 Payroll Reports -Agency-Generated (Copy) Retention: 3 years before moving to Records Center/Destroy
0002-0000	Agency - Sponsored Conferences File	Obsolete	S221516-002 RS#0002-0000 Retention: Header	G100000/011/RS#1401-0000 Agency - Sponsored Conferences File Retention: Header

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221516	002	2 OF 4

0002-0001	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master)	Obsolete	S221516-002 RS#0002-0001 Retention: 25 years/Archival review	G100000-011 RS#1401-0001 Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Master) Retention: 20 years/Archival review
0002-0002	Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy)	Obsolete	S221516-002 RS#0002-0002 Retention: Periodic review/Destroy	G100000-011 RS#1401-0002 Agency - Sponsored Conferences - Printed Matter Intended For Distribution To The Public (Copy) Retention: 7 Years/Destroy
0002-0003	Agency - Sponsored Conferences - Correspondence And Work Papers	Obsolete	S221516-002 RS#0002-0003 Retention: 3 years/Destroy	G100000-011 RS#1401-0003 Agency - Sponsored Conferences - Correspondence And Work Papers Retention: 3 Years/Destroy
0003-0000	News Release	Obsolete	S221516-002 RS#0003-0000 Retention: Permanent/Archives	G100000-011 RS#1410-0001 News Release Retention: Permanent/Archives
0004-0000	Photographs Slides and Photo Releases	Obsolete	S221516-002 RS#0004-0000	G100000-011 RS#1413-0000 Photographs And Slides

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221516	002	3 OF 4

			Retention: Permanent/Archives	Retention: Permanent/Archives
0005-0000	Speeches and Speaking Points	Obsolete	S221516-002 RS#0005-0000 Retention: 3 years/Destroy	G100000-011 RS#1417-0000 Speeches (Excluding Executive Speeches - See Commissioner's Subject File) Retention: : Periodic Review
0006-0000	Reference File	Obsolete	S221516-002 RS#0006-0000 Retention: Periodic Review	G100000-011 RS#1419-0000 Reference File Retention: Periodic Review
0007-0000	Reference Material Request	Obsolete	S221516-002 RS#0007-0000 Retention: Periodic Review	G100000-011 RS#1420-0000 Reference Material Request Retention: Periodic Review
0008-0000	Agency Annual Report	Obsolete	S221516-002 RS#0008-0000 Retention: Header	G100000-011 RS#1600-0000 Agency Annual Report Retention: Header
0008-0001	Agency Annual Report (Documentation/Reference)	Obsolete	S221516-002 RS#0008-0001 Retention: Permanent /Permanent	G100000-011 RS#1600-0001 Agency Annual Report (Documentation/Reference) Retention: Permanent
0008-0002	Agency Annual Report (Published Version)	Obsolete	S221516-002 RS#0008-0002 Retention: Permanent	G100000-011 RS#1600-0002 Agency Annual Report (Copy) Retention: 5 Years/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221516	002	4 OF 4

0009-0000	Agency Generated Newsletter	Obsolete	S221516-002 RS#0009-0000 Retention: : Header	G100000-011 RS#1603-0000 Agency Generated Newsletter Retention: : Header
0009-0001	Agency - Generated Newsletter (Documentation/Reference)	Obsolete	S221516-002 RS#0009-0001 Retention: 3 years	G100000-011 RS#1603-0001 Agency - Generated Newsletter (Original) Retention: Permanent/Archive
0009-0002	Agency - Generated Newsletter (Published)	Obsolete	S221516-002 RS#0009-0002 Retention: Permanent/Archives	G100000-011 RS#1603-0002 Agency-Generated Newsletter (Copy) Retention: Periodic review
0010-0000	Agency – Generated Publication/Video Printed material created by the	Obsolete	S221516-002 RS#0013-0004 Retention: Header	G100000-011 RS#1604-0000 Agency-Generated Publication Retention: Header
0010-0001	Agency - Generated Publication/Video(Original)	Obsolete	S221516-002 RS#0010-0001 Retention: : Permanent/Archives	G100000-011 RS#1604-0001 Agency-Generated Publication (Original) Retention: Permanent/Archives
0010-0002	Agency – Generated Publication/Video (Copy)	Obsolete	S221516-002 RS#0010-0002 Retention: Periodic review/Destroy	G100000-011 RS#1604-0002 Agency-Generated Publication (Copy) Retention: Periodic review/Destroy
0011-0000	Budget Request - Divisional	Obsolete	S221516-002 RS#0011-0000 Retention: 3 years/Destroy	G100000-011 RS#0303-0001 Budget Request - Divisional And Sub-Divisional (Copy) Retention: 3 Years/Destroy

