



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**March 16, 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](http://www.nj.gov/treasury/revenue/rms/directions.shtml))

**Announcement of Open Public Meeting**

- I. Review of January 19, 2017 Minutes**
  
- II. Administrative Actions:**
  - A. Announcement of Approval of Destruction Authorization:**
    - 1. Artemis Request: #532509 – 534478
  
  - B. Registered Imaging Systems / Amendments / Annual Reviews:**  
Report to the State Records Committee: (See Attached)
  
  - C. Archival Review Report:** (See Attached)
  
- III. New Business:**
  - A. Records Retention Schedules:** (See Attached)
    - 1. **Municipal Clerk** – Presented by Nichole Carthan  
Municipal Clerk – M200000-009
  
    - 2. **Law and Public Safety** – Presented by John Berry  
State Police–Administration Section–Personnel Bureau – S660208-003
  
- IV. Other Business:**
  - A. Department of the Treasury**  
Electronic Filing Plan – Presented by Jim Fruscione



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  
January 19, 2017

Michael J. Tyger, Secretary, called the 427th meeting of the State Records Committee to order at 10:00 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 welcomed DAG Susan Scott from the Office of the Attorney General to the State Records Committee and also noted that DAG Valentina Dipippo, who was not present at the meeting, will serve as the alternative designee for the Attorney General.

**ATTENDANCE:**

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

*Staff:* 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:* David Brice, Michele Everly, Gloucester County Clerk's Office

The following attended via telephone conference:  
Argean Cook, Joan DePaolo, Lisa Dickinson, Diana Gonzalez, Pat Rich, Evelyn Gonzalez, NJ  
Transit

## **MINUTES:**

### **APPROVAL OF PREVIOUS SRC MEETING MINUTES:**

Upon motion, seconded, the Committee voted to approve the December 15, 2016 Minutes four (4) yes, one (1) abstention (Ms. Scott) and none (0) no, with a correction to the attendee's name from "Michelle Every" to "Michele Everly".

### **I. Administrative Actions:**

#### **A. Announcement of Approval of Destruction Authorization:**

##### **1. Secretary Tyger announced the approval of routine Artemis requests for disposal of public records: #531944 – #532508**

Mr. Tyger was pleased to note that there were no Paper Disposal Requests for this meeting due to the agencies utilizing the Artemis system for disposal of public records.

#### **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. NJ Transit - Presented by Vilirie Perry**

Administrative Support – Engineering and Construction – Environmental Services  
S808442-003 (*Retired Schedule*) – Approved without changes

##### **2. NJ Transit - Presented by Vilirie Perry**

Administrative Support / Capital Planning & Programs  
S808800-006 (*Retired Schedule*) – Approved without changes

##### **3. NJ Transit - Presented by Vilirie Perry**

S8000000-001 (*New Schedule*) – Approved with change to record series 0005-0002 to correct spelling of "NHT" to "NJT."

### **IV. Other Business:**

Mr. Klett mentioned that Heather Taylor from the Governor's Council's Office contacted State Archives regarding the transfer of gubernatorial records at the end of the term and asked specifically how the electronic records will be retained at the State Archives. Mr. Klett hopes that will be a catalyst to move forward with the archives electronic records infrastructure.

Mr. Tyger stated that he had an item that does not require an action by the SRC but wanted to update the Committee about the approved flow chart from the July 21, 2016 SRC meeting. This flow chart is for the review of the disposal of the hard copy versions of scanned records with permanent archival review retention. Mr. Tyger stated that, although non-routine requests have not yet been presented to the SRC, progress has been made. Mr. Tyger mentioned that DORES has offered to pay for storage of non-routine records temporarily during the review process.

Ms. Carthan stated that DORES has offered to store records that have been pending for 45 business days or more. Ms. Carthan also noted that DORES has taken possession of three boxes from Bernards Township that are still pending archival review and also has extended the storage offer to Sussex County which has a large volume of boxes pending. Mr. Klett had concerns regarding the storage of non-routine requests by DORES in that he did not wish to inconvenience the agency for the storage of records for a short time pending the review and approval for destruction. Mr. Klett also stated that the relocation of the records might further complicate the review process, and stressed that keeping order of the records if moved to temporary storage is extremely important.

Ms. Carthan presented an activity report of the non-routine requests that are currently pending for archival review to the SRC members to be included as part of the January 19, 2017 packet. Mr. Klett mentioned that there should be meetings between Archives and DORES to streamline the non-routine records storage procedure. He also noted that the review process has been very valuable in identifying certain records series currently listed as permanent that should not be permanent. Mr. Klett stated that, because this is the first year using the new procedures, the process is taking longer for archival review. Mr. Tyger agreed with Mr. Klett that, due to the new procedure there is a learning curve, but the process should go smoother and quicker with time.

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

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Michael J. Tyger  
Secretary  
State Records Committee

**Registered Imaging Systems / Amendments / Annual Reviews March 16, 2017**

| <b>Action Type/Analyst</b>                                      | <b>Registration #</b> | <b>Agency</b>   | <b>Comments</b>   | <b>Vendor (if Applicable)</b> |
|---|-----------------------|---|---|-------------------------------|
| <b>New Registration:<br/>Vilirie Perry</b>                      | 17030902-<br>MP       | South Hunterdon<br>Regional School<br>District          | System meets all requirements<br>for registration                                 | ShoreScan                     |
| <b>New Registration:<br/>James Jenkins</b>                      | 17030901-<br>NM       | County of Bergen,<br>Department of<br>Finance/Treasurer | System meets all requirements<br>for registration                                 | County Business<br>Systems    |
| <b>Amendment:<br/>James Jenkins</b>                             | 06061506-<br>MP       | Township of Brick<br>Enterprise                         | Added record series   | N/A                           |
| <b>Annual Review &amp;<br/>Amendment:<br/>James Jenkins</b>     | 00101902-<br>MF       | County of<br>Monmouth<br>County Clerk                   | Change in support vendor  | Cologix                       |
| <b>Annual Review &amp;<br/>Amendment:<br/>Marcella Campbell</b> | 06110902-<br>MF       | West Windsor<br>Township                                | Upgraded software system  | N/A                           |
| <b>Annual Review &amp;<br/>Amendment:<br/>John Berry</b>        | 06121408-<br>MF       | County of<br>Gloucester                                 | Added record series   | N/A                           |
| <b>Annual Review &amp;<br/>Amendment:<br/>James Jenkins</b>     | 07041901-<br>MF       | Township of<br>Cherry Hill                              | Added record series/Upgraded<br>software system/Updated<br>disaster recovery plan | N/A                           |

