



Attachment B

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # CB20000	SCHEDULE # 010	PAGE # 1 OF 32
DEPARTMENT: County Agency General Records Retention Schedule		AGENCY REPRESENTATIVE: Colleen Kelly		
DIVISION:		TITLE: Supervising Community Service Officer		
BUREAU:		PHONE #: 609-292-0827		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
		9-28-15		9/17/15

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p align="center">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p align="center">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	FINANCIAL RECORDS			
0001-0000	Bank Books	6 yrs		Destroy
0002-0000	Bank Statements Statements reflecting an agency's account status.	6 yrs		Destroy
0003-0000	Cashier Stubs	6 yrs		Destroy
0004-0000	Check File Includes Property Tax, Sewer, and Utilities.			
0004-0001	Check File - Checks Includes Cancelled and Voided Checks, Check Stubs, Imaged Checks, and Lost Check References Note: If an agency's checks are imaged by a financial institution, the agency is not required to retain a hardcopy version of the check.	6 yrs		Destroy
0004-0002	Check File - Check Register	6 yrs		Destroy
0004-0003	Check File - Self-Scanned Deposited Checks. Hardcopy file of revenue checks that were self-scanned and electronically deposited by an agency into the bank.	After deposit input and verification		Destroy
0004-0004	Check 21 File (Electronic Image) - Obsolete Record Series File pertaining to checks that were deposited by an agency into a bank and were subsequently imaged by the bank, with the scanned image serving as the source. File may contain but is not limited to: reports, correspondence, and supporting documentation.	6 yrs		Destroy
0005-0000	Deposit Slips (Agency Original)	6 yrs		Destroy
	BOOKS OF ACCOUNT			
0100-0000	Cash Disbursements			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0100-0001	Cash Disbursements - Year-End History	Permanent		Permanent
0100-0002	Cash Disbursements - Quarterly History	3 yrs		Destroy
0100-0003	Cash Disbursements - Monthly History	3 yrs		Destroy
0101-0000	Daily Cash Journal Book of original entry, recording transactions in chronological order.	6 yrs		Destroy
0102-0000	Journal/Ledger File			
0102-0001	Journal/Ledger - General A central listing of all activities for an account within a particular time period.	Permanent		Permanent
0102-0002	Journal/Ledger - Subsidiary A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	6 yrs		Destroy
0103-0000	Year-End Closing Reports Used in conjunction with the General Journal/Ledger	Permanent		Permanent
	BUDGET FILE			
0200-0000	Budget File			
0200-0001	Budget File - Included in Minutes	2 yrs		Destroy
0200-0002	Budget File - Not Included in Minutes	Permanent		Permanent
0200-0003	Budget File - Copy Filed With County	2 yrs provided no litigation on tax levy or rate		Destroy
0200-0004	Budget File - Copy Approved by the State	2 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0200-0005	Budget File - Copy Approved by Governing Body	2 yrs		Destroy
0200-0006	Budget File - Monthly Status Report	3 yrs		Destroy
0200-0007	Budget File - Year-to-Date Status Report	3 yrs		Destroy
0200-0008	Budget File - Work papers	6 yrs		Destroy
0200-0009	Budget File - Defeated Budget	6 yrs		Destroy
0200-0010	Budget File - Year-End Status	3 yrs		Destroy
0200-0011	Budget File - Monthly Capital Status	3 yrs		Destroy
0200-0012	Budget File - Monthly Open Encumbrance Status	3 yrs		Destroy
0200-0013	Budget File - School District Budget Filed With Municipality (Copy) Original maintained by the school district.	1 yr		Destroy
	MISCELLANEOUS FINANCIAL RECORDS			
0300-0000	Audit Report File			
0300-0001	Audit Report File - Audit Report (Agency Original)	Permanent		Permanent
0300-0002	Audit Report File - Audit Report (Working Copy)	3 yrs		Destroy
0300-0003	Audit Report File - Bi-Weekly Audit Trails (Internal)	1 yr		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0301-0000	Bids and Proposals – Purchase (Approved and Denied) Bid File – Purchase - Approved and Denied File may contain but not limited to: bids, proposals, Requests for Proposals (RFP), Pay to Play documentation, correspondence, and supporting documentation.			
0301-0001	Bids and Proposals (Original)	6 yrs		Destroy
0301-0002	Bids and Proposals (Copy)	3 yrs		Destroy
0302-0000	Bond File Includes: bond official and preliminary statements, work papers, disbursements, resolutions (copy), issue summary, closing document, affidavits of publication, underwriting documents, and supporting documentation.			
