



**AGENDA  
STATE RECORDS COMMITTEE  
July 20, 2023  
10:00 AM**

**Location:** Online/Teleconference  
(<https://www.state.nj.us/treasury/revenue/rms/srcpackets.shtml>)

**Announcement of Open Public Meeting**

**I. Review of April 20, 2023 Minutes**

**II. Administrative Actions:**

- A. Announcement of Approval of Destruction Authorization:**  
Artemis Request: # 592970- 593679
- B. Registered Imaging Systems / Amendments / Annual Reviews:**  
**Report to the State Records Committee**
- C. Administrative Action - Office of the Long Term Care Ombudsman**

**III. New Business:**

**A. Records Retention Schedule:**

- 1. NJ Transit (S800000) – Presented by Liz Hartmann**

**IV. Other Business:**

**A. Damaged Records Report:**

- 1. Atlantic County – presented by Terricka Page**

- B. Artemis Enhancements – presented by Liz Hartmann and Mark Szemple, Sunrise Systems**



**MINUTES**  
**STATE RECORDS COMMITTEE**  
**April 20, 2023**

Amanda Truppa, Secretary, called the 454<sup>th</sup> meeting of the State Records Committee to order at 10:06 a.m. on the above date. She 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. This meeting was conducted virtually.

Ms. Truppa stated there was a quorum present.

**ATTENDANCE:**

*SRC:* State Treasurer, Amanda Truppa, designee  
Department of Community Affairs, Division of Local Government Services,  
Bonnie Brookes, designee  
State Archives, Donald Cornelius, designee  
State Auditor, Ken Kramli, designee  
Attorney General, Susan Scott, designee

*Staff:* Liz Hartmann, Administrative Analyst 3, Records Management Services  
Marcella Campbell, Records Analyst 3, Records Management Services  
Virma Guzman-Reyes, Records Analyst 3, Records Management Services  
Karen A. Perry, Records Analyst 1, Records Management Services  
Terricka Page, Records Analyst 3, Records Management Services  
Robert Herrick, Records Analyst 2, Records Management Services  
John Berry, Records Analyst 1, Records Management Services

*Other:* Yamileth Merchak, Division of Revenue and Enterprise Services  
Michele Everly, CARMA, Gloucester County  
Argean Cook, NJ Transit  
Daniel Corpeno, NJ Transit  
Joan DePaolo, NJ Transit  
Christopher Medina, NJ Transit  
Art Staerk, Accuscan  
Sylvia Allen, DCA Housing and Finance  
Mary Miller, DCA Housing and Finance  
Kristen Menegus, Office of the State Auditor  
Michelle McKnight, DCA Housing and Finance  
Aldofo Guerrero, NJ Transit  
Tori Thompson, DCA Housing and Finance  
Michelle McKnight, DCA Housing and Finance

## **MINUTES:**

### **APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the minutes of the March 16, 2023.

#### **I. Administrative Actions:**

##### **A. Announcement of Approval of Destruction Authorizations:**

Artemis Request # 590337-591586

##### **B. Report to the State Records Committee**

Imaging Certification Amendments/Annual Reviews/Administrative Actions

#### **II. New Business:**

##### **A. Records Retention Schedule:**

###### **1. County General Schedule and Municipal General Schedule (C820000 and M100000)**

Both approved.

###### **2. NJ Transit (S800000) – approved with a change to the designation to “permanent/archives” from “permanent/permanent”.**

#### **III. Other Business:**

##### **A. Damaged Records Report:**

###### **1. Department of Human Services – Division of Developmental Disabilities**

– Approved with the notation that a contracted vendor took and destroyed records before authorization was provided by the agency. Also, a change to inclusive years to 2021-2022.

###### **2. South Orange Village – approved with acknowledgement that the Village**

presented well prepared reports. Also that the Village must practice better records management and not be negligent maintaining their records and understand the paramount importance of permanent records.

There being no further business, the Committee adjourned at 10:44 a.m.

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Amanda Truppa  
Secretary  
State Records Committee

<b>Certification #</b>	<b>Agency</b>	<b>AmendmentType</b>
11102001-MP	NJ Transit	Amendment
23041901-MP	Monmouth Ocean Educational Services Commission	New Certificate
23041902-MP	Borough of Seaside Heights	Annual Review
11102001-MP	NJ Transit	Annual Review
07051701-MP	Township of Moorestown Building Department	Annual Review
04102101-NM	Department of Labor and Workforce Development, Division of Employer Accounts	Annual Review
09101514-MP	Township of Neptune	Annual Review/Amendment
01092001	Catastrophic Illness in Children Relief Fund	Annual Review
10102116-MP	Township of Boonton	Annual Review
06061506-MP	Township of Brick Enterprise	Annual Review
08071702-MF	County of Sussex Office of the Clerk E-Recording	Annual Review
09091706-MF	Town of Kearny	Annual Review
09071601-MP	Township of Middletown	Annual Review/Amendment
23052302-MP	Borough of Manasquan	Annual Review
23052301-MP	City of Newark	Annual Review
06121405-MF	County of Bergen Office of the Clerk of the Board	Amendment
18051002-MP	Edgewater Park Township	Annual Review
14032014-NM	Bergen County Board of Social Services	Annual Review
10052004-MP	Borough of Bergenfield	Annual Review
02012401-MP	Township of Bernards Office of Municipal Clerk Systems Administration	Annual Review
23041201-MP	Atlantic City School	New Certificate
23071001-MP	Township of West Orange	New Certificate
23071101-MP	Township of Guttenbert	New Certificate
23060701-MP	Township of Wayne	New Certificate
23061201-MP	Township of Raritan	New Certificate
23052301-MP	City of Newark	New Certificate

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

**Records Management Administrative Action  
State Records Committee Meeting 7/20/23**

This administrative action is to update the Office of Long Term Care Ombudsman, formally known as Aging and Community Services Ombudsperson for the Institutionalized and Elderly with their name change and to have the retention schedule number in line with those in the Department of the Treasury.

