

Attachment B

| RECORDS RETENTION AND DISPOSITION SCHEDULE | | | | AGENCY # | SCHEDULE # | PAGE # |
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| DEPARTMENT | County Agency General Records Retention Schedule | AGENCY REPRESENTATIVE | Colleen Kelly | | | |
| DIVISION: | | TITLE: | Supervising Community Service Officer | | | |
| BUREAU: | | PHONE #: | 609-292-0827 | | | |
| <p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p> | | | | | | |
| AGENCY REPRESENTATIVE SIGNATURE | DATE: | SECRETARY, STATE RECORDS COMMITTEE SIGNATURE | DATE: | | | |
| <i>Colleen Kelly</i> | 9-28-15 | <i>[Signature]</i> | 9/17/15 | | | |
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| | Acknowledgement | AGENCY | RECORDS CENTER | | | |
| | <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 Analysis 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 style="text-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 ensure means the process of data degussing.</p> | | | | | |

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| RECORDS SERIES # | RECORD TITLE & DESCRIPTION | RETAIN IN | | DISPOSITION |
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| | | 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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| | | 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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| | | 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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| | | 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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| | | 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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| | | 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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| | | AGENCY | RECORDS CENTER | |
| 0307-0004 | Grant File - Green Acres (NISA 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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| | | 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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| | | 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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| | | 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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| | | 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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| | | 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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| | | 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(f) 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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| | | 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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| | | 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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| | | 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 |
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| | | 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 |
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| | | 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 |

DEPARTMENT OF THE TREASURY - DIVISION OF REVENUE AND ENTERPRISE SERVICES - RECORDS MANAGEMENT SERVICES

FORM CTR-AA-0004 (10/89 - REV 01/2013)

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| RECORDS SERIES # | RECORD TITLE & DESCRIPTION | RETAIN IN | | DISPOSITION |
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| | | 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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| | | 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 |
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| | | AGENCY | RECORDS CENTER | |
| 0429-0004 | Hearings - Audio/Video Recording | 80 days or until either summary or verbal 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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| | | 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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| | | 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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| | | AGENCY | RECORDS CENTER | |
| 0512-0004 | Records Retention File - Request and Authorization for Records Disposal and Summary Sheet (Electronic and Hardcopy) (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 |
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| | | 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 (third 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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| | | 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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| | | 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 (PEOSH/A) File Contains PEOSH/A 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-1 et seq. Originals maintained for 30 years by the State Departments of Health and Senior Services and Environmental Protection. File contains: Hazardous Substance Fact Sheet (MSDS), Right to Know Survey/Inventory, and supporting documentation. | 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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| | | 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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| | | 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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| | | 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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| | | 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 |