



AGENDA
STATE RECORDS COMMITTEE
March 28, 2024
10:00 AM

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

Announcement of Open Public Meeting

I. Review of December 21, 2023 Minutes

II. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request: # 596983 - 600203

**B. Registered Imaging Systems / Amendments / Annual Reviews:
Report to the State Records Committee**

III. New Business:

A. Records Retention Schedule:

- 1. NJ Transit (S800000) – Presented by Liz Hartmann
NJ Transit (S801150, S805550, S808221, S808920) Retired**
- 2. NJ Secretary of State (S741900) – Presented by Karen Perry**
- 3. Housing and Mortgage Finance (S221500) – Presented by Marcella Campbell**

B. Damaged Records Reports:

- 1. Monroe Township – Presented by Virma Guzman Reyes**
- 2. Toms River – Presented by Virma Guzman Reyes**

IV. Other Business:

- A. State Archives resolution regarding the accessioning of electronic records – Presented by Joe Klett**



MINUTES
STATE RECORDS COMMITTEE
December 21, 2023

Amanda Truppa, Secretary, called the 457th meeting of the State Records Committee to order at 10:04 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
Don Cornelius, Division of Archives, designee
Department of Community Affairs, Division of Local Government Services, Bonnie Brookes, designee
State Auditor, Kristen Menegus, designee
Susan Scott, Office of the Attorney General, designee

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

Other: Michele Everly, CARMA, Gloucester County
Argean Cook, NJ Transit
Joan DePaolo, NJ Transit
Maria Lisa Bazela, Bergen County
Ashley Kurbanoglu, Cranford Township
John McCarthy, NJ Transit
Christopher Medina, NJ Transit
Kalif Richards, NJ Transit
Daniel Corpeno, NJ Transit
Joseph Snow, NJ Transit
Kim A Samad-Speed, NJ Transit
Christopher Medina, NJ Transit
Marcia Davis, NJ Transit
Joseph Snow, NJ Transit
Leon Cammarano, NJ Transit

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the October 19, 2023. Mr. Klett abstained.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 595751 - 596982

B. Report to the State Records Committee

Imaging Certification Amendments/Annual Reviews/Administrative Actions

II. New Business:

A. Records Retention Schedule:

1. NJ Transit (\$800000)

This item was tabled and will be scheduled for an upcoming meeting RMS will correct necessary items.

B. Damaged Records Report

1. Cranford Township

Damaged records were found in the basement Cranford's building; this report will be reviewed further by Cranford to determine volume per specific records series and the options they have to remediate their permanent records.

IV. Other Business:

An announcement was made and approved for the 2024 SRC meeting dates.

There being no further business, The Committee adjourned at 10:17 a.m.

Amanda Truppa
Secretary
State Records Committee

Certification #	Agency	AmendmentType
10052004-MP	Borough of Bergenfield	Annual Review
22010403-MP	Township of Lopatcong	Annual Review
06110901-MP	City of Newark	Annual Review
23052301-MP	City of Newark	Annual Review
09121711-MF	Town of West New York	Annual Review/Amendment
07062101-MP	County of Ocean Clerk of the Board	Annual Review
09071603-MP	County of Monmouth RIM	Annual Review
06110901-MP	City of Newark	Upgrade of Disaster Recovery Plan
07071902-MP	Township of Woolwich Construction Code Office	Annual Review
14032010-NM	Middlesex County Board of Social Services	Annual Review
20050701-MP	Bergen New Bridge Medical Center - Docu-Trac	Annual Review
14032013-NM	Cumberland County Board of Social Services	Annual Review
20120802-MP	Hudson Regional Health Commission	Annual Review
14032012-NM	Cape May County Board of Social Services	Annual Review
21051902-MP	Borough of Highlands	Added Records Series
21051902-MP	Borough of Highlands	Annual Review
15041601-MP	Borough of Middlesex	Alternate Format Approval
15041601-MP	Borough of Middlesex	Change in Support Vendor
15041601-MP	Borough of Middlesex	Annual Review
09071601-MP	Township of Middletown	Annual Review/Amendment
13121210-NM	Gloucester County Division of Social Services	Annual Review
11051909-MP	County of Gloucester Clerk LRMS	Annual Review
08032002-NM	County of Gloucester Prosecutor's Office	Annual Review
16031002-NM	Office of Child Support Services, Division of Family Development, EMC	Annual Review
22040702-MP	Gloucester County Library Systems	Annual Review
06121408-MF	County of Gloucester	Annual Review
24031901-MP	Bergen New Bridge Medical Center SAI360	New Registration
05072101-MF	County of Gloucester Surrogate's Office	Annual Review
24011701-MP	City of Northfield	New Registration
24012302-MP	City of New Brunswick	New Registration
24022301-MP	Glassboro Public Schools	New Registration
24031501-MP	Egg Harbor City Public schools	New Registration
24032201-MP	Greenwich Township School District	New Registration

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT New Jersey Transit	AGENCY # S800000		
DIVISION:	SCHEDULE # 005		
BUREAU:	PAGE # 1	OF	

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit – Finance/Real Estate; Finance/Ticket Office; Bus-Operations/Maintenance; Human Resources/Medical Retired
FORMER AGENCY NUMBER	S808920-003; S801150-001; S805550-002; S808221-07 (Retired)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	Finance - Real Estate			
4000-0000	Deed Files --- Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc.; deed exception files; parcels not included in original conveyance of property; lists of properties currently owned and sold.	New	Transferred from S808930 Record Series (RS) 0001-0001 RS 0001-0002 RS 0001-0003 RS 0001-0004	<u>S800000 Record Series (RS) 4000-0000</u> Deed Files Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc; deed exception files; parcels not included in original conveyance

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 005	PAGE # 2 OF 7
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
				of property; lists of properties currently owned and sold. Permanent
4001-0000	Lease Files	New	Transferred from S808920	
4001-0001	Lease ----- Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents	New	Transferred from S808930 RS 0002-0001 RS 0002-0004 RS 0002-0005	7 yrs. After termination of lease or cancellation
4001-0002	Lease Books and Log Input ----- Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report.	New	Transferred from S808920 RS0002-0002	Permanent
4001-0003	Lease Drafts --- Includes but not limited to: drafts and correspondence	New	Transferred from S808920 RS0002-0003	3 Years
4002-0000	Adjacent Property Notice --- Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property	New	Transferred from S808920 RS0003-0000	3 Years
4003-0000	Maps and Drawings --- Includes but not limited to: original and historical maps and drawings of NJ TRANSIT current and predecessor rail lines.	New	Transferred from S808920 RS 0004-0001 RS 0004-0002 RS 0004-0003 RS 0004-0004	Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 005	PAGE # 3 OF 7
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
	<p>These tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects.</p> <p>Confidential based on N.J.S.A. 47:1A-1.1</p>			
4004-0000	<p>Permit Files ----- Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.</p>	New	<p>Transferred from S808920 RS 0005-0001 RS0005-0002</p>	7 yrs after cancellation of permit
	Finance - Ticket Office			

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**AGENCY #
S800000**

**SCHEDULE #
005**

**PAGE #
4 OF 7**

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
4050-0000	Daily Close-Out File and Daily Listing of Checks and Cash Deposited (53X's) ----- Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debits and credit grand totals, daily ticket count, etc. Also, attached to seller's daily tour listing are duplicates of each ticket sold per seller that day; also includes checks and cash deposited and bank deposit slip. Copies are sent to Revenue Accounting	New	Transferred from S801150 RS 0001-0000 RS 0002-0000	1 Year
	Bus Operations - Maintenance			
5000-0000	Assignment Log	New	Transferred from S805550-002 RS 0002-0000	1 Year after last entry
5001-0000	Bus Inventory/Location Master Report - Monthly	New	Transferred from S805550-002 RS 0003-0000	3 Years
5002-0000	Operator's Bus Condition Report ----- Consists of: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications.	New	Transferred from S805550-002 RS 0005-0000	3 yrs after problem corrected
5003-0000	Vehicle Maintenance Information File	New	Transferred from S805550-002 RS 0006-0000	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**AGENCY #
S800000**

**SCHEDULE #
005**

**PAGE #
5 OF 7**

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
5003-0001	Vehicle Maintenance Information System (VMIS) ----- Computerized system containing information regarding maintenance performed on buses.	New	Transferred from S805550-002 RS 0006-0002	3 yrs after disposal of bus
5003-0002	Major Log ----- Lists all significant bus repairs; i.e. engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.	New	Transferred from S805550-002 RS 0006-0002	3 yrs after disposal of bus or final entry.
Human Resources – Medical Services				
6000-0000	Medical Records - X-Rays - All X-Rays for Non- Maintenance Employees (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	New	Transferred from S808221-007 RS 0001-0004	5 Years Retention Period designated by N.J.S.A. 26:8-5
6001-0000	Results of Random Urine Analysis Test ----- Test are filed separately from the medical file.	New	Transferred from S808221-007 RS 0002-0000	Header
6001-0001	Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	New	Transferred from S808221-007 RS 0002-0001	6 yrs after termination of employment

