

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M920000	SCHEDULE # 001	PAGE # 1 OF 6
DEPARTMENT: Municipal Archives and Records Management		AGENCY REPRESENTATIVE:		
DIVISION:		TITLE:		
BUREAU:		PHONE #:		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:

RECORDS SERIES #	RECORDS SERIES TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p style="text-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 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 erasure means the process of data degaussing.</p>			

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RECORDS SERIES #	RECORDS SERIES TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	RECORDS MANAGEMENT			
0001-0000	Records Retention Schedules Report/Records Retain Report Lists office codes, record series titles, retention periods, and associated inclusive dates as they correspond to their associated records retention schedules.	As updated		Destroy
0002-0000	Records Retention Schedules (Copy) State-issued records retention schedules for each local government agency. Original maintained by the Department of State, Division of Archives and Records Management.	As updated		Destroy
0003-0000	Records Inventory File – County and Municipal Agencies Contains sample records along with inventory appraisal worksheets for each office within an agency. Also may include: Repository Survey, Records Series History, correspondence, notes, and other related material.	Permanent		Permanent
0004-0000	Request and Authorization for Records Disposal (Copy) Form submitted by government agencies to the State to request and receive authorization to destroy their public records that are beyond their retention periods. The original and follow copy up are maintained by the Department of State, Division of Archives and Records Management and the additional copies are maintained by the agency and the auditor.	Permanent		Permanent
0005-0000	Records Liaisons List List of the agency’s Records Liaisons’ and their associated offices.	3 yrs after update		Destroy
	RECORDS STORAGE			
0050-0000	Records Transfer Request/Receipt Indicates the record series title, box number, storage location, inclusive dates, retention period, destruction date, requestor name and office, transfer date, number of boxes transferred, and verification signature(s).	Permanent		Permanent
0051-0000	Records Storage Boxes Delivery Receipt Used for billing and accounting purposes, a list of the amount of empty records storage boxes distributed per office.	6 yrs		Destroy
0052-0000	Records Retrieval/Return Request Indicates the record series requested; requestor name, signature, and office; initial request date; return date; and number of files or boxes requested.	1 yr after item returned		Destroy

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0053-0000	Records Storage Listing Computer printout of records retention schedules maintained in the data base.	As updated		Destroy
0054-0000	Records Storage Center Records Transfer Report Summary list of records transferred into storage. Includes: department, record series title, storage media, inclusive dates, file range, and records storage center location number.	3 yrs		Destroy
0055-0000	Media Offsite Storage Forms Form listing the department, records series titles, media format type, pick-up and drop-off dates, and verification signature.	1 yr after item transferred into storage		Destroy
	IMAGE PROCESSING AND MICROGRAPHICS			
0100-0000	Image Processing System Certification File - Initial and Annual Renewal Certifications File of certificate and annual renewal documents for image processing system(s) for an agency. File contains but is not limited to the following: initial certification and renewal supporting documentation; system evaluation, vendor and system information; correspondence; and supporting documentation.	Permanent		Permanent
0101-0000	Microfilming Cost Quotations - New and Existing Accounts Contains: job identification information, supplies/labor costs, and remarks.	6 yrs		Destroy
0102-0000	Daily Production Logs Records of daily production for each microfilm employee.	3 yrs		Destroy
0103-0000	Job Batch Report Individual batch report which may be created as needed. Report contains: department/agency identification information, descriptive information, and notes.	As updated		Destroy
0104-0000	Microfilm (Roll) Targets Microfilm targets are filmed onto the microfilm roll. They are used to insure quality, legality and access to information contained on the microfilm. Includes: certificate of authenticity, title target, and film start/end file.	1 yr after completion of microfilm		Destroy
0105-0000	Microfilm Site Inspection Inventory	As updated		Destroy

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0106-0000	Microfilm Transfer Report	3 yrs after disposition of record		Destroy
0107-0000	Microfilm Vault Reel Location Log	After verification of revised computer printout		Destroy
0108-0000	Operator's Certificate Certificate is filmed onto the microfilm roll.	3 yrs		Destroy
0109-0000	Partial Image Count	3 yrs		Destroy
0110-0000	Pre-Bills (Printout) Monthly productivity for a given microfilm job. Contains agency identification information, quantity/cost, employee name, and date.	6 yrs		Destroy
0111-0000	Processor Quality Control Form used to record possible variations in operation of processing equipment.	1 yr		Destroy
0112-0000	Production Data Files (Tapes)	3 yrs		Erase
0113-0000	Project Record Card Computer generated report which summarizes billing information for customer account. Includes: work requests, pick up slips, verification of material delivery, and support material for billing purposes.	6 yrs		Destroy
0114-0000	Quality Control/Inspection Sheet Quality control check off for work completed.			
0114-0001	Quality Control/Inspection Sheet (Original)	6 yrs after compliance		Destroy
0114-0002	Quality Control/Inspection Sheet (Copy)	Periodic review		Destroy
0115-0000	Requests for Microfilming/Imaging Services Form used by local government agencies to request records to be microfilmed/imaged.	6 yrs after completion of project		Destroy
0116-0000	Sensitometer Test Tests are conducted twice daily to insure microfilm processing is done correctly to comply with state standards.	1 yr		Destroy

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0117-0000	Delivery Receipt Used to document the delivery of microfilm rolls to and from the Local Records Center.	3 yrs after delivery completed		Destroy
0118-0000	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.	Upon completion of batch	6 yrs	Destroy
0119-0000	Supply Request File File includes Supply Request form and Inventory Control Sheet.	3 yrs		Destroy
0120-0000	Fiscal Year (FY) Close Out Report (Printout) File includes: Accounts Receivable; Debit and Credit Reports; and Balances for Supplies, Equipment, and Liabilities.	6 yrs		Destroy
0121-0000	Authorization to Microfilm/Image Records An authorization from the records owner granting permission for their records to be microfilmed/imaged.	7 yrs after completion		Destroy
0122-0000	Microfilm/Image Projects Database A database list of all current microfilming/imaging projects.	7 yrs after completion of project		Destroy
	ARCHIVES			
0150-0000	Historical Records Accession Form Files pertaining to historical records accessioned into the Archives for preservation. Includes: record series title, description, condition, media, date, and accession number.	Permanent		Permanent
0151-0000	Archives Patron Registration and Request File	Permanent		Permanent
0152-0000	Historical Records Request Indicates the record series requested; requestor name, signature, and office; and initial request date. *Recommend for microfilming.	75 yrs*		Destroy
0153-0000	Historical Records Indices and Catalogs Index of historical records maintained by the Archives.	Permanent		Permanent

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RECORDS SERIES #	RECORDS SERIES TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0154-000	Research Guides and Finding Aids to Historical Records - Patrons Research guides to aid patrons in understanding and utilizing the types of records maintained by the Archives.	Permanent		Permanent