



**AGENDA
STATE RECORDS COMMITTEE
September 19, 2019
10:00AM**

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

Announcement of Open Public Meeting

I. Review of March 21, 2019 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request: # 553973- 559239

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

III. New Business:

A. Records Retention Schedules: (See Attached)

- 1. Department of Law and Public Safety - State Police Field Operations - Troops S660233 –**
Presented by John Berry
- 2. Community Affairs - Housing and Mortgage Finance S221505 – Retired Schedule –**
Presented by Marcella Campbell
- 3. Community Affairs - Housing and Mortgage Finance S221512 – Retired Schedule –**
Presented by Marcella Campbell

IV. Other Business: None



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

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

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MINUTES
STATE RECORDS COMMITTEE
March 21, 2019

Michael J. Tyger, Secretary, called the 438th 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 was a quorum present.

ATTENDANCE:

SRC: State Treasurer, Michael J. Tyger, Designee
Department of Community Affairs, Local Government Services, Stacy Spera, Designee
State Auditor, William Robinson, Designee
Attorney General, Valentina DiPippo, Designee
Division of Archives and Records Management, Department of State, Joseph Klett

Staff: Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
Donald Cornelius, Archivist, Division of Archives and Records Management, Department of State
Marcella Campbell, Technical Assistant 2, Records Management Services
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services

Other: Ken Kramli, State Auditor
Mary Miller, NJ Housing Mortgage Finance
Tori Thompson, NJ Housing Mortgage Finance
Michelle McKnight, NJ Housing Mortgage Finance
Silvia Allen, NJ Housing Mortgage Finance
Donald Kakas, Department of Environmental Protection
William Schreyer, Department of Environmental Protection
Lauren Wiley, Mercer County

Carl Herman, Public Advocacy
Carlyn Hudson, Civil Service Commission
Paul Dreher, NJ State Police

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 20, 2018 Minutes four (5) yes, 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: #551150-553972

B. Registered Imaging Systems / Amendments / Annual Reviews:

Report to the State Records Committee: (See attached)

II. New Business:

A. Records Retention Schedules (See attached)

1. **Department of Environmental Protection S421500** – Presented by Marcella Campbell – Approved
2. **Department of Public Advocate S700500** – Presented by Marcella Campbell- Approved with the following changes: change Department to Public “Defender”, for record series 0001-0003 the retention should remain at “20 years after hearing” and 0001-0004 change retention to “1 year after death of client”.
3. **Civil Service Commission S680600** – Presented by Marcella Campbell – Withheld pending further review of record series description and information from agency.
An offer was extended to the agency to utilize the Records Storage Center to store the 150 boxes of records pending further review.

**4. Community Affairs – NJ Housing and Mortgage Finance S221500-002 –
Presented by Marcella Campbell – Approved**

NJ Housing and Mortgage Finance Agency – S221500-001 (*retired*)

NJ Housing and Mortgage Finance Agency – Regulatory Affairs –
S221503 (*retired*)

NJ Housing and Mortgage Finance Agency - Finance – S221507 (*retired*)

NJ Housing and Mortgage Finance Agency – Policy and Community
Development – S221511 (*retired*)

NJ Housing and Mortgage Finance Agency – Contract Administration –
S221513 (*retired*)

Other Business: None

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

Secretary
State Records Committee

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
19032801-MP	Hanover Park Regional High School District	New Registration
19041101-MP	Penns Grov-Carney's Point Regional School District	New Registration
19042501-MP	Township of Jackson	New Registration
19042502-MP	Middlesex County Vocational and Technical Schools	New Registration
19050901-MP	Absecon School District	New Registration
19050902-MP	City of South Amboy	New Registration
19060601-MP	Borough of High Bridge	New Registration
19070301-MP	Woodland Park Board of Education	New Registration
19062001-MP	Lebanon Township School District	New Registration
19080101-MP	Borough of Lakehurst	New Registration
19080102-MP	Wharton Borough Public Schools	New Registration
19081501-MP	Bergen County Technical Schools and Special Services	New Registration
19081502-MP	Toms River Beurea of Fire Prevention	New Registration
0109201-MP	Department of Law and Public Safety Division of Gaming and Enforcement	New Registration
19071801-MP	Mahwah Township Building Department	New Registration
19071802-MP	Bergen County Housing Authority	New Registration
19082901-MP	Califon School District	New Registration
19091201-MP	Bergen New Bridge Medical Center - One Content	New Registration
14032011-NM	Somerset County Board of Social Services	Annual Review
09101506-NM	Borough of Fair Haven	Annual Review
05072101-MF	County of Gloucester Surrogate's Office	Annual Review