0302-0001	Bond File (Original)	6 yrs after date of cancellation or maturity		Destroy
0302-0002	Bond File (Copy)	6 yrs		Destroy
0302-0003	Bond File – Bonds and Coupons Notes	7 yrs from cancellation or maturity dates		Destroy
0302-0004	Bond File – Bond Anticipation Notes	6 yrs		Destroy
0302-0005	Bond File – Performance Bonds	6 yrs after termination of contract		Destroy
0302-0006	Bond File – Surety Bonds	2 yrs after termination of office		Destroy
0303-0000	Contracts/Agreements and Amendments File Includes: plans and specifications; bid proposals; progress/performance reports for payment request; correspondence; and supporting documentation for contracts awarded, cancelled, or never pursued.			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0303-0001	Contracts/Agreements and Amendments - General (Original)	6 yrs after completion of contract		Destroy
0303-0002	Contracts/Agreements and Amendments - General (Copy)	1 yr after completion of contract		Destroy
0303-0003	Contracts/Agreements and Amendments - Cancelled	1 yr after submission		Destroy
0303-0004	Contracts/Agreements and Amendments - Voided	1 yr after voidance		Destroy
0303-0005	Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	6 yrs		Destroy
0303-0006	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Private Buildings	10 yrs after completion of construction		Destroy
0303-0007	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings	7 yrs after disposal of building		Destroy
0303-0008	Contracts/Agreements and Amendments - Affirmative Action Employee Information Report for Contracts (Copy) Original maintained by the Department of the Treasury, Office of Affirmative Action and an additional copy is kept by the contractor.	6 yrs after project completion		Destroy
0303-0009	Contracts/Agreements and Amendments - Contracts, Plans, and Specifications - Public Buildings, Capital Improvement for Real Property	7 yrs after disposal of building		Destroy
0303-0010	Contracts/Agreements and Amendments - Equipment	7 yrs after disposal of equipment		Destroy
0304-0000	Purchase Order, Invoice, Voucher/Warrant, and Requisition File			
0304-0001	Purchase Order, Invoice, Voucher/Warrant, and Requisition File (Original)	6 yrs		Destroy
0304-0002	Purchase Order, Invoice, Voucher/Warrant, and Requisition File (Copy)	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0304-0003	Purchase Order File (Additional Copy)	1 yr		Destroy
0304-0004	Purchase Order File -- Log	6 yrs		Destroy
0305-0000	Deferred Compensation File			
0305-0001	Deferred Compensation File -- Individual Employee File	Permanent		Permanent
0305-0002	Deferred Compensation File -- Deferred Compensation Plan -- Bi-Weekly	6 yrs		Destroy
0305-0003	Deferred Compensation File -- Deferred Compensation Plan -- Quarterly	6 yrs		Destroy
0306-0000	Financial Statements -- Annual			
0306-0001	Financial Statements -- Annual (Original)	Permanent		Permanent
0306-0002	Financial Statements -- Annual (Copy)	Periodic review		Destroy
0306-0003	Financial Statements -- Annual and Supplemental Debt	Permanent		Permanent
0307-0000	Grant File			
0307-0001	Grant File -- General Approved (Original)	6 yrs after termination of grant		Destroy
0307-0002	Grant File -- General Approved (Copy)	1 yr after termination of grant		Destroy
0307-0003	Grant File -- General Denied	1 yr		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0307-0004	Grant File - Green Acres (NJSA 13:8A-47)	Permanent		Permanent
0308-0000	Insurance File Includes : Life, Disability, Workers' Compensation, General Liability, Building, Fire, Flood, Casualty, and HIPAA			
0308-0001	Insurance File - Life, Disability, and Workers' Compensation Policies	6 yrs after expiration of policy		Destroy
0308-0002	Insurance File - General Liability Policy	20 yrs after expiration of policy		Destroy
0308-0003	Insurance File - Building, Fire, Flood, and Casualty Policies	6 yrs after expiration of policy		Destroy
0308-0004	Insurance File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Practices Overview Letter, Notice of Privacy Practices Brochure, Participant Authorization Form, and Privacy and Security Policy guidelines.	7 yrs after termination from program		Destroy
0309-0000	Invoice File			
0309-0001	Invoice File - Invoices	6 yrs		Destroy
0309-0002	Invoice File - Invoice Register	6 yrs		Destroy
0310-0000	Lease File			
0310-0001	Lease File (Original)	6 yrs after termination of lease		Destroy
0310-0002	Lease File (Copy)	1 yr after termination of lease		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0311-0000	Machine Calculation Tapes Used for account verification for an audit.	1 yr		Destroy
