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 21, 2017
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 July 20, 2017 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
1. Artemis Request: #537927 – 539880

B. Records Management:
Report to the State Records Committee: (See Attached)

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

D. Archival Review Report:
Report to the State Records Committee: (See Attached)

III. New Business:

A. Records Retention Schedules: (See Attached)
1. **Department of Law and Public Safety –** Presented by John Berry
Alcoholic Beverage Control – S660700-001 *(New Schedule)*

2. **Department of Human Services –** Presented by Elizabeth Hartmann
Family Development – NJ Supplemental Nutrition Assistance Program (NJ SNAP)
S540603-006 Item 0006-0000

B. Special Request and Authorization for Records Disposal: (See Attached)
Ocean County College – Damaged Records – Presented by Vilirie Perry

IV. Other Business: None

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MINUTES
STATE RECORDS COMMITTEE
July 20, 2017

Michael J. Tyger, Secretary, called the 430th meeting of the State Records Committee to order at 10:01 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 J. Tyger, Designee
Division of Local Government Services, Stacy Spera, Designee
Attorney General, Susan Scott, Designee
State Auditor, William Robinson, Designee
Division of Archives and Records Management, Department of State, Joseph Klett

Staff: James Fruscione, Director, Division of Revenue and Enterprise Services
Elizabeth Hartmann, Administrative Analyst III, Records Management Services
Ellen Callahan, Supervising Archivist, Division of Archives and Records Management, Department of State
Marcella Campbell, Technical Assistant I, Records Management Services
James Jenkins, Records Analyst III, Records Management Services
John Berry, Records Analyst I, Records Management Services
Sharon Allen, Technical Assistant II, Records Management Services
Baljinder Pannu, Technical Assistant III, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services

Other: Saundra Boswell-Baker, Mary J. Flaherty, Carolyn Deckert, Department of Law & Public Safety
Denise Szabo, Bernards Township
Argean Cook, New Jersey Transit
Marc Pfeiffer, Rutgers University, Bloustein Local Government Research Center

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the May 18, 2017 Minutes five (5) yes, and none (0) no.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #535790 – 537926

B. Records Management:
Report to the State Records Committee: (See Attached)

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

D. Archival Review Report: (See Attached)

II. New Business:

A. Records Retention Schedules: (See Attached)
Law and Public Safety – Presented by John Berry

Gaming Enforcement – S661100-004 – Approved with changes to record series 0001-0003: change to "Permanent" for "Total Retention Period" and add "25 years" to "Minimum Period in Agency" and change "Disposition" to "Archives." For record series 0001-0004, change to "Permanent" for "Total Retention Period" and add "25 years" to "Minimum Period in Agency."

For record series 0051-0000, spell out the full name from "TSB" to "Technical Services Bureau" initially and then use abbreviation TSB for subsequent references. For record series 0078-0000, spell out the full name from "OFI" to "Office of Financial Investigations" initially and then use abbreviation OFI for subsequent references. For record series 0134-0000, change all references of "DGE" to "Division" for entire schedule.

B. State General Schedule – Presented by Vilirie Perry

I-9 Employment Eligibility Verification Forms – G100000-010 – Approved with the following additions: "Centralized Filing" in parentheses to the heading for record series 1313-0000 to read as, "…Verification Forms (Centralized Filing)" and add the following phrase "To the extent that these forms are included, or required to be included in personnel files, they are subject to the retention period of the personnel files" to the description at the end of paragraph 1.

Change record series 1401-0001 from "Permanent" to "20 years" for "Total Retention Period" and "Minimum Period in Agency."

III. Other Business: None

There being no other business, the Committee adjourned at 11:06 a.m.

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Michael J. Tyger
Secretary
State Records Committee

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

Administrative Action
State Records Committee 09/21/2017

1. Department of Human Services, Division of Family Development - Food Stamps **(S540603)**

The Department of Human Services, Division of Family Development – Food Stamps (S540603) wants to update their Agency name to Human Services - Family Development – NJ SNAP (Supplemental Nutrition Assistance Program).

This administrative change will ensure that the details below are reflected in the agency's files.

Agency Level Amendments

Current Agency Name (Department/Division/Bureau)	Human Services - Family Development – NJ SNAP (Supplemental Nutrition Assistance Program)
Current Agency Number	

Records Series Level Amendments

Record Series #	Record Series Name		Type of Change	Former Designation (if applicable)	New Designation (if applicable)
					.

Registered Imaging Systems / Amendments / Annual Reviews September 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
New Registration: James Jenkins	17072701-MP	Chesterfield Township	System meets all requirements for registration	AccuScan
New Registration: James Jenkins	17072702-MP	Cape May County Clerk's Office	System meets all requirements for registration	Sunrise Systems
New Registration: Elizabeth Hartmann	17081001-MP	Burlington County Clerk	System meets all requirements for registration	Sunrise Systems
New Registration: Vilirie Perry	17081002-MP	Winslow Township School District	System meets all requirements for registration	AccuScan
New Registration: Vilirie Perry	17082401-MP	East Hanover Township School District	System meets all requirements for registration	AccuScan
Annual Review & Amendment: James Jenkins	02012401-MP	Township of Bernards, Office of Municipal Clerk, Systems Administration	Added additional record series	N/A
Annual Review & Amendment: Elizabeth Hartmann	07051703-MF	County of Morris Clerk's Office	Added additional record series	N/A