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
13121210-NM	Gloucester County Division of Social Services	Annual Review
13121210-NM	Gloucester County Division of Social Services	Amendment
06121408-MF	County of Gloucester	Annual Review
06121408-MF	County of Gloucester	Amendment
11051909-MP	County of Gloucester Clerk LRMS	Annual Review
11051909-MP	County of Gloucester Clerk LRMS	Amendment
09052101-MF	County of Camden Enterprise	Annual Review
09052101-MF	County of Camden Enterprise	Amendment
08032002-NM	County of Gloucester Prosecutor's Office	Annual Review
08032002-NM	County of Gloucester Prosecutor's Office	Amendment
08032002-NM	County of Gloucester Prosecutor's Office	Amendment
12062101-MP	Irvington School District	Annual Review
12081607-MP	Upper Deerfield Township School District	Annual Review
12062101-MP	Irvington School District	Annual Review
07021505-MP	County of Hudson Enterprise Wide	Annual Review
07021505-MP	County of Hudson Enterprise Wide	Amendment
14091803-MP	Vernon Township School District	Annual Review
09091703-NM	City of Clifton Fire Department and Fire Prevention Bureau	Annual Review
07041901-MF	Township of Cherry Hill	Amendment
14032010-NM	Middlesex County Board of Social Services	Annual Review
14071701-NM	Union County Division of Social Services	Annual Review

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
07071902-MF	Township of Woolwich Construction Code Office	Annual Review
07071902-MF	Township of Woolwich Construction Code Office	Amendment
16031002-NM	Office of Child Support Services, Division of Family Development, EMC	Annual Review
12081607-MP	Upper Deerfield Township School District	Amendment
14121802-MP	Borough of Deal	Annual Review
14032012-NM	Cape May County Board of Social Services	Annual Review
14032012-NM	Cape May County Board of Social Services	Amendment
14121802-MP	Borough of Deal	Amendment
10031803-MP	City of Ocean City	Amendment
10031803-MP	City of Ocean City	Amendment
10031803-MP	City of Ocean City	Annual Review
13091909-NM	Rowan University SOM	Annual Review
11072108-NM	New Jersey Turnpike Authority	Amendment
11012018-NM	Township of Wall	Annual Review
01092001-NM	Property Management & Construction	Annual Review
11051906-NM	Ocean County College Financial Aid, Admissions and Records, Accounting	Annual Review
11051906-NM	Ocean County College Financial Aid, Admissions and Records, Accounting	Amendment
17030901-NM	County of Bergen, Department of Finance/Treasurer	Annual Review
16092201-MP	Lakewood Public School District	Annual Review
09082006-NM	Borough of Madison	Amendment
09082006-NM	Borough of Madison	Annual Review

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
07092001-NM	Township of Winslow	Annual Review
02101702-MF	County of Union Office of the Clerk	Amendment
02101702-MF	County of Union Office of the Clerk	Annual Review
13121212-NM	Salem County Board of Social Services	Amendment
13121212-NM	Salem County Board of Social Services	Amendment
13121212-NM	Salem County Board of Social Services	Annual Review
09071605-MP	Rutgers University Robert Wood Johnson Medical School	Annual Review
12101804-MP	Point Pleasant Borough Schools	Annual Review
13071803-MP	Ramsey School District	Annual Review
13032106-MP	East Windsor Regional School District	Annual Review
17051103-MP	Manalapan-Englishtown Regional School District	Annual Review
13091902-MP	Delaware Valley Regional High School	Annual Review
11051902-MP	Lindenwold Board of Education	Annual Review
14071703-MP	Monroe Township School District	Annual Review
04041502-NM	Township of Freehold Municipal Clerk	Amendment
04041502-NM	Township of Freehold Municipal Clerk	Annual Review
14051506-NM	Hudson County Department of Family Services Division of Welfare	Annual Review
14091801-MP	Clinton Township	Annual Review
18020801-MP	Rowan College at Burlington County	Amendment
18020801-MP	Rowan College at Burlington County	Annual Review
18083001-MP	Burlington Township	Annual Review

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
18051003-MP	Scotch Plains-Famwood Public Schools	Annual Review
06031601-NM	County of Burlington Board of Social Services	Amendment
01092001-NM	Department of Treasury Enterprise Imaging System	Annual Review
06042001-NM	City of Summit Clerk's Office	Annual Review
12062114-MP	Pemberton Township Schools	Annual Review
09021906-MP	Township of Hamilton (Mercer)	Amendment
09021906-MP	Township of Hamilton (Mercer)	Amendment
09021906-MP	Township of Hamilton (Mercer)	Annual Review
10041501-MP	South Orange-Maplewood School District	Annual Review
18072602-MP	Township of Plainsboro	Annual Review
14032014-NM	Bergen County Board of Social Services	Annual Review
07121301-NM	City of Camden Municipal Clerk	Annual Review
11072110-NM	Woodbridge Fire Department	Amendment
11072110-NM	Woodbridge Fire Department	Amendment
06061506-MP	Township of Brick Enterprise	Amendment
06061506-MP	Township of Brick Enterprise	Amendment
06061506-MP	Township of Brick Enterprise	Amendment
06061506-MP	Township of Brick Enterprise	Annual Review
02012401-MP	Township of Bernards Office of Municipal Clerk Systems Administration	Annual Review
12081605-MP	South Plainfield School District	Annual Review
17030902-MP	South Hunterdon Regional School District	Annual Review