**Registered Imaging Systems / Amendments / Annual Reviews March 16, 2017**

| <b>Action Type/Analyst</b>                                  | <b>Registration #</b> | <b>Agency</b>   | <b>Comments</b>  | <b>Vendor (if Applicable)</b>      |
|---|-----------------------|---|--|------------------------------------|
| <b>Annual Review &amp; Amendment:<br/>Marcella Campbell</b> | 07071902-MF           | Township of Woolwich<br>Construction Code Office        | Upgraded software/hardware system/Change in support vendor | DRS Cloud Keeper/The DRS Group     |
| <b>Annual Review &amp; Amendment:<br/>Marcella Campbell</b> | 06110903-MP           | Township of Woodbridge                                  | Added record series  | N/A                                |
| <b>Annual Review &amp; Amendment:<br/>James Jenkins</b>     | 07051701-MP           | Township of Moorestown<br>Building Department           | Approved migration path                                    | Fovenics                           |
| <b>Annual Review &amp; Amendment:<br/>Marcella Campbell</b> | 07062101-MP           | County of Ocean<br>Clerk of the Board                   | Added record series  | N/A                                |
| <b>Annual Review &amp; Amendment:<br/>Vilirie Perry</b>     | 08121804-MP           | New Jersey Transit<br>Corporation -<br>Accounts Payable | Approved migration path                                    | ACCSES New Jersey/<br>CNA Services |
| <b>Annual Review &amp; Amendment:<br/>Marcella Campbell</b> | 09082004-MP           | County of Union<br>Engineering                          | Approved migration path                                    | The DRS Group                      |
| <b>Annual Review &amp; Amendment:<br/>John Berry</b>        | 14051508-MP           | Township of Long<br>Beach                               | Approved migration path                                    | N/A                                |

| <b>Registered Imaging Systems / Amendments / Annual Reviews March 16, 2017</b> |                       |  |   |                                       |
|--|-----------------------|--|---|---------------------------------------|
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| <b>Annual Review &amp; Amendment:<br/>Vilirie Perry</b>                        | 15091702-<br>MP       | Pascack Valley<br>Regional High<br>School District | Approved migration path   | AccuScan                              |
| <b>Annual Review &amp; Amendment:<br/>Marcella Campbell</b>                    | 07031501-<br>NM       | County of Union                                    | Added record series/Upgraded<br>software system/Updated<br>disaster recovery plan | Onbase/The DRS Group                  |
| <b>Annual Review &amp; Amendment:<br/>Marcella Campbell</b>                    | 11072101-<br>NM       | County of Mercer<br>RIM                            | Upgraded software system  | N/A                                   |
| <b>Annual Review &amp; Amendment:<br/>Marcella Campbell</b>                    | 13121212-<br>NM       | Salem County<br>Board of Social<br>Services        | Added record series   | N/A                                   |
| <b>Annual Review &amp; Amendment:<br/>Marcella Campbell</b>                    | 14032010-<br>NM       | Middlesex County<br>Board of Social<br>Services    | Added record series/Upgraded<br>software system                                   | Fujitsu fi-5950<br>Production Scanner |
| <b>Annual Review:<br/>Marcella Campbell</b>                                    | 01111401-<br>MF       | County of Passaic<br>County Clerk                  | N/A   | N/A                                   |
| <b>Annual Review:<br/>James Jenkins</b>  | 05121502-<br>MF       | Camden County<br>Board of Taxation                 | N/A   | N/A                                   |

**Registered Imaging Systems / Amendments / Annual Reviews March 16, 2017**

| <b>Action Type/Analyst</b>                  | <b>Registration #</b> | <b>Agency</b>  | <b>Comments</b> | <b>Vendor (if Applicable)</b> |
|---|-----------------------|--|-----------------|-------------------------------|
| <b>Annual Review:<br/>Marcella Campbell</b> | 06031602-<br>MF       | County of Passaic<br>County Clerk<br>eFiling                   | N/A             | N/A                           |
| <b>Annual Review:<br/>Vilirie Perry</b>     | 06110901-<br>MF       | City of Newark   | N/A             | N/A                           |
| <b>Annual Review:<br/>Marcella Campbell</b> | 07011802-<br>MF       | County of Salem  | N/A             | N/A                           |
| <b>Annual Review:<br/>Vilirie Perry</b>     | 12062114-<br>MF       | Pemberton<br>Township School<br>District                       | N/A             | N/A                           |
| <b>Annual Review:<br/>James Jenkins</b>     | 13121209-<br>MF       | Department of<br>Human Services,<br>DIMS Enterprise<br>Systems | N/A             | N/A                           |
| <b>Annual Review:<br/>James Jenkins</b>     | 16021803-<br>MF       | Gloucester<br>Township MUA                                     | N/A             | N/A                           |
| <b>Annual Review:<br/>Vilirie Perry</b>     | 09121706-<br>MP       | Hunterdon<br>Central Regional<br>School District               | N/A             | N/A                           |



| <b>Registered Imaging Systems / Amendments / Annual Reviews March 16, 2017</b> |                       |   |                 |                               |
|--|-----------------------|---|-----------------|-------------------------------|
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| <b>Annual Review:<br/>Marcella Campbell</b>                                    | 10021803-<br>MP       | County of<br>Sussex/EDMS                          | N/A             | N/A                           |
| <b>Annual Review:<br/>Vilirie Perry</b>  | 12041902-<br>MP       | Atlantic County<br>Vocational<br>Technical School | N/A             | N/A                           |
| <b>Annual Review:<br/>John Berry</b>   | 16012101-<br>MP       | Township of<br>Hopewell                           | N/A             | N/A                           |
| <b>Annual Review:<br/>Vilirie Perry</b>  | 13071805-<br>MP       | Hopewell Valley<br>Regional School<br>District    | N/A             | N/A                           |
| <b>Annual Review:<br/>Vilirie Perry</b>  | 14032005-<br>MP       | Cumberland<br>Regional High<br>School District    | N/A             | N/A                           |
| <b>Annual Review:<br/>Vilirie Perry</b>  | 15071602-<br>MP       | Clearview<br>Regional High<br>School              | N/A             | N/A                           |
| <b>Annual Review:<br/>Vilirie Perry</b>  | 16041401-<br>MP       | Lyndhurst School<br>District                      | N/A             | N/A                           |

| <b>Registered Imaging Systems / Amendments / Annual Reviews March 16, 2017</b> |                       |   |                 |                               |
|--|-----------------------|---|-----------------|-------------------------------|
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| <b>Annual Review:<br/>Vilirie Perry</b>  | 160428036-<br>MP      | Bethlehem<br>Township School<br>District            | N/A             | N/A                           |
| <b>Annual Review:<br/>Marcella Campbell</b>                                    | 08032002-<br>NM       | Gloucester County<br>Prosecutor's<br>Office         | N/A             | N/A                           |
| <b>Annual Review:<br/>Vilirie Perry</b>  | 09121701-<br>NM       | Rutgers<br>University/<br>Formerly UMDNJ            | N/A             | N/A                           |
| <b>Annual Review:<br/>Marcella Campbell</b>                                    | 12021604-<br>NM       | County of Passaic                                   | N/A             | N/A                           |
| <b>Annual Review:<br/>John Berry</b>   | 13121210-<br>NM       | Gloucester County<br>Division of Social<br>Services | N/A             | N/A                           |
| <b>Annual Review:<br/>Marcella Campbell</b>                                    | 14011601-<br>NM       | Sussex County<br>Division of Social<br>Services     | N/A             | N/A                           |
| <b>Annual Review:<br/>John Berry</b>   | 14011602-<br>NM       | Hunterdon<br>County Division<br>of Social Services  | N/A             | N/A                           |

