STATE OF NEW JERSEY

STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200

www.treas.state.nj.us

AGENDA
STATE RECORDS COMMITTEE
September 15, 2016
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 the January 21, 2016 Minutes
Reading of the July 21, 2016 and August 18, 2016 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
1. Routine Request: #87-412 – #87-444
2. Artemis Request: #528473 – #530087

B. Registered Imaging Systems / Amendments / Annual Reviews:
Report to the State Records Committee: (See Attached)

III. Old Business: None

IV. New Business:

A. Records Retention Schedules: (See Attached)

1. **Department of Agriculture** - Presented by John Berry
State Agriculture Development Committee – S100102-001 *(New Schedule)*

2. **Department of Health – Family Health Services** - Presented by John Berry
Women, Infants and Children (WIC) – S460305-005

3. **Department of Health – Family Health Services** - Presented by John Berry
Community Health & Wellness Center – S460615-002

4. **Department of Health – Family Health Services** - Presented by John Berry
Family Planning Program – S460307-002 *(Retired Schedule)*

5. **Department of Health – Family Health Services** - Presented by John Berry
Parental and Child Health Services – S460316-001 *(Retired Schedule)*

B. Special Request and Authorization for Records Disposal: (See Attached)
Dept. of Human Services, Division of Developmental Disabilities, New Lisbon Developmental Center – Damaged Records – Presented by James Jenkins

STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

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MINUTES
STATE RECORDS COMMITTEE
January 21, 2016

Michael J. Tyger, Secretary, called the 421st meeting of the State Records Committee to order at 10:05 a.m. on the above date. He 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.

Mr. Tyger stated that there is a quorum with all members present except for the representative from the State Auditor's office, who was unable to attend the meeting.

Mr. Tyger welcomed Stacy Spera from the Division of Local Government Services to the State Records Committee.

ATTENDANCE:

SRC:
State Treasurer, Michael Tyger, designee
Division of Local Government Services, Stacy Spera, designee
Attorney General, Cameryn Hinton, alternate designee
State Archives, Joseph Klett

Staff:
Sharon Allen, Technical Assistant II, Records Management Services
John Berry, Records Analyst I, Records Management Services
Ellen Callahan, Supervising Archivist, NJ State Archives, Department of State
Marcella Campbell, Technical Assistant I, Records Management Services
Nichole Carthan, Records Manager, Records Management Services
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services
James Jenkins, Records Analyst III, Records Management Services
Irwin Nadel, Chief of Operations, Records Management Services
Baljinder Pannu, Data Entry Operator, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services
Esther Watkins, Secretarial Assistant II, Records Management Services

Other:
Denise Hollingsworth, Law & Public Safety, Criminal Justice
David Brice, Michele Everly, Gloucester County Clerk's Office
Lauren Wiley, Mercer County Clerk's Office

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:
Upon motion, seconded, the Committee voted to approve the December 17, 2015 minutes four (4) yes, none (0) no.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

1. **Secretary Tyger announced the approval of routine hardcopy request for disposal of public Records:** #87-264 – #87-296
2. **Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records:** #523224 – #523644

B. Registered Imaging Systems / Amendments / Annual Reviews:
Report to the State Records Committee: (See Attached)

II. NEW BUSINESS:

A. Records Retention Schedules (See Attached)
Law and Public Safety – Presented by John Berry
Criminal Justice – S660400 Items 0100-0000 – 0100-0002 - Approved without change

III. OTHER BUSINESS:

Mr. Tyger inquired if there were any updates for the Special Request and Authorization for Records Disposal for the Department of Human Services, Division of Developmental Disabilities.
Ms. Carthan stated that the agency is working to have the information available by the next SRC meeting.

There being no other business, the Committee adjourned at 10:17 a.m.

_____
Michael Tyger
Secretary
State Records Committee

STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

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MINUTES
STATE RECORDS COMMITTEE
July 21, 2016

Michael J. Tyger, Secretary, called the 422nd meeting of the State Records Committee to order at 10:02 a.m. on the above date. He 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.

Mr. Tyger stated that there is a quorum with all members present.

ATTENDANCE:

SRC: State Treasurer, Michael Tyger, Designee
Division of Local Government Services, Stacy Spera, Designee
Attorney General, Cameryn Hinton, Designee
State Auditor, William Robinson, Designee
State Archives, Joseph Klett

Staff: Irwin Nadel, Chief of Operations, Records Management Services
Bob Benco, Senior Executive Service, Revenue and Enterprise Services
Anthony Johnson, Administrative Analyst III, Records Management Services
Nichole Carthan, Records Manager, Records Management Services
Ellen Callahan, Supervising Archivist, NJ State Archives, Department of State
Sharon Allen, Technical Assistant II, Records Management Services
John Berry, Records Analyst I, Records Management Services
Marcella Campbell, Technical Assistant I, Records Management Services
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services
James Jenkins, Records Analyst III, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services
Baljinder Pannu, Technical Assistant, Records Management Services
Esther Watkins, Secretarial Assistant II, Records Management Services

Other:
Robert Harbold, Department of Human Services, Division of Developmental Disabilities
Laura Posner, Office of Attorney General, Law and Public Safety
Sgt. Michael Spitzer, Sgt. Michael Cordileone, Mount Olive Police Department
David Brice, Michele Everly, Gloucester County Clerk's Office
Donna Lenzi, Atlantic County

Allen Kurdyla, Somerset City
Jo McKinley, Sal Copola, Steve Goodfellow, Accses/CNA Services
Torey King, Liz Pagano, Gabriella Leverne, Yochin Dufferr, Mercer
Patrick Garretson, Essex County
Bor-Sheng Tsai, Paul Paradino, Hudson County
Sharon Doers, Essex County, Register of Deeds & Mortgages
Argean Cook, Toi Fisher, Patricia Rich, Lisa Dickinson, Stephen Sopko,
Joan DePaolo, NJ Transit
David Nunez, Register Office
Sister Catherine Thibault, Diocese of Trenton
Dan Freed, Sussex County
Denise Szabo, MCANJ
Marc Pfeiffer, Rutgers
Laura Flagg, Rutgers
Art Stark, AccuScan
Sharon Young, West Windsor Township
Lisa Fania, Hopewell Township
Patricia McCarthy, City of Camden Records
Jim Thoms, Atlantic Micrographics
Torey King, Mercer County
Gary Dalina
Paul Porrale
Eric Carlsen, ShoreScan
Kim White
Oscar Simmons
Joe Falca

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:
Minutes for the January 21, 2016 SRC Meeting were withheld for further review due to issues raised from Mr. Klett regarding his official title and department name. Mr. Klett would like for his representation to be shown as Division of Archives and Records Management under "Attendance". There was further discussion between Mr. Klett, Mr. Nadel and Mr. Tyger regarding Mr. Klett's official title. SRC Members decided to hold off approving Minutes for the January 21, 2016 SRC Meeting pending further research regarding this matter.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

1. **Secretary Tyger announced the approval of routine hardcopy request for disposal of public Records:** #87-297 – #87-411
2. **Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records:** # 523645– #528472

B. Registered Imaging Systems / Amendments / Annual Reviews:

Report to the State Records Committee: (See Attached)

II. OLD BUSINESS:

A. Special Request and Authorizations for Records Disposal: (See Attached)
Dept. of Human Services, Division of Developmental Disabilities, Green Brook Regional Center – Damaged Records – Presented by James Jenkins – Approved without changes.

