



New Jersey Department of State  
 Division of Archives and Records Management  
 Bureau of Records Management

New Jersey School Development Authority  
 Records Retention Schedule

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<b>RECORDS RETENTION AND DISPOSITION SCHEDULE</b>		<b>AGENCY #</b> 5826000	<b>SCHEDULE #</b> 001	<b>PAGE #</b> 1 OF 17
<b>DEPARTMENT:</b> Treasury	<b>AGENCY REPRESENTATIVE:</b> Jane E. Kelly			
<b>DIVISION:</b> New Jersey Schools Development Authority	<b>TITLE:</b> Vice President, Corporate Compliance			
<b>BUREAU:</b>	<b>PHONE #:</b> (609) 934-3504			
<b>SCHEDULE APPROVAL:</b> Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
<b>AGENCY REPRESENTATIVE SIGNATURE</b> 		<b>DATE:</b> 7-17-08	<b>SECRETARY, STATE RECORDS COMMITTEE SIGNATURE</b> 	
		<b>DATE:</b> 19 JUNE 2009		

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	AGENCY	RECORDS CENTER
	<p>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 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>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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<b>RECORDS SERIES #</b>	<b>RECORD TITLE &amp; DESCRIPTION</b>	<b>AGENCY</b>	<b>RECORDS CENTER</b>
	Definition For the purposes of this record retention schedule, "until completion of project" is interpreted to mean that substantial completion of project work is accomplished and a Certificate of Occupancy has been issued (for construction work), or delivery of materials has been completed (for materials and vendor procurement).		

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RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
<b>ADMINISTRATION</b>			
0001-0000 Chief Executive Officer Subject Files Includes: correspondence, minutes (copies), legislation, memoranda, briefings, agendas, work notes and other related material.	4 years		Destroy
0002-0000 Memorandum of Understanding (Original) A legal agreement between the SDA, Vendors, and the School District in question.	Permanent		Permanent
<b>OPERATIONS/CHIEF OPERATING OFFICER</b>			
0050-0000 Chief Operating Officer Subject Files Includes: correspondence, minutes (copies), legislation, memoranda, briefings, agendas, work notes and other related material.	4 years		Destroy
<b>OPERATIONS/CONTRACTOR AND WORKFORCE COMPLIANCE</b>			
0100-0000 Project Agreement and Contract File Contract Files used to monitor workforce compliance. They include: Time Expended Record, Route Sheet, Submittal form, Service letters, Compliance Plan, Bid Advertisement, Notice of Award, Notice to Proceed, Form A or Form B, Form C, Certificates/Certification of all SBE/MBE/WBE Subcontractors/Sub-consultants or Vendors, Copy of any pre-bid or pre-construction meeting notes, etc., Requests for Substitutions w/Disposition, Memos to File, and Final Evaluation and Disposition Report. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy
0101-0000 Workforce Compliance File Includes: statistical reports and project field status reports, Notice of Award, Notice to Proceed, Initial Manning Report (AA201), Subcontractors (AA201A), WPF - Monthly Manning Report (AA202). Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy
0102-0000 Workforce Compliance Inspector Files Includes: Field Status Reports, Alert and/or Violation Notices, Final Evaluations. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy

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	<b>OPERATIONS/MIS AND PROJECT SERVICES</b>			
0150-0000	MIS Payment Requests Working copies of purchase orders for MIS operations, equipment, and projects. Originals are maintained by the Finance Office.	Periodic Review		Destroy
0151-0000	MIS Contract Files Files include contract agreements, terms, invoices, and receipts run specifically through the MIS group.	3 yrs after termination of contract	4 yrs	Destroy
0152-0000	Telephone Toll Listings Documents chronological use of telephones by assigned number.	3 yrs	4 yrs	Destroy
0153-0000	Emergency Backup System Restore Media Weekly backups of data in the event of a system failure.		1 yr	Degauss
	<b>OPERATIONS/PROJECT SERVICES</b>			
0200-0000	Project File Transmittals Transmittal Logs used to monitor project progress from DOE approval through SDA completion of grants issued from the Dept. of Education to Abbott and non-Abbott schools. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy
0201-0000	Workforce Tracking Files Includes: Monthly Manning Reports that certify hours worked for general contractors and subordinated sub-contractors, with lists of approved subcontractors by trade for duration of project, and their certified payroll. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy

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0250-0000	<p><b>OPERATIONS/REAL ESTATE SERVICES</b></p> <p>Property Acquisition File  Includes: Department of Education Site Identification (transmittals of approval, site surveys, maps, site photos, correspondence), NJSFA Board Items (board memos, meeting minutes, resolutions, correspondence), Special Counsel (requests, invoices, correspondence). Feasibility Studies (proposals, preliminary task orders, contract and change orders, notice of award, notice to proceed, final task orders, meeting minutes, executive summaries, correspondence and other associated material), Owners Information (notification letter, offer letter, purchase agreement, title work, closing documentation, checks requests, invoices, lease agreements, escrow agreements, use and occupancy agreements, letters of possession, correspondence, appraisals), Invoices/Consultants (invoices, amendments, change orders, correspondence), sealed individual lot surveys and metes and bounds descriptions. Remediation (Request for proposals, proposals transmittal form privately managed firms, internal and external correspondence, meeting minutes, transmittal to DEP, DEP comment letters or notifications. No Further Action letters e-mail logs, report CD's, schedules and budgets, attorney/client privileged information, hot issues). Environmental Feasibility Reports, Plans Relocation Orders, and title policies and closing binder.  Retention period mandated by NJAC 19:34-1.4  Within this file, certain items are of particular interest concerning eventual Archival Review, including, but not limited to, site surveys, maps, and site photos.</p>	Until completion of project	10 yrs	Archival Review
0251-0000	<p>Relocation Files  Includes: relocation case summary, request to issue check, payment documentation, tax documents, application for relocation, tenant rent supplement, owner replacement housing supplement, correspondence, commercial and residential site surveys, certification of legal residency, and other associated work papers.  Retention period mandated by NJAC 19:34-1.4</p>	Until completion of project and final payment	10 yrs	Destroy
0252-0000	<p>Relocation Consultant Invoices  Includes actual invoice paid to consultant and billing lists.  Retention period mandated by NJAC 19:34-1.4</p>	Until completion of project and final payment	10 yrs	Destroy

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OPERATIONS/REAL ESTATE SERVICES	AGENCY #	SCHEDULE #	PAGE #
<p><b>0253-0000</b></p> <p>Demonstration Project Files</p> <p>Includes: General information (transmittals, project site review, score sheets, scope of work, update of appraisal, correspondence, executive summary, meetings, notes, e-mails, budget, site analysis report, asbestos abatement report, insurance, Certificate of Occupancy information), Project Planning and Design (project schedule, predevelopment task schedule, building cost estimate, remediation specifications), Site Analysis and Reports (boundary survey (property maps and descriptions), environmental screening report, preliminary assessment report, site investigation report, geotechnical investigation report, wetland investigation and determination, utility investigation analysis report, hazardous materials investigation, abatement, demolition, and site improvement, property acquisition environmental cost estimate report, traffic and air quality feasibility, site feasibility report and conceptual site plan, executive order 215 report, historic and cultural resources report, grant agreements, final designation report, re-development agreement, pre-development agreement), Land Acquisition and Demolition (weekly acquisitions, appraisal reports, possession process, relocation plans, relocation and acquisition allowance, owner information), Legal Briefs, Redevelopment Entity Administration and Project Management (maps, plans, invoices), Closing Information (deed, title, review, appraisal, authorization, purchase, sale agreement).</p> <p>Retention period mandated by NJAC 19:34-1.4</p> <p>Within this file, certain items are of particular interest concerning eventual Archival Review, including, but not limited to, boundary surveys, historic and cultural resources report, and maps.</p>	Until completion of project	10 yrs	Archival Review
<p><b>0254-0000</b></p> <p>Term Appraisal Contracts</p> <p>These files contain information regarding contracts with authorized appraisers, and include: appraiser's contract worksheets, appraisal requests, contract to perform work, data entry regulations, correspondence, work notes, photographs, descriptions and associated material.</p> <p>Retention period mandated by NJAC 19:34-1.4</p>	Until completion of project	10 yrs	Destroy
<p><b>0255-0000</b></p> <p>General Correspondence</p> <p>These files from the Real Estate Group including working copies of minutes.</p>	3 yrs		Destroy



