



AGENDA
STATE RECORDS COMMITTEE
September 20, 2018
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 May 17, 2018 Minutes**
- II. **Administrative Actions:**
 - A. **Announcement of Approval of Destruction Authorization:**
Artemis Request: # 546143 - 549380
 - B. **Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See attached)
- III. **Old Business:**
 - A. **Records Retention Schedules:** (See Attached)
 1. **Department of Transportation S870000** - Presented by Liz Hartmann
- IV. **New Business:**
 - A. **Records Retention Schedules:** (See Attached)
 1. **Legislature - State Commission of Investigation L010200** – Presented by Vilirie D. Perry
- V. **Other Business: None**



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

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

www.nj.gov/treasury/

MINUTES
STATE RECORDS COMMITTEE
May 17, 2018

Michael J. Tyger, Secretary, called the 435th meeting of the State Records Committee to order at 10:04 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. The State Auditor had been excused.

Mr. Tyger also welcomed Donald Cornelius from Division of Archives and Records Management, Department of State and noted that Mr. Cornelius will serve as the designee for Mr. Joseph Klett at this meeting and future meetings, as required.

ATTENDANCE:

SRC: State Treasurer, Michael J. Tyger, Designee
Division of Local Government Services, Stacy Spera, Designee
Attorney General, Susan Scott, Designee
Division of Archives and Records Management, Department of State, Donald Cornelius, Designee

Staff: Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
John Berry, Records Analyst 1, Records Management Services
James Jenkins, Records Analyst 3, Records Management Services
Marcella Campbell, Technical Assistant 1, Records Management Services
Sharon Allen, Technical Assistant 2, Records Management Services

Other: Ken Jones, New Jersey State Police
Nevin Mann, New Jersey State Police
Lauren Wiley, Mercer County
Mary Miller, New Jersey Housing and Mortgage Finance Agency
Sylvia Allen, New Jersey Housing and Mortgage Finance Agency
Michelle McKnight, New Jersey Housing and Mortgage Finance Agency
Liz Ferencevych, New Jersey Department of Transportation
Shelly Reilly, New Jersey Department of the Treasury, Division of Taxation
Matt Loyer, New Jersey Department of the Treasury, Division of Taxation

Allen Kurdyla, Foveonics
Russell Luedecker, Cranford Police Department
Jamie O'Donnell, New Jersey Educational Facilities Authority
Mark Holmes, State Ethics Commission

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the January 18, 2018 Minutes three (3) yes, none (0) no and one (1) abstention (Cornelius).

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #542278- 796142

B. Registered Imaging Systems / Amendments / Annual Reviews:

Report to the State Records Committee: (See Attached)

II. Old Business:

A. Special Request and Authorization for Damaged Records Disposal

Cranford Police Department – Presented by James Jenkins

Approved three (3) yes and none (0) no and one (1) abstention (Cornelius). Mr. Cornelius abstained because he helped prepare the report.

Mr. Tyger expressed his concern with the condition in which the records were returned to the Cranford Police Department and stressed the need to ensure it is clear that future contracts for records preservation require the records to be returned in an organized and useable order. He also thanked and praised the Cranford Police Department for the efforts they have made to improve their records storage facility to prevent any damage in the future.

III. New Business: Records Retention Schedules

A. Department of Law and Public Safety – Presented by John Berry – Ethics Commission S661400

Approved with the following changes to record series 0001-0000 change “E.O. 24” to “E.O. 2”, remove citation and change disposition from “Archives” to “Erase”. Record series 0005-0000 add the language “or the” and “with State employment” and change the retention to “2 years after cessation of State employment”. For records series 0009-0000 revised sentence structure and added “disclosure.” For record series 0010-0000 remove the citation.

- B. Department of Community Affairs** – Presented by Marcella Campbell – NJ Housing and Mortgage Finance Agency S221500

Approved with one change to record series 0014-0003, minimum period in agency “1 year”.

- C. Motor Vehicle Commission** – Presented by Marcella Campbell – NJ Motor Vehicle Commission – Driver & Vehicle Testing – RSC Support Group-Audit Group – S790301

Approved with the following changes to record series 0002-0000 change to designation to confidential. For record series 0003-0000 add the minimum period in agency “1 year”.

- D. Department of the Treasury – Division of Taxation** – Presented by Marcella Campbell – Public Utility Tax Bureau – S820809

Withheld; pending additional information from agency regarding the tax maps and assessment of potential archival value.

- E. Department of Transportation** – Presented by James Jenkins – S870000

Withheld; pending additional information from agency.

IV. Other Business: None

There being no other business, the Committee adjourned at 10:57 a.m.

Michael J. Tyger
Secretary
State Records Committee

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
New Registration	18053101-MP	Mine Hill Township Board of Education	System meets all requirements for registration	Accuscan
New Registration	18062101-MP	Spotswood Borough	System meets all requirements for registration	Accuscan
New Registration	18081601-MP	Teaneck Community Charter School	System meets all requirements for registration	
New Registration	18083001-MP	Burlington Township	System meets all requirements for registration	
New Registration	18083002-MP	NJ State Police	System meets all requirements for registration	