**Registered Imaging Systems / Amendments / Annual Reviews March 16, 2017**

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|---|-----------------------|---|-----------------|-------------------------------|
| <b>Annual Review:<br/>Marcella Campbell</b> | 14032009-<br>NM       | Warren County<br>Division of<br>Temporary<br>Assistance and<br>Social Services    | N/A             | N/A                           |
| <b>Annual Review:<br/>Marcella Campbell</b> | 14051503-<br>NM       | Ocean County<br>Board of Social<br>Services                                       | N/A             | N/A                           |
| <b>Annual Review:<br/>James Jenkins</b>     | 16031002-<br>NM       | Office of Child<br>Support Services,<br>Division of Family<br>Development,<br>ECM | N/A             | N/A                           |
|   |                       |   |                 |                               |

**Artemis -  
Archival Review Status Report**

| Date Submitted | Request ID | County     | Muni                       | Agency Name  | Archival Review         | Comment                                     | Add'l Information   |
|----------------|------------|------------|----------------------------|--|-------------------------|---|---|
| 03/07/16       | 34268      | Middlesex  | N/A                        | COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT    | Archival Review Pending | Approved Migration Path - Permanent Records | NJ Archives received requested project listing on 01/25/2017. |
| 03/11/16       | 34412      | Middlesex  | N/A                        | COUNTY ENGINEERING DEPARTMENT                      | Archival Review Pending | Approved Migration Path - Permanent Records | NJ Archives received requested project listing on 11/30/2016. |
| 03/23/16       | 34854      | Morris     | Parsippany-Troy Hills Twp. | MUNICIPAL ENGINEERING DEPARTMENT                   | Archival Review Pending | Permanent records scanned with MF backup    |   |
| 6/3/2016       | 35992      | Middlesex  | Woodbridge Twp.            | MUNICIPAL PLANNING AND ZONING BOARDS OF ADJUSTMENT | Archival Review Pending | Permanent records scanned with MF backup    |   |
| 6/3/2016       | 35994      | Middlesex  | Woodbridge Twp.            | MUNICIPAL LOCAL BUILDING OFFICIAL                  | Archival Review Pending | Permanent records scanned with MF backup    |   |
| 6/3/2016       | 36006      | Middlesex  | Woodbridge Twp.            | MUNICIPAL ENGINEERING DEPARTMENT                   | Archival Review Pending | Permanent records scanned with MF backup    |   |
| 8/15/2016      | 37338      | Sussex     | N/A                        | COUNTY DETENTION CENTER/JAIL                       | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 12/1/16  |
| 9/1/2016       | 37248      | Sussex     | N/A                        | COUNTY ENGINEERING DEPARTMENT                      | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 12/1/16  |
| 9/7/2016       | 40160      | Sussex     | N/A                        | COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT    | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 12/1/16  |
| 9/7/2016       | 40163      | Sussex     | N/A                        | COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT    | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 12/1/16  |
| 9/7/2016       | 37327      | Sussex     | N/A                        | COUNTY TREASURER                                   | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 12/1/16  |
| 10/3/2016      | 37234      | Sussex     | N/A                        | COUNTY ENGINEERING DEPARTMENT                      | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 12/15/16                                       |
| 10/4/2016      | 40424      | Burlington | Moorestown Twp.            | MUNICIPAL TAX COLLECTOR                            | Archival Review Pending | Permanent records - Microfilm Cert present  |   |
| 10/4/2016      | 41043      | Cape May   | N/A                        | COUNTY PROSECUTOR'S OFFICE                         | Archival Review Pending | Permanent records - Microfilm Cert present  |   |
| 10/18/2016     | 41376      | Sussex     | N/A                        | COUNTY PLANNING AND ZONING BOARDS OF ADJUSTMENT    | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 1/3/17   |
| 10/20/2016     | 40984      | Sussex     | N/A                        | COUNTY SHERIFF'S OFFICE                            | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 1/3/17   |
| 11/16/2016     | 37246      | Sussex     | N/A                        | COUNTY BOARD OF TAXATION                           | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 1/3/17   |
| 11/17/2016     | 37298      | Sussex     | N/A                        | COUNTY CLERK/REGISTER OF DEEDS                     | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 1/3/17   |
| 11/17/2016     | 37302      | Sussex     | N/A                        | COUNTY CLERK/REGISTER OF DEEDS                     | Archival Review Pending | Approved Migration Path - Permanent Records | Storage Offer: 1/3/17   |
| 1/11/2017      | 43195      | Sussex     | N/A                        | COUNTY TREASURER                                   | Archival Review Pending | Approved Migration Path - Permanent Records |   |

**Artemis -  
Archival Review Status Report**

| Date Submitted | Request ID | County     | Muni                 | Agency Name                       | Archival Review         | Comment                                     | Add'l Information |
|----------------|------------|------------|----------------------|-----------------------------------|-------------------------|---|-------------------|
| 1/26/2017      | 43295      | Sussex     | N/A                  | COUNTY CLERK/REGISTER OF DEEDS    | Archival Review Pending | Approved Migration Path - Permanent Records |                   |
| 1/26/2017      | 43310      | Sussex     | N/A                  | COUNTY CLERK/REGISTER OF DEEDS    | Archival Review Pending | Approved Migration Path - Permanent Records |                   |
| 1/26/2017      | 43286      | Sussex     | N/A                  | COUNTY CLERK/REGISTER OF DEEDS    | Archival Review Pending | Approved Migration Path - Permanent Records |                   |
| 1/27/2017      | 43221      | Sussex     | N/A                  | COUNTY CLERK/REGISTER OF DEEDS    | Archival Review Pending | Approved Migration Path - Permanent Records |                   |
| 2/1/2017       | 41225      | Ocean      | Brick Twp.           | MUNICIPAL UTILITIES & AUTHORITIES | Archival Review Pending | Approved Migration Path - Permanent Records |                   |
| 2/17/2017      | 44944      | Mercer     | N/A                  | COUNTY BOARD OF TAXATION          | Archival Review Pending | Permanent records - Microfilm Cert present  |                   |
| 2/21/2017      | 44968      | Burlington | New Hanover Township | Administration                    | Archival Review Pending | Approved Migration Path - Permanent Records |                   |
| 2/23/2017      | 45035      | Middlesex  | Woodbridge Twp.      | MUNICIPAL ENGINEERING DEPARTMENT  | Archival Review Pending | Permanent records scanned with MF backup    |                   |

