



AGENDA
STATE RECORDS COMMITTEE
September 17, 2020
10:00AM

Location: Online Conference/Teleconference
(<https://www.nj.gov/treasury/revenue/rms/srcpackets.shtml><https://www.nj.gov/treasury/revenue/rms/srcpackets.shtml>)

Announcement of Open Public Meeting

- I. **Review of February 20, 2020 Minutes**
- II. **Administrative Actions:**
 - A. **Announcement of Approval of Destruction Authorization:**
Artemis Request: # 563201- 566598
 - B. **Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See attached)
 - C. **Report to the State Records Committee:** (See attached)
- III. **Old Business:**
 - A. **Records Retention Schedules: (see attached)**
 1. **Law & Public Safety – Civil Rights – S660801, S660803, S660804** - Presented by Liz Hartmann

IV. New Business:

A. Records Retention Schedules: (See attached)

- 1. Department of Health - Office of the Commissioner – Medicinal Marijuana Program S402120** – Presented by Liz Hartmann
- 2. Department of Human Services – S540510** - Presented by James Jenkins
- 3. County Fire Academy/Fire Marshal – C490000** – Presented by Karen Perry

V. Other Business:

- A.** A discussion of the possibility of creating a retention schedule(s) to address the need to preserve CoVID-19-related documentation for posterity.



MINUTES
STATE RECORDS COMMITTEE
February 20, 2020

Joseph R. Klett, Secretary Pro Tempore, called the 441st meeting of the State Records Committee to order at 10:20 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. Klett stated that there was a quorum present.

ATTENDANCE:

SRC: Division of Archives and Records Management, Joseph R. Klett, Secretary Pro Tempore
Director, Division of Local Government Services, Stacy Spera, designee
State Auditor, Ken Kramli, designee
Attorney General, Valentina DiPippo, designee

Staff: John Berry, Records Analyst 1, Records Management Services
Marcella Campbell, Technical Assistant 2, Records Management Services
Virma Guzman-Reyes, Head Audit Clerk, Records Management Services
James Jenkins, Records Analyst 2, Records Management Services
Karen A. Perry, Records Analyst 1, Records Management Services

Other: Arthur Staerk, AccuScan

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the December 19, 2019 meeting three (4) yes, none (0) no and no (0) abstentions.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

Secretary Pro Tempore Klett announced the approval of routine Artemis requests for disposal of public records #561104-563200.

B. Imaging Certification Amendments/Annual Reviews/Administrative Actions:

Report to the State Records Committee: (see attached)

II. NEW BUSINESS:

A. Records Retention Schedules:

1. Law & Public Safety – Civil Rights S660801, S660803, S660804

Tabled.

2. Department of Community Affairs – Housing & Mortgage Finances – S221500

Tabled.

III. OTHER BUSINESS:

A. Proposed Resolutions (see attachment):

1. That the State Records Committee shall not publicly deliberate on, or include in its meeting agenda, the approval of any new retention schedules or changes to retention schedules until and unless such schedules and/or changes have been reviewed by both the State Archives and DORES-Records Management, and any resultant issues have been fully resolved by these two agencies in consultation with the agency/representative whose records are included by the affected schedule(s).

Approved

2. That all retention schedules shall include the following language in the footer: “Department of the Treasury – Division of Revenue and Enterprise Services – Records Management Services *on behalf of* Department of State – Division of Archives and Records Management”.

Approved

There being no further business, the Committee adjourned at 10:40 a.m.

Joseph R. Klett
Secretary, Pro Tempore
State Records Committee

From: Klett, Joseph
Sent: Thursday, February 20, 2020 9:23 AM
To: Truppa, Amanda <Amanda.Truppa@treas.nj.gov>
Cc: Hartmann, Elizabeth <Liz.Hartmann@treas.nj.gov>; Cornelius, Donald <Donald.Cornelius@sos.nj.gov>
Subject: RE: State Records Committee Meeting this Thursday
Sensitivity: Confidential

Amanda Truppa, Chair and Secretary
State Records Committee

Hi Amanda:

I'll see you in a bit for SRC. Meanwhile, I wanted to let you know that I will need to raise the issue of pre-review under new business at the meeting today.

The red responses below (only relevant sections included) are an indication, to Don and me, that DORES-RM unfortunately is trying to predict or prescribe State Archives' policy and practice with regard to the development of retention schedules. I think some clear direction needs to be set by the SRC. The Division of Archives and Records Management (State Archives) has statutory authority and responsibility for the work to present retention schedules and related actions to the SRC. By agreement, DORES is DARM's/the Department of State's contractor to conduct such work *on DARM's behalf*. This must be done in accordance with statute and within DARM's expectations (based on well-tested and reasoned norms and precedents) and/or objectives/principals/standards mutually agreed to by DORES and DARM.

Thus, I will propose the following resolution at today's meeting:

That the State Records Committee shall not publicly deliberate on, or include in its meeting agenda, the approval of any new retention schedules or changes to retention schedules until and unless such schedules and/or changes have been reviewed by both the State Archives and DORES-Records Management, and any resultant issues have been fully resolved by these two agencies in consultation with the agency/representative whose records are included by the affected schedule(s).

Secondly, looking at how the schedules currently show DORES-RM without reference to DARM, I will propose a second resolution which, I believe, will put us all in better compliance with statute and conformance to the language and nature of the interdepartmental agreement between State and Treasury relative to records management services:

That all retention schedules shall include the following language in the footer: "Department of the Treasury – Division of Revenue and Enterprise Services – Records Management Services *on behalf of* Department of State – Division of Archives and Records Management".

I will also ask that this communication be included as an attachment to today's minutes.