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
09071601-MP	Township of Middletown	Amendment
09071601-MP	Township of Middletown	Annual Review
15052101-MP	Franklin Township Public Shools	Amendment
15052101-MP	Franklin Township Public Shools	Annual Review
13051607-MF	Camden County College Enterprise Imaging System	Annual Review
17072702-MP	Cape May County Clerk's Office	Amendment
17072702-MP	Cape May County Clerk's Office	Annual Review
00081701-MP	County of Cape May Office of the Clerk	Amendment
00081701-MP	County of Cape May Office of the Clerk	Annual Review
17042003-MP	Monmouth Regional High School District	Annual Review
17082401-MP	East Hanover Township School District	Annual Review
10061701-MP	Department of Law & Public Safety Election Law and Enforcement Commission	Annual Review
13071805-MP	Hopewell Valley Regional School District	Annual Review
13091905-MP	Lawrence Township Public Schools	Annual Review
09012236-MF	County of Bergen Office of the County Clerk, LRMS	Amendment
09012236-MF	County of Bergen Office of the County Clerk, LRMS	Annual Review
06121405-MF	County of Bergen Office of the Clerk of the Board	Amendment
06121405-MF	County of Bergen Office of the Clerk of the Board	Annual Review
06121404-MF	County of Bergen Office of the County Clerk	Amendment
06121404-MF	County of Bergen Office of the County Clerk	Annual Review
05102001-MF	County of Cape May Surrogate	Annual Review

Registered Imaging Systems/Amendments/Annual Reviews

Certification #	Agency	Type
10021803-MP	County of Sussex EDMS	Annual Review
12101807-MP	Brick Township Public School District	Annual Review
07011802-MF	County of Salem	Annual Review
17102602-MP	Washington Township School District (Burlington County)	Annual Review
17051102-MP	Spotswood Public Schools	Annual Review
11051903-MP	Mullica Township School District	Annual Review
07021505-MP	County of Hudson Enterprise Wide	Amendment
07021505-MP	County of Hudson Enterprise Wide	Annual Review
11072104-MP	Township of Robbinsville	Annual Review
15011503-NM	Union County College	Amendment
15011503-NM	Union County College	Annual Review
13032104-MP	Burlington County Special Services School District	Annual Review
12041902-MP	Atlantic County Vocational School District	Annual Review
03051501-MP	Township of Brick Municipal Utilities Authority Accounting	Annual Review
03051501-MP	Township of Brick Municipal Utilities Authority Accounting	Amendment
12062112-MP	Orange Township Public Schools	Annual Review
09071603-MP	County of Monmouth RIM	Amendment
09071603-MP	County of Monmouth RIM	Annual Review
09121710-MP	Township of Wayne Police Department	Amendment
02041802-NM	Borough of Carteret Clerk's Office	Annual Review
06072004-MF	County of Union Office of the Clerk e-Recording	Annual Review
07051701-MP	Township of Moorestown Building Department	Annual Review

Records Retention and Disposition Schedule Amendment

DEPARTMENT:	Law and Public Safety	AGENCY #	S660233		
DIVISION:	State Police	SCHEDULE #	005		
BUREAU:	Field Operations - Troops	PAGE #	1	OF	1

Agency Level Amendments

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

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0068-0002		Description; Retention	No Description; 30 days	Includes motor vehicle stop (no MVSR), motorist aids, motor vehicle accidents.; 90 Days

*SRC = STATE RECORDS CENTER; CRC = COMMERCIAL RECORDS CENTER
 DEPARTMENT OF THE TREASURY – DIVISION OF REVENUE AND ENTERPRISE SERVICES – RECORDS MANAGEMENT SERVICES

STATE OF NEW JERSEY



Law and Public Safety-State Police-Field Operations- Troops

S660233-005

Department:	Law and Public Safety-State Police-Field Operations-Troops	Agency Representative:	Lt. Nevin Mann
		Title:	Asst. Bureau Chief, Criminal Justice Records Bureau - I&ITS
		Phone #:	(609) 222-2000 Extn: 2980

