



AGENDA
STATE RECORDS COMMITTEE
December 19, 2019
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 September 19, 2019 Minutes**
- II. **Administrative Actions:**
 - A. **Announcement of Approval of Destruction Authorization:**
Artemis Request: # 559240 - 561103
 - B. **Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See attached)
- III. **New Business:**
 - A. **Records Retention Schedules:** (See attached)
 1. **NJ Transit Administrative Support – Capital Planning & Programs - S819020 –**
Retired Schedule - Presented by Virma Guzman Reyes
 2. **NJ Transit Corporate – Capital Planning & Programs – S819020 –** Retired Schedule –
Presented by Virma Guzman Reyes
 3. **Health – Epidemiology, Environmental & Occupational Health – Administration of
Cancer Epidemiology Services – S460606 -** Presented by John Berry
 4. **Law & Public Safety – Racing Commission – S661200 –** Presented by John Berry

IV. Other Business:

A. Proposed Dates for State Records Committee Meetings for 2020



MINUTES
STATE RECORDS COMMITTEE
September 19, 2019

Elizabeth Hartmann, Records Management Services, called the 439th meeting of the State Records Committee to order at 10:02 a.m. September 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. Hartmann stated that there was a quorum present.

Ms. Hartmann acknowledged the retirement of Michael Tyger, Committee Secretary and introduced The Treasurer's designee, Amanda Truppa. Ms. Hartmann also introduced the designee for the State Auditor, Ken Kramli.

Ms. Hartmann stated the role of Committee Secretary and Chair is open and asked if there was a motion to nominate someone for the position.

Mr. Klett nominated Ms. Truppa. The motion was seconded and passed.

Ms. Truppa opened the meeting and thanked the former Secretary and Chair, Michael Tyger for his years of service with the Committee.

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, Joseph Klett
Division of Community Affairs, Local Government, Stacy Spera, Designee

Staff: Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
Donald Cornelius, Archivist, Division of Archives and Records Management, Department of State
John Berry, Records Analyst 1, Records Management Services
Marcella Campbell, Technical Assistant 2, Records Management Services

Other: Nevin Mann, NJSP
Sylvia Allen, DCA - Housing
Joanne McKinley, Access NJ
Joe Vicari, NJSP

Argean Cook, NJ Transit
Joan DePaolo, NJ Transit
Jamie O'Donnell, NJ Education Facilities Authority
Arthur Staerk, AccuScan
Jamie O'Donnell, New Jersey Department of the Treasury

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the March 21, 2019 Minutes four (4) yes, none (0) no, one (1) abstain.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Secretary Truppa announced the approval of routine Artemis requests for disposal of public records: #551150-553972

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. Department of Law and Public Safety – State Police Field Operations

S660233 - Approved without changes.

2. Community Affairs – Housing and Mortgage Finance S221505 - Approved

without changes.

3. Community Affairs – Housing and Mortgage Finance S221512 - Approved

without changes.

There being no other business, the Committee adjourned at 10:11 a.m.

Amanda Truppa
Secretary
State Records Committee

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
19100301-MP	Roseland School District	New Registration
19100302-MP	Gloucester City Public Schools	New Registration
19102401-MP	New Jersey Motor Vehicles Commission - Real ID*	New Registration
199111401-MP	Cranford Public School District	New Registration
01121301-MP	County of Atlantic Department of Administrative Services Division of Information Technologies and Records Management	Annual Review
12062102-MP	Bogota Public School	Annual Review
13012401-MP	Warren County Technical School	Annual Review
13032101-MP	Upper Freehold Regional School District	Annual Review
14051511-MP	Sterling High School District	Annual Review
11012031-MP	West Orange Board of Education	Annual Review
12041904-MP	Kenilworth Board of Education	Annual Review
12062108-MP	South Bergen Jointure Commission	Annual Review
17102603-MP	New Brunswick Public Schools	Annual Review
11102001-MP	NJ Transit	Annual Review
03061901-NM	New Jersey Health Care Facilities Financing Authority Division of Operations	Annual Review
14032001-MP	Freehold Regional High School District	Annual Review
09101510-NM	Township of Manalapan	Annual Review
11051908-NM	New Jersey Motor Vehicle Commission (Matrix-P8 System)	Annual Review
02032101	New Jersey Motor Vehicle Commission Customer Operations and Support Imaging System Center	Annual Review
03091802-MF	New Jersey Motor Vehicle Commission Customer Operations and Support Imaging System Center	Annual Review
18101103-MP	Wayne Township Public School	Annual Review
10111003-MP	Carteret School District	Annual Review
13032108-NM	Borough of Franklin Lakes	Annual Review
09021903-NM	County of Hunterdon Prosecutor's Office	Annual Review
17060803-MP	Township of Parsippany Troy-Hills	Annual Review
14032007-MP	Somerset Hills School District	Annual Review
12062111-MP	Edgewater Park Township Schools	Annual Review
11072107-MP	Millville Board of Education	Annual Review
10021801-MF	Township of North Brunswick	Annual Review
03101601-NM	Borough of Old Tappan Borough Administrator/Clerk	Annual Review
11051905-MP	Upper Saddle River Schools	Annual Review
08011703-MF	Township of Jefferson Enterprise Imaging System	Annual Review
18122902-MP	Pine Hill Fire District #1	Annual Review
10071502-MP	County of Burlington RIM	Annual Review
11051901-MP	New Jersey State Police, DNA Laboratory	Annual Review