Thanks very much for your ongoing and thoughtful consideration.
Joe

Joseph R. Klett
Executive Director
New Jersey State Archives P.O. Box 307
225 West State Street Trenton, NJ 08625-0307
tel 609-292-9507 fax 609-292-9105

| Agency | Certification # | Type |
|---|-----------------|-------------------------|
| Lopatcong Township | 20031201-MP | New Certificate |
| New Jersey Department of Environmental Protection | 20031202-MP | New Certificate |
| Borough of Berlin | 20080701-MP | New Certificate |
| Roselle Public Schools | 20080702-MP | New Certificate |
| Bergen New Bridge Medical Center | 20050701-MP | New Certificate |
| Bergen New Bridge Medical Center - Meditract | 20050702-MP | New Certificate |
| County of Gloucester Clerk LRMS | 11051909-MP | Annual Review |
| County of Gloucester | 06121408-MF | Annual Review |
| County of Gloucester Surrogate's Office | 05072101-MF | Annual Review |
| County of Mercer RIM | 11072101-NM | Annual Review/Amendment |
| Borough of Fair Haven | 09101506-NM | Annual Review |
| Borough of Monmouth Beach | 09101512-NM | Annual Review |
| Borough of Manasquan | 11012023-MP | Annual Review/Amendment |
| Borough of Monmouth Beach | 09101512-NM | Annual Review |
| Borough of Manasquan | 11012023-MP | Annual Review/Amendment |
| Borough of Fair Haven | 09101506-NM | Annual Review |
| Borough of Monmouth Beach | 09101512-NM | Annual Review |

| Agency | Certification # | Type |
|--|-----------------|-------------------------|
| Borough of Florham Park | 10052001-MP | Annual Review |
| County of Sussex Office of the Clerk E-Recording | 08071702-MF | Annual Review |
| County of Sussex Clerk's Office | 08032004-MF | Annual Review |
| Salem County Board of Social Services | 13121212-NM | Annual Review |
| Middlesex County Board of Social Services | 14032010-NM | Annual Review |
| Union County Division of Social Services | 14071701-NM | Annual Review |
| Township of Gloucester Municipal Utilities Authority | 16021803-MP | Annual Review |
| Gloucester County Division of Social Services | 13121210-NM | Annual Review |
| Borough of Point Pleasant | 17102601-MP | Annual Review |
| Wall Township Police Department | 17112202-NM | Annual Review |
| New Jersey Department of Transportation | 01092001 | Annual Review |
| Borough of Manasquan | 11012023-MP | Annual Review/Amendment |
| Bernards Township | 18122901-MP | Annual Review |
| Absecon School District | 08011703-MF | Annual Review |
| City of Ocean City | 10031803-MP | Annual Review/Amendment |
| Ocean County Utilities Authority | 10071501-NM | Annual Review |
| Township of Brick Municipal Utilities Authority Accounting | 03051501-MP | Annual Review |

| Agency | Certification # | Type |
|--|-----------------|---------------------------|
| Borough of Atlantic Highlands | 09101502-MP | Annual Review |
| Ocean County Utilities Authority | 10071501-NM | Annual Review |
| Wall Township Public Schools | 11072109-MP | Annual Review |
| Hazlet Township Public School District | 12062105-MP | Alternate Format Approval |
| Point Pleasant Borough Schools | 12101804-MP | Annual Review |
| County of Bergen Office of the County Clerk | 06121404-MF | Annual Review |
| NJ Transit Corporation Accounts Payable Department | 08121804-MP | Annual Review |
| County of Bergen Office of the Clerk of the Board | 06121405-MF | Added Records Series |
| County of Bergen Office of the County Clerk, LRMS | 09012236-MF | Annual Review |
| Borough of Sayreville | 17060802-MP | Annual Review |
| Ramsey School District | 13071803-MP | Annual Review |
| County of Bergen, Department of Finance/Treasurer | 17030901-NM | Annual Review/Amendment |
| Borough of Atlantic Highlands | 09101502-MP | Annual Review |
| Township of Brick Municipal Utilities Authority Accounting | 03051501-MP | Annual Review |
| County of Cape May Surrogate | 05102001-MF | Annual Review |
| County of Burlington Board of Social Services | 06031601-MF | Annual Review |
| City of Summit Clerk's Office | 06042001-NM | Annual Review |

| Agency | Certification # | Type |
|--|-----------------|---------------|
| County of Camden Prosecutor's Office | 09121702-MP | Annual Review |
| County of Passaic County Clerk | 01111401-MF | Annual Review |
| County of Passaic | 12021604-NM | Annual Review |
| Borough of Tinton Falls | 09101523-MP | Annual Review |
| County of Passaic County Clerk | 01111401-MF | Annual Review |
| County of Passaic | 12021604-NM | Annual Review |
| Borough of Tinton Falls | 09101523-MP | Annual Review |
| Township of Bernards Office of Municipal Clerk Systems Administration | 02012401-MP | Annual Review |
| Bergen County Board of Social Services | 14032014-NM | Annual Review |
| Hudson County Department of Family Services Division of Welfare | 14051506-NM | Annual Review |
| Monroe Township School District | 14071703-MP | Annual Review |
| County of Passaic County Clerk eFiling | 06031602-MF | Annual Review |
| Warren County Division of Temporary Assistance and Social Services | 14032009-NM | Amendment |
| Delaware Valley Regional High School | 13091902-MP | Annual Review |
| Borough of Point Pleasant | 17102601-MP | Annual Review |
| Borough of Glassboro | 17052501-MP | Annual Review |

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

**Records Management Administrative Action
State Records Committee Meeting 04/16/20**

Municipal Police Departments

On the Municipal Police Departments schedule, M900000-008, item 0021-0000 will be updated to reflect the requirement for Audit.

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

Agency Level Amendments

| | |
|---|------------------------------|
| Current Agency Name (Department/Division/Bureau) | Municipal Police Departments |
| Current Agency Number | M900000 |
| (Old Schedule number) | 008 |
| (New Schedule number) | 009 |

Records Series Level Amendments

| Record Series # | Record Series Name | Type of Change | Former Designation (if applicable) | New Designation (if applicable) |
|------------------------|--|-----------------------|---|--|
| 0021-0000 | Daily Activity/Tally Sheets/Vehicle Logs | Audit required | | |

| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | | | |
|--|----------------------------|-------------------|-------------|
| DEPARTMENT SCHEDULE HEADING | Law and Public Safety | AGENCY # | S660801 |
| DIVISION: | Civil Rights | SCHEDULE # | 005 |
| BUREAU: | Office of the Commissioner | PAGE # 1 | OF 1 |

RETENTION SCHEDULE AMENDMENTS

| | |
|--|-------------|
| FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU) | |
| FORMER AGENCY NUMBER | S660801-004 |