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 005	PAGE # 6 OF 7
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
6001-0002	Results of Random Urine Analysis Test - Negative results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	New	Transferred from S808221-007 RS 0002-0002	5 Years
	<i>THE FOLLOWING EXISTING RECORD SERIES HAVE HAD CITATIONS FOR CONFIDENTIALITY ADDED TO THE DESCRIPTION.</i>			
3000-0001	Internal Audit Report (Record Copy)	Confidential Citation Added	Includes: "New Jersey Transit Recommendation Reply and Implementation Status Report" and all other related documents.	Includes: "New Jersey Transit Recommendation Reply and Implementation Status Report" and all other related documents. Confidential based on N.J.S.A. 47:1A-1.1
3000-0002	Internal Audit Report (Copy)	Confidential Citation Added		Confidential based on N.J.S.A. 47:1A-1.1
3001-0000	Internal Audit Program	Confidential Citation Added	Files contains but is not limited to step-by-step procedures used to conduct an audit, working papers and drafts.	Files contains but is not limited to step-by-step procedures used to conduct an audit, working papers and drafts. Confidential based on N.J.S.A. 47:1A-1.1

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S800000	SCHEDULE # 005	PAGE # 7 OF 7
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0003-0002	Construction Management Files – As-Built Drawings	Confidential Citation Added	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.	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. Confidential based on N.J.S.A. 47:1A-1.1
0002-0002	Facilities Files – Building Plans and Surveys	Confidential Citation Added	Building plans and surveys of various NJT-owned, leased, and operated facilities including stations, yards, maintenance facilities, terminals, and parking lots.	Building plans and surveys of various NJT-owned, leased, and operated facilities including stations, yards, maintenance facilities, terminals, and parking lots. Confidential based on N.J.S.A. 47:1A-1.1

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY	S808221 - RETIRE		
DIVISION:	Administrative Support	SCHEDULE #	007		
BUREAU:	Human Resources/Medical Services	PAGE #	1	OF	2

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Administrative Support – Human Resources/Medical Services Retire
FORMER AGENCY NUMBER	S80221 - (All records series transferred to S800000 - 005)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0004	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees.	Transferred	Record Series (RS) 0001-0004 Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees. 5 Years Destroy Retention Period designated by N.J.S.A. 26:8-5	S800000 Record Series (RS) 6000-0000 Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees (Confidentiality is based on OPRA N.J.S.A. 47:1A-10) 5 Years Destroy Retention Period designated by N.J.S.A. 26:8-5
0002-0000	Results of Random Urine Analysis Test Test are filed separately from the medical file	Transferred	Header Record	<u>S800000 RS 6001-0000</u> Results of Random Urine Analysis Test Test are filed separately from the medical file. (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S80821 - RETIRE	SCHEDULE # 007	PAGE # 2 OF 2
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0002-0001	Results of Random Urine Analysis Test - Positive results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	Transferred	<u>RS 0002-0001</u> Results of Random Urine Analysis Test - Positive results 6 yrs after termination of employment Destroy	<u>S800000 RS 6001-0001</u> Results of Random Urine Analysis Test - Positive results 6 yrs after termination of employment Destroy
0002-0002	Results of Random Urine Analysis Test - Negative results (Confidentiality is based on OPRA N.J.S.A. 47:1A-10)	Transferred	Results of Random Urine Analysis Test - Negative results 5 Years Destroy	<u>S800000 RS 6001-0002</u> Results of Random Urine Analysis Test - Negative results 5 Years Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY	S808920 - RETIRE		
DIVISION:	Administrative Support	SCHEDULE #	003		
BUREAU:	Finance/Real Estate	PAGE #	1	OF	4

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Administrative Support-Finance/Real Estate Retire
FORMER AGENCY NUMBER	S808920 - (All records series transferred to S800000 - 004)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000 0001-0001 0001-0002 0001-0003 0001-0004	Deed Files	Transferred, Combined records series and description	<p><u>Record Series (RS) 0001-0001</u> Deeds Includes summary sheet, record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description etc. Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc. Permanent</p> <p><u>RS 0001-0002</u> Deeds Exception Files Includes: Parcels not included in original conveyance of property. Permanent</p>	<p><u>S800000 Record Series (RS) 4000-0000</u> Deed Files Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc; deed exception files; parcels not included in original conveyance of property; lists of</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808920 - RETIRE	SCHEDULE # 003	PAGE # 2 OF 4
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			<p><u>RS 0001-0003</u> Deed Summary Sheet Summarizes key information from deeds including but not limited to lot, block, date Permanent</p> <p><u>RS 0001-0004</u> Deed Index Lists of properties currently owned and sold. Permanent</p>	<p>properties currently owned and sold.</p> <p>Permanent</p>
0002-0000	Leases and Contracts	Transfer and rename	Header Record	<u>S800000 RS 4001-0000</u> <u>Lease Files</u>
0002-0001 0002-0004 0002-0005	Leases Files – Agreement File	Transferred, renamed, combined records series, and description	<p><u>RS 0002-0001</u> Lease Files – Agreement File Includes Agreement (Contract) and Plans 7 years after termination of agreement or cancellation - Destroy</p> <p><u>RS 0002-0004</u> Lease Files Includes lease agreement, correspondence, RFPs, and related documents. 7 yrs after termination of lease – Destroy</p> <p><u>RS 0002-0005</u> Lease Files Financial Statements, income statements, and other related</p>	<p><u>S800000 RS 4001-0001</u> Lease Includes but not limited to agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents.</p> <p>7 yrs after termination of lease or cancellation - Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808920 - RETIRE	SCHEDULE # 003	PAGE # 2 OF 4
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			documents from lessee. 7 years after termination of lease - Destroy	
0002-0002	Lease Files – Lease Books /Log Input Sheet	Transferred / Rename	Lease Books and Log Input Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report. - Permanent	<u>S800000 RS 4001-0002</u> Lease Books and Log Input Sheets Lease Books and Log Input Consists of books that indicate location of property, lessor, lessee, lease number and occupancy; lease agreement, copy of environmental report. Permanent
0002-0003	Lease Files - Draft documents Correspondence	Transferred / Rename		<u>S800000 RS 4001-0003</u> Lease Drafts Includes but not limited to: drafts and correspondence 3 Years Destroy
0003-0000	Adjacent Property	Transferred	Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property 3 yrs. Destroy	<u>S80000 RS 4002-0000</u> Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property 3 yrs. Destroy
0004-0000 0004-0001 0004-0002 0004-0004 0004-0005	Maps and Drawings	Transferred, Combined records series, and description	<u>RS 0004-0001</u> Valuation Maps: Originals (linens), Reproducible (sepias), Working drawings (full and half size). Permanent <u>RS 0004-0002</u>	<u>S800000 RS 4003-0000</u> Maps and Drawings Includes but not limited to: original and historical maps and drawings of NJ TRANSIT current and predecessor rail lines. These

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S808920 - RETIRE	SCHEDULE # 003	PAGE # 2 OF 4
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			<p>Parcel Maps – Rail Station and Bus Facility Parcels Permanent</p> <p><u>RS 0004-0003</u> Tax Maps – NJ Dept. of Treasury Maps Permanent</p> <p><u>RS 0004-0004</u> Special Drawings / Miscellaneous Plans – Associated with Rail and Bus Projects - Permanent</p>	<p>tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects.</p> <p>Confidential based on N.J.S.A. 47:1A-1.1</p> <p>Permanent</p>
0005-0001 0005-0002	Permit Files	Transferred, Combined records series, and description	<p><u>RS 0005-0001</u> Permit Files – Predecessor Railroad Permits Permits issued by predecessor railroad to grant permission to construct and/or occupy NJ TRANSIT property. 7 yrs after cancellation of permit</p> <p><u>RS0005-0002</u> Permit Files – NJ TRANSIT Occupancy Permits 7 yrs after cancellation of permit Destroy</p>	<p><u>S800000 RS 4004-0000</u> Permit Files Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.</p> <p>7 yrs after cancellation of permit Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY	S801150 - RETIRE		
DIVISION:	Administrative Support	SCHEDULE #	001		
BUREAU:	Finance/Ticket Office	PAGE #	1	OF	1

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Administrative Support-Finance/Ticket Office <i>Retire</i>
FORMER AGENCY NUMBER	S801150 - (All records series transferred to S800000 - 005)