Registered Imaging Systems / Amendments / Annual Reviews September 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review & Amendment: Vilirie Perry	08101601-MP	Township of Monroe	Added additional record series	N/A
Annual Review & Amendment: Vilirie Perry	09021907-MF	Township of Montclair	Added additional record series/upgraded software	N/A
Annual Review & Amendment: Vilirie Perry	09071601-MP	Township of Middletown	Added additional record series	N/A
Annual Review & Amendment: Vilirie Perry	11051902-MP	Lindenwold Board of Education	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	11051903-MP	Mullica Township School District	Approved Migration Path	N/A
Annual Review & Amendment: James Jenkins	11072108-NM	New Jersey Turnpike Authority	Change in support vendor	FileHold
Annual Review & Amendment: Vilirie Perry	12062101-MP	Irvington School District	Approved Migration Path	N/A

Registered Imaging Systems / Amendments / Annual Reviews September 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review & Amendment: Vilirie Perry	13071803-MP	Ramsey School District	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	14091803-MP	Vernon Township School District	Added additional record series	N/A
Annual Review: Marcella Campbell	01071901-MP	County of Somerset County Clerk	N/A	N/A
Annual Review: James Jenkins	02041802-NM	Borough of Carteret Clerk's Office	N/A	N/A
Annual Review: Elizabeth Hartmann	07041901-MF	Township of Cherry Hill	N/A	N/A
Annual Review: Vilirie Perry	10021801-MF	Township of North Brunswick	N/A	N/A
Annual Review: Vilirie Perry	11051905-MP	Upper Saddle River School District	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews September 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review: Vilirie Perry	11091501-MP	Ewing Township Public Schools	N/A	N/A
Annual Review: Vilirie Perry	12041906-MP	Englewood Public School District	N/A	N/A
Annual Review: Vilirie Perry	12062102-MP	Bogota Public Schools	N/A	N/A
Annual Review: Vilirie Perry	13051607-MF	Camden County College Enterprise Imaging Systems	N/A	N/A
Annual Review: Vilirie Perry	13071802-MP	Washington Township Public School District	N/A	N/A
Annual Review: Vilirie Perry	13071807-NM	Rowan University Enterprise Systems	N/A	N/A
Annual Review: Vilirie Perry	13091902-MP	Delaware Valley Regional High School	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews September 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review: Vilirie Perry	13091905-MP	Lawrence Township Public School	N/A	N/A
Annual Review: Marcella Campbell	14032009-NM	Warren County Division of Temporary Assistance and Social Services	N/A	N/A
Annual Review: Elizabeth Hartmann	14071701-NM	Union County Division of Social Services	N/A	N/A

Artemis -
Archival Review Status Report

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
9/7/2016	37327	Sussex	N/A	COUNTY TREASURER	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
10/4/2016	41043	Cape May	N/A	COUNTY PROSECUTOR'S OFFICE	Archival Review Pending	Permanent records - Microfilm Cert present	
10/20/2016	40984	Sussex	N/A	COUNTY SHERIFF'S OFFICE	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
11/16/2016	37246	Sussex	N/A	COUNTY BOARD OF TAXATION	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
11/17/2016	37298	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
11/17/2016	37302	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
1/11/2017	43195	Sussex	N/A	COUNTY TREASURER	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 3/10/17
2/21/2017	44968	Burlington	New Hanover Township	Administration	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 6/13/17
8/30/2017	61702	Hunterdon	South Hunterdon Regional School District	Administration	Archival Review Pending	Approved Migration Path - Permanent Records	

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
2/10/2016	33155	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Completed 8/16/2016	Approved Migration Path - Permanent Records	
4/8/2016	35322	Gloucester	N/A	COUNTY MEDICAL EXAMINER	Archival Review Completed 8/16/2016	Permanent records - Microfilm Cert present	
5/13/2016	36475	Gloucester	N/A	COUNTY MEDICAL EXAMINER	Archival Review Completed 8/16/2016	Permanent records - Microfilm Cert present	
7/19/2016	36823	Sussex	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 8/22/2016	Permanent records - Microfilm Cert present	
4/5/2016	35051	Mercer	Hamilton Twp.	MUNICIPAL CLERK	Archival Review Completed 8/24/2016	Permanent records scanned with MF backup	
4/1/2016	35117	Middlesex	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 8/24/2016	Permanent records scanned with MF backup	
3/23/2016	34884	Ocean	Ship Bottom Boro	MUNICIPAL CLERK	Archival Review Completed 10/6/2016	Approved Migration Path - Permanent Records	email sent for storage option 9/26/16