RECORDS SERIES LEVEL AMENDMENTS

| RECORD SERIES # | RECORDS SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|-----------------|-------------------------|----------------|---|--|
| 0001-0000 | Official Case Documents | Amended | Findings, Determination & Order as issued by the Director | Encompasses Verified Complaints, Answers, Case Findings, Director's Orders, Consent Orders and Decrees, Negotiated Settlement Agreements --- Included in new electronic system. 20 Years after case closure |

STATE OF NEW JERSEY



Law and Public Safety-Civil Rights-Office of the Director

S660801-005

| | | | | |
|--|---|-------------------------------|---|---------------|
| Records Retention and Disposition Schedule | | Agency: S660801 | Schedule: 005 | Page #:1 of 1 |
| Department: | Law and Public Safety-Civil Rights-Office of the Director | Agency Representative: | Rich Chelenza | |
| | | Title: | Project Manager, Information Technology | |
| | | 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 | Findings, Determination & Order As Issued As Issued By The Director, Verified Complaint, Conciliation Agreement, Negotiated Settlement Agreement Documents --- Included in new electronic system. | | | X | | P | 20 Years after case closure | 20 Years after case closure | Archival Review | |
| 0002-0000 | Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases. | | | | | P | 3 Years | 3 Years | Destroy | |

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

| | | | | |
|------------------------------------|-----------------------|-------------------|-----------|---|
| DEPARTMENT SCHEDULE HEADING | Law and Public Safety | AGENCY # | S660803 | |
| DIVISION: | Civil Rights | SCHEDULE # | 004 | |
| BUREAU: | Administration | PAGE # 1 | OF | 1 |

RETENTION SCHEDULE AMENDMENTS

| | |
|--|-------------|
| FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU) | |
| FORMER AGENCY NUMBER | S660803-003 |

RECORDS SERIES LEVEL AMENDMENTS

| RECORD SERIES # | RECORDS SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|-----------------|-------------------------|----------------|--|---|
| 0001-0000 | Case Management Reports | Amended | <p>Case Management Reports --- Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly.</p> | <p>Case Management Reports --- Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly. Included in new electronic system; distribution unchanged.</p> <p>1 Year after issuance</p> |

| | | | | |
|-----------|---|---------|---|--|
| 0003-0000 | Docket Books (Ledger Format and Card Format) | Amended | <p>Docket Books (Ledger Format And Card Format)</p> <p>---</p> <p>An abstract that contains summary information about cases filed with the Division on Civil Rights.</p> | <p>Docket Books (Ledger Format And Card Format)</p> <p>---</p> <p>An abstract that contains summary information about cases filed with the Division on Civil Rights.</p> <p>Note: No longer in use.</p> <p>Permanent – Archive</p> |
| 0004-0000 | Final Case Disposition Reports (Online Summary) | Amended | <p>Final Case Disposition Reports</p> <p>---</p> <p>Consists of a facsimile copy of first page of report, which lists very basic information regarding final disposition of case. Used to update docket books and Case Management summary. (Original maintained at regional and satellite offices.)</p> | <p>Final Case Disposition Reports (Online Summary)</p> <p>---</p> <p>Consists of an online summary of the report, which lists very basic information regarding final disposition of case. Included in new electronic system.</p> <p>1 Year after closing</p> |

STATE OF NEW JERSEY



Law and Public Safety-Civil Rights-Administration

S660803-004

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|--|---|-------------------------------|---|---------------|
| Records Retention and Disposition Schedule | | Agency: S660803 | Schedule: 004 | Page #:1 of 1 |
| Department: | Law and Public Safety-Civil Rights-Administration | Agency Representative: | Rich Chelenza | |
| | | Title: | Project Manager, Information Technology | |
| | | 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 | Case Management Reports --- Consists of computer listings that contain summary information about active cases filed with the Division on Civil Rights. Reports are updated monthly and quarterly. Included in new electronic system; distribution unchanged. | | | | | P | 1 Year after issuance | 1 Year after issuance | Destroy | |
| 0002-0000 | Daily Mail Log | | | | | P | 3 Years after final entry | 3 Years after final entry | Destroy | |
| 0003-0000 | Docket Books (Ledger Format And Card Format) --- An abstract that contains summary information about cases filed with the Division on Civil Rights. Note: No longer in use. | | | X | | P | Permanent | Permanent | Review by Archives | |
| 0004-0000 | Final Case Disposition Reports (Online Summary) --- Consists of an online summary of the report, which lists very basic information regarding final disposition of case. Included in new electronic system. | | | | | P | 1 Year after closing | 1 Year after closing | Destroy | |

* P - Public, C - Confidential

| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT | | | |
|--|-----------------------|-------------------|-------------|
| DEPARTMENT SCHEDULE HEADING | Law and Public Safety | AGENCY # | S660804 |
| DIVISION: | Civil Rights | SCHEDULE # | 006 |
| BUREAU: | Administration | PAGE # 1 | OF 1 |

RETENTION SCHEDULE AMENDMENTS

| | |
|--|-------------|
| FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU) | |
| FORMER AGENCY NUMBER | S660804-005 |

RECORDS SERIES LEVEL AMENDMENTS

| RECORD SERIES # | RECORDS SERIES NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|-----------------|--------------------------|----------------|--|---|
| 0001-0001 | Investigative Case Files | Amended | Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The File of Any Case Where The Matter Was Brought Before The Office Of Administrative Law | Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The File of Any Case Where The Matter Was Brought Before The Office Of Administrative Law --- Included in new electronic system. System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date. |

| | | | | |
|-----------|--------------------------|---------|--|--|
| | | | | <p>*Retention period starts when complaint is closed, using close date.</p> <p>20 years after case closure</p> |
| 0001-0002 | Investigative Case Files | Amended | Investigative Case Files - Case Files Containing Consent Order And Decree | <p>Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement</p> <p>---</p> <p>Included in new electronic system.</p> <p>System Notes: Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date</p> <p>10 Years after case closure</p> |
| 0001-0003 | Investigative Case Files | Amended | Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement | <p>Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement</p> <p>---</p> <p>Included in new electronic system.</p> <p>System Notes: Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>10 Years after case closure</p> |

| | | | | |
|-----------|--------------------------|---------|---|---|
| 0001-0004 | Investigative Case Files | Amended | Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above | <p>Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above --- Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p> <p>5 Years after closing unless in litigation</p> |
| 0002-0000 | Logs | Amended | <p>Logs --- Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence.</p> | <p>Logs --- Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes: Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p> <p>3 Years after final entry</p> |

