STATE OF NEW JERSEY

STATE RECORDS COMMITTEE

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

www.treas.state.nj.us

AGENDA
STATE RECORDS COMMITTEE
December 21, 2017
10:00AM

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

Announcement of Open Public Meeting

I. Review of September 21, 2017 Minutes and October 19, 2017 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Artemis Request: #539881 – 541793

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

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

III. Old Business:

A. Records Retention Schedules: (See Attached)

1. **Municipal General Schedule –** Presented by Elizabeth Hartmann
   Electronic (E-Mail) Records – M100000-013 Items 0800-0000 & 0800-0001

2. **County General Schedule –** Presented by Elizabeth Hartmann
   Electronic (E-Mail) Records – C820000-013 Items 0800-0000 & 0800-0001

IV. New Business:

A. Special Requests and Authorization for Damaged Records Disposal: (See Attached)
Cranford Police Department – Damaged Records – Presented by Elizabeth Hartmann

V. Other Business:

A. Proposed Dates for State Records Committee Meetings for 2018

B. Department of the Treasury
E-content Plan – Presented by Jim Fruscione

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
September 21, 2017

Michael J. Tyger, Secretary, called the 431st meeting of the State Records Committee to order at 10:02 a.m. on the above date. He stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

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

ATTENDANCE:

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

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

Other: Kevin Marc Schatz, DAG, Law & Public Safety, ABC
Dustin Artman, Human Services, DMAHS
Charlene Braun, Ocean County College
Donna Carbone, Ocean County College
Eric Carlsen, ShoreScan Solutions
Michele Everly, Gloucester County
Art Staerk, AccuScan
Lauren Wiley, Mercer County

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the July 20, 2017 Minutes five (5) yes, and none (0) no.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:
Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #537927 – 539880

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

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

D. Archival Review Report: (See Attached)

II. New Business:

A. Records Retention Schedules:

1. **Law and Public Safety –** Presented by John Berry

   Alcoholic Beverage Control – S660700-001– Approved with changes to record series 0106-0000: remove the word "Annual" and add the word "issued" to read "Listing of all retail licenses issued" and changes to record series 0110-0000: remove "and for which the expiration date has passed" to read "consists of transit insignia decals that have not been issued (i.e., leftovers)" and change retention from "1 year" to "until expiration shown".

2. **Department of Human Services** – Presented by Elizabeth Hartmann

   Family Development – NJ Supplemental Nutrition Assistance Program (NJ SNAP) S540603-006 – Approved without changes.

B. Special Request and Authorization for Records Disposal:

Ocean County College – Damaged Records – Approved. Ocean County College created copies to retain as replacement records.

I. Other Business: None

There being no other business, the Committee adjourned at 10:34 a.m.

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Michael J. Tyger
Secretary
State Records Committee

STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

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

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MINUTES
SPECIAL STATE RECORDS COMMITTEE
October 19, 2017

Michael J. Tyger, Secretary, called the 432nd meeting of the State Records Committee to order at 10:00 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 with all members present.

ATTENDANCE:

SRC: State Treasurer, Michael J. Tyger, Designee
Division of Local Government Services, Paul Urbish, Designee
Attorney General, Susan Scott, Designee
State Auditor, William Robinson, Designee
Division of Archives and Records Management, Department of State, Joseph Klett

Staff: Elizabeth Hartmann, Administrative Analyst III, Records Management Services
Ellen Callahan, Supervising Archivist, Archives and Records Management, Department of State
Marcella Campbell, Technical Assistant I, Records Management Services
John Berry, Records Analyst I, Records Management Services
Sharon Allen, Technical Assistant II, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services
Donald Cornelius, Archivist 2, Archives and Records Management, Department of State

Other: Dan Freed, Sussex County
Denise Szabo, MCANJ & Bernards Township
Shawn Hopkins, NJGMIS
Yochin Duffell, Mercer County Clerk's Office
Eric Carlsen, ShoreScan Solutions
Michele Everly, Gloucester County
Lauren Wiley, Mercer County
Argean Cook, NJ Transit