III. NEW BUSINESS:

A. Records Retention Schedules (See Attached)

1. **Law and Public Safety** – Presented by John Berry
   Division of Consumer Affairs – Securities – S660906-003 – Approved with changes to remove the "Note" comment in the Amendment Form following Record Series Numbers: 0005-0000, 0007-0000, and 0008-0000.
   State General Schedule – Presented by Nichole Carthan
   Body Worn Cameras (BWC) – G100000-009 Item 2101-0000 – Approved without changes.
2. **County General Schedule** – Presented by Nichole Carthan
   Body Worn Cameras (BWC) – C820000-012 Item 0707-0000– Approved without changes.
3. **Municipal General Schedule** – Presented by Nichole Carthan
   Body Worn Cameras (BWC) – M100000-012 Item 0707-0000 – Approved without changes.

B. Special Request and Authorization for Records Disposal: (See Attached)
Mount Olive Police Department – Damaged Records **–** Presented by Vilirie Perry – Approved without changes, by a vote of 2-0 with Mr. Klett, Ms. Hinton and Ms. Spera abstaining. A lengthy discussion took place among the SRC members and agency representatives regarding if the agency could isolate the damaged homicide records from the other damaged records. The agency representative responded that they were unable to determine which boxes where homicide records.

IV. OTHER BUSINESS:

A. Procedures Regarding the Disposal of Hardcopy Records Scanned with Permanent or Archives / Archival Review Retention – Presented by Irwin Nadel – Approved.
Mr. Nadel thanked the Director of State Archives for meeting with the Division of Revenue and Enterprise Services to review this document and explained to SRC Members and the public the procedures outlined in the document. Mr. Klett stated that the workflow is a good conceptualization of the process, but noted there still needs to be a meeting of the minds regarding a migration path for permanent electronic records, and that Archives will need help regarding storage. Mr. Nadel agreed that additional meetings are required and that DORES will provide support regarding records storage space.

Mr. Klett wanted the record to reflect that non-routine Destruction Requests are not an Administrative Action item and Mr. Nadel agreed with that. The workflow was unanimously approved with the understanding that certain requests will be non-routine and require SRC approval.

B. <u>Re-Adoption of N.J.A.C. 15:3 with non-substantive streamlining changes</u>

Mr. Tyger gave an overview of the Re-Adoption for N.J.A.C. 15:3, noting that these rules expire on September 21, 2016 and that with multiple versions of the rules having been circulated it was better at this point to try to readopt a streamlined version of the rules without substantive changes. Mr. Tyger stated that there will be a special SRC meeting on August 18, 2016 during which the SRC will vote on the non-substantive changes to title 15:3. Mr. Tyger gave SRC members a draft hardcopy of the non-substantive changes for their review and comments, and also promised to send an electronic version. Mr. Tyger also stated there will be future meetings with Archives and DORES and Mr. Tyger will work with DORES and Archives to create a committee that will meet regularly to create a consensus version of the substantive changes for future SRC review.

Mr. Tyger asked if there were any questions about the proposed N.J.A.C 15:3. Mr. Klett distributed copies of a Memorandum packet to SRC Members, staff and to some of the members of the public. This memorandum packet is included as part of the SRC meeting packet. Mr. Klett stated this was in regard to the correspondence from Mr. Klett to Ms. Hinton outlining the Department of State's proposed revisions to N.J.A.C. 15:3. Mr. Klett proposed that this memo and correspondence from Ms. Hinton which outline the Attorney General's office recommendations in terms of changes be used for the discussion that will take place between now and August. Ms. Hinton noted that her comments were on a previous version of the rules, not the non-substantive change version circulated today.

Mr. Klett also brought up a memo from Mr. Klett to the SRC outlining a process that the Dept. of State discussed at a CARMA meeting in May 2016, after which the Department of State invited eight representatives from State and Local Government to participate on a panel to review DORES and Dept. of State's proposed revision of the rules. Mr. Klett noted the February 21, 2013 SRC Minutes document the proposal by the SRC for an electronic archive infrastructure to be housed in the State Archives. Mr. Klett also mentioned the December 2013 SRC Minutes indicate Archives intent to have permanent designations removed from the retention schedules. Mr. Nadel stated that DORES be given an opportunity to review the aforementioned documents as Revenue was not asked to participate on the panel.

Ms. Hinton noted she will not be voting on these rules as she and her group in the Division of Law advised the Division of Archives and Records Management and indicated voting on the rules would be a conflict of interest for her office. Mr. Tyger asked if Ms. Hinton, in her current capacity, is counseling the SRC to which Ms. Hinton replied that "technically" she counsels Division of Archives and Records Management and Department of State. Mr. Nadel stated he will go on record to say that the Division of Archives and Records Management does not exit, Records Management Services was assigned to the Department of Treasury by MOA. Ms. Hinton said she disagrees with that and Mr. Klett said that this is a matter of fact for the Department of State as indicated by the Attorney General's Office. Mr. Tyger again asked if Ms. Hinton cannot counsel the SRC and Ms. Hinton replied, that is her understanding. Ms. Hinton

said as far as her assignment, the SRC is not advised by her office. Mr. Tyger said that she is the Attorney General's representative sitting on the Committee, and Ms. Hinton said she is sitting as a designee. Mr. Tyger asked Ms. Hinton who would advise the SRC and Ms. Hinton said due to her most recent conversations with the Assistant Attorney General, that their conclusion is that there would be a separate designee who only provides counsel to SRC and not to any department. Ms. Hinton offered to distribute an official memo to the SRC. Mr. Tyger stated historically the Attorney General's Office advised the SRC. Mr. Klett then listed names of previous Attorney General Designee who also served as counsel to DARM and Mr. Klett said that the conflict of interest was always there. Mr. Tyger expressed that he would appreciate any additional guidance that the Division of Law can provide on this matter.