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|-----------|--|------------|---|--|
| 0003-0000 | Reported Case Decisions | Amended | <p>Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.</p> | <p>Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.</p> <p>Note: Duplicate of S660801, 0002-0000.</p> <p>3 Years</p> |
| 0005-0000 | Multiple Dwelling Reporting Form | Retention | Archival Review | Destroy |
| 0006-0000 | Intake Data For Division Of Criminal Justice | New Series | | <p>Intake Data For Division Of Criminal Justice --- System will accept complaints that are related to criminal matters (versus Civil matters that the Division on Civil Rights investigates). Division of Criminal Justice staff will review complaints and import into their existing system for investigation.</p> <p>*Retention period starts when complaint is submitted.</p> <p>3 Years</p> |

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|-----------|------------------------------------|------------|--|--|
| | | | | |
| 0007-0000 | Key Statistical Data For All Cases | New Series | | <p>Key Statistical Data For All Cases</p> <p>---</p> <p>Statistical data will be retained to allow for high level analysis and reporting over time.</p> <p>20 Years after case closure</p> |

STATE OF NEW JERSEY



Law and Public Safety-Civil Rights-Enforcement

S660804-006

| | | | | |
|--|--|-------------------------------|---|---------------|
| Records Retention and Disposition Schedule | | Agency: S660804 | Schedule: 006 | Page #:1 of 3 |
| Department: | Law and Public Safety-Civil Rights-Enforcement | Agency Representative: | Rich Chelenza | |
| | | Title: | Project Manager, Information Technology | |
| | | 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 Files --- Consist of case investigations into discrimination practices. Examples of the documents that are included in case files are as follows: Intake Document, Verified Complaint, Affidavits, Finding of Probable Cause, Finding of No Probable Cause, Correspondence, All investigative documents, Transcripts, Final Case Disposition Report, Signed Order and Decree. | | | | | | | | | |
| 0001-0001 | Investigative Case Files - Case Files Containing Findings, And Determination And Director's Order Or The Fileof Any Case Where The Matter Was Brought Before The Office Of Administrative Law --- Included in new electronic system. System Notes: Part 1 - indicated by complaint disposition being 'finding of probable cause'. Part 2 - Indicated by field 'Notice of Docketing by OAL' containing a date. *Retention period starts when complaint is closed, using close date. | | | | | P | 20 Years after case closure | Case closure | Destroy | |

* P - Public, C - Confidential

| Records Retention and Disposition Schedule | | | | Agency: S660804 | | | Schedule: 006 | | Page #:2 of 3 | |
|--|--|-------|-----------------|-----------------|--------------|--------------|--|--|---------------|----------|
| 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 | | |
| 0001-0002 | <p>Investigative Case Files - Case Files Containing Consent Order And Decree Or Conciliation Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Consent Order being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p> | | | | | P | 10 Years after case closure | 10 Years after case closure | Destroy | |
| 0001-0003 | <p>Investigative Case Files - Case Files Containing A Negotiated Settlement Agreement --- Included in new electronic system.</p> <p>System Notes: Indicated by Negotiated Settlement Agreement being generated.</p> <p>*Retention period starts when complaint is closed, using close date.</p> | | | | | P | 10 Years after case closure | 10 Years after case closure | Destroy | |
| 0001-0004 | <p>Investigative Case Files - Case Files Closed In Categories Other Than Those Listed Above --- Included in new electronic system.</p> <p>*Retention period starts when complaint is closed, using close date.</p> | | | | | P | 5 Years after closing unless in litigation | 5 Years after closing unless in litigation | Destroy | |
| 0002-0000 | <p>Logs --- Note type of entry and date concerning case closing, case rejections, findings of probable cause, findings of no probable cause. Incoming and outgoing mail and correspondence. Included in new electronic system providing a 'note' feature.</p> <p>System Notes: Entries will be tied to their respective complaint number.</p> <p>*Retention period starts when associated case is closed, using close date.</p> | | | | | P | 3 Years after final entry | 3 Years after final entry | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: S660804 | | | Schedule: 006 | | Page #:3 of 3 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|-----------------------------|-----------------------------|---------------|----------|
| 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>Reported Case Decisions --- Consists of copies of published and non-published court decisions on state and federal levels concerning civil rights cases.</p> <p>Note: Duplicate of S660801, 0002-0000.</p> | | | | | P | 3 Years | 3 Years | Destroy | |
| 0004-0000 | Weekly Schedules | | | | | P | As updated | As updated | Destroy | |
| 0005-0000 | <p>Multiple Dwelling Reporting Form --- Consists of an annual report indicating the racial/ethnic composition of apartment complexes which have 25 units or more. Owners are required to file this report which is used to monitor tenancy practices.</p> | | | X | | P | 3 Years | 3 Years | Destroy | |
| 0006-0000 | <p>Intake Data For Division Of Criminal Justice --- System will accept complaints that are related to criminal matters (versus Civil matters that the Division on Civil Rights investigates). Division of Criminal Justice staff will review complaints and import into their existing system for investigation.</p> <p>*Retention period starts when complaint is submitted.</p> | | | | | P | 3 Years | 3 Years | Destroy | |
| 0007-0000 | <p>Key Statistical Data For All Cases --- Statistical data will be retained to allow for high level analysis and reporting over time.</p> | | | | | P | 20 Years after case closure | 20 Years after case closure | Destroy | |

STATE OF NEW JERSEY



Department of Health

S460120-001

| Records Retention and Disposition Schedule | | | | Agency: s460120 | | Schedule: 001 | | Page #:1 of 1 | | |
|---|--|-------|-----------------|-------------------------------|--|---------------------|------------------------|--|-------------|----------|
| Department: | Department of Health | | | Agency Representative: | | Daniel Said | | | | |
| | | | | Title: | | Executive Assistant | | | | |
| | | | | 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 | Medical Marijuana RFA Application Files - Unsuccessful Applicants --- Includes, but is not limited to: application forms and attachments, cover sheets, facility plans, review committee training and scoring materials and receipts for applications. | | | | | C | 10 Years | Until final agency decisions (FAD) are issued. | Destroy | |

Records Retention and Disposition Schedule Amendment

| | |
|--------------------------------------|------------------|
| DEPARTMENT: Human Services | AGENCY # S540510 |
| DIVISION: Developmental Disabilities | SCHEDULE # 005 |
| BUREAU: Guardianship Services | PAGE # 1 OF 2 |