| Date Submitted | Request ID | County     | Muni              | Agency Name                            | Archival Review                      | Comment                                     | Add'l Information                     |
|----------------|------------|------------|-------------------|--|--------------------------------------|---|---------------------------------------|
| 02/10/16       | 33155      | Somerset   | Bernards Twp.     | MUNICIPAL CLERK                        | Archival Review Completed 8/16/2016  | Approved Migration Path - Permanent Records |                                       |
| 4/8/2016       | 35322      | Gloucester | N/A               | COUNTY MEDICAL EXAMINER                | Archival Review Completed 8/16/2016  | Permanent records - Microfilm Cert present  |                                       |
| 5/13/2016      | 36475      | Gloucester | N/A               | COUNTY MEDICAL EXAMINER                | Archival Review Completed 8/16/2016  | Permanent records - Microfilm Cert present  |                                       |
| 7/19/2016      | 36823      | Sussex     | N/A               | COUNTY BOARD OF TAXATION               | Archival Review Completed 8/22/2016  | Permanent records - Microfilm Cert present  |                                       |
| 4/5/2016       | 35051      | Mercer     | Hamilton Twp.     | MUNICIPAL CLERK                        | Archival Review Completed 8/24/2016  | Permanent records scanned with MF backup    |                                       |
| 4/1/2016       | 35117      | Middlesex  | N/A               | COUNTY BOARD OF TAXATION               | Archival Review Completed 8/24/2016  | Permanent records scanned with MF backup    |                                       |
| 03/23/16       | 34884      | Ocean      | Ship Bottom Boro  | MUNICIPAL CLERK                        | Archival Review Completed 10/6/2016  | Approved Migration Path - Permanent Records | email sent for storage option 9/26/16 |
| 02/05/16       | 32699      | Ocean      | Brick Twp.        | MUNICIPAL ENGINEERING DEPARTMENT       | Archival Review Completed 10/19/2016 | Approved Migration Path - Permanent Records | email sent for storage option 9/26/16 |
| 03/23/16       | 34885      | Ocean      | Ship Bottom Boro  | MUNICIPAL CLERK                        | Archival Review Completed 11/1/2016  | Approved Migration Path - Permanent Records | email sent for storage option 9/26/16 |
| 03/21/16       | 32799      | Atlantic   | Estell Manor City | MUNICIPAL TAX COLLECTOR                | Archival Review Completed 11/1/2016  | Permanent records - Microfilm Cert present  |                                       |
| 12/23/2016     | 42882      | Monmouth   | N/A               | COUNTY ARCHIVES AND RECORDS MANAGEMENT | Archival Review Completed 1/11/2017  | Approved Migration Path - Permanent Records |                                       |

**Artemis -  
Archival Review Status Report**

| Date Submitted | Request ID | County     | Muni            | Agency Name                    | Archival Review                        | Comment  | Add'l Information   |
|----------------|------------|------------|-----------------|--------------------------------|--|--|---|
| 11/18/2016     | 42085      | Ocean      | N/A             | COUNTY BOARD OF TAXATION       | Archival Review Completed<br>1/11/2017 | Permanent records - Microfilm<br>Cert present  |   |
| 11/17/2016     | 42112      | Somerset   | Bernards Twp.   | MUNICIPAL CLERK                | Archival Review Completed<br>1/11/2017 | Approved Migration Path -<br>Permanent Records |   |
| 11/10/2016     | 42078      | Middlesex  | N/A             | COUNTY BOARD OF TAXATION       | Archival Review Completed<br>1/12/2017 | Permanent records scanned with<br>MF backup    |   |
| 10/6/2016      | 40980      | Somerset   | Bernards Twp.   | MUNICIPAL TREASURER            | Archival Review Completed<br>1/20/2017 | Approved Migration Path -<br>Permanent Records | email sent for storage option<br>12/15/16 - Records Stored on<br>1/6/17 (RSC) (1 box) |
| 10/18/2016     | 41370      | Burlington | Moorestown Twp. | MUNICIPAL HEALTH DEPARTMENT    | Archival Review Completed<br>1/20/2017 | Permanent records - Microfilm<br>Cert present  |   |
| 12/23/2016     | 42876      | Gloucester | N/A             | COUNTY BOARD OF TAXATION       | Archival Review Completed<br>1/20/2017 | Permanent records - Microfilm<br>Cert present  |   |
| 1/17/2017      | 43091      | Sussex     | N/A             | COUNTY CLERK/REGISTER OF DEEDS | Archival Review Completed<br>1/23/2017 | Permanent records scanned with<br>MF backup    |   |
| 1/10/2017      | 42913      | Bergen     | N/A             | COUNTY BOARD OF TAXATION       | Archival Review Completed<br>1/26/2017 | Permanent records scanned with<br>MF backup    |   |
| 1/5/2017       | 42974      | Sussex     | N/A             | COUNTY CLERK/REGISTER OF DEEDS | Archival Review Completed<br>1/26/2017 | Permanent records scanned with<br>MF backup    |   |
| 8/15/2016      | 39431      | Somerset   | Bernards Twp.   | MUNICIPAL CLERK                | Archival Review Completed<br>1/30/2017 | Approved Migration Path -<br>Permanent Records | Storage Offer: 12/1/16 Records<br>Stored: 1/6/17 (RSC) (1 box)                        |

| RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT |                 |                   |         |
|--|-----------------|-------------------|---------|
| <b>DEPARTMENT SCHEDULE HEADING</b>                   | Municipal Clerk | <b>AGENCY #</b>   | M200000 |
| <b>DIVISION:</b>                                     |                 | <b>SCHEDULE #</b> | 009     |
| <b>BUREAU:</b>                                       |                 | <b>PAGE #</b>     | 1       |

**RETENTION SCHEDULE AMENDMENTS**

|  |                 |
|--|-----------------|
| <b>FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)</b> | Municipal Clerk |
| <b>FORMER AGENCY NUMBER</b>                            | M200000-008     |

**RECORDS SERIES LEVEL AMENDMENTS**

| RECORD SERIES # | RECORDS AGENCY TITLE  | TYPE OF CHANGE           | FORMER DESIGNATION (IF APPLICABLE)   | NEW DESIGNATION (IF APPLICABLE)   |
|-----------------|---|--------------------------|--|---|
| 0003-0001       | Application File – General  | Description              | General Application File for Licenses, Permits, and Certificates regulated and issued by the Local Authority for a licensed business including Solicitor, Vendor, Peddler, and Hawker. | All applications accepted by a Municipality which are not specified elsewhere.              |
| 0003-0004       | Application File – Summer Camp                                    | Obsolete                 |  | Included with Application File – General, RS# 0003-0001                                     |
| 0003-0011       | Permit File – Beach, Community Pool, And Recreation Center Badges | Obsolete                 |  | Included with Permit File – General, RS# 0003-0016  |
| 0003-0012       | Permit File – Street Opening                                      | Obsolete                 |  | Included with Permit File – General, RS# 0003-0016  |
| 0003-0016       | Permit File – General   | New                      |  | All permits accepted by the Municipality which are not specified elsewhere; 6 years/Destroy |
| 0004-0001       | Certificates File – Availability of Funds                         | Description; Disposition | Certificate is attached to resolution. Permanent/Retain at Agency  | Certificate is typically attached to resolution. Permanent/Archives                         |
| 0004-0003       | Certificates Files – Insurance and Bonding Companies              | Title                    |  | Certificates of Insurance and Public Official Bonds   |

