

STATE OF NEW JERSEY



MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

M100000-015



Prepared by:
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<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Records Retention and Disposition Schedule				Agency: M100000		Schedule: 015		Page #:1 of 38		
Department:	MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE				Agency Representative:		Stacy Spera			
					Title:		Confidential Assistant, Local Gov't Services, DCA			
					Phone #:					
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:			Date:		
								6/21/2022		
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		
	Financial Records									
0001-0000	Bank Books	X				P	6 Years		Destroy	
0002-0000	Bank Statements --- Statements reflecting an agency's banking account status.	X					6 Years		Destroy	
0003-0000	Cashier Stubs	X					6 Years		Destroy	
0004-0000	Check File --- Includes Property Tax, Sewer, and Utilities.	X								
0004-0001	Check File - Checks --- Includes Cancelled and Voided Checks, Check Stubs, and Lost Check References	X					6 Years		Destroy	
0004-0002	Check File - Check Register	X					6 Years		Destroy	
0004-0003	Check File – Self-Scanned Deposited Checks --- Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.					P	After deposit input and verification		Destroy	

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:2 of 38		
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				
	Financial Records											
0005-0000	Deposit Slips (Agency Original)	X					6 Years		Destroy			
	Books of Account											
0100-0000	Cash Disbursements	X										
0100-0001	Cash Disbursements - Year-End History	X		X		P	Permanent		Permanent			
0100-0002	Cash Disbursements - Quarterly History	X					3 Years		Destroy			
0100-0003	Cash Disbursements - Monthly History	X					3 Years		Destroy			
0101-0000	Daily Cash Journal --- Book of original entry, recording transactions in chronological order.	X					6 Years		Destroy			
0102-0000	Journal/Ledger File	X										
0102-0001	Journal/Ledger - General --- A central listing of all activities for an account within a particular time period.	X	X	X		P	Permanent		Permanent			
0102-0002	Journal/Ledger - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	X					6 Years		Destroy			
0103-0000	Year-End Closing Reports --- Used in conjunction with the General Journal/Ledger	X	X	X		P	Permanent		Permanent			
	Budget File											
0200-0000	Budget File	X										

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:3 of 38	
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			
0200-0001	Budget File - Included in Minutes	X					2 Years		Destroy		
0200-0002	Budget File - Not Included In Minutes	X		X		P	Permanent		Permanent		
0200-0003	Budget File - Copy Filed With County	X					2 Years Provided no litigation on tax levy or rate		Destroy		
0200-0004	Budget File - Copy Approved by the State	X					2 Years		Destroy		
0200-0005	Budget File - Copy Approved by Governing Body	X					2 Years		Destroy		
0200-0006	Budget File - Monthly Status Report	X					3 Years		Destroy		
0200-0007	Budget File - Year-to-Date Status Report	X					3 Years		Destroy		
0200-0008	Budget File - Work papers	X					6 Years		Destroy		
0200-0009	Budget File - Defeated Budget	X					6 Years		Destroy		
0200-0010	Budget File - Year-End Status	X					3 Years		Destroy		
0200-0011	Budget File - Monthly Capital Status	X					3 Years		Destroy		
0200-0012	Budget File - Monthly Open Encumbrance Status	X					3 Years		Destroy		
0200-0013	Budget File - School District Budget Filed With Municipality (Copy) --- Original maintained by the school district.	X					1 Years		Destroy		
	Miscellaneous Financial Records										
0300-0000	Audit Report File	X									
0300-0001	Audit Report File - Audit Report (Agency Original)	X		X		P	Permanent		Permanent		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:4 of 38	
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			
0300-0002	Audit Report File - Audit Report (Working Copy)	X					3 Years		Destroy		
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	X					1 Years		Destroy		
0301-0000	Bids And Proposals - Purchase (Approved And Denied) --- Bid File - Purchase - Approved and Denied File may contain but not limited to: bids, proposals, Requests for Proposals (RFP), Pay to Play documentation, correspondence, and supporting documentation.										
0301-0001	Bids and Proposals (Original)	X					6 Years		Destroy		
0301-0002	Bids and Proposals (Copy)	X					3 Years		Destroy		
0302-0000	Bond File --- Includes: bond official and preliminary statements, work papers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation.	X									
0302-0001	Bond File (Original)	X					6 Years After date of cancellation or maturity		Destroy		
0302-0002	Bond File (Copy)	X					6 Years		Destroy		
0302-0003	Bond File - Bonds and Coupons Notes	X					7 Years From cancellation or maturity dates		Destroy		
0302-0004	Bond File - Bond Anticipation Notes	X					6 Years		Destroy		
0302-0005	Bond File - Performance Bonds	X					6 Years After termination of contract		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:5 of 38	
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			
0302-0006	Bond File - Surety Bonds	X					2 Years After termination of office		Destroy		
0303-0000	Contracts/Agreements and Amendments File --- Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued.	X									
0303-0001	Contracts/Agreements and Amendments - General (Original)	X					6 Years After completion of contract		Destroy		
0303-0002	Contracts/Agreements and Amendments - General (Copy)	X					1 Years After completion of contract		Destroy		
0303-0003	Contracts/Agreements and Amendments - Cancelled	X					1 Years After submission		Destroy		
0303-0004	Contracts/Agreements and Amendments - Voided	X					1 Years After voidance		Destroy		
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	X					6 Years		Destroy		
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	X					10 Years After completion of construction		Destroy		
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	X					7 Years After disposal of building		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:6 of 38	
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			
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) --- Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	X					6 Years After project completion		Destroy		
0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	X					7 Years After disposal of building		Destroy		
0304-0000	Purchase Order, Invoice, Voucher/Warrant, And Requisiton File										
0304-0001	Purchase Order, Invoice, Voucher/Warrant, And Requisition File (Original)	X				P	6 Years		Destroy		
0304-0002	Purchase Order, Invoice, Voucher/Warrant And Requisition File (Copy)	X				P	3 Years		Destroy		
0304-0003	Purchase Order File (Additional Copy)	X					1 Years		Destroy		
0304-0004	Purchase Order File - Log	X					6 Years		Destroy		
0305-0000	Deferred Compensation File	X									
0305-0001	Deferred Compensation File - Individual Employee File	X		X		P	Permanent		Permanent		
0305-0002	Deferred Compensation File - Deferred Compensation Plan - Bi-Weekly	X					6 Years		Destroy		
0305-0003	Deferred Compensation File - Deferred Compensation Plan - Quarterly	X					6 Years		Destroy		
0306-0000	Financial Statements - Annual	X									
0306-0001	Financial Statements - Annual (Original)	X		X		P	Permanent		Permanent		
0306-0002	Financial Statements - Annual (Copy)	X					Periodic review		Destroy		
0306-0003	Financial Statements - Annual And Supplemental Debt	X		X		P	Permanent		Permanent		
0307-0000	Grant File	X									

