



AGENDA
STATE RECORDS COMMITTEE
May 21, 2015
10:00AM

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

Announcement of Open Public Meeting

I. Administrative Actions:

- A. Reading of April 16, 2015 minutes**
- B. Announcement of Approval of Destruction Authorization:**
 - 1. Routine Request: #85-688 – #86-018
 - 2. Artemis Request: #519471 - #520247
- C. Records Management:**
Report to the State Records Committee (See Attached)
- D. Image Processing System Amendments / Annual Reviews:**
Report to the State Records Committee (See Attached)

II. Imaging Certification:

- A. Berlin Township School District – Vilirie Perry**
- B. Franklin Township Public School District – Vilirie Perry**
- C. Mansfield Township School District – Vilirie Perry**
- D. Monmouth County Sherriff's Office – Marcella Giordano**

III. New Business:

- A. Records Retention Schedules: (See Attached)**
Treasury - Unclaimed Property S820833-002 – Presented by Marcella Giordano
- B. Special Request and Authorization for Records Disposal: (See Attached)**
Old Bridge Library – Damaged Records – Presented by Vilirie Perry

IV. Other Business: (None)



MINUTES
STATE RECORDS COMMITTEE
April 16, 2015

Michael J. Tyger, Secretary, called the 416th meeting of the State Records Committee to order at 10:05 a.m. on the above date. He stated that notice of the meeting had been posted in the Secretary of State's Office and published in the state's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Mr. Tyger stated that there is a quorum with all members represented except for the representative from Department of Community Affairs who was on her way and joined the meeting in progress.

ATTENDANCE:

SRC: Division of Local Government Services, Erin Mallon Knoedler, designee
Attorney General, Donald Palombi, designee
State Treasurer, Michael Tyger, designee
State Auditor, William Robinson, designee
State Archives, Joseph Klett

Staff: Sharon Allen, Technical Assistant II, Records Management Services
John Berry, Records Analyst I, Records Management Services
Nichole Carthan, Records Manager, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services
Irwin Nadel, Chief of Operations, Records Management Services
James Jenkins, Data Entry Machine Operator III, Records Management Services
Marcella Giordano, Records Analyst II, Records Management Services
Baljinder Pannu, Data Entry Operator, Records Management Services
Marcella Campbell, Technical Assistant I, Treasury
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services
Ellen Callahan, NJ State Archives, Department of State

Other: Lauren Wiley, Mercer County Records Management
Patrice McCarthy, Camden City
Joe Brigandi, Michelle Everly, Gloucester County Clerk's Office
Mary McNamara, Treasury, Risk Management
Christina Napolitano, Maria Lisa Bazela, Bergen County Clerk's Office

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

The January 15, 2015 minutes were approved. Also the minutes of July 17, 2014, September 18, 2014, and December 18, 2014 which required revision were updated and approved at this meeting.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

- 1. Secretary Tyger announced the approval of routine hardcopy request for disposal of public Records: #85-264 - #85-687**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #518235 - #519470**

B. Records Management:

Report to the State Records Committee: (None)

C. Imaging Processing System Certification:

Report to the State Records Committee: (See Attached)

II. IMAGING CERTIFICATION:

- A. Borough of Middlesex –** Borough of Middlesex proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Accses New Jersey/CNA Services will produce their archival microfilm, by way of Hudson Community Enterprises. As recommended by the certifying Records Analyst, Vilirie Perry, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant's image processing system. (Certification #15041601-MF)

III. OLD BUSINESS:

- A. Image Certifications – (None)**
- B. Retention Schedules – (None)**
- C. Special Request and Authorization for Records Disposal - (None)**
- D. Other - (None)**

IV. NEW BUSINESS:

- A. Records Retention Schedules:** See Attached
Treasury – Presented by Marcella Giordano
Risk Management – S822200-002 – Approved without changes.