| <b>RECORD SERIES #</b> | <b>RECORDS AGENCY TITLE</b>   | <b>TYPE OF CHANGE</b>    | <b>FORMER DESIGNATION (IF APPLICABLE)</b>                    | <b>NEW DESIGNATION (IF APPLICABLE)</b>   |
|------------------------|---|--------------------------|--|--|
| 0005-0000              | Deeds and Easements (Municipal Property Acquisitions)                 | Description; Disposition | File may also include appraisals. Permanent/Retain at Agency | Files includes final appraisal used for purchase. Permanent/Archives                                   |
| 0007-0000              | Foreclosure/Condemnation/Eminent Domain/Declaration of Taking File    | Disposition              | Permanent/Retain at Agency                                   | Permanent/Archives   |
| 0009-0001              | Municipal Master Plan (Original)                                      | Disposition              | Permanent/Retain at Agency                                   | Permanent/Archives   |
| 0011-0001              | Ordinance File – Ordinance Book (Original)                            | Disposition              | Permanent/Retain at Agency                                   | Permanent/Archives   |
| 0012-0001              | Resolution File (Original)  | Disposition              | Permanent/Retain at Agency                                   | Permanent/Archives   |
| 0013-0001              | Minutes File (Original)   | Disposition              | Permanent/Retain at Agency                                   | Permanent/Archives   |
| 0015-0001              | Petition File – Municipal Incorporations and Annexations              | Disposition              | Permanent/Retain at Agency                                   | Permanent/Archives   |
| 0016-0000              | Affidavits of Publication   | Retention                | 10 years/Destroy   | 6 years/Destroy  |
| 0020-0000              | Financial and Personal Disclosure Statements                          | Obsolete                 |  | Record series is already included on the Municipal General Retention Schedule (M100000, RS# 0405-0000) |
| 0028-0000              | Shoreline Survey  | Disposition              | Permanent/Retain at Agency                                   | Permanent/Archives   |
| 0029-0000              | Annual Financial and Personal Data Disclosure Forms – Municipal Clerk | Obsolete                 |  | Record series is already included on the Municipal General Retention Schedule (M100000, RS# 0405-0000) |



# STATE OF NEW JERSEY



## MUNICIPAL CLERK

**M200000-009**

|  |                 |                               |                                    |               |
|--|-----------------|-------------------------------|------------------------------------|---------------|
| Records Retention and Disposition Schedule |                 | Agency: M200000               | Schedule: 009                      | Page #:1 of 9 |
| <b>Department:</b>                         | MUNICIPAL CLERK | <b>Agency Representative:</b> | Denise Szabo                       |               |
|  |                 | <b>Title:</b>                 | Municipal Clerk, Bernards Township |               |
|  |                 | <b>Phone #:</b>               |                                    |               |

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.

|   |              |  |              |
|---|--------------|--|--------------|
| <b>Agency Representative Signature:</b> | <b>Date:</b> | <b>Secretary, State Records Committee Signature:</b> | <b>Date:</b> |
|   |              |  |              |

| 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  |             |          |
| 0001-0000                                  | Abstract Of Ratables (Copy)<br>---<br>Original retained by County Taxation Board.                     |       |                 |                 |              | P            | 3 Years                          |                           | Destroy     |          |
| <b>Animal Companion File (Cat And Dog)</b> |   |       |                 |                 |              |              |                                  |                           |             |          |
| 0002-0001                                  | Animal Companion File - Cat And Dog Tags<br>---<br>May also be retained by Local Health Department.   |       | X               |                 |              |              | P                                | 3 Years                   |             | Destroy  |
| 0002-0002                                  | Animal Companion File - Bite Cases - Adult<br>---<br>May also be retained by Local Health Department. |       |                 |                 |              |              |                                  | 3 Years                   |             | Destroy  |
| 0002-0003                                  | Animal Companion File -Bite Cases -Minor<br>---<br>May also be retained by Local Health Department.   |       |                 |                 |              | P            | 3 Years<br>After age of majority |                           | Destroy     |          |
| 0002-0004                                  | Animal Companion File - Damage Report<br>---<br>May also be retained by Local Health Department.      |       | X               |                 |              |              |                                  | 6 Years                   |             | Destroy  |
| 0002-0005                                  | Animal Companion File - Census Repot<br>---<br>May also be retained by Local Health Department.       |       | X               |                 |              |              |                                  | 3 Years<br>After inactive |             | Destroy  |

