



AGENDA
STATE RECORDS COMMITTEE
January 19, 2017
10:00AM

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

Announcement of Open Public Meeting

- I. Review of December 15, 2016 Minutes**
- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
Artemis Request: #531944 – #532508
 - B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee: (See Attached)
- III. New Business:**
 - A. Records Retention Schedules: (See Attached)**
 1. **New Jersey Transit** – Presented by Vilirie Perry
Administrative Support – Engineering and Construction – Environmental Services
S808442-003 (*Retired Schedule*)
 2. **New Jersey Transit** – Presented by Vilirie Perry
Admin Support / Capital Planning & Programs
S808800-006 (*Retired Schedule*)
 3. **New Jersey Transit** – Presented by Vilirie Perry
S800000-001 (*New Schedule*)
- IV. Other Business: (None)**



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.530.3200

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MINUTES
STATE RECORDS COMMITTEE
December 15, 2016

Michael J. Tyger, Secretary, called the 426th meeting of the State Records Committee to order at 10:05 a.m. on the above date. He stated that notice of the meeting had been posted in the Secretary of State's Office and published in the state's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Mr. Tyger stated that there is a quorum with all members present.

Mr. Tyger stated that this was the last meeting for 2016 and thanked all the members of the SRC and agencies for their support over the past year and special thanks to the staff of State Archives and Records Management for all of their expertise and assistance. Mr. Tyger also thanked all of the State and local government agencies for their valuable input regarding records issues and hoped that everyone can reflect positively on the accomplishments of 2016 as we look forward to the challenges ahead for 2017.

ATTENDANCE:

SRC: State Treasurer, Michael Tyger, Designee
Division of Local Government Services, Stacy Spera, Designee
Attorney General, Todd Wigder, Designee
State Auditor, William Robinson, Designee
Division of Archives and Records Management, Department of State, Joseph Klett

Staff: Robert Benco, Assistant Director, Revenue and Enterprise Services
Nichole Carthan, Records Manager, Records Management Services
Ellen Callahan, Supervising Archivist, Division of Archives and Records Management,
Department of State
Marcella Campbell, Technical Assistant I, Records Management Services
James Jenkins, Records Analyst III, Records Management Services
Sharon Allen, Technical Assistant II, Records Management Services
Baljinder Pannu, Technical Assistant III, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services

Other: Marc Marseglia, Department of Treasury, Unclaimed Property
Bienvenido Negron, Department of Treasury, Unclaimed Property
Michele Everly, Gloucester County Clerk's Office

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the September 15, 2016 Minutes five (5) yes, none (0) no.

Upon motion, seconded, the Committee voted to approve the September 19, 2016 Minutes three (3) yes, none (0) no, and two (2) abstention.

Relative to the approval of minutes, Mr. Klett stated that it was his understanding that the previous approval of minutes from January 2016 forward was pending resolution of the question of how his representation should be designated in them. Mr. Tyger responded that he believed no minutes prior to September 2016 should be changed because he received formal notification from the Department of State that Mr. Klett is the head of DARM at that time. Mr. Klett indicated that he would accept the prior minutes as they stand with the understanding that all minutes from September 2016 forward would reflect that he represents DARM. He further stated that as the Director of DARM he will be reporting to the SRC at this meeting in that capacity with regard to actions taken during the course of 2016 under statutory authority.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

1. Secretary Tyger announced the approval of routine hardcopy requests for disposal of public records: #87-445 – #87-447
2. Secretary Tyger announced the approval of routine Artemis requests for disposal of public record: #530088 – #531943

B. Registered Imaging Systems / Amendments / Annual Reviews: Report to the State Records Committee: (See Attached)

II. Old Business: None

III. New Business:

A. Records Retention Schedules: (See Attached)

1. Department of Treasury - Presented by Marcella Campbell
Unclaimed Property – S820833-004 (*New Schedule*) – Approved without changes

IV. Other Business:

A. Proposed Dates for State Records Committee Meetings for 2017 – Approved without changes

B. Report of Public Record Recoveries in 2016:

Mr. Klett stated he had two items to report to the State Records Committee. The first item was the attached list of New Jersey government records, that is part of the official packet for the December 15, 2016 SRC meeting. These records were claimed for the State of New Jersey and successfully recovered from private possession during 2016 by and under the statutory authority

of the Division of Archives and Records Management and with the assistance from the Attorney General's office. Mr. Klett stated there were eight cases of recoveries for 2016 and he would email the formal report to the SRC members. The second item Mr. Klett reported is that the Division of Archives and Records Management, under regulations, is authorized to approve deposit agreements between local governments and other entities. Mr. Klett reported that he approved two depository agreements which will also be included in the official packet for the December 15, 2016 SRC meeting.