V. OTHER BUSINESS:

1. Mr. Klett stated that on January 27, 2015 the Township of Toms River rescinded their previous Resolution to donate Veterans' Discharge Papers to the National Archives. The Township will keep the original records and State Archives will microfilm the records and maintain a copy.
2. Mr. Klett stated regarding N.J.A.C Title 15 regulations, Archives was looking into what safeguards are in place for retention of permanent records or records for archival review. Also, Mr. Klett stated that Archives would like to work with Records Management Services to ensure safeguards are present. Irwin Nadel of DORES fully supports the idea and looks forward to future meetings with Archives.

There being no other business, the Committee adjourned at 10:30 am.

Michael Tyger
Secretary
State Records Committee

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

**Records Management Administrative Actions
State Records Committee 5/21/2015**

1 .Municipal Housing and Development M500000-002

On March 20, 2008, the Municipal Housing and Development retention schedule M500000 was incorrectly presented to the State Records Committee as schedule number 001; which mean this would be the 1st version of the schedule. The correct schedule number should have been 002. The schedule has been updated to reflect the correct schedule number. No other changes were made to schedule M500000-002.

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

Agency Level Amendments

Current Agency Name (Department/Division/Bureau)	Municipal Housing and Development
Current Agency Number	M500000
(Old Schedule number)	001
(New Schedule number)	002

2. County Clerk/Register of Deeds C100000-008

On July 17, 2014, the County Clerk/Register/Register of Deeds retention schedule C1000000 was incorrectly presented to the State Records Committee as schedule number 004; which means this would have been the 4th version of the schedule. The correct schedule number should have been schedule number 008. The schedule has been updated to reflect the correct number. No other changes were made to schedule C100000-008.

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

Agency Level Amendments

Current Agency Name (Department/Division/Bureau)	County Clerk/Register of Deeds
Current Agency Number	C100000
(Old schedule number)	004
(New schedule number)	008

Imaging Administrative Actions SRC May 21, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Amendment: Marcy Giordano	07092001-NM	Township of Winslow	Added Records Series	Added records; Municipal Agencies General Records Retention, M100000-008 and M200000-007	
Amendment: James Jenkins	09021906-MF	Township of Hamilton (Mercer)	Change in Support Vendor	Included Foveanics Imaging Technologies, Inc. as a vendor in addition to DORES (NJDARM)	
Amendment: Vilirie Perry	09071601-MF	Township of Middletown	Added Records Series	Added records of Purchase Order File (Original)	
Amendment: John Berry	11012034-MF	Borough of Fanwood Clerk's Office	Upgrade of Disaster Recovery Plan	Added an additional SQL Server Database backup with the Westfield location serving as the replication site	
Amendment: John Berry	11012035-MF	City of Rahway Clerk's Office	Upgrade of Disaster Recovery Plan	Added an additional SQL Server Database backup with the Westfield location serving as the replication site	

Imaging Administrative Actions SRC May 21, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Amendment: Marcy Giordano	11051906-NM	Ocean County College Financial Aid, Admissions and Records, Accounting	Added Records Series	Added records Human Resource Schedule C270206 - 901	
Amendment: John Berry	12021602-NM	Township of Union Clerk's Office	Upgrade of Disaster Recovery Plan	Added an additional SQL Server Database backup with the Westfield location serving as the replication site	
Amendment: Marcy Giordano	13051607-MF	Camden County College Enterprise Imaging System	Added Records Series	Added records from Foreign Student / Disabled Student Schedule C270302, C271010 and Business Office Schedule C270202	
Annual Review: Marcy Giordano	01101802-MF	County of Ocean Office of the Clerk			
Annual Review: Marcella Campbell	03111902-NM	County of Somerset Board of Social Services			

Imaging Administrative Actions SRC May 21, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Annual Review: Marcy Giordano	04021902-MF	Township of Woodbridge Building Department			
Annual Review: Marcy Giordano	04102101-NM	Department of Labor and Workforce Development, Division of Employer Accounts			
Annual Review: James Jenkins	05072101-MF	County of Gloucester Surrogate's Office			
Annual Review: Marcy Giordano	06110903-NM	Township of Woodbridge			
Annual Review: James Jenkins	06121405-MF	County of Bergen Office of the Clerk of the Board			
Annual Review: James Jenkins	06121408-MF	County of Gloucester			
Annual Review: Marcy Giordano	07011802-MF	County of Salem			