Artemis -
Archival Review Status Report

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
2/5/2016	32699	Ocean	Brick Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 10/19/2016	Approved Migration Path - Permanent Records	email sent for storage option 9/26/16
3/23/2016	34885	Ocean	Ship Bottom Boro	MUNICIPAL CLERK	Archival Review Completed 11/1/2016	Approved Migration Path - Permanent Records	email sent for storage option 9/26/16
3/21/2016	32799	Atlantic	Estell Manor City	MUNICIPAL TAX COLLECTOR	Archival Review Completed 11/1/2016	Permanent records - Microfilm Cert present	
12/23/2016	42882	Monmouth	N/A	COUNTY ARCHIVES AND RECORDS MANAGEMENT	Archival Review Completed 1/11/2017	Approved Migration Path - Permanent Records	
11/18/2016	42085	Ocean	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/11/2017	Permanent records - Microfilm Cert present	
11/17/2016	42112	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Completed 1/11/2017	Approved Migration Path - Permanent Records	
11/10/2016	42078	Middlesex	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/12/2017	Permanent records scanned with MF backup	
10/6/2016	40980	Somerset	Bernards Twp.	MUNICIPAL TREASURER	Archival Review Completed 1/20/2017	Approved Migration Path - Permanent Records	12/15/16 - Records Stored on 1/6/17 (RSC) (1 box)
10/18/2016	41370	Burlington	Moorestown Twp.	MUNICIPAL HEALTH DEPARTMENT	Archival Review Completed 1/20/2017	Permanent records - Microfilm Cert present	
12/23/2016	42876	Gloucester	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/20/2017	Permanent records - Microfilm Cert present	
1/17/2017	43091	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 1/23/2017	Permanent records scanned with MF backup	
1/10/2017	42913	Bergen	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 1/26/2017	Permanent records scanned with MF backup	
1/5/2017	42974	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 1/26/2017	Permanent records scanned with MF backup	
8/15/2016	39431	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Completed 1/30/2017	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16 Records Stored: 1/6/17 (RSC) (1 box)
1/26/2017	43310	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Rejected 3/13/2017	Approved Migration Path - Permanent Records	Reject as per agency
1/26/2017	43295	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Rejected 3/13/2017	Approved Migration Path - Permanent Records	Reject as per agency
1/26/2017	43286	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Rejected 3/13/2017	Approved Migration Path - Permanent Records	Reject as per agency
3/10/2017	55603	Gloucester	N/A	COUNTY MEDICAL EXAMINER	Archival Review Completed 4/12/2017	Permanent records - Microfilm Cert present	
3/10/2017	55657	Gloucester	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 4/12/2017	Permanent records - Microfilm Cert present	
2/17/2017	44944	Mercer	N/A	COUNTY BOARD OF TAXATION	Archival Review Completed 4/12/2017	Permanent records - Microfilm Cert present	
4/7/2017	55864	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Completed 4/12/2017	Approved Migration Path - Permanent Records	

Artemis -
Archival Review Status Report

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
4/12/2017	56644	Gloucester	Monroe Township Public School District	Administration	Rejected 4/20/2017	Approved Migration Path - Permanent Records	Reject as per agency
4/10/2017	45075	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Rejected 5/10/17	Approved Migration Path - Permanent Records	Reject as per agency
1/27/2017	43221	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 5/10/17	Approved Migration Path - Permanent Records	Storage Offer: 3/24/17 Rejected as per agency
10/3/2016	37234	Sussex	N/A	COUNTY ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	Storage Offer: 12/15/16
9/7/2016	40163	Sussex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
9/1/2016	37248	Sussex	N/A	COUNTY ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
3/23/2017	55913	Middlesex	Woodbridge Twp.	MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	
3/7/2016	34268	Middlesex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	NJ Archives received requested project listing on 01/25/2017.
3/11/2016	34412	Middlesex	N/A	COUNTY ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	NJ Archives received requested project listing on 11/30/2016.
6/3/2016	35992	Middlesex	Woodbridge Twp.	MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Completed 5/16/17	Permanent records scanned with MF backup	
6/3/2016	35994	Middlesex	Woodbridge Twp.	MUNICIPAL LOCAL BUILDING OFFICIAL	Archival Review Completed 5/16/17	Permanent records scanned with MF backup	
6/3/2016	36006	Middlesex	Woodbridge Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Permanent records scanned with MF backup	
2/23/2017	45035	Middlesex	Woodbridge Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Permanent records scanned with MF backup	
3/23/2017	55901	Middlesex	Woodbridge Twp.	MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	
3/23/2017	55904	Middlesex	Woodbridge Twp.	MUNICIPAL LOCAL BUILDING OFFICIAL	Archival Review Completed 5/16/17	Approved Migration Path - Permanent Records	
3/23/2016	34854	Morris		MUNICIPAL ENGINEERING DEPARTMENT	Archival Review Completed 5/19/17	Permanent records scanned with MF backup	
2/1/2017	41225	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Completed 06/07/17	Approved Migration Path - Permanent Records	Storage Offer: 4/11/17
4/4/2017	45320	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	Archival Review Completed 06/12/17	Permanent records - Microfilm Cert present	
3/7/2017	44404	Ocean	Brick Twp.	MUNICIPAL UTILITIES & AUTHORITIES	Archival Review Completed 06/12/17	Approved Migration Path - Permanent Records	
3/22/2017	55967	Warren	Phillipsburg School District	Administration	Request rescinded 4/19/17	Approved Migration Path - Permanent Records	Request rescinded
4/4/2017	56413	Burlington	New Hanover Township	Administration	Archival Review Completed 6/23/17	Approved Migration Path - Permanent Records	Rejected as per agency

Artemis -
Archival Review Status Report

Date Submitted	Request ID	County	Muni	Agency Name	Archival Review	Comment	Add'l Information
4/24/2017	57138	Bergen	South Bergen Jointure Commission School District	Administration	Archival Review Completed 6/23/17	Approved Migration Path - Permanent Records	Rejected as per agency
8/15/2016	37338	Sussex	N/A	COUNTY DETENTION CENTER/JAIL	Archival Review Completed 6/27/17	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
10/4/2016	40424	Burlington	Moorestown Twp.	MUNICIPAL TAX COLLECTOR	Archival Review Completed 7/20/17	Permanent records - Microfilm Cert present	
9/7/2016	37327	Sussex	N/A	COUNTY TREASURER	Archival Review Pending	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
8/7/2017	59952	Burlington	Chesterfield Twp.	MUNICIPAL TAX COLLECTOR	Archival Review Complete 8/17/17	Approved Migration Path - Permanent Records	
7/19/2017	59940	Hunterdon	South Hunterdon Regional School District	Financial	Archival Review Complete 8/17/17	Approved Migration Path - Permanent Records	Rejected, Agency did not image records.
6/28/2017	59413	Somerset	Bernards Twp.	MUNICIPAL CLERK	Archival Review Complete 8/17/17	Approved Migration Path - Permanent Records	
5/2/2017	45402	Sussex	N/A	COUNTY SHERIFF'S OFFICE	Archival Review Complete 8/30/17	Approved Migration Path - Permanent Records	Rejected, Misidentified records
10/18/2016	41376	Sussex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Complete 8/30/17	Approved Migration Path - Permanent Records	Rejected as per agency
6/26/2017	59254	Monmouth	Middletown Twp.	MUNICIPAL CLERK	Archival Review Complete 9/5/17	Approved Migration Path - Permanent Records	
10/4/2016	41043	Cape May	N/A	COUNTY PROSECUTOR'S OFFICE	Archival Review Complete 9/5/17	Permanent records - Microfilm Cert present	
9/7/2016	40160	Sussex	N/A	COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT	Archival Review Complete 9/5/17	Approved Migration Path - Permanent Records	Rejected, Misidentified records