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:7 of 38	
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			
0307-0001	Grant File - General Approved (Original)	X					6 Years After termination of grant		Destroy		
0307-0002	Grant File - General Approved (Copy)	X					1 Years After termination of grant		Destroy		
0307-0003	Grant File - General Denied	X					1 Years		Destroy		
0307-0004	Grant File - Green Acres	X		X		P	Permanent		Permanent	(N.J.S.A. 13:8A-47)	
0308-0000	Insurance File --- File includes : Life, Disability, Workers' Compensation, General Liability, Building, Fire, Flood, Casualty, and HIPAA Insurance	X									
0308-0001	Insurance File - Life, Disability, and Workers' Compensation Policies	X					6 Years After expiration of policy		Destroy		
0308-0002	Insurance File - General Liability Policy	X					20 Years After expiration of policy		Destroy		
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	X					6 Years After expiration of policy		Destroy		
0308-0004	Insurance File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) --- File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	X					7 Years After termination from program		Destroy		
0309-0000	Invoice File	X									

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:8 of 38	
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			
0309-0001	Invoice File - Invoices	X					6 Years		Destroy		
0309-0002	Invoice File - Invoice Register	X					6 Years		Destroy		
0310-0000	Lease File	X									
0310-0001	Lease File (Original)	X					6 Years After termination of lease		Destroy		
0310-0002	Lease File (Copy)	X					1 Years After termination of lease		Destroy		
0311-0000	Machine Calculation Tapes --- Used for account verification for an audit.	X					1 Years		Destroy		
0312-0000	Mailing and Postage File	X									
0312-0001	Mailing and Postage File - Postage Bill Log	X					6 Years		Destroy		
0312-0002	Mailing and Postage File - Postage Meter Book Log	X					6 Years		Destroy		
0312-0003	Mailing and Postage File - Certified Mail Receipt	X					3 Years		Destroy		
0313-0000	Payroll File	X									
0313-0001	Payroll File - Payroll Records Associated With Subsidiary Ledger	X					6 Years		Destroy		
0313-0002	Payroll File - Payroll Register (Original)	X	X				60 Years		Destroy		
0313-0003	Payroll File - Payroll Register (Copy)	X					3 Years		Destroy		
0313-0004	Payroll File - Payroll Reports	X					6 Years		Destroy		
0314-0000	Pension File	X									

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:9 of 38	
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			
0314-0001	Pension File - Quarterly Report of Contributions	X					6 Years		Destroy		
0314-0002	Pension File - Certification File	X		X		P	Permanent		Permanent		
0314-0003	Pension File - Pension History Cards	X		X		P	Permanent		Permanent		
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	X					6 Years		Destroy		
0316-0000	Receipts	X									
0316-0001	Receipts (Original)	X					6 Years		Destroy		
0316-0002	Receipts (Copy)	X					3 Years		Destroy		
0317-0000	Receiving Reports	X					3 Years		Destroy		
0318-0000	Requisition File	X									
0318-0001	Requisition File (Original)	X					6 Years		Destroy		
0318-0002	Requisition File (Agency Copy)	X					3 Years		Destroy		
0318-0003	Requisition File (Additional Copy)	X					1 Years		Destroy		
0319-0000	Schedule of Vouchers and Bills Paid	X									
0319-0001	Schedule/List Of Vouchers And Bills Paid - Associated With Resolution Package Or Governing Body Approval	X	X	X		P	Permanent		Permanent		
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	X					6 Years		Destroy		
0320-0000	Social Security Reports	X					6 Years		Destroy		
0321-0000	State Government Quarterly Report of Wages Paid	X					6 Years		Destroy		
0322-0000	Telephone File	X									