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	Aircraft Accident Report File (DA 23-S)(Copy) --- Lists: date, location, victims, and summary of accident. Record copy is located at the Criminal Justice Records Bureau.						3 Years	3 Years	Destroy	
0002-0000	Alcohol Influence File (Copy) --- Contains: Alcohol Influence Report (SP 111), Drinking Driving Report (SP 317), Driving Operator Report (SP 317A), and Drinking Minor Driver Report. Record copy is located at the Criminal Justice Records Bureau.						3 Years	3 Years	Destroy	
0003-0000	Annual Record of Monthly Radiological Instrument Check (SP 188) --- Lists instrument number and inspector of monthly check						Until disposal of equipment by troop	Until disposal of equipment by troop	Destroy	
0004-0000	Background Investigation Audit Card File (SP 86) (Copy) --- Card lists: subject of investigation, case number, date received, requesting agency, and reason for investigation. Record copy is located at the Organized Crime Bureau. Full title: Background Investigation Audit Card File (SP 86) (Copy)						1 Years	1 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S660233			Schedule: 005		Page #:2 of 11	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0000	Boating Accident File (Copy) --- Contains: Boating Accident Report (SP 700), Operator Boating Accident Report (SP 701), and Boating Accident Report Review (SP 702). Record copy is located at the Criminal Justice Records Bureau.						3 Years	3 Years	Destroy	
0006-0000	Building and Grounds Maintenance Report File (SP 269) (Copy) --- Report lists all inspections and repairs of the building and grounds for the troop. Record copy is located at the Administrative Office, Field Operations Section.						1 Years	1 Years	Destroy	
0007-0000	Bus Violation File (SP 145) --- Lists: driver's name, bus company, location, date, and violation. Record copy of this information is located at the Division of Motor Vehicles.						1 Years	1 Years	Destroy	
0008-0000	Certifications File --- Contains manufacturer's certification of measuring devices, including radar, turning forks, and other instruments.						Until disposal of equipment by troop	Until disposal of equipment by troop	Destroy	
0009-0000	Consensual Interception Authorization Request* --- Request indicates authority to intercept conversation through a variety of methods. Full title: Consensual Interception Authorization Request File (SP 468)						Until court order authorizes destruction	Until court order authorizes destruction	Destroy	
0010-0000	Consolidated Monthly Truck Overweight File --- Contains: Consolidated Monthly Truck Overweight Report (SP 373), which lists monthly weight and measurements inspection conducted by troop; Commercial Vehicle Inspection Activities Report (SP 552), which lists vehicle equipment inspections, date, and violations; and Commercial Vehicle Inspection Enforcement Form (SP 553).						3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0011-0000	Court Appearance Log (SP 499) --- Log lists: all officers who have received subpoenas to appear in court, date, and name of court.					P	2 years after final entry	2 years after final entry	Destroy	
0012-0000	Criminal Case File --- May contain: Arrest Report (SP 121), Investigation Report (SP 310), Recovered Property/Vehicle Report (SP 131), Investigation Report (SP 310, 310A, 310B, and 310C), Evidence Receipt (SP 397A), Search Warrant (SP 414, 414A, 414B, 414S), Receipt Form - Evidence - Safekeeping (SP 494), Evidence Property Case Jacket Cross Reference Pad (SP 494A), Receipt for Confiscated Money (SP 532), Receipt (SP 533), Affidavit (SP 613), Consent to Search (SP 614), Evidence Case Log Sheet (SP 629), DESCRIPTION CONTINUED IN ITEM #0012-0001					P	6 years after case is closed	6 years after case is closed	Destroy	
0012-0001	Criminal Case File --- DESCRIPTION CONTINUED FROM ITEM #0012-0000 Request for Examination of Evidence (SP 631), Evidence Receipt Log (SP 660), Victim Property Loss (SP 680), and other related documents.									
0013-0000	CIS Fictitious Driver's License And Registration Data Sheet File (SP 490) (Copy) --- Sheet lists fictitious drivers' licenses and registrations. Record copy is located at the Division of Motor Vehicles.					P	1 year after all licenses and registrations listed have expired	1 year after all licenses and registrations listed have expired	Destroy	
0014-0000	Daily Activity Report (D) --- Daily Summary of events for Troop D.						3 Years	3 Years	Destroy	
0015-0000	Daily Telephone Record File (SP 389) --- Record of all toll calls.						3 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S660233			Schedule: 005		Page #:4 of 11	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0016-0000	Detective Accountability Receipt File (SP 596) --- Contains vouchers listing expenses incurred by detectives.						3 Years	3 Years	Destroy	
0017-0000	Domestic Violence Offense Report File (UCRDV1) (Copy) --- Reports received from and filed by each municipal police department on domestic violence occurring within each municipality. Record copy is located at the Criminal Justice Records Bureau. Lists: date, location, victims, and summary of accidents.						3 Years	3 Years	Destroy	
0018-0000	Drinking Driving Log (SP 354) --- Lists all drinking driving arrests and breath tests conducted at the station level per troop. Record copy is located at the Bureau of Traffic.					P	3 years after final entry	3 years after final entry	Destroy	
0019-0000	Electronic Equipment Repair Report File Report File (SP 412A) --- Detailed report lists: repairs, time required, and service costs completed daily by radio technicians. Full title: Electronic Equipment Repair Report File (SP 412A)						Until audit	Until audit	Destroy	
0020-0000	Electronic Surveillance File --- Contains: Electronic Surveillance Tape Receipt (SP 574), Electronic Surveillance Composite Log (SP 575), Surveillance Activity Log (SP 372), and Tape Processing Request (SP 797).						Until court order authorizes destruction	Until court order authorizes destruction	Destroy	
0021-0000	Equipment Disposal Report File (SP 346) (Copy) --- Report lists all equipment disposed by the bureau. Record copy is located at the Logistics Bureau.						Until audit	Until audit	Destroy	
0022-0000	Evidence Log (SP 762) --- Lists evidence of each specific case. Log is forwarded from station upon closing of all cases listed.					P	6 years after all cases listed are closed	6 years after all cases listed are closed	Destroy	