Records Retention and Disposition Schedule Amendment

DEPARTMENT:	Law and Public Safety	**AGENCY # S660700**		
DIVISION:	Alcoholic Beverage Control	**SCHEDULE # 001**		
BUREAU:		**PAGE #** 1	**OF**	8

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	Law and Public Safety – Alcoholic Beverage Control – Administrative Services; Prosecution/Enforcement Bureau; Licensing Bureau
Former Agency Number	S660705 002; S660704 001; S660703 001

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
	ADMINISTRATIVE SERVICES			
0001-0000	Forfeiture and Refunds File	Records Series Transfer;	N/A	Transfer from S660705 002 0005-0000
0002-0000	Revenue Monthly Information	Records Series Transfer; Title; Description	Monthly Revenue Reports; Contain number of certificates issued and revenue collected for the current month, previous month, and year-to-date. It is used for comparison with preceding fiscal year.	Transfer from S660705 002 0007-0000; Revenue Monthly Information; Contains number of certificates issued and revenue collected for the current month, previous month, and year-to-date. Report created "as needed".
0003-0000	Seizure/Forfeiture Case Files	Records Series Transfer; Title; Description; Retention	Trust Fund Files; Case files of those businesses seized in violation of regulations issued by ABC or the law. Contains correspondence, copy of the bond	Transfer from S660705 002 0010-0000; Seizure/Forfeiture Case Files; Contains evidence voucher documenting seized items/item location, Copy of bond if any,

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
			posted for personal property contained within the business, materials related to cash seizures and other related documents; 3 years after satisfaction of bond, cash payment, or final disposition of property	Notice of Publication, Hearing documents if any, and Notice of Final Determination; 5 years after final determination
0004-0000	Alcoholic Beverage Control (ABC) Bulletins	New Item		
	ENFORCEMENT BUREAU and INVESTIGATIONS BUREAU			
0050-0000	Case Tracking Files (Electronic)	Records Series Transfer; Title; Description; Retention	Disciplinary Docket Book; Lists licensee's name and address, file numbers, charges, plea received, and final disposition. Filed by S File (docket) number and serves as a cross-reference to reference cards and as a history of prior disciplinary action and disposition; 5 years after disposition of all entries	Transfer from S660704 001 0002-0000; Case Tracking Files (Electronic); Lists licensee's name and address, file numbers (by S series), charges, plea received and final disposition. This provides official history of prior disciplinary actions and dispositions; 10 years after license transfer
0051-0000	Consent Order Files (Electronic)	New Item		
0052-0000	Disciplinary Files (S Files) (Hardcopy/Electronic)	Records Series Transfer; Title; Description; Retention	Disciplinary Files (S Files) Contain investigation reports and related correspondence for possible penalty determination; 5 years after final disposition	Transfer from S660704 001 0003-0000; Disciplinary Files (S Files) (Hardcopy/Electronic) Contains investigation reports and related documents. Note: Record series disposition is destroy/erase whichever applies; 1 year after final determination
0053-0000	Eligibility Request Files (Hardcopy/Electronic)	Records Series Transfer; Title; Description; Retention	Eligibility And Disqualification File Cards; Lists name and address of petitioner, case number, permit number, and date permit issued. Employment permits are issued	Transfer from S660704 001 0005-0000; Eligibility Request Files (Hardcopy/Electronic); Petition for Eligibility Determination (including exhibits) and other

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
			annually to allow convicted violators of ABC regulations to be employed on licensed premises. The Division recommends that these records be microfilmed 75 years after last date of expiration	documents submitted in support of Request for Eligibility Determination, correspondence and final determination; Record Series Header Only
0053-0001	Eligibility Request Files (Hardcopy)	New Item		1 year after determination
0053-0002	Eligibility Determination Letter (Electronic)	New Item		100 years/Erase
0054-0000	Rehabilitation Permit and Disqualification Removal Files (Hardcopy/Electronic)	Records Series Transfer; Title; Description; Retention	Eligibility & Disqualification Hearing Schedule Book; Lists name and address of petitioner, convicted crime, date of petition, and date of hearing. Used to schedule hearings and to cross-reference with Eligibility and Disqualification File Cards. The Division recommends that these records be microfilmed; 10 years after final disposition of all hearings	Transfer from S660704 001 0006-0000; Rehabilitation Permit and Disqualification Removal Files (Hardcopy/Electronic); Application which may include name, address, passport sized photo, case number, permit number and date issued, employment information, arrest and conviction information, certified judgments of conviction; permits or orders issued; summary of arrests and convictions; investigation report (background check); and Temporary Work Letters and Fingerprint Results. Note 1: Portions of file may be confidential. Note 2: Each file is labeled by Last Name, First Name and "N" (rehabilitation) or "NN" (disqualification) number; Record Series Header Only
0054-0001	Rehabilitation Permit And Disqualification Removal Files (Hardcopy)	New Item		1 year after determination