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: John Berry	07021505-MP	Hudson County Clerk's Office:	Approved Migration Path	N/A
Annual Review & Amendment: John Berry	10061701-MP	L&PS - ELEC	Updated Disaster Recovery Plan	N/A
Annual Review & Amendment: John Berry	10052001-MP	Borough of Florham Park	Approved Migration Path	N/A
Annual Review John Berry	17052501-MP	Borough of Glassboro	N/A	N/A
Annual Review John Berry	14051506-NM	Hudson County CWA (Dept. of Family Services - Div. of Welfare	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: James Jenkins	06092107-MP	Egg Harbor Township	N/A	N/A
Annual Review & Amendment: James Jenkins	03061901-NM	New Jersey Health Care Facilities Financing Authority (NJHCFFA)	N/A	N/A
Annual Review & Amendment: James Jenkins	13121212-NM	Salem County Board of Social Services	N/A	N/A
Annual Review & Amendment: James Jenkins	03051501-MP	The Brick Township Municipal Utilities Authority/Brick Utilities	N/A	N/A
Annual Review & Amendment: James Jenkins	02012401-MP	Township of Bernards	N/A	N/A
Annual Review & Amendment: James Jenkins	06061506-MP	Township of Brick	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: James Jenkins	14091801-MP	Township of Clinton	N/A	N/A
Annual Review & Amendment: James Jenkins	09012236-MF	Bergen County Clerk's Office	N/A	N/A
Annual Review & Amendment: James Jenkins	06121404-MF	County of Bergen	N/A	N/A
Annual Review & Amendment: James Jenkins	11012015-MF	Borough of Bellmawr	N/A	N/A
Annual Review & Amendment: James Jenkins	06031601-MF	Burlington County Board of Social Services	N/A	N/A
Annual Review & Amendment: James Jenkins	17072702-MP	Cape May County Clerk's Office – Records Mine	N/A	N/A
Annual Review & Amendment: James Jenkins	00081701-MP	County of Cape May – Office of the Clerk-New Vision	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
New Registration Vilirie Perry	MP	Scotch Plains Fanwood Public Schools	N/A	Accuscan
New Registration Vilirie Perry	MP	Springfield Township School District	N/A	Accuscan
New Registration Vilirie Perry	MP	Township of Plainsboro	N/A	Accuscan
New Registration Vilirie D. Perry	MP	Woodbury Public Schools	N/A	Accuscan
New Registration Vilirie D. Perry	MP	Middletown Township	N/A	Accuscan
New Registration Vilirie D. Perry	MP	Wayne Township Public Schools	N/A	File Bank
New Registration Vilirie D. Perry	MP	Teaneck Community Charter School	N/A	Accuscan

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: Vilirie D. Perry	09121702-MN	Camden County Prosecutor's Office	N/A	CSI Technologies Inc. of Edison, NJ
Annual Review & Amendment: Vilirie D. Perry	16092201-MP	Lakewood Public Schools	N/A	Accuscan
Annual Review & Amendment Vilirie D. Perry	17080803-MP	Parsippany Troy Hills Township	N/A	Sunrise Systems
Annual Review & Amendment: Vilirie Perry	13012403-MP	Hillsborough Township SD	N/A	Accuscan
Annual Review & Amendment: Vilirie Perry	14041703-MF	Monroe Township School District	N/A	Accuscan
Annual Review & Amendment: Vilirie Perry	11072107-MP	Millville Board of Education	N/A	N/A
Annual Review & Amendment Vilirie D. Perry	09071601-MP	Township of Middletown	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment Vilirie D. Perry	14051513-MF	Trenton Public Schools	N/A	N/A
Annual Review Vilirie D. Perry	14032001-MP	Freehold Regional High School District	N/A	N/A
Annual Review: Vilirie D. Perry	12041903-MP	Woodbridge School District	N/A	N/A
Annual Review: Vilirie D. Perry	08032002 NM	Gloucester County Prosecutor's Office	N/A	N/A
Annual Review: Vilirie D. Perry	14032005-MP	Cumberland Regional	N/A	N/A
Annual Review Vilirie D. Perry	10022180-MP	North Brunswick Township	N/A	N/A
Annual Review Vilirie D. Perry	13091909- NM	Rowan University SOM	N/A	N/A
Annual Review Vilirie D. Perry	16042803-MP	Bethlehem Township School District	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review Vilirie D. Perry	13032106-MP	East Windsor School District	N/A	N/A
Annual Review Vilirie D. Perry	15052101 MP	Franklin Township School District	N/A	NA
Annual Review: Vilirie D. Perry	14121802-MP	Borough of Deal	N/A	N/A
Annual Review: Vilirie D. Perry	10111003-MP	Carteret School District	N/A	N/A
Annual Review: Vilirie D. Perry	11072107MP	Millville Board of Education	N/A	N/A
Annual Review: Vilirie D. Perry	13091902-MP	Delaware Valley Regional High School District	N/A	N/A
Annual Review: Vilirie D. Perry	11051906- NM	Ocean County College	N/A	N/A
Annual Review: Vilirie D. Perry	13032104-MP	Burlington County Special Services School District	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: Vilirie D. Perry	13121201-MP	South Brunswick Twp. School District	N/A	N/A
Annual Review Vilirie D. Perry	12062111-MP	Edgewater Park Public Schools	N/A	N/A
Annual Review Vilirie D. Perry	17030902-MP	South Hunterdon Regional School District	N/A	N/A
Annual Review Vilirie D. Perry	12061606-MP	Bergenfield Public Schools	N/A	N/A
Annual Review Vilirie D. Perry	12041904-MP	Kenilworth Public Schools	N/A	N/A
Annual Review Vilirie D. Perry	12101802-MP	Educational Services Commission of NJ	N/A	N/A
Annual Review Vilirie D. Perry	13032101-MP	Upper Freehold School District	N/A	N/A
Annual Review Vilirie D. Perry	1210804-MP	Point Pleasant Boro Schools	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review Vilirie D. Perry	12062104-MP	New Providence School District	N/A	N/A
Annual Review Vilirie D. Perry	11051903-MP	Mullica Township School	N/A	N/A
Annual Review Vilirie D. Perry	10111003-MP	Wall Township Public School District	N/A	N/A
Annual Review Vilirie D. Perry	13071806-MP	Wallington Public Schools	N/A	N/A
Annual Review Vilirie D. Perry	12062102-MP	Bogota Public Schools	N/A	N/A
Annual Review Vilirie D. Perry	11051905-MP	Upper Saddle River School District	N/A	N/A
Annual Review Vilirie D. Perry	13091904-MF	Hackettstown Public School District	N/A	N/A