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

**Agency Level Amendments**

<b>Current Agency Name (Department/Division/Bureau)</b>	Office of Long Term Care Ombudsman
<b>Current Agency Number</b>	S829100
<b>(Old Schedule number)</b>	S461501
<b>(New Schedule number)</b>	S829100

**Records Series Level Amendments**

<b>Record Series #</b>	<b>Record Series Name</b>	<b>Type of Change</b>	<b>Former Designation (if applicable)</b>	<b>New Designation (if applicable)</b>

**RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT**

<b>DEPARTMENT</b> New Jersey Transit	<b>AGENCY</b> 800000		
<b>DIVISION:</b>	<b>SCHEDULE # 004</b>		
<b>BUREAU:</b>	<b>PAGE #</b>	<b>OF</b>	

**NEW JERSEY TRANSIT AMENDMENTS**

<b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b>	<b>New Jersey Transit – Internal Audit Director of Internal Audit - Retired</b>
<b>FORMER AGENCY NUMBER</b>	<b>S8000030-01 (All records series transferred to S800000 - 004)</b>

**RECORDS SERIES AMENDMENTS**

<b>RECORD SERIES #</b>	<b>RECORD SERIES NAME</b>	<b>TYPE OF CHANGE</b>	<b>FORMER DESIGNATION (IF APPLICABLE)</b>	<b>NEW DESIGNATION (IF APPLICABLE)</b>
2007-0000	Map Of Locomotives File contains locomotive engineering specifications.	Retention Reduced	Permanent/Archives	10 yrs. after disposal of equipment/ Destroy
3000-0000	Internal Audit Report	Transferred/New Record Series	Transferred from S800030	
3000-0001	Internal Audit Report (Record Copy)	Transferred/ New Record Series	Transferred from S800030	
3000-0002	Internal Audit Report (Copy)	New Record Series		
3001-0000	Internal Audit Program File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation.	Transferred/ New Record Series	Transferred from S800030	

# STATE OF NEW JERSEY



## New Jersey Transit

**S800000-004**



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Prepared by:  
DORES Records Management Services  
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661  
<https://www.nj.gov/treasury/revenue/rms/>  
609-292-8711

Records Retention and Disposition Schedule		Agency: S800000	Schedule: 004	Page #:1 of 6
<b>Department:</b>	New Jersey Transit	<b>Agency Representative:</b>	Argean T. Cook	
		<b>Title:</b>	Director Of RIM - Custodian Of Records	
		<b>Phone #:</b>		

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.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

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		
<b>Capital Planning And Programs</b>										
0001-0000	Project Files									
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X		P	50 Years		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. <u>N.J.S.A. 2A:14-1.1</u>					P	10 Years After completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.					P	25 Years		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0004	Project Files – Design/ Construction – Phase Documents --- Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.					P	10 Years After completion of project	1 Years	Destroy	
0002-0000	Facilities Files									
0002-0001	Facilities Files - Location Files --- Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests, news clips, non-project related correspondence and other miscellaneous information specific to each facility.					P	7 Years After resolution		Destroy	
0002-0002	Facilities Files – Building Plans And Surveys --- Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots.					P	Life of structure plus 10 years		Destroy	
0003-0000	Construction Management Files									
0003-0001	Construction Management Files – Project Site Files – Office And Site --- Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.					P	10 Years After completion		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 004		Page #:3 of 6	
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		
0003-0002	Construction Management Files – As-Built Drawings --- Original reproducible as-built and shop drawings that have been revised to incorporate “as-built changes as completed”, technical details and components of construction projects.					P	Life of structure plus 10 years		Destroy	
0004-0000	Capital Funding Files									
0004-0001	Capital Funding Files --- Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.					P	7 yrs after completion of project or 3 yrs after termination/closing of grant, whichever is longer		Destroy	
0004-0002	Capital Funding, Federal Transit Administration (FTA) Files --- Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.					P	Periodic review		Destroy	
0005-0000	Environmental Services									
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) Files --- Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.					P	5 Years		Destroy	
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) --- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.					P	5 Years After permit expires		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 004		Page #:4 of 6	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0003	Environmental Services - Hazardous Annual Generator Report (Copy) --- Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.					P	5 Years		Destroy	
0005-0004	Environmental Services - Remedial Reports, Copies --- Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.					P	30 Years	10 Years	Destroy	
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.					P	30 Years	10 Years	Destroy	
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.					P	3 Years After summons has been satisfied		Destroy	
0005-0007	Environmental Services - Due Diligence Reports --- Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.					P	30 Years After completion of report		Destroy	
<b>Records And Information Management</b>										
1000-0000	Records Transmittal Forms					P	3 Years After Disposition or Permanent Removal of Records		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 004		Page #:5 of 6	
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		
<b>Rail Operations</b>										
2000-0000	Air Brake Kit Inventory Log Sheet --- List unit, type, date removed, date received, date ready, date shipped, quantity, item and status. Air brake kits are inspected every two (2) years.					P	2 Years After final entry		Destroy	
2001-0000	Capital Projects --- Capital Projects File includes: correspondence, drawings and project supporting information.					P	10 Years After completion of project		Destroy	
2002-0000	Car History File --- File contains history and quality control manual on the train cars before they came to New Jersey Transit.					P	3 Years After Disposal of Car		Destroy	
2003-0000	Inspection Report File --- Inspection Report File Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29)					P	2 Years		Destroy	
2004-0000	Service And Inspection Work Packets --- Service and Inspection Work Packets Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.					P	3 Years After Disposal of Car		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 004		Page #:6 of 6	
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		
2005-0000	Yearly Maintenance History File --- Yearly Maintenance History File File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report. (FRA 49 CFR 229.23)					P	2 Years		Destroy	
2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.					P	1 Years		Destroy	
2007-0000	Map Of Locomotives --- File contains locomotive engineering specifications.					P	10 Years After Disposal Of Equipment		Destroy	
2008-0000	Wheel And Axle Assembly Report (AAR) – Quality Assurance --- File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3)					P	15 Years		Destroy	
3000-0000	Internal Audit									
3000-0001	Internal Audit Report (Record Copy)					C	Permanent		Archival review	
3000-0002	Internal Audit Report (Copy)					C	3 Years		Destroy	
3001-0000	Internal Audit Program --- File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation.					C	7 Years After completion of audit		Destroy	