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000 0002-0000	Daily Close-Out File Daily Listing of Checks and Cash Deposited (53X's)	Transferred, renamed, combined records series and description	<p><u>Record Series (RS) 0001-0000</u> Daily Close-Out File Includes: listing of seller's daily tour (activity at ticket window) which lists debits and credit grand totals, daily ticket count, etc. Also, attached to seller's daily tour listing are duplicates of each ticket sold per seller that day. A photocopy of the seller's daily tour and duplicate of daily tickets sold are sent to Revenue Accounting. One Year Destroy</p> <p><u>RS 0002-0000</u> Daily Listing of Checks and Cash Deposited (53X's) Includes: listing of checks and cash deposited and bank deposit slip. A copy of each is forwarded to Revenue Accounting. One Year Destroy</p>	<p><u>S800000 Record Series (RS) 4050-0000</u> Daily Close-Out File and Daily Listing of Checks and Cash Deposited (53X's) Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debits and credit grand totals, daily ticket count, etc. Also, attached to seller's daily tour listing are duplicates of each ticket sold per seller that day; also includes checks and cash deposited and bank deposit slip. Copies are sent to Revenue Accounting</p> <p>One Year - Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	New Jersey Transit	AGENCY # S805550 - RETIRE		
DIVISION:	Bus Operations	SCHEDULE # 002		
BUREAU:	Maintenance	PAGE # 1	OF	2

NEW JERSEY TRANSIT AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Bus-Operations/Maintenance - Retire
FORMER AGENCY NUMBER	S805550 - TO BE RETIRED/EXISTING RECORDS OBSOLETE OR TRANSFERRED

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Accident Reports	OBSOLETE		Use G100000 0417-0002
0002-0000	Assignment Log	TRANSFER	1 Years after last entry	<u>S800000 - 5000-0000</u> 1 Years after last entry
0003-0000	Bus Inventory/Location Master Report - Monthly	TRANSFER	3 Years Destroy	<u>S8000000 - 5001-0000</u> 3 Years Destroy
0004-0000	Credit Card Transaction File	OBSOLETE		Use G100000 - 0418-0000
0005-0000	Operator's Bus Condition Report	TRANSFER	Consists of: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications.	<u>S800000 - 5002-0000</u> Consists of: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications. 3 Years after problem corrected

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S805550 - RETIRE	SCHEDULE # 002	PAGE #2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
			3 Years after problem corrected	
0006-0000	Vehicle Maintenance Information File	TRANSFER	Header Record	<u>S800000 – 5003-0000</u> Vehicle Maintenance Information File
0006-0001	Vehicle Maintenance Information Folder	OBSOLETE	Contains Information regarding maintenance performed on buses. Also includes Bus Work Orders. (This information was maintained in hard copy form until 1995; and thereafter the information has been entered into the (VMIS) computerized system). 3 Years Destroy	Use G100000 0417-0004
0006-0002	Vehicle Maintenance Information System (VMIS)	TRANSFER	Computerized system containing information regarding maintenance performed on buses. 3 Years after disposal of bus	<u>S800000 – 5003-0001</u> Computerized system containing information regarding maintenance performed on buses. 3 Years after disposal of bus
0006-0003	Major Log	TRANSFER	Lists all significant bus repairs; i.e. engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage. 3 Years after disposal of bus or final entry.	<u>S800000 – 5003-0002</u> Includes but not limited to: Lists all significant bus repairs; i.e. engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage. 3 Years after disposal of bus or final entry.

STATE OF NEW JERSEY



New Jersey Transit

S800000-005



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: 005	Page #:1 of 10
Department:	New Jersey Transit	Agency Representative:	Leon Cammarano	
		Title:	Director Of RIM - Custodian Of Records	
		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		
Capital Planning And Programs										
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

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:2 of 10	
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. Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					P	Life of structure plus 10 years		Destroy	
0003-0000	Construction Management Files									

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		
0003-0001	<p>Construction Management Files – Project Site Files – Office And Site ---</p> <p>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>					P	10 Years After completion		Destroy	
0003-0002	<p>Construction Management Files – As-Built Drawings ---</p> <p>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> <p>Confidential based on <u>N.J.S.A. 47:1A-1.1</u></p>					C	Life of structure plus 10 years		Destroy	
0004-0000	Capital Funding Files									
0004-0001	<p>Capital Funding Files ---</p> <p>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>					P	7 yrs after completion of project or 3 yrs after termination/closing of grant, whichever is longer		Destroy	
0004-0002	<p>Capital Funding, Federal Transit Administration (FTA) Files ---</p> <p>Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.</p>					P	Periodic Review		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		
Capital Planning And Programs										
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	
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	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:5 of 10	
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		
0005-0007	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	
Records And Information Management										
1000-0000	Records Transmittal Forms					P	3 Years After Disposition or Permanent Removal of Records		Destroy	
Rail Operations										
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	

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		
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	
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	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:7 of 10	
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		
	Internal Audit									
3000-0000	Internal Audit									
3000-0001	Internal Audit Report (Record Copy) --- Includes: "New Jersey Transit Recommendation Reply and Implementation Status Report" and all other related documents. Used in long-range planning for policy and decision making. Confidentiality is based on <u>N.J.S.A. 47:1A-10</u>					C	Permanent		Archives	
3000-0002	Internal Audit Report (Copy) --- Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					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. Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	7 Years After completion of audit		Destroy	
	Real Estate									
4000-0000	Deed Files --- Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc.; deed exception files; parcels not included in original conveyance of property; lists of properties currently owned and sold.					P	Permanent		Archives	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:8 of 10	
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		
4001-0000	Lease Files									
4001-0001	Lease --- Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents					P	7 Years After termination of lease		Destroy	
4001-0002	Lease Books And Log File --- Consists of log books listing: property location, lessor, lessee, lease number and occupancy; lease agreement and copy of environmental report.					P	Permanent		Archives	
4001-0003	Lease Drafts --- Includes but not limited to: drafts and correspondence					P	3 Years		Destroy	
4002-0000	Adjacent Property Notice --- Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property					P	3 Years		Destroy	
4003-0000	Maps And Drawings --- Includes but not limited to: original and historical maps and drawings of NJ TRANSIT current and predecessor rail lines. These tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects. Confidential based on N.J.S.A. 47:1A-1.1					C	Permanent		Archives	

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		
4004-0000	Permit File --- Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.					P	7 Years After Cancellation Of Permit		Destroy	
Finance Ticket Office										
4050-0000	Daily Close-Out File And Daily Listing Of Checks And Cash Deposited (53X'S) --- Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debit and credit grand totals, daily ticket count, copies of each ticket sold per seller per day, checks, cash deposits and bank deposit slip. Copies are sent to NJT Office of Revenue Accounting.					P	1 Years		Destroy	
Bus Operations - Maintenance										
5000-0000	Assignment Log					P	1 Years After last entry		Destroy	
5001-0000	Bus Inventory/Location Master Report - Monthly					P	3 Years		Destroy	
5002-0000	Operator's Bus Condition Report --- Consists of: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications.					P	3 Years After Problem Corrected		Destroy	
5003-0000	Vehicle Maintenance Information File									
5003-0001	Vehicle Maintenance Information System (VMIS) --- Computerized system containing information regarding maintenance performed on buses.					P	3 Years After Disposal Of Bus		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 005		Page #:10 of 10	
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		
5003-0002	Major Log --- Includes but not limited to: Lists all significant bus repairs, i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.					P	3 Years After Disposal Of Bus Or Final Entry.		Destroy	
Human Resources - Medical Services										
6000-0000	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees --- Confidentiality is based on OPRA <u>N.J.S.A. 47:1A-10</u>					C	5 Years		Destroy	
6001-0000	Results Of Random Urine Analysis Test --- Test are filed separately from the medical file.									
6001-0001	Results Of Random Urine Analysis Test - Positive Results --- Confidentiality is based on OPRA <u>N.J.S.A. 47:1A-10</u>					C	6 Years After termination of employment		Destroy	
6001-0002	Results Of Random Urine Analysis Test - Negative Results --- Confidentiality is based on OPRA <u>N.J.S.A. 47:1A-10</u>					C	5 Years		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	NJ Cultural Trust	AGENCY #	S741900	
DIVISION:		SCHEDULE #	002	
BUREAU:		PAGE #	OF	