*Registration based on the agency's agreement to commit to a migration approach based on an open format.

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
15011501-NM	City of East Orange	Annual Review
08022101-MP	County of Somerset Enterprise	Annual Review
01121301-MP	County of Atlantic Department of Administrative Services Division of Information Technologies and Records Management	Amendment
01121301-MP	County of Atlantic Department of Administrative Services Division of Information Technologies and Records Management	Amendment
09012209-MF	Borough of Fair Lawn	Amendment

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY #	S819020 Retired		
DIVISION:	Administrative Support - Capital Planning & Programs/Capital Planning	SCHEDULE #	003		
BUREAU:		PAGE #	1	OF	1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit - Corporate - Capital Planning & Programs/Capital Planning
FORMER AGENCY NUMBER	S819020 - 003 (Records series transferred from S819020 to S800000 and G100000)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Capitol Program File	Transfer		S800000 Record series 0004-0001
0002-0000	Capitol Grants File	Transfer		S800000 Record series 0004-0001
0003-0000	Project File	Transfer		S800000 Record series 0004-0001
0004-0002	Federal Transit Administration (FTA) File	Transfer		S800000 Record series 0004-0002
0005-0000	General Administrative Subject File	Transfer		G100000 Record series 1400-0000 Administrative Subject File - 3 years /Archival review

STATE OF NEW JERSEY



New Jersey Transit

S800000-001

Records Retention and Disposition Schedule		Agency: S800000	Schedule: 001	Page #:1 of 4
Department:	New Jersey Transit	Agency Representative:	Joyce J. Zuczek	
		Title:	Board Secretary - OPRA Officer	
		Phone #:		

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

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Capital Planning And Programs										
0001-0000	Project Files									
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X		P	50 yrs		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. <u>N.J.S.A. 2A:14-1.1</u>					P	10 years after completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.					P	25 yrs		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		
0001-0004	<p>Project Files – Design/ Construction – Phase Documents --- Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid 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.</p>					P	10 years after completion of project	1 yr after completion of project	Destroy	
0002-0000	Facilities Files									
0002-0001	<p>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>					P	7 yrs after resolution		Destroy	
0002-0002	<p>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.</p>					P	Life of structure plus 10 yrs		Destroy	
0003-0000	Construction Management Files									
0003-0001	<p>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>					P	10 yrs after completion	1 yr after completion	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 001		Page #:3 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0002	Construction Management Files –As-Built Drawings --- Original reproducible as-built and shop drawings that have been revised to incorporate “as-built changes as completed”, technical details and components of construction projects.			X		P	Life of structure plus 10 yrs		Archival Review	
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 yrs. after completion of project or 3 yrs. 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 yrs.		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 yrs after permit expires		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 001		Page #:4 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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 yrs		Destroy	
0005-0004	Environmental Services - Remedial Reports, Copies --- Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.					P	30 yrs	10 yrs	Destroy	
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.					P	30 yrs.	10 yrs	Destroy	
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.					P	3 yrs 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 yrs after completion of report	10 yrs after completion of report	Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	Health	AGENCY #	S460606	
DIVISION:	Epidemiology, Environmental and Occupational Health	SCHEDULE #	002	
BUREAU:	Administration of Cancer Epidemiology Services	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Note: Specific Record Series listed below from Records Retention Schedules S460606, S460607 & S460608 were merged into a revised version of S460606.
FORMER AGENCY NUMBER	S460606, S460607 & S460608