Agency Level Amendments

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

Records Series Level Amendments

| Record Series # | Record Series Name | Type of Change | Former Designation (if applicable) | New Designation (if applicable) |
|-----------------|--------------------------------|---------------------------|---|---|
| 0001-0000 | Guardianship Client Case Files | Description, Retention | <p>Contains initial referral package, statement of mental deficiency or court appointment of guardian, correspondence, memoranda, medical information, copies of IHP packages, consent letters, permission slips, vacations/rides visits, progress notes. Provides background and current information regarding programming and living situations of clients.</p> <p>10 years after death or discharge of client or age 23, whichever is later</p> <p>Destroy</p> | <p>Progress notes, meeting notes, reports, consents, medical records, certifications, correspondences, family information, background information, service plans, insurance information, identification documents, provider proposals and information, copies of Individual Health Plans (IHP), legal documentation and funeral arrangements. Referral packets for guardianship and judgements and letters of guardianship. (Electronic or Hardcopy)</p> <p>10 years after client death</p> <p>Retain at agency</p> |

| | | | | |
|-----------|---|-------------------------------|---|--|
| 0002-0000 | Guardianship Client Master Cards | Obsolete | S540510/004 RS#0002-0000 | |
| 0003-0000 | Guardianship Client Permanent Records Cards | Obsolete | S540510/004 RS#0003-0000 | |
| 0004-0000 | Guardianship Worker Log Books | Title, Description, Retention | <p>Records guardianship worker routine action taken, including visits to clients, participation in individual Habilitation, Planning meetings on behalf of clients, annual reports written, annual letters to families. Services as an internal audit system to track required services and identify clients needing annual reviews.</p> <p>Periodic review, 1 year maximum/Destroy</p> | <p>Guardianship Audits</p> <p>Monthly audits of annual reports and quarterly reports, two year overdue audits.</p> <p>5 years/Destroy</p> |
| 0005-0000 | Guardianship | New Item | | |

STATE OF NEW JERSEY



Human Services-Developmental Disabilities- Guardianship Services

S540510-005

| | | | | |
|--|---|-------------------------------|---------------------|---------------|
| Records Retention and Disposition Schedule | | Agency: S540510 | Schedule: 005 | Page #:1 of 1 |
| Department: | Human Services-Developmental Disabilities-Guardianship Services | Agency Representative: | Dennis Cline | |
| | | Title: | Regional Supervisor | |
| | | 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 | Guardianship Client Case Files --- Progress notes, meeting notes, reports, consents, medical records, certifications, correspondences, family information, background information, service plans, insurance information, identification documents, provider proposals and information, copies of Individual Health Plans, legal documentation and funeral arrangements. Referral packets for guardianship and judgments and letters of guardianship. (Electronic or Hardcopy) | | X | | | P | 10 Years after client death | Retain at agency | Destroy | |
| 0004-0000 | Guardianship Audits --- Monthly audits of annual and quarterly reports, two year overdue audits. | | | | | P | 5 Years | 5 Years | Destroy | |
| 0005-0000 | Guardianship --- Judgments and letters of guardianship. | | X | X | | P | Permanent | Retain at agency | Archives | |

* P - Public, C - Confidential

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

| | |
|--|-----------------------------|
| DEPARTMENT SCHEDULE HEADING County Fire Academy/County Fire Marshal | AGENCY # C490000 |
| DIVISION: | SCHEDULE # 002 |
| BUREAU: | PAGE # 1 OF 1 |

RETENTION SCHEDULE AMENDMENTS

| | |
|--|---------------------|
| FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU) | County Fire Academy |
| FORMER AGENCY NUMBER | 001 |

RECORDS SERIES LEVEL AMENDMENTS

| RECORD SERIES # | RECORDS AGENCY NAME | TYPE OF CHANGE | FORMER DESIGNATION (IF APPLICABLE) | NEW DESIGNATION (IF APPLICABLE) |
|--------------------------|---|-------------------------|---|--|
| 0020-0000 - 0072-0005 | County Fire Academy/County Fire Marshal | New Record Series Added | | |

STATE OF NEW JERSEY



COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL

C490000-002

| | | | | |
|--|---|-------------------------------|----------------|----------------|
| Records Retention and Disposition Schedule | | Agency: C490000 | Schedule: 002 | Page #:1 of 12 |
| Department: | COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL | Agency Representative: | James Greschak | |
| | | Title: | Fire Marshal | |
| | | 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 | | |
| Application To The Fire Academy | | | | | | | | | | |
| 0001-0001 | Application To The Fire Academy (Successful) | | | | | P | 6 Years After graduation | | Destroy | |
| 0001-0002 | Application to the Fire Academy (Unsuccessful) | | | | | | 3 Years | | Destroy | |
| 0002-0000 | Attendance Record for Recruits --- Daily record of attendance kept for each training class. | | | | | | 6 Years After graduation | | Destroy | |
| 0003-0000 | Basic Training Record Card --- Contains score results of all areas of training. *Recommend microfilming. | | X | | | | 75 Years | | Destroy | |
| 0004-0000 | Commencement Exercises (Original) --- Contains graduation program for the fire academy basic training class. | | | | | P | Permanent | | Retain at Agency | |
| 0005-0000 | Composite Recruit Disposition Report --- Used to provide explanation why recruit was not present in class. | | | | | | 3 Years After graduation | | Destroy | |
| 0006-0000 | Drug Screening Package --- Contains: drug screening procedure letter, trainee consent form, and drug screening information form. | | X | | | | 6 Years After graduation or termination | | Destroy | |