Mr. Tyger asked if there was any other discussion or direction to focus on today and Mr. Klett requested an Open Public Hearing for the public's comments on the Re-Adoption of N.J.A.C. 15:3 on August 18, 2016. Ms. Hinton asked if the special meeting will be about the current changes for N.J.A.C. 15:3 and Mr. Tyger replied no, the committee will only be voting on the Non-Substantive changes. Mr. Klett said there is disagreement on what is considered substantive. Mr. Klett said he wants to remind the SRC that the public has a right to public participation. Mr. Tyger said that once the rules are published; the public has 60 days to make comments. Mr. Tyger reiterated that the special meeting is so the rules can be reviewed and adopted prior to expiration and that these are only non-substantive changes. Mr. Klett withdrew his request for an Open Public Hearing.

C. <u>Request for a special meeting, August 18, 2016</u>

Mr. Tyger requested a special meeting with the intent to review and vote on the non-substantive changes to N.J.A.C. 15:3. Upon motion, the Committee voted to approve the next SRC meeting using the date already reserved for a special meeting if needed, August 18, 2016, five (5) yes, none (0).

There being no other business, the Committee adjourned at 12:15 p.m.

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Michael Tyger
Secretary
State Records Committee

STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

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MINUTES
SPECIAL STATE RECORDS COMMITTEE
August 18, 2016

Michael J. Tyger, Secretary, called the 423rd meeting of the State Records Committee to order at 10:03 a.m. on the above date. He 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.

Mr. Tyger stated that there is a quorum with all members present.

ATTENDANCE:

SRC:
State Treasurer, Michael Tyger, Designee
Division of Local Government Services, Stacy Spera, Designee
Attorney General, Todd Wigder, Designee
State Auditor, William Robinson, Designee
State Archives, Joseph Klett

Staff:
Irwin Nadel, Chief of Operations, Records Management Services
Bob Benco, Senior Executive Service, Revenue and Enterprise Services
Anthony Johnson, Administrative Analyst III, Records Management Services
Nichole Carthan, Administrative Analyst III, Records Management Services
John Berry, Records Analyst I, Records Management Services
Marcella Campbell, Technical Assistant I, Records Management Services
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services
James Jenkins, Records Analyst III, Records Management Services
Sharon Allen, Technical Assistant II, Records Management Services
Baljinder Pannu, Technical Assistant III, Records Management Services
Ellen Callahan, Supervising Archivist, NJ State Archives, Department of State

Other:
Marc Pfeiffer, Rutgers
Art Stark, AccuScan
Argean Cook, Stephen Sopko, Diana Gonzalez, NJ Transit
Dan Freed, Sussex County
Denise Szabo, MCANJ
David Brice, Michele Everly, Gloucester County

MINUTES:

Minutes from the previous SRC Meeting of July 21, 2106 will be reviewed at the next SRC Meeting.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations: None

B. Registered Imaging Systems / Amendments / Annual Reviews: None

II. OLD BUSINESS: None

III. NEW BUSINESS: None

IV. OTHER BUSINESS:

A. Re-Adoption of N.J.A.C. 15:3 with non-substantive changes (See Attached)
Mr. Tyger stated this special meeting was called to discuss the Proposed Readoption of Rules with Amendments of the New Jersey Administrative Code (N.J.A.C) Title 15:3, that was presented at the July 21, 2016 SRC Meeting. Mr. Tyger indicated that this version will address the non-substantive changes to the N.J.A.C. 15:3 to facilitate a proposal which can be filed prior to the expiration date of the rules in September 2016. SRC Members agreed to and made the following changes during the meeting:

Summary;

Remove "N.J.S.A. 19:4-10, 19:23-45, 19:31-6.4a through 6.9, and 19:31-30" and replace with "N.J.S.A. 47:3-20."

Mr. Wigder suggested that all impact statements be worded using a similar format referring to the "rule proposal with amendments" for uniformity. SRC Members agreed to have all of the impact statements reworded consistently.

N.J.A.C. 15:3-1.2 Definitions

"Local government" the following paragraph was changed from: "Any county, city, town, municipality, or other government of a political subdivision, created by an act of the Legislature or the State;"

To read as:

"Any county, city, town, municipality, or other government of a political subdivision, created by an act of the Legislature or the State, or combination of political subdivisions or any department, division, board, bureau, or office thereof;"

Delete the definition for "Public Record(s)" in its entirety.

N.J.A.C. 15:3-1.3 Systems of recording; rules; alteration, correction, and revision of records
(a[b]), Remove "pursuant to (a) above" in the sentence "In doing so, public agencies shall conform to the rules promulgated by the Division pursuant to (a) above…

N.J.A.C. 15:3-2.1 Retention and disposition of public records
(b[c]) 2. Add "Registration" in front of "Image Processing Systems" place brackets before and after "Certification".

N.J.A.C. 15:3-2.2 Disposal of public records
(c) 1. Replace "and" with "and/or."
(c) 2. Add "or the records are not required for future audit" at the end of the sentence.
(d) 3. vii. Add "month and" before "year".

N.J.A.C. 15:3-2.7 Standards for paper for permanent records
Change from "(c[d])" to "(d)".

N.J.A.C. 15:3-4.3 Image processing systems
Remove italics from letters "(l)" and "(o)"

N.J.A.C. 15:3-5.4 Responsibilities of the Division
(b), Remove "See "N.J.A.C. 15:3-5.5(e)"

N.J.A.C. 15:3-6.3 Record storage facility
(c) 10. Add "Motion Picture" before "Film."
(c) 10. ii, Add "Motion Picture" before "Film."

N.J.A.C. 15:3-6.4 Storage of microforms and other processed film
(c) 1. iv, Change "updatable" to "updateable."
(c) 1. v, Change "aperature" to "aperture:"
(c) 2. ii (1) (B) & (C), Change order of the sentence from: "Processed Photographic Films, Plates and Papers, Photographic Filing Enclosures for Storing, Requirements for"
To read as:
"Requirements for processed Photographic Films, Plates and Papers, Photographic Filing Enclosures for Storing."
(c) 4. i. (2) (D), Change "as" to "a" in the first sentence.

Upon motion, seconded, the Committee voted to approve the Proposed Readoption of Rules of N.J.A.C. 15:3 five (5) yes, none (0) no.

Mr. Pfeiffer noted possible confusion about the definition of vital records and perhaps finding a more accurate term. Mr. Klett responded that this and other questions will be discussed during future meetings regarding substantive changes to the rules.

There being no other business, the Committee adjourned at 10:53 a.m.