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0054-0002	Disqualification Determination Removal Order (Electronic)	New Item		100 years
0054-0003	Rehabilitation Permit And Disqualification Removal Files Index (Hardcopy/Electronic)	Records Series Transfer; Title; Description; Retention	Eligibility Cases; Contain correspondence and copy of transcript of hearing. Used to gain facts for cases involving possible conviction; 5 years after final disposition of hearing	Transfer from S660704 001 0007-0000; Rehabilitation Permit And Disqualification Removal Files Index (Hardcopy/Electronic); Contains the applicants' first and last name, the date their application was submitted, and their assigned "N" or "NN" number. Note: Record series disposition is destroy/erase whichever applies; 100 years
0056-0000	Investigation Files (Hardcopy/Electronic)	Records Series Transfer; Title; Description; Retention	Alleged Violations Files (Copies) (H Files); Contains copies of investigator's reports, correspondence, notice of fines, and other documents related to court suspension of license. These files are working copies for the Bureau's investigators and are received from the Alcoholic Beverage Control Bureau of the State Police, which holds the record copy; 3 years after final disposition	Transfer from S660704 001 0012-0000; Investigation Files (Hardcopy/Electronic); These files may contain copies of complaints, investigator's reports, correspondence, exhibits and evidence. These files are the working and completed copies of those reports prepared by ABC's Investigations Bureau and/or detectives of the Division of Criminal Justice assigned to ABC. Confidential pursuant to N.J.A.C. 13:2-29.2. Note: Record series disposition is destroy/erase whichever applies; 1 year after final determination
0057-0000	Drinking Driver/Operator Questionnaire - State Police Form 11 I A (AKA Last Drink Reports) (Hardcopy/Electronic Database)	New Item		
0058-0000	Current Price Lists (Hardcopy/Electronic)	Records Series Transfer; Description	Monthly listing of prices of products sold by wholesalers to retailers, published by wholesalers and filed	Transfer from S660703 001 0005-0000; (Hardcopy/Electronic);

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
			with Alcoholic Beverage Control (ABC) (includes Minimum Resale Books, Fair Trade Booklets, Minimum Consumer Filings, Wholesale to Wholesale Price Filings, Price Filings, and Minimum Price Lists, which became obsolete with deregulation in April, 1980)	Contains monthly listing of prices of products sold by wholesalers to retailers and filed with ABC and amendments. Note: Record series disposition is destroy/erase whichever applies.
	LICENSING BUREAU			
0100-0000	Annual State Permit Files (Electronic/Hardcopy)	Records Series Transfer; Title; Description; Retention	Annual State Permit Files; Annually issued concessionaire permits for service of alcoholic beverages on public property. Includes: copy of certificate, application, receipt of fee, sketch or premises, copy of contract, certificate of incorporation, correspondence, and State Police investigation report. These are not prenumbered; 3 years after expiration	Transfer from S660703 001 0001-0000; Annual State Permit Files (Electronic/Hardcopy); Annually issued concessionaire permits for service of alcoholic beverages on public property. File includes: copy of certificate, application, receipt of fee, sketch of premises, copy of contract, certification of incorporation and correspondence. Note: Record series disposition is destroy/erase whichever applies; 7 years
0101-0000	Brand Registration Files (Hardcopy/Electronic)	Records Series Transfer; Title; Description; Retention/Disposition	Brand Registration Files; 3 years unless in litigation/Archives	Transfer from S660703 001 0002-0000; Brand Registration Files (Hardcopy/Electronic); Note: Record series disposition is destroy/erase whichever applies; 3 years/Destroy
0102-0000	Co-Operative Purchase Groups (Retailers) File	Records Series Transfer; Description; Retention	Contains copy of Manufacturer and wholesalers (SM) Permit, copy of contract signed by all members, membership list, receipt of fee,	Transfer from S660703 001 0004-0000; Contains: copy of contract signed by all members, membership list,

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
			correspondence, and approvals. The SM permit is valid for one year; 3 years after audit	receipt of fee, correspondence and approvals; 7 years
0103-0000	Membership Lists	Records Series Transfer; Description	Lists of college and social clubs located in each municipality. The list is filed annually.	Transfer from S660703 001 0007-0000; Lists of college and social clubs located in each municipality. The list is filed annually with renewal.
0104-0000	Municipal and Retail License Applications (Hardcopy/Electronic)	Records Series Transfer; Title; Description; Retention	Municipal and Retail License Applications; 3 years after audit	Transfer from S660703 001 0009-0000; Municipal and Retail License Applications (Hardcopy/Electronic); Note: Record series disposition is destroy/erase whichever applies; 7 years
0105-0000	Permits Issued By ABC (Hardcopy/Electronic)	Records Series Transfer; Title, Description; Retention,	Permits; Record copies of all pre-numbered and pre-dated permits issued by ABC. File contains application, record copy of permit, receipt of fee, copy of certificate, and related correspondence. Permits are valid for one day to one year, depending on the type issued.; 3 years after audit	Transfer from S660703 001 0010-0000, 0010-0001; Permits Issued By ABC (Hardcopy/Electronic); File may contain: application, record copy of permit, receipt of fee, copy of certificate, and related correspondence. Permits are valid for one day to one year, depending on the type issued. Note: Record series disposition is destroy/erase whichever applies; 3 years after expiration of license term for which it was issued
0107-0000	Solicitors' Statements Of Compensation	Records Series Transfer; Retention	7 years	Transfer from S660703 001 0016-0000; 3 years
0108-0000	State License Application Files	Records Series Transfer; Description; Retention	Contain applications for State-issued license, record copy of certificate, receipt of fee, affidavit of publication, certification of bond from taxation,	Transfer from S660703 001 0017-0000 Contains: applications for State-issued license, record copy of