Joan DePaolo, NJ Transit
David Brice, Gloucester County
Sharon Young, West Windsor Township
Ross Maszazal, West Windsor Township
Patrice McCarty, City of Camden
Mark Szemple, Sunrise Systems
Debrea Soponyi, Hightstown Borough
Maria Lisa Bazela, Bergen County
Jay Ruperal, Sunrise Systems
Melissa Mistic, Cape May County
Deborah Greene, Cape May County
Atchut Gollakota, Sunrise Systems
Michele Rothernberg
Allen Kurdyla, Foveonics
Maria Efstratiades, Camden County
Stacy Proebstle, Toms River Township
James Fruscione, Director, Department of the Treasury Division of Revenue and Enterprise Services
Marc Pfeiffer – Rutgers University, Edward J. Bloustein School of Planning and Public Policy *via teleconference*

MINUTES:

I. Administrative Actions:

A. None

II. New Business:

A. Records Retention Schedules:

1. **County General Schedule –** Presented by Elizabeth Hartmann

   C820000-013

2. **Municipal General Schedule** – Presented by Elizabeth Hartmann

   M100000-013

Summary: Mr. Tyger stated that this special meeting was called to discuss the addition of an E-Mail retention record series and an update to the preface language to both the County General Schedule and the Municipal General Schedule. Because they are substantially similar he stated the conversation regarding them may be conducted as one.

This meeting addresses some of the concerns raised at the March 2017 SRC meeting regarding Treasury's E-Mail retention using a State General Schedule records series and the need for similar records series for Local Governments. As a result, a working group which took up the challenge of developing an E-Mail Retention Record Series for Local Government Agencies was formed.

Elizabeth Hartmann introduced the proposed E-Mail Retention Schedules and the update to the preface for the County General Schedule and the Municipal General Schedule.

Members of the working group, Marc Pfeiffer, Dan Freed, and Denise Szabo spoke about the proposed E-Mail Record Series and encouraged the SRC to approve the schedules.

Mr. Klett asked Ms. Szabo if there was any formal input from the Municipal Clerk's Association on this or an official endorsement. Ms. Szabo indicated that there was no official endorsement.

Mr. Klett asked Mr. Freed who was involved in the CARMA process. Mr. Freed named those involved. Mr. Klett also asked if CARMA took any formal action. Mr. Freed stated no formal action was taken.

Mr. Tyger reviewed the proposed Record Series and discussion regarding it followed.

Mr. Klett stated the document was well crafted, but he had concerns that not enough of the constituents have seen the document and he wanted to confirm that there was "buy-in"/formal communication from both CARMA and the Municipal Clerks Association and he would abstain from a vote until he had it. He made a motion that the vote for approval of the new record series be tabled until December. The motion was seconded by DAG, Susan Scott.

The motion was approved three (3) yes [Klett, Robinson, Scott] to two (2) no [Tyger, Urbish].

I. Other Business: None

There being no other business, the Committee adjourned at 10:34 a.m.

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Michael J. Tyger
Secretary
State Records Committee

Registered Imaging Systems / Amendments / Annual Reviews December 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
New Registration: Vilirie Perry	17102601-MP	Borough of Point Pleasant	System meets all requirements for registration	AccuScan
New Registration: Vilirie Perry	17102602-MP	Washington Township School District	System meets all requirements for registration	AccuScan
New Registration: Vilirie Perry	17102603-MP	New Brunswick Public Schools	System meets all requirements for registration	AccuScan
New Registration: Vilirie Perry	17102604-MP	North Hunterdon-Voorhees High School	System meets all requirements for registration	AccuScan
New Registration: Marcella Campbell	17112201-MF	Passaic County Board of Taxation	System meets all requirements for registration	Storage Engine, Inc.
Amendment: Vilirie Perry	15091705-MP	William Paterson University	Upgraded software/hardware system	AccuScan
Annual Review & Amendment: Marcella Campbell	06031601-MF	County of Burlington Board of Social Services	Upgraded software system	N/A