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORDS MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08625  
Location: 33 West State Street 5<sup>th</sup> Floor, Trenton, NJ 08618

## Damaged Records Report

Agency Name: Department of Human Services, Division of Public Health,  
Intoxicated Driver Resource Center (IDRC)  
Address: Stillwater Building, at the Atlantic County Complex, 201 S. Shore Rd., Northfield, NJ 08225.  
Phone: c/o 609-343-2220  
Email: c/o [Anderson\\_chandra@aclink.org](mailto:Anderson_chandra@aclink.org)  
Contact Person: Chandra Anderson, Records Manager

Date the Damage Occurred: April 28, 2023-April 30, 2023

Date the damage was discovered : May 1, 2023

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

### **1. Describe circumstances of how the damage occurred.**

A series of severe rain storms over the weekend of April 28 to April 30, 2023 resulted in the roof leaking over file room 320 in the County's Stillwater Building and caused the ceiling to collapse which housed the subject records. This collapse resulted in water and broken ceiling tiles pouring over all the boxes of records in the room.

### **2. Describe circumstances of how the damage was discovered.**

When staff arrived to the building in the morning on Monday, May 1, 2023 they discovered room 320 had suffered a leaking roof, caved in ceiling tiles, and all the boxes were wet or soaked with mold/mildew present.

### **3. What salvage attempts were made?**

I am advised this is the second time the records have been soaked by rain water. The records were previously wet during the summer of 2022. It is reported that at that time, the roof had leaked rain water and the boxes of records were wet. The roof and ceiling were repaired, the records were dried out, and the room was painted to repair the damage. Currently, the records were allowed to air dry while waiting for transport to the Records Center.

### **4. Were any of the records affected by this event salvageable?**

Yes. Upon inspection of the records received at the Record Center on May 15<sup>th</sup>, there were 72 boxes of records in the room. 58 of the boxes are already beyond the retention time frame and eligible for destruction. The State approved destruction of these records on May 4, 2023 by authorization #592014. There are 14 boxes of records that contain record dates from 2012 to 2020 and are not yet eligible for destruction. The 14 boxes showed signs of being wet, however, records in 10 of the boxes were not affected as only the box was wet. Those 10 boxes have been re-boxed, logged into our record management system, labeled, and placed on the shelf in our Records Center for long term storage until they reach their retention. There are four boxes that show severe damage to the records inside. Some folders are wavy and stained. Some are stuck closed.

### **5. Why are these records unsalvageable?**

The four boxes have obvious water damage with wavy pages and folders, pages and folders are stuck together and stiff. There are signs of mildew.

**6. Who determined that the records could not be salvaged?**

Staff. The records from the four boxes can be accessed and duplicated through the County's Silver Hammer Program should they be needed before their retention expires. Further, the same records are also maintained by the State of NJ and can be duplicated if requested. The expense associated with salvaging these four boxes of records does not merit the expense of taxpayer dollars when they can be accessed through the computer program or by requesting copies from the State.

**7. 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)?**

Yes. The IDRC Unit enters the client's DUI information into the County's Silver Hammer Program, which includes the individual's name, address, summonses, date of violation, conviction, what kind of treatment was received, where they went to treatment, dates of classes, and whether treatment is complete or not. This same information is also retained by the State. The information is readily available should it be needed.

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

Yes. There are records stored in filing room #314 in the same building.

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

The roof leak and ceiling damage will be repaired once all boxes are removed from room #320.

DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
RECORDS MANAGEMENT SERVICES  
Mailing: PO Box 661, Trenton, NJ 08625  
Location: 33 West State Street 5<sup>th</sup> Floor, Trenton, NJ 08618

## Damaged Records Inventory

Agency Name: Department of Human Services, Division of Public Health,  
Intoxicated Driver Resource Center (IDRC)

Agency Retention Schedule: County Health Department

Retention Schedule Number: C920000-005

Record Series Number: 1251-0003

Record Series Name: Intoxicated Driver Resource Center (IDRC) Client File – Offender  
Treatment Appropriate - Client that is treatment appropriate and has been referred to the  
Alcohol Safety Institute (ASI).

Retention Time: 12 years after completion of program

Inclusive Years: 2012-2020

Volume (Cubic Feet): 4

Damage Type: Water/Mold/Mildew

Other copies available? Yes. The IDRC Unit enters the client's DUI information in the County's Silver Hammer Program, which includes the individual's name, address, summonses, date of violation, conviction, what kind of treatment was received, where they went to treatment, dates of classes, and whether treatment is complete or not. This same information is also retained by the State. The information is readily available should it be needed.

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

Damaged Records  
Disposal Certification

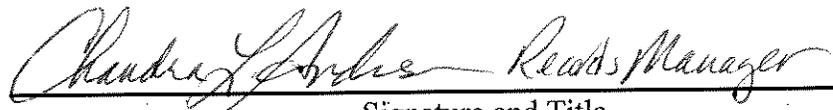
TO: State Records Committee

FROM: Chandra Anderson, Records Manager  
Atlantic County Department of Administrative Services

DATE: May 25, 2023 (updated from 5/4/23 submission)

SUBJECT: 4 boxes of records 2012-2020 from Department of Human Services, Division of Public Health,  
Intoxicated Driver Resource Center (IDRC)

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 impractical.