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	<b>OPERATIONS/REAL ESTATE SERVICES continued</b>			
0256-0000	<p>Environmental/Feasibility Library Files</p> <p>Includes: transmittal from privately managed firms, transmittals to DEP, DEP response letters, preliminary assessment reports, site investigation reports, remedial investigation reports, remedial action work plans, interim remedial action progress report, final remedial action progress report, historical and cultural resources report, E.O #215 report, environmental screening report, architectural pre-design and programming services report, architectural building site evaluation services report, asbestos, lead-based paint, lead in drinking water, radon, and OCB investigations report, boundary survey plan, geotechnical investigation, land acquisition checklist, local planning board submission, property acquisition environmental cost estimate report, site feasibility report and conceptual site plan, topographic/utility survey, traffic and air quality engineering and analysis, utility investigation analysis and report, and wetland investigation and determination report. A summary of this file is included in the Project Acquisition File (0250-0000)</p> <p>Retention period mandated by NJAC 19:34-1.4</p> <p>Real Estate Services Accounts Payable Files</p> <p>Includes: requests to issue checks, invoices, contractor invoices, and demolition invoices. These are copies of files in the SDA Comptroller's Office.</p> <p>Real Estate Services Outside Legal Counsel Files</p> <p>Includes: requests to issue checks, payment vouchers, and bills. Working copies of originals in the SDA Comptroller's Office.</p> <p>Condemnation Files</p> <p>Includes: correspondence, request to condemn, all court pleading (filed verified complaint of condemnation, filed and recorded declaration of taking, lis pendens), copies of resolutions and board minutes, orders for payment, board documentation, check request for payment, title commitment, eviction notice, legal documents, surveys, orders for judgment and appointment of commissioners, consent orders as to final judgment for compensation, report of commissioners, order for the payment of commissioners, affidavits of service, and final title policy.</p> <p>Retention period mandated by NJAC 19:34-1.4</p> <p>TCU (Temporary Classroom Unit) Files</p> <p>Includes: Vendor contracts for TCU trailers, agreements, leases, correspondence, exhibits, approvals, and associated work papers.</p>	Until completion of project	10 yrs	Destroy
0257-0000		Periodic review		Destroy
0258-0000		Periodic review		Destroy
0259-0000		Until completion of project	10 yrs	Destroy
0260-0000		Until termination of contract	7 yrs	Destroy



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<b>OPERATIONS/REAL ESTATE SERVICES continued</b>				
0261-0000	Demolition Files			
0261-0001	Demolition Files Includes: District Name Folder, Task Order Consultant File, Contracts File, Permits File, Plans and Specifications File. Demolition files may be co-located as a collection of subfolders (completed projects) or filed separately into component files (work in progress). Retention period mandated by NJAC 19:34-1.4 Within this file, certain items are of particular interest concerning eventual Archival Review, including, but not limited to, those files concerning the demolition of buildings, structures, or other historic and culturally significant entities.	Until termination of project	10 yrs	Archival Review
0261-0002	Demolition Files; District Name File Includes: general correspondence, notes, maps and photographs, confidential memos and drafts. Retention period mandated by NJAC 19:34-1.4 Within this file, certain items are of particular interest concerning eventual Archival Review, including, but not limited to, those files concerning the demolition of buildings, structures, or other historic and culturally significant entities.	Until termination of project	10 yrs	Archival Review
0261-0003	Demolition Files; Task Order Consultant File Includes: task order contract, task order contract amendments, task order kick-off meeting, preliminary task order request, correspondence, notes, and task order notice to proceed. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy
0261-0004	Demolition Files; Contracts (Contractor) Files Includes: signed contracts, change orders, demolition contract schedules, and invoices. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy
0261-0005	Demolition Files; Permits Files Includes: correspondence, applications, approvals, notes, SSEC. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy
0261-0006	Demolition Files; Plans and Specifications File Accordion folder containing project plans and specifications. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy

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0262-0000	Title Files Includes: Titles, Titles Insurance Policies, Title work papers, correspondence, and associated notes. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy
0263-0000	Real Estate Closing Binders Includes: Deeds, miscellaneous legal documents and work papers, HUD 1 reports, copies of titles and reports. Retention period mandated by NJAC 19:34-1.4	Until completion of project	10 yrs	Destroy
0275-0000	<b>OPERATIONS/HUMAN RESOURCES</b>			
0275-0001	Employee Files General Employee Information Files Includes: applications, medical enrollment forms, background checks, credit checks, and pension forms.	6 years after termination of employee.		Destroy
0275-0002	Employee History File Official summary of employee history.	60 years after termination or to age of 85, whichever is sooner.		Destroy
0276-0000	Attendance Files	3 yrs	4 yrs	Destroy
0277-0000	Master Payroll Files Maintained on Compact Disc in electronic format. Imaging/Microfilming Recommended.	Permanent		Permanent
0278-0000	Weekly Payroll Reports and Work Papers. Maintained on Compact Disc in electronic format.	3 yrs	4 yrs	Destroy
0279-0000	Resumes and Applications (Unsuccessful)	3 yrs		Destroy
0300-0000	<b>OPERATIONS/LABOR RELATIONS</b> CTTP (Construction Trade Training Program) Includes: applications, training programs, timetables, schedules, correspondence, attendance data, and memoranda. Retention period mandated by NJAC 19:32-1.6(c)	Until completion of project	10 yrs	Destroy