STATE OF NEW JERSEY



Community Affairs-NJ Housing and Mortgage Finance Agency

S221500-003

Records Retention and Disposition Schedule		Agency: S221500	Schedule: 003	Page #:1 of 7
Department:	Community Affairs-NJ Housing and Mortgage Finance Agency	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		
Federal Funded Housing Programs										
0020-0000	Federal Funding Housing Programs --- To establish and record a new federal grant program. To adhere to the HUD guidelines set forth for program. Files are used to track mortgage loans for programs: Includes: applications, supporting verification documents, correspondence, contracts, payments, inspections, reports, etc.					P	Life of mortgage plus 10 Years and or in accordance with Federal Regulations		Destroy	
0030-0000	Inactive Files --- Inactive files includes, but is not limited to Unified Application for Multifamily Rental Housing Production Programs (UNIAP), which is the application submitted by the developer, the project narrative, form 10, preliminary drawings and sometimes municipal documents.					P	7 Years		Destroy	
Audit Reports										
0040-0000	Audit Reports - Construction Cost Audit --- (Agency Projects) Includes: reports, work papers, and correspondence on Multi-Family and UHORP (Single Family) projects.					P	Life of mortgage plus 10 Years		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		
0040-0001	Audit Reports - Servicer-Single Family Loans --- Includes: reports, work papers, quality control reviews and correspondence.					P	10 Years		Destroy	
0040-0002	Audit Workpapers - Managing Agent Audits - Multi-Family --- Includes: reports, work papers, quality control reviews, and correspondence.					P	10 Years	1 Years	Destroy	
0040-0003	Standard Development Cost Reviews (Audit) - Multi-Family Projects --- Includes: work papers, construction bank account reconciliation, correspondence and funding analysis for development.					P	Life of mortgage plus 10 Years	Until mortgage closing	Destroy	
0050-0000	Return On Equity (ROE) Calculations - Multi-Family Projects --- Includes: Schedule which contain sponsors equity pledge by agency. ROE percentage, cumulative ROE, total paid to date and balance due.					P	Life of mortgage plus 10 Years	Until mortgage closing	Destroy	
Capital Markets										
0060-0000	Bonds/Bond Closing File --- Includes: Bond sale information on Single Family and Multi-Family issues, Construction Investment Bond Account, Investment Note Issues, Mortgage Revenue Bonds, Mortgage and Revenue Bonds, Conduit Bonds, all bond debt service and redemption information (schedule and correspondence with trustee).					P	Life of issue plus 10 Years		Destroy	
Executive										
0070-0000	Special Projects Files --- Files include: Reports and related correspondence dealing with occupied building projects with serious problems.					P	Life of mortgage plus 10 Years		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		
0071-0000	<p>Special Projects/Investigations --- Includes: Reports, work papers, correspondence and internal and external audits requested by Executive staff.</p>					P	3 Years		Destroy	
Finance										
0072-0000	<p>Bond Fund Accounting --- Includes: Bond information on Single Family and Multi-Family issues, mortgage revenue bond, construction notes, investment note issues, ledgers, trustee bank statements, electronic ledgers and CR/CD journals and investments and related documents, audit work papers, financial statements and correspondence.</p>					P	Life of issue Plus 10 Years	Life of issue Plus 10 Years	Destroy	
0073-0000	<p>All Federal Subsidized Files (HUD'S Section 8 Subsidy Housing And HUD'S Section 236 Multifamily Housing Interest Reduction Program) --- Includes: Mortgage certifications, rent increases, vouchers, monthly payments and related bank statements In accordance with HUD's Section 8 Subsidy Housing, certificates or vouchers may be allocated to public housing tenants forced to move because of rehabilitation or demolition of their public housing unit. Section 8 assistance allows those residents to move into privately owned housing and still pay affordable rent. HUD'S Section 236 Multifamily Housing Interest Reduction Program, under the HUD Act of 1968, a combined Federal Mortgage insurance with interest reduction payments to the lender for the production of low-cost rental housing. It provides interest Subsidies to lower a project's mortgage interest rate to as low as 1 percent. The interest reduction payment results in lower operating costs and reduced rent structure.</p>					P	Life of the mortgage Plus 10 Years	Life of the mortgage Plus 10 Years	Destroy	