Records Retention and Disposition Schedule				Agency: S660233			Schedule: 005		Page #:5 of 11	
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		
0023-0000	Fatal Accident File (Copy) --- File of all New Jersey State Police investigated fatal accidents. Contains: Motor Vehicle Accident Report (NJTR1, NJTR1A, and NJTR1B), Fatal Accident Report (SP 122), and Fatal Accident Preliminary Report(s). Record copy is located at the Criminal Justice Records Bureau.						3 Years	3 Years	Destroy	
0024-0000	Fatal Accident Data Monthly File (SP 489A) --- Lists fatal accident data for the month for the troop. Data is used for analytical and statistical purposes.						3 Years	3 Years	Destroy	
0025-0000	Fatal Accidents by Counties File (SP 223) --- Contains monthly reports listing: date, victim, accident type, time municipality, county, location, and alcohol factor.						3 Years	3 Years	Destroy	
0026-0000	Fatal Aircraft Accident Preliminary Report (F) --- Report contains pertinent initial information concerning accident. Report is received over a teletype and is filed with other teletype messages.						1 Years	1 Years	Destroy	
0027-0000	Firearms File --- Contains: Application for a Duplicate Firearms Handgun Permit (STS-3), Permit to Purchase a Handgun (STS-31), Application for Firearms Purchaser Identification Card (STS-33), and Application for Permit to Purchase Handgun (STS-33A).						2 Years	2 Years	Destroy	
0028-0000	Firearms Applicant Investigation Report File (SP 407, 407A) --- Contains background investigation reports for firearms applicants.						3 Years	3 Years	Destroy	
0029-0000	Firearms Applicant Log (F) --- Lists name of applicant and investigating trooper.					P	3 years after final entry	3 years after final entry	Destroy	

Records Retention and Disposition Schedule				Agency: S660233			Schedule: 005		Page #:6 of 11	
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		
0030-0000	Firearms Malfunction Report File (SP 327) --- Lists: item number, type of malfunction, and date. Recommend microfilming after 3 years.						Life of firearm plus 5 Years	Life of firearm plus 5 Years	Destroy	
0031-0000	Gas and Oil Report File (SP 159) --- Report lists gas and oil usage for State Police vehicles operated by the troop.						1 Years	1 Years	Destroy	
0032-0000	Generator Log --- Lists dates of maintenance.						Until disposal of equipment by troop	Until disposal of equipment by troop	Destroy	
0033-0000	Helicopter Med-Evac Report (SP 484) --- Reports lists: helicopter, patient information, incident, incident location, and destination trauma center.						3 Years	3 Years	Destroy	
0034-0000	Inspection Reports File --- Report of station operations inspection. May include: Station Commanders Installation Report (SP 721), Operations Inspection Report (SP 754), Administrative Inspection Report (SP 755), and Traffic Inspection Report (SP 756), and CIS Inspection Report (SP 757).						3 Years	3 Years	Destroy	
0035-0000	Investigators Fee Receipt File (SP 547) --- Contains receipts for informants' fees.						3 Years	3 Years	Destroy	
0036-0000	Investigators Expense Report (SP 546) --- Report lists expenses incurred by detectives during investigations. The report is not submitted to Treasury but is paid from a confidential account within the division.						7 Years	7 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0037-0000	Monthly Consolidated Report of Voided Summons* --- Report lists all voided summons and troopers' explanations. Full title: Monthly Consolidated Report of Voided Summons (SP 208)						3 Years	3 Years	Destroy	
0038-0000	Morning Call Report (M)						1 Years	1 Years	Destroy	
0039-0000	Motor Vehicle Accident Report File (Copy) --- File of State Police investigated accidents. Contains New Jersey Motor Vehicle Accident Reports (NJTR1, NJTR1A, and NJTR1B). Record copy is located at the Criminal Justice Records Bureau.						3 Years	3 Years	Destroy	
0040-0000	Municipal Court Information Form (SP 231) --- Lists current addresses of summoned individuals and court dates.						1 Years	1 Years	Destroy	
0041-0000	NJCJIS Inquiry Report File (SP 476) --- Used to record inquiries received daily from outside agencies requesting information from the Criminal Justice Information System (CJIS).						Periodic review	Periodic review	Destroy	
0042-0000	NJSP Bomb Incident Reporting File (SP 559) --- Form lists: location, time, type of device, type of institution involved, and other related information.						1 Years	1 Years	Destroy	
0043-0000	Operation Report Assignment/Number Control Sheet File (SP 681) --- Lists all operations reports by number per month. Serves as an index.						1 Years	1 Years	Destroy	
0044-0000	Operations Report File (SP 178) --- Lists all minor incidents and daily activities of the troop.						1 Years	1 Years	Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0045-0000	Order Sheet - Janitorial Supplies File (SP 258) (Copy) --- Contains order sheets listing janitorial supplies ordered for the bureau. Record copy is located at the Logistics Bureau. Full title: Order Sheet - Janitorial Supplies File (SP 258) (Copy)						1 Years	1 Years	Destroy	
0046-0000	Pass List Change (P) --- Form lists changes/adjustments to member's shift schedule. Also includes: compensatory grants, special leave days, and scheduled adjustment days for member.						2 Months	2 Months	Destroy	
0047-0000	Patrol Logs --- Contains Daily Patrol Log (SP 179, SP 179A) and Weekly Patrol Log (SP 181). Logs list summary of activities of each patrol.					P	1 year after final entry	1 year after final entry	Destroy	
0048-0000	Preliminary Accident Report File --- Consists of computer printout reports listing: date, time, location, victims, type of accident, and summary of accident. Includes: fatal aircraft, municipal fatal, state police fatal, school bus, serious motor vehicle and other related types of accidents. Used for statistical studies in the assignment of patrols.						1 Years	1 Years	Destroy	
0049-0000	Printing Unit Order File (SP 451) (Copy) --- Contains copies of printing orders. Record copy is forwarded to and retained by the Printing Unit, Logistics Bureau, which processes the orders.						1 Years	1 Years	Destroy	
0050-0000	Radar Violators Log (SP 512A) (Copy) --- Lists: date, time, violator stopped, plate number, and location. Record copy is located at the Field Operations Administrative Office.						2 Years	2 Years	Destroy	
0051-0000	Radar Test Chart (SP 512) --- Chart is used to record results of test.						6 Years	6 Years	Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0052-0000	Radio Log (SP 156) --- Log of all radio communications from station/base radio.						1 Years	1 Years	Destroy	
0053-0000	Receiving Report File (SP 162) --- Lists: non-inventoried items or services received, quantity, cost, vendor's name, obligation number, account number, date of transaction, and other related information. Record copy is located at the Logistics Bureau.						1 Years	1 Years	Destroy	
0054-0000	Selective Assignment Report File (SP 687) --- Report is used in conducting the Division's Accident Reduction Program.						1 Years	1 Years	Destroy	
0055-0000	Shop Report File (SP 165) --- Contains inspection and maintenance reports for vehicles operated by the troop.						Until disposal of equipment by troop	Until disposal of equipment by troop	Destroy	
0056-0000	Special Report File (SP 329) --- Contains internal administrative reports submitted by officers on non-criminal incidents.						1 Years	1 Years	Destroy	
0057-0000	Speedometer Test File (SP 417) --- Contains internal administrative reports submitted by officers on non-criminal incidents.						Until disposal of equipment by troop	Until disposal of equipment by troop	Destroy	
0058-0000	State Police Safety Patrol Permission Slip File (SP 234) --- Contains parental permission slips for children to serve as members of the school safety patrol supervised by the Division of State Police. Full title: State Police Safety Patrol Permission Slip File (SP 234)						1 Years	1 Years	Destroy	
0059-0000	Station Record --- Ledger listing summary of all activities and calls of station.			X			Permanent	Permanent	Permanent	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0060-0000	Summons Log Book --- Lists all summons issued by troop.						10 Years	10 Years	Destroy	
0061-0000	Supply Order File (SP 540) (Copy) --- Contains copies of office supply orders. Record copy is forwarded to and retained by the Logistics Bureau.						1 Years	1 Years	Destroy	
0062-0000	Tire Control File --- Contains Tire Request Form (SP 378), which lists quantity and type of tire requested and issued and Tire Control Report (SP 379), which lists beginning and ending monthly balance of tires received and issued. Serves as an inventory control device.					P	3 years after audit	3 years after audit	Destroy	
0063-0000	Troop Car Mileage Report (T) --- Lists monthly odometer reading and user of assigned equipment. Monthly troop vehicle usage.						1 Years	1 Years	Destroy	
0064-0000	Truck Weighing File --- Contains: Truck Overload Information (SP 183), Truck Weighing Forms (SP 289), and Truck Violator's Notice. Lists: date, weight, location, scale type, registration number of vehicle, driver's name, owner's name and address, and any violations and penalties.						5 Years	5 Years	Destroy	
0065-0000	Vehicle Log (V) --- Log is located at each individual station. Log lists: date, vehicle plate number, vehicle identification number, description, and reason impounded.					P	5 years after last entry	5 years after last entry	Destroy	
0066-0000	Warnings						2 Years	2 Years	Destroy	
0067-0000	Warnings Log (W) --- Log is located at each individual station. Log lists: trooper's name, warning number, violation, vehicle (moving/non moving), and pedestrian(s).					P	2 years after final entry	2 years after final entry	Destroy	