0312-0000	Mailing and Postage File			
0312-0001	Mailing and Postage File -- Postage Bill Log	6 yrs		Destroy
0312-0002	Mailing and Postage File -- Postage Meter Book Log	6 yrs		Destroy
0312-0003	Mailing and Postage File -- Certified Mail Receipt	3 yrs		Destroy
0313-0000	Payroll File			
0313-0001	Payroll File -- Payroll Records Associated With Subsidiary Ledger	6 yrs		Destroy
0313-0002	Payroll File -- Payroll Register (Original)	60 yrs		Destroy
0313-0003	Payroll File -- Payroll Register (Copy)	3 yrs		Destroy
0313-0004	Payroll File -- Payroll Reports	6 yrs		Destroy
0314-0000	Pension File			
0314-0001	Pension File -- Quarterly Report of Contributions	6 yrs		Destroy
0314-0002	Pension File -- Certification File	Permanent		Permanent
0314-0003	Pension File -- Pension History Cards	Permanent		Permanent

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0315-0000	Public Employees Retirement System (PERS) - Monthly Reports	6 yrs		Destroy
0316-0000	Receipts			
0316-0001	Receipts (Original)	6 yrs		Destroy
0316-0002	Receipts (Copy)	3 yrs		Destroy
0317-0000	Receiving Reports	3 yrs		Destroy
0318-0000	Requisition File			
0318-0001	Requisition File (Original)	6 yrs		Destroy
0318-0002	Requisition File (Agency Copy)	3 yrs		Destroy
0318-0003	Requisition File (Additional Copy)	1 yr		Destroy
0319-0000	Schedule of Vouchers and Bills Paid			
0319-0001	Schedule/List of Vouchers and Bills Paid - Associated With Resolution Package or Governing Body Approval	Permanent		Permanent
0319-0002	Schedule of Vouchers and Bills Paid - Not Associated With Resolution Package or Governing Body Approval	6 yrs		Destroy
0320-0000	Social Security Reports	6 yrs		Destroy
0321-0000	State Government Quarterly Report of Wages Paid	6 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0322-0000	Telephone File			
0322-0001	Telephone File – Telephone Bills (Agency Original)	6 yrs		Destroy
0322-0002	Telephone File – Telephone Bills (Copy)	3 yrs		Destroy
0322-0003	Telephone File – Weekly Telephone Call Listing	1 yr		Destroy
0323-0000	Travel File Employees' request for permission to travel for local government business. Contains: travel request, authorization/denial, expense invoice, and supporting documentation.			
0323-0001	Travel File – Approved (Original)	6 yrs		Destroy
0323-0002	Travel File – Approved (Copy)	3 yrs		Destroy
0323-0003	Travel File – Denied	1 yr		Destroy
0324-0000	Union Dues File			
0324-0001	Union Dues File – Bi-Weekly Report	6 yrs		Destroy
0324-0002	Union Dues File – Deduction Authorizations	6 yrs after termination of employment		Destroy
0324-0003	Union Dues File – Spread Sheets	6 yrs		Destroy
0325-0000	Vehicle File			
0325-0001	Vehicle File – Gasoline Pump Readings Record	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0325-0002	Vehicle File – Gasoline Pump Reading Tickets	3 yrs		Destroy
0325-0003	Vehicle File – Motor Vehicle Accident Records	6 yrs		Destroy
0325-0004	Vehicle File – Motor Vehicle Fine Reports	6 yrs		Destroy
0325-0005	Vehicle File – Parking Claim Check Stubs	1 yr		Destroy
0325-0006	Vehicle File – Parking Daily Log Sheets Log lists names of drivers, license plate number, etc. for non-paying vehicles.	1 yr		Destroy
0325-0007	Vehicle File – Parking Daily Report Forms Lists breakdown of daily income.	1 yr		Destroy
0325-0008	Vehicle File – Parking Permits	3 yrs		Destroy
0325-0009	Vehicle Files – Vehicle Usage Reports Contains: mileage, locations, usage dates, and supporting documentation.	6 yrs		Destroy
0325-0010	Vehicle File – Vehicle Maintenance Reports	Until transfer of ownership		Destroy
0325-0011	Vehicle File – Certificate of Title	Until transfer of ownership		Destroy
0326-0000	Vendor File			
0326-0001	Vendor File – Quarterly History	3 yrs		Destroy
0326-0002	Vendor File – Year-End History	6 yrs		Destroy
0327-0000	Voucher/Warrant File – Paid			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0327-0001	Voucher/Warrant File (Original)	6 yrs		Destroy
0327-0002	Voucher/Warrant File (Copy)	3 yrs		Destroy
0328-0000	Withholding Tax File File may contain but is not limited to the following: W-2, Wage and Tax Statement; W-4 Employee's Withholding Allowance Certificate; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRA's, Insurance Contracts, Etc.; 1099-MISC, Miscellaneous Income; 941, Employer's Quarterly Federal Tax Return; WR-30, Wage Reporting; Federal Tax Deposit Coupon Book; SUI, State Unemployment Insurance Form; and supporting documentation.	7 yrs		Destroy
0329-0000	Trial Balance A debit and credit account verification listing.	3 yrs		Destroy
0330-0000	Auction File			