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY #	SCHEDULE #	PAGE # 2
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0004-0000	<u>Intelligent Transportation System</u> Intelligent Transportation System (ITS) Records. ITS records contain systems designs for advanced and specialized applications and generally may contain information including but not limited to communication technologies regarding fiber optic systems for placement of variable message signs, closed circuit TV systems, traffic camera video systems and other devices.	Description; Retention; Title	<u>Intelligent Transportation System</u> Intelligent Transportation System (ITS) Records. ITS records contain systems designs for advanced and specialized applications and generally may contain information including but not limited to communication technologies regarding fiber optic systems for placement of variable message signs, closed circuit TV systems, traffic camera video systems and other devices. *10 Years/Destroy	Title – INTELLIGENT TRANSPORTATION SYSTEMS/TRANSPORTATION SYSTEMS MANAGEMENT Description – N/A Retention – N/A		
0004-0001	<u>Vehicle Count Data (Wavetronix or Similar)</u> Traffic Volume system that collects anonymous traffic data; volume, speed, and occupancy.	New				
0004-0002	<u>Adaptive Signal Control Data</u> Data collected from traffic sensors that capture current traffic demand data to adjust traffic signal timing to optimize traffic flow in coordinated traffic signal systems.	New				
0004-0003	<u>Closed Circuit Television Video (CCTV)</u> Traffic camera footage maintained by NJDOT recording traffic conditions, traffic delays, incidents, and weather conditions.	New				

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY #	SCHEDULE #	PAGE #
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Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		

0004-0004	<u>Video Image Detection – DATA ONLY</u> Traffic Signal Detection System detects vehicles approaching traffic signal. Collects vehicle data for computerized/intelligent analytics.	New				
0004-0005	<u>Traffic Operations Activities File</u> Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: pot holes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (IMRT). (NJSA 2A:14-1)	New				

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY #	SCHEDULE #	PAGE #
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Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0004-0006	<u>Dynamic Message Signs</u> Software, platform used to control and display traffic and emergency messages on permanent and portable variable message signs, deployed either by NJDOT or NJDOT contractors.	New				
0005-0003	<u>Pavement Investigations</u> Contains interim reports and correspondence pertaining to physical evaluation of pavement materials. Pavement evaluation inspection report of pavement condition data and recommendations from consultants addressing conditions and recommendations to Project Manager.	Description; Retention; Title	<u>Pavement Investigations</u> Contains interim reports and correspondence pertaining to physical evaluation of pavement materials. Pavement evaluation inspection report of pavement condition data and recommendations from consultants addressing conditions and recommendations to Project Manager *15 Years/Destroy	<u>Pavement Investigations – Condition Assessment and Treatment History</u> Contains interim reports and correspondence pertaining to physical evaluation of pavement conditions. Pavement evaluation inspection report of pavement condition data and recommendations for addressing overall conditions and project specific recommendations. Contains numerical pavement condition assessment results from annual network condition surveys, and pavement treatment history information. *15 Years		

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY #	SCHEDULE #	PAGE #
Record Series #		Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)	
0005-0004	<u>Pavement Investigations – Visual Condition Images</u> Contains visual pavement condition images resulting from annual network condition surveys and ride quality QA testing.		New			
0006-0001	<u>Traffic and Engineering Studies</u> Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Engineering Feasibility Studies; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies and counts, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence.		Description	<u>Traffic and Engineering Studies</u> Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Engineering Feasibility Studies ; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies and counts, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence. *20 years after completion of project/Destroy	<u>Traffic and Engineering Studies</u> Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies and counts, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence.	

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY #	SCHEDULE #	PAGE #
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Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0008-0001	<u>Traffic Regulatory File – State</u> Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquires. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner approvals, correspondence, reports, ordinances, resolutions, and other related materials. (PL2009., c. 110)	Description	<u>Traffic Regulatory File – State</u> Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquires. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner approvals, correspondence, reports, ordinances, resolutions, and other related materials. (PL2009., c. 110) *10 years after modification/Destroy	Traffic Regulatory File – State Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquires. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner approvals, correspondence, reports, ordinances, resolutions, and other related materials. (PL2008., c. 110)		
0008-0002	<u>Traffic File – County and Municipal</u> Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner Approvals, correspondence, reports, ordinances/resolutions, and other related materials. (PL2009., c. 110)	Description	<u>Traffic File – County and Municipal</u> Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner Approvals, correspondence, reports, ordinances/resolutions, and other related materials. (PL2009., c. 110) *20 years/Destroy	Traffic File – County and Municipal Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner Approvals, correspondence, reports, ordinances/resolutions, and other related materials. (PL2008., c. 110)		

RECORDS RETENTION AND DISPOSITION SCHEDULE			AGENCY #	SCHEDULE #	PAGE #
Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)	

0008-0003	<p><u>State Traffic Signal File</u></p> <p>Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspections reports, certifications, ownership of maintenance agreement, reports and other related material. Includes Highway Sign Directives.</p>	Title	<p><u>State Traffic Signal File</u></p> <p>Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspections reports, certifications, ownership of maintenance agreement, reports and other related material. Includes Highway Sign Directives.</p> <p>*10 years after signal removal/Destroy</p>	<p>State Traffic Signal File. Includes State Highway Traffic Signal Plans, State Highway Sign Directives, and copies of non-state Traffic Signal Plans</p> <p>Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspections reports, certifications, ownership of maintenance agreement, reports and other related material. Includes Highway Sign Directives.</p>	

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY #	SCHEDULE #	PAGE #
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Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0008-0004	<u>Traffic Operations Activities File</u> Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: pot holes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (MRT). (NJSA 2A:14-1)	Superseded, Description; Retention; Title	<u>Traffic Operations Activities File</u> Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: pot holes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (MRT). (NJSA 2A:14-1) *10 years/Destroy	RS: 0004-0005 Traffic Operations Activities Files Contains daily log of radio communications between Safety Services Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: potholes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (IMRT). (NJSA 2A:14-1) 10 years/Destroy		
0009-0001	<u>Major and Minor Access Application File</u> Consists of application, plans, specifications, traffic studies.	Retention	<u>Major and Minor Access Application File</u> Consists of application, plans, specifications, traffic studies. *6 years after completion of construction/Destroy	Major and Minor Access Application File Consists of application, plans, specifications, traffic studies. *5 years after permit execution or denial. 1 year after application withdrawal /Destroy		