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:10 of 38	
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			
0322-0001	Telephone File - Telephone Bills (Agency Original)	X					6 Years		Destroy		
0322-0002	Telephone File - Telephone Bills (Copy)	X					3 Years		Destroy		
0322-0003	Telephone File - Weekly Telephone Call Listing	X					1 Years		Destroy		
0323-0000	Travel File --- Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation.	X									
0323-0001	Travel File - Approved (Original)	X					6 Years		Destroy		
0323-0002	Travel File - Approved (Copy)	X					3 Years		Destroy		
0323-0003	Travel File - Denied	X					1 Years		Destroy		
0324-0000	Union Dues File	X									
0324-0001	Union Dues File - Bi-Weekly Report	X					6 Years		Destroy		
0324-0002	Union Dues File - Deduction Authorizations	X					6 Years After termination of employment		Destroy		
0324-0003	Union Dues File - Spread Sheets	X					6 Years		Destroy		
0325-0000	Vehicle File	X									
0325-0001	Vehicle File - Gasoline Pump Readings Record	X					3 Years		Destroy		
0325-0002	Vehicle File - Gasoline Pump Reading Tickets	X					3 Years		Destroy		
0325-0003	Vehicle File - Motor Vehicle Accident Records	X					6 Years		Destroy		
0325-0004	Vehicle File - Motor Vehicle Fine Reports	X					6 Years		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:11 of 38	
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			
0325-0005	Vehicle File - Parking Claim Check Stubs	X					1 Years		Destroy		
0325-0006	Vehicle File - Parking Daily Log Sheets --- Log lists names of drivers, license plate number, etc. for non-paying vehicles.	X					1 Years		Destroy		
0325-0007	Vehicle File - Parking Daily Report Forms --- Lists breakdown of daily income.	X					1 Years		Destroy		
0325-0008	Vehicle File - Parking Permits	X					3 Years		Destroy		
0325-0009	Vehicle Files - Vehicle Usage Reports --- Contains: mileage, locations, usage dates, and supporting documentation.	X					6 Years		Destroy		
0325-0010	Vehicle File - Vehicle Maintenance Reports	X				P	Until transfer of ownership		Destroy		
0325-0011	Vehicle File - Certificate of Title	X					Until transfer of ownership		Destroy		
0326-0000	Vendor File	X									
0326-0001	Vendor File - Quarterly History	X					3 Years		Destroy		
0326-0002	Vendor File - Year-End History	X					6 Years		Destroy		
0327-0000	Voucher/Warrant File - Paid	X									
0327-0001	Voucher/Warrant File (Original)	X					6 Years		Destroy		
0327-0002	Voucher/Warrant File (Copy)	X					3 Years		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:12 of 38	
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			
0328-0000	Withholding Tax File --- File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	X					7 Years		Destroy		
0329-0000	Trial Balance --- A debit and credit account verification listing.	X					3 Years		Destroy		
0330-0000	Auction File										
0330-0001	Auction File - Traditional --- File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for Quote Solicitations; Request for Quotation Solicitation for Auctioneer; Resolutions to hold an auction and to hire an auctioneer; Notice of Public Auction; letters to/from the Sheriff's Office and Public Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation.					P	6 Years		Destroy		
0330-0002	Auction File - Online --- The file contains but is not limited to: all documentation received electronically or otherwise, retained in hardcopy format, related to the online sale of surplus personal property, including the successful bidder, high bid, and bidding activity/history. Also include resolution(s) authorizing the sale of surplus personal property, public notices of sales, and any contracts with vendors that provide online auction services.					P	6 Years		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:13 of 38	
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			
0331-0000	Certificate Of Fire Code Status --- An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)										
0331-0001	Certificate Of Fire Code Status – In Compliance					P	7 Years After final payment		Destroy		
0331-0002	Certificate Of Fire Code Status – Not In Compliance					P	7 Years After compliance with recommendations or after final payments		Destroy		
0332-0000	Automated External Defibrillator (AED) File --- A device that arrests the fibrillation of the muscles of the heart. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c 375, which mandated the placement of AED's in public agencies.										
0332-0001	Automated External Defibrillator (AED) File - Monthly Maintenance And Post Event Check Lists					P	3 Years		Destroy		
0332-0002	Automated External Defibrillator (AED) File - List Of Employees Certified To Operate An AED					P	2 Years After update		Destroy		
0332-0003	Automated External Defibrillator (AED) File – Equipment Operational Manual			X		P	After disposition of equipment		Archival Review		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:14 of 38	
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			
0333-0000	Census File --- File contains but is not limited to statistical data, summary reports, correspondence, and supporting documentation.					P	10 Years		Destroy		
0334-0000	Trust Fund File --- File contains but is not limited to initial trust establishment and agreement documentation; monthly, quarterly, and annual statements; correspondence and supporting documentation.					P	6 Years after termination of account		Destroy		
0335-0000	Unclaimed Mail File					P	6 Years		Destroy		
0336-0000	Verification Of Income (VIM) File - Financial, Medical, And Social Services					P	6 Years		Destroy		
0337-0000	Tax Anticipation Note					P	6 Years		Destroy		
	Personnel Records										
0400-0000	Accident Reports - Employee --- File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	X				P	6 Years After final payment or settlement		Destroy		
0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics --- Original data maintained by the federal government.						3 Years		Destroy		
0402-0000	Dental Plan File										
0402-0001	Dental Plan File - Status Listing	X					3 Years After update		Destroy		
0402-0002	Dental Plan File - Data Entry Worksheet	X					6 Years After termination of employment		Destroy		
0402-0003	Dental Plan File - Monthly Report	X					3 Years		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:15 of 38	
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			
0403-0000	Employee History/Service Record Card						60 Years After termination of employment or age 85, whichever is sooner		Destroy		
0404-0000	Employment Applications/Resumes - Persons Not Hired --- the hired employee applications are maintained in the individual employee file.						3 Years		Destroy		
0405-0000	Financial and Personal Data Disclosure Forms --- By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	X					6 Years		Destroy		
0406-0000	Health Benefits File										
0406-0001	Health Benefits File - Monthly Billing List	X					6 Years		Destroy		
0406-0002	Health Benefits File - Deduction Cards	X					6 Years After termination from program		Destroy		
0406-0003	Health Benefits File - Monthly Report	X					3 Years		Destroy		
0406-0004	Health Benefits File - Correspondence	X					6 Years After termination from program		Destroy		
0406-0005	Health Benefits File - Denial Of Coverage --- Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)	X				P	1 Years		Destroy		
0406-0006	Health Benefits File - Declaration Of Non-Participation	X				P	1 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			
0407-0000	Individual Employee Jacket File --- Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, etc., and supporting documentation and self-health assessment/screening forms.					P	6 Years After termination of employment		Destroy		
0408-0000	Job Bulletins and Specifications	X					Periodic review		Destroy		
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity										
0409-0001	Leave Request (Original)	X					6 Years		Destroy		
0409-0002	Leave Request (Copy)	X					3 Years		Destroy		
0410-0000	Medical X-Ray File						5 Years		Destroy		
0411-0000	Personnel Action - New Jersey Department of Personnel	X					6 Years After termination of employment		Destroy		
0412-0000	Personnel Position Listing						As updated		Destroy		
0413-0000	Prescription Plan File										
0413-0001	Prescription Plan File - Status Listing	X					3 Years After update		Destroy		
0413-0002	Prescription Plan File - Monthly Report	X					3 Years		Destroy		
0413-0003	Prescription Plan File - Plan Authorization	X					6 Years After termination of employment		Destroy		
0414-0000	References - Employment										