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0301-0000	<p>Project Labor Agreement Files</p> <p>Includes: correspondence, memoranda, agreements, insurance, cover sheets, transmittals, project background information, issues resolution, complaints and grievances, and training information.</p> <p>Retention period mandated by NJAC 19:32-1.6(c)</p>	Until completion of project	10 years	Destroy
0302-0000	<p>Correspondence and Board Meetings (Use Copies)</p> <p>Working copies of board minutes and resolutions with appropriate correspondence.</p>	Periodic Review		Destroy
<b>PROJECT MANAGEMENT</b>				
0350-0000	<p>Project Management Files</p> <p>This is master file system of the Project Management Group, and includes the Package, District, School, and Vendor files, as well as plans (blueprints and as-builts) that together make up the entire management life of a project.</p>			
0350-0001	<p>Project Management Files; Package Files</p> <p>Includes: correspondence, budgets and cost models, consultant procurement, schedules, design submittals, cost estimates, financial documents and reports, furniture, fixtures, and equipment, grant agreements, project program, insurance certificates and bonds, special reports and studies, construction meeting minutes, construction procurement, payment requests and services, requests from information, construction change requests, change orders, safety files, shop drawings and submittals, project status reports, progress photographs, lab test reports, warranty information, operation and maintenance manuals, punch list and defect reports, press release, accident reports, permits, climatological data, legal notices and court documents.</p> <p>Retention period mandated by NJAC 19:32-1.6(c)</p> <p>Within this file, certain items are of particular interest concerning eventual Archival Review, including, but not limited to, the progress photographs.</p>	Until completion of project	10 yrs	Archival Review
0350-0002	<p>Project Management Files; District Files</p> <p>Includes: correspondence, budgets and cost methods, financial documents and reports, grant agreements, and special reports and studies.</p> <p>Retention period mandated by NJAC 19:32-1.6(c)</p>	Until completion of project	10 yrs	Destroy
0350-0003	<p>Project Management Files; School Files</p> <p>Includes: DOE correspondence, scopes of work, transmittals, other correspondence, budget and cost models, financial documents and reports, grant agreements, special reports and studies.</p> <p>Retention period mandated by NJAC 19:32-1.6(c)</p>	Until completion of project	10 yrs	Destroy

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	<b>PROJECT MANAGEMENT continued</b>			
0350-0004	<p>Project Management Files; Vendor Files</p> <p>Includes: correspondence, consultant procurement, schedules, consultant pay request, design submittals, cost estimates, financial documents and reports, fee proposals, furniture, fixtures, and equipment, grant agreements. Quality Assurance program submittals, special and summary reports, land acquisition, long range facilities plan, construction meeting minutes, construction procurement, contractor's payment requests, requests for information, construction change requests, change orders, safety plans, shop drawings and submittals, project status reports, progress photographs, lab/test reports, warranty information, punch lists and defect reports, yearly project prioritization, press clips, press releases, accident reports, permits, legal notices and court documents.</p> <p>Retention period mandated by NJAC 19:32-1.6(c)</p> <p>Within this file, certain items are of particular interest concerning eventual Archival Review, including, but not limited to, progress photographs and press releases.</p>	Until completion of project	10 yr	Archival Review
0350-0005	Project Management Files; Plans, Blueprints and As-builts.	Until completion of project	Life of structure plus 7 yrs	Archival Review
0351-0000	Standards and Criteria	25 yrs		Archival Review
0352-0000	<p>Policy documents establishing oversight standards and criteria that all other aspects of the agency and privately managed firms must adhere to.</p> <p>Project Management Firm Records</p> <p>Includes: Field reports, minutes of field meetings, project related criteria, certified payroll records, and all other records and files generated by privately managed project management firms administering projects or aspects of projects for the NJ Schools Development Authority.</p> <p>Retention period mandated by NJAC 19:32-1.6(c)</p>	Until completion of project	10 yrs	Destroy