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY #	SCHEDULE #	PAGE #
Record Series #		Record Series Name		Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0012-0000	<u>Right of Way</u> Right of Way Process File – NJDOT Property Purchase. Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Route Books, plotting, maps, plans, sketches, negotiations, appraisals, agreement of sale, deed, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/files along with correspondence and memos. Copy of recorded deed as maintained by the Office of the County clerk/recorder.	Description; Retention; Title	<u>Right of Way</u> Right of Way Process File – NJDOT Property Purchase. Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Route Books, plotting, maps, plans, sketches, negotiations, appraisals, agreement of sale, deed, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/files along with correspondence and memos. Copy of recorded deed as maintained by the Office of the County clerk/recorder *50 years or until agency determines records are no longer needed for operations/Archival Review	<u>Right of Way</u> Right of Way Process File and Plans – NJDOT Property Purchase. Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Route Books, plottings, maps, plans, sketches, negotiations, appraisals, agreement of sale, deed, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/files along with correspondence and memos. Copy of recorded deed as maintained by the Office of the County clerk/recorder. *50 years		

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY #	SCHEDULE #	PAGE #
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Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0018-0002	<u>Aeronautical Facility License File</u> Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, temporary licenses, applications, application evaluations, correspondence, and inspection report. Includes airports, heliports, airstrips, and balloon stops.	Description; Retention	<u>Aeronautical Facility License File</u> Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, temporary licenses, applications, application evaluations, correspondence, and inspection report. Includes airports, heliports, airstrips, and balloon stops. *10 yrs. after decommissioning of airport	<u>Aeronautical Facility License File</u> Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, applications, application evaluations, correspondence, and inspection report. Includes airports, heliports, airstrips, and balloon stops. *10 years after decommissioning of airport		
0018-0004	<u>Aeronautical Facility Temporary License File</u>	New				
0021-0000	TRANSPORTATION DATA AND SAFETY – CRASH RECORDS	New				
0021-0001	<u>Crash Records Units – New Jersey Crash Records Report Digital Image</u> Crash Reports used by many NJDOT offices in their development of highway safety programs; Statewide Transportation Improvement Program (STIP) and the Department's capital projects. Crash Reports are scanned by Division of Revenue and Enterprise Services (DORES) and/or DORES approved vendor, and currently reside in FileNet. Self-reporting Crash Reports are scanned to CD by DORES and/or DORES approved vendor.	New				

RECORDS RETENTION AND DISPOSITION SCHEDULE				AGENCY #	SCHEDULE #	PAGE #
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Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)		
0021-0002	<u>Crash Records Unit - New Jersey Crash Records Electronic Crash Data</u> Crash reports data entered manually to an electronic form and loaded to CDs by DORES and/or DORES approved vendor. DOT load CDs, verify data and store the data in the Accident Records Database (ARD).	New				
0021-0003	Data Development – Video Logs (Digital/Other Media) Series of digital images of State highways for the purpose of documenting the condition, signage, or characteristics of a roadway.	New				