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							Total Retention Period	Minimum Period in Agency			
0414-0001	References - External						3 Years		Destroy		
0414-0002	References - Internal						1 Years		Destroy		
0415-0000	Salary Guidelines and Amendments --- Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements.										
0415-0001	Salary Guide and Amendments (Original)	X					6 Years		Destroy		
0415-0002	Salary Guide and Amendments (Copy)	X					Periodic review		Destroy		
0416-0000	Time Records File --- File may contain Daily Time and Attendance; Request for Time Off; Report of Accumulated Holidays - Vacation, Personal, and Sick Time; and supporting documentation.										
0416-0001	Time Records File (Agency Original)	X					6 Years		Destroy		
0416-0002	Time Records File (Copy)	X					1 Years		Destroy		
0417-0000	Training Records	X		X		P	After termination of employment		Archival Review		
0417-0001	Training Records					P	6 Years After termination of employment		Destroy		
0417-0002	Training Records – Staff Training Request					P	3 Years After final payment		Destroy		
0418-0000	Work Schedule	X				P	1 Years		Destroy		

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							Total Retention Period	Minimum Period in Agency				
	Personnel Records											
0419-0000	Employee Medical Records --- Retention period in accordance with federal law CFR 1910.1018. May include proof of vaccination and/or testing in lieu thereof.	X				P	40 Years After termination of employment		Destroy	CFR 1910.1018		
0420-0000	Employment Eligibility Verification (I-9) --- Form generated by the U.S. Department of Justice Immigration and Naturalization Service.	X				P	6 Years After termination of employment		Destroy			
	Personnel Records											
0421-0000	Certification File - New Jersey Department of Personnel											
0421-0001	Certification File - Certified Roster/Employment History						5 Years After approval		Destroy			
0421-0002	Certification File - Certification of Eligibles for Appointment						3 Years After input and verification		Destroy			
0421-0003	Certification File - Certification Record Card						3 Years After expiration of list		Destroy			
0421-0004	Certification File - Request Approval for New Examination						3 Years After issuance of certification		Destroy			
0421-0005	Certification File - Request Approval for Continued Provisional Appointment						3 Years After issuance of certification		Destroy			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:19 of 38	
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			
0421-0006	Certification File - Notice to Eligible of Removal From List						3 Years After issuance of certification		Destroy		
0421-0007	Certification File - Notification Of Cancellation Of Certification					P	3 Years After issuance of certification		Destroy		
0421-0008	Certification File - Payroll Certification Letters --- Utilized for employment background verification for temporary, provisional, and permanent employees.	X					1 Years		Destroy		
0421-0009	Certification File - Request for Information Due to Criminal Record						3 Years After issuance of certification		Destroy		
0421-0010	Certification File - Right to Invoke Appointing Authority --- Appointing authority for competitive examinations in accordance with the New Jersey Department of Personnel's Administrative Code, <u>N.J.A.C. 4A:4-4.2</u>						3 Years After issuance of certification		Destroy	<u>N.J.A.C. 4A:4-4.2</u>	
0422-0000	Salary Range File										
0422-0001	Salary Range File - Request for Cancellation or Amendment, Salary Ranges and Ordinances	X					1 Years After submission		Destroy		
0422-0002	Salary Range File - Salary Ranges and Ordinances	X					1 Years After effective date		Destroy		
0423-0000	Reclassification File - New Jersey Department of Personnel										
0423-0001	Reclassification File - Reclassification Survey Book						As updated		Destroy		
0423-0002	Reclassification File - Reclassification Allocation Survey Sheets						1 Years After presentation		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:20 of 38	
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			
0424-0000	Status of Violations - Request for Attorney General's Action						3 Years After submission to the Office of the Attorney General		Destroy		
0425-0000	Special Reemployment List						3 Years After expiration of list		Destroy		
0426-0000	Examination File - New Jersey Department of Personnel										
0426-0001	Examination File - T-Card --- An examination record of all open competitive and promotional titles.						3 Years After expiration of list for final entry		Destroy		
0426-0002	Examination File - Promotional Announcement						3 Years After submission		Destroy		
0426-0003	Examination File - Request for Open Competitive Examination						3 Years After submission		Destroy		
0426-0004	Examination File - Eligible/Ineligible Roster						3 Years		Destroy		
0426-0005	Examination File - Request for Examination Cancellation or Amendment						1 Years After submission		Destroy		
0426-0006	Examination File - Withdrawal of Promotional Announcement Transmittal						1 Years After submission		Destroy		
0426-0007	Examination File - Withdrawal of Open Competitive Announcement						1 Years After submission		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:21 of 38	
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			
0426-0008	Examination File - Examination List Approval Sheet for <u>N.J.A.C.</u> 4A:4-2.7 --- Promotion list waivering competitive examination.						3 Years After effective date of certification		Destroy		
0426-0009	Examination File - Examination Re-announcement Request						1 Years After submission		Destroy		
0426-0010	Examination File - Notice of Promotional Examination						4 Years		Destroy	<u>N.J.A.C.</u> 4A:4-3.3	
0426-0011	Examination File - Open Competitive Examination Application						4 Years		Destroy	<u>N.J.A.C.</u> 4A:4-3.3	
0426-0012	Examination File - Promotional Examination Application						4 Years		Destroy	<u>N.J.A.C.</u> 4A:4-3.3	
0428-0000	Grievance File --- Records of employee's dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.										
0428-0001	Grievance File - Policy-Establishing Settlement (Original)					P	Permanent		Permanent		
0428-0002	Grievance File - Policy-Establishing Settlement (Copy)					P	3 Years After final settlement		Destroy		
	Personnel Records										
0428-0003	Grievance File - Retained By Grievant Agency Of Employment					P	1 Years After final settlement		Destroy		
0428-0004	Grievance File -Policy-Establishing Settlement (Additional Copy)					P	3 Years After final settlement		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:22 of 38	
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			
0428-0005	Grievance File -Routine Settlement (Original)					P	1 Years After final settlement		Destroy		
0429-0000	Hearings - Formal Policy										
0429-0001	Hearings - Stenotype Transcription					P	1 Years After Printing Of Transcript		Destroy		
0429-0002	Hearings - Real Time Transcription					P	1 Years After Printing Of Transcript		Destroy		