Imaging Administrative Actions SRC May 21, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Annual Review: Marcy Giordano	07092001-NM	Township of Winslow			
Annual Review: Marcy Giordano	07092003-NM	Bergen Community College			
Annual Review: Vilirie Perry	08011703-MF	Township of Jefferson Enterprise Imaging System			
Annual Review: James Jenkins	08032002-NM	County of Gloucester Prosecutor's Office			
Annual Review: James Jenkins	09012236-MF	County of Bergen Office of the County Clerk, LRMS			
Annual Review: James Jenkins	09021907-MF	Township of Montclair			
Annual Review: Marcella Campbell	09052103-NM	Township of Upper Deerfield			
Annual Review: Vilirie Perry	09071601-MF	Township of Middletown			

Imaging Administrative Actions SRC May 21, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Annual Review: James Jenkins	09101506-NM	Borough of Fair Haven			
Annual Review: Marcy Giordano	09121710-NM	Township of Wayne Police Department			
Annual Review: Marcy Giordano	10021801-MF	Township of North Brunswick			
Annual Review: John Berry	11012034-MF	Borough of Fanwood Clerk's Office			
Annual Review: John Berry	11012035-MF	City of Rahway Clerk's Office			
Annual Review: Marcy Giordano	11051906-NM	Ocean County College Financial Aid, Admissions and Records, Accounting			
Annual Review: James Jenkins	11051909-MF	County of Gloucester Clerk LRMS			
Annual Review: John Berry	12021602-NM	Township of Union Clerk's Office			

Imaging Administrative Actions SRC May 21, 2015

Administrative Action Type	Certification #	Agency	Amendment Type	Amendment Description	Vendor (if Applicable)
Annual Review: James Jenkins	13032108-NM	Borough of Franklin Lakes			
Annual Review: Marcy Giordano	13051607-MF	Camden County College Enterprise Imaging System			
Annual Review: Vilirie Perry	14032010-NM	Middlesex County Board of Social Services			
Annual Review: James Jenkins	14032012-NM	Cape May County Board of Social Services			
Annual Review: John Berry	14071701-NM	Union County Division of Social Services			

Imaging Certification Summary

May 21, 2015

Berlin Township Public Schools
Records Analyst: Vilirie Perry

Berlin Township Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. ACCSES New Jersey/CNA Services will produce their archival microfilm, by way of Hudson Community Enterprises. The system meets all of the requirements for certification.

Records Series	Retention
Pupil File/Student Record	100 years
Confidential Disciplinary File - Student Violence, Vandalism, and/or Substance Abuse Incident Report	100 years
Student Health File - Health History/Immunization	100 years
Payroll Register - Master	60 years
Employee File - Full & Part Time Employee File	6 years after termination of employment
Employment History Record Card	80 years
Confidential Medical File - Employee File	40 years after termination of employment
Special Education File - Student Placement File Public & Nonpublic School	100 years

Franklin Township Public Schools
Records Analyst: Vilirie Perry

Franklin Township Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. ACCSES New Jersey/CNA Services will produce their archival microfilm, by way of Hudson Community Enterprises. The system meets all of the requirements for certification.

Records Series	Retention
Pupil File/Student Record	100 years
Confidential Disciplinary File - Student Violence, Vandalism, and/or Substance Abuse Incident Report	100 years
Student Health File - Health History/Immunization	100 years
Payroll Register - Master	60 years
Employee File - Full & Part Time Employee File	6 years after termination of employment
Employment History Record Card	80 years
Confidential Medical File - Employee File	40 years after termination of employment
Special Education File - Student Placement File Public & Nonpublic School	100 years

Imaging Certification Summary May 21, 2015

Mansfield Township School District
Records Analyst: Vilirie Perry

Mansfield Township School District proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. ACCSES New Jersey/CNA Services will produce their archival microfilm, by way of Hudson Community Enterprises. The system meets all of the requirements for certification.