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Michael Tyger
Secretary
State Records Committee

Registered Imaging Systems / Amendments / Annual Reviews September 15, 2016				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
New Registration: Vilirie Perry	16071401-MP	North Caldwell Public Schools	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	16072801-MP	Hopatcong Borough Schools	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	16081101-MP	Montville Township Public Schools	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	16081102-MP	Allendale School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	16082501-MP	Long Beach Island Consolidated School District	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: James Jenkins	16090801-MP	Chester Township	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA

Registered Imaging Systems / Amendments / Annual Reviews September 15, 2016				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review & Amendment: Vilirie Perry	08061902-MF	Morris County Clerk	Added Record Series	N/A
Annual Review & Amendment: Vilirie Perry	13051607-MF	Camden County College Enterprise System	Added Record Series	N/A
Annual Review & Amendment: Marcella Campbell	01071901-MP	Somerset County Clerk	System meets all requirements for registration	N/A
Annual Review & Amendment: Marcella Campbell	09121710-MP	Township of Wayne	System meets all requirements for registration.	N/A
Annual Review & Amendment: James Jenkins	10071502-MP	County of Burlington RIM	Approved Migration Path	Sunrise RIM
Annual Review & Amendment: Vilirie Perry	10121601-MP	Maple Shade School District	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: Vilirie Perry	12062102-MP	Bogota Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA

Registered Imaging Systems / Amendments / Annual Reviews September 15, 2016				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review & Amendment: Vilirie Perry	14121803-MP	Monmouth County Vocational School District	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: Marcella Campbell	06042001-NM	City of Summit	Added Record Series.	N/A
Annual Review & Amendment: James Jenkins	14051506-NM	Hudson County Department of Family Services, Division of Welfare	Added Record Series	N/A
Annual Review & Amendment: Marcella Campbell	14071701-NM	Union County Division of Social Services	Added Record Series	N/A
Annual Review: Vilirie Perry	10102126-MF	Township of Parsippany-Troy Hills	N/A	N/A
Annual Review: James Jenkins	02012401-MP	Township of Bernards	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews September 15, 2016				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review: James Jenkins	02041802-NM	Borough of Carteret Clerk's Office	N/A	N/A
Annual Review: Vilirie Perry	09071605-NM	Rutgers Robert Wood Johnson Medical School	N/A	N/A
Annual Review: Vilirie Perry	13071807-NM	Rowan University Enterprise Systems	N/A	N/A
Annual Review: James Jenkins	14032012-NM	Cape May County Social Services	N/A	N/A
Annual Review: James Jenkins	14032016-NM	Essex County Division of Family Assistance and Benefits	N/A	N/A

STATE OF NEW JERSEY

Agriculture-State Agriculture Development Committee

S100102-001

Prepared by:
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307
609.530.3200

Records Retention and Disposition Schedule	Agency: S100102	Schedule: 001	Page #:1 of 6
Department: Agriculture-State Agriculture Development Committee	**Agency Representative:**	Alison Reynolds, Esq.	
	Title:	Legal Specialist	
	Phone #:		