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Cancer Study/Investigation Records	Title, Description, Retention Note: For Former Title, Description and Retention – See: S460607 004 Schedule Amendment (Retired)	<u>S460606 001</u> Bladder/Liver Cancer Study Listings <u>S460607 004</u> Bladder Cancer Study Data, Cancer Cluster Investigation Report, Cancer Mortality and Case Control Study Data, Cancer Mortality and Case Control Study Data, EGA (Study of Digestive Health) Cancer Study Questionnaires, Liver Cancer Study Data, Lung/Bladder Cancer Study Records (Male), Lung Cancer/Laetrille Study Records, Smith Hall Study Data - Rutgers University (completed forms for Cases and Controls, Medical Reports and Correspondence), WISH (Woman Interview Study for Health) Breast Cancer Study Booklets	<u>S460606 002</u> 0001-0000 Cancer Study/Investigation Records Includes: Bladder/Liver Cancer Study Listings, Bladder Cancer Study Data, Cancer Cluster Investigation Report, Cancer Mortality and Case Control Study Data, EGA (Study of Digestive Health) Cancer Study Questionnaires, Liver Cancer Study Data, Lung/Bladder Cancer Study Records (Male), Lung Cancer/Laetrille Study Records, Smith Hall Study Data - Rutgers University (completed forms for Cases and Controls, Medical Reports and Correspondence), WISH (Woman Interview Study for Health).

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S460606	SCHEDULE # 002	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				10 Years
0002-0000	Cancer Registry Abstracts	Title, Description, Retention Note: For Former Title, Description and Retention – See: S460608 003 Schedule Amendment (Retired)	<u>S460608 003</u> Cancer Registry Abstracts (SE-1) (NY) Cancer Registry Abstract (SE-1)	<u>S460606 002</u> 0002-0000 Cancer Registry Abstracts Includes: Cancer Registry Abstracts (SE-1) (NY) and Cancer Registry Abstract (SE-1) 10 Years or age 23, whichever is longer

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	Health	AGENCY #	S460607 (Retired)	
DIVISION:	Epidemiology, Environmental and Occupational Health	SCHEDULE #	004	
BUREAU:	Cancer Epidemiology	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Note: Specific Record Series listed below from Records Retention Schedule S460607 004 were merged into and revised version of S460606 002; Other Record Series are included in The State General Records Retention Schedule (G100000 011).
FORMER AGENCY NUMBER	S460607

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Bladder Cancer Study Data	Transfer	<p>Contains: records of bladder cancer cases, death certificates, various analysis and reports, and slides.</p> <p>10 Years after completion of study</p>	<p><u>S460606 002</u> 0001-0000 Cancer Study/Investigation Records</p> <p>Includes: Bladder/Liver Cancer Study Listings, Bladder Cancer Study Data, Cancer Cluster Investigation Report, Cancer Mortality and Case Control Study Data, EGA (Study of Digestive Health) Cancer Study Questionnaires, Liver Cancer Study Data, Lung/Bladder Cancer Study Records (Male), Lung Cancer/Laetrile Study Records, Smith Hall Study Data - Rutgers University (completed forms for Cases and Controls, Medical Reports and Correspondence), WISH (Woman Interview Study for Health).</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S460607	SCHEDULE # 004	PAGE # 2 OF 5
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				10 Years
0002-0000	Cancer Atlas Preliminary Records	Superseded	Contains: statistical graphs, maps, raw data, and charts, etc. As updated or 10 Years whichever is later	G100000 011 0016-0005 Agency-Generated Statistical Report (Original and Copy) 3 Years
0003-0000	Cancer Atlas Summary Data	Superseded	Consists of supporting materials which accompanied the release of the report entitled "Descriptive Epidemiology of Cancer Mortality in New Jersey: 1949-1976" including the executive summary, news release and reports to the National Cancer Institute federal contractor. Permanent/Archives	G100000 011 1604-0001 Agency – Generated Publication (Original) Permanent
0004-0000	Cancer Cluster Investigation Report	Transfer	Consists of summaries of cancer cluster investigation reports of several municipalities. 5 Years after update	<u>S460606 002</u> 0001-0000 Cancer Study/Investigation Records 10 Years
0005-0000	Cancer Mortality and Case Control Study Data	Transfer	Consists of computer listings of cancer deaths for bladder, liver and lung cancer, plus listings of six control death certificates matched to each case for age, race, and sex. Record is used as reference for future analyses by the department and studies by other interested outside agencies. 8 Years	<u>S460606 002</u> 0001-0000 Cancer Study/Investigation Records 10 Years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S460607	SCHEDULE # 004	PAGE # 3 OF 5
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0006-0000	Cancer Mortality Rates (Computer Printouts)	Delete – Retired No need to print and retain computer generated paper listings	Consists of listing compiled of Cancer Mortality rates by state, county, municipality, age and race for 27 cancer sites. 8 Years	
0007-0000	Cancer Patient Discharges	Superseded	Consists of computer listings by hospital with diagnosis and medical discharge abstracts. Record determines the completeness of the Cancer Registry Master File in reviewing discharges of cancer cases in each hospital. 5 Years	G100000 011 1420-0000 Reference Material Request Periodic Review
0008-0000	Cancer Study Proposals and Reports	Superseded	Consist of proposals and reports on lung, bladder and liver cancer studies and a Cancer Atlas. Also contains Etiologic Studies of Cancer in New Jersey, and descriptive reports on cancer epidemiology and trends. Documentation of all work is performed under the Federal National Cancer Institute Contract and is used as a reference source. 7 Years after termination of contract	For Proposals: G100000 011 0403-0001 Contracts and Amendments – Awarded (Original) 7 Years after completion of contract <hr/> For Reports: G100000 011 1604-0001 Agency –Generated Publication (Original) Permanent
0009-0000	Death Certificates (Copies)	Superseded	5 Years	G100000 011 1420-0000 Reference Material Request Periodic Review
0010-0000	EGA (Study of Digestive Health) Cancer Study Questionnaires	Transfer	Questionnaires of participants in an etiologic study of adenocarcinomas of the esophagus and gastric cardia. Contains information on	S460606 002 0001-0000 Cancer Study/Investigation Records