0074-0000	<p>Mortgage Accounting (Single Family/Multi-Family/General Fund) --- Includes: Electronic Amortization schedules, mortgage payments, once reconciliation.</p>					P	Life of the mortgage Plus 10 Years	Life of the mortgage Plus 10 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:4 of 7	
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		
0075-0000	Multi-Family Escrow Files --- Includes: deposits, project vouchers and disbursement (checks/wire letters).					P	Life of the mortgage Plus 10 Years	Life of the mortgage Plus 10 Years	Destroy	
0076-0000	Amortization Schedule - (Computer Printout)					P	Life of the mortgage Plus 10 Years	Life of the mortgage Plus 10 Years	Destroy	
0077-0000	Construction Loan Account Files --- Includes: First mortgage, requisition , copies of checks and correspondence.					P	Life of the mortgage plus 10 Years	Life of the mortgage plus 10 Years	Destroy	
0078-0000	Purchasing Statements - Single Family Loan --- Includes: Mortgage purchase statements, weekly purchase summaries, detailed purchase reports and disbursement letters.					P	3 Years	3 Years	Destroy	
0079-0000	Trustee Statements --- Contains mortgage purchase statements, weekly purchase summaries, detailed purchase report, cashier's slips.					P	3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:5 of 7	
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		
HMIS										
0080-0000	Homeless Management Information System (HMIS) --- Includes: Homeless Management Information System Software, Fiscal Funds, Grant Administration, Record Keeping requirements, Grant and Project changes. In accordance with codes of Federal Regulations (CFR) 578.101 et. Seq., Grant Administration for the Continuum of Care Program is designed to promote community wide commitment to the goal of ending homelessness, providing funding for efforts by nonprofit providers, State and local government to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families and communities by homelessness.					P	Life of mortgage plus 10 Years		Destroy	
Human Resources										
0081-0000	Issuance Of HMFA ID Cards In Accordance With Homeland Security (FIPS)					P	5 Years		Destroy	
Multi- Family Lending Programs										
0082-0000	Multi-Family Funding/Projects Housing And Lending Programs (Construction And Mortgage Loans) --- Includes: application, supporting verification documents, Form 10, and project correspondence.					P	Life of mortgage plus 10 Years		Destroy	
0082-0001	Multi-Family Program Files --- Regional Contribution Agreements (RCA)					P	23 Years	7 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:6 of 7	
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		
Property Management										
0090-0000	Managing Agents- Management Agreement Package --- Includes: Management Plan, Resident Selection Policy, Affirmative Fair Housing Marketing Plan, Qualification Forms, NJ Real Estate License, Fidelity Bond, Administrative Questionnaire, Statement of Disclosure, Previous Participation Certification, Equal Employment Opportunity Certification and Owner's Building Registration Statement and Annual Evaluations.					P	3 Years after termination of contract		Destroy	
0090-0001	Projects Financial Operations --- Includes: Documents pertaining to the financial aspects of operating the project. Annual Audit, DCE and CDE requests and approval, Return on Equity requests and approvals.					P	Life of the mortgage plus 10 Years		Destroy	
0090-0002	Projects Financial Operations --- Includes: Proposal, Rent Increase Package, HUD Increase Approval Letters.					P	6 Years		Destroy	
0090-0003	Projects Financial Operations --- Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget					P	7 Years		Destroy	
0093-0004	Projects Financial Operations - Monthly/Quarterly Operating Report					P	2 Years		Destroy	
0095-0000	Contracts And Other Management Requirements --- Includes: Contract documents and other miscellaneous documents produced in the management of the projects. Insurance, Attorney's Letter of Agreement, Resident Correspondence, Maintenance Inspection Reports.					P	14 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 003		Page #:7 of 7	
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		
Regulatory Affairs										
0100-0000	Cash Register --- Includes: list name of case, DAG assigned, docket number, nature of case and motions.					P	Periodic review		Destroy	
0101-0000	Project Litigation Files --- Includes: Documents relating to building project litigation.					P	Life of mortgage plus 10 Years		Destroy	