0330-0001	Auction File - Traditional File pertaining to local government-owned items presented at a public auction. The file contains but is not limited to the following items: Purchasing Department Letter of Items to be Auctioned; Public Notice for Quote Solicitations; Request for Quotation Solicitation for Auctioneer; Resolutions to hold an auction and to hire an auctioneer; Notice of Public Auction; letters to/from the Sheriff's Office and Public Works; Buyers and Items Purchased Lists; correspondence before, during, and after the auction; and supporting documentation	6 yrs		Destroy
0330-0002	Auction File - Online The file contains but is not limited to: all documentation received electronically or otherwise, retained in hardcopy format, related to the online sale of surplus personal property, including the successful bidder, high bid, and bidding activity/history. Also include resolution(s) authorizing the sale of surplus personal property, public notices of sales, and any contracts with vendors that provide online auction services.	6 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0331-0000	Certificate of Fire Code Status An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)			
0331-0001	Certificate of Fire Code Status - In Compliance	7 yrs after final payment		Destroy
0331-0002	Certificate of Fire Code Status - Not in Compliance	7 yrs after final payment and compliance with recommendations		Destroy
0332-0000	Automated External Defibrillator (AED) File A device that arrests the fibrillation of the muscles of the heart. The Department of Health and Senior Services published the guidelines on the use of an AED in response to P.L. 2001, c 375, which mandated the placement of AED's in public agencies.			
0332-0001	Automated External Defibrillator (AED) File - Monthly Maintenance and Post Event Check Lists	3 yrs		Destroy
0332-0002	Automated External Defibrillator (AED) File - List of Employees Certified to Operate an AED	2 yrs after update		Destroy
0332-0003	Automated External Defibrillator (AED) File - Equipment Operational Manual	After disposal of equipment		Destroy
0333-0000	Census File File contains but is not limited to statistical data, summary reports, correspondence, and supporting documentation.	10 yrs		Destroy
0334-0000	Trust Fund File File contains but is not limited to initial trust establishment and agreement documentation; monthly, quarterly, and annual statements; correspondence and supporting documentation.	6 years after termination of account		Destroy
0335-0000	Unclaimed Mail File	6 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0336-0000	Verification of Income (VIM) File - Financial, Medical, and Social Services	6 yrs		Destroy
0337-0000	Tax Anticipation Note	6 yrs		Destroy
	PERSONNEL RECORDS			
0400-0000	Accident Reports - Employee File may also contain documentation regarding Worker's Compensation and Release of Claims and Rights.	6 yrs after final settlement		Destroy
0401-0000	Affirmative Action Information Card - Annual and Monthly Statistics Original data maintained by the federal government.	3 yrs		Destroy
0402-0000	Dental Plan File			
0402-0001	Dental Plan File - Status Listing	3 yrs after update		Destroy
0402-0002	Dental Plan File - Data Entry Worksheet	6 yrs after termination from program		Destroy
0402-0003	Dental Plan File - Monthly Report	3 yrs		Destroy
0403-0000	Employee History/Service Record Card	60 yrs after termination of employment, or age 85, whichever is sooner		Destroy
0404-0000	Employment Applications/Resumes - Persons Not Hired Hired employee applications are maintained in the individual employee file.	3 yrs		Destroy
0405-0000	Financial and Personal Data Disclosure Forms By law, the forms are to be filed with the Offices of the County and the Municipal Clerk.	6 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0406-0000	Health Benefits File			
0406-0001	Health Benefits File - Monthly Billing List	6 yrs		Destroy
0406-0002	Health Benefits File - Deduction Cards	6 yrs after termination from program		Destroy
0406-0003	Health Benefits File - Monthly Report	3 yrs		Destroy
0406-0004	Health Benefits File - Correspondence	6 yrs after termination from program		Destroy
0406-0005	Health Benefits File - Denial of Coverage Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (CFR 29 USC 1161 et seq.)	1 yr		Destroy
0406-0006	Health Benefits File - Declaration of Non-Participation	1 yr		Destroy