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0353-0000	Accident Reports and Statistics Department copies of forms that are held as originals by Dept. of Labor. Retention period mandated by NJAC 19:32-1.6(c)	Until completion of project	10 yrs	Destroy
	<b>PROJECT MANAGEMENT continued</b>			
	Demonstration Project Files Includes: Appraisals, board memos, bids, billing, census, entry fee, redeveloper overhead and profit job meetings, land acquisitions, certifications, construction documents, design documents, DOE fee schedules and correspondence, E-rate documents, funding methods for services, EEC - final eligible cost recommendations, project schematics, furniture and equipment, GMP/VE guaranteed max. price for activities, DCA review, general condition reports, invoice trading grants, sub-contract review, site development and visit, minutes, organization charts, photos, change orders (copies), transmittals, redevelopment plan, site inspections, environmental analysis, contract approval and adjustment, rates, OAG correspondence, public comments, State Agency comments, and Local Government comments, training records, submissions, maps, and finance agreements. Retention period mandated by NJAC 19:32-1.6(c)	Until completion of project	10 yrs	Destroy
	<b>FINANCE</b>			
	General Contract Files Includes: Contract agreements, change orders, supporting documentation, correspondence, construction contracts, amendments, special reports, court and legal documents. Retention period mandated by NJAC 19:32-1.6(c)	Until project is completed	10 yrs	Destroy
0401-0000	Executions Executions of grant agreements. Retention period mandated by NJAC 19:32-1.6(c)	Until project is completed	10 yrs	Destroy
0402-0000	Bids and Specifications for Project and Demo Files Retention period mandated by NJAC 19:32-1.6(c)	Until project is completed	10 yrs	Destroy

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0403-0000	Real Estate Contract Administration Files Includes: Invoices, listing of paid items to vendors and amounts, requests to issue checks and check files. Retention period mandated by NJAC 19:34-1.4	Until project is completed	10 yrs	Destroy
	<b>FINANCE continued</b>			
0404-0000	Accounts Payable – Grant Funding Agreements (For Abbott and Non-Abbott Districts) Includes: DOE transmittal and approval letter, grant offer and execution checklist, resolutions, waivers, payment requisitions with invoices, vouchers, correspondence, design, construction and final completion phase checklists including DCA approvals, certification forms, local share approval, amendments, and insurance certificates. Retention period mandated by NJAC 19:32-1.6(c)	Until project is completed or final disbursement	10 yrs	Destroy
0405-0000	Accounts Payable – Internal (Corporate) Includes: Invoices, bank statements, journal entries, and reports.	3 yrs	4 yrs	Destroy
	<b>CHIEF COUNSEL</b>			
0450-0000	Educational Facilities Construction and Financing Act Files Includes: Section 13c Implementation Agreements and section 13d. Maintenance Agreements between the NJ School Development Authority, the School Districts, and the DOE.	Permanent		Permanent
0451-0000	Debarment Files Includes: Petitions, briefs, intergovernmental communications, decisions, correspondence, associated work papers, notes, statement of facts, research report, notice of adverse action, and appeals.	20 yrs		Destroy
0452-0000	E-rate (Education-Rate) Files Include: 471 Display Application, e-mails, application for procurement, and application for funding. Retention period mandated by NJAC 19:32-1.6(c)	Until completion of project		Destroy



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0453-0000	Litigation/Mediation Files Include: Litigation, mediation, arbitration, associated correspondence, settlement agreements, responses, claims, invoices, pleas, discovery, request for production of documents, decisions, judgments, and appeals.	10 yrs after case settlement		Destroy
0454-0000	Grant Agreement Files Internal working copies of Grant Agreement Files with legal notes, internal correspondence and additions.	Periodic Review		Destroy
0455-0000	Demonstration Project Files Internal working copies of Demonstration Projects Files with legal notes, internal correspondence and additions.	Periodic Review		Destroy
	<b>CHIEF COUNSEL continued</b>			
0456-0000	Regulatory Counsel Files Includes: NJAC Regulations and Comments, advice, approvals, and related correspondence.	3 yrs		Archival Review
0457-0000	Policy Statements			
0457-0001	Policy Statements (Original)	Permanent		Archives
0457-0002	Policy Statements (Copies and Work papers)	Periodic Review		Destroy
0458-0000	OPRA Request and Response Files Includes: Request forms both with and without fees and their associated responses, co-filed.	3 yrs	4 yrs	Destroy
	<b>MANAGEMENT AND PLANNING/PROJECT CONTROLS</b>			
0500-0000	Project Control/Oversight Files All project information concerning status, project charter analysis, monetary expenditure, and scheduling of project budgets. Filed alphabetically and chronologically. Retention period mandated by NJAC 19:32-1.6(c)	Until completion of project	10 yrs	Destroy
	<b>MANAGEMENT AND PLANNING/PROCUREMENT</b>			