* P - Public, C - Confidential

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:2 of 12 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|---------------------------------------|--------------------------|----------------|----------|
| 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 | | |
| 0007-0000 | Examination Answer Sheet --- Used for computer scoring of examinations. | | | | | | 3 Years After graduation | | Destroy | |
| Fire Information Report System (FIRS) | | | | | | | | | | |
| 0008-0001 | FIRS - Individual Reports (Copy) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report. | | | | | | 6 Months After input and verification | | Destroy | |
| 0008-0002 | FIRS - Individual Reports (Disk/Tape) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report. | | | | | | 10 Years | | Erase | |
| 0008-0003 | FIRS - Statewide Master Report (Copy) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report. Original maintained by Fire Safety, Department of Community Affairs. | | | | | | 10 Years | | Destroy | |
| 0009-0000 | Fire Official/Fire Inspector Certification File --- Consists of an application for certification to become a Fire Official/Fire Inspector. File contains: application form for initial certification, recertification forms, copies of certificates, licenses and college transcripts, and other supporting documentation. | | | | | | 3 Years After failure to re-certify | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:3 of 12 | |
|--|--|-------|-----------------|-----------------|--------------|--------------|--|--------------------------|----------------|----------|
| 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 | | |
| 0010-0000 | Fire Safety Registration Application --- The Uniform Fire Safety Act (N.J.S.A. 52.27D-192 et. seq.) requires the filing of a Life Hazard Use Certificate of Registration form. Application lists: owner information, business information, building owner, miscellaneous information and seasonal information. Also includes: annual life hazard use registration fee receipt, and one time life hazard use certificate of registration. | | | | | | 3 Years After failure to renew; provided all violations have been corrected | | Destroy | |
| 0011-0000 | Injury/Illness Report --- *Recommend microfilming 3 years after graduation. | | X | | | | 45 Years | | Destroy | |
| 0012-0000 | Inspection Report Files --- Files include: annual inspection report; Fire Code Violations (BFS/IN-101-9); Notice of Violations and Order to Correct (BFS/IN-100); Violations (BFS/IN-101-9); correspondence; and other related documents. | | | | | | 10 Years After compliance with recommendations | | Destroy | |
| 0013-0000 | Instructor's Sign-In Record --- Used for accountability purposes. | | | | | | 6 Years | | Destroy | |
| 0014-0001 | Medical Entrance Exam Package - County Fire Academy (Successful) --- Contains requirements that must be met prior to entry into the fire academy basic training class. | | | | | | 6 Years After graduation | | Destroy | |
| 0014-0002 | Medical Entrance Exam Package - County Fire Academy (Unsuccessful) --- Contains requirements that must be met prior to entry into the fire academy basic training class. | | | | | | 3 Years | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:4 of 12 | |
|--|--|-------|-----------------|-----------------|--------------|--------------|--------------------------|--------------------------|------------------|----------|
| 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 | | |
| Medical Screening Package - New Jersey Fire Training Commission | | | | | | | | | | |
| 0015-0001 | Medical Screening Package - New Jersey Fire Training Commission (Successful) --- Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for firemen/firewomen. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form. | | | | | | 6 Years After graduation | | Destroy | |
| 0015-0002 | Medical Screening Package - New Jersey Fire Training Commission (Unsuccessful) --- Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for firemen/firewomen. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form. | | | | | | 3 Years | | Destroy | |
| 0016-0000 | Recruit Schedule (Original) --- Fire academy course syllabus. | | | | | | 3 Years After update | | Destroy | |
| 0017-0000 | Registration Form - Non-Credit and Summer Session (Copy) --- Used to enroll recruits in academy courses that have full time equivalency value. Original maintained at the county college. | | | | | | 6 Years | | Destroy | |
| 0018-0000 | Rules And Regulation (Original) --- Contains the rules and regulations that govern the fire academy. *Recommend microfilming. | | X | | | P | Permanent | | Retain at Agency | |
| 0019-0000 | Student Demerit Summary --- Lists the accumulation of demerits on a week by week basis for each recruit. | | | | | | 1 Years | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:5 of 12 | |
|--|--|-------|-----------------|-----------------|--------------|--------------|--|--------------------------|------------------|---|
| 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 | | |
| 0020-0000 | Alarm Inspections | | | | | P | 7 Years | | Destroy | |
| 0021-0000 | Alarm Repairs | | | | | P | 2 Years | | Destroy | |
| 0022-0000 | Facility Rental File | | | | | P | 6 Years | | Destroy | |
| 0023-0000 | Recruit Training Drill File --- Recruit training drill file includes, but is not limited to: names, dates, sign-in sheet and drill- and training-associated materials invoice and paid bill statement. | | | | | P | 3 Years | | Destroy | |
| 0024-0000 | Application For Permit File - Short Term Usage --- File contains Application, plans, drawings, and supporting documentation. | | | | | P | 10 Years From initial and/or renewal date, whichever is longer | | Destroy | (N.J.A.C. 5:70-2.7, N.J.A.C. 5:71-3.7(b) 12; N.J.A.C. 52:27D-192) |
| 0025-0000 | Applications And Permit Stubs - Short Term Usage --- Includes: Application for Permit and Fire Safety Stubs. | | | | | P | 6 Years | | Destroy | |
| 0026-0000 | Arson Investigation File | | | | | | | | | |
| 0026-0001 | Arson Investigative File - Proven --- Contains: investigative, laboratory, and insurance reports; affidavits; dispositions; photographs; and additional documents used to determine the cause and circumstances of a fire or other incident. | | | | | P | Permanent | | Retain at Agency | |
| 0026-0002 | Arson Investigative File - Not Proven --- Contains: investigative, laboratory, and insurance reports; affidavits; dispositions; photographs; and additional documents used to determine the cause and circumstances of a fire or other incident. | | | | | P | 7 Years | | Destroy | |
| 0027-0000 | Building Plans And Specifications | | | | | P | Life of the structure | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:6 of 12 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|---------------------------|--------------------------|----------------|---|
| 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 | | |
| 0028-0000 | Certificate Of Fire Code Status --- A certificate stating that a facility is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. | | | | | P | 7 Years After payment | | Destroy | (N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192) |
| 0029-0000 | Daily Roster | | | | | P | As updated | | Destroy | |
| 0030-0000 | Complaint File | | | | | P | 7 Years After resolution | | Destroy | |
| 0031-0000 | Consolidated Report Of Building Fire --- Basic information regarding a building fire: date, time, location, fire type, building type, injuries, fatalities, fire suppression, suppressants used, containment, turnaround time, etc. | | | | | P | 6 Years | | Destroy | |
| 0032-0000 | Court Cases (Copy) | | | | | P | 3 Years After case closed | | Destroy | |
| 0033-0000 | Dispatcher Daily Call-Out Log | | | | | P | 6 Years | | Destroy | |
| 0034-0000 | Egress/Facility Exit Plans | | | | | P | As updated | | Destroy | |
| 0035-0000 | Equipment File | | | | | | | | | |
| 0035-0001 | Equipment File - Annual Inspection | | | | | P | 7 Days | | Destroy | |
| 0035-0002 | Equipment File - Monthly Inspection | | | | | P | 3 Years | | Destroy | |
| 0035-0003 | Equipment File - Daily Inspection | | | | | P | 1 Years | | Destroy | |
| 0035-0004 | Equipment File - Equipment Inventory | | | | | P | 3 Years After update | | Destroy | |
| 0035-0005 | Equipment File - Equipment Out Of Service | | | | | P | 2 Years | | Destroy | |
| 0035-0006 | Equipment File - Equipment Received | | | | | P | 2 Years | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:7 of 12 | |
|--|--|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|------------------|--|
| 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 | | |
| 0035-0007 | Equipment File - Equipment And Hydrant Repairs | | | | | P | 2 Years | | Destroy | |
| 0035-0008 | Equipment File - Damaged Or Lost Equipment | | | | | P | 6 Years | | Destroy | |
| 0035-0009 | Equipment File - Extinguishers Recharged | | | | | P | 2 Years | | Destroy | |
| 0035-0010 | Equipment File - Test Reports From Fire Protection Equipment Contractors | | | | | P | 6 Years | | Destroy | (N.J.A.C. 5:71-3.7(g)) |
| 0035-0011 | Equipment File – Equipment Issued | | | | | P | 3 Years | | Destroy | |