\* P - Public, C - Confidential

| Records Retention and Disposition Schedule                |  |       |                 | Agency: M200000 |              |              | Schedule: 009             |                          | Page #:2 of 9 |          |
|---|--|-------|-----------------|-----------------|--------------|--------------|---------------------------|--------------------------|---------------|----------|
| 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 |               |          |
| 0002-0006   | Animal Companion File - Cat And Dog License<br>---<br>May also be retained by Local Health Department.   | X     |                 |                 |              | P            | 3 Years                   |                          | Destroy       |          |
| <b>Application File- License, Permit, And Certificate</b> |  |       |                 |                 |              |              |                           |                          |               |          |
| 0003-0001   | Application File - General<br>---<br>All applications accepted by a Municipality which are not specified elsewhere.  | X     |                 |                 |              | P            | 3 Years                   |                          | Destroy       |          |
| 0003-0002   | Application File – Alcoholic Beverage Control (ABC)  | X     |                 |                 |              | P            | 5 Years                   |                          | Destroy       |          |
| 0003-0003   | Application File – Legalized Games Of Chance, Bingo, And Raffle<br>---<br>File contains: License Applications for Legalized Games of Chance, Bingo and Raffle; Report of Legalized Games of Chance, Bingo, and Raffle Operations; Organization Name, Address, and Members; gross and net receipts; expenses; games schedule; and list of prizes. A copy is maintained by the Legalized Games of Chance Control Commission, Division of Consumer Affairs, Department of Law and Public Safety. (N.J.S.A. 5: 8-26, 37) (N.J.S.A. 5: 8-52, 64) (N.J.A.C. 13:47-2.5) | X     |                 |                 |              | P            | 5 Years                   |                          | Destroy       |          |
| 0003-0005   | License File - Stubs   | X     |                 |                 |              | P            | 3 Years                   |                          | Destroy       |          |
| 0003-0006   | License File - General   | X     |                 |                 |              | P            | 3 Years                   |                          | Destroy       |          |
| 0003-0007   | License File – Alcoholic Beverage Control (ABC)  | X     |                 |                 |              | P            | 5 Years                   |                          | Destroy       |          |
| 0003-0008   | License File – Mercantile/Tourism  | X     |                 |                 |              | P            | 3 Years                   |                          | Destroy       |          |
| 0003-0009   | License File - Livery, Taxi, Tow Truck, And Wrecker  | X     |                 |                 |              | P            | 3 Years                   |                          | Destroy       |          |
| 0003-0010   | License File – License (Copy), Docket Book, And Spreadsheet For Legalized Games Of Chance, Bingo, And Raffle<br>---<br>Original license maintained by the licensee and a copy by the Local Police Department. (N.J.A.C. 13:47-4.6)   | X     |                 |                 |              | P            | 6 Years After final entry |                          | 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 |             |                  |
| 0003-0013       | Permit File - Stream Encroachment (Copy)<br>---<br>File contains Stream Encroachment Application (copy) and Permit (copy), Letter of Interpretation, Letter of Hazardous Substance, and supporting documentation. Original maintained by the Department of Environmental Protection and additional copies by the Local Engineer and/or Local Health Department.   |       |                 |                 |              | P            | 3 Years After expiration |                          | Destroy     |                  |
| 0003-0014       | Permit File - Fresh Water Wetlands (Copy)<br>---<br>File contains Fresh Water Wetlands Application (copy) and Permit (copy), Letter of Interpretation, Letter of Hazardous Substance, documentation regarding Brownfields and Fresh Water Wetlands, and supporting documentation. Original maintained by the Department of Environmental Protection and additional copies by the Local Engineer and/or Local Health Department.<br>(N.J.S.A. 13:9B-9) |       |                 |                 |              | P            | 3 Years After expiration |                          | Destroy     | N.J.S.A. 13:9B-9 |
| 0003-0015       | License File – Health Spa/Massage Therapist   |       |                 |                 |              | P            | 3 Years                  |                          | Destroy     |                  |
| 0003-0016       | Permit File - General<br>---<br>All permits accepted by the Municipality which are not specified elsewhere.   | X     |                 |                 |              | P            | 6 Years                  |                          | Destroy     |                  |
|                 | <b>Certificates File</b>  |       |                 |                 |              |              |                          |                          |             |                  |
| 0004-0000       | Certificates File   |       |                 |                 |              |              | 3 Years                  |                          | Destroy     |                  |
| 0004-0001       | Certificates File - Availability Of Funds<br>---<br>Certificate is typically attached to resolution.  | X     | X               | X               |              | P            | Permanent                |                          | Archives    |                  |
| 0004-0002       | Certificates Files - Table Of Equalized Valuations (Copy)<br>---<br>Original retained by Department of the Treasury, Division of Taxation.  | X     |                 |                 |              | P            | 3 Years                  |                          | Destroy     |                  |
| 0004-0003       | Certificates Of Insurance And Public Official Bonds   | X     |                 |                 |              | P            | 6 Years                  |                          | Destroy     |                  |

\* P - Public, C - Confidential

| Records Retention and Disposition Schedule |  |       |                 | Agency: M200000 |              |              | Schedule: 009            |                          | Page #:4 of 9 |          |
|--|--|-------|-----------------|-----------------|--------------|--------------|--------------------------|--------------------------|---------------|----------|
| 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 |               |          |
| 0004-0004                                  | Certificates File - Average Ratios And Common Level Range (Copy)<br>---<br>Original retained by Department of the Treasury, Division of Taxation.  | X     |                 |                 |              | P            | 3 Years                  |                          | Destroy       |          |
| 0005-0000                                  | Deeds And Easements (Municipal Property Acquisitions)<br>---<br>File includes final appraisal used for purchase.   |       | X               | X               |              | P            | Permanent                |                          | Archives      |          |
| <b>Election Records File</b>               |  |       |                 |                 |              |              |                          |                          |               |          |
| 0006-0001                                  | Election Returns<br>---<br>Election Certificates and supporting documentation including: primary petitions; tally statements of election results; primary general, recall, special, and school board elections returns; and statements of candidates, campaign managers, and treasurers. |       |                 |                 |              |              | 5 Years                  |                          | Destroy       |          |
| 0006-0002                                  | Ballots - (Irregular) - Write-In   |       |                 |                 |              |              | 2 Years                  |                          | Destroy       |          |
| 0006-0003                                  | Ballot (Used And Unsued) - Municipal And Special Election<br>---<br>Includes machine-generated documentation.  |       |                 |                 |              | P            | 2 Years After election   |                          | Destroy       |          |
| 0006-0004                                  | Receipt For Ballots And/Or Supplies - Municipal And Special Election   |       |                 |                 |              | P            | 1 Year                   |                          | Destroy       |          |
| 0006-0005                                  | Receipt For Ballots And Supplies - Federal Election  |       |                 |                 |              | P            | 2 Years                  |                          | Destroy       |          |
| 0006-0009                                  | Petition - Referendum And Repeal   |       |                 |                 |              | P            | 5 Years After submission |                          | Destroy       |          |
| 0006-0010                                  | Certified List Of Polling Places - All Elections (Copy)<br>---<br>Original maintained by the County Superintendent of Elections  |       |                 |                 |              | P            | 1 Year                   |                          | Destroy       |          |

| Records Retention and Disposition Schedule                                |   |       |                 | Agency: M200000 |              |              | Schedule: 009          |                          | Page #:5 of 9 |                     |
|---|---|-------|-----------------|-----------------|--------------|--------------|------------------------|--------------------------|---------------|---------------------|
| 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 |               |                     |
| 0006-0011   | Election District Maps (Copy)<br>---<br>Original filed with County Board of Elections   |       |                 |                 |              |              | 3 Years<br>As updated  |                          | Destroy       |                     |
| 0006-0012   | Voter Registration List (Copy)<br>---<br>Original kept by County Clerk.   |       |                 |                 |              | P            | 1 Year                 |                          | Destroy       | N.J.S.A. 19:31-18.3 |
| <b>Foreclosure/Condemnation/Eminent Domain/Declaration Of Taking File</b> |   |       |                 |                 |              |              |                        |                          |               |                     |
| 0007-0000   | ---<br>File pertaining to properties foreclosed, condemned, or taken for a public purpose such as sewer lines, street widening, etc. Contains: intent to foreclose, condemnation document, copies of pleadings; order to show cause; order of lis pendens; correspondence; and copies of plans, deeds, and easements. Copies of Foreclosure/Condemnation/Eminent Domain/Declaration of Taking documents are maintained by the Municipal Law Department. |       |                 | X               |              | P            | Permanent              |                          | Archives      |                     |
| 0008-0000   | Municipal Aid Schedule  |       |                 |                 |              |              | 3 Years                |                          | Destroy       |                     |
| <b>Municipal Master Plan</b>  |   |       |                 |                 |              |              |                        |                          |               |                     |
| 0009-0001   | Municipal Master Plan (Original)  |       | X               | X               |              | P            | Permanent              |                          | Archives      |                     |
| 0009-0002   | Municipal Master Plan (Copy)  |       |                 |                 |              |              | As updated             |                          | Destroy       |                     |
| <b>Municipal Court Financial Report (Obsolete)</b>                        |   |       |                 |                 |              |              |                        |                          |               |                     |
| 0010-0000   | Municipal Court Financial Report (Obsolete)   | X     |                 |                 |              |              | 3 Years                |                          | Destroy       |                     |
| <b>Ordinance File</b>   |   |       |                 |                 |              |              |                        |                          |               |                     |
| 0011-0001   | Ordinance File - Ordinance Book (Original)  |       | X               | X               |              | P            | Permanent              |                          | Archives      |                     |
| 0011-0002   | Ordinance File - Ordinance Book (Copy)  |       |                 |                 |              |              | Periodic review        |                          | Destroy       |                     |