0407-0000	Individual Employee Jacket File Information pertaining to full-time, part-time, and summer employees. File may contain but is not limited to the following areas: hiring, probation reports, promotion, lay-offs, training, name/address/status changes, salary adjustment, performance assessment reviews, personnel disciplinary and grievance actions, employee bonds, unemployment claim, New Jersey Civil Service Commission Personnel Action, Prescription Plan Authorization, Employment Eligibility Verification (I-9) - U.S. Department of Justice Immigration and Naturalization Service, Collective Bargaining Employee Contracts, Employment Background Investigation File, and supporting documentation.	6 yrs after termination of employment		Destroy
0408-0000	Job Bulletins and Specifications	Periodic review		Destroy
0409-0000	Leave Request - Disability, Administrative, Sick, Vacation and Maternity			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0409-0001	Leave Request (Original)	6 yrs		Destroy
0409-0002	Leave Request (Copy)	3 yrs		Destroy
0410-0000	Medical X-Ray File	5 yrs		Destroy
0411-0000	Personnel Action - New Jersey Department of Personnel	6 yrs after termination of employment		Destroy
0412-0000	Personnel Position Listing	As updated		Destroy
0413-0000	Prescription Plan File			
0413-0001	Prescription Plan File - Status Listing	3 yrs after update		Destroy
0413-0002	Prescription Plan File - Monthly Report	3 yrs		Destroy
0413-0003	Prescription Plan File - Plan Authorization	6 yrs after termination of employment		Destroy
0414-0000	References - Employment			
0414-0001	References - External	3 yrs		Destroy
0414-0002	References - Internal	1 yr		Destroy
0415-0000	Salary Guidelines and Amendments Annual guidelines for salaries of local officials. Used for payroll comparison and examination announcements.			
0415-0001	Salary Guide and Amendments (Original)	6 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0415-0002	Salary Guide and Amendments (Copy)	Periodic review		Destroy
0416-0000	Time Records File File may contain Daily Time and Attendance; Request for Time Off; Report of Accumulated Holidays, Vacation, Personal, and Sick Time; Furlough Day(s) Request; and supporting documentation.			
0416-0001	Time Records File (Agency Original)	6 yrs		Destroy
0416-0002	Time Records File (Copy)	1 yr		Destroy
0417-0000	Training Records			
0417-0001	Training Records	6 yrs after termination of employment		Destroy
0417-0002	Training Records -- Staff Training Request	3 yrs after final payment		Destroy
0418-0000	Work Schedule	1 yr		Destroy
0419-0000	Employee Medical Records Retention period in accordance with federal law CFR 1910.1018.	40 yrs after termination of employment		Destroy
0420-0000	Employment Eligibility Verification (I-9) Form generated by the U.S. Department of Justice Immigration and Naturalization Service.	6 yrs after termination of employment		Destroy
0421-0000	Certification File -- New Jersey Department of Personnel			
0421-0001	Certification File -- Certified Roster/Employment History	5 yrs after approval		Destroy
0421-0002	Certification File -- Certification of Eligibles for Appointment	3 yrs after issuance		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0421-0003	Certification File -- Certification Record Card	3 yrs after expiration of list		Destroy
0421-0004	Certification File -- Request Approval for New Examination	3 yrs after issuance of certification		Destroy
0421-0005	Certification File -- Request Approval for Continued Provisional Appointment	3 yrs after issuance of certification		Destroy
0421-0006	Certification File -- Notice to Eligible of Removal From List	3 yrs after issuance of certification		Destroy
0421-0007	Certification File -- Notification of Cancellation of Certification	3 yrs after issuance of certification		Destroy
0421-0008	Certification File -- Payroll Certification Letters Utilized for employment background verification for temporary, provisional, and permanent employees.	1 yr		Destroy
0421-0009	Certification File -- Request for Information Due to Criminal Record	3 yrs after issuance of certification		Destroy
0421-0010	Certification File -- Right to Invoke NJAC 4A:4-4.2 to Appointing Authority Appointing authority for competitive examinations in accordance with the New Jersey Department of Personnel's Administrative Code.	3 yrs after issuance of certification		Destroy
0422-0000	Salary Range File			
0422-0001	Salary Range File -- Request for Cancellation or Amendment, Salary Ranges and Ordinances	1 yr after submission		Destroy
0422-0002	Salary Range File -- Salary Ranges and Ordinances	1 yr after effective date		Destroy
0423-0000	Reclassification File -- New Jersey Department of Personnel			
0423-0001	Reclassification File -- Reclassification Survey Book	As updated		Destroy