Records Retention and Disposition Schedule				Agency: S660233			Schedule: 005		Page #:11 of 11	
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		
0068-0000	In-Vehicle Recording --- Includes' but is not limited to: Mobile Video/ Audio Recording (MVR) Equipment Tapes, Digital In-Vehicle Recording (DIVR), and Body Worn Camera Recording (BWC). Used to record information related to motorist contacts and other patrol related activities. Also contains Supervisory Review of Mobile Video Recorder Contacts.									
0068-0001	In-Vehicle Recording - Criminal					P	5 years after case closed	5 years after case closed	Destroy	
0068-0002	In-Vehicle Recording - Routine --- Includes motor vehicle stop (no MVSR), motorist aids, motor vehicle accidents.					P	90 Days	90 Days	Destroy	
0068-0003	In-Vehicle Recording Supervisory Review - Non Routine --- Includes, but are not exclusive to: supervisory Review of Mobile Video Recorder Contacts where further action is taken or recommended.						Retain with case	Retain with case	Transfer Special Procedure	
0068-0004	In-Vehicle Recording Supervisory Review - Routine --- Includes, but are not exclusive to Supervisory Review of Mobile Video Recorder Contacts where further action is not taken or recommended.					P	5 Years	5 Years	Destroy	
0069-0000	Station In-Vehicle Recording Equipment Log					P	7 years after last entry	7 years after last entry	Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