Registered Imaging Systems / Amendments / Annual Reviews December 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review & Amendment: Elizabeth Hartmann	09101505-MP	Borough of Eatontown	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	11012031-MP	West Orange Board of Education	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	11072109-MP	Wall Township Public Schools	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	12041904-MP	Kenilworth Board of Education	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	12062104-MP	New Providence School District	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	12101802-MP	Educational Services Commission of New Jersey	Added additional record series	N/A
Annual Review & Amendment: Vilirie Perry	13032101-MP	Upper Freehold School District	Approved Migration Path	N/A

Registered Imaging Systems / Amendments / Annual Reviews December 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review & Amendment: Elizabeth Hartmann	13121209-MP	Department of Human Services DIMS Enterprise System	Added additional record series	N/A
Annual Review & Amendment: Vilirie Perry	14051509-MP	Somerdale Park Public School District	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	14071707-MP	Vineland Public Schools	Approved Migration Path	N/A
Annual Review & Amendment: Vilirie Perry	14071708-MP	Midland Park School District	Approved Migration Path	N/A
Annual Review: Marcella Campbell	08032004-MF	County of Sussex Clerk's Office	N/A	N/A
Annual Review: Marcella Campbell	08071702-MF	County of Sussex Office of the Clerk E-Recording	N/A	N/A
Annual Review: John Berry	09021901-MF	County of Hudson Register's Office LRMS	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews December 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review: Vilirie Perry	08101601-MP	Township of Monroe	N/A	N/A
Annual Review: Vilirie Perry	09082007-MP	Township of Readington	N/A	N/A
Annual Review: Vilirie Perry	10121601-MP	Maple Shade School District	N/A	N/A
Annual Review: Vilirie Perry	11012032-MP	Monroe Township Public Schools (Gloucester)	N/A	N/A
Annual Review: Vilirie Perry	12101804-MP	Point Pleasant Borough Schools	N/A	N/A
Annual Review: Vilirie Perry	13091901-MP	Central Regional School District	N/A	N/A
Annual Review: Vilirie Perry	13121205-MP	Wood-Ridge Public School District	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews December 21, 2017				
Action Type/Analyst	**Registration #**	**Agency**	**Comments**	**Vendor (if Applicable)**
Annual Review: Vilirie Perry	16042804-MP	Freehold Township Schools	N/A	N/A
Annual Review: Vilirie Perry	16032403-MP	Township of Denville	N/A	N/A
Annual Review: Vilirie Perry	16042802-MP	Denville Township Boards of Education	N/A	N/A
Annual Review: Marcella Campbell	13121211-NM	Mercer County Board of Social Services	N/A	N/A
Annual Review: Elizabeth Hartmann	14121801-NM	City of Clifton, Building Department	N/A	N/A