0429-0003	Hearings - Computer-Assisted Transcription					P	1 Years After Printing Of Transcript		Destroy		
	Personnel Records										
0429-0004	Hearings - Audio/Video Recording					P	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase		
0429-0005	Hearings - Transcripts (Original)					P	Permanent		Archives		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:23 of 38		
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				
	General Administrative Records											
0500-0000	Administrative Subject File --- Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.						3 Years		Destroy			
0501-0000	Open Public Meeting File											
0501-0001	Agenda (Original)			X		P	Permanent		Permanent			
0501-0002	Agenda (Copy)						Periodic review		Destroy			
0501-0003	Official Public Notice In Compliance With the Open Public Meeting Law						3 Years		Destroy			
0501-0004	Governing Body Meeting - Workpapers and Supporting Documentation (County and Municipal Clerk)						Periodic review		Destroy			
0502-0000	Agency-Sponsored Seminar											
0502-0001	Agency-Sponsored Seminar - Printed Materials (Original)			X		P	Permanent		Permanent			
0502-0002	Agency-Sponsored Seminar - Printed Materials (Copy)						Periodic review		Destroy			
0502-0003	Agency-Sponsored Seminar - Correspondence and Workpapers						3 Years		Destroy			
0503-0000	Correspondence (E-mail or Hardcopy)											
0503-0001	Correspondence - General External						3 Years		Destroy			
0503-0002	Correspondence - Administrative Internal						Periodic review		Destroy			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:24 of 38	
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			
0503-0003	Correspondence – Routine Requests for Information						Periodic review		Destroy		
0504-0000	Executive Administrative Subject File --- Subject file of a Mayor, County Executive, Administrator, County Manager, or equivalent authority dealing with all administrative aspects of their offices.										
0504-0001	Executive Administrative Subject File - Policy-Setting --- Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.			X		P	Permanent		Permanent		
0504-0002	Executive Administrative Subject File - Non-Policy-Setting --- Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.					P	4 Years		Destroy		
	General Administrative Records										
0505-0000	Hand Deliver Receipt (Agency Original)						1 Years		Destroy		
0506-0000	Informational Survey --- Agency-sponsored statistical study used to gain information for the routine operation of business.						Periodic review		Destroy		
0507-0000	Inventories						3 Years After update		Destroy		
0508-0000	Minutes										
0508-0001	Minutes (Original)		X	X		P	Permanent		Permanent		
0508-0002	Minutes (Copy)						Periodic review		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:25 of 38	
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			
0509-0000	News Release - Historical and Policy-Setting										
0509-0001	News Release - (Original)			X		P	Permanent		Permanent		
0509-0002	New Release (Copy)						Periodic review		Destroy		
0510-0000	Organization Chart										
0510-0001	Organization Chart (Original)			X		P	Permanent		Permanent		
0510-0002	Organization Chart (Copy)						Periodic review		Destroy		
0511-0000	Recordings Of Public Meetings - Public Officials - Audio/Video (Analog And Digital)					P	80 Days	after summary or verbatim transcript have been approved by the governing body, whichever is later	Erase		
0512-0000	Records Retention File										
0512-0001	Records Retention File - Microencoding Report						1 Years		Destroy		
0512-0002	Records Retention File - Microfilm Index			X		P	Permanent		Permanent		
0512-0003	Records Retention File - Records Retention and Disposition Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.						As updated		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:26 of 38	
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			
0512-0004	Records Retention File - Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.			X		P	Permanent		Permanent		
0512-0005	Records Retention File - Internal Request for Records						1 Years After file is returned or disposed		Destroy		
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)						Periodic review		Destroy		
0514-0000	Visitor Security Daily Sign-In Log --- Visitor security daily sign-in log; may include visitor health screening/assessment forms.					P	3 Years		Destroy		
0515-0000	Reference Material File										
0515-0001	Reference Material						Periodic review		Destroy		
0515-0002	Reference Material Request						Periodic review		Destroy		
0516-0000	Surplus Property/Goods File --- File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.										
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	X					3 Years After update		Destroy		
0516-0002	Surplus Property/Goods File -Excess/Surplus Property Notice	X					3 Years After audit		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:27 of 38	
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			
0517-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation.									PL 2001, c.404.	
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	X					6 Years		Destroy		
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						3 Years		Destroy		
0517-0003	Open Public Records Act (OPRA) File -OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.						3 Years After resolution		Destroy		
0518-0000	Government Records Access Unit - OPRA Complaint to Government Record's Council (GRC) Files (Copy) --- Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.						3 Years After resolution		Destroy		
0519-0000	Consultant File --- File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports										
0519-0001	Consultant File – Final Report			X		P	25 Years		Archival Review		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:28 of 38	
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			
0519-0002	Consultant File – Contract					P	6 Years After termination of contract		Destroy		
0519-0003	Consultant File – Financial Documents					P	6 Years		Destroy		
0519-0004	Consultant File – Work Papers And Support File					P	3 Years		Destroy		
0520-0000	Security Access Card Swipe Log					P	3 Years		Destroy		
0521-0000	General Log File --- Log files maintained by the agency which are not specified elsewhere.					P	3 Years		Destroy		
0522-0000	Specialized Cleaning Documentation --- Records related to cleaning out of the ordinary, in response to a significant event; e.g. exposure to COVID 19.					P	3 Years		Destroy		
0523-0000	Contact Tracing Documentation --- Records related to the process of warning contacts of possible exposure to disease.					P			Destroy		
	Agency-Related Policy, Legislation, and Operating Procedures										
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.										
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)						3 Years After update		Destroy		
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy		
0601-0000	Notice File										