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0001	Cultural Trust Fund Application Files - Awarded Endowment and Capital Projects	Retired		
0001-0003	0001-0003 Cultural Trust Fund Application Files - All Denied Applications X 7 Years 7 Years Archival review	Retired		
0002-0003	NJ Cultural Trust Fund Qualified Designation Application File - Withdrawn, Incomplete And Ineligible	New Records Series		3 years - Destroy
0002-0004	NJ Cultural Trust Fund Qualified Designation File Organizations Holding Certified Donations	New Records Series		3 years - Destroy
0005-0000	Reports --- Include: Qualified Organizations (Groups), Account History-Monthly. Certified Donations	Retired		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # M200000	SCHEDULE # 010	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0006-0001	NJ Cultural Trust Fund List Of Approved Grant Projects File (Original)	New Records series		Permanent - Archives
0006-0002	NJ Cultural Trust Fund List Of Approved Grant Projects File (Copy)	New Records Series		3 years - Destroy
0008-0000	NJ Cultural Trust Fund Certified Donation Annual Report File - Private, Nonprofit Cultural Organization Certified Donations	New Records Series		0008-0000 NJ Cultural Trust Fund Certified Donation Annual Report File - Private, Nonprofit Cultural Organization Certified Donations
0008-0001	NJ Cultural Trust Fund Certified Donation Annual Report File - Private, Nonprofit Cultural Organization Certified Donations, Annual Audit	New Records Series		Permanent - Archives
0008-0002	NJ Cultural Trust Fund Certified Donation Annual Report File - Private, Nonprofit Cultural Organization Certified Donations, Report	New Record Series		7 years after report received - Destroy

STATE OF NEW JERSEY



State-New Jersey Cultural Trust

S741900-002



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: S741900	Schedule: 002	Page #:1 of 3
Department:	State-New Jersey Cultural Trust	Agency Representative:	Isabel Kasdin	
		Title:	Executive Director	
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	<p>Cultural Trust Grant Application Recommendation File</p> <p>---</p> <p>NJ Cultural Trust Fund Grant Application and Recommendation File File includes: application form, list of recommended awards, grant agreements, contract and financial information, payment vouchers (copies), correspondence and supporting documentation.</p> <p>Note: NJ Cultural Trust Fund is a permanent interest-bearing investment fund managed by the Division of Investment, Department of the Treasury and the State Treasurer. Grants are awarded based on the recommendations of the NJ State Council on the Arts and the NJ Historical Commission/Department of State and the NJ Historic Trust/Department of Community Affairs, for Endowments, Capital Projects and Financial and Institutional Stabilization of qualified Arts, History and Humanities Organizations.</p>									
0001-0002	NJ Cultural Trust Fund Application File – Capital Projects Awarded – Approved					P	20 Years		Archival Review	
0001-0004	NJ Cultural Trust Fund Application File - Financial Stabilization Applications – Approved					P	7 Years		Archival Review	
0001-0006	NJ Cultural Trust Fund Application File – Denied					P	3 Years		Destroy	
0001-0007	NJ Cultural Trust Fund Application File – Interim And Final Report File					P	Permanent		Archives	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S741900			Schedule: 002		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		
0002-0000	NJ Cultural Trust Fund Qualified Designation Application File --- File includes: application forms, organization and contact information, mission statement, financial information, review checklist, correspondence (approved and denied), approval agreement forms and supporting documentation.									
0002-0001	NJ Cultural Trust Fund Qualified Designation Application File - Approved --- Note: Qualification Status is valid for three (3) years.					P	7 Years After date of application approval		Destroy	
0002-0002	NJ Cultural Trust Fund Qualified Designation Application Files - Denied					P	3 Years		Destroy	
0002-0003	NJ Cultural Trust Fund Qualified Designation Application File - Withdrawn, Incomplete And Ineligible					P	3 Years		Destroy	
0002-0004	NJ Cultural Trust Fund Qualified Designation File – Organizations Holding Certified Donations					P	Permanent		Archives	
0003-0000	Oaths - Members Of The Board Of Trustees (Copy) --- Note: Original Oaths maintained by the Office of the Secretary of State					P	Upon termination of appointment		Destroy	
0004-0000	NJ Cultural Trust Fund Bylaws File					P	Permanent		Archives	
0006-0000	NJ Cultural Trust Fund List Of Approved Grant Projects File					P			Destroy	
0006-0001	NJ Cultural Trust Fund List Of Approved Grant Projects File (Original)					P	Permanent		Archives	
0006-0002	NJ Cultural Trust Fund List Of Approved Grant Projects File (Copy)					P	3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S741900			Schedule: 002		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		
0007-0000	NJ Cultural Trust Fund Application File - Request To Certify Donations --- File includes: applications, organization and contact information, documentation regarding the donation to be certified (value, donor, type of donation, date of receipt, documentation of receipt of donation, documentation of Board approval and policies governing donation), correspondence (approved and denied), request, contracts, payment vouchers of matches for large gift, certified donations and supporting documentation.									
0007-0001	NJ Cultural Trust Fund Application File - Requests To Certify Donations - Approved --- Organizations are required to hold their Certified Donations File and the associated matching Grants from the Cultural Trust, in their endowments in perpetuity. The contracts and agreements in the Certified Donation are valid in perpetuity. If at any time, an organization falls out of compliance with the program, they are accountable to the terms of their original contract, certified donations and agreements and would be required to return funds to the NJ Cultural Trust.					P	Permanent		Archives	
0007-0002	NJ Cultural Trust Fund Application File - Requests To Certify Donations - Denied					P	3 Years		Destroy	
0008-0000	NJ Cultural Trust Fund Certified Donation Annual Report File - Private, Nonprofit Cultural Organization Certified Donations --- File includes annual audit and activity reports, review checklist, correspondence and supporting documentation.									
0008-0001	NJ Cultural Trust Fund Certified Donation Annual Report File - Private, Nonprofit Cultural Organization Certified Donations, Annual Audit					P	Permanent		Archives	
0008-0002	NJ Cultural Trust Fund Certified Donation Annual Report File - Private, Nonprofit Cultural Organization Certified Donations, Report					P	7 Years After report received		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT SCHEDULE HEADING	Community Affairs	AGENCY # S221500		
DIVISION:	Housing and Mortgage Finance Agency	SCHEDULE # 004 (RETIRED)		
BUREAU:	Housing Affordability Service	PAGE #	1	OF
				3

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Community Affairs Housing and Mortgage Finance Agency – Housing Affordability Service
FORMER AGENCY NUMBER	S221500-004 (RETIRE)

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	DESCRIPTION/RETENTION
0116-0000	Housing Affordability Service (HAS)	New Header		Affordable Housing Project File – File contains but is not limited to the following: Documentation from the Developer including Developer Verification, Planned Real Estate Development (PRED) Public Offering Statement, deed, municipal land use approval and/or grant contract, project total number of units, total number of affordable units, total number of very low, low and/or moderate income, floor plans, project maps, list of project principals or partners, project construction schedule, proposed pricing, list of public funding sources, grant agreement (copies), loan agreement (copies), condominium or homeowner feed, real estate taxes, utilities, flood insurance, contact information, rental lease agreement, Planning Zoning Board Resolution (copies), Condominium/Homeowners Association or Rental Project Recorded files, Affirmative Marketing Plans and Advertisements, and Cost of Advertising records.

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221500	004	2 OF 3

0116-0001	Affordable Housing Project File - Approved	New RS		Life of Deed restriction plus 10 Years OR until Municipality Relinquishes Control Plus 10 Years
0116-0002	Affordable Housing Project File – Denied/Withdrawn	New RS		3 Years after the application denied date or withdrawn date
0116-0003	Affordable Housing Project File – Referral List	New RS		3 Years after referral list is purged
0117-0000	Affordable Housing Application File	New Header		File includes but not limited to preliminary and final applications, documentation, disclosures, appeals, extensions and correspondence.
0117-0001	Affordable Housing Application File – Certification Approved	New RS		3 Years after recorded discharge of mortgage or 3 years after expiration of lease.
0117-0002	Affordable Housing Application File – Certification Denied Or Expired	New RS		6 months after the application denied date or 6 months from application expiration date.
0118-0000	Affordable Housing Unit File	New Header		File includes but is not limited to deeds with restrictions, recorded mortgage and notes, discharges, approved increases, correspondence, certification, contracts and leases, inventory and enforcement, trust fund and Regional Contribution Agreement (RCA) bank accounts.
0118-0001	Affordable Housing Unit File	New RS		Life of Deed restriction plus 10 years.
0118-0002	Affordable Housing Unit Inventory	New RS		3 years after update
0118-0003	Affordable Housing Unit File	New RS		3 Yrs. after recorded discharge of mortgage or 3 Yrs. following the expiration of lease.
0118-0004	Affordable Housing Unit File	New RS		6 Yrs. after termination of account.
0118-0005	Enforcement File	New RS		Life of Deed restriction plus 10 years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE #
	S221500	004	3 OF 3

0118-0006	Affordable Housing Affordability Services (HAS)	New RS		Life of Deed restriction plus 10 Yrs. until municipality relinquishes control plus 10 Yrs.