Records Series	Retention
Pupil File/Student Record	100 years
Confidential Disciplinary File - Student Violence, Vandalism, and/or Substance Abuse Incident Report	100 years
Student Health File - Health History/Immunization	100 years
Payroll Register - Master	60 years
Employee File - Full & Part Time Employee File	6 years after termination of employment
Employment History Record Card	80 years
Confidential Medical File - Employee File	40 years after termination of employment
Special Education File - Student Placement File Public & Nonpublic School	100 years

Monmouth County Sheriff's Office
Record Analyst: Marcella Giordano

Monmouth County Sheriff's Office proposes an in house imaging system. Solutions II, Spillman Technologies developed the application and Monmouth County Sheriff's Office will be responsible for the scanning operation. The paper documents will serve as the eye-readable back-up. The systems meet all of the requirements for certification.

Records Series	Retention
Arrest File	Until Final Disposition
Field Contact Cards	1 Year
Criminal, Excluding Homicide - Arrest	75 Years
Criminal, Excluding Homicide - No Arrest	7 Years
Non-Criminal, Excluding Drunk Driving	2 Years
Drunk Driving	6 Years
Homicide	Permanent
Sudden and Accidental Death	Permanent
Incident Reports	1 Year

Imaging Certification Summary May 21, 2015

Reportable and Non-Reportable Accident Report	3 Years
Fatal Accident Report Files	Permanent
Property Listings	Until Final Disposition
Restraining Orders - final	50 Years
Restraining Orders- Temporary	1 Year
Restraining Orders - Temporary and Final Dismissed	1 Year
Records Series	Retention
Detective File Folders-Fugitive Cases	6 Years
Restraining and Protective Orders-Temporary	1 Year
Child support Warrant	23 Years
Criminal, Excluding Homicide- Arrest	75 Years
Criminal, Missing Persons and Stolen Weapons	7 Years
Non-Criminal, Excluding Drunk Driving	2 Years
Drunk Driving	6 years
Incident Reports	1 year
Confiscated Property Files - Firearms	10 years
Confiscated Property Files - Firearms Destruction	Permanent
Confiscated Property Files - Other Property	7 years

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT


DEPARTMENT SCHEDULE HEADING	Treasury	AGENCY # S820833		
DIVISION:	Unclaimed Property Administration	SCHEDULE # 002		
BUREAU:	Unclaimed Property	PAGE # 1	OF 1	

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	Unclaimed Property
FORMER AGENCY NUMBER	S820833

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0001	Unclaimed Property Claim Forms-Resolved	Decrease retention time.	3 years after resolution and 7 years at Records Center, destroy	3 years after resolution and 4 years at Records Center, destroy
0001-0002	Unclaimed Property Claim Forms-Unresolved With Proper Documentation	Decrease retention time.	3 years after claim filed and 7 years at Records Center, destroy	3 years after claim filed and 4 years at Records Center, destroy
0002-0000	Holder Information Files Includes all information on property retained by a holder and related reports regarding auctions, sales and appraisal.	Increase retention time.	3 years after property is transferred, no time at Records Center, destroy	3 years after property is transferred, 4 years at Records Center, destroy
0003-0000	Audit Reports and Work papers Consists of field audits of corporations for property reported or unreported.	Decrease retention time.	3 years in agency, 7 years at Records Center, destroy	3 years in agency, 4 years at Records Center, destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # 5820033	SCHEDULE # 002	PAGE # 1 OF 2
DEPARTMENT	Treasury	AGENCY REPRESENTATIVE: Steven R. Harris		
DIVISION	Unclaimed Property Administration	TITLE: Administrator		
BUREAU:	Unclaimed Property	PHONE #: 609-777-4655		
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:
		3/25/15		