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
			correspondence, and State Police investigation report. These licenses are valid for one year.; 3 years after audit	certificate, receipt of fee, affidavit of publication, certification of bond from taxation, and correspondence; 7 years
0109-0000	Stills Registration File (Electronic)	Records Series Transfer; Title, Description, Retention /Disposition	Stills Registration Register Books - List registration numbers – 100 years/Archives; Stills Registration File - Contains certificate of registrations, which is permanent. All stills, regardless of whether they are operational, must be registered under N.J.S.A. 33:2-1.- 100 years/Archives	Transfer from S660703 001 0018-0000, 0018-0001,0018-0002 Stills Registration File (Electronic); Electronic list of all stills registered pursuant to N.J.S.A. 33:2-1; 50 years/Archival Review
0110-0000	Unissued Transit Insignia Decals	Records Series Transfer; Title; Description; Retention	Transit Insignia Decals, Non-validated; Consists of those decals that have not been issued (for vehicles authorized to transport alcoholic beverages) and the expiration date has passed.; Until audit	Transfer from S660703 001 0019-0000; Unissued Transit Insignia Decals; Consists of transit insignia decals that have not been issued (i.e., leftovers) and for which the expiration date has passed. Note: Issued decals have been distributed to decal applicants; 1 year
0111-0000	Vehicle Certifications (Electronic)	Records Series Transfer; Title; Description; Retention	Vehicle Certifications; A certificate is issued to each vehicle transporting alcoholic beverages under the Limited Transportation Permit.; Validated Certificates = 3 years after audit/Destroy Unused Certificates = Until audit/Destroy	Transfer from S660703 001 0020-0000, 0020-0001, 0020-0002; Vehicle Certifications (Electronic); Electronic list of issued transit insignias and the corresponding vehicle authorized to transport alcoholic beverages; 1 year
0112-0000	Municipal Resolutions File	Records Series Transfer; Title; Retention	Municipal Resolutions File (Copies); 4 fiscal years	Transfer from S660703 001 0022-0000; Municipal Resolutions File; 10 years

STATE OF NEW JERSEY

Law and Public Safety-Alcoholic Beverage Control

S660700-001

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: S660700	Schedule: 001	Page #:1 of 6
Department: Law and Public Safety-Alcoholic Beverage Control	**Agency Representative:**	Kevin Marc Schatz, SDAG	
	Title:	Chief, Enforcement Bureau	
	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**
	ADMINISTRATIVE SERVICES									
0001-0000	Forfeiture And Refunds File --- Listing all refunds and forfeitures of special permits and licenses. Contains invoice number, amount of net refund, service charge, and forfeiture fees. Used in conjunction with balancing of monthly revenue collected - Monthly Revenue Report. Record copy at Department of the Treasury.	X				P	3 years	1 year	Destroy	
0002-0000	Revenue Monthly Information --- Contains number of certificates issued and revenue collected for the current month, previous month, and year-to-date. Report created "as needed".	X				P	3 years	1 year	Destroy	
0003-0000	Seizure/Forfeiture Case Files --- Contains evidence voucher documenting seized items/item location, Copy of bond if any, Notice of Publication, Hearing documents if any, and Notice of Final Determination.	X				P	5 years after final determination		Destroy	
0004-0000	Alcoholic Beverage Control (ABC) Bulletins --- ABC Bulletins are compilations of agency decisions and other notices to the regulated community that are disseminated by the agency pursuant to N.J.S.A. 33:1-39.					P	10 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
	ENFORCEMENT BUREAU And INVESTIGATIONS BUREAU									
0050-0000	Case Tracking Files (Electronic) --- Lists licensee's name and address, file numbers (by S series), charges, plea received and final disposition. This provides official history of prior disciplinary actions and dispositions.					P	10 years after license transfer		Erase	
0051-0000	Consent Order Files (Electronic) --- Contains electronic copies of Consent Orders and Settlement Petitions and related Notices of Charges.					P	10 years after license transfer		Erase	
0052-0000	Disciplinary Files (S Files) (Hardcopy/Electronic) --- Contains investigation reports and related documents. Note: Record series disposition is destroy/erase whichever applies.					C	1 year after final determination		Destroy	
0053-0000	Eligibility Request Files (Hardcopy/Electronic) --- Petition for Eligibility Determination (including exhibits) and other documents submitted in support of Request for Eligibility Determination, correspondence and final determination.									
0053-0001	Eligibility Request Files (Hardcopy)					P	1 year after determination		Destroy	
0053-0002	Eligibility Determination Letter (Electronic)					P	100 years		Erase	