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

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

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
0001-0000	SADC Acquisition Files									
0001-0001	SADC Acquisition Files - Permanently Preserved /Closed Farms --- Includes but is not limited to the following: Final Approval with attachments; Amended Final Approvals; Certification of Value report; Amended Certification of Value report; Pinelands Formula valuation (if applicable); Recorded Deed of Easement; Recorded Corrective Deed of Easement(s) (if applicable); Recorded Assignment of the Deed of Easement (if applicable); Recorded Amendment to Deed of Easement (if applicable); Signed Grant Agreement(s); Recorded Signed Cost Share Grant Agreements (if applicable); Final Agreements/Contracts (Non Profits, State Acquisition); Signed Guidance Documents; Final signed and sealed survey; Final signed payment voucher; Any official funding related documents (including installment purchase agreement documents, funding partner resolutions of approval, local ordinances regarding the acquisition); Final Title Policy and any endorsements; HUD statements (State Acquisition only); Affidavit of Title; Original Metes and Bounds description; Orig. App.; Green Light Approval letters; correspondence with significance that survives closing (i.e., “comfort letters”). N.J.S.A. 4:1C-11 et seq. and 4:1C-43.1.; N.J.A.C. 2:76-6.1 et seq. and 2:76-11.1 to -17A.1 et seq.					P	100 years		Archives	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0001-0002	Acquisition Files – Permanently Preserved/Closed Farms (Ancillary Documents) --- Includes but is not limited to the following: Draft documents and maps, preliminary closing documents including subordination agreements, marked up preliminary title binder; correspondence. See: N.J.S.A. 4:1C-11 et seq. and N.J.S.A. 4:1C-43.1. See: N.J.A.C. 2:76-6.1 et seq. and N.J.A.C. 2:76-11.1 to -17A.1 et seq.					P	7 years after closing date		Destroy	
0001-0003	Acquisition Files – Withdrawn, Rejected Or Otherwise Were Not Preserved (Did Not Close) --- Contains application, appraisals and related documents involved in the review and processing of the application. See: N.J.S.A. 4:1C-11 et seq. and N.J.S.A. 4:1C-43.1. See: N.J.A.C. 2:76-6.1 et seq. and N.J.A.C. 2:76-11.1 through -17A.1 et seq.					P	7 years after application termination		Destroy	
0002-0000	Property Appraisals --- Pertains to the appraisal reports for properties obtained by the SADC, counties, municipalities and nonprofit organizations in New Jersey under N.J.S.A. 4:1C-11 et seq. and N.J.S.A. 4:1C-43.1. See: N.J.A.C. 2:76-6.1 et seq. and N.J.A.C. 2:76-11.1 to -17A.1 et seq.					P	10 years after closing date or application termination		Destroy	
0003-0000	Condemnation/Eminent Domain Actions (Court Proceedings In Which SADC Is A Party)									
0003-0001	Condemnation/Eminent Domain Actions (Court Proceedings In Which SADC Is A Party) --- Pertains to properties condemned or taken for a public purpose. File includes but is not limited to the following: Copies of final deeds, surveys and easements; copy of final Order for Judgment; copy of filed consent order authorizing disbursement; copy of final consent order confirming settlement; copies of checks; appraisal report. Preserved properties condemned or taken for a public purpose under State and federal law pursuant to N.J.S.A.20:3-1 et seq.; 15 U.S.C.A. § 717 et seq.; and 16 U.S.C.A. § 824 et seq. See: N.J.S.A. 4:1C-19; N.J.S.A. 4:1C-25; and N.J.A.C. 2:76-7.1 et seq.					P	100 years		Archives	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0003-0002	Condemnation/Eminent Domain Files (Court Proceedings) (Ancillary Documents) --- Includes but is not limited to the following: Condemnation notice; Correspondence; Copies of pleadings; Order to show cause. Properties condemned or taken for a public purpose under State and federal law pursuant to N.J.S.A.20:3-1 et seq.; 15 U.S.C.A. § 717 et seq.; and 16 U.S.C.A. § 824 et seq. See: N.J.S.A. 4:1C-19; N.J.S.A. 4:1C-25; and N.J.A.C. 2:76-7.1 et seq.					P	7 years after final disposition of the matter		Destroy	
0004-0000	Planning Files									
0004-0001	Planning - Transfer Of Development Rights (TDR) --- Includes but is not limited to the following: Final Approval with attachments; Amended Final Approvals; Certification of Value report; Amended Certification of Value report; Pinelands Formula valuation (if applicable); Recorded Deed of Easement; Recorded Corrective Deed of Easement(s) (if applicable); Recorded Assignment of the Deed of Easement (if applicable); Recorded Amendment to Deed of Easement; Signed Grant Agreement(s); Recorded Signed Cost Share Grant Agreements (if applicable); Signed Guidance Documents; Final signed and sealed survey; Final signed payment voucher; Any official funding related documents (including installment purchase agreement documents, funding partner resolutions of approval); Final Title Policy and any endorsements; Affidavit of Title; Original Metes and Bounds description; Local TDR ordinance. See: N.J.S.A. 4:1C-49, et seq.; N.J.A.C. 2:77-1 et seq., N.J.S.A. 44:55D-137 et seq.					P	100 years		Archives	
0004-0002	Planning – Non-Contiguous Cluster Development Agricultural Deed Restrictions --- Includes but is not limited to the following: final deeds, final approvals, local ordinances. See: N.J.S.A. 40:55D-39.1.					P	7 years after final SADC approval of deed template		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0004-0003	Planning – Planning Incentive Grant Plan --- Includes but is not limited to the following: farmland preservation plan, project area summary documents, documents and images containing targeted farm information, resolutions of approval. See: N.J.S.A. 4:1C-43.1; N.J.A.C. 2:76-17; N.J.A.C. 2:76-17A.					P	As updated		Destroy	
0004-0004	Planning – Agricultural Development Area Review --- Includes but is not limited to the following: CADB resolution; reports; maps. See: N.J.S.A. 4:1C-18; N.J.A.C. 2:76-1.					P	7 years		Destroy	
0004-0005	Planning - Section 19 Review --- Includes but is not limited to the following: notice of intent; reports; surveys; maps; correspondence; SADC resolutions. See: N.J.S.A. 4:1C-19; N.J.A.C. 2:76-7. Note:The review process is set forth under N.J.S.A. 4:1C-19 (“Section 19”) and is administered by the Planning section within the agency.					P	7 years or as updated		Destroy	
0004-0006	Planning – Section 25 Review --- Includes but is not limited to the following: reports; surveys; maps; correspondence; Governor’s declaration. See: N.J.S.A. 4:1C-25. Note: The review process is set forth under N.J.S.A. 4:1C-25 (“Section 25”) and is administered by the Planning section within the agency.					P	100 years		Archives	
0005-0000	Right To Farm (RTF) Files									
0005-0001	RTF Hearings --- Includes but is not limited to the following: final resolutions, final decisions, transcripts. See: N.J.S.A. 4:1C-1 et seq.; N.J.A.C. 2:76-1 et seq.; and N.J.A.C. 2:76-2A.1 et seq.					P	20 years		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0005-0002	RTF Hearings (Ancillary Documents) --- Includes but is not limited to the following: pleadings, site-specific agricultural management (SSAMP) practice requests, notice of hearing, notice of SSAMP, notice of complaint.					P	7 years from final decision		Destroy	
0005-0003	Agricultural Mediation --- Includes but is not limited to the following: mediation request, correspondence, settlement agreement. See: N.J.S.A. 4:1C-1 et seq. and N.J.A.C. 2:76-18.1 et seq. Note: The Agricultural Mediation program administered by the SADC is designed to help farmers and others amicably resolve agriculture-related disputes.					P	7 years after expiration of the mediation agreement		Destroy	
0005-0004	Ordinance Review --- Includes but is not limited to the following: ordinances, correspondence. See: N.J.S.A. 4:1C-1 et seq.					P	7 years after SADC formal response		Destroy	
0006-0000	Eight-Year Preservation Program Files --- Includes but is not limited to the following: Correspondence, Court documents, Petition F1-P, Copy of Tax Map (copy), Resolution F2-R (copy), Agreement FS-A, Geological Survey Map, Committee Certification F4-C, and Recorded Agreement (copy – original kept with Administration Division). See: N.J.S.A. 4:1C-29 and N.J.A.C. 2:76-3.9.					P	10 years after termination of agreement		Destroy	
0007-0000	Stewardship Files --- These files pertain to agency oversight of farms after they have been preserved under the Agriculture Retention and Development Act (N.J.S.A. 4:1C-11, et seq.)									

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0007-0001	Stewardship Files – Post-Closing Apps (Division Of Premises, Residual Dwelling Site Opportunity, Wireless And Alt Energy Facilities, Rural Microenterprise, Housing Replacement) --- Includes but is not limited to the following: SADC Final Approvals/Denials, deeds, surveys, permits; funding partner resolutions; exhibits thereto. See: N.J.S.A. 4:1C-11 et seq., N.J.A.C. 2:76-6.1 et seq., N.J.A.C. 2:76-20.1 et seq., N.J.A.C. 2:76-22.1 et seq., N.J.A.C. 2:76-23.1 et seq., N.J.A.C. 2:76-24.1 et seq.					P	100 years		Archives	
0007-0002	Stewardship Files – Post-Closing Apps (Division Of Premises, Residual Dwelling Site Opportunity, Wireless And Alt Energy Facilities, Rural Microenterprise, Housing Replacement) (Ancillary Documents) --- Includes but is not limited to the following: Correspondence, applications and any attachments thereto. See: N.J.S.A. 4:1C-11 et seq., N.J.A.C. 2:76-6.1 et seq., N.J.A.C. 2:76-22.1 et seq., N.J.A.C. 2:76-23.1 et seq., N.J.A.C. 2:76-24.1 et seq.					P	7 years from date of final decision		Destroy	
0007-0003	Stewardship Files – Enforcement --- Includes but is not limited to the following: Violation notices, inspection forms, final approvals/denials, memos, reports, correspondence. See: N.J.S.A. 4:1C-11 et seq., N.J.A.C. 2:76-6.1 et seq.					P	20 years		Destroy	
0007-0004	Stewardship Files – Re-Sale Deeds --- Deeds conveying the fee simple interest in a preserved farm. See: N.J.S.A. 4:1C-11 et seq., N.J.A.C. 2:76-6.1 et seq.					P	As updated		Destroy	
0008-0000	Litigation Files --- Includes but is not limited to the following: Complaints, Answers, Motions, Briefs, Judicial orders, Judicial decisions, Transcripts, Settlement agreements; SADC resolutions; Discovery, Correspondence. See: N.J.S.A. 4:1C-1 et seq., N.J.S.A. 4:1C-11 et seq., N.J.A.C. 2:76-1.1 et seq.					P	20 years after final judgment or settlement agreement		Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	Health	AGENCY # S460305		
DIVISION:	Family Health Services	SCHEDULE # 005		
BUREAU:	Women, Infants and Children (WIC)	PAGE # 1	OF	5