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S460607	SCHEDULE # 004	PAGE # 4 OF 5
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			possible risk factors, including: tobacco, alcohol, certain medications, medical history, diet, and occupation. Study includes men and women aged 30-79 from 15 NJ counties. 10 Years	10 Years
0011-0000	Index Cards for Cancer Cases and Control	Delete – Retired No longer receive or retain these records	Used for cross reference to controls in lung, liver and bladder cancer studies. 5 Years after completion of study	
0012-0000	Liver Cancer Study Data	Transfer	Contains records of cases and controls and out of scope cases. Used in conducting liver study analysis and reports. 5 Years after completion of study	<u>S460606 002</u> 0001-0000 Cancer Study/Investigation Records 10 Years
0013-0000	Lung/Bladder Cancer Study Records (Male)	Transfer	Contains: information sheets, questionnaires which contain pertinent data of cases, control next of kin information, and medical data etc. 10 Years after completion of study	<u>S460606 002</u> 0001-0000 Cancer Study/Investigation Records 10 Years
0014-0000	Lung Cancer/Laetrile Study Records	Transfer	Consists of graphs, maps and charts for lung cancer data and questionnaires, etc. for laetrile survey data. 7 Years	<u>S460606 002</u> 0001-0000 Cancer Study/Investigation Records 10 Years
0015-0000	Smith Hall Study Data - Rutgers University	Delete – Retired Header no longer necessary		
0015-0001	Smith Hall Study Data - Rutgers University - Completed Forms for Cases	Transfer	75 Years	<u>S460606 002</u> 0001-0000 Cancer

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S460607	SCHEDULE # 004	PAGE # 5 OF 5
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	and Controls, Medical Reports, and Correspondence			Study/Investigation Records 10 Years
0015-0002	Smith Hall Study Data - Rutgers University - Executive Summary and Final Report	Superseded	Permanent	G100000 011 1604-0001 Agency – Generated Publication (Original) Permanent
0016-0000	WISH (Woman Interview Study for Health) Breast Cancer Study Booklets	Transfer	Survey booklets of participants in a multicenter etiologic study of breast cancer in a population of younger women. Contains information on possible risk factors, including: tobacco, alcohol, reproductive history, selected medications, medical history, diet, and occupation. Certain sections contain extended written material which is not machine coded. 10 Years	S460606 002 0001-0000 Cancer Study/Investigation Records 10 Years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	Health	AGENCY #	S460608 (Retired)	
DIVISION:	Epidemiology, Environmental and Occupational Health	SCHEDULE #	003	
BUREAU:	Cancer Registry	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Note: Specific Record Series listed below from Records Retention Schedule S460608 003 were merged into and revised version of S460606 002.
FORMER AGENCY NUMBER	S460608