* 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
0054-0000	Rehabilitation Permit And Disqualification Removal Files (Hardcopy/Electronic) --- Application which may include name, address, passport sized photo, case number, permit number and date issued, employment information, arrest and conviction information, certified judgments of conviction; permits or orders issued; summary of arrests and convictions; investigation report (background check); and Temporary Work Letters and Fingerprint Results. Note 1: Portions of file may be confidential. Note 2: Each file is labeled by Last Name, First Name and "N" (rehabilitation) or "NN" (disqualification) number.									
0054-0001	Rehabilitation Permit And Disqualification Removal Files (Hardcopy)					C	1 year after determination		Destroy	
0054-0002	Disqualification Determination Removal Order (Electronic)					C	100 years		Erase	
0054-0003	Rehabilitation Permit And Disqualification Removal Files Index (Hardcopy/Electronic) --- Contains the applicants' first and last name, the date their application was submitted, and their assigned “N” or “NN” number. Note: Record series disposition is destroy/erase whichever applies.					P	100 years		Destroy	
0056-0000	Investigation Files (Hardcopy/Electronic) --- These files may contain copies of complaints, investigator’s reports, correspondence, exhibits and evidence. These files are the working and completed copies of those reports prepared by ABC’s Investigations Bureau and/or detectives of the Division of Criminal Justice assigned to ABC. Confidential pursuant to N.J.A.C. 13:2-29.2. Note: Record series disposition is destroy/erase whichever applies.					C	1 year after final determination		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0057-0000	Drinking Driver/Operator Questionnaire - State Police Form 11 I A (AKA Last Drink Reports) (Hardcopy/Electronic Database) --- These reports contain name and address of driver suspected of driving while intoxicated, location of last service/consumption and other information. Note: Record series disposition is destroy/erase whichever applies.					C	25 Months		Destroy	
0058-0000	Current Price Lists (Hardcopy/Electronic) --- Contains monthly listing of prices of products sold by wholesalers to retailers and filed with ABC and amendments. Note: Record series disposition is destroy/erase whichever applies.					P	3 years		Destroy	
	LICENSING BUREAU									
0100-0000	Annual State Permit Files (Electronic/Hardcopy) --- Annually issued concessionaire permits for service of alcoholic beverages on public property. File includes: copy of certificate, application, receipt of fee, sketch of premises, copy of contract, certification of incorporation and correspondence. Note: Record series disposition is destroy/erase whichever applies.					C	7 years		Erase	
0101-0000	Brand Registration Files (Hardcopy/Electronic) --- Contains correspondence and label concerning registration and any changes in registrations of all brands of liquor. All types of liquor sold in the state must be registered each year. This information is submitted by the wholesaler/distributor or manufacturer. Also includes Private Label Registrations. Note: Record series disposition is destroy/erase whichever applies.					P	3 years		Destroy	
0102-0000	Co-Operative Purchase Groups (Retailers) File --- Contains: copy of contract signed by all members, membership list, receipt of fee, correspondence and approvals.					P	7 years	3 years	Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
0103-0000	Membership Lists --- Lists of college and social clubs located in each municipality. The list is filed annually with renewal.					P	As updated		Destroy	
0104-0000	Municipal And Retail License Applications (Hardcopy/Electronic) --- Copies of application for retail licenses issued and forwarded by municipalities. These licenses are valid for one year. Municipalities retain record copy. Note: Record series disposition is destroy/erase whichever applies.					P	7 years		Destroy	
0105-0000	Permits Issued By ABC (Hardcopy/Electronic) --- File may contain: application, record copy of permit, receipt of fee, copy of certificate, and related correspondence. Permits are valid for one day to one year, depending on the type issued. Note: Record series disposition is destroy/erase whichever applies.					P	3 years after expiration of license term for which it was issued		Destroy	
0106-0000	Retail License Lists --- Annual listing of all retail licenses. Published by ABC and available on website. Note: Updated every month.					P	As updated on annual basis		Destroy	
0107-0000	Solicitors' Statements Of Compensation --- Statements of wholesale licensees in reference to payment to their salesmen. File may also contain copies of contracts. Confidential pursuant to N.J.A.C. 13:2-29.2.					C	3 years		Destroy	
0108-0000	State License Application Files --- Contains: applications for State-issued license, record copy of certificate, receipt of fee, affidavit of publication, certification of bond from taxation, and correspondence.					P	7 years	3 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
0109-0000	Stills Registration File (Electronic) --- Electronic list of all stills registered pursuant to N.J.S.A. 33:2-1.					P	50 years		Archival Review	
0110-0000	Unissued Transit Insignia Decals --- Consists of transit insignia decals that have not been issued (i.e., leftovers) and for which the expiration date has passed. Note: Issued decals have been distributed to decal applicants.					P	1 year		Destroy	
0111-0000	Vehicle Certifications (Electronic) --- Electronic list of issued transit insignias and the corresponding vehicle authorized to transport alcoholic beverages.					P	1 year		Erase	
0112-0000	Municipal Resolutions File --- File includes resolutions concerning: transfers, renewals, special conditions, issuance of new licenses, and correspondence to and from municipal issuing authorities. Note: This series is maintained on a fiscal year basis.					P	10 years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule Amendment

DEPARTMENT:	Human Services - Family Development - NJ SNAP (Supplemental Nutrition Assistance Program)	**AGENCY #**	S540603		
DIVISION:		**SCHEDULE #**	006		
BUREAU:		**PAGE #**	1	**OF**	1

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	Human Services – Family Development – Food Stamps
Former Agency Number	

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0006-0000	Interim Reporting Form (IRF) and Supporting Documents	New Record Series		

*SRC = STATE RECORDS CENTER; CRC = COMMERCIAL RECORDS CENTER
DEPARTMENT OF STATE – DIVISION OF ARCHIVES & RECORDS MANAGEMENT

STATE OF NEW JERSEY

Human Services – Family Development – NJ SNAP
(Supplemental Nutrition Assistance Program)

S540603-006

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: S540603	Schedule: 006	Page #:1 of 1