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Health / Family Health Services / Women, Infants and Children (WIC)
FORMER AGENCY NUMBER	S460305-004

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Caseload Management Files --- Monthly reports that chart management caseload expenditures and project future expenditures.	Obsolete	Retention: 3 years	G100000 009 1400-0000 Administrative Subject Files Retention: 3 Years
0002-0000	Certification Files --- Contain: policies and procedures, certification information and leases.	Obsolete	Retention: 7 years	Record series no longer collected or maintained.
0003-0000	Computer Output Reports (Monthly)	Obsolete	Retention: Header	Record series header no longer needed.
0003-0001	Computer Output Reports (Monthly) - Enrollment Reports	Obsolete	Retention: 7 years	Record series no longer collected or maintained.
0003-0002	Computer Output Reports (Monthly) - Financial Reports	Obsolete	Retention: 7 years	G100000 009 0103-0000 Bank Books Retention: 7 Years

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0003-0003	Computer Output Reports (Monthly) - Administrative Reports	Obsolete	Retention: 3 years	Record series no longer collected or maintained.
0004-0000	Fiscal Files --- Contain: contracts, budgets, expenditure information and audit reports.	Obsolete	Retention: 7 years after termination of contract and federal audit	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract
0005-0000	Food Delivery Files --- Contain: contracts, correspondence and related billing documents.	Obsolete	Retention: 7 years after termination of contract	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract
0006-0000	On-Site Audit Reviews (Internal Annual Audit) ---	Superseded; Description		S460305 005 0006-0000 Files of annual onsite audit of WIC Local Agencies
0007-0000	Local Agency Files --- Subject files concerning the 24 local agencies that contract to provide WIC services. Include contracts and related correspondence.	Obsolete	Retention: 7 years	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract
0008-0000	Nutrition Education Files (Subject File)	Obsolete	Retention: 7 years	G100000 009 1400-0000 Administrative Subject Files Retention: 3 Years
0009-0000	Nutrition Surveillance Data (Monthly Report)	Obsolete	Retention: 3 years	Record series no longer collected or maintained.
0010-0000	Vendor Files --- Contain contracts and related correspondence.	Obsolete	Retention: 7 years after termination of contract	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0011-0000	WIC Food Checks --- Checks may be destroyed after being microfilmed according to State standards promulgated in N.J.A.C. 15:3.	Obsolete	Retention: 6 years	G100000 009 0101-0001 Check File-Cancelled Checks, Voided Checks, Bounced Checks, Imaged Checks, and Lost Check References (Electronic and Hardcopy) Retention: 7 Years
0012-0000	Log Books	Obsolete	Retention: Header	Record series header no longer needed.
0012-0001	Check Sampling Book	Obsolete	Retention: 3 years	Record series no longer collected or maintained.
0012-0002	Clinic Book Listing of approved clinics authorized to perform WIC certification.	Obsolete	Retention: 7 years after termination of state program	Record series no longer collected or maintained.
0012-0003	Contract Book	Obsolete	Retention: 7 years after termination of state WIC program	Record series no longer collected or maintained.
0012-0004	Disqualified Vendors Listing	Obsolete	Retention: 2 years	G100000 009 0403-0004 Contract Files-Voided Retention: 3 years after voidance
0012-0005	Distribution And Clinic Site Book --- Lists all approved clinic sites and distribution sites in New Jersey.	Obsolete	Retention: 7 years after termination of state WIC program	Record series no longer collected or maintained.
0012-0006	Electronic Data Systems/Bank Billing --- Contains purchase orders and all bills received for banking services.	Obsolete	Retention: 3 years and federal audit	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract
0012-0007	Inventories - Equipment And Supplies	Obsolete	Retention: 3 years after termination of state WIC program	G100000 009 1408-0000 Inventory File Retention: 3 Years

RECORD SERIES #	RECORDS SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0012-0008	Food-Nutrition Service 187 Report Log --- Contains: number of checks issued, clinics, and number of participants.	Obsolete	Retention: 3 years	G100000 009 0101-0002 Check File – Check Register Retention: 7 Years
0012-0009	Lost/Stolen Check Log Book	Obsolete	Retention: 3 years	G100000 009 0101-0002 Check File – Check Register Retention: 7 Years
0012-0010	Program Packing Slips --- Used to verify total checks billed to the state by the vendor.	Obsolete	Retention: 3 years	G100000 009 0101-0002 Check File – Check Register Retention: 7 Years
0012-0011	Inventory Log --- Log of items sent to local agencies.	Obsolete	Retention: 3 years	G100000 009 1408-0000 Inventory File Retention: 3 Years
0012-0012	Request For Proposal For Bank Services	Obsolete	Retention: Periodic review	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract
0012-0013	Request for Proposal For Computer Services	Obsolete	Retention: Periodic review	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract
0012-0014	State Master Plan For WIC Program And Procedure Manual	Superseded; Retention	S460305 004 0012-0014 Retention: Permanent/Permanent	S460305 005 0012-0014 Retention: 20 years/Archives
0012-0015	EDS System Modification Log --- Lists all modifications to automated uniform delivery system.	Obsolete	Retention: Permanent/Permanent	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract
0012-0016	Validation Seals Inventory	Obsolete	Retention: 3 years after termination of state WIC program	G100000 009 1408-0000 Inventory File

				Retention: 3 Years
RECORD SERIES #	**RECORDS SERIES NAME**	**TYPE OF CHANGE**	**FORMER DESIGNATION (IF APPLICABLE)**	**NEW DESIGNATION (IF APPLICABLE)**
0012-0017	Vendor Agreements Fact Sheet --- Lists all store vendors under contract with the WIC program.	Obsolete	Retention: 3 years	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract
0012-0018	Transaction Summary --- Consists of a monthly printout from the banking vendor listing all checks that have cleared.	Obsolete	Retention: 3 years	G100000 009 0101-0002 Check File – Check Register Retention: 7 Years
0013-0000	Administrative Files --- Subject files that contain correspondence, program contracts, budget information, monthly reports, certification policies, audit reports, duplicate fiscal forms, food delivery contracts, and correspondence.	Obsolete	Retention: 7 years	G100000 009 0403-0001 Contract Files Awarded (Original) Retention: 7 Years after completion of contract