  
Signature and Title

5/25/2023

Date



## GENERAL SCOPE OF DAMAGE AND SERVICES

All aspects of this agreement and scope of work apply to Atlantic County (customer/responsible party for payment). Polygon US Corporation will work under the direction of Atlantic County, who by endorsement of this contract, has agreed to be the party responsible for payment of the restoration services. Prevailing wage rates were not used in this cost proposal. If it is determined prevailing wage rates are required for this project, then Polygon will adjust the price rates accordingly.

### SECURITY MEASURES

Polygon takes the following measures to ensure the confidentiality and security of the archives to protect all personal and/or financial data. Polygon will prepare the archives for recovery services. The Customer will be provided a copy of the inventory and will sign-off on what is being transferred to Polygon. Polygon and the customer will receive a copy of the inventory list. Inventory procedures will follow all customer requests. The shipment will be received at the Polygon facility by a Polygon Project Manager. At all times when the archives are being loaded, handled, or unloaded they will be supervised by a Polygon Manager. All Polygon employees are background screened and under constant video surveillance during their shifts at the Polygon Document Center. The Polygon Document Center has indoor and outdoor security cameras with full tape backup that record 24/7. The facility is secured by a motion sensor alarm system. All the interior facility doors are accessible by keypad entry only. The code is only available to Polygon Project Managers and Supervisors.

### RESTORATION PROCEDURES AND TERMS

Polygon will provide freezer stabilization, vacuum freeze-drying, sterilization, and cleaning services to approximately 4 cubic feet of damaged records (files and documents).

The services provided by Polygon will be charged based on the actual cubic feet of materials processed, actual amount of supplies used, and actual number of labor hours performed. Unit pricing (price per cubic foot) will remain the same regardless of quantity. Polygon reserves the right to confirm the total amount, once all the materials are quantified at a Polygon facility. Supply costs for packaging/housing are subject to change based on specifications provided by the customer.

### Pack-Out:

Polygon will provide the necessary labor and supplies to package and remove all identified materials. Polygon personnel teams will package and prepare all identified materials for transport. Teams will remove the identified materials from the current location. The identified materials will then be securely packaged for transport to a Polygon facility. Polygon will create a working inventory in accordance with the guidelines of the customer. The current inventory and identifiers used by the customer will be followed for all materials that are transferred to Polygon.

### STABILIZATION AND DRYING

The materials will be packaged at the customer facility and transported to a Polygon facility for processing. The materials will be stabilized inside a secure freezer at approximately 25 to 30 degrees Fahrenheit. The archives will then be processed inside the vacuum freeze-drying chambers. The climate inside the vacuum freeze-drying chamber is digitally monitored allowing Polygon staff to adjust drying conditions based on the type of materials to be dried and the degree of damage to those materials.



**STERILIZATION**

A Polygon business partner, and third-party vendor will provide gamma irradiation services. Polygon will transport the materials to and from the third-party vendor using a dedicated truck and driver.

**CLEANING**

Polygon will provide cleaning services for the materials, using a variety of methods including HEPA (High Efficiency Particulate Air) vacuuming and dry-chemical sponges (soot sponges), to remove surface growth and particulate matter. It is understood that materials subjected to soot/smoke or grey/black water or mold, may be permanently stained and some small amounts of residual soot or dirt, mold blemishes, may remain, even after proper cleaning.

**CLEANING PROCESS**

- HEPA vacuum
- soot sponge
- HEPA vacuum

Polygon will provide 3-step cleaning process to all outer surface areas of the archives. Included in cleaning cost:

- Cleaning Supplies
- Personal Protection Equipment
- Negative Air Environment
- HEPA Filtration

It is understood that materials, once damaged, can never be restored to their pre-loss condition. Any damage to the paper structure, bleeding of inks and/or staining will not be reversed.

**TRANSPORT**

Polygon will provide transport of all materials to and from the Polygon facility. This cost proposal does not include unpacking and distribution of the archives upon the return delivery. These services can be arranged for by Polygon for additional charges to the customer. A storage fee of \$84 per month per pallet will be charged to customer who fails to receive the delivery within 45 days of notification from Polygon that the archives are ready to be returned.

Services provided by Polygon are taxable in all states. Taxes will be added to the final invoice amount at the appropriate rate, if applicable. If tax-exempt, please provide exemption certificate at earliest convenience and prior to the final invoice. Payment Terms and Conditions to be agreed upon prior to commencement of services.

**Approval:**

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**Customer endorsement** **Date**

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**Polygon endorsement** **Date**



# Estimate

#EST-00301169

15 Sharpners Pond Rd., Building F  
North Andover MA 01845  
Phone: 800-422-6379

Date: 5/19/2023

### Servicing Office

04-National Documents Dept : Allentown Document Center

### Bill To

Atlantic County Records Center  
5060 Atlantic Ave.  
Mays Landing NJ 08330  
United States

### Ship To

Atlantic County Records Center  
5060 Atlantic Ave.  
Mays Landing NJ 08330  
United States

Job Description	Sales Rep	Partner
water damaged records	DeCirce, Matthew	

QTY	Description	Rate	Amount
8	Document Restoration Laborer - Regular Rate Pick Up, Handling, Inventory	\$55.00	\$440.00
4	Freezer Stabilization, per cubic foot	\$8.00	\$32.00
4	Vacuum Freeze Drying, per cubic foot	\$70.00	\$280.00
4	Gamma Irradiation - Sterilization, per cubic foot	\$19.50	\$78.00
4	Cleaning Level 1, per cubic foot	\$79.00	\$316.00
4	Boxes-Standard	\$6.00	\$24.00
6	Document Restoration Laborer - Regular Rate Return Delivery	\$55.00	\$330.00
612	Freight/Shipping Charges Pick Up and Delivery	\$0.75	\$459.00