STATE OF NEW JERSEY



Community Affairs-NJ Housing and Mortgage Finance Agency

S221500-005



Prepared by:
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609-292-8711

Records Retention and Disposition Schedule		Agency: S221500	Schedule: 005	Page #:1 of 18
Department:	Community Affairs-NJ Housing and Mortgage Finance Agency	Agency Representative:		
		Title:		
		Phone #:		

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

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

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Federal Funded Housing Programs										
0020-0000	Federal Funding Housing Programs --- To establish and record a new federal grant program. To adhere to the HUD (Housing and Urban Development) guidelines set forth for program. Files are used to track mortgage loans for programs: Includes: applications, supporting verification documents, correspondence, contracts, payments, inspections, reports, etc. In accordance with codes of Federal Regulations (2 CFR Part 200 subpart D).					P	Life of Mortgage plus 10 Years and or in accordance with Federal Regulations		Destroy	
0030-0000	Inactive Files --- Inactive files includes, but is not limited to Unified Application for Multifamily Rental Housing Production Programs (UNIAP), which is the application submitted by the developer, the project narrative, form 10, preliminary drawings and sometimes municipal documents.					P	7 Years		Destroy	
Audit Reports										
0040-0000	Audit Reports - Construction Cost Audit --- (Agency Projects) Includes: reports, work papers, and correspondence on Multi-Family and UHORP (Urban Home Ownership Recovery Program) (Single Family) projects.					P	Life of Mortgage plus 10 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		
0040-0001	Audit Reports - Servicer-Single Family Loans --- Includes: reports, work papers, quality control reviews and correspondence.					P	10 Years		Destroy	
0040-0002	Audit Workpapers - Managing Agent Audits - Multi-Family --- Includes: reports, work papers, quality control reviews, and correspondence.					P	10 Years	1 Years	Destroy	
0040-0003	Standard Development Cost Reviews (Audit) - Multi-Family Projects --- Includes: work papers, construction bank account reconciliation, correspondence and funding analysis for development.					P	Life of Mortgage plus 10 Years	Until Mortgage Closing	Destroy	
0050-0000	Return On Equity (ROE) Calculations - Multi-Family Projects --- Includes: Schedule which contain sponsors equity pledge by agency. ROE percentage, cumulative ROE, total paid to date and balance due.					P	Life of Mortgage plus 10 Years	Until mortgage closing	Destroy	
Capital Markets										
0060-0000	Bonds/Bond Closing File --- Includes: Bond sale information on Single Family and Multi-Family issues, Construction Investment Bond Account, Investment Note Issues, Mortgage Revenue Bonds, Mortgage and Revenue Bonds, Conduit Bonds, all bond debt service and redemption information (schedule and correspondence with trustee).					P	Life of issue plus 10 Years		Destroy	
Executive										
0070-0000	Special Projects Files --- Files include: Reports and related correspondence dealing with occupied building projects with serious problems.					P	Life of Mortgage plus 10 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		
0071-0000	<p>Special Projects/Investigations --- Includes: Reports, work papers, correspondence and internal and external audits requested by Executive staff.</p>					P	3 Years		Destroy	
Finance										
0072-0000	<p>Bond Fund Accounting --- Includes: Bond information on Single Family and Multi-Family issues, mortgage revenue bond, construction notes, investment note issues, ledgers, trustee bank statements, electronic ledgers and CR/CD journals and investments and related documents, audit work papers, financial statements and correspondence.</p>					P	Life of Issuance plus 10 Years	Life of Issuance Plus 10 Years	Destroy	
0073-0000	<p>All Federal Subsidized Files (HUD Section 8 Subsidy Housing And HUD Section 236 Multifamily Housing Interest Reduction Program) --- Includes: Mortgage certifications, rent increases, vouchers, monthly payments and related bank statements. In accordance with HUD (Housing and Urban Development) Section 8 Subsidy Housing, certificates or vouchers may be allocated to public housing tenants forced to move because of rehabilitation or demolition of their public housing unit. Section 8 assistance allows those residents to move into privately owned housing and still pay affordable rent. HUD (Housing and Urban Development) Section 236 Multifamily Housing Interest Reduction Program, under the HUD Act of 1968, a combined Federal Mortgage insurance with interest reduction payments to the lender for the production of low-cost rental housing. It provides interest Subsidies to lower a project's mortgage interest rate to as low as 1 percent. The interest reduction payment results in lower operating costs and reduced rent structure.</p>					P	Life of the Mortgage plus 10 Years	Life of the mortgage plus 10 years	Destroy	
0074-0000	<p>Mortgage Accounting (Single Family/Multi-Family/General Fund) --- Includes: Electronic Amortization schedules, mortgage payments, once reconciliation.</p>					P	Life of the Mortgage plus 10 Years	Life of the Mortgage plus 10 Years	Destroy	

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Records Retention and Disposition Schedule				Agency: S221500			Schedule: 005		Page #:4 of 18	
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		
0075-0000	Multi-Family Escrow Files --- Includes: deposits, project vouchers and disbursement (checks/wire letters).					P	Life of the Mortgage Plus 10 Years	Life of the Mortgage Plus 10 Years	Destroy	
0076-0000	Amortization Schedule - (Computer Printout)					P	Life of the Mortgage plus 10 Years	Life of the Mortgage plus 10 Years	Destroy	
0077-0000	Construction Loan Account Files --- Includes: First mortgage, requisition, copies of checks and correspondence.					P	Life of the Mortgage plus 10 Years	Life of the Mortgage plus 10 Years	Destroy	
0078-0000	Purchasing Statements - Single Family Loan --- Includes: Mortgage purchase statements, weekly purchase summaries, detailed purchase reports and disbursement letters.					P	3 Years	3 Years	Destroy	
0079-0000	Trustee Statements --- Contains mortgage purchase statements, weekly purchase summaries, detailed purchase report, cashier's slips.					P	3 Years	3 Years	Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 005		Page #:5 of 18	
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		
HMIS										
0080-0000	Homeless Management Information System (HMIS) --- In accordance with codes of Federal Regulations (CFR) 578.101 et. seq., establishes grant Administration for the Continuum of Care Program (CoC). HMFA serves as State Administrator and the HMIS staff oversees managing the site and users. Requires retaining HUD grant agreements (provides consent to HMIS software, training and data management for counties participating in the CoC Program) and user agreements (forms for Agency staff entering data, code of ethics and agreement regarding the management of data).					P	7 Years after termination agreement	7 Years after termination agreement	Destroy	
Human Resources										
0081-0000	Issuance Of HMFA ID Cards In Accordance With Homeland Security --- FIPS (Federal Information Processing Standards) for Personal Identity Verification.					P	5 Years		Destroy	
Multi- Family Supporting Housing And Lending										
0082-0000	Multi-Family Funding/Projects Housing And Lending Programs (Construction And Mortgage Loans) --- Includes: application, supporting verification documents, Form 10, and project correspondence.					P	Life of Mortgage plus 10 Years		Destroy	
0082-0001	Multi-Family Program Files --- Regional Contribution Agreements (RCA)					P	23 Years	7 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 005		Page #:6 of 18	
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		
Property Management										
0090-0000	Managing Agents-Management Agreement Package --- Includes: Management Plan, Resident Selection Policy, Affirmative Fair Housing Marketing Plan, Qualification Forms, NJ Real Estate License, Fidelity Bond, Administrative Questionnaire, Statement of Disclosure, Previous Participation Certification, Equal Employment Opportunity Certification and Owner's Building Registration Statement and Annual Evaluations.					P	3 Years after termination of contract		Destroy	
0090-0001	Projects Financial Operations --- Includes: Documents pertaining to the financial aspects of operating the project. Annual Audit, DCE and CDE requests and approval, Return on Equity requests and approvals.					P	Life of the Mortgage plus 10 Years		Destroy	
0090-0002	Projects Financial Operations --- Includes: Proposal, Rent Increase Package, HUD (Housing and Urban Development) Increase Approval Letters.					P	6 Years		Destroy	
0090-0003	Projects Financial Operations --- Includes: Section 8 Vouchers (HUD Forms 52570, 52570A, - Parts 1 and 2), Monthly Report of excess income, Annual Operating Budget					P	7 Years		Destroy	
0093-0004	Projects Financial Operations - Monthly/Quarterly Operating Report					P	2 Years		Destroy	
0095-0000	Contracts And Other Management Requirements --- Includes: Contract documents and other miscellaneous documents produced in the management of the projects. Insurance, Attorney's Letter of Agreement, Resident Correspondence, Maintenance Inspection Reports.					P	14 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Regulatory Affairs										
0100-0000	Case Register --- Includes: list name of case, DAG assigned, docket number, nature of case and motions.					P	Periodic review		Destroy	
0101-0000	Project Litigation Files --- Includes: Documents relating to building project litigation.					P	Life of Mortgage plus 10 Years		Destroy	
Single Family										
0102-0000	Foreclosures --- Contains correspondence, Statement of Foreclosure Expenses (MFA 108), copy of mortgage foreclosure inspection, photo of property, individual delinquency report, copy of survey, loan application and disclosure statement.					P	Life of Mortgage plus 7 Years	Life of Mortgage plus 7 Years	Destroy	
0103-0000	Lender Files --- Involves banks that participate in lending funds to the HMFA various programs. Files include lenders annual report, insurance binder, service agreement (between lender and HMFA) and related information regarding lender. *Microfilming recommended.					P	7 Years		Destroy	
0104-0000	Closing Cost Assistance --- Monthly listing of employee names, their gross and net earnings, individual deductions, savings and check account balances (direct deposit).					P	7 Years from date of discharge	3 Months	Destroy	
0105-0000	Closed Real Estate Owned (REO) Files --- Includes: HMFA owned properties that were sold.					P	7 Years after closing	3 Months	Destroy	