STATE OF NEW JERSEY

Health-Family Health Services-Women, Infants and Children (WIC)

S460305-005

Prepared by:
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307
609.530.3200

Records Retention and Disposition Schedule	Agency: S460305	Schedule: 005	Page #:1 of 1
Department: Health-Family Health Services-Women, Infants and Children (WIC)	**Agency Representative:**	Elaine White	
	Title:	Administrative Analyst 1	
	Phone #:		

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

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

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
0006-0000	On-Site Audit Reviews (Internal Annual Audit) --- Files of annual onsite audit of WIC Local Agencies.					P	7 Years		Destroy	
0012-0014	State Master Plan For WIC Program And Procedure Manual			X		P	20 Years		Archives	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT	Health	AGENCY #	S460615		
DIVISION:	Family Health Services	SCHEDULE #	002		
BUREAU:	Community Health and Wellness Unit	PAGE #	1	OF	2

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Health / Epidemiology, Environmental & Occupational Health / Chronic Disease
FORMER AGENCY NUMBER	S460615 001

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Cervical Cancer Screening Project Individual Patient Files	Superseded; Description; Retention	**Description:** Consists of patient screening reports for cervical cancer and supporting documents. May include: Cervical Screening Project Papanicolaon Smear Report LAB-40, lab results, referral form, Pathological Report, and other related forms. **Retention:** N/A (Header)	S460615 002 0001-0000 **Description:** Consists of patient screening reports for cervical cancer and supporting documents. May include: Cervical Screening Project Papanicolaon Smear Report LAB-40, lab results, referral form, Pathological Report, grant information, administrative procedures, correspondence, and other related forms. **Retention:** 10 years from discharge or age 23, whichever is longer
0001-0001	Individual Patient Files, Positive	Superseded; Retention	**Retention:** 60 years	S460615 002 0001-0000 **Retention:** 10 years from discharge or age 23, whichever is longer

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0002	Individual Patient Files, Negative	Superseded; Retention	**Retention:** 10 years	S460615 002 0001-0000 **Retention:** 10 years from discharge or age 23, whichever is longer
0001-0003	Individual Patient File, Supporting Documentation	Superseded; Description; Retention	**Description:** Includes: grant information, administrative procedures, correspondence. **Retention:** 10 years	S460615 002 0001-0000 **Description:** Consists of patient screening reports for cervical cancer and supporting documents. May include: Cervical Screening Project Papanicolaon Smear Report LAB-40, lab results, referral form, Pathological Report, grant information, administrative procedures, correspondence, and other related forms. **Retention:** 10 years from discharge or age 23, whichever is longer

STATE OF NEW JERSEY

Health-Family Health Services-Community Health and Wellness Unit

S460615-002

Prepared by:
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307
609.530.3200

Records Retention and Disposition Schedule	Agency: S460615	Schedule: 002	Page #:1 of 1

Department:	Health-Family Health Services-Community Health and Wellness Unit	**Agency Representative:**	Elaine White
		Title:	Administrative Analyst 1
		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	Cervical Cancer Screening Project - Individual Patient Files --- Consists of patient screening reports for cervical cancer and supporting documents. May include: Cervical Screening Project Papanicolaon Smear Report LAB-40, lab results, referral form, Pathological Report, grant information, administrative procedures, correspondence and other related forms.					C	10 Years From discharge or age 23, whichever is longer		Destroy	

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT	Health	AGENCY #	S460307 (**RETIRED)**		
DIVISION:	Family Health Services	SCHEDULE #	002		
BUREAU:	Family Planning Program	PAGE #	1	OF	1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Health - Local and Community Health Services - Family Planning Program
FORMER AGENCY NUMBER	S460307-002

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Annual Grant Report: Common Reporting Requirements (OMB #0915-0004)	Obsolete	Retention: 7 years / Destroy	G100000 009 RS# 0406-0001 Grant/Entitlement/Recognition File – Approved (Original) Retention Time: 7 years after termination of grant or receipt of award/Destroy
0002-0000	Site Assessments: Contract Evaluation Report OC-21	Obsolete	Retention: 7 years / Destroy	G100000 009 RS# 0406-0001 Grant/Entitlement/Recognition File – Approved (Original) Retention Time: 7 years after termination of grant or receipt of award/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT					
DEPARTMENT	Health	AGENCY #	S460316 **(RETIRED)**		
DIVISION:	Family Health Services	SCHEDULE #	001		
BUREAU:	Parental and Child Health Services	PAGE #	1	OF	1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Health - Local and Community Health Services - Parental and Child Health Services
FORMER AGENCY NUMBER	S460316-001

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0002-0000	Study of Alternative Birthing Sites Amended Data Collection Tool Birthing Sites Study	Obsolete	Retention: 7 years, unless in litigation provided all audit findings are resolved.	**Note:** Since this schedule was approved in 1985, all study records have long since been destroyed. The record series on this schedule is no longer in operation.

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
P. O. BOX 308
TRENTON, NEW JERSEY 08625-0308

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

FORD M. SCUDDER
Acting State Treasurer

JAMES J. FRUSCIONE
Director

Special Request and Authorization for Records Disposal

TO: State Records Committee:

From: James C. Jenkins, Records Analyst 3

Date: September 15, 2016

Subject: Division of Developmental Disabilities Special Request and Authorization for Records Disposal of Records at the New Lisbon Developmental Center

Agency Disaster Narrative:

The Division of Developmental Disabilities is requesting a Special Request for Disposal of Damaged Records located at New Lisbon Developmental Center, Route 72, New Lisbon, New Jersey. These are Northern Region, Community Services Records of service recipients who live in the community, group homes, skill development homes, their own homes and with families whose cases are managed by Division of Developmental Disabilities regional Case Managers.

Approximately 1,500 boxes of records were stored in a metal trailer located at North Jersey Developmental Center beginning around 1999. There was no storage contract at the time and the Community Services Office ran out of storage room. When the Developmental Center closed in July, 2014, these records were moved to an empty building on the grounds of New Lisbon Developmental Center. There is no master list of the records, however, if the service recipients are still active, there will be records going forward from 1999 including original intake documents. Due to water leaks and exposure to heat and cold when the boxes were stored in the trailer, a number of the boxes of records have sustained water and mold damage. It was recommended to re-box the records for transfer to the DocuSafe records storage facility; however, complaints were registered alleging a health hazard. The boxes were subsequently tested and mold was noted in a number of boxes. American Freeze Dry Operations, Inc. provided an estimate on June 9, 2015 in the amount of $34,566.00 for 1500 Cubic Feet of material to be cleaned and deodorized, which is attached. Mr. Harbold has indicated, based on the age of the records, there condition, and the fact that there have been no requests to view the records since 1999 and the prohibitive cost to clean the records; they have been determined to be unsalvageable.