STATE OF NEW JERSEY



Transportation

S870000-004

Records Retention and Disposition Schedule		Agency: S870000	Schedule: 004	Page #:1 of 17
Department:	Transportation	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	PROJECT FILE					P			Destroy	
0001-0001	DOT Design/Construction Projects File --- Files pertaining to design and construction projects implemented and maintained throughout NJDOT pertaining but not limited to the following: road and/or bridge construction projects, railroad utility projects, state aid projects, and construction of utility facilities. Includes records used for monitoring, reporting, and tracking the progress of all phases of an assigned project. Contains but not limited to original correspondence, copies of traffic control/staging plans, contracts/agreements, task/work order, reference reports, environmental permits, data sheets, information relating to research studies, e.g.; research files, demonstration files, pavement recommendation and investigation files, floor plans, diagramming, price quotes, pile driving, load test, and all related materials.					P	10 years after final acceptance		Destroy	
0001-0002	DOT Facilities Project File - Major --- Significant projects such as major rehabilitation or new construction projects for NJDOT facilities and buildings. Contains records of plumbing, electrical, heating and air conditioning equipment installation and/or specifications, asbestos abatement and/or investigative reports, and original as built drawings.					P	Life of the structure		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:2 of 17	
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		
0001-0003	DOT Facilities Project File - Minor --- Minor projects such as minor rehabilitation, paving, painting, sheds, roof replacements and coating for NJDOT facilities. Includes but not limited to: correspondence, change orders, plans, specifications, warranties.					P	10 years after completion of project		Destroy	
0001-0004	DOT Maintenance & Operator Project File --- Records describing the planning and execution of ordinary and emergency maintenance and operational activity taken on State roadways, bridges, and equipment. These include records of manpower, crew activities, event response, emergency management response, and snow removal. These further include database data, pertaining to the Departments care and maintenance of an asset over years of its life, including but not limited to structures and roadways, not to include vehicle maintenance records as listed on the State General Schedule.					P	3 Years		Destroy	
0001-0005	Community Relations Project File --- Contains general information regarding road projects, correspondence to and from property owners, state and county officials and information on road project meetings conducted.					P	3 years after completion of project		Destroy	
0001-0006	Environmental Project File --- Files are used to document the environmental consideration and alternative actions to proposed highway developments. File may include but not limited to: copies of consultant contracts and invoices, plans for, hazardous waste, noise, and ecology - including, hazardous waste sampling reports, noise mapping plans, ecology permit applications, Level of Action Forms, Environmental Re-evaluation Forms, (copies), photographs, and related materials. Also includes environmental compliance files, and water analytical data files.					P	30 years after final acceptance		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		
0001-0007	Federal And State Aid Programs Project Files District Offices --- Documentation of completed projects using State and Federal Aid funds, Bridge Bond funds and other non-federal funding sources. File contains inspections, agreements, Department of Actions, resolutions, applications, correspondence, engineering documents such as plans and reports and other related project material.					P	7 years after final acceptance		Destroy	
0001-0008	Access Design Project File --- Documentation of changes made to driveways in the State by the Department in order to verify that the Department made the changes and not the property owner illegally. May include but is not limited to: access cutout plans, lot owner access concurrence form, lot owner lease agreements, and records pertaining to appeals, revocations, modifications, adjustments, changes and related correspondence.			X		P	50 Years		Archival Review	
0001-0009	Materials Project File --- Documentation of all materials such as concrete, asphalt, metals, paints, aggregates, and various chemicals used to build and maintain roads, bridges, and other transportation structures pertaining to a specific federally funded or state funded project. May include but not limited to: original materials certifications, inspection reports, and laboratory analysis.					P	30 years after completion of project		Destroy	
0001-0010	Materials Producer File --- Records relating to various companies that supply materials used on NJDOT projects to ensure that products meet with standards and specifications. May include but not limited to: certifications, reports of plant inspections and approvals, mix designs and laboratory analysis reports.					P	30 years from date of receipt		Destroy	
0002-0000	REPORTS									
0002-0001	DOT Final Reports --- Including but not limited to: Original manuscripts; e.g.; Research; Planning; All Project Development Reports including: Concept Development, Preliminary Engineering, State Long-Range Plan, and Tier 2 Screening.			X		P	7 Years		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:4 of 17	
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		
0002-0002	Internal Audit Reports --- Final reports and follow up documentation of internal audits.					P	7 years after completion of audit		Destroy	
0002-0003	Railroad Accident Report File --- Reports of railroad accidents at grade crossings includes: correspondence and copies of forms submitted by railroad companies to the Federal Rail Administration.					P	5 Years		Destroy	
0002-0005	Aviation Report File --- Contains various external reports not included in the Aviation Studies files.					P	20 Years		Destroy	
0002-0006	Aircraft Accident And Incident Report File --- Report file of aircraft accidents and incidents at all airports throughout New Jersey. Contains copy of report from the National Transportation Safety Board (NTSB), Office of Aviation Safety, copy of police reports, photos, witness statements and correspondence. Complete file is maintained by the NTSB.					P	10 years after final report		Destroy	
0002-0007	Legislative And Gubernatorial Reports --- Annual, permanent reports to the Governor and the New Jersey State Legislature as per law. (N.J.S.A. 27:1B) The file contains but is not limited to the following: Capital Program, Capital Investment, Transportation Trust Fund, Pavement Report, Excess Property Report (NJDOT-owned but not utilized property), Red Lights/5 Year Report, Safe Corridors, Barnegat Bay Watershed Special Report, Congestion Busters Report, Truck Study, Bridge Bond, and supporting documentation.			X		P	50 Years		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:5 of 17	
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		
0002-0008	Cultural Resources Impact Reports --- Under various federal and state regulations, DOT may be required to mitigate any adverse impacts on cultural/historic areas by having a variety of in-depth investigations and reports made. This includes, Historic American building Survey Reports, Historic American Engineering Reports, Mitigation Reports and Archaeological Data Recovery Reports.			X		P	30 years after project is constructed or 1 year after project deactivation		Archival Review	
0002-0009	Fixed Guideway Systems Safety & Oversight Reports --- Reports of accidents for passenger lines not under NJ Transit, such as the Hudson Bergen Light Rail, Newark City Subway Line, PATCO, and Riverline: correspondence & forms submitted by services providers.					P	15 Years		Destroy	
0002-0010	Global Positioning System (GPS) Vehicle Data --- Data that captures speeding or location violations from GPS devices on state vehicles. Used to determine location and activity of vehicles in Department fleet. Reports are generated and accessed by NJDOT management.					P	3 Years		Destroy	
0003-0000	PLANS AND MAPS									
0003-0001	Official Transportation Map --- Digital and drawn maps and any original Official Transportation hand-drawn map. Also know as the Official Map and Guide of New Jersey.			X		P	10 Years		Archival Review	
0003-0002	Operations Action Plan --- Includes records pertaining to Continuity of Operations Plans, statewide and regional emergency management plan of action related to weather emergencies.					P	5 years after updated		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:6 of 17	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0003	<p>Working/Shop Drawings --- Detailed drawings prepared by Fabricator and once approved by the Designer, the Fabricator manufactures the structural elements. This is the only record that contains all the exact details relating to how the structures were built. These records are necessary in order to determine future repairs and procedures for structures.</p>			X		P	Life of the structure		Archival Review	
0003-0004	<p>Final As Built Plans --- Contains maps and final As Built plan sheets (drawings) of construction of New Jersey roads, buildings, and structures, which provide a reference source for structure details while a project is under construction and for future rehabilitation. Includes Intelligent Transportation System (ITS) Project Plans that contain system designs regarding fiber optic systems for placement of variable message signs, closed circuit TV systems, traffic camera video systems and other devices, and relocation of utilities plans submitted by railroad and utility companies requesting state approval or recommendations. May also contain correspondence, e.g.; Mechanistic Overlay/Pavement Design, original drawings which provide a reference source for details while a project is under construction and for future rehabilitation.</p>			X		P	Life of the structure		Archival Review	
0003-0005	<p>Bridge Boring Log Location Plans/Map --- Plans used to ascertain location of exiting borings to identify soil type for Bridge pavement and construction design. File contains but is not limited to analysis, logs, plans, and supporting documentation.</p>			X		P	3 Years		Archival Review	
0003-0006	<p>Straight Line Diagram Book --- Includes but not limited to: Highway Performance Monitoring Inventory Worksheets which are the source documents for data in the Highway Performance Monitoring System. Information includes: physical description and dimensions of highways, e.g.; lane and shoulder widths, traffic volumes; includes Field Forms and maps that contain information regarding county and municipal roadways, e.g.; geometry, jurisdiction, functional classification, length, intersections. Includes Road Inventory Sheet.</p>					P	10 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:7 of 17	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0004-0000	INTELLIGENT TRANSPORTATION SYSTEMS/TRANSPORTATION SYSTEMS MANAGEMENT									
0004-0001	Vehicle Count Data (Wavetronix Or Similar) --- Traffic volume system that collects anonymous traffic data, volume, speed and occupancy.					P	20 Years		Destroy	
0004-0002	Adaptive Signal Control Data --- Data collected from traffic sensors that capture current traffic demand data to adjust traffic signal timing to optimize traffic flow in coordinated traffic signal systems.					P	30 Days		Destroy	
0004-0003	Closed Circuit Television Video (CCTV) --- Traffic camera footage maintained by NJDOT recording traffic conditions, traffic delays, incidents, and weather conditions.					P	7 Days		Destroy	
0004-0004	Video Image Detection - DATA ONLY --- Traffic Signal Detection System. Detects vehicles approaching traffic signal. Collects vehicle data for computerized/intelligent analytics.					P	30 Days		Destroy	
0004-0005	Traffic Operations Activities File --- Contains daily log of radio communications between Safety Service Patrol mobile units and Central Dispatch Unit documenting citizen and law enforcement complaints and lists activities between Mobile Unit and Central Dispatch Unit entered onto database. Incident may pertain to problems and/or emergencies such as: potholes, sign knockdowns, overturned trucks, flooded road, downed trees or power lines, etc. Includes but not limited to the following reports: Report of Emergency Call, Weekly Lane Closure, Traffic Interference, and Incident Management Response Team (IMRT). (N.J.S.A. 2A:14-1)					P	10 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:8 of 17	
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		
0004-0006	Dynamic Message Signs --- Software, platform used to control and display traffic and emergency messages on permanent and portable variable message signs, deployed either by NJDOT or NJDOT contractors.					P	2 Weeks		Destroy	
0005-0000	INVESTIGATIONS									
0005-0001	Internal Investigation File --- Contains but not limited to: reports and records pertaining to internal investigation regarding theft, vandalism, workplace violence, and violations to NJDOT and State policies. May include interim reports and correspondence.					P	10 years after final disposition		Destroy	
0005-0002	Environmental Laboratory Investigations --- Includes physical and environmental chemical testing data, research reports, correspondence, laboratroy work records, special projects, etc.					P	50 Years		Destroy	
0005-0003	Pavement Investigations - Condition Assessment And Treatment History --- Contains interim reports and correspondence pertaining to physical evaluation of pavement conditions. Pavement evaluation inspection report of pavement condition data and recommendations for addressing overall conditions and project specific recommendations. Contains numerical pavement condition assessment results from annual network condition surveys, and pavement treatment history information.					P	15 Years		Destroy	
0005-0004	Pavement Investigations - Visual Condition Images --- Contains visual pavement condition images resulting from annual network condition surveys and ride quality QA testing.					P	10 Years		Destroy	
0006-0000	STUDIES, LOGS, AND BOOKS									