| 0036-0000 | False Alarms And Needless Calls | | | | | P | 6 Years | | Destroy | |
| 0037-0000 | Fee And Penalty Logs --- The Fire Official maintains the following logs: Permit Fee Log, Non-Life Hazard Use Fee and/or Inspection Log, Life Hazard Use Fee Log, Smoke Detector Fee Log, and Penalty Collection Log. | | | | | P | 6 Years | | Destroy | (N.J.A.C. 5:71-3.7(g)) |
| 0038-0000 | Fire Boat File | | | | | | | | | |
| 0038-0001 | Fire Boat File - Journals | | | | | P | Permanent | | Retain at Agency | |
| 0038-0002 | Fire Boat File - Reports | | | | | P | 6 Years | | Destroy | |
| 0038-0003 | Fire Boat Dispatcher Daily Call-Out Log | | | | | P | 6 Years | | Destroy | |
| 0039-0000 | Fire Code Violations File --- File pertains to: nature of the violation, specific location, applicable Uniform Fire Code citation, action required for abatement, and abatement date/time. | | | | | P | 7 Years After compliance with recommendations | | Destroy | (N.J.A.C. 5:71-3.7(b)4; N.J.S.A. 52:27D-192) |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:8 of 12 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|------------------|---|
| 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 | | |
| 0040-0000 | Fire Department/Paramedics/Emergency Medical Technician (EMT) Patient Emergency Call Report --- Report pertaining to response to emergency calls. Contains: patient identification information, medical condition/injury, medical treatment, and disposition. | | | | | P | 10 Years After age 23, whichever is longer | | Destroy | |
| 0041-0000 | Fire Department Record/Basic Field Incident Report --- Contains individual records of fire calls. | | | | | P | 6 Years | | Destroy | |
| 0042-0000 | Fire Losses | | | | | P | 6 Years | | Destroy | |
| 0043-0000 | Fire Prevention File --- General reference file pertaining to fire prevention. | | | | | P | Periodic review | | Destroy | |
| 0044-0000 | Fire Safety Permit File --- A permit and supporting fee invoice and financial document file pertaining to: maintenance, storage and/or handling of materials; conduct processes which may produce hazardous conditions and equipment installation process in accordance with the Uniform Fire Code. | | | | | P | 6 Years After expiration | | Destroy | (N.J.A.C. 5:71-3.7(b)13; N.J.S.A. 52:27D-192) |
| 0045-0000 | Fire Safety Registration File --- A registration and supporting fee invoice and financial document file for owners of a potential Life Hazard Use Business. In accordance with the Uniform Fire Safety Act, the file contains: registrant identification, fee, invoice, business location, and certification by owner or agent. | | | | | P | 6 Years After failure to renew; provided all violations have been corrected | | Destroy | (N.J.A.C. 5:71-3.7(a); N.J.S.A. 52:27D-201) |
| 0046-0000 | Fuel Oil Used | | | | | P | 2 Years | | Destroy | |
| 0047-0000 | Hazard Reports | | | | | P | 7 Years | | Destroy | |
| 0048-0000 | Index Card File - Fire Marshal Reports | | | | | P | Permanent | | Retain at Agency | |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:9 of 12 | |
|--|--|-------|-----------------|-----------------|--------------|--------------|----------------------------------|--------------------------|------------------|---|
| 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 | | |
| 0049-0000 | Inspection Certificate File - Application And Certificate --- Certification file stating that upon completion of inspection, violations cited have been corrected and outstanding fees/penalties paid. (N.J.A.C. 5:71-3.7(b)11;N.J.S.A. 52:27D-192) File also includes application and certificate of Smoke Detector, Carbon Monoxide Alarm, and Kitchen Fire Extinguisher | | | | | P | 7 Years | | Destroy | (N.J.A.C. 5:71-3.7(b)11;N.J.S.A. 52:27D-192) (N.J.A.C. 50:70-2.3, N.J.S.A. 52:27D-198.1) |
| 0050-0000 | Inspection Report File | | | | | | | | | |
| 0050-0001 | Inspection Report File - Annual --- Inspection file detailing a property including hazards, smoke detectors, and protection. Report serves as a record of inspection. | | | | | P | 7 Years | | Destroy | (N.J.A.C. 5:71-3.7(b)1; N.J.S.A. 52:27D-192) |
| 0050-0002 | Inspection Report File - Quarterly --- Inspection file detailing a property including hazards, smoke detectors, and protection. Report serves as a record of inspection. | | | | | P | 7 Years | | Destroy | (N.J.A.C. 5:71-3.7(b)1; N.J.S.A. 52:27D-192) |
| 0051-0000 | Inspections Of Combustibles - Chemical And Flammable | | | | | P | 7 Years Life of the structure | | Destroy | |
| 0052-0000 | Investigations Of Fires And Alarms | | | | | P | 7 Years | | Destroy | |
| 0053-0000 | Local Enforcing Agency Report File | | | | | | | | | |
| 0053-0001 | Local Enforcing Agency Report File - Annual --- Contains narrative and/or statistical activity that occurred during the year. | | | | | P | Permanent | | Retain at Agency | (N.J.A.C. 5:71-3.7(a)) |
| 0053-0002 | Local Enforcing Agency Report File - Quarterly And Monthly | | | | | P | 3 Years | | Destroy | |
| 0053-0003 | Local Enforcing Agency Report File - Daily | | | | | P | 1 Years | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:10 of 12 | |
|--|--|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|------------------|--|
| 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 | | |
| 0054-0000 | Notice Of Imminent Hazard And Orders To Take Corrective Action File --- A notice issued upon inspection detailing a violation that is a hazard. A written order is issued stating that the building be vacated, closed or removed or the violation be corrected. | | | | | P | 7 Years After compliance with recommendations | | Destroy | (<u>N.J.A.C. 5:71-3.7(b)7</u> ; <u>N.J.S.A. 52:27D-192</u>) |
| 0055-0000 | Notice Of Violation And Order To Correct File --- A notice issued upon inspection detailing a violation requiring corrective action by the owner. File also includes a written statement of the owner's right to appeal. | | | | | P | 7 Years After compliance with recommendations | | Destroy | ((<u>N.J.A.C. 5:71-3.7(b)2</u> ; <u>N.J.S.A. 52:27D-207</u>) |
| 0056-0000 | Occupant Load Sign --- A sign posted listing the total number of occupants safely allowed within the structure. | | | | | P | 7 Years After invalid | | Destroy | (<u>N.J.A.C. 5:71-3.7(b)14</u>) |
| 0057-0000 | Order To Pay Penalty And Abate Violation --- Payment penalty order given to a structure owner who has neither paid the violation nor abated it. | | | | | P | 7 Years After compliance with recommendations | | Destroy | (<u>N.J.A.C. 5:71-3.7(b)4</u> ; <u>N.J.S.A. 52:27D-192</u>) |
| 0058-0000 | Order To Pay Penalty/Recurring Violation --- Payment penalty order given to a structure owner who has been cited for repeating the same violation they were cited for two years prior. | | | | | P | 7 Years After compliance with recommendations | | Destroy | (<u>N.J.A.C. 5:71-3.7(b)6</u> ; <u>N.J.S.A. 52:27D-192</u>) |
| 0059-0000 | Orders - Director And Chief --- Contains policy and procedure orders that pertain to the entire department. | | | | | P | Permanent | | Retain at Agency | |
| 0060-0000 | Orders - General --- Contains routine orders that pertain to individual companies. | | | | | P | As updated | | Destroy | |
| 0061-0000 | Outside Fire District Runs - State, County, City | | | | | P | 6 Years | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:11 of 12 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|------------------|--|
| 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 | | |
| 0062-0000 | Personnel Training File - Firefighter/Emergency Services --- Personnel and training file that may contain, but is not limited to: the following: Fire Academy Training Records, Emergency Scene Mitigation Training, Fire Suppression Training, Fire Prevention Training, Fire Service Training, and Management/Supervision Training. | | | | | P | 6 Years From separation from organization | | Destroy | |
| 0063-0000 | Punitive Closing Order --- An order for a building to be closed due to hazardous conditions until a Certificate of Continued Occupancy be obtained by the owner. | | | | | P | 7 Years After compliance with recommendations | | Destroy | (N.J.A.C. 5:71-3.7(b)8; N.J.S.A. 52:27D-209) |
| 0064-0000 | Communications Log | | | | | P | 3 Years | | Destroy | |
| 0065-0000 | Recordings Of Dispatches | | | | | P | 31 Days | | Destroy | |
| 0066-0000 | Request For Time Extension - Fire Code Violation --- A request to the enforcing agency for an extension to correct a fire code violation. | | | | | P | 7 Years After compliance with recommendations | | Destroy | (N.J.A.C. 5:71-3.7(b)5; N.J.S.A. 52:27D-192) |
| 0067-0000 | Runs Report File | | | | | | | | | |
| 0067-0001 | Runs Report File - Annual --- Fire response reports compiled for submission to the National Fire Reporting System (NFRS). | | | | | P | Permanent | | Retain at Agency | |
| 0067-0002 | Runs Report File - Monthly, Weekly And Daily --- Fire response reports compiled for submission to the National Fire Reporting System (NFRS). | | | | | P | 3 Years | | Destroy | |
| 0068-0000 | School District Facility/Inspections File | | | | | P | 23 Years | | Destroy | |
| 0069-0000 | Sprinkler System Reports | | | | | P | 7 Years As updated | | Destroy | |