RETENTION SCHEDULE AMENDMENTS

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

RECORDS SERIES LEVEL AMENDMENTS

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

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

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

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

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

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

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

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



Community Affairs-NJ Housing and Mortgage Finance Agency-Administration

S221505-003

Records Retention and Disposition Schedule		Agency: S221505	Schedule: 003	Page #:1 of 5
Department:	Community Affairs-NJ Housing and Mortgage Finance Agency-Administration	Agency Representative:		
		Title:		
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Insurance Policy File --- File reflecting the numerous types of insurance policies the Agency maintains.						7 Years after termination of policy	3 Years after termination of policy	Destroy	
0002-0000	Emergency Evacuation and Disaster Recovery Plans									
0002-0001	Emergency Evacuation and Disaster Recovery Plans						3 yrs after update	3 yrs after update	Destroy	
0002-0002	Emergency Evacuation and Disaster Recover Plans (Copy)						As updated	As updated	Destroy	
0003-0000	Agency - Sponsored Conferences Files --- Public information meetings sponsored by the agency. Includes correspondence and workpapers.					P	3 Years	3 Years	Destroy	
0004-0000	Organization Chart									
0004-0001	Organization Chart (Original)			X			Permanent	Permanent	Archives	
0004-0002	Organization Chart (Copy)						As updated	As updated	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S221505			Schedule: 003		Page #:2 of 5	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0000	General Operating Procedures --- Rules and regulations developed by the Agency for the general operation of business.									
0005-0001	General Operating Procedures (Original)			X		P	25 Years	25 Years	Archival Review	
0005-0002	General Operating Procedures (Copy)						3 Years	3 Years	Destroy	
0006-0000	Agency Year Two Thousand (Y2K) Testing Plan --- Includes documentation that may be used for monitoring testing procedures, remediation and statutory and regulatory requirements and providing evidence in lawsuits.									
0006-0001	Agency Year Two Thousand (Y2k) Testing Plan (Paper)						7 Years	7 Years	Destroy	
0006-0002	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)						7 Years	7 Years	Destroy	
0006-0003	Agency Year Two Thousand (Y2K) Testing Plan (Copy)						Periodic review	Periodic review	Destroy	
0007-0000	Budget Request - Divisional --- Annual request made to the Agency for the allocation of funds during the upcoming fiscal year. Original retained by the Executive Division.						3 Years	3 Years		
0008-0000	Correspondence (Electronic or Hardcopy) --- Letters and memoranda in either electronic or printed format, transmitted to and from the Agency during the course of business.									
0008-0001	Correspondence - External						3 Years	3 Years	Destroy	
0008-0002	Correspondence - Internal						1 Years	1 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0009-0000	Insurance Claim File						7 yrs after final settlement or payment	7 yrs after final settlement or payment	Destroy	
0050-0000	Certified/Courier Mail Receipt						3 Years	3 Years	Destroy	
0051-0000	Visitor Sign In Sheet						3 Years	3 Years	Destroy	
0052-0000	Request for Travel Authorization --- Employee's request for permission to travel on Agency Business, staff training, conferences and conventions.						7 Years	7 Years	Destroy	
0053-0000	Travel Voucher --- Used to reimburse Agency employees for travel expenses while on Agency business.						7 Years	7 Years	Destroy	
0054-0000	Travel Authorization --- Used to authorize travel for Agency employees for training for official Agency business.						7 Years	7 Years	Destroy	
0055-0000	Travel Authorization for Training --- Used to authorize travel for Agency employees for training for official Agency business.						7 Years	7 Years	Destroy	
0056-0000	Travel Refund/Cash Receipt - Travel --- Used to record refund for Agency employee cash advance or excessive payment.						7 Years	7 Years	Destroy	
0057-0000	Correspondence (Electronic or Hardcopy) --- Letters and memoranda in either electronic or printed format, transmitted to and from the Agency during the course of business.									

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S221505			Schedule: 003		Page #:4 of 5	
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		
0057-0001	Correspondence - External						3 Years	3 Years	Destroy	
0057-0002	Correspondence - Internal						1 Years	1 Years	Destroy	
0100-0000	Telephone Records File									
0100-0001	Telephone Records File --- Agency report of protested third party calls.						3 Years	1 Years	Destroy	
0100-0002	Telephone Records File - Agency Request for Telephone Service						3 Years	1 Years	Destroy	
0100-0003	Telephone Records File - Monthly Toll Listing Printout						3 Years	1 Years	Destroy	
0101-0000	Vehicle Records File									
0101-0001	Vehicle Records File - Gasoline / Oil Credit Card						3 Years	1 Years	Destroy	
0101-0002	Vehicle Records File - Vehicle Assignment Log						7 Years after final entry	1 Years after final entry	Destroy	
0101-0003	Vehicle Records File - Vehicle Accident Report						3 Years	1 Years	Destroy	
0101-0004	Vehicle Records File - Vehicle Maintenance / Repair						3 Years	3 Years	Destroy	
0102-0000	Building Maintenance Work order						3 yrs after work completed	3 yrs after work completed	Destroy	
0103-0000	Space Planning Request File --- Contains: space planning request, floor plans, blueprints and plant security.						3 Years	3 Years	Destroy	
0103-0001	Space Planning Request File						3 Years	3 Years	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0103-0002	Space Planning Request File (Copy)						1 Years	1 Years	Destroy	
0104-0000	Inventory File --- Itemized list of equipment and supplies completed by Agency.						3 yrs after update	3 yrs after update	Destroy	
0105-0000	Correspondence (Electronic or Hardcopy) --- Letters and memoranda in either electronic or printed format, transmitted to and from the Agency during the course of business.						3 Years	3 Years	Destroy	
0105-0001	Correspondence - External						3 Years	3 Years	Destroy	
0105-0002	Correspondence - Internal						1 Years	1 Years	Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221512			
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 001 (RETIRED)			
BUREAU:	Procurement	PAGE #	1	OF	2