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Cancer Registry Abstracts - (SE - 1) (NY) ---	Transfer	Abstracts submitted for New York residents diagnosed as having cancer in a New Jersey health facility. 2 Years after submission to New York State	S460606 002 0002-0000 Cancer Registry Abstracts
0002-0000	Cancer Case Reports	Delete – Retired No need to print and retain computer generated paper listings (0002-0001 through 0002-0007).	Consists of computer listings of Cancer Case Reports.	
0002-0001	Alphabetical Listing of Cancer Patients	Delete - Retired	3 Months	
0002-0002	Non-critical Errors Listings	Delete - Retired	3 Months	
0002-0003	Hospital Listings of Cancer Patients	Delete - Retired	6 Months	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S460608	SCHEDULE # 003	PAGE # 2 OF 3
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0002-0004	Possible Duplicate and Critical Error Runs	Delete - Retired	6 Months	
0002-0005	Alphabetical Listing of Cancer Deaths	Delete - Retired	1 Year	
0002-0006	Liver Cancer Study Data	Delete - Retired	5 Years	
0002-0007	Semi-Annual Master Listing Primary Sheets	Delete - Retired	5 Years	
0003-0000	Case Reports Daily Record	Delete – Retired No longer receive or retain these records.	Consists of log books with records of case reports received daily from hospitals, laboratories, or physicians. Contains the patient's name, accession number of case, and name of health facilities reporting cancer cases. Used to determine monthly statistics. 3 Years or after hospital program audit is complete	
0004-0000	Non-Reportable Cancer Abstracts	Delete – Retired No longer receive or retain these records (0004-0001 and 0004-0002).		
0004-0001	Index Cards	Delete - Retired	10 Years	
0004-0002	Non-reportable Case	Delete - Retired	1 Year	
0005-0000	Cancer Registry Abstract (SE-1)	Transfer	Form used for reporting newly diagnosed cancer cases. Provides name, address, facility reporting data on diagnosis, summary site, etc. Record provides statistical data necessary to determine correlations between cancer incidence and possible	<u>S460606 002</u> 0002-0000 Cancer Registry Abstracts

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S460608	SCHEDULE # 003	PAGE # 3 OF 3
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			environmental factors. Also contains pathology reports. Permanent Cancer Register is maintained by Cancer Epidemiology Program. 10 Years or age 23 of patient, whichever is longer	

STATE OF NEW JERSEY



Health-Epidemiology, Environ & Occupational Health- Admin of Cancer Epidemiology Services

S460606-002

Records Retention and Disposition Schedule		Agency: S460606	Schedule: 002	Page #:1 of 1
Department:	Health-Epidemiology, Environ & Occupational Health-Admin of Cancer Epidemiology Services	Agency Representative:	Patricia Horrell	
		Title:	Technical Assistant 2	
		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	Cancer Study/Investigation Records --- Includes: Bladder/Liver Cancer Study Listings, Bladder Cancer Study Data, Cancer Cluster Investigation Report, Cancer Mortality and Case Control Study Data, EGA (Study of Digestive Health) Cancer Study Questionnaires, Liver Cancer Study Data, Lung/Bladder Cancer Study Records (Male), Lung Cancer/Laetrile Study Records, Smith Hall Study Data-Rutgers University (completed forms for Cases and Control, Medical Reports and Correspondence), and WISH (Woman Interview Study for Health).					P	10 Years		Destroy	
0002-0000	Cancer Registry Abstracts --- Includes: Cancer Registry Abstract (SE-1) (NY) and Cancer Registry Abstract (SE-1).					P	10 Years or age 23, whichever is longer		Destroy	

Records Retention and Disposition Schedule Amendment

DEPARTMENT: Law and Public Safety	AGENCY # S661200		
DIVISION: Racing Commission	SCHEDULE # 004		
BUREAU:	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)
0001-0001	Exchange Wagering, Sports Wagering And Pilot Program	New Item		

STATE OF NEW JERSEY



Law and Public Safety-Racing Commission

S661200-004

Records Retention and Disposition Schedule		Agency: S661200	Schedule: 004	Page #:1 of 4
Department:	Law and Public Safety-Racing Commission	Agency Representative:	Jason Timmerman	
		Title:	Manager, Regulatory Process	
		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:
	10/24/2019		