Date Submitted	Request ID	County	Muni	Agency Name	Schedule#	Archival Review	Comment	Add'l Information
11/16/2016	37246	Sussex	N/A	COUNTY BOARD OF TAXATION	C250000-002	Archival Review Complete 9/22/17	Approved Migration Path - Permanent Records	Storage Offer: 1/3/17
9/6/2017	61984	Morris	Rockaway Boro	Municipal Treasurer		Archival Review complete 9/26/17	Permanent records - Microfilm Cert present	
2/21/2017	44968	Burlington	New Hanover Township	Administration	M700101-002	Rejected 10/11/17	Approved Migration Path - Permanent Records	Rejected as per agency
11/17/2016	37298	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	C100000-008	Rejected 10/10/17	Approved Migration Path - Permanent Records	Rejected as per agency
11/17/2016	37302	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	C820000-011	Rejected 10/10/17	Approved Migration Path - Permanent Records	Rejected as per agency
10/20/2016	40984	Sussex	N/A	COUNTY SHERIFF'S OFFICE	C210000-002	Rejected 10/10/17	Approved Migration Path - Permanent Records	Rejected as per agency
10/4/2016	41043	Cape May	N/A	COUNTY PROSECUTOR'S OFFICE	C310000-003	Archival Review Complete 9/6/17	Permanent records - Microfilm Cert present	
9/7/2016	37327	Sussex	N/A	COUNTY TREASURER	C820000-011	Archival Review Complete 7/21/17	Approved Migration Path - Permanent Records	Storage Offer: 12/1/16
1/11/2017	43195	Sussex	N/A	COUNTY TREASURER	C820000-012	Archival Review Complete 8/29/17	Approved Migration Path - Permanent Records	Storage Offer: 3/10/17
8/30/2017	61702	Hunterdon	South Hunterdon Regional School District	Administration	M700101-002	Archival Review Complete 10/25/17	Approved Migration Path - Permanent Records	
9/25/2017	62455	Morris	Rockaway Boro	MUNICIPAL TREASURER		Archival Review complete 11/1/17	Permanent records - Microfilm Cert present	
9/25/2017	59953	Hunterdon	South Hunterdon Regional School District	Administration	M700101-002	Rejected 11/1/17	Approved Migration Path - Permanent Records	Rejected as per agency
10/16/2017	63317	Sussex	N/A	COUNTY CLERK/REGISTER OF DEEDS	C100000-008	Archival Review complete 11/1/17	Permanent records - Microfilm Cert present	
11/1/2017	63813	Camden	Cherry Hill Twp.	MUNICIPAL TAX COLLECTOR	M160000-003	Archival Review complete 11/15/17	Permanent records - Microfilm Cert present	

11/2/2017	60230	Somerset	Bernards Twp.	MUNICIPAL CLERK	M100000-012	Archival Review complete 11/15/17	Approved Migration Path - Permanent Records	
9/6/2017	61979	Morris	Rockaway Boro	MUNICIPAL TAX COLLECTOR	M160000-003	Archival Review complete 11/15/17	Permanent records - Microfilm Cert present	
9/21/2017	62387	Morris	Parsippany-Troy Hills Twp.	MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT	M140000-004	Archival Review complete 11/27/17	Permanent records - Microfilm Cert present	
9/5/2017	61624	Hunterdon	South Hunterdon Regional School District	Financial	M700105-001	Archival Review complete 12/1/17	Approved Migration Path - Permanent Records	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING Municipal General Retention Schedule	AGENCY # M100000		
DIVISION:	SCHEDULE # 013		
BUREAU:	PAGE # 1	OF	3

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Municipal General Schedule
FORMER AGENCY NUMBER	M100000

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS AGENCY NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Management of Electronic Records Preface	Description	This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, system management, disaster recovery, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of destroying data means the process of data degaussing, software-based overwriting, or the physical destruction of the media on which the data is stored.	This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, system management, disaster recovery, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of destroying data means the process of data degaussing, software-based overwriting, or the physical destruction of the media on which the data is stored. Regarding E-Mail-based records, in the normal course of business the agency will take necessary actions to design, maintain, and train employees in the use of E-Mail application features that ensures that the content, metadata, and any attachments are retained for the length of time required by the Record Series an email represents. The agency will also act to ensure that E-Mail management practices include appropriate E-Mail use policies, “litigation hold” techniques, and provide employee training related to their application. The agency may use

				traditional general and agency-specific retention schedules when requesting authorization to dispose of E-Mail-based records, provided the requestors can attest that only the records series cited in the agency request (***and no other types of records***) are included. Alternately, the agency may use the general E-Mail record schedule item (0800-0001*)*, to request disposition of E-Mail.
0800-0000	**E-Mail Records**	New		Section Header
0800-0001	**E-Mail Records (Seven Years or Less)**	New		This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1). Attestation elements include: 1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system(s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users *cannot delete* E-Mail records from the central storage/management system (Note 2).; 3. That the agency has adopted acceptable use polices for E-Mail and internet usage, with supporting employee training and/or informational programs; 4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination,