0423-0002	Reclassification File -- Reclassification Allocation Survey Sheets	1 yr after presentation		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0424-0000	Status of Violations – Request for Attorney General's Action	3 yrs after submission to the Office of the Attorney General		Destroy
0425-0000	Special Reemployment List	3 yrs after expiration of list		Destroy
0426-0000	Examination File – New Jersey Department of Personnel			
0426-0001	Examination File – T-Card An examination record of all open competitive and promotional titles.	3 yrs after expiration list for final entry		Destroy
0426-0002	Examination File – Promotional Announcement	3 yrs after submission		Destroy
0426-0003	Examination File – Request for Open Competitive Examination	3 yrs after submission		Destroy
0426-0004	Examination File – Eligible/Ineligible Roster	3 yrs		Destroy
0426-0005	Examination File – Request for Examination Cancellation or Amendment	1 yr after submission		Destroy
0426-0006	Examination File – Withdrawal of Promotional Announcement Transmittal	1 yr after submission		Destroy
0426-0007	Examination File – Withdrawal of Open Competitive Announcement	1 yr after submission		Destroy
0426-0008	Examination File – Examination List Approval Sheet for NJAC 4A:4-2.7 Promotion list waiving competitive examination.	3 yrs after effective date of certification		Destroy
0426-0009	Examination File – Examination Re-announcement Request	1 yr after submission		Destroy
0426-0010	Examination File – Notice of Promotional Examination NJAC 4A:4-3.3	4 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0426-0011	Examination File – Open Competitive Examination Application NJAC 4A:4-3.3	4 yrs		Destroy
0426-0012	Examination File – Promotional Examination Application NJAC 4A:4-3.3	4 yrs		Destroy
0428-0000	Grievance File Records of employee's dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II or III settlements, which set departmental, divisional, or sub-divisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.			
0428-0001	Grievance File – Policy-Establishing Settlement (Original)	Permanent		Permanent
0428-0002	Grievance File – Policy-Establishing Settlement (Copy)	3 yrs after final settlement		Destroy
0428-0003	Grievance File – Retained by grievant agency of employment.	1 yr after final settlement		Destroy
0428-0004	Grievance File – Policy- Establishing Settlement (Additional Copy)	3 yrs after final settlement		Destroy
0428-0005	Grievance File – Routine Settlement (Original)	1 yrs after final settlement		Destroy
0429-0000	Hearings – Formal Policy			
0429-0001	Hearings – Stenotype Transcription	1 yr after printing of transcript		Destroy
0429-0002	Hearings – Real Time Transcription	1 yr after printing of transcript		Destroy
0429-0003	Hearings – Computer-Assisted Transcription	1 yr after printing of transcript		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0429-0004	Hearings – Audio/Video Recording	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase
0429-0005	Hearings – Transcripts (Original)	Permanent		Archives
	GENERAL ADMINISTRATIVE RECORDS			
0500-0000	Administrative Subject File Contains: correspondence, memoranda, reports, publications, bulletins, and supporting documentation. For Executive Records see Executive Subject File.	3 yrs		Destroy
0501-0000	Open Public Meeting File			
0501-0001	Agenda (Original)	Permanent		Permanent
0501-0002	Agenda (Copy)	Periodic review		Destroy
0501-0003	Official Public Notice In Compliance With the Open Public Meeting Law	3 yrs		Destroy
0501-0004	Governing Body Meeting – Work papers and supporting documentation (County and Municipal Clerk)	Periodic review		Destroy
0502-0000	Agency-Sponsored Seminar			
0502-0001	Agency-Sponsored Seminar – Printed Materials (Original)	Permanent		Permanent
0502-0002	Agency-Sponsored Seminar – Printed Materials (Copy)	Periodic review		Destroy
0502-0003	Agency-Sponsored Seminar – Correspondence and Work papers	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0503-0000	Correspondence (Electronic or Hardcopy) Letters and memoranda in either electronic or hardcopy format, transmitted to and from county and municipal agencies in the normal course of business.			
0503-0001	Correspondence - External	3 yrs		Destroy
0503-0002	Correspondence - Internal (Administrative)	1 year		Destroy
0503-0003	Correspondence - Routine Requests for Information	Periodic review		Destroy
0504-0000	Executive Administrative Subject File Subject file of a Mayor, County Executive, Administrator, County Manager, or equivalent authority dealing with all administrative aspects of their offices.			