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:29 of 38	
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			
0601-0001	Notice File - Legal Notice						3 Years		Destroy		
0601-0002	Notice File - Emergency Notice						10 Years		Destroy		
0602-0000	Operating Procedures						3 Years		Destroy		
0603-0000	Ordinance File										
	Agency-Related Policy, Legislation, And Operating										
0603-0001	Ordinance File - Ordinance Book (Original)		X	X		P	Permanent		Permanent		
	Agency-Related Policy, Legislation, and Operating Procedures										
0603-0002	Ordinance File - Ordinance Book (Copy)						Periodic review		Destroy		
0603-0003	Ordinance File - Work papers						Periodic review		Destroy		
0604-0000	Policy Statements										
	Agency-Related Policy, Legislation, And Operating										
0604-0001	Policy Statements (Original)			X		P	Permanent		Permanent		
	Agency-Related Policy, Legislation, and Operating Procedures										
0604-0002	Policy Statements (Copy)						Periodic review		Destroy		
	Agency-Related Policy, Legislation, And Operating										
0605-0000	Public Employees Occupational Safety And Health Act (PEOSHA) File --- Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C.</u> 12:110, Subchapter 5 and <u>N.J.S.A.</u> 34:6A-28 et seq.									<u>N.J.A.C.</u> 12:110, Subchapter 5, <u>N.J.S.A.</u> 34:6A-28 et seq.	

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:30 of 38	
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			
	Agency-Related Policy, Legislation, and Operating Procedures										
0605-0001	Public Employees Occupational Safety and Health Act File (Original)						6 Years		Destroy		
0605-0002	Public Employees Occupational Safety and Health Act File (Copy)						3 Years		Destroy		
0606-0000	Resolutions --- Maintained by the Offices of the County and the Municipal Clerk.										
	Agency-Related Policy, Legislation, And Operating										
0606-0001	Resolutions (Original)		X	X		P	Permanent		Archives		
	Agency-Related Policy, Legislation, and Operating Procedures										
0606-0002	Resolutions (Copy)						Periodic review		Destroy		
	Agency-Related Policy, Legislation, And Operating										
0607-0000	Worker And Community Right To Know Act - Employer And County Lead Agency/Local Agency File (Copy) --- File maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, C. 35, N.J.S.A. 34:5A-1et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.					P	6 Years		Destroy	P.L. 1983, C. 35, N.J.S.A. 34:5A-1 et seq.	
	Agency-Related Policy, Legislation, and Operating Procedures										
0608-0000	Americans With Disabilities Act (ADA) File --- Contains: Transition and Self-Evaluation Plans						65 Years		Destroy	Americans With Disabilities Act (ADA)	

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:31 of 38	
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			
0609-0000	Municipal Code Book (Electronic and Hardcopy) --- Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.										
	Agency-Related Policy, Legislation, And Operating										
0609-0001	Municipal Code Book (Original)			X		P	Permanent		Archives		
	Agency-Related Policy, Legislation, and Operating Procedures										
0609-0002	Municipal Code Book (Copy)						Periodic review		Destroy		
	Agency-Related Policy, Legislation, And Operating										
0609-0003	Municipal Code Book - Supplement (Original)			X		P	Permanent		Archives		
	Agency-Related Policy, Legislation, and Operating Procedures										
0609-0004	Municipal Code Book - Supplement (Copy)						Periodic review		Destroy		
0610-0000	Incoming Mail Log						3 Years		Destroy		
0611-0000	Calendar and Meeting Schedules						3 Years		Destroy		
	Reports and Publications										
0700-0000	Newsletter										
0700-0001	Newsletter (Original)			X		P	Permanent		Permanent		
0700-0002	Newsletter (Copy)						Periodic review		Destroy		
0701-0000	Publications										

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:32 of 38	
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			
0701-0001	Publications (Original)			X		P	Permanent		Permanent		
0701-0002	Publications (Copy)						Periodic review		Destroy		
0702-0000	Report File										
0702-0001	Report File - Annual Report (Agency Of Origin)			X		P	Permanent		Permanent		
0702-0002	Report File - Annual Report (Copy)						Periodic review		Destroy		
0702-0003	Report File - Monthly Report						3 Years		Destroy		
0702-0004	Report File - Quarterly Report						3 Years		Destroy		
0702-0005	Report File - Statistical Report						3 Years		Destroy		
0702-0006	Report File - Weekly Report						1 Years		Destroy		
0702-0007	Report File - Daily Report						1 Months		Destroy		
0702-0008	Data Entry Input Sheets --- Documents used to input raw, test answers, scores, etc. for report compilation.					P	After input and verification		Destroy		