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0550-0000	<p>Procurement Files</p> <p>Includes: Construction and design details, program - wide task orders not specific to any school, general programs, copies of board actions, project manuals, bidding, specifications, RFP's, price proposals, and awards of contract. Retention period mandated by NJAC 19:32-1.6(c)</p>	Until completion of project	10 yrs	Destroy
	<b>MANAGEMENT AND PLANNING/PROGRAM MANAGEMENT</b>			
0600-0000	<p>Program Management Files</p> <p>Includes: Correspondence, research, memoranda, construction details, contract information, comparisons, and other related material and work notes concerning capital and strategic planning sessions and DOE project transmittals. Retention period mandated by NJAC 19:32-1.6(c)</p>	Until completion of project	10 yrs	Destroy
	<b>MANAGEMENT AND PLANNING/PURCHASING</b>			
0650-0000	<p>Furniture, Equipment, and Technology Contract Files</p> <p>Includes: Contracts, agreements, product information, furniture layouts and drawings, performance reviews, associated and related materials, purchase orders (copies and originals), project details and specifications, correspondence, work notes, and memoranda. Retention period mandated by NJAC 19:32-1.6(c)</p>	Until completion of project	10 yrs	Destroy
	<b>MANAGEMENT AND PLANNING/VENDOR SERVICES</b>			
0700-0000	<p>Prequalification Files</p> <p>Includes: Professional Services Qualification Statements, general correspondence, reference and reference check forms, worksheets, checklists, addenda, and all corresponding documentation.</p>	4 yrs	6 yrs	Destroy
0701-0000	<p>Sub-Contractors Approval Files</p> <p>Include: Vendor Qualification, work papers, licenses, correspondence, and approval.</p>	4 yrs	6 yrs	Destroy

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0702-0000	Contractors Performance Files Uniform evaluation of contractors performing work in Abbott Districts, including final evaluation, rating letter and summary report. Retention period mandated by NJAC 19:32-1.6(c)	Until project is completed	10 yrs	Destroy
<b>MANAGEMENT AND PLANNING/RISK MANAGEMENT</b>				
0750-0000	OCIP (Owner Controlled Insurance Program) Files Includes: Policies, contracts, and supporting documentation.	10 yrs	20 yrs	Destroy
0751-0000	OCIP Enrollment Files Includes: Correspondence, certificate of insurance, and enrollment forms.	10 yrs	20 yrs	Destroy
<b>MANAGEMENT AND PLANNING/RISK MANAGEMENT continued</b>				
0752-0000	OCIP Claim Forms Includes: General liability, builder's risk, and workman's compensatory claims, copies of contracts, correspondence, statistics, and other related material. Retention period mandated by NJAC 19:32-1.6(c)	Until project is completed	10 yrs	Destroy
0753-0000	Real Estate Insurance Program Files Includes: Policies, contracts, and supporting documentation.	3 yrs after termination of policy	4 yrs	Destroy
0754-0000	Administrative Insurance Program Includes: Policies, contracts, and supporting documentation.	3 yrs after termination of policy	4 yrs	Destroy
<b>CORPORATE GOVERNANCE AND COMPLIANCE</b>				
0800-0000	Minutes (Original) Includes: Minutes of the Corporate Board, the Audit Committee, the School Review Committee, and the Land Acquisition Review Committee.	Permanent		Archives
0801-0000	Minutes (Copies) Copies of minutes of various boards and committees reproduced for reference, research, and work purposes, unless otherwise noted for specific purposes addressed elsewhere in this schedule.	Periodic Review		Destroy
0802-0000	Memoranda of Understanding Original memoranda constituting agreements between the NJ School Development Authority and other government agencies.	Permanent		Permanent
0803-0000	Audit Reports (Original)	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY #	SCHEDULE #	PAGE #
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0804-0000	Audit Reports Files Includes: Audit reports (copies), correspondence, work papers, copies of contracts and invoices.	Periodic Review		Destroy
	<b>PUBLIC INFORMATION OFFICE</b>			
0850-0000	Public Information Officer Files Includes: Press releases, media advisories, newsletters, monthly reports, talking points, background notes, reference, and research.	3 yrs		Destroy