There being no other business, the Committee adjourned at 10:28 a.m.

Michael Tyger
Secretary
State Records Committee

Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
New Registration: Vilirie Perry	16122201- MP	Gateway Regional School District	System meets all requirements for registration	ShoreScan Solutions
New Registration: John Berry	16122202- MP	Hanover Township	System meets all requirements for registration	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Amendment: Vilirie Perry	09071605- MP	Rutgers Robert Wood Johnson Medical School (formerly UMDNJ RWJMS)	Approved Migration Path	GE Service
Amendment: Vilirie Perry	13071807- NM	Rowan University	Added Records Series	N/A
Annual Review & Amendment: Marcella Campbell	02101702- MF	Office of the Union County Clerk	Added Records Series	N/A
Annual Review & Amendment: Marcella Campbell	06072004- MF	Office of the Union County Clerk	Added Record Series	N/A

Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: Marcella Campbell	11012034- MF	Borough of Fanwood	Updated Disaster Recovery Plan	OnBase
Annual Review & Amendment: Marcella Campbell	11012035- MF	City of Rahway	Updated Disaster Recovery Plan	OnBase
Annual Review & Amendment: John Berry	12081601- MF	NJ Division of Consumer Affairs	Added Record Series	N/A
Annual Review & Amendment: Marcella Campbell	09071603- MP	Monmouth County RIM	Approved Migration Path	Laserfiche
Annual Review & Amendment: James Jenkins	09101525- MP	Township of Evesham	Approved Migration Path	Laserfiche
Annual Review & Amendment: Marcella Campbell	09121710- MP	Township of Wayne	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: Vilirie Perry	11072104- MP	Robbinsville Township	Approved Migration Path	Sunrise Systems

Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: Vilirie Perry	13012404- MP	Burlington City Public Schools	Approved Migration Path	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
Annual Review & Amendment: James Jenkins	16020402- MP	Township of Evesham	Approved Migration Path	Laserfiche
Annual Review & Amendment: Vilirie Perry	07092003- NM	Bergen Community College	Added Record Series	N/A
Annual Review & Amendment: Marcella Campbell	12021601- NM	Borough of Roselle Park	Updated Disaster Recovery Plan	Onbase
Annual Review & Amendment: Marcella Campbell	12021602- NM	Township of Union	Updated Disaster Recovery Plan	Onbase
Annual Review & Amendment: James Jenkins	15011501- NM	City of East Orange	Added Record Series	N/A
Annual Review: Marcella Campbell	07011802- MF	County Salem	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: James Jenkins	11012015- MF	Borough of Bellmawr	N/A	N/A
Annual Review: James Jenkins	14051507- MF	Township of Cinnaminson	N/A	N/A
Annual Review: Marcella Campbell	01092001- MP	Division of Revenue	N/A	N/A
Annual Review: Marcella Campbell	13121208- MP	North Hudson Sewerage Authority	N/A	N/A
Annual Review: Marcella Campbell	14032011- MP	Somerset County Board of Social Services	N/A	N/A
Annual Review: Vilirie Perry	16042802- MP	Denville Township Board of Education	N/A	N/A
Annual Review: Vilirie Perry	09091703- NM	City of Clifton, Fire Department, Fire Prevention	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews January 19, 2017				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: John Berry	15052104- NM	Monmouth County Sheriff's Office	N/A	N/A

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	New Jersey Transit	AGENCY #	S808442 Retired
DIVISION:		SCHEDULE #	003
BUREAU:		PAGE # 1	OF 1

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit, Administrative Support, Capital Planning and Programs - Environmental Services
FORMER AGENCY NUMBER	S808442 - 003 (All records series transferred to S800000 - 001)