**Subtotal** \$1,959.00

**Tax (%)** \$0.00

**Total** \$1,959.00



# Estimate

**#EST-00301169**

15 Sharpners Pond Rd., Building F  
North Andover MA 01845  
Phone: 800-422-6379

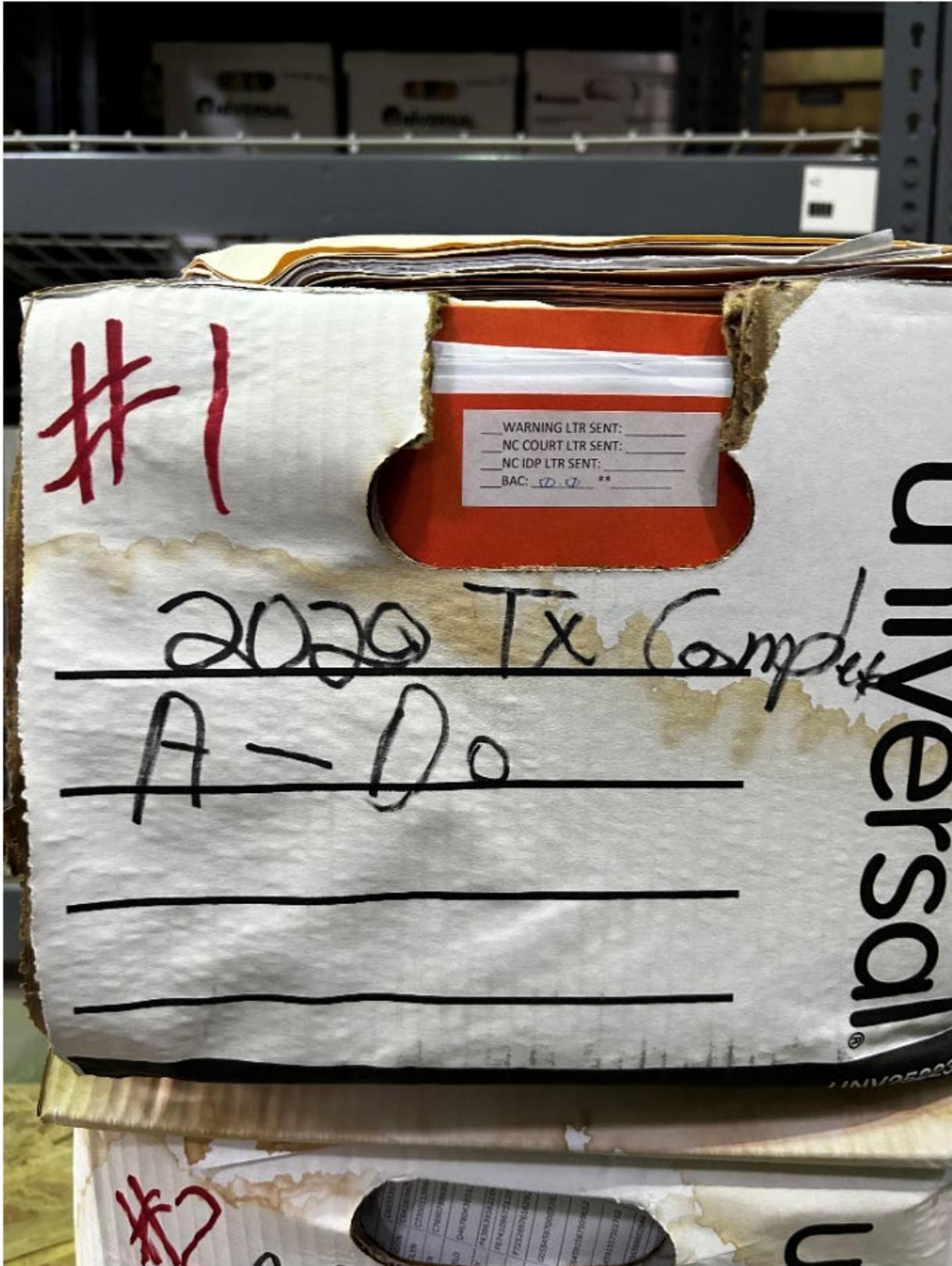
Date: 5/19/2023

**TERMS AND CONDITIONS**

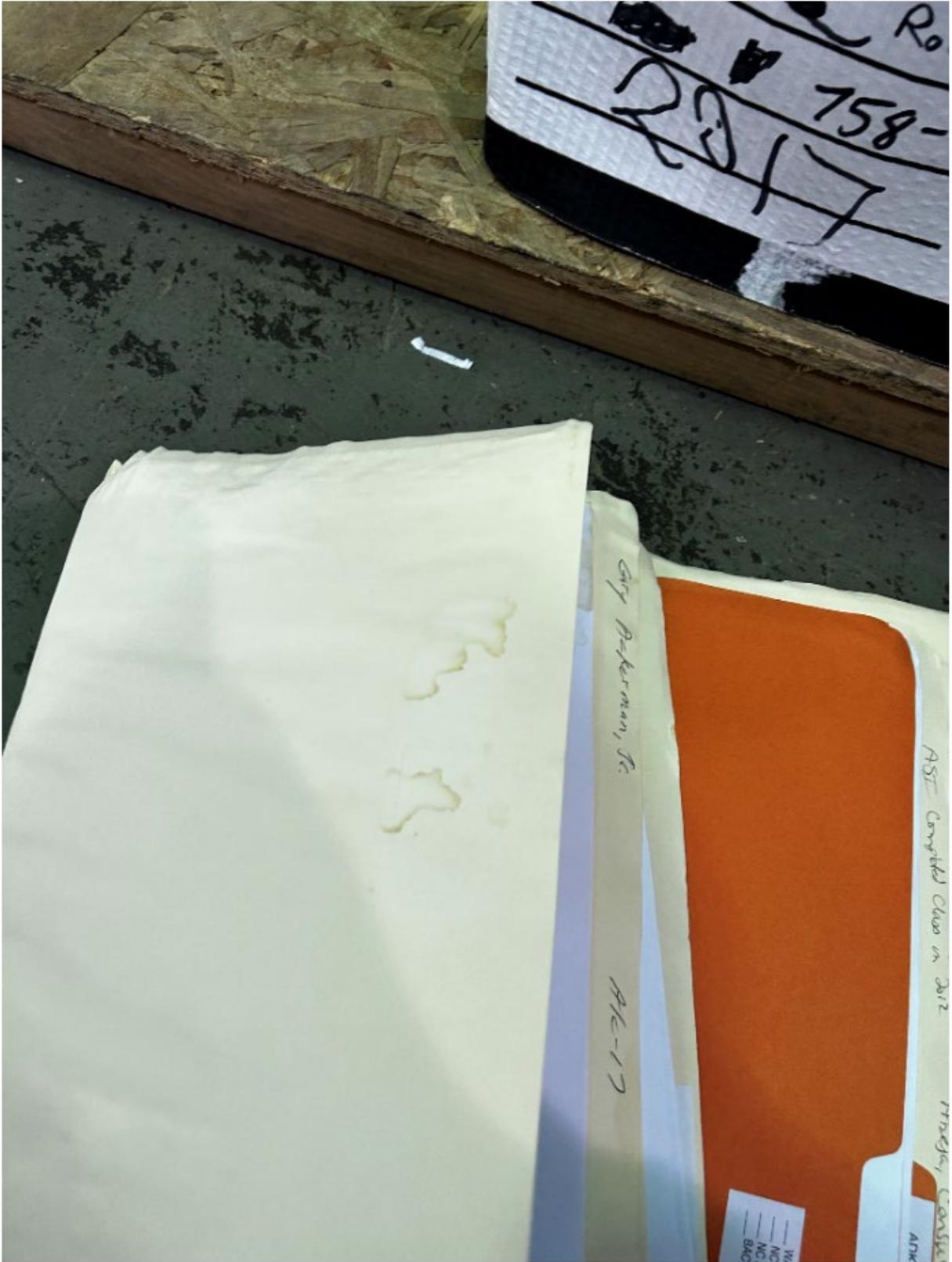
The Parties hereby acknowledge and agree that the terms and conditions found at the following website;  
<https://www.polygongroup.com/globalassets/english-united-states/documents/polygon-terms-and-conditions---documents-services---220506.pdf>  
are hereby incorporated herein;and shall not be amended by the Parties without written amendment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



IDRC WET RECORDS 5/1/23 - BOX #1



IDRC WET RECORDS 5/1/23 - BOX #1

758-7

UN

DMHAS IDP DUI Tracking System

CLIENT SCHEDULE SECURITY JONES HELP DMV

WICKERMAN, GARY L. NJ A18262747302704 E17825

Client Status: Completed IDRC Requirements

Issuing County: NORTHERN 48HR IDRC PROGRAM

Issuing Notice: 8/10/2018 KH Document ID: 601557 Signatory:

Warning Notice Comments:

Issuing Notice County:

Compliance (Court): Document ID: Signatory:

Compliance Reason:

Compliance Date:

Compliance (IDP): False

Compliance (MVC):

Compliance County: NOR48HR

Compliance (Court): Document ID: Signatory:

Compliance (IDP): False

Compliance (MVC):

Compliance Comment:

Compliance County:

Compliance Date: 8/11/2020 dm

Compliance (IDP): 3/27/2018

Compliance (IDP): False

Compliance (MVC): False

Compliance (MVC): False

8/11/20, 9:49 AM

Actions:

- 1) Update Client Status
- 2) Print Warning Notice
- 3) Issue Non-Compliance
- 4) Forward Non-Compliance (to IDP)
- 5) Issue Compliance
- 6) Forward Compliance (to IDP)
- 7) Issue MIC Recommendation
- 8) Reschedule Client
- 9) Transfer Client
- 10) Issue Progress Report

Edit: Add New Subplot

Gary Wickerman, Jr.