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency - Procurement
FORMER AGENCY NUMBER	S221512-0001

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Agency Purchase Order	Obsolete	Header	G100000-011 RS#0004-0000
0001-0001	Agency Purchase Order(Original)	Obsolete	0001-0001 Retention: 7 yrs.	G100000-011 RS#0004-0001 Retention: 7 yrs.
0001-0002	Agency Purchase Order(Electronic Record)	Obsolete	0001-0002 Retention: 7 yrs.	G100000-011 RS#0004-0002 Retention: Agency 7 yrs. Agency: 3 yrs. before moving to Records Center
0002-0000	Vendor File – Individual Vendor Subscription and Publication	Obsolete	0002-0000 Retention: As Updated	G100000-011 RS#0023-0001 Retention: 7 yrs.
0003-0000	Vendor File – Approved/Denied Vendor List	Obsolete	0003-0000 Retention: As Updated	G100000-011 RS#0023-0002 Retention: As Updated
0004-0000	Contracts and Amendments File	Obsolete	Header	G100000-011 RS#0403-0000 Header
0004-0001	Contracts and Amendments – Awarded (Original)	Obsolete	0004-0001 Retention: 3 yrs. after completion of contract	G100000-011 RS#0403-0001 Retention: 7 yrs. after completion of contract

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221512	0001	2 OF 2

0004-0002	Contracts and Amendments – Award (Copy)	Obsolete	0004-0002 Retention: 3 yrs.	G100000-011 RS#0403-0002 Retention: 3 yrs. after completion of contract
0004-0003	Contracts and Amendments – Cancelled (Original)	Obsolete	0004-0003 Retention: Retention: 3 yrs. after submission.	G100000-011 RS#0403-0003 Retention: 3 yrs. after submission
0004-0004	Contracts and Amendments – Voided (Original)	Obsolete	0004-0004 Retention: 3 yrs. after voidance	G100000-011 RS#0403-0004 Retention: 3 yrs. after voidance
0005-0000	Correspondence (Electronic or Hardcopy)	Obsolete	0005-0000 Retention: 3 yrs.	G100000-011 RS#1405-0001 Retention: 3 yrs.
0006-0000	Agency Payment Voucher	Obsolete	00036-0000 Retention: 3 yrs.	G100000-011 RS#0007-0001 Retention: 7 yrs.

STATE OF NEW JERSEY



Community Affairs-NJ Housing and Mortgage Finance Agency-Procurement

S221512-001

Records Retention and Disposition Schedule		Agency: S221512	Schedule: 001	Page #:1 of 2
Department:	Community Affairs-NJ Housing and Mortgage Finance Agency-Procurement	Agency Representative:		
		Title:		
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Agency Purchase Order --- Used to obligate funds in an appropriation account approved by the Agency to issue purchase orders directly to vendors and to change any open obligation. File may contain but is not limited to: workpapers, financial documents, questionnaires and correspondence,									
0001-0001	Agency Purchase Order (Original)						7 Years	3 Years	Destroy	
0001-0002	Agency Purchase Order (Electronic Record)						7 Years	3 Years	Destroy	
0002-0000	Vendor File - Individual Vendor Subscription and Publications --- File pertains to vendors utilized by the Agency. Contains: vendor name, ID number and status.						As updated	As updated	Destroy	
0003-0000	Vendor File - Approved/Denied Vendor List --- List of vendors whose services may or may not be contracted by the Agency.						As updated	As updated	Destroy	
0004-0000	Contracts and Amendments File --- Includes: copies of plans and specifications, bid proposals, progress/performance reports for requests for payment, correspondence and other supporting documentation.									

Records Retention and Disposition Schedule				Agency: S221512			Schedule: 001		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0004-0001	Contracts and Amendments - Awarded (Original) --- Signed originals and support material.						7 Years aftr completion of contract	3 Years aftr completion of contract	Destroy	
0004-0002	Contracts and Amendments - Awarded (Copy)						3 yrs after completion of contract	3 yrs after completion of contract	Destroy	
0004-0003	Contracts and Amendments - Cancelled (Original)						3 yrs after submission	3 yrs after submission	Destroy	
0004-0004	Contracts and Amendments - Voided (Original)						3 yrs after voidance	3 yrs after voidance	Destroy	
0005-0000	Correspondence (Electronic or Hardcopy) --- Letters and memoranda in either electronic or printed format, transmitted to and from the Agency during the course of business.						3 Years	3 Years	Destroy	
0006-0000	Agency Payment Voucher (Copy) --- File may contain but is not limited to support material and correspondence. Originals are held in the Finance Bureau and are on that agency's retention schedule.						3 Years	3 Years	Destroy	