| Records Retention and Disposition Schedule | | | | Agency: C490000 | | | Schedule: 002 | | Page #:12 of 12 | |
|--|--|-------|-----------------|-----------------|--------------|--------------|--|--------------------------|-----------------|---|
| 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 | | |
| 0070-0000 | Variance Request --- An application from a property owner requesting a variance from the Uniform Fire Code. | | | | | P | 7 Years | | Destroy | (N.J.A.C. 5:71-3.7(b)10; N.J.S.A. 52:27D-200) |
| 0071-0000 | Verification/Update Request - Fire Safety Registration --- Used as an addendum for updates to the initial Fire Safety Registration Form for business owners. | | | | | P | 3 Years After failure to renew; provided all violations have been corrected | | Destroy | (N.J.A.C. 5:71-3.7(a); N.J.S.A. 52:27D-201) |
| 0072-0000 | Fire Safety Training Program - School District, Public/Private Agencies And General Public With Incident Or Without Incident | | | | | | | | | |
| 0072-0001 | Fire Safety Training Program - School District Parental Permission - Without Incident | | | | | P | 7 Years | | Destroy | |
| 0072-0002 | Fire Safety Training Program - School District Parental Permission - With Incident | | | | | P | 7 Years After graduation | | Destroy | |
| 0072-0003 | Fire Safety Training Program - Public/Private Agencies And General Public Permission - Without Incident | | | | | P | 7 Years | | Destroy | |
| 0072-0004 | Fire Safety Training Program - Public/Private Agencies And General Public Permission - With Incident | | | | | P | 7 Years | | Destroy | |
| 0072-0005 | Fire Safety Training Program – Schools, Public/Private Agencies And General Public - Training Materials | | | | | P | 7 Years | | Destroy | |