				disclosure and/or destruction of E-Mail records; and 5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events. **Note 1:** An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that *the disposition action includes **only** the type of record described in the records schedule item referenced in the request*. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (***and no other types of records***) are included in the request. **Note 2:** Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail. **Note 3:** Use of this General E-Mail schedule is not permitted ***if*** the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and ***does not*** store the items in a separate records-keeping system.

STATE OF NEW JERSEY

MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

M100000-013

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

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	
	M100000	013	

RECORDS SERIES #	RECORDS SERIES TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	Acknowledgment Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval. Management of Electronic Records This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing software-based overwriting, or the physical destruction of the media on which the data is stored. Regarding E-Mail-based records, in the normal course of business the agency will take necessary actions to design, maintain, and train employees in the use of E-Mail application features that ensures that the content, metadata, and any attachments are retained for the length of time required by the Record Series an E-Mail represents.			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	
	M100000	013	

RECORDS SERIES #	RECORDS SERIES TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	The agency will also act to ensure that E-Mail management practices include appropriate email use policies, "litigation hold" techniques, and provide employee training related to their application. The agency may use traditional general and agency-specific retention schedules when requesting authorization to dispose of E-Mail-based records, provided the requestors can attest that only the records series cited in the agency request (***and no other types of records***) are included. Alternately, the agency may use the general E-Mail record schedule item (0800-000), to request disposition of E-Mail.			

Records Retention and Disposition Schedule	Agency: M100000	Schedule: 013	Page #:1 of 37
Department: MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE	**Agency Representative:**	Stacy Spera	
	Title:	Confidential Assistant, Local Gov't Services, DCA	
	Phone #:		

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

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

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
	Financial Records									
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	
0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.					P	After deposit input and verification		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
	E-Mail Records									
0800-0000	E-Mail Records									
0800-0001	E-Mail Records (Seven Years Or Less) --- This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1). Attestation elements include: 1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system (s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' E-Mail boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete E-Mail records from the central storage/management system (Note 2).; 3. That the agency has adopted acceptable use polices for E-Mail and internet usage, with supporting employee training and/or informational programs; 4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and 5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events.					P	7 Years		Destroy	

* P - Public, C - Confidential

	Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request. Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail. Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.									

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT SCHEDULE HEADING	County General Retention Schedule	AGENCY #	C820000	
DIVISION:		SCHEDULE #	013	
BUREAU:		PAGE # 1	OF	3

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	County General Schedule
FORMER AGENCY NUMBER	C820000

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS AGENCY NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Management of Electronic Records Preface	Description	This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, system management, disaster recovery, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of destroying data means the process of data degaussing, software-based overwriting, or the physical destruction of the media on which the data is stored.	This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, system management, disaster recovery, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of destroying data means the process of data degaussing, software-based overwriting, or the physical destruction of the media on which the data is stored. Regarding E-Mail-based records, in the normal course of business the agency will take necessary actions to design, maintain, and train employees in the use of E-Mail application features that ensures that the content, metadata, and any attachments are retained for the length of time required by the Record Series an email represents. The agency will also act to ensure that E-Mail management practices include appropriate E-Mail use policies, “litigation hold” techniques, and provide employee training related to their application. The agency may use

				traditional general and agency-specific retention schedules when requesting authorization to dispose of E-Mail-based records, provided the requestors can attest that only the records series cited in the agency request (***and no other types of records***) are included. Alternately, the agency may use the general E-Mail record schedule item (0800-0001*)*, to request disposition of E-Mail.
0800-0000	**E-Mail Records**	New		Section Header
0800-0001	**E-Mail Records (Seven Years or Less)**	New		This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1). Attestation elements include: 1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system(s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' E-Mail boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users *cannot delete* E-Mail records from the central storage/management system (Note 2).; 3. That the agency has adopted acceptable use polices for E-Mail and internet usage, with supporting employee training and/or informational programs; 4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination,