| Records Retention and Disposition Schedule            |  |       |                 | Agency: M200000 |              |              | Schedule: 009                   |                          | Page #:6 of 9 |          |
|---|--|-------|-----------------|-----------------|--------------|--------------|---------------------------------|--------------------------|---------------|----------|
| 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 |               |          |
| 0011-0003   | Ordinance File - Workpapers                              |       |                 |                 |              |              | Periodic review                 |                          | Destroy       |          |
| <b>Resolution File</b>                                |  |       |                 |                 |              |              |                                 |                          |               |          |
| 0012-0001   | Resolution File (Original)                               |       |                 | X               |              | P            | Permanent                       |                          | Archives      |          |
| 0012-0002   | Resolution File (Copy)                                   |       |                 |                 |              |              | Periodic review                 |                          | Destroy       |          |
| <b>Minutes File</b>                                   |  |       |                 |                 |              |              |                                 |                          |               |          |
| 0013-0001   | Minutes File (Original)                                  |       | X               | X               |              | P            | Permanent                       |                          | Archives      |          |
| 0013-0002   | Minutes File (Copy)                                      |       |                 |                 |              |              | Periodic review                 |                          | Destroy       |          |
| <b>Oaths Of Office File</b>                           |  |       |                 |                 |              |              |                                 |                          |               |          |
| 0014-0000   | Oaths Of Office File                                     |       |                 |                 |              | P            | 5 Years<br>After term of office |                          | Destroy       |          |
| <b>Petition File - Citizens (Excluding Elections)</b> |  |       |                 |                 |              |              |                                 |                          |               |          |
| 0015-0001   | Petition File - Municipal Incorporations And Annexations |       |                 | X               |              | P            | Permanent                       |                          | Archives      |          |
| 0015-0002   | Petition File - Not Filed Pursuant Statute               |       |                 |                 |              | P            | 1 Year<br>From date of filing   |                          | Destroy       |          |
| 0015-0003   | Petition File - Improvements (Approvals And Objections)  |       |                 |                 |              | P            | 5 Years                         |                          | Destroy       |          |
| 0015-0004   | Petition File - Referendum And Repeal                    |       |                 |                 |              | P            | 5 Years<br>After submission     |                          | Destroy       |          |

| Records Retention and Disposition Schedule |   |       |                 | Agency: M200000 |              |              | Schedule: 009  |                          | Page #:7 of 9 |                        |
|--|---|-------|-----------------|-----------------|--------------|--------------|--|--------------------------|---------------|------------------------|
| 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 |               |                        |
| 0016-0000                                  | Affidavits Of Publication<br>---<br>Affidavits of publication pertaining to: open public meetings, contracts, ordinances, budgets, elections, block grants, hearings requirements, etc. .       |       |                 |                 |              | P            | 6 Years  |                          | Destroy       |                        |
| 0017-0000                                  | Monthly Report Of Trailer Spaces Rented   | X     |                 |                 |              | P            | 3 Years  |                          | Destroy       |                        |
| <b>Tax File</b>                            |   |       |                 |                 |              |              |  |                          |               |                        |
| 0018-0001                                  | Tax File - Tax Appeal (Copy)<br>---<br>Original is maintained by either the County Board of Taxation or the State Tax Court. Additional copies are kept by the petitioner and the Tax Assessor. |       |                 |                 |              |              | 3 Years  |                          | Destroy       |                        |
| 0018-0002                                  | Tax File - Tax Map (Copy)<br>---<br>Original is maintained by the Tax Assessor.   |       |                 |                 |              |              | As updated   |                          | Destroy       |                        |
| <b>Search File</b>                         |   |       |                 |                 |              |              |  |                          |               |                        |
| 0019-0001                                  | Search File - Application Special And Municipal Assessment/Liability  |       |                 |                 |              | P            | 1 Year   |                          | Destroy       |                        |
| 0019-0002                                  | Search File - Workpapers Special Improvement District And Local Municipal Improvement.  |       |                 |                 |              | P            | 7 Years  |                          | Destroy       |                        |
| 0019-0003                                  | Search File - Certificate Liability For Assessment For Municipal Improvement (Assessment Search)  |       |                 |                 |              | P            | 7 Years  |                          | Destroy       |                        |
| 0019-0004                                  | Search File - Certificate - Non-Exempt Fireman  |       |                 |                 |              | P            | 6 Years After termination of employment or age 85, whichever is sooner |                          | Destroy       | N.J.S.A. 40A: 14-56,57 |



| Records Retention and Disposition Schedule |   |       |                 | Agency: M200000 |              |              | Schedule: 009   |                          | Page #:8 of 9 |   |
|--|---|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|---------------|---|
| 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 |               |   |
| 0021-0000                                  | Rental Registration File<br>---<br>Registration of tenants and landlords required by N.J.S.A. 2A:42-78 and N.J.S.A. 46:8-28.  | X     |                 |                 |              | P            | 6 Years   |                          | Destroy       | N.J.S.A. 2A:42-78 and N.J.S.A. 46:8-28. |
| 0022-0000                                  | New Jersey Residential Construction Off-Site Conditions Disclosure Act Listing Of Off-Site Conditions<br>---<br>Lists of off-site conditions (e.g. , overhead electrical lines, underground gas lines, electrical and sewer pump stations, wastewater treatment plants, and landfill areas, etc.) that may have detrimental effect on the value of surrounding residential real estate. Forms are annually submitted by the owners of the sites and supporting documentation by the State Department of Community Affairs and Environmental Protection. |       | X               |                 |              | P            | 10 Years  |                          | Destroy       | N.J.S.A. 52:27D-3(e) and 46:3C-4 and 5  |
| 0023-0000                                  | Technical Requirements For Site Remediation - Notification Of Cleanup Of A Contaminated Site<br>---<br>Notification from the party concerned, to the municipal clerk regarding the cleanup of a contaminated site within the municipality which may or may not be under the oversight of the Department of Environmental Protection.  |       | X               |                 |              | P            | 30 Years  |                          | Destroy       | N.J.S.A. 46:30-1 through 12             |
| 0024-0000                                  | Passport Application Transmittal (Copy)<br>---<br>Original maintained by the U.S. Office of Passport Services.  |       |                 |                 |              | P            | 2 Years   |                          | Destroy       |   |
| 0025-0000                                  | Cable Television Franchise Contract File<br>---<br>Contract between the municipal agency and a cable television company for the installation of cable television throughout a municipality. File contains but is not limited to the following: application, approval, renewal, and denial documents; Certificate of Approval (copy); contract (copy); fee receipts; copies of associated Minutes, Resolutions, Ordinances, and Public Hearing Notices; and supporting documentation.  |       | X               |                 |              | P            | 7 Years<br><br>After expiration of franchise contract |                          | Destroy       |   |