0504-0001	Executive Administrative Subject File - Policy-Setting Includes substantive correspondence, minutes (copy), reports, speeches, etc. concerning agency policy/procedure; organization; programs; fiscal; and personnel matters.	Permanent		Permanent
0504-0002	Executive Administrative Subject File - Non-Policy-Setting Includes non-policy-setting correspondence, reports, speeches, and supporting documentation.	4 yrs		Destroy
0505-0000	Hand Deliver Receipt (Agency Original) ▼	1 yr		Destroy
0506-0000	Informational Survey Agency-sponsored statistical study used to gain information for the routine operation of business.	Periodic review		Destroy
0507-0000	Inventories	3 yrs after update		Destroy
0508-0000	Minutes			
0508-0001	Minutes (Original)	Permanent		Permanent

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0508-0002	Minutes (Copy)	Periodic review		Destroy
0509-0000	News Release -- Historical and Policy-Setting			
0509-0001	News Release -- (Original)	Permanent		Permanent
0509-0002	New Release (Copy)	Periodic review		Destroy
0510-0000	Organization Chart			
0510-0001	Organization Chart (Original)	Permanent		Permanent
0510-0002	Organization Chart (Copy)	Periodic review		Destroy
0511-0000	Recordings of Public Meetings -- Public Officials -- Audio/Video (Analog and Digital)	80 days after summary or verbatim transcript have been approved by the governing body whichever is later		Erase
0512-0000	Records Retention File			
0512-0001	Records Retention File -- Microencoding Report	1 yr		Destroy
0512-0002	Records Retention File -- Microfilm Index	Permanent		Permanent
0512-0003	Records Retention File -- Records Retention and Disposition Schedule (Copy) Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.	As updated		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0512-0004	Records Retention File - Request and Authorization for Records Disposal and Summary Sheet (Electronic and Harcopy) (Copy) Original retained by the Department of State, Division of Archives and Records Management, Bureau of Records Management.	Permanent		Permanent
0512-0005	Records Retention File - Internal Request for Records	1 yr after file is returned or disposed		Destroy
0513-0000	Speeches (Excluding Executive Speeches - See Executive Administrative Subject File)	Periodic review		Destroy
0514-0000	Visitor Security Daily Sign-In Log	3 yrs		Destroy
0515-0000	Reference Material File			
0515-0001	Reference Material	Periodic review		Destroy
0515-0002	Reference Material Request	Periodic review		Destroy
0516-0000	Surplus Property/Goods File File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a local governmental unit.			
0516-0001	Surplus Property/Goods File - Surplus Inventory Listing	3 yrs after update		Destroy
0516-0002	Surplus Property/Goods File - Excess/Surplus Property Notice	3 yrs after audit		Destroy
0517-0000	Open Public Records Act (OPRA) File Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence and email (original and copy), response documents (copy), and relevant supporting documentation. PL 2001, c.404.			
0517-0001	Open Public Records Act (OPRA) File - Request Form With Fee	6 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0517-0002	Open Public Records Act (OPRA) File - Request Form Without Fee	3 yrs		Destroy
0517-0003	Open Public Records Act (OPRA) File—OPRA Complaint to Government Records Council (GRC) (Copy) Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), email (hard copy) and supporting documentation.	3 yrs after resolution		Destroy
0518-0000	Government Records Access Unit – OPRA Complaint to Government Record's Council (GRC) Files (Copy) Consists of copy of requestor's Denial of Access complaint form filed with the GRC, the GRC's Offer to Mediate, copy of the Statement of Information By the Records Custodian In Answer to an OPRA Complaint form with all backup documentation, copies of letter and e-mail correspondence relative to the complaint including backup documentation copy of documents relative to the disposition of the complaint. Original maintained by Government Records Council.	3 yrs after resolution		Destroy
0519-0000	Consultant File File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.			
0519-0001	Consultant File - Final Report	25 yrs		Archival review
0519-0002	Consultant File - Contract	6 yrs after termination of contract		Destroy
0519-0003	Consultant File - Financial Documents	6 yrs		Destroy
0519-0004	Consultant File - Work papers and Support File	3 yrs		Destroy
0520-0000	Security Access Card Swipe Log	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	AGENCY-RELATED POLICY, LEGISLATION, AND OPERATING PROCEDURES			
0600-0000	Disaster Prevention and Recovery/Business Continuity Plans In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.			
0600-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)	3 yrs after update		Destroy
0600-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)	As updated		Destroy
0601-0000	Notice File			
0601-0001	Notice File - Legal Notice	3 yrs		Destroy
0601-0002	Notice File - Emergency Notice	10 yrs		Destroy
0602-0000	Operating Procedures	3 yrs		Destroy
0603-0000	Ordinance File			
0603-0001	Ordinance File -- Ordinance Book (Original)	Permanent		Archives
0603-0002	Ordinance File -- Ordinance Book (Copy)	Periodic review		Destroy
0603-0003	Ordinance File -- Work papers	Periodic review		Destroy
0604-0000	Policy Statements			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0604-0001	Policy Statements (Original)	Permanent		Archives
0604-0002	Policy Statements (Copy)	Periodic review		Destroy
0605-0000	Public Employees Occupational Safety and Health Act (PEOSHA) File Contains PEOSHA Annual Survey and supporting documentation. Maintained in accordance with NJAC 12:110, Subchapter 5 and NJSA 34:6A-28 et seq.			