ALC-17

ALC Completed Class in 2012

Abeyta, Constance

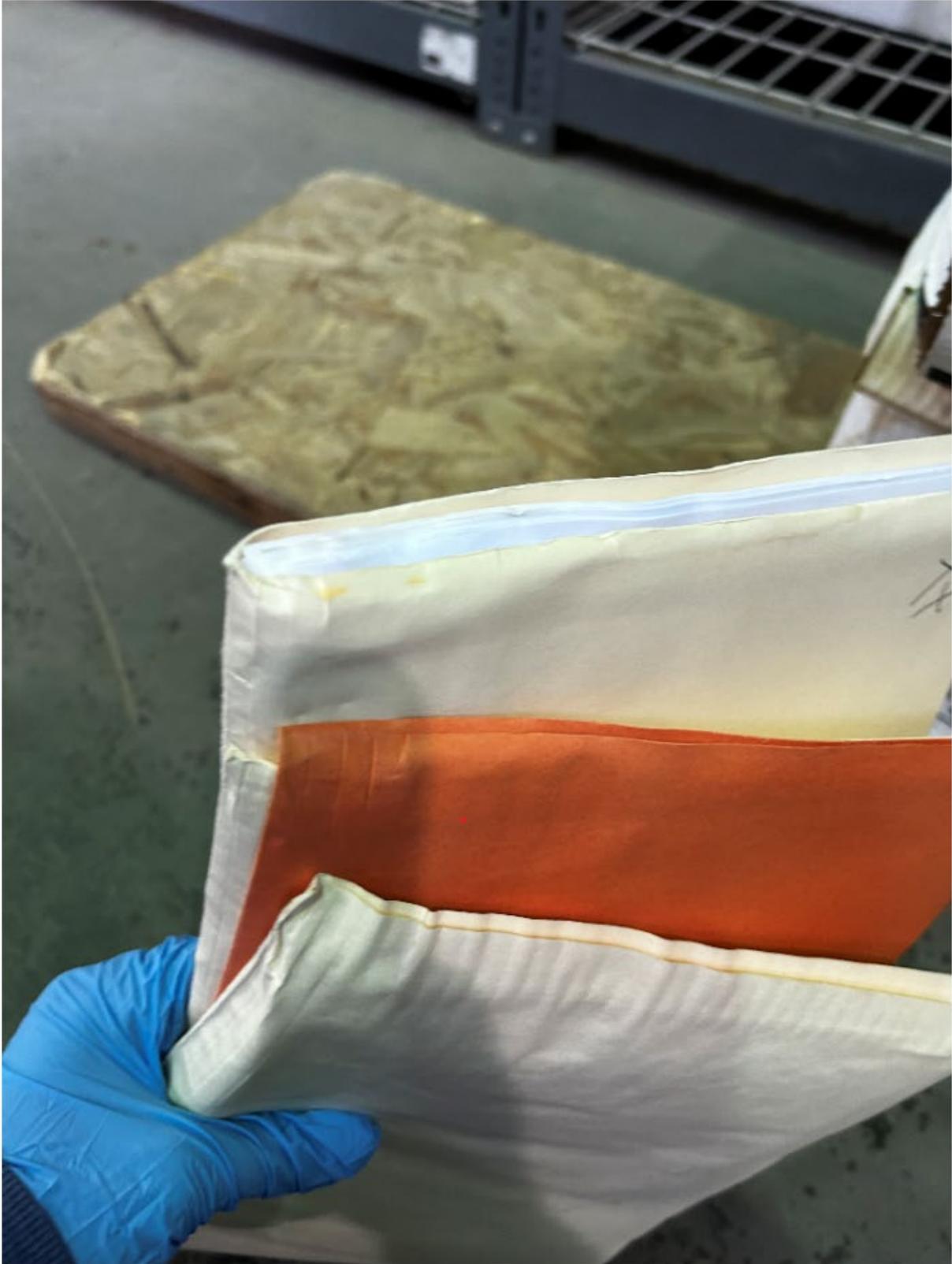
ADKINS MARGA

WARNING LTR SENT  
NC COURT LTR SENT  
NC IDP LTR SENT  
BAC 0

WARNING  
NC COURT

AL

IDRC WET RECORDS 5/1/23 – BOX #1

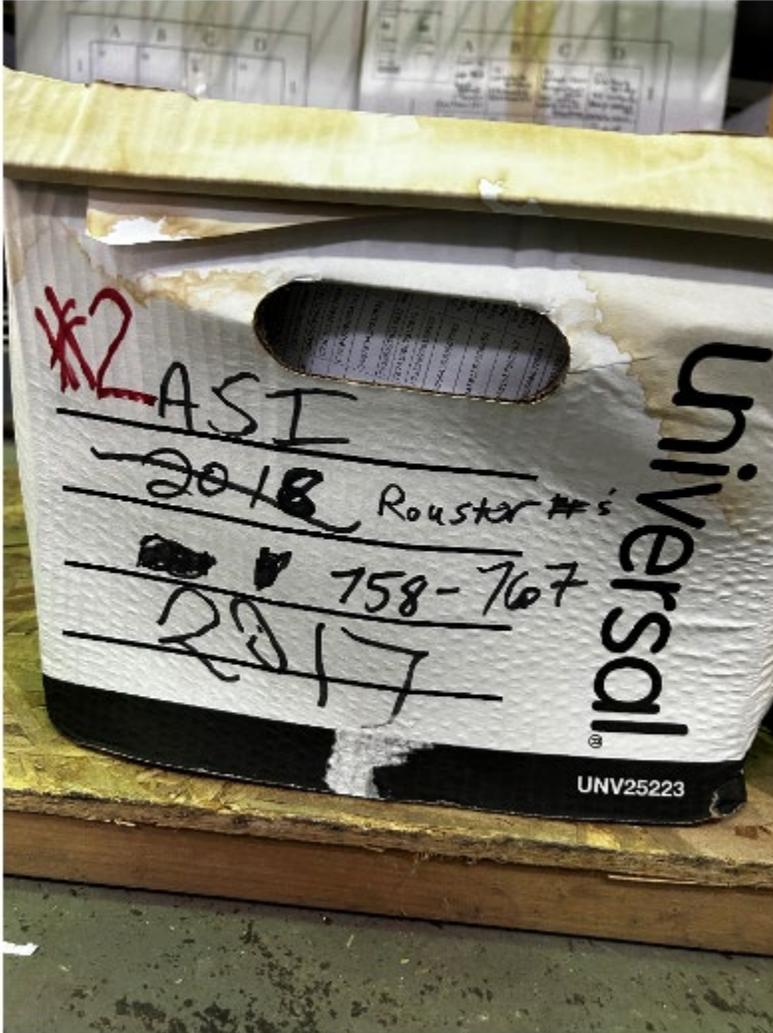


IDRC WET RECORDS 5/1/23 – BOX #1



IDRC WET RECORDS 5/1/23 – BOX #1





IDRC Wet Records 05-01-23 Box #2



IDRC Wet Records 05-01-23 Box #2



IDRC Wet Records 05-01-23 Box #2



IDRC Wet Records 05-01-23 Box #2





IDRC Wet Records 05-01-23 Box #3

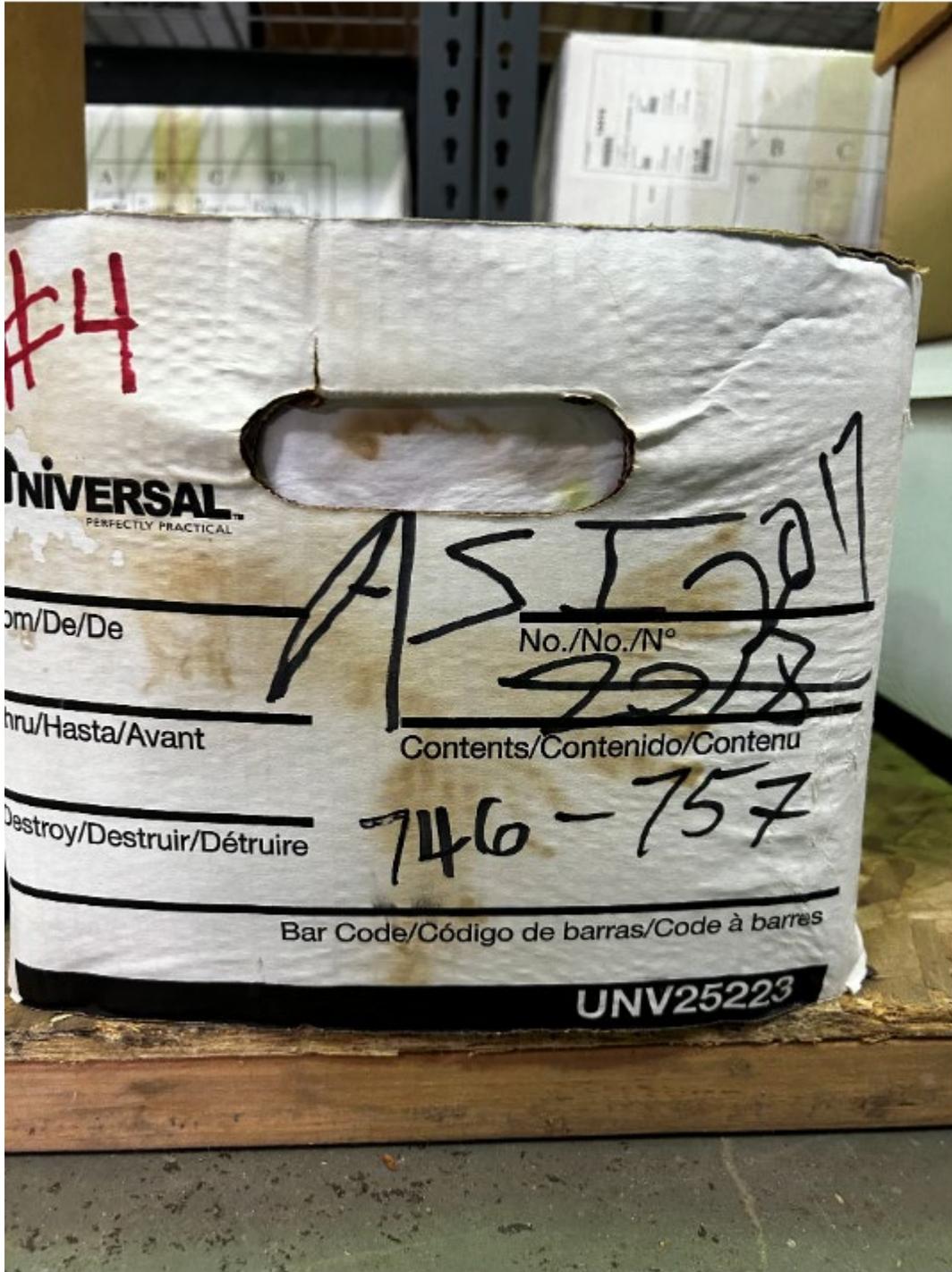


IDRC Wet Records 05-01-23 Box #3



IDRC Wet Records 05-01-23 Box #3





#4

UNIVERSAL  
PERFECTLY PRACTICAL

om/De/De

AST 2017  
9918

No./No./N°

ru/Hasta/Avant

Contents/Contenido/Contenu

Destroy/Destruir/Détruire

746-757

Bar Code/Código de barras/Code à barres

UNV25223

IDRC Wet Records 05-01-23 Box #4



IDRC Wet Records 05-01-23 Box #4





<b>DISPOSITION REQUEST REVIEW SUMMARY SHEET</b>		<b>1. Requested Agency Name (Name, Address and Telephone No)</b> Atlantic COUNTY HEALTH DEPARTMENT 201 Shore Road Northfield NJ 08225 (609) 645-7700 Extn: 4393								
		<b>1. A Agency Retention Schedule Number:</b> C920000 - 005								
<b>2. Request ID</b> 165013	<b>3. RIM Request ID</b>	<b>4. Request Date</b> 5/3/2023	<b>5. RMS Review Status</b> Authorized			<b>6. Authorization Number</b> 592014	<b>7. Authorization Date</b> 5/4/2023			
<b>8. Agency Review Comments:</b> Adult DUI Records										
<b>9. Review Comments:</b> VGR 5/3/2023										
#	Review Status	Series Number	From (MM/YYYY)	To (MM/YYYY)	Medium	RMS Review Comments	Agency Review Comments	Dispose After	Volume (in cu. ft.)	Retained by Archives (in cu. ft.)
1	Authorized	1251-0003	01/1990	01/2011	Paper				58.00	0.00
<b>Total:</b>									58.00	0.00