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S820833	SCHEDULE # 002	PAGE # 2 OF 2
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0001-0000	Unclaimed Property Claim Forms Includes: Claim Form, affidavit, correspondence, screen prints of database and related documentation			
0001-0001	Unclaimed Property Claim Forms -- Resolved	3 years after resolution	4years	Destroy
0001-0002	Unclaimed Property Claim Forms – Unresolved With proper documentation	3 years after claim filed	4 years	Destroy
0001-0003	Unclaimed Property Claim Forms – Unresolved Without proper documentation	3 years after claim filed		Destroy
0002-0000	Holder Information Files Includes all information on property retained by a holder and related reports regarding auctions, sales and appraisal.	3 years after property is transferred	4 years	Destroy
0003-0000	Audit Reports and Work papers Consists of field audits of corporations for property reported or unreported.	3 years	4 years	Destroy



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND
ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
P.O. BOX 661
TRENTON, NJ 08625-0661

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

Special Request and Authorization for Records Disposal

TO: State Records Committee:

FROM: Viliric D. Perry, Records Analyst 1

DATE: May 21, 2015

SUBJECT: Old Bridge Library Special Request and Authorization for Records Disposal

Agency Disaster Narrative:

The Old Bridge Library, 1 Old Bridge Plaza, Old Bridge, New Jersey is requesting a Special Request for Disposal of Damaged Records. On October 28, 2014, Old Bridge Library discovered a roof water leak over a file closet of 108 cubic feet of records. The damage may have occurred several months prior to the discovery. There was severe water damage to the records. A restoration company was called in for an inspection of the condition of the records. Rapid Recovery Services, LLC, stated that the files were heavily water damaged; some with 100% saturation and there was also visible mold growth. The records were removed from the file closet, put into other containers and placed in a Pod that the Library is renting; until authorization of the special request is approved by the State Records Committee.

There are 12 individual records series listed on the Request and Authorization for records disposal forms. Of the 12 records series 5 have not met their retention period. The five outstanding records series are:

Table with 3 columns: Records series, Inclusive dates, Retention Period. Rows include Payroll, Vouchers and Paid Bills, Request for Leave, Audit reports*, and Bank Statement*.

*File maybe reconstructed

The remaining records series have met their retention period and can be destroyed, upon the approval of the Committee.

The Library's roof is scheduled to be replaced in 2015.

Agency Contact: Nancy Cohen 732 721-5600 ext. 5014 Director
Maria Nowak 732-721-5600 ext. 5016

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

Damaged Records Report

Agency Name: OLD BRIDGE PUBLIC LIBRARY
1 Old Bridge Plaza
Address: Old Bridge, New Jersey 08857
Phone: (732) 721-5600
Email: mnowak@oldbridglibrary.org
Contact Person: Maria Nowak
Date the damage occurred: Developed over recent months
Date the damage was discovered: 10/28/2014
Complete the following. (Answer field will expand to accommodate all answers)

1. Describe circumstances of how the damage occurred.
File storage closet developed roof leak; mold developed in drywall and file storage boxes.
2. What salvage attempts were made?
None - Based on recommendation of restoration company
3. Were any of the records affected by this event salvageable?
No. - Water and mold damage too severe.

4. Why are these records unsalvageable?

Records have severe water and mold damage.

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

Rapid Recovery Services, LLC

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

No

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

Yes- The records are being stored where there are no roof leaks.

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

The library's roof is scheduled to be replaced in 2015.



3/31/15

Old Bridge Township
1 Old Bridge Plaza
Old Bridge, NJ 08857

Hello Ms. Cohen,

Re: Library Files

We have inspected the damaged file and have the following remarks;
The files were water damaged with some having 100% saturation.
The files also had visible mold growth on a majority of the files.

It is our opinion that the files can not be salvaged and should be destroyed.

Thank you,
Matthew Battle

A handwritten signature in black ink, appearing to read "Matthew Battle", with a long, sweeping horizontal line extending to the right.

VP of Operations

Tel: 561.305.6010 Fax: 771.5.5.3121

91 Spring Valley Rd. P.O. Box 357 Montclair, NJ 07045

www.rapidrecovery.com

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

**Damaged Records
Disposal Certification**

TO: State Records Committee

FROM: OLD BRIDGE PUBLIC LIBRARY

DATE: 3/6/2015

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.