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	Account Wagering And Off-Track Wagering File --- Includes: account wagering/off-track wagering license application, license permit, final decision and order in connection with license permit issue, master account wagering and off-track wagering participation agreements, Totalisator service agreement with licensees, and NJ Sport and Exhibition Authority correspondence and memoranda.					P	10 Years	10 Years	Destroy	
0001-0001	Exchange Wagering, Sports Wagering And Pilot Program --- Includes: exchange wagering license application, sports wagering license application, license, and pilot program license applicaton, final decision and order in connection with license issued, correspondence and memoranda.					P	10 Years	10 Years	Destroy	
0002-0000	Ejection Reports --- Reports generated by the track association containing information about individuals who are banned from racetracks.						7 Years	7 Years	Destroy	
0003-0000	Equine Drug Testing Program Files --- Files containing the laboratory results on the testing of horses.					P	25 Years	10 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S661200			Schedule: 004		Page #:2 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0004-0000	Horse Fatality Report --- Report generated by the state veterinarians detailing information concerning cases of horse fatality						7 Years	7 Years	Destroy	
0005-0000	Human Drug Testing Program Files									
0005-0001	Urine Test Forms --- Urine test forms submitted by officials, jockeys, trainers, and grooms, indicating presence or absence of controlled dangerous substance and/or prescription legend drug use. Retention prescribed by <u>N.J.A.C.</u> 13:70-14A.11 and 13:71-18.2						1 Years	1 Years	Destroy	
0005-0002	Violations Files --- Reports, correspondence, monitoring, and other supporting information maintained in cases of individuals who have violated the human drug testing rules. Retention prescribed by <u>N.J.A.C.</u> 13:70-14A.11 and 13:71-18.2					P	25 Years	25 Years	Destroy	
0006-0000	Investigation Files --- Non-criminal investigative files that include confidential information.					P	7 Years	7 Years	Destroy	
0007-0000	License Applications									
0007-0001	License Applications - Approved And Denied --- Includes applications for licenses submitted by owners, drivers, stable employees, vendors, pari-mutuel employees, jockeys, trainers, grooms, and others.					P	6 Years	6 Years	Destroy	
0007-0002	License Applications - Off Track Farm Applications --- Licenses for farms contracted for support operations.					P	6 Years	6 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S661200			Schedule: 004		Page #:3 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0008-0000	Racetrack Association Files --- Includes: original applications for race dates, races and entries, results, incident reports, correspondence, and supporting material			X			Permanent	Permanent	Permanent	
0009-0000	Programs					P	3 Years	3 Years	Destroy	
0010-0000	Report Of Employees (Detail And Recapitulation) --- Includes daily number of employees and patrons from racetracks.					P	3 Years	3 Years	Destroy	
0011-0000	Rulings (Originals) --- Adjudicated decisions issued by race officials to licensed persons in violation of rules and regulations.					P	10 Years	10 Years	Destroy	
0012-0000	Stewards Reports (Form F-1) --- Consists of daily reports indicating suspensions issued, reasons, and fines issued.					P	3 Years	3 Years	Destroy	
0013-0000	Simulcasting Contract Files --- Includes contract agreements with racetracks and approved New Jersey casinos, for the video transmission of live racing, as well as the regulatory and Horsemens Association approvals for the transmission of races.					P	7 Years	7 Years	Destroy	
0014-0000	Outstanding Ticket Payment Reports --- Reports detailing outstanding ticket payments for racetracks, casinos, and off-track wagering.					P	3 Years and OLS audit	3 Years and OLS audit	Destroy	
0015-0000	Revenue Accounting Folders --- Includes: Seven-day Financial Report for racetracks, casinos, account wagering, and off-track; Daily Report of Applications and Fees Received.					P	6 Years	6 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S661200			Schedule: 004		Page #:4 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0016-0000	Totalisator Files --- Consists of service agreements between licensee (New Jersey Sports and Exhibition Authority) and Totalisator company, background investigations of Totalisator company, internal control procedures of Totalisator company, and supporting documentation.					P	10 Years	10 Years	Destroy	
0017-0000	Veterinarians Reports --- Consists of daily reports of state veterinarians concerning the racing condition of each entrant before and after each race.					P	3 Years	3 Days	Destroy	
0018-0000	Veterinarian Treatment Slips --- Treatment slips detailing veterinary care for race horses by privately practicing veterinarians.					P	3 Years	3 Years	Destroy	

**PROPOSED
STATE RECORDS COMMITTEE MEETINGS
FOR 2020
DATE OF MEETING**

January 16 *

February 20

March 19 *

April 16

May 21 *

June 18

July 16 *

August 20

September 17 *

October 15

November 19 *

December 17

*** Indicates a meeting may be called for emergency or special purposes**