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS AGENCY NUMBER	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Environmental Services - Discharge Monitoring Report (DMR) Files	Transferred		S800000 - 001 Records series 0005-0001
0002-0000	Environmental Services - Discharge Pollutant Permit (Copy)	Transferred		S800000 - 001 Records series 0005-0002
0003-0000	Environmental Services - Hazardous Annual Generator Report (Copy)	Transferred		S800000 - 001 Records series 0005-0003
0004-0000	Environmental Services - Remedial Reports, Copies	Transferred		S800000 - 001 Records series 0005-0004
0005-0000	Environmental Services - Underground Storage Tank Files	Transferred		S800000 - 001 Records series 0005-0005
0006-0000	Environmental Services - Violation Notice File	Transferred		S800000 - 001 Records series 0005-0006
0007-0000	Environmental Services - Due Diligence Reports	Transferred		S800000 - 001 Records series 0005-0007

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	New Jersey Transit	AGENCY #	S808800 RETIRED
DIVISION:		SCHEDULE #	006
BUREAU:		PAGE #	1 OF 4

RETENTION SCHEDULE AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit, Administrative Support, Capital Planning Programs
FORMER AGENCY NUMBER	S808800-006 (Records series transferred to S800000-001)

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORDS AGENCY TITLE	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Project Files - Conceptual and Initial Design	Transferred, Title	Header Record	S800000-001 RS 0001-0000 Project Files
0001-0001	Project Files - Conceptual and Initial Design Final Report and Associated Drawings	Transferred, Retention	Permanent/Permanent	S800000-001 RS0001-0001 50 years/Archival Review
0001-0002	Project Files - Conceptual and Initial Design- Successful	Transferred, Title, Description, and Disposition	Includes: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc. *N.J.S.A. 2A:14-1.1 *10 yrs. after completion of project/ Archival review	S800000-001 RS 0001-0002 Project Files - Conceptual and Initial Design - Awarded Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files *N.J.S.A. 2A:14-1.1. *10 yrs. after completion of project/ Destroy

RECORDS SERIES #	RECORDS AGENCY TITLE	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0003	Project Files - Conceptual and Initial Design - Unsuccessful	Transferred, Title, and Disposition	25 Years/ Archival review	S800000-001 RS 0001-0003 Project Files-Conceptual and Initial Design - Not Awarded 25 years/ Destroy
0002-0000	Facilities Files	Transferred	Header Record	S800000-001 RS 0002-0000
0002-0001	Facilities Files – Location Files	Transferred and Retention	7 yrs. after resolution of entries/ Destroy	S800000-001 RS 0002-0001 7 yrs. after resolution/ Destroy
0002-0002	Facilities Files - Building Plans and Surveys	Transferred and Retention	Permanent/Permanent	S800000-001 RS 0002-0002 Life of Structure plus 10 yrs./ Destroy
0003-0000 0003-0001 0003-0002 0003-0003	Project Files - Design Phase Documents	Transferred, combined records series, Title Description, and Disposition	<p><u>Records Series (RS) 0003-0001</u> Project Files - Design Phase Documents 10 years after completion of project/ Archival review</p> <p><u>RS 0003-0002</u> Project Files - Design Phase Documents – Specifications 10 years after completion of project/ Archival review</p> <p><u>RS 0003-0003</u> Project Files – Construction Phase Documents 10 years after completion of project/ Destroy</p>	<p>S800000-001 RS 0001-0004 Project Files – Design /Construction - Phase Documents</p> <p>Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.</p> <p>10 yr. after completion of project/ Destroy</p>

RECORDS SERIES #	RECORDS AGENCY TITLE	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0004-0000	Construction Management Files	Transferred	Header Record	S800000-001 RS 0003-0000
0004-0001	Construction Management Files - Project Site Files - Office and Site	Transferred		S800000-001 RS 0003-0001
0004-0002	Construction Management Files - As Built Drawings	Transferred, Retention	Permanent/ Permanent	S800000-001 RS 0003-0002 Life of structure plus 10 yrs./ Archival Review
0005-0000	Capital Funding Files	Transferred	Header Record	S800000-001 RS 0004-0000
0005-0001 0005-0002 0005-0003	Capital Funding Files	Transferred, Combined records series, and Description	<p><u>Records Series (RS) 0005-0001</u> Capital Funding, Capital Programs Files. 7 yrs. after completion of project or 3 yrs. after termination/ closing of grant; whichever is longer ----</p> <p><u>RS 0005-0002</u> Capital Funding, Capital Grant File- 7 yrs. after completion of project or 3 yrs. after termination/ closing of grant; whichever is longer ---</p> <p><u>RS 0005-0003--</u> Capital Funding, Capital Funding Project Files 7 yrs. after completion of project or 3 yrs. after termination/ closing of grant; whichever is longer</p>	<p>S800000-001 RS 0004-0001</p> <p>Capital Funding Files</p> <p>Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.</p>