[Handwritten Signature]

Signature

DIRECTOR

Title

Submit by Email

Damaged Records Inventory

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

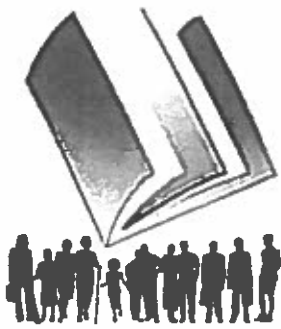
AGENCY NAME Old Bridge Public Library

RETENTION SCHEDULE AGENCY NUMBER: M100000

SCHEDULE NUMBER: 008

Record Series Number	Record Series Name	Retention Time	Inclusive Years	Volume (cubic feet)	Damage Type	Other copies available?
✓ 0313-0000	Payroll	6 years	1/1997-12/2010	25	Water/Mold	No
✓ 0319-0000	Vouchers and Paid Bills	6 years	1/1994-12/2011	31	Water/Mold	No
✓ 0002-0000	Bank Statements	6 years	1/2001-12/2011	7	Water/Mold	No
0416-0000	Timesheets	1 year	1/2003-12/2010	9	Water/Mold	No
0306-0000	Receipts&DisbursementMthly Report	Periodic Rev	1/1994-12/2011	18	Water/Mold	No
0503-0002	Board Packets	Periodic Rev	1/2002-12/2007	6	Water/Mold	No
0503-0001	Correspondence	3 years	1/2003-12/2007	3	Water/Mold	No
✓ 0409-0001	Request for Leave	6 years	1/2003-12/2010	3	Water/Mold	No
✓ 0300-0002	Audit Reports	3 years	1/1994-12/2014	2	Water/Mold	No
0005-0000	Deposit Slips	6 years	1/1998-12/2007	1	Water/Mold	No
0004-0002	Check Stubs	6 years	1/1998-12/2007	2	Water/Mold	No
0314-0000	Quarterly Pension Reports	6 years	1/2006-12/2006	1	Water/Mold	No

✓ HAVE NOT MET RETENTION PERIOD



Old Bridge Public Library

1 Old Bridge Plaza

Old Bridge, NJ 08857

732-721-5600 FAX 732-607-4816

www.oldbridgelibrary.org

To: State Records Committee

From: Nancy Cohen, Director Old Bridge Library

Date: May 21, 2015

RE: Old Bridge Library Damaged Records

Please be advised that Old Bridge Library will have the following record series duplicated from other sources to serve as the original documents for the remainder of the retention period. By having duplicate copies of the unexpired documents, we are protecting ourselves from any potential litigation for noncompliance of the Open Public Records Act (OPRA).

Retention Schedule Agency Number: M100000

Schedule Number: 008

<u>Series Number</u>	<u>Record Series Name</u>	<u>Retention Time</u>	<u>Year Recreated</u>
0002-0000	Bank Statements	6 years	1/2009 - 12/2011
0300-0002	Audit Reports	3 years	3/2012 - 12/2014

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL

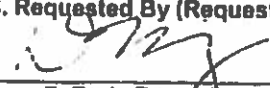

Please type or print. This request must be submitted prior to the disposition of any public records. State Agencies must complete items 1. through 14., and the State Auditor will sign 15. A and 15. B. County and Municipal Agencies and School Districts must complete items 1. through 14., and 15.A and 15.B if fiscal records are listed. Return the intact form with all four parts to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 661, Trenton, N.J. 08625-0661. Questions, call 609-530-7491. Please include a self-addressed envelope for expedited service.

1. Requesting Agency Name, Contact Name, Address, and Telephone No.

OLD BRIDGE PUBLIC LIBRARY
1 OLD BRIDGE PLAZA, OLD BRIDGE, NJ 08857

1.A Retention Schedule Number (6-digit Alphanumeric Number)

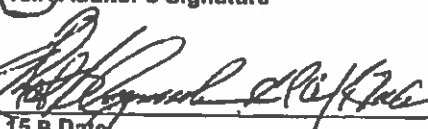
M100000 / M690000

2. Request Date	3. Requested By (Requesting Agency Signature) 	4. Request Approved By (Agency Custodian of Public Record Signature) 	5. Comments
6. Archival Review (Signature)	7. Early Records Disposal (Due to Document Conversion or Damage)		8. Comments - Document Conversion or Damage
	Microfilm Yes ___ No ___	Digital Image Yes ___ No ___	

Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit. NOTE: Items 9, 10., and 11. must be completed as they appear on an approved records retention schedule.