				disclosure and/or destruction of E-Mail records; and 5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events. **Note 1:** An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that *the disposition action includes **only** the type of record described in the records schedule item referenced in the request*. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (***and no other types of records***) are included in the request. **Note 2:** Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail. **Note 3:** Use of this General E-Mail schedule is not permitted ***if*** the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and ***does not*** store the items in a separate records-keeping system.

STATE OF NEW JERSEY

COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE

C820000-013

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

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	
	C820000	013	

RECORDS SERIES #	RECORDS SERIES TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	Acknowledgment Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval. Management of Electronic Records This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing software-based overwriting, or the physical destruction of the media on which the data is stored. Regarding E-Mail-based records, in the normal course of business the agency will take necessary actions to design, maintain, and train employees in the use of E-Mail application features that ensures that the content, metadata, and any attachments are retained for the length of time required by the Record Series an E-Mail represents.			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	
	C820000	013	

RECORDS SERIES #	RECORDS SERIES TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	The agency will also act to ensure that E-Mail management practices include appropriate email use policies, "litigation hold" techniques, and provide employee training related to their application. The agency may use traditional general and agency-specific retention schedules when requesting authorization to dispose of E-Mail-based records, provided the requestors can attest that only the records series cited in the agency request (***and no other types of records***) are included. Alternately, the agency may use the general E-Mail record schedule item (0800-0001), to request disposition of E-Mail.			

Records Retention and Disposition Schedule	Agency: C820000	Schedule: 013	Page #:1 of 37
Department: COUNTY AGENCIES GENERAL RECORDS RETENTION SCHEDULE	**Agency Representative:**	Stacy Spera	
	Title:	Confidential Assistant, Local Gov't Services, DCA	
	Phone #:		

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

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

Record Series #	**Record Title and Description**	Audit	Alternate Media	Archival Review	Vital Record	Confidential	**Retention Policy** Total Retention Period	**Retention Policy** Minimum Period in Agency	**Disposition**	**Citation**
	Financial Records									
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	
0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.					P	After Deposit And Verification		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy: Total Retention Period	Retention Policy: Minimum Period in Agency	Disposition	Citation
	E-Mail Records									
0800-0000	E-Mail Records									
0800-0001	E-Mail Records (Seven Years Or Less) --- This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1). Attestation elements include: 1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system (s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users' E-Mail boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete E-Mail records from the central storage/management system (Note 2).; 3. That the agency has adopted acceptable use polices for E-Mail and internet usage, with supporting employee training and/or informational programs; 4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and 5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events.					P	7 Years		Destroy	

* P - Public, C - Confidential

	Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request. Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail. Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.									

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
P. O. BOX 661
TRENTON, NEW JERSEY 08625-0308

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

FORD M. SCUDDER
Acting State Treasurer

JAMES J. FRUSCIONE
Director

Special Request and Authorization for Records Disposal

TO: State Records Committee
FROM: Elizabeth Hartmann
DATE: December 21, 2017
SUBJECT: Cranford Police Department Special Request and Authorization for Records Disposal

Agency Disaster Narrative:

Cranford Police Department, 8 Springfield Avenue, Cranford, NJ 07016, is requesting a Special Request for Disposal of damaged records**.** The ground floor of the Cranford Police Department was flooded as a result of Hurricane Irene, August 21, 2011. The flood water mixed with heating oil and sewer back up and rose approximately thirty-six inches contaminating several boxes of records.

Cranford Police Department sent the files to American Freeze Dry Operations, Inc. where they were freeze dried, cleaned and deodorized. Many of the records were not legible due to fading and ink runs, stuck together and affected by mold.

There are other copies of several of the records series which can be considered originals.