RECORDS SERIES#	RECORDS AGENCY TITLE	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0005-0004	Capital Funding, Federal Transit Administration (FTA) Files	Transferred		S800000-001 RS 0004-0002
0006-0000	General Administrative Subject File	Obsolete	3 years/ Archival Review	G100000 RS 1400-0000 Administrative Subject File 3 years/ Archival Review
0007-0000	Environmental Services	Transferred		S800000-001 RS 0005-0000
0007-0001	Environmental Services - Discharge Monitoring Report (DMR) Files	Transferred		S800000-001 RS 0005-0001
0007-0002	Environmental Services - Discharge Pollutant Permit (Copy)	Transferred		S800000-001 RS 0005-0002
0007-0003	Environmental Services - Hazardous Annual Generator Report (Copy)	Transferred		S800000-001 RS 0005-0003
0007-0004	Environmental Services - Remedial Reports, Copies	Transferred		S800000-001 RS 0005-0004
0007-0005	Environmental Services - Underground Storage Tank Files	Transferred		S800000-001 RS 0005-0005
0007-0006	Environmental Services - Violation Notice File	Transferred		S800000-001 RS 0005-0006
0007-0007	Environmental Services - Due Diligence Reports	Transferred		S800000-001 RS 0005-0007

STATE OF NEW JERSEY



New Jersey Transit

S800000-001

Prepared by:
Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services
2300 Stuyvesant Avenue, PO Box 307 Trenton, NJ 08625-0307
609.530.3200

Records Retention and Disposition Schedule					Agency: S800000		Schedule: 001		Page #:1 of 4	
Department: New Jersey Transit		Agency Representative: Joyce J. Zuczek			Title: Board Secretary - OPRA Officer		Phone #:			
<p>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.</p>										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:				Date:	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Capital Planning And Programs										
0001-0000	Project Files									
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.			X		P	50 yrs		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. N.J.S.A. 2A:14-1.1					P	10 years after completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondencé, working papers and files.					P	25 yrs		Destroy	

Records Retention and Disposition Schedule		Agency: S800000			Schedule: 001		Page #:2 of 4			
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0004	Project Files – Design/ Construction – Phase Documents --- Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.					P	10 years after completion of project	1 yr after completion of project	Destroy	
0002-0000	Facilities Files									
0002-0001	Facilities Files - Location Files --- Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests, news clips, non-project related correspondence and other miscellaneous information specific to each facility.					P	7 yrs after resolution		Destroy	
0002-0002	Facilities Files – Building Plans And Surveys --- Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots.					P	Life of structure plus 10 yrs		Destroy	
0003-0000	Construction Management Files									
0003-0001	Construction Management Files – Project Site Files – Office And Site --- Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.					P	10 yrs after completion	1 yr after completion	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		
0003-0002	Construction Management Files –As-Built Drawings --- Original reproducible as-built and shop drawings that have been revised to incorporate "as-built changes as completed", technical details and components of construction projects.			X		P	Life of structure plus 10 yrs		Archival Review	
0004-0000	Capital Funding Files									
0004-0001	Capital Funding Files --- Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.					P	7 yrs. after completion of project or 3 yrs. after termination / closing of grant; whichever is longer		Destroy	
0004-0002	Capital Funding, Federal Transit Administration (FTA) Files --- Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.					P	Periodic review		Destroy	
0005-0000	Environmental Services									
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) Files --- Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.					P	5 yrs.		Destroy	
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) --- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.					P	5 yrs after permit expires		Destroy	

Records Retention and Disposition Schedule				Agency: S800000			Schedule: 001		Page #:4 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0003	Environmental Services - Hazardous Annual Generator Report (Copy) --- Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.					P	5 yrs		Destroy	
0005-0004	Environmental Services - Remedial Reports, Copies --- Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.					P	30 yrs	10 yrs	Destroy	
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.					P	30 yrs.	10 yrs	Destroy	
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.					P	3 yrs after summons has been satisfied		Destroy	
0005-0007	Environmental Services - Due Diligence Reports --- Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.					P	30 yrs after completion of report	10 yrs after completion of report	Destroy	