9. Record Series Number	10. Record Series Title	11. Retention Period	12. Inclusive Dates - Month and Year		13. Dispose After	14. Volume (Cubic Feet)
			From (MM/YYYY)	To (MM/YYYY)		
0313-0000	PAYROLL	6 years	1/1997	12/2010		25
0319-0000	Vouchers and Paid Bills	6 years	1/1994	12/2011		31
0002-0000	BANK Statements	6 years	1/2001	12/2011		7
0416-0000	TIMESHEETS	1 year	1/2003	12/2010		9
0306-0000	Receipts + Disbursement Monthly Reports	Periodic Review	1/1994	12/2011		18
0503-0002	BOARD PACKETS	Periodic Review	1/2002	12/2007		6
0503-0001	CORRESPONDENCE	3 years	1/2003	12/2007		3
0409-0001	Request for leave	6 years	1/2003	12/2010		3
0300-0002	Audit Reports	3 years	1/1994	12/2014		2
0005-0000	Deposit Slips	6 years	1/1998	12/2007		1

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15. Audit Verification	16. Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services Authorization		17. Disposition	
15.A Auditor's Signature 	16.A Authorization Date	16.B Authorization Number	<input type="checkbox"/> Shred <input type="checkbox"/> Recycle <input type="checkbox"/> Transfer to Archives <input type="checkbox"/> Other _____	
15.B Date 12/18/14	16.C Authorizing Signature, Records Management Services		17.A Verification Signature	17.B Date

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL	Please type or print. This request must be submitted prior to the disposition of any public records. State Agencies must complete items 1. through 14., and the State Auditor will sign 15. A and 15. B. County and Municipal Agencies and School Districts must complete items 1. through 14., and 15.A and 15.B if fiscal records are listed. Return the intact form with <u>all four parts</u> to: DISPOSAL REQUESTS, Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services, P.O. Box 881, Trenton, N.J. 08625-0881. Questions, call 609-530-7491. Please include a self-addressed envelope for expedited service.			1. Requesting Agency Name, Contact Name, Address, and Telephone No. OLD BRIDGE PUBLIC LIBRARY 1 OLD BRIDGE PLAZA OLD BRIDGE, NJ 08857
	1.A Retention Schedule Number (6-digit Alphanumeric Number)			

2. Request Date	3. Requested By (Requesting Agency Signature) 	4. Request Approved By (Agency Custodian of Public Record Signature) 	5. Comments
6. Archival Review (Signature)	7. Early Records Disposal (Due to Document Conversion or Damage)		8. Comments - Document Conversion or Damage
	Microfilm Yes ___ No ___	Digital Image Yes ___ No ___	

Authorization is hereby requested for the disposal of the following public records in accordance with New Jersey P.L. 1953, c. 410 as amended. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in any action, such as a pending OPRA request, litigation, or anticipated litigation as per the Federal Rules of Civil Procedure, December 2006; and are not required for a present or a future audit. NOTE: Items 9, 10., and 11. must be completed as they appear on an approved records retention schedule.