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Records Retention and Disposition Schedule				Agency: S221500			Schedule: 005		Page #:8 of 18	
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		
0106-0000	Paid Off Loan Files --- Includes: Loans which were active accounts that have now been paid off by the mortgagors. File may include but is not limited to application and origination materials, credit reports and related materials that is (CHOICE) Choices in Home Ownership Program, Urban Home Ownership Recovery Program (UHORP), Market Oriented Neighborhood Investment (MONI) Program. In Compliance with HMFA policy.					P	7 Years after payoff date	3 Months	Destroy	
0107-0000	Urban Home Ownership Recovery Program (UHORP) --- File may include but is not limited to loan application, and documents relating to closing construction and security.					P	Life of shared appreciation or affordability controls (20 Years)	Life of shared appreciation or affordability controls (20 Years)	Destroy	
0108-0000	Developer's Package Files --- Includes: File kept on Developers that applied to take part in the Urban Home Ownership Recovery Program (UHORP). Files may include but are not limited to application, financial records, tax records and related materials.					P	30 Years		Destroy	
0109-0000	Potable Water Files --- Include: A loan program to give financing to mortgagors with well water, which was non-potable to enable them to fix the wells to produce potable water. File may include but is not limited to application, credit report and related material.					P	10 Years	7 Years	Destroy	
0110-0000	Reverse Mortgage Files --- Includes all application, submission, and closing documentation.					P	7 Years	Until Mortgage Closing	Destroy	

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 005		Page #:9 of 18	
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		
Tax Credit										
0111-0000	Low Income Tax Credit Program (LIHTC) --- Includes documents relating to the construction and rehabilitation of low-income rental housing. Program instituted under the Federal Tax Reform Act of 1986. The Internal Revenue Service (IRS) is the administrator of the Tax Credit program with the Agency of New Jersey responsible for allocating and monitoring the Low Income Housing Tax Credit Program. Includes: documents, forms and information to be completed by applicants interested in applying for the Program.									
0111-0001	Applications Successful (Original) Federal Regulations 1.42-5(B)(2)					P	21 Years	2 Years before moving to Records Center	Destroy	
0111-0002	Applications - Successful (Copies)					P	3 Years	3 Years before moving to Records Center	Destroy	
0111-0003	Applications - Unsuccessful					P	6 Years	1 Year before moving to Records Center	Destroy	
0112-0000	Low Income Housing Tax Credit Program (LIHTC) - Monitoring/Compliance --- Includes: Documents, forms and information that must be met according to Internal Revenue Service requirements throughout the project's compliance period.									

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 005		Page #:10 of 18	
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		
0112-0001	Monitoring/Compliance - First Inspection --- (required to inspect project within 24 months of projects acceptance into Program). Federal Regulation 1.42-5(b)(2)					P	21 Years	2 Years before moving to Records Center	Destroy	
0112-0002	Monitoring/Compliance - Subsequent Inspection					P	6 Years	1 Year before moving to Records Center	Destroy	
0112-0003	Monitoring/Compliance --- Noncompliance or failure to certify for a minimum of six (6) years. Federal Regulation 1.42-5(e)(3)(ii)					P	6 Years	1 Year before moving to Records Center	Destroy	
0113-0000	Low Income Housing Tax Credit Program (LIHTC) --- Certification and Records submitted by the project owner.					P	6 Years		Destroy	
0114-0000	Low Income Housing Tax Credit Program (LIHTC) --- Deed of Easement and Restrictive Covenant - Recorded. Compliance period is 45 yrs plus 3 yrs.					P	48 Years		Destroy	
Technical Services										
0115-0000	Construction Requirements --- Includes all records dealing with pre-construction and actual construction of multi-family projects.									

Records Retention and Disposition Schedule				Agency: S221500			Schedule: 005		Page #:11 of 18	
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		
0115-0001	Construction Requirements - Inspection And Testing Services Proposals And Reports --- Includes inspection and testing soils, foundation and structural engineering and concrete and masonry quality control.					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0002	Construction Requirments - Construction Progress Schedule --- Includes information regarding groundbreaking of housing projects.					P	Life of the Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0003	Construction Requirements --- Project Supervisory Personnel Listing					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0004	Construction Requirments -Estimates For Partial Payment --- List project, contractor, job description, estimate of job and completion date on a monthly basis.					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0005	Construction Requirements - Progress Photos					P	Life of Mortgage plus 10 Years		Destroy	
0115-0006	Construction Requirements - Subcontractors, And Purchase Order Agreements --- Listing of subcontracts, subcontractors and job done.					P	Life of the Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0115-0007	Construction Requirements - Subcontracts And Subcontractors (Proposed)					P	3 Years	3 Years before moving to Records Center	Destroy	
0115-0008	Construction Requirements - Subcontracts And Subcontractors (Executed)					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0009	Construction Requirements - Accident Reports					P	Life of Mortgage plus 10 Years		Destroy	
0115-0010	Construction Requirements - Architectural Service Reports					P			Destroy	
0115-0011	Construction Requirements - Manpower And Construction Activity Reports (Daily)					P	Life of mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0012	Construction Requirements - Affirmative Action Summaries (Weekly) --- Monitors number of minority manpower and hours worked.					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0013	Construction Requirements - Stop Notices					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	

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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		
0115-0014	Construction Requirements - Change Order Schedule --- Includes proposed change order, sign-off and formal change order.					P	Life of Mortgage plus 10 Years		Destroy	
0115-0015	Construction Requirements - Time Extension Request And Response					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0016	Construction Requirements - Internal Construction Punchlist --- Check-off form of jobs completed in each phase of construction.					P	Periodic review		Destroy	
0115-0017	Construction Requirements - Final Construction Punchlist By Technical Services					P	Life of Mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0018	Construction Requirements - General Contractor Substantial Completion Letter --- Letter defining date of substantial completion, assessment of liquidated damages and commencement of guarantees.					P	Life of mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0019	Construction Requirements - Contractor's Certification Of Cost/NJHMFA Auditor's Report					P	Life of mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0020	Construction Requirements - Owner's Manager Certification					P	Life of mortgage plus 10 Years		Destroy	

