

STATE OF NEW JERSEY



MUNICIPAL AGENCIES GENERAL RECORDS RETENTION SCHEDULE

M100000-015



Prepared by:
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|--|---|-------------------------------|---|----------------|
| 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.

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|---|--------------|--|--------------|
| 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 | |

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| | | | | | | | 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 | | | | | | | | |

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| | | | | | | | 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 | |

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| | | | | | | | 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 | |

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| | | | | | | | 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 | |

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| | | | | | | | 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 Requisition 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 | | | | | | | | |

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| | | | | | | | 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 | | | | | | | | |

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|-----------------|---|-------|-----------------|-----------------|--------------|--------------|------------------------------------|--------------------------|-------------|----------|
| | | | | | | | 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 | | | | | | | | |

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| | | | | | | | 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 | | | | | | | | |

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| | | | | | | | 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 | |

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| Records Retention and Disposition Schedule | | | | Agency: M100000 | | | Schedule: 015 | | Page #:11 of 38 | |
|--|---|-------|-----------------|-----------------|--------------|--------------|-----------------------------|--------------------------|-----------------|----------|
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| 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 | |

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| 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 | |

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| 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. (<u>N.J.A.C. 5:71-3.7(b) 9</u> ; <u>N.J.S.A. 52:27D-192</u>) | | | | | | | | | |
| 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 | |

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| 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 | |

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|-----------------|--|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|-------------|----------|
| | | | | | | | 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 | |

* P - Public, C - Confidential

| Records Retention and Disposition Schedule | | | | Agency: M100000 | | | Schedule: 015 | | Page #:16 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 | | |
| 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 | | | | | | | | | |

| Records Retention and Disposition Schedule | | | | Agency: M100000 | | | Schedule: 015 | | Page #:17 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 | | |
| 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 | |

| 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 | | | |
| 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 |
| Personnel Records | | | | | | | | | | | |
| 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 | |

* P - Public, C - Confidential

| 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 | N.J.A.C. 4A:4-4.2 |
| 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. 4A:4-2.7</u> --- 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. 4A:4-3.3</u> |
| 0426-0011 | Examination File - Open Competitive Examination Application | | | | | | 4 Years | | Destroy | <u>N.J.A.C. 4A:4-3.3</u> |
| 0426-0012 | Examination File - Promotional Examination Application | | | | | | 4 Years | | Destroy | <u>N.J.A.C. 4A:4-3.3</u> |
| 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 | |

| 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 | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
|---------------------------------------|--|-------|-----------------|-----------------|--------------|--------------|------------------------|--------------------------|-------------|----------|
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| 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 | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
|---------------------------------------|--|-------|-----------------|-----------------|--------------|--------------|------------------------|--------------------------|-------------|----------|
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| 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 | |

* P - Public, C - Confidential

| 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 | |

| 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 | |

* P - Public, C - Confidential

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
|---|--|-------|-----------------|-----------------|--------------|--------------|---------------------------------------|--------------------------|-------------|----------|
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| 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. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-28 et seq.</u> | | | | | | | | | <u>N.J.A.C. 12:110</u> , Subchapter 5, <u>N.J.S.A. 34:6A-28 et seq.</u> |

| 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, <u>N.J.S.A. 34:5A-1</u> et 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, <u>N.J.S.A. 34:5A-1</u> 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) |

| 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 | | | | | | | | | |

* P - Public, C - Confidential

| 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 | |

| 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 | <p>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</p> | | | | | | | | | |
| 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 | |

| 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 | <p>Video Surveillance Recordings</p> <p>---</p> <p>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> | | | | | 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 | <p>Body Worn Cameras (BWC)</p> <p>---</p> <p>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). (N.J.S.A. 52:17B-98; Attorney General Law Enforcement Directive No. 2015-1)</p> <p>Exceptions:</p> <p>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.</p> <p>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.</p> <p>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> | | | | | P | 90 Days unless one of the exceptions are met | | Destroy | |

| Record Series # | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy | | Disposition | Citation |
|---|---|-------|-----------------|-----------------|--------------|--------------|------------------------|--------------------------|-----------------|----------|
| | | | | | | | Total Retention Period | Minimum Period in Agency | | |
| 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 | |

* P - Public, C - Confidential

| Records Retention and Disposition Schedule | Agency: M100000 | Schedule: 015 | Page #:38 of 38 | | | | | | | | |
|--|-----------------|---------------|-----------------|--|---|--|--|---------|--|--|--|
| <p>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).;</p> <p>3. That the agency has adopted acceptable use policies for E-Mail and internet usage, with supporting employee training and/or informational programs;</p> <p>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</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> | | | | | | | | | | | |
| <p>0800-0002</p> <p>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> | | | | | P | Retain Until No Longer Needed For Administrative Purposes. | | Destroy | | | |