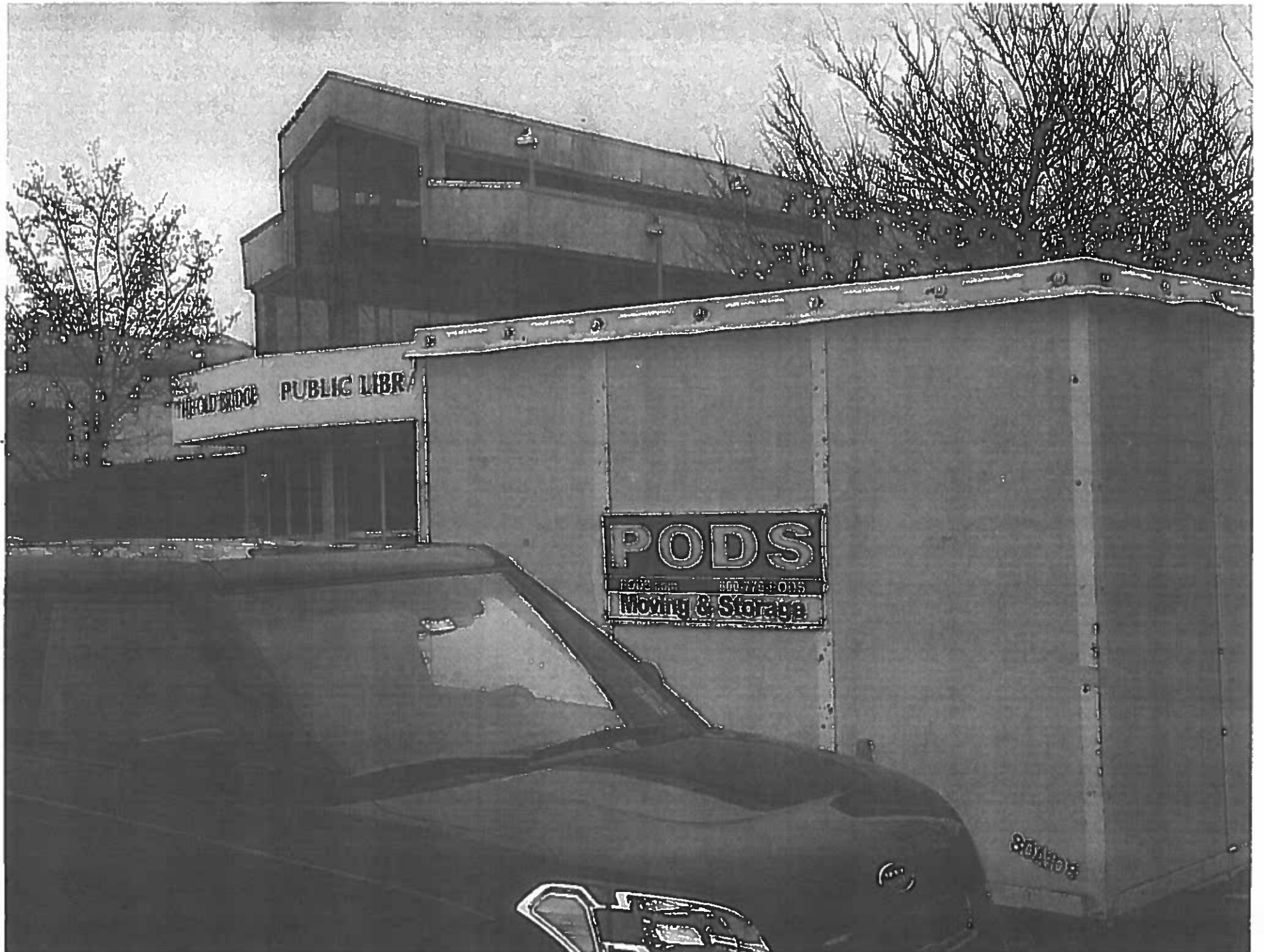
9. Record Series Number	10. Record Series Title	11. Retention Period	12. Inclusive Dates - Month and Year		13. Dispose After	14. Volume (Cubic Feet)
			From (MM/YYYY)	To (MM/YYYY)		
0004-0002	Check Stubs	6 years	1/1998	12/2007		2
0314-0000	Quarterly Pension Reports	6 years	1/2006	12/2006		1

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Volume Total
3

15. Audit Verification		16. Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services Authorization		17. Disposition	
15.A Auditor's Signature 	16.A Authorization Date	16.B Authorization Number		___ Shred ___ Recycle ___ Transfer to Archives ___ Other _____	
15.B Date 12/18/14	16.C Authorizing Signature, Records Management Services		17.A Verification Signature		17.B Date



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