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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		
0115-0021	Construction Requirements - Permit Approvals (Electrical Certificates, Plumbing Approval, Elevator, Etc.)					P	Life of mortgage plus 10 Years	7 Years before moving to Records Center	Destroy	
0115-0022	Construction Requirements - Contractor's Guarantee/Subcontractor's Guarantee					P	Life of mortgage plus 10 Years		Destroy	
0115-0023	Construction Requirements - Roofing Bond And Special Guarantee					P	Life of mortgage plus 10 Years		Destroy	
0115-0024	Construction Requirements - Maintenance Manuals					P	Life of mortgage plus 10 Years		Destroy	
0115-0025	Construction Requirements - Drawings (As-Built)					P	Life of mortgage plus 10 Years		Destroy	
0115-0026	Construction Requirements - Final Survey					P	Life of mortgage plus 10 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0115-0027	Construction Requirements - Certificate Of Occupancy And Inspection Approval's (Local And State)					P	Life of mortgage plus 10 Years		Destroy	
0115-0028	Construction Requirements - Shop Drawings					P	Until construction completion		Destroy	
0115-0029	Construction Requirements - Invoices For Construction Costs					P	7 Years	7 Years before moving to Records Center	Destroy	
0116-0000	Housing Affordability Service (HAS) --- Affordable Housing Project File – File contains but is not limited to the following: Documentation from the Developer including Developer Verification, Planned Real Estate Development (PRED) Public Offering Statement, deed, municipal land use approval and/or grant contract, project total number of units, total number of affordable units, total number of very low, low and/or moderate income, floor plans, project maps, list of project principals or partners, project construction schedule, proposed pricing, list of public funding sources, grant agreement (copies), loan agreement (copies), condominium or homeowner feed, real estate taxes, utilities, flood insurance, contact information, rental lease agreement, Planning Zoning Board Resolution (copies), Condominium/Homeowners Association or Rental Project Recorded files, Affirmative Marketing Plans and Advertisements, and Cost of Advertising records.									
0116-0001	Affordable Housing Project File - Approved					P	Life of Deed restriction plus 10 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: S221500			Schedule: 005		Page #:16 of 18	
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		
0116-0002	Affordable Housing Project File – Denied/Withdrawn					P	3 Years after the application denied or withdrawn.		Destroy	
0116-0003	Affordable Housing Project File – Referral List					P	3 Years after referral list is purged		Destroy	
0117-0000	Affordable Housing Application File --- File includes but not limited to preliminary and final applications, documentation, disclosures, appeals, extensions and correspondence.					P			Destroy	
0117-0001	Affordable Housing Application File – Certification Approved					P	3 Years after recorded discharge of mortgage or 3 years following the expiration of lease.		Destroy	
0117-0002	Affordable Housing Application File – Certification Denied Or Expired					P	6 months after the application denied date or 6 months from application expiration date.		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0118-0000	Affordable Housing Unit File --- Deeds with restrictions, recorded mortgage and notes, discharges, approved increases, correspondence, certification, contracts and leases, inventory and enforcement, trust fund and Regional Contribution Agreement (RCA) bank accounts.									
0118-0001	Affordable Housing Unit File --- Deeds with restriction, recorded mortgage and notes, discharges, approved increases, correspondence, certification, contracts and leases.					P	Life of Deed restriction plus 10 years.		Destroy	
0118-0002	Affordable Housing Unit Inventory					P	3 Yrs after update		Destroy	
0118-0003	Affordable Housing Unit File --- Mailing Notification of Responsibilities.					P	3 Yrs. after recorded discharge of mortgage or 3 Yrs. following the expiration of lease.		Destroy	
0118-0004	Affordable Housing Unit File --- Trust fund and or Regional Contribution Agreement (RCA) Bank Account.					P	6 Yrs. after termination of account.		Destroy	
0118-0005	Enforcement File --- Projects and Unit File include but is not limited to notices to absentee owner and correspondence.					P	Life of Deed restriction plus 10 Yrs.		Destroy	

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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		
0118-0006	Housing Affordability Services (HAS) --- Operations Manual					P	Life of Deed restriction plus 10 Yrs. until municipality relinquishes control plus 10 Yrs.		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 5th Floor, Trenton, NJ 08618

Damaged Records Report

Agency Name: Monroe Township, Middlesex County
Address: 1 Municipal Plaza, Monroe Twp., NJ 08831
Phone: (732) 656-4574
Email: preid@monroetwp.com
Contact Person: Patricia Reid, RMC, CMR

Date the Damage Occurred: 1970's

Date the damage was discovered: n/a -this situation dates back prior to my employment here approximately 1970's.

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

1. Describe circumstances of how the damage occurred. Apparently, some time in the 1970s and 1980s the Township had placed records in 2 enclosed trailers and were placed in the back of the Police/EMS lot. Over the years the roofs had caved in and they were open to the elements. (rain, snow, mold, rodents etc.)

2. Describe circumstances of how the damage was discovered. Recently the Municipal lots were to be paved and the DPW contacted the Clerk's Office asking if the records could be moved or destroyed.

3. What salvage attempts were made? Once my office was contacted. I in turn contacted all Dept. Heads to ask if anyone had knowledge of what was contained within. Again, this situation pre-dates all of the current Dept., Heads and no one could confirm any of their records were in the containers. My office along with other employees tried to get into the containers to see if we could identify and catalogue the contents. The records were all water damaged, resulting in mold, clumped together and illegible.

4. Were any of the records affected by this event salvageable? No, but a Construction permit was found and showed a date of 1969.

5. Why are these records unsalvageable? They were boxed and in metal file cabinets stored in metal trailers for over 40 years. I'm not sure when the roofs collapsed opening the contents to all the elements.

6. Who determined that the records could not be salvaged? Myself. The Clerk's office along with DPW tried to sift through, at that point it was also a safety and Health situation for the employees with mold and rodents etc.

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)? No, not even the current computer software system for the Construction office goes back that far.

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Patricia Reid, Township Clerk

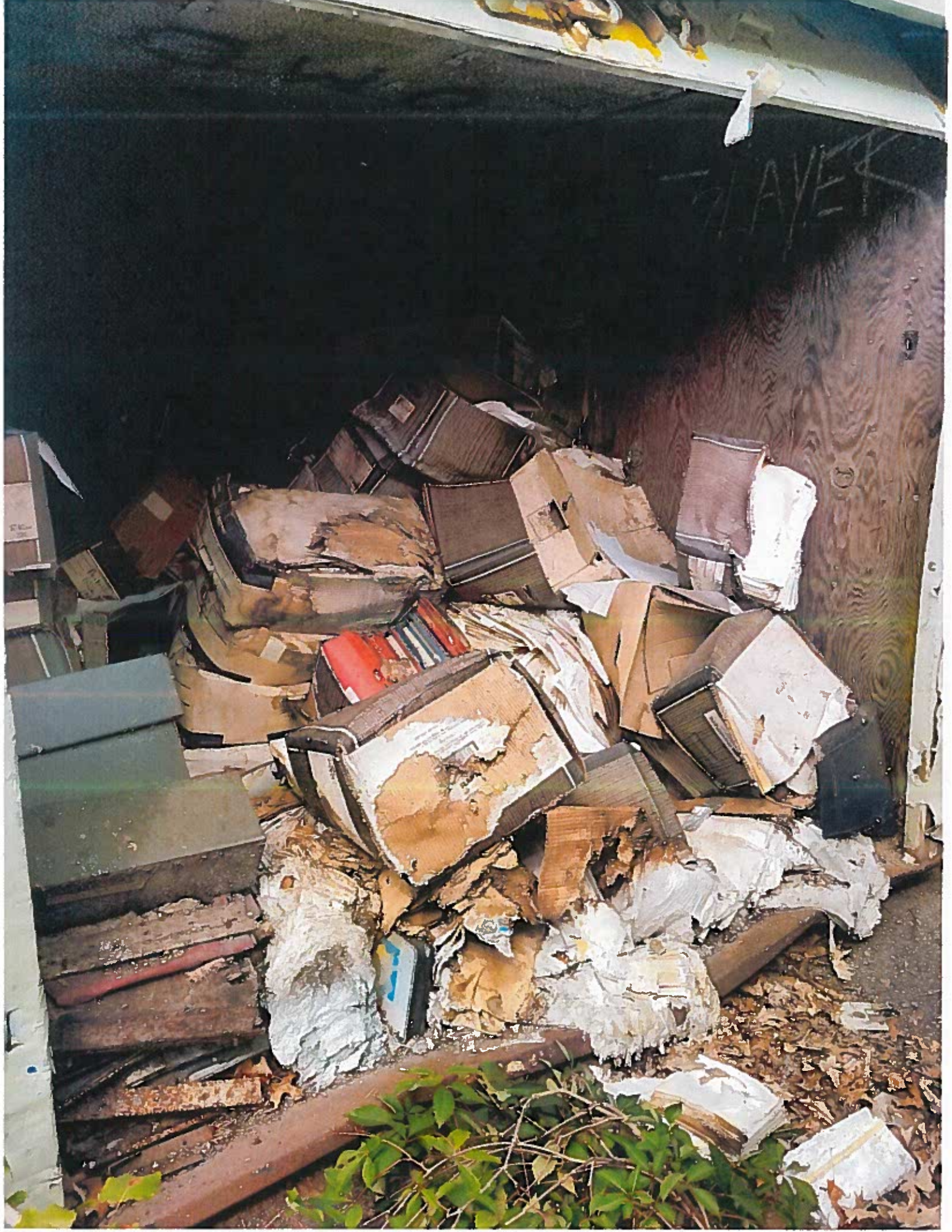
DATE: December 4, 2023

SUBJECT: Request for Approval of destruction

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.