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:9 of 17	
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		
0006-0001	Traffic And Engineering Studies --- Studies are used to document project needs, and workable, acceptable and fundable solutions; e.g.; Planning or Corridor Studies, etc. Consists of but is not limited to: engineering reports, traffic studies and counts, copies of plans, correspondence from public concerning public hearings, cost/benefit analysis, and general correspondence.					P	20 years after completion of project		Destroy	
0006-0002	Aviation Studies File --- Consists of various reports produced concerning airport and aviation studies throughout the state. May also include economic and environmental impact studies and various other reports.			X		P	20 Years		Archival Review	
0006-0003	Diaries --- Includes but not limited to: individuals original daily account of worksite activity or plant inspection, operations at drawbridges, type of vessel, accidents, weather conditions, time of openings, etc., e.g.; Field diaries.					P	10 Years		Destroy	
0006-0004	Department Cashier Log --- Initially prepared by the mailroom and completed by the Cashiers office. Log lists all checks, money order and cash received daily by mail.					P	1 year after audit		Destroy	
0007-0000	BRIDGES AND STRUCTURES									
0007-0001	Bridges And Structure Engineering Service File --- Bridge Design Standards; Bridge and Rehabilitation and/or replacement projects programming (scheduling); Bridge Design Policies; Review of new methods of bridge design.			X		P	10 Years		Archival Review	
0007-0002	Bridge & Structure - Engineering & Inspection File --- Includes but not limited to: complete maintenance history of repairs and costs, bridge inspection reports, correspondence, photographs, initial or first cycle inspection reports.			X		P	Life of the structure		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:10 of 17	
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		
0007-0003	Movable Bridges File - Maintenance --- History of operations and maintenance of drawbridges. Records may include: correspondence, complaints, work orders, accident reports, inspection reports, and related materials.					P	10 Years		Destroy	
0008-0000	TRAFFIC									
0008-0001	Traffic Regulatory File - State --- Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner approvals, correspondence, reports, ordinances, resolutions, and other related materials. (PL2008., c.110)					P	10 years after modification		Destroy	
0008-0002	Traffic File - County And Municipal --- Information provides history of traffic control at a specific intersection or roadway segment on state highways and local roadways. Used as reference to the legal status of particular traffic control devices (no passing zones, speed limits, etc.) and also to answer inquiries. Files may contain: Traffic Regulatory Staging Plan, agreements, Commissioner Approvals, correspondence, reports, ordinances/resolutions, and other related materials. (PL2008., c.110)					P	20 Years		Destroy	
0008-0003	State Traffic Signal File. Includes State Highway Traffic Signal Plans, State Highway Sign Directives, And Copies Of Non-State Traffic Signal Plans --- Information provides history and present condition of signalized and non-signalized intersections and roadway segments pertaining to State Highways and local roadways. Provides reference to legal status of particular traffic control devices and approvals, inspections reports, certifications, ownership of maintenance agreement, reports and other related material. Includes Highway Sign Directives.					P	10 years after signal removal		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:11 of 17	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0008-0005	Traffic Regulation Orders-Emergent And Non-Emergent --- Any order with or without Municipal resolution, issued pursuant to <u>N.J.S.A. 39:4-8.3 et seq.</u> , governing the regulation of traffic or parking on public highways or transportation systems under the jurisdiction of the Commissioner of Transportation. In addition, an informational record concerning those public highways, or portions thereof, and transportation systems affected by the orders issued pursuant to this act.			X		P	50 Years		Archival Review	
0009-0000	MAJOR AND MINOR ACCESS									
0009-0001	Major And Minor Access Application File --- Consists of application, plans, specifications, traffic studies.					P	5 years after permit execution or denial. 1 year after application withdrawal		Destroy	
0009-0002	Highway Occupancy Access Application, Permit And Plan --- Other than roadway, may include: parades, tree trimming, utility installation, etc.					P	Current year plus 1 year after		Destroy	
0009-0003	Major Access Permits And Plans --- Includes permits for Major, Major with Planning, Street Intersection Lot Subdivision, and Lot Consolidation.			X		P	50 Years		Archival Review	
0009-0004	Minor Access Permits --- Includes permits and related records for Minor Access					P	6 years after completions of construction		Destroy	
0010-0000	CLAIMS									