The records series of damaged records are:

Records Series		Inclusive Dates	Retention	Volume
0036-0001	Criminal Arrests	1994, 1995, 1998, 2002, 2003, 2006, 2007, 2008	75 Years	6 cubic feet
0036-0005	Homicides	1994, 1995, 1998, 2002, 2003, 2006, 2007, 2008	Permanent	.1 cubic feet
0036-0006	Sudden and Accidental Deaths	1994, 1995, 1998, 2002, 2003, 2006, 2007, 2008	Permanent	.2 cubic feet
0036-0009	Latents/Photographs	1994, 1995, 1998, 2002, 2003, 2006, 2007, 2008	Permanent	.1 cubic feet

0053-0002	Fatal MVC	1994, 1995, 1998, 2002, 2003, 2006, 2007, 2008	Permanent	.1 cubic feet
0073-0001	Final Restraining Orders	1994, 1995, 1998, 2002, 2003, 2006, 2007, 2008	Permanent	.2 cubic feet
0094-0000	Vehicle Log Book	1994, 1995, 1998, 2002, 2003, 2006, 2007, 2008	10 years	1 cubic foot

*Vehicle Log Book records from 1994, 1995, 1998, 2002, 2003, 2006 and 2007 have met their retention.

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Detective Sergeant Russell Luedecker

DATE: September 22, 2017

SUBJECT: Request & Authorization for Records Disposal

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

Signature

Detective Sergeant

Title

Submit by Email

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

Damaged Records Report

Agency Name: Cranford Police Department

Address: 8 Springfield Avenue, Cranford NJ 07016

Phone: 908-272-2222

Email: r-luedecker@cranfordnj.org

Contact Person: Detective Sergeant Russell Luedecker

Date the damage occurred: 08/21/2011

Date the damage was discovered: 08/22/2011

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

1. Describe circumstances of how the damage occurred.

During documented Hurricane Irene, the Township of Cranford's Municipal Building flooded with dirty, flood river water, as well as sewer back up and home heating oil. The water lever rose approximately 36 inches on the ground floor where the archives are stored.

2. What salvage attempts were made?

The township immediately contacted American Freeze-Dry Document & Preservation even before the flood waters had receded. They were contracted to clean and recover any documents that were affected by the flood waters, secure and store all documents.

3. Were any of the records affected by this event salvageable?

All documents for the years of 1994, 1995, 1998, 2002, 2003, 2006, 2007 and 2008 were all affected. Only a few documents have been salvageable.

4. Why are these records unsalvageable?

Again, all documents for the years of 1994, 1995, 1998, 2002, 2003, 2006, 2007 and 2008 were affected. The documents were washed and dried. The documents are unable to be read and due to time they are now covered in black mold due to the process used by American Freeze-Dry Document & Preservation.

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

The office of the Chief of Police, department records Sergeant, and the township clerk observed the documents. They are unreadable, stuck together from the cleaning process causing further damage to the documents if they are attempted to be split. Also, due to their original status after being cleaned the documents are now covered in mold or other unknown funguses. There was no additional attempt to have them cleaned a second time due to the fact that there is no readable information on the documents when returned to this agency after being cleaned and stored by American Freeze-Dry Document & Preservation.

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

Currently the documents that were unsalvageable were the only copies of the documents affected. Any documents that were recoverable have been removed and stored in a separate box.

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

Yes.
All other documents being stored in the departments archives storage have been secured in separate boxes. The room was rebuilt, cleaned, and had heat, air and dehumidifiers installed to maintain the equipment in a regulated atmosphere. Upgraded drainage around the building has been installed to avoid any future flooding. The room is monitored on a consistant basis to make sure that this problem does not occur again.

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

The room was rebuilt, cleaned, and had heat, air and dehumidifiers installed to maintain the equipment in a regulated atmosphere. Upgraded drainage around the building has been installed to avoid any future flooding. The room is monitored on a consistent basis to make sure that this problem does not occur again. All files were moved to higher shelves an flood doors were installed on the building.