No other records are known to be stored in a problematic setting. Files are now formally archived with DocuSafe, via the Record Management Services procedures.

Agency representative Robert Harbold of Division of Developmental Disabilities is present to answer any questions the State Records Committee may have.

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

Damaged Records Report

Agency Name: Department of Human Services, Division of Developmental Disabilities

Address: New Lisbon Developmental Center, Route 72, New Lisbon, NJ 08812

Phone: 609-292-2024

Email: Robert.Harbold@dhs.state.nj.us

Contact Person: Robert Harbold

Date the damage occurred: Prior to 7/2014

Date the damage was discovered: 04/14/2015

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

1. Describe circumstances of how the damage occurred.
Approximately 1,500 boxes of service recipient records were stored in a metal trailer located at North Jersey Developmental Center beginning around 1999. When the Developmental Center was closed in July, 2014, these records were moved to an empty building on the grounds of New Lisbon Developmental Center. Due to water leaks and exposure to heat and cold when the boxes were stored in the trailer, a number of the boxes of records have sustained water and mold damage.
2. What salvage attempts were made?
Staff were asked to re-box the records for transfer to the DocuSafe records storage facility however complaints were registered alleging a health hazard. The boxes were subsequently tested and mold was noted in a number of boxes.
3. Were any of the records affected by this event salvageable?
Please see #4.

4. Why are these records unsalvageable?

All of the boxes need to be deoderized and number of boxes contain mold. The boxes contain old records of service recipients. To the best of staff's knowledge, there have been no requests to view any of these records since prior to 1999. Based on the age of the records, their condition, the fact that that there have been no requests to view the records since at least 1999, and the cost ($34,566) to deoderized and clean the records they have been determined to be unsalvageable. The cost to clean records that no one has accessed for approximately 16 years is not warranted. Addtionally, should any of the service recipients still be receiving services, records from 1999 forward are available.

5. Who determined that the records could not be salvaged?

Based on the above rationale, Robert Harbold, DDD Records Manager.

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

No, there are no other copies of the records. However, records for any of the service recipients who may still be active would have a working file from 1999 forward located in one of the Division's Developmental Centers or Community Services Offices.

7. Are there additional records still maintained in the building? If yes, how are these records being protected?

No. However, there are approximately 1,110 boxes of records maintained in a trailer on the grounds of GreenBrook Regional Center. We are requesting permission to destroy these records as well.

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

No other records are known to be stored in a problematic setting. Files are now formally archived with DocuSafe, via the Record Management Services procedures.

Submit by Email

Damaged Records Inventory

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

AGENCY NAME Department of Human Services, Division of Developmental Disabilities

RETENTION SCHEDULE AGENCY NUMBER: S540505

SCHEDULE NUMBER: 002

Record Series Number	Record Series Name	Retention Time	Inclusive Years	Volume (cubic feet)	Damage Type	Other copies available?
020-0002	Eligible Client Case File	10 yrs after		1,500	water, mold, vermin	No
		death or				
		discharge of				
		client, or				
		age 23,				
		whichever is				
		later				

IRS
INSURANCE RESTORATION SPECIALISTS, INC.
First in Disaster Recovery and Environmental Solutions
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HEADQUARTERS 30 Abeel Road • Monroe Township, NJ 08831
NORTH JERSEY 184 Warburton Avenue • Hawthorne, NJ 07506
SOUTH JERSEY 39 Lindsey Avenue • Runnemede, NJ 08078

June 12, 2015

State of New Jersey
Department of Human Services
Attn: Robert Harbold

RE: Stored Documents Assessment
New Lisbon Development Center
104 NJ 72, New Lisbon, NJ

Insurance Restoration Specialists, Inc. (IRS) was requested to assist with the assessment of the conditions of stored documents located at the New Lisbon Development Center. IRS's Certified Industrial Hygienist met with John Zioance from American Freeze Dry Operations, Inc. on June 9, 2015.

We saw that there are approximately 1000-1500 file boxes stored in several rooms in one of the vacant buildings. The boxes are stored and stacked high in each room. Many boxes are damaged and water stained. There is a strong musty odor in the rooms because a lot of the boxes were wet at one time. We inspected several boxes to assess the conditions of the files. The water stained boxes have evidence of mold (microbial growth) confirmed with a colorimetric microbial test swab.

Overall, we concluded that the stored file boxes have a musty odor and about 50 boxes have water stains. Many boxes are damaged from stacking too high. The files date back 20 years. If these files are to be salvaged, they should be reorganized, re-boxed, deodorized. The stained boxes would require microbial cleaning.

As a safety precaution anyone handling or moving the boxes should wear gloves and respiratory protection, minimum of N95.

Attached are some photos from our inspection.
If you should have any questions please feel free to contact us.

Sincerely,

Thomas Peter, MS, CIH
Certified Industrial Hygienist / Remediation Project Manager

American Freeze Dry Operations, Inc.
P. O. Box 5740 - Deptford, NJ 08096
Phone: 856-939-8160 Fax: 856-302-6727 Toll Free: 866-939-8160

Date: June 9, 2015 Proposal #6-515

Name: New Lisbon Developmental Center *Good for 90 days*

Rt. 72E

New Lisbon, NJ 08064

Contact: Robert Harbold – Div. of Developmental Disabilities

Phone: 609-292-2024 e-mail: robertharbold@dhs.state.nj.us

Scope of Work: 1,500 Cubic Feet of material to be deodorized including 50 Cubic Feet of material to be cleaned.

Deodorization @ $15.00 per cubic foot:	$ 22,500.00
Cleaning @ $95.00 per cubic foot	$ 4,750.00
Storage/Delivery Boxes 1,500 @ $3.50 each:	$ 5,250.00
Labor @ $38.00 per man per hour - 4 men for 8 hours each:	$ 1,216.00
Pick Up and Delivery:	$ 850.00
TOTAL AMOUNT DUE:	$ 34,566.00

Balance due on delivery.

IMPORTANT - Client or Agent please sign to indicate acceptance of price and authorization to begin work. No work may begin without receipt of a signed copy of this Estimate and a deposit if part of the agreement. Please indicate the date deposit will be processed, if necessary. Please issue Purchase Order if one is required.

_____
(Signature)

Make all checks payable to American Freeze Dry Operations, Inc. - EIN: 22-3715116

Mailing address for all payments: P. O. Box 5740, Deptford, NJ 08096

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Robert Harbold, Records Manager, Division of Developmental Disabilities

DATE: June 23, 2015

SUBJECT: Service Recipient Records

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

Signature

Records Manager

Title

Submit by Email

RC LOCATION