Patricia Reid, Township Clerk
Signature and Title

December 4, 2023
Date



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 5th Floor, Trenton, NJ 08618

Damaged Records Report

Agency Name: Toms River Board of Fire Commissioners Districts No. 1 & No. 2
Address: 1144 Hooper Avenue, Suite 306, Toms River, New Jersey 08753
Phone: (732) 341-4441
Email: bkubiel@trfire.org
Contact Person: Brian Kubiel

Date the Damage Occurred: December 2, 2022 through current

Date the damage was discovered :

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

1. Describe circumstances of how the damage occurred.

Our email system was hosted by Rackspace in a cloud service. On December 2, 2022 the entire email and sharepoint system for Toms River Board of Fire Commissioners Districts No. 1 and No. 2 was not operational. It should be noted the districts share the email system.

2. Describe circumstances of how the damage was discovered.

On December 2, 2022, we noticed that the email system was not operational. After contacting Rackspace they told us that the system was down but did not provide any additional information. It wasn't until we read articles that we discovered that they were a victim of ransomware

3. What salvage attempts were made?

Yes. We the assistance of our current IT provider Atlantic IT Solutions, we have recovered as many documents as we could.

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

Yes but not every document

5. Why are these records unsalvageable?

Due to the ransomware attack, some of the records were not able to be salvaged.

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

Atlantic IT Solutions recovered everything we could possibly recover. To this day, we are getting reports of missing documents from all of our employees.

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)?

Emails – no

Sharepoint – We are in the process of recreating as many of these documents that we can.

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

All records are stored offsite in the Toms River Township Records center

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

We have transferred all email and sharepoint functions to Microsoft cloud hosting. Additionally, we have added additional cybersecurity. Atlantic IT Solutions is also providing back-up services.

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Brian S. Kubiel, Chief Administrator

DATE: October 18, 2023

SUBJECT: Damaged Records

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.



CHIEF ADMINISTRATOR

Signature and Title

OCTOBER 18, 2023

Date

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 5th Floor, Trenton, NJ 08618

Damaged Records Inventory

Agency Name: Toms River Boards of Fire Commissioners Districts No. 1 and No. 2

Agency Retention Schedule: 15

Retention Schedule Number: M100000

Record Series Number: 0800-0001

Record Series Name: E-mail Records and Electronic Administrative Resources

Retention Time: 7 years or less

Inclusive Years: December 2, 2022 to current

Volume (Cubic Feet): Unknown

Damage Type: E-mails and sharepoint documents unrecoverable due to email provider system being effected by ransomware.

Other copies available? We recovered as many as we could. However, we receive reports of items missing everyday. However, these reports have lessened.

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 5th Floor, Trenton, NJ 08618

Damaged Records Report

Agency Name: Monroe Township, Middlesex County
Address: 1 Municipal Plaza, Monroe Twp., NJ 08831
Phone: (732) 656-4574
Email: preid@monroetwp.com
Contact Person: Patricia Reid, RMC, CMR

Date the Damage Occurred: 1970's

Date the damage was discovered: n/a -this situation dates back prior to my employment here approximately 1970's.

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

1. Describe circumstances of how the damage occurred. Apparently, some time in the 1970s and 1980s the Township had placed records in 2 enclosed trailers and were placed in the back of the Police/EMS lot. Over the years the roofs had caved in and they were open to the elements. (rain, snow, mold, rodents etc.)

2. Describe circumstances of how the damage was discovered. Recently the Municipal lots were to be paved and the DPW contacted the Clerk's Office asking if the records could be moved or destroyed.

3. What salvage attempts were made? Once my office was contacted, I in turn contacted all Dept. Heads to ask if anyone had knowledge of what was contained within. Again, this situation pre-dates all of the current Dept., Heads and no one could confirm any of their records were in the containers. My office along with other employees tried to get into the containers to see if we could identify and catalogue the contents. The records were all water damaged, resulting in mold, clumped together and illegible.

4. Were any of the records affected by this event salvageable? No, but a Construction permit was found and showed a date of 1969.

5. Why are these records unsalvageable? They were boxed and in metal file cabinets stored in metal trailers for over 40 years, I'm not sure when the roofs collapsed opening the contents to all the elements.

6. Who determined that the records could not be salvaged? Myself. The Clerk's office along with DPW tried to sift through, at that point it was also a safety and Health situation for the employees with mold and rodents etc.

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)? No, not even the current computer software system for the Construction office goes back that far.

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

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Patricia Reid, Township Clerk

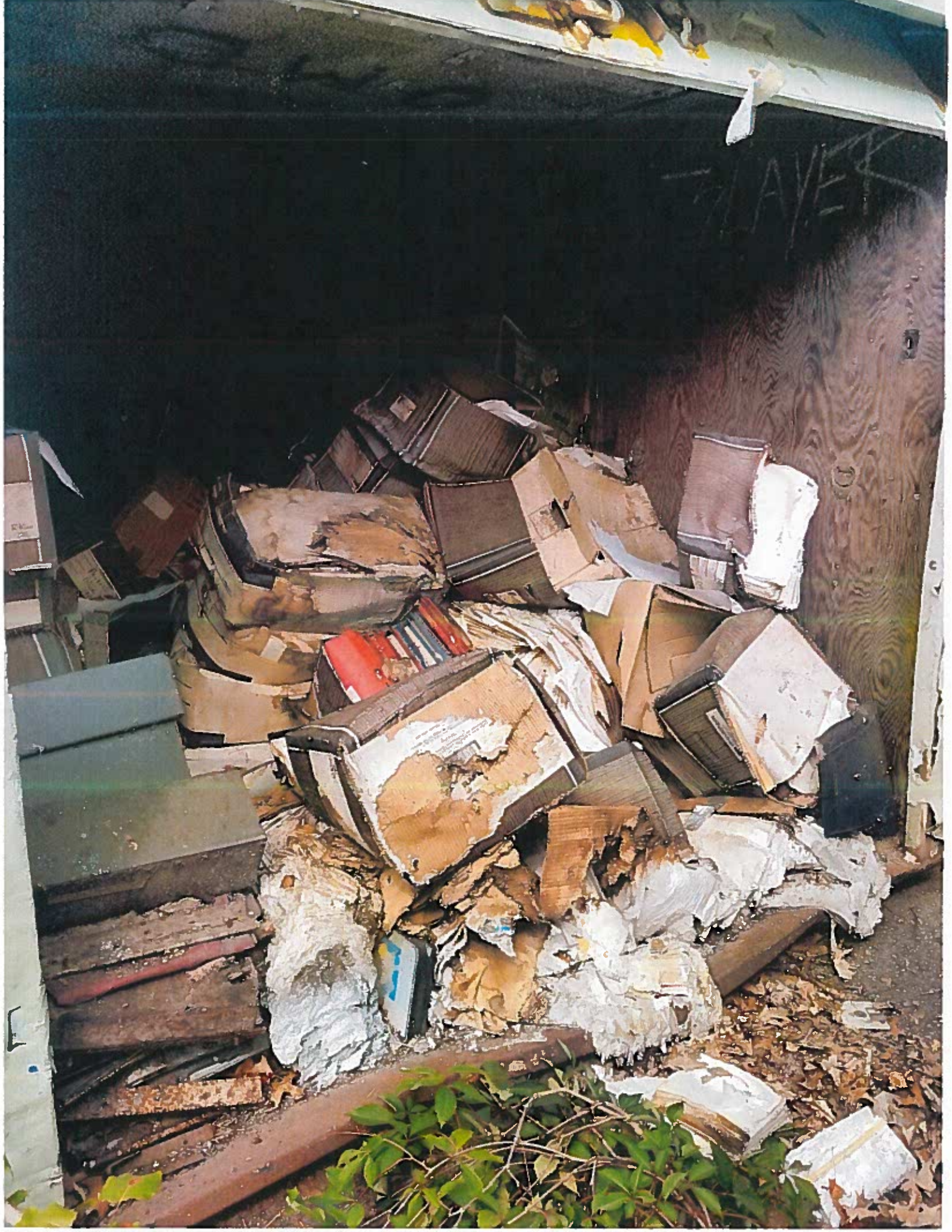
DATE: December 4, 2023

SUBJECT: Request for Approval of destruction

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.

Patricia Reid, Township Clerk
Signature and Title

December 4, 2023
Date



**RESOLUTION AUTHORIZING THE NEW JERSEY STATE ARCHIVES THROUGH THE
DEPARTMENT OF STATE TO LEGALLY ACCESSION ELECTRONIC PUBLIC RECORDS
WITHOUT THE NEED TO SUBMIT A REQUEST AND AUTHORIZATION FOR RECORDS
DISPOSAL**

The State Records Committee resolves that in cases where the State Archives has completed the legal accessioning of electronic public records from an agency under *N.J.S. 47:2-7* and *N.J.A.C. 15:3-2.4*, the agency may delete any copies of said records that it may have retained without the need to submit a “Request and Authorization for Records Disposal.”

STATE RECORDS COMMITTEE

AMANDA TRUPPA, SECRETARY

ATTEST:
