
From: Jeffrey S. Schmiedeberg <jeffreys@bricktownship.net>
Sent: Thursday, July 24, 2025 1:34 PM
To: Bryan Dickerson
Cc: Joanne Bergin
Subject: The Purge

Bryan,

I have been amassing a huge email archive over the years, we still have every Twp. Employee email sent or received since August of 2008 in our archive. I talked it over with Joanne and she told me to let go so it's time to purge. I believe you once told me we are required to keep 4 years' worth of Mayor's emails and 3 years of everyone else's? Easier to just keep 4 years of everything. I would like to purge all email from our archive older than 1/1/2020 before we transfer it all to a new system. I am assuming there is some paperwork involved before I click "delete"?

Jeffrey S. Schmiedeberg
Director of IT for the Township of Brick
401 Chambers Bridge Road
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Office - 732.451.4008 / Fax - 732.477.2864 jeffreys@bricktownship.net<mailto:jeffreys@bricktownship.net>
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From: Bryan Dickerson <bdickerson@twp.brick.nj.us>
Sent: Thursday, July 24, 2025 3:00 PM
To: Jeffrey S. Schmiedeberg
Cc: Joanne Bergin
Subject: RE: The Purge

Hi Jeff,

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From: Bryan Dickerson <bdickerson@twp.brick.nj.us>
Sent: Thursday, July 24, 2025 3:20 PM
To: Jeffrey S. Schmiedeberg
Cc: Joanne Bergin; Lynnette Iannarone
Subject: RE: The Purge

Hi Jeff,

One last thing...

As Municipal Clerk, Lynnette is the Custodian of Records and thus needs to be included in this discussion. No records destruction requests can be submitted to the State without her signature.

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From: Lynnette Iannarone <clerk@twp.brick.nj.us>
Sent: Thursday, July 24, 2025 3:25 PM
To: Bryan Dickerson; Jeffrey S. Schmiedeberg
Cc: Joanne Bergin
Subject: RE: The Purge

Yes, thank you.

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I had suggested it years ago to avoid some complications with OPRAs.

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Municipal Clerk/Registrar
Township of Brick
732-262-1002

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To: Bryan Dickerson
Cc: Joanne Bergin
Subject: RE: The Purge

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Come on Lynnette, LET'S PURGE!!!

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Sent: Friday, July 25, 2025 7:15 AM
To: Lynnette Iannarone; Bryan Dickerson
Cc: Joanne Bergin
Subject: RE: The Purge

I'm a hoarder when it comes to digital stuff

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I would also recommend 7 years. The key is to sort out anything litigation related.

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Bryan

From: Jeffrey S. Schmiedeberg <jeffreys@bricktownship.net<mailto:jeffreys@bricktownship.net>>
Sent: Friday, July 25, 2025 7:09 AM
To: Bryan Dickerson <bdickerson@twp.brick.nj.us<mailto:bdickerson@twp.brick.nj.us>>
Cc: Joanne Bergin <jbergin@twp.brick.nj.us<mailto:jbergin@twp.brick.nj.us>>
Subject: RE: The Purge

What would the longest retention be on attachments?

Jeffrey S. Schmiedeberg
jeffreys@bricktownship.net<mailto:jeffreys@bricktownship.net>

From: Bryan Dickerson
Sent: Thursday, July 24, 2025 3:00 PM
To: Jeffrey S. Schmiedeberg <jeffreys@bricktownship.net<mailto:jeffreys@bricktownship.net>>
Cc: Joanne Bergin <jbergin@twp.brick.nj.us<mailto:jbergin@twp.brick.nj.us>>
Subject: RE: The Purge

Hi Jeff,

Yes, the State Records Committee requires State approval for disposing of emails no differently than if they were paper or any other format. I will prepare the necessary application and get us the State approvals that we will need to delete the emails. 4 year retention would cover all Mayor and non-Mayor emails. However, it gets tricky when you deal with attachments which might have a longer retention. If you are available tomorrow, I will brief you on the State's email retention protocols and requirements.

The State has a process to follow to legally delete emails. I am ready to work with you to legally purge the emails which have exceeded State retention limits.

Sincerely,

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Sent: Thursday, July 24, 2025 1:34 PM
To: Bryan Dickerson <bdickerson@twp.brick.nj.us<mailto:bdickerson@twp.brick.nj.us>>
Cc: Joanne Bergin <jbergin@twp.brick.nj.us<mailto:jbergin@twp.brick.nj.us>>
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Jeffrey S. Schmiedeberg
Director of IT for the Township of Brick
401 Chambers Bridge Road
Brick, NJ 08723

Office - 732.451.4008 / Fax - 732.477.2864 jeffreys@bricktownship.net<<mailto:jeffreys@bricktownship.net>>
/ www.bricktownship.net<<http://www.bricktownship.net>>

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From: Bryan Dickerson <bdickerson@twp.brick.nj.us>
Sent: Friday, July 25, 2025 10:12 AM
To: Jeffrey S. Schmiedeberg; Lynnette Iannarone
Cc: Joanne Bergin
Subject: RE: The Purge
Attachments: State Retention Schedule for Emails Part 2.jpg; State Retention Schedule for Emails Part 1.jpg

Jeff,

Attached are screenshots from the State's General Schedule for Municipal Governments that pertain to emails.

Bryan

From: Jeffrey S. Schmiedeberg <jeffreys@bricktownship.net>
Sent: Friday, July 25, 2025 8:02 AM
To: Bryan Dickerson <bdickerson@twp.brick.nj.us>; Lynnette Iannarone <clerk@twp.brick.nj.us>
Cc: Joanne Bergin <jbergin@twp.brick.nj.us>
Subject: RE: The Purge

I can keep 7 years instead of 4 to cover all that but I would have no way of knowing which emails fall into each of those categories. They can be tagged in the archive system so when we do a purge they don't get deleted but I would need to know which ones to tag.

Jeffrey S. Schmiedeberg
jeffreys@bricktownship.net<mailto:jeffreys@bricktownship.net>

From: Bryan Dickerson
Sent: Friday, July 25, 2025 7:50 AM
To: Jeffrey S. Schmiedeberg <jeffreys@bricktownship.net<mailto:jeffreys@bricktownship.net>>; Lynnette Iannarone <clerk@twp.brick.nj.us<mailto:clerk@twp.brick.nj.us>>
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/ www.bricktownship.net<<http://www.bricktownship.net>>

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Records Retention and Disposition Schedule	Agency: M100000	Schedule: 018	Page #: 39 of 40
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.			

From: Joanne Bergin <jbergin@twp.brick.nj.us>
Sent: Friday, July 25, 2025 12:34 PM
To: Lynnette Iannarone; Bryan Dickerson; Jeffrey S. Schmiedeberg
Subject: RE: The Purge

Agreed!

From: Lynnette Iannarone <clerk@twp.brick.nj.us>
Sent: Thursday, July 24, 2025 3:25 PM
To: Bryan Dickerson <bdickerson@twp.brick.nj.us>; Jeffrey S. Schmiedeberg <jeffreys@bricktownship.net>
Cc: Joanne Bergin <jbergin@twp.brick.nj.us>
Subject: RE: The Purge

Yes, thank you.
I am in favor.
I had suggested it years ago to avoid some complications with OPRAs.

Lynnette A. Iannarone
Municipal Clerk/Registrar
Township of Brick
732-262-1002

From: Bryan Dickerson <bdickerson@twp.brick.nj.us<mailto:bdickerson@twp.brick.nj.us>>
Sent: Thursday, July 24, 2025 3:20 PM
To: Jeffrey S. Schmiedeberg <jeffreys@bricktownship.net<mailto:jeffreys@bricktownship.net>>
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Hi Jeff,

One last thing...

As Municipal Clerk, Lynnette is the Custodian of Records and thus needs to be included in this discussion. No records destruction requests can be submitted to the State without her signature.

Bryan

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