Submit by Email

Damaged Records Inventory

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

AGENCY NAME Cranford Police Department

RETENTION SCHEDULE AGENCY NUMBER: M900000

SCHEDULE NUMBER: 006

Record Series Number	Record Series Name	Retention Time	Inclusive Years	Volume (cubic feet)	Damage Type	Other copies available?
0036-0001	Criminal Arrests (Not Included)	75 years	1994 - 2008	6	Mold	No
0036-0005	Homicides	Permanent	1994 - 2008	.1	Mold	Yes
0036-0006	Sudden and Accidential Death	Permanent	1994 - 2008	.2	Mold	Yes
0036-0009	Latents / Photographs	Permanent	1994 - 2008	.1	Mold	No
0053-0002	Fatal MVC	Permanent	1994 - 2008	.1	Mold	Yes
0073-0001	Final Restraining Orders	Permanent	1994 - 2008	.2	Mold	Yes
0094 -0000	Vehicle Log Book	10 Years	1994 - 2008	1	Mold	Yes

MICROFLEX
THE MOST TRUSTED NAME IN GLOVES
STANDARD EXAM
UltraSense
EXTRA-LARGE
STAPLES
BANKERS BOX
2009
2006
1999
Traffic
Files

KENDALL
CURITY
Abdominal Pads
CHILD BVM
Caution: Rx only.

Laerdal
helping save lives
USA
MADE IN CHINA
C/NO.: 89
Laerdal
BANKERS BOX

2007 Sign
Sheets
BANKERS BOX
2005
2005
3501-3500
3300 1-END
BANKERS BOX
2006
501-END
2007
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2007
00001-15620
BANKERS BOX
R-Kive NO. 725

2006
0001-18000
BANKERS BOX
LIBERTY

2006
18001-36000
BANKERS BOX

1994
0001 → 8000
Bankers Box.
1994
16201 → 24800
Bankers Box.
1997
0001-6700
1997
28501-36000
1997
6701-14000
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14001-21800
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TRAINING

31701 → 39200
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16201 → 24800
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ALLIED
REORDER #
ONE-50721
FOLDERS
NEEDING MAINTENANCE
BANKERS BOX
LIBERTY PLUS
11111
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1994
31701 - 39200
DESTROY
Bankers Box
Liberty 11111
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CONTENTS

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DV/Harassment #

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05-25-03

C#03-15992
05/25/03

False 911 Calls C#03-16174

(A)St[illegible] 05/27/03

[illegible] Off. Vitale

Cranford N.J. Det. Feeney

1-800-ASKALLIED • www.askallied.com
ALLIED
REORDER #
ONE-50721

AMERICAN FREEZE DRY OPERATIONS, INC.
P. O. Box 5740 Deptford, NJ 08096
Phone: 856-939-8160 8160

October 30, 2017

Sgt. Russell Luedecker
Cranford Municipality
Cranford, NJ

Sergeant,

Here is the narrative of work done on the Cranford Municipality Loss from August 2011.

On September 13, 2011, we removed a tractor trailer that we had parked on-site loaded with 913 cubic feet of documents damaged by flood waters. These documents were wet, moldy, and damaged.
We brought them to American Freeze Dry in Sewell, NJ and freeze dried them and cleaned them with a EPA approved disinfectant and cleaner. After being cleaned, the material was exposed to hydroxyl gas for deodorization.
During the cleaning process, it was noted that much of the material was not legible due to fading and ink runs.
We returned all material to the municipality in March of 2014.

Respectfully,

Francine F. Zioance
Business Manager
American Freeze Dry Operations

PROPOSED

STATE RECORDS COMMITTEE MEETINGS

FOR 2018

DATE OF MEETING

January 18

February 15*

March 15

April 19*

May 17

June 21*

July 19

August 16*

September 20

October 18*

December 20

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