0605-0001	Public Employees Occupational Safety and Health Act File (Original)	6 yrs		Destroy
0605-0002	Public Employees Occupational Safety and Health Act File (Copy)	3 yrs		Destroy
0606-0000	Resolutions Maintained by the Offices of the County and the Municipal Clerk.			
0606-0001	Resolutions (Original)	Permanent		Archives
0606-0002	Resolutions (Copy)	Periodic review		Destroy
0607-0000	Worker and Community Right to Know Act – Employer and County Lead Agency/Local Agency File (Copy) File maintained in accordance with the Worker and Community Right to Know Act, L. 1983, C. 35, NJSA 34:5A-1et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation.	6 yrs		Destroy
0608-0000	Americans With Disabilities Act (ADA) File Contains: Transition and Self-Evaluation Plans	65 yrs		Destroy
0609-0000	Municipal Code Book (Electronic and Hardcopy) Codification of ordinances, also including rules, regulations, and procedures for a local governmental unit.			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0609-0001	Municipal Code Book (Original)	Permanent		Archives
0609-0002	Municipal Code Book (Copy)	Periodic review		Destroy
0609-0003	Municipal Code Book - Supplement (Original)	Permanent		Archives
0609-0004	Municipal Code Book - Supplement (Copy)	Periodic review		Destroy
0610-0000	Incoming Mail Log	3 yrs		Destroy
0611-0000	Calendar and Meeting Schedules	3 yrs		Destroy
0612-0000	Copyright File File contains copyrighted item, names, logos, specific program or document information, correspondence, intellectual property, and supporting documentation.	Permanent		Archival review
	REPORTS AND PUBLICATIONS			
0700-0000	Newsletter			
0700-0001	Newsletter (Original)	Permanent		Permanent
0700-0002	Newsletter (Copy)	Periodic review		Destroy
0701-0000	Publications			
0701-0001	Publications (Original)	Permanent		Permanent
0701-0002	Publications (Copy)	Periodic review		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0702-0000	Report File			
0702-0001	Report File – Annual Report (Agency of Origin)	Permanent		Permanent
0702-0002	Report File – Annual Report (Copy)	Periodic review		Destroy
0702-0003	Report File – Monthly Report	3 yrs		Destroy
0702-0004	Report File – Quarterly Report	3 yrs		Destroy
0702-0005	Report File – Statistical Report	3 yrs		Destroy
0702-0006	Report File – Weekly Report	1 yr		Destroy
0702-0007	Report File – Daily Report	1 mo		Destroy
0702-0008	Data Entry Input Sheets Documents used to input raw, test answers, scores, etc. for report compilation.	After input and verification		Destroy
0703-0000	Obsolete Record			
0703-0001	Obsolete Record			
0703-0002	Obsolete Record			
0703-0003	Obsolete Record			
0703-0004	Obsolete Record			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0704-0000	Image Processing System			
0704-0001	Scanner Operator Log - Record Series Transfer (See Image Processing System Initial Certification or System Revocation) Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.	Permanent		Permanent
0704-0002	Audit Reports Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.	7 yrs		Destroy
0704-0003	Image Processing System Initial Certification or System Revocation Agency image processing initial certification, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, Scanner Operator Log, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.	Permanent		Permanent
0704-0004	Image Processing System Annual Review Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.	As updated		Destroy
0704-0005	Batching Information Data Sheet Form can be used when there are questions about an agency's bill. Includes: agency identification information, record series information, batching data, and estimated time of completion. Also used to identify files that are being transferred to a shared scanning unit.	Upon completion of batch	7 yrs	Destroy
0705-0000	Agency Internet File			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0705-0001	Usage Log Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.	30 days		Destroy
0705-0002	Transaction/Click Through Log Log tracking the number of times an agency's website is accessed from outside the agency.	30 days		Destroy
0705-0003	Website Creation and Update File File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.	30 days after website is discontinued		Destroy
0705-0004	Information Technology Program Documentation File File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.	7 yrs after program is either superseded or discontinued		Archival review
0705-0005	Information Technology Operating System Documentation File File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.	7 yrs after system is either superseded or discontinued		Archival review
0706-0000	Video Surveillance Recordings Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the County offices of the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as a slip and fall, motor vehicle accident or crime).	30 days after last recording or until the footage is properly passed to a responsible official if an incident is reported		Destroy