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:33 of 38	
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			
0703-0000	Agency Year Two Thousand (Y2K) Testing Plan --- Includes documentation that may be used for: monitoring testing procedures, remediation, statutory and regulatory requirements, and providing evidence in lawsuits. Contains but is not limited to the following: Analysis Documentation-records that show the decisions that were made on what files, applications and systems would be converted and which ones would not, surveys, and contract review reports. Testing Documentation-the documentation that shows the final outcome of the conversion did result in a Year 2000 compliant system. Certification Documentation-written user signoffs for converted systems. Project Plans-listing of tasks completed, persons accountable, and time frames for completing Year 2000 project. Meeting minutes, memos, status reports, letters, reports that include information on: decisions made regarding Year 2000, confirmation of policy and procedures, identification of accountability of Year 2000 project tasks. External-response letters from vendors, responses to business partners for compliance statements, any other public announcements regarding Year 2000. Information posted on the Year 2000 website. Copies of compliance letters mailed to vendors. E-mail pert										
	Reports and Publications										
0703-0001	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	X					7 Years		Destroy		
0703-0002	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	X					7 Years		Destroy		
0703-0003	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	X					7 Years		Destroy		
0703-0004	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	X					Periodic review		Destroy		
0704-0000	Image Processing System										

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:34 of 38	
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			
0704-0001	Scanner Operator Log - Transferred To Image Processing System Initial/Renewal/Revoked Certification --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.			X		P	Permanent		Permanent		
0704-0002	Audit Reports --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.	X					7 Years		Destroy		
0704-0003	Image Processing System Initial/Renewal/Revoked Certification --- Agency image processing certification, as granted by the State Records Committee. File contains: certification, evaluation, application (copy), correspondence, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.			X		P	Permanent		Retain at Agency		
0704-0004	Image Processing System Annual Review --- Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.						As updated		Destroy		
0704-0005	Batching Information Data Sheet --- Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion. Also used to identify files that are being transferred to a shared scanning unit.					P	7 Years	Upon Completion of Batch	Destroy		
0705-0000	Agency Internet File										

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:35 of 38		
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				
	Reports and Publications											
0705-0001	Web Usage Log --- Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.						30 Days		Destroy			
0705-0002	Transaction/Click Through Log --- Log tracking the number of times an agency's website is accessed from outside the agency.						30 Days		Destroy			
0705-0003	Website Creation And Update File --- File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.					P	30 Days After website is discontinued		Destroy			
0705-0004	Information Technology Program Documentation File --- File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.			X		P	7 yrs after program is either superseded or discontinued		Archival Review			
0705-0005	Information Technology Operating System Documentation File --- File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.			X		P	7 yrs after system is either superseded or discontinued		Archival Review			

Records Retention and Disposition Schedule					Agency: M100000			Schedule: 015		Page #:36 of 38	
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			
0706-0000	Video Surveillance Recordings --- Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the Municipal offices of the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as a slip and fall, motor vehicle accident or crime).					P	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported		Destroy		
0707-0000	Body Worn Cameras (BWC) --- Device worn by a law enforcement officer that makes an electronic audio/video recording of activities that take place during any law enforcement action. This does not include mobile video recording devices (MVR), any form of electronic recording device worn by a law enforcement officer while acting in an undercover capacity, or electronic recording devices when used to comply with the requirement of Rule 3:17 (electronic recording station house custodial interrogations). (<u>N.J.S.A.</u> 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1) Exceptions: A. Recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution. Recording shall be treated as evidence and held for the applicable retention. B. Recording of an arrest that did not result in an ongoing prosecution, or records use of police force. Recording shall be kept until the expiration of the statute of limitations for filing a civil complaint. C. Recording of an incident that is the subject of an internal affairs complaint. Recording shall be kept pending final resolution of the internal affairs investigation and any administrative action.					P	90 Days unless one of the exceptions are met		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			
0708-0000	Agency-Generated Specialized Study And Report, Feasibility Study, Needs Assessment And Remediation And Strategic Plan File --- File pertaining to a specialized, agency-generated Study and Report, Feasibility Study, Needs Assessment and Remediation, and Strategic Plan which may be intra- and/or extra-agency and conducted a single time or ongoing depending on the scope of the project. File contains but is not limited to the following: Specialized Study and Report, Feasibility Study, Needs Assessment and Remediation, Strategic Plan and supporting documentation.										
0708-0001	Original			X		P	20 Years		Archival Review		
0708-0002	Copy					P	Periodic review		Destroy		
	E-Mail Records And Electronic Administrative Resou										
0800-0000	E-Mail Records And Electronic Administrative Resource Files										
0800-0001	E-Mail Records (Seven Years Or Less) --- This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1). Attestation elements include: 1. That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system (s) that is separate from the E-Mail system (Notes 2 and 3); 2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail					P	7 Years		Destroy		

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	stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).; 3. That the agency has adopted acceptable use policies for E-Mail and internet usage, with supporting employee training and/or informational programs; 4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and 5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events. Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request. Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail. Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.										
0800-0002	Electronic Administrative Resource Files --- Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.					P	Retain Until No Longer Needed For Administrative Purposes.		Destroy		