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:12 of 17	
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		
0010-0001	Damage Claims File --- Records pertaining to damage to non-electrical DOT property such as guiderails, concrete medians, barriers, curbing, etc., and to electrical Traffic Control devices such as traffic signals, light poles, speed limit signs, etc. Original claim is submitted to Department of Treasury for reimbursement, and copies are maintained. This may include: any correspondence relating to the claim, description of damage, police reports, maps, certifications, and the final decision and/or settlement.					P	7 years after settlement		Destroy	
0010-0002	Employee/Contractor Claims File --- Used to monitor and settle claims against NJDOT by its employees or contractors for recovery of payment. Includes: claim, Commissioners action, copy of investigation, audit reviews, invoices, correspondence, and related documents.					P	7 years after settlement		Destroy	
0011-0000	PUBLIC INFORMATION CENTER --- Public Information Center Meeting File. Contains original invitation letter sent to property owners, and state and county officials inviting them to an information center, public hearing or public meeting regarding a road project that may affect them or may be of interest to them. Also includes: speaker lists, attendance list, and names and addresses of those persons invited.					P	15 years after hearing/meeting		Destroy	
0012-0000	RIGHT OF WAY --- Right of Way Process File - NJDOT Property Purchase. Contains but not limited to the following documents: parcel acquisitions including negotiations, appraisals and appraisal review, property and relocation, investigations, Titles, Route Books, plotting, maps, plans, sketches, negotiations, appraisals, agreement of sale, deed, ancillary searches, legal reports, invoices, all legal documents generated, executed and recorded/files along with correspondence and memos. Copy of recorded deed as maintained by the Office of the County Clerk/recorder.			X		P	50 Years		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:13 of 17	
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		
0013-0000	JURISDICTIONAL --- Jurisdictional Agreement/Jurisdiction Limit Map File. Agreement between the State and public Agencies authorizing maintenance and control of roadways as well as jurisdictional limit maps.			X		P	50 Years		Archival Review	
0014-0000	DEPARTMENT ACTIONS									
0014-0001	Department Actions File --- File pertaining to Department-wide Actions for Executive approval which are required for, but not limited to: Advertisements, Awards of Contracts, Jurisdictional Agreements, Closeouts, Federal Grants, Memorandum of Agreements, Department Action Index, Department Actions File Form, Minutes (copies), Traffic Signal Approvals - State Roads, Declaration of Default on Construction Projects, Claim Settlements, and supporting documentation					P	10 Years		Destroy	
0014-0002	Certification Schedule Of Department Action Approvals --- Indexed listing of Department Actions that have been Certified, Sealed and Notarized by the Department Secretary.					P	10 Years		Destroy	
0015-0000	WORK PAPERS									
0015-0001	Project Development Work Papers --- Work papers that consist of all data in support of the Concept Development, Feasibility Assessment, and Preliminary Engineering Final Reports.					P	15 years or after completion of final report		Destroy	
0015-0002	Tier 2 Screening Work Papers --- Work papers containing field notes, data collected, and meeting minutes.					P	2 years after completion of final report		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:14 of 17	
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		
0015-0003	Internal Audit Work Papers --- Contains work papers, recommendations, and supporting documentation for audit reports.					P	7 years after audit findings resolved		Destroy	
0016-0000	RAILROAD									
0016-0001	Railroad Grade Crossing Inspection File --- Record of track inspections of grade crossings. Completed forms required the Federal Railroad Administration.					P	10 Years		Destroy	
0016-0002	Railroad Grade Crossing Docket File --- Records pertaining to improvements, modifications and reconstruction of grade crossings or protections of grade crossings in accordance with docket orders or departmental rehabilitation programs. Contains original plans, agreements, crossing deficiency letter, inspection, copies of decision and order, MOA, departmental actions, public petitions and other related materials.					P	Life of grade crossing		Destroy	
0017-0000	UTILITIES --- Utility File. Design, construction, and relocation records of utility facilities, for state, county, and municipal roadways, and along railroad property. Contains correspondence, agreements, plans, MOA, and other related material.					P	7 years after termination of agreement		Destroy	
0018-0000	AERONAUTICS									
0018-0001	Continuous Airport System Planning (CASP): --- Consists of documents and reports concerning CASP, which monitors and evaluates the development of all airport projects throughout the State.			X		P	10 Years		Archival Review	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:15 of 17	
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		
0018-0002	Aeronautical Facility License File --- Includes every licensed private and public airport in the state. License is renewed annually. Contains but not limited to: copy of license, applications, application evaluations, correspondence, and inspection report. Includes airports, heliports, airstrips, and balloon stops.			X		P	10 years after decommissioning of airport		Archival Review	
0018-0003	Airport Improvement Program Files --- Consists of records regarding airport request for financial assistance from either the NJDOT or the FAA. These grants are used to improve safety and security of the public use general aviation airports in the State. Documentation may include grant applications, contractors estimates, grant agreements, copies of as-builts as well as financial records (Request for Proposals, payment vouchers, etc.)					P	10 years after final close out		Destroy	
0018-0004	Aeronautical Facility Temporary License File --- Includes licenses for a special purpose, at a designated area, which normally requires no facility preparation, and for a limited period of time which shall not exceed nine months. Temporary licenses may be issued for the following facilities: Airport; Airship base; Balloon stops; Helistop; Parachute drop zone; or Any other facility as may be designated by the Manager. (N.J.A.C. 16:54-8.1)					P	3 Years		Destroy	
0019-0000	DESIGN									
0019-0001	Design Calculations --- Mathematical solutions and documentation which provide a record of criteria used for design decision includes but not limited to: calculations for the electrification contracts for rail system projects.					P	Life of the structure		Destroy	
0019-0002	Design File --- Consists of but not limited to: design computation, foundation reports, correspondece, and soil profiles.					P	Life of the structure		Destroy	
0020-0000	OUTDOOR ADVERTISING									