Department:	Human Services – Family Development – NJ SNAP (Supplemental Nutrition Assistance Program)	**Agency Representative:**	
		Title:	
		Phone #:	

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

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
0001-0000	Complaints --- Concerning food stamp cases which will be resolved by Food Stamp Field Representatives.					P	3 yrs after resolution	3 yrs after resolution	Destroy	
0002-0000	Complaint Logs --- Log of complaints received and whether complaint resolved.						3 yrs after resolution of all entries	3 yrs after resolution of all entries	Destroy	
0003-0000	Management Evaluation Review --- Correspondence to and from County Welfare Food Stamp officials regarding operational reviews and problems discovered during those reviews.						3 yrs after resolution	3 yrs after resolution	Destroy	
0004-0000	Monthly Issuance Unit Reports --- Report by Issuance Coordinator which indicates all contract related activity completed during the month.						3 Years	3 Years	Destroy	
0005-0000	Quarterly CWA Food Stamp Reports(FSP-917 A & B)						3 Years	3 Years	Destroy	
0006-0000	Interim Reporting Form (IRF) And Supporting Documents					P	7 Years		Destroy	

* P - Public, C - Confidential

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
P. O. BOX 661
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: Vilirie D. Perry
DATE: September 21, 2017
SUBJECT: Ocean County College Special Request and Authorization for Records Disposal

Agency Disaster Narrative:

The Ocean County College, 1 College Drive, Toms River, NJ 08754, is requesting a Special Request for Disposal of Damaged records**.** Ocean County College (OCC) was closed on October 29, 2012 because of Hurricane Sandy and did not reopen until November 12, 2012. On November 12, 2012 a flooded bottom floor was discovered in the Administration Building on the OCC Campus. It was where the Veteran Office files were located. There was severe water damage to the Veteran records; they were completely under water.

The Veteran Department initially determined that the records could not be salvaged and then OCC Records Management Department confirmed their decision. Over a period of time the records did dry out and were photocopied. OCC now considers the photocopies; the originals. The originals are molded. In August 2017, a restoration company was called in for an inspection of the condition of the damaged records. Polygon recommended that all files be properly dried, cleaned, deodorized and gamma irradiated to adequately restore the files to a sanitary and working condition (see attached).

The records series of damaged records are:

Records series	Inclusive dates:	Retention dates:	Volume
0052-0000 Veterans Files	01/2010* – 04/2011	7 yrs. after graduation	5 boxes

*Files from: 01/2010 – 08/2010 have met their retention period. The Veterans Department has relocated and their files are stored in a secure environment.

Agency Contact: Charlene Braun, Ocean County College Records Management Department.
Tel.: 732-255-0400 Ext. 2484

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Charlene Braun

DATE: July 31, 2017

SUBJECT: Damaged Records Due to Hurricane Sandy

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.

Charlene Braun

Signature

Manager of Mail Services

Title

Submit by Email

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: Ocean County College

Address: 1 College Drive

Phone: 732-255-0400 Ext. 2484

Email: cbraun@ocean.edu

Contact Person: Charlene Braun

Date the damage occurred: 10/29/2012

Date the damage was discovered: 11/12/2012

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

1. Describe circumstances of how the damage occurred.
Due to Hurricane Sandy the Administration Building of Ocean County College flooded the bottom floor. Our Veterans Department at the time was on the bottom floor.
2. What salvage attempts were made?
The College was closed until 11/12/12. Damaged to the files were not found until the college reopened.
3. Were any of the records affected by this event salvageable?
No

4. Why are these records unsalvageable?

The bottom floor flooded. The records were underwater.

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

The Veterans Affairs Department made the initial determination. It was confirmed by OCC's Records Management department.

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)?

Over a period of time the records did dry out and were photocopied. The copy is now the original. The originals are all molded.

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

The Veterans Affairs Department has since been moved.

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

All records are now being stored in the warehouse in a secure area under lock and key.

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 Ocean County College

RETENTION SCHEDULE AGENCY NUMBER: C270303

SCHEDULE NUMBER: 901

Record Series Number	Record Series Name	Retention Time	Inclusive Years	Volume (cubic feet)	Damage Type	Other copies available?
0052-001	Veterans File	7 years afte	01/2010-01/2011	5	Flood	Yes
		graduation				

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Charlene Braun

DATE: July 31, 2017

SUBJECT: Damaged Records Due to Hurricane Sandy

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.

Charlene Braun

Signature

Manager of Mail Services

Title

Submit by Email

August 23, 2017

Ocean County College
1 College Drive Building 66
Toms River, NJ 08754

RE: Flood Damaged Veterans Affairs Student Files

Upon inspection and assessment of the Veterans Affairs Student Files at Ocean County College 1 College Drive Building 66 in Toms River, NJ, Polygon recommends the following services for restoration.

Drying, Cleaning, Deodorization and Gamma Irradiation (mold remediation) Services

Factors contributing to recommendation for services:

1. Type of water damage: Flood (Superstorm Sandy) damaged documents are categorized as Level 3 Black Water Damage. Black water is extremely hazardous and contains high levels of toxins.

2. Duration of time materials are wet. Mold, mildew, warping and other secondary damage occurred from the files being wet over an extended period of time.

3. Quantity of files. All of the files suffered the same damage and therefor require the same restoration services. Severely damaged files require extra drying and cleaning hours.

4. General Condition of files. Files suffered damage to the paper structure, bleeding of ink, staining from dirt, expanding and binding of paper.

Polygon recommends that all files be properly dried, cleaned, deodorized and gamma irradiated to adequately restore the files to a sanitary and working condition.

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

BANKERS BOX
BANKERS