| Records Retention and Disposition Schedule |   |       |                 | Agency: M200000 |              |              | Schedule: 009          |                          | Page #:9 of 9 |                    |
|--|---|-------|-----------------|-----------------|--------------|--------------|------------------------|--------------------------|---------------|--------------------|
| 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 |               |                    |
| 0026-0000                                  | Non-Solicitation List<br>---<br>List of names and addresses of residents and businesses that do not wish to receive solicitors.   |       |                 |                 |              | P            | 3 Years After update   |                          | Destroy       |                    |
| 0027-0000                                  | Land Use File<br>---<br>File regarding a change in local land use as adopted through ordinance. A letter is sent to the County Planning Board regarding the ordinance adoption and a certified letter is also sent to those township residents affected by the land use change, announcing an open public meeting about the introduced ordinance. File contains but is not limited to: County Planning Board and township resident's correspondence (copies), certified mail receipts, ordinance (copy), and supporting documentation. (N.J.S.A. 40:55D-16) |       |                 |                 |              | P            | 6 Years                |                          | Destroy       | N.J.S.A. 40:55D-16 |
| 0028-0000                                  | Shoreline Survey<br>---<br>Data collected to evaluate changes on the beach over a period of time. The comparison calculates sand volume and shoreline changes. Data can be used by the United States Army Corp of Engineers and the Department of Environmental Protection.   |       | X               | X               |              | P            | Permanent              |                          | Archives      |                    |
| 0030-0000                                  | Governing Body Meeting Workpapers And Supporting Documentation - Municipal Clerk Notes<br>---<br>See Municipal General Schedule for reference to original and copies of documents pertaining to Open Public Meetings, Minutes, and Agendas.   |       |                 |                 |              | P            | Periodic review        |                          | Destroy       |                    |

## Records Retention and Disposition Schedule Amendment

|                    |                                    |                   |         |           |   |
|--------------------|------------------------------------|-------------------|---------|-----------|---|
| <b>DEPARTMENT:</b> | Law and Public Safety              | <b>AGENCY #</b>   | S660208 |           |   |
| <b>DIVISION:</b>   | State Police                       | <b>SCHEDULE #</b> | 003     |           |   |
| <b>BUREAU:</b>     | Administration Section - Personnel | <b>PAGE #</b>     | 1       | <b>OF</b> | 1 |

### Agency Level Amendments

|  |     |
|--|-----|
| <b>Former Agency Name<br/>(Department/Division/Bureau)</b> | N/A |
| <b>Former Agency Number</b>                                | N/A |

### Records Series Level Amendments

| Record Series # | Record Series Name  | Type of Change | Former Designation (if applicable) | New Designation (if applicable) |
|-----------------|---|----------------|------------------------------------|---------------------------------|
| 0008-0000       | Results Of Random Urine Analysis Test -<br>Negative Results | Add            |                                    |                                 |

# STATE OF NEW JERSEY



## Law and Public Safety-State Police-Administration Section -Personnel Bureau

**S660208-003**

|  |  |                               |                           |               |
|--|--|-------------------------------|---------------------------|---------------|
| Records Retention and Disposition Schedule |  | Agency: S660208               | Schedule: 003             | Page #:1 of 2 |
| <b>Department:</b>                         | Law and Public Safety-State Police-Administration Section - Personnel Bureau | <b>Agency Representative:</b> | Lieutenant Robert Price   |               |
|  |  | <b>Title:</b>                 | Bureau Chief - CJRB       |               |
|  |  | <b>Phone #:</b>               | (609) 222-2000 Extn: 2324 |               |

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.

|   |              |  |              |
|---|--------------|--|--------------|
| <b>Agency Representative Signature:</b> | <b>Date:</b> | <b>Secretary, State Records Committee Signature:</b> | <b>Date:</b> |
|   |              |  |              |

| 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              |             |          |
| 0001-0000       | Employee Advisory Service Records<br>---<br>Contain: Supervisory Referral Form (SP 739), Data Card (SP 740), Contract (SP 741), Data Sheet (SP 742), Follow-Up Record (SP 743), Contract- Information Sheet (SP 744), Initial Client Follow- Up Form (SP 745 and SP 746), and Supervisory Follow-Up-Evaluation of Program (SP 747). |       |                 |                 |              | C            | 6 yrs after termination of employment | 6 yrs after termination of employment | Destroy     |          |
| 0002-0000       | Monthly Division Roster (SP 502) (Record Copy)<br>---<br>Contains monthly listing of employees per unit. Copies are distributed throughout the division.  |       |                 |                 |              |              | 3 Years                               | 3 Years                               | Destroy     |          |
| 0003-0000       | Previous State Service Form (SP 103)  |       |                 |                 |              |              | 6 yrs after termination of employment | 6 yrs after termination of employment | Destroy     |          |
| 0004-0000       | Retirement Card File<br>---<br>Contains Retirement System Pension Card (SP 285) and Personnel Retirement Card (SP 285A). Both list name and address of retired officer and pension information. Serves as reference.  |       |                 |                 |              |              | Periodic review                       | Periodic review                       | Destroy     |          |
| 0005-0000       | State Police Applicant Card (SP 78)   |       |                 |                 |              |              |                                       |                                       |             |          |

\* P - Public, C - Confidential

| Records Retention and Disposition Schedule |  |       | Agency: S660208 |                 |              | Schedule: 003 |                                       | Page #:2 of 2                         |             |          |
|--|--|-------|-----------------|-----------------|--------------|---------------|---------------------------------------|---------------------------------------|-------------|----------|
| 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              |             |          |
| 0005-0001                                  | State Police Applicant Card (Successful)   |       |                 |                 |              |               | 6 yrs after termination of employment | 6 yrs after termination of employment | Destroy     |          |
| 0005-0002                                  | State Police Applicant Card (Unsuccessful)   |       |                 |                 |              |               | 3 Years                               | 3 Years                               | Destroy     |          |
| 0006-0000                                  | State Police Applicant Exam Card File (SP 362)<br>---<br>Lists: name and address of applicant, race, and score. Used for statistical purposes in hiring. |       |                 |                 |              |               | 5 Years                               | 5 Years                               | Destroy     |          |
| 0007-0000                                  | Title Card File (SP 166)<br>---<br>Alphabetical listing of all titles utilized in the division. Lists job title and position numbers.                    |       |                 |                 |              |               | Periodic review                       | Periodic review                       | Destroy     |          |
| 0008-0000                                  | Results Of Random Urine Analysis Test - Negative Results<br>---<br>All positive results will be part of the Individual Employee File.                    |       |                 |                 |              | C             | 5 years                               | 5 years                               | Destroy     |          |