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		
0020-0001	Junkyard Program File --- Includes: correspondence, annual inspection forms and other information related to junkyard.					P	7 Years		Destroy	
0020-0002	Outdoor Advertising Activities Files --- Includes denied applications, inactive application files, resolved violations files, master log records, renewal invoice records, permit lists.					P	3 Years		Destroy	
0020-0003	Outdoor Advertising Active Application And Violation Files. --- Includes application for Outdoor Advertising Permit, including changes and amendments, review documents, inspection reports, approvals and related documents; active permit list, license application, and related documents; violation notices, reports and related documents.					P	As updated		Destroy	
0020-0004	Tourist Oriented Directional Signing Programs - TODS/Logo --- Contains construction memo, compliance reports, status reports, and all related documents.					P	1 year after date of contract completion.		Destroy	
0021-0000	TRANSPORTATION DATA AND SAFETY - CRASH RECORDS									
0021-0001	Crash Records Unit - New Jersey Crash Records Report Digital Image --- Crash Reports used by many NJDOT offices in their development of highway safety programs; Statewide Transportation Improvement Program (STIP) and the Department's capital projects. Crash Reports are scanned by DORES and/or DORES approved vendor, and currently reside in FileNet. Self-reporting Crash Reports are scanned to CD by DORES and/or DORES approved vendor.					P	20 Years		Destroy	
0021-0002	Crash Records Unit - New Jersey Records Electronic Crash Data --- Crash reports data entered manually to an electronic form and loaded to CDs by DORES and/or DORES approved vendor. DOT load CDs, verify data and store the data in the Accident Records Database (ARD).					P	20 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S870000			Schedule: 004		Page #:17 of 17	
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		
0021-0003	Data Development - Video Logs (Digital/Other Media --- Series of digital images of State highways for the purpose of documenting the condition, signage, or characteristics of a roadway.					P	10 Years		Destroy	

LEGISLATURE RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	Legislature	AGENCY # L010200	RETIRED
DIVISION:	State Commission of Investigation	SCHEDULE #	001
BUREAU:		PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	L010200-001 All records series transferred to L010200 - 002

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS AGENCY NUMBER	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
1-0000	Investigative Case Files	Transferred, records description	Investigative Case Files Consist of reports, correspondence, transcripts, and background work product information	Investigatory fact-finding files that may include but not limited to: complaints, correspondence, court documents, evidence, transcripts, reports and any support documentation involving the investigation
1-0001	Investigative Case Files	Transferred, records description,	Investigative Case Files - Reports, Correspondence, and Transcripts (Original) *Microfilming recommended Permanent/Permanent	Records series 1-0001 Investigative Case Files, Permanent/Permanent
1-0002	Investigative Case Files	Superseded by 1-0001 records description, and retention	Investigative Case Files - Reports, Correspondence, and Transcripts (Copies) and Background work product information. 6 months after investigation completed/Destroy	
1-0003	Investigative Case Files Database	Transferred		Records series 1-0003
1-0004	Investigation case file, Final Report,	New		Records series 1-0004

2-0000	ADT Card Guard Printouts	Obsolete		G1000000 -011 Records Series 2203-0000 System and Data Security Records
3-0000	Investigative Inquiries	New		Records series 3-0000

STATE OF NEW JERSEY



Legislature - State Commission of Investigation

L010200-002

Records Retention and Disposition Schedule		Agency: L010200	Schedule: 002	Page #:1 of 2
Department:	Legislature - State Commission of Investigation	Agency Representative:	Joseph Borbone	
		Title:	Assistant Director	
		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	Investigative Case File --- Investigatory fact-finding files may include but not limited to: complaints, correspondence, court documents, evidence, transcripts, reports and any support documentation involving the investigation.									
0001-0001	Investigative Case File					P	Permanent		Permanent	
0001-0003	Investigative Case File, Database					P	As updated		Erase	
0001-0004	Investigation Case File, Final Report --- The Final Report is the public release of the report of findings of a Commission investigation. Reports are issued to the Governor, the Legislature, and any Governmental organization that may be mentioned in the report. The general public has access to every Commission Final Report through our website					P	Permanent		Archives	

* 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		
0003-0000	<p>Investigative Inquiries ---</p> <p>Every investigation is initiated by an inquiry. Inquiries are issues or topics received by the Commission that may negatively impact the citizens of New Jersey. Sources of inquires can be citizen complaints, referrals from other agencies, concerns from the Legislature, suggestions made by Commission personnel, etc. The Commission does initial field work to determine if the inquiry is serious enough and suitable for an Investigative Resolution to be passed by the Commission. If resolution is passed a formal investigation is assigned to the Commission's investigative team, and becomes an investigative case file.</p>					P	Periodic review		Destroy	