

STATE OF NEW JERSEY



STATE GENERAL RECORDS RETENTION SCHEDULE

G 100000-905

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # G100000	SCHEDULE # 905	PAGE # 1 OF 35
DEPARTMENT: State General Records Retention Schedule		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:
<i>sl. Karl J. Niederer</i>		7/19/2004	<i>sl. Karl J. Niederer/KB</i>	8/19/2004

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p>NOTICE CONCERNING PERMANENT RECORDS</p> <p>Record series listed on this schedule with a "Permanent" retention and disposition are to be preserved in perpetuity in a legally sanctioned format. Agencies responsible for such records should maintain them in the office as long as they are needed on a regular basis for transacting business. Once active use ceases, agencies should consider transferring the records to a central archival facility maintained by the county or local government. For more information about storage and preservation of permanent records, contact the State Archives at (609) 633-8334.</p>			
	<p>MANAGEMENT OF ELECTRONIC RECORDS</p> <p>This records retention schedule pertains to record series which are maintained in electronic, imaged, and web-generated formats. 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 public records.</p>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	FINANCIAL RECORDS			
	NEW JERSEY COMPREHENSIVE FINANCIAL SYSTEM (NJCFS) NEW JERSEY MANAGEMENT CONTROL SYSTEM ENHANCED (NJMACS-E) These records reflect the financial transactions of state agencies in accordance with the Department of the Treasury's NJCFS and NJMACS-E systems, and are retained in electronic and/or paper format.			
0001-0000	Invoice/Quick Invoice (In/QI) Usage: to establish an account (s) receivable file. Formerly known as Accounts Receivable Request.			
0001-0001	Invoice/Quick Invoice (Using Agency)	3 yrs	4 yrs	Destroy
0001-0002	Invoice/Quick Invoice (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0002-0000	Advice of Charge Usage: notifies the Department of the Treasury which accounts need to be charged. Form lists the following information: pay number, pay period, fiscal year, appropriation account number, cost center, gross salary, food maintenance, and net case salary.			
0002-0001	Advice of Charge (Using Agency)	3 yrs	4 yrs	Destroy
0002-0002	Advice of Charge (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0003-0000	Cash Receipt/Alternate Cash Receipt/Quick Receipt (CR/C1/QR) Usage: record a bank charge representing checks submitted to the State of New Jersey for payment and subsequently dishonored by a bank; to record refunds of disbursement; and to transmit receipts to be recorded in the general journal. Formerly known as Transmittal of Receipts, Refund of Disbursements, and Advice of Dishonored Check.			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0003-0001	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Using Agency)	3 yrs	4 yrs	Destroy
0003-0002	Cash Receipt/Alternate Cash Receipt/Quick Receipt (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0004-0000	Agency Contract Order/Grant Loan Order (AO/GO) Usage: obligate funds in an appropriation account approved agency contract when an agency has entered into a formal contract without the approval of the Purchase Bureau; to issue purchase orders directly to vendors; and change any open obligation. Formerly known as Invoice, Agency Contract Obligation, and Change/Cancel Agency Obligation – Purchase Bureau.			
0004-0001	Agency Contract Order (Using Agency)	3 yrs	4 yrs	Destroy
0004-0002	Agency Contract Order (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0005-0000	Allotment (AL) Usage: allocate funds between the reserve and the current allotment of a given account. Formerly known as Allotment Adjustment.			
0005-0001	Allotment (Using Agency)	3 yrs	4 yrs	Destroy
0005-0002	Allotment (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0006-0000	Appropriation/Expense Budget (AP/EB) Usage: to establish new appropriation accounts and expense budgets and to adjust these accounts. Formerly known as Appropriation Account Number Request and Appropriation Adjustments.			
0006-0001	Appropriation/Expense Budget (Using Agency)	3 yrs	4 yrs	Destroy
0006-0002	Appropriation/Expense Budget (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0007-0000	Accounting Bureau Payment Voucher/Using Agency Payment/Payment Voucher (AV/UA/PV/U1/A1) Usage: reimbursements of service charges from the using agency; to submit a request for vendor payment for goods or services supplied through direct agency purchases, formal purchases, or contract obligations; to reimbursement for agency's petty cash fund; and request for payment of revenue refunds. Formerly known as Revenue Refund Voucher, Petty Cash Fund Reimbursement, Certificate of Debit and Credit, and Invoice.			
0007-0001	Account Bureau Payment Voucher/Using Agency Payment/Expenditure Modification (Using Agency)	3 yrs	4 yrs	Destroy
0007-0002	Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modification (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0008-0000	DBC Purchase Order (DO) Usage: to issue or adjust DBC orders or contracts for architectural and engineering designs. Utilized for building construction alterations and maintenance, buildings and equipment repair, and reservation of funds for a contingency fund. Issued in accordance with the requisition form initiated by a state agency. Formerly known as DBC Order and Change/Cancel Obligation.			
0008-0001	DBC Purchase Order (Using Agency)	3yrs after completion of project	4 yrs	Destroy
0008-0002	DBC Purchase Order (Electronic Record – Treasury)	3 yrs after completion of project	4 yrs	Destroy
0009-0000	Revenue Modification/Cash Receipt (RM/CR) Usage: to defer recognition of revenue and undefer revenue when earned. Is used in conjunction with a balance sheet account code. Formerly known as Deferred Revenue Adjustment.			
0009-0001	Revenue Modification/Cash Receipt (Using Agency)	3 yrs	4 yrs	Destroy
0009-0002	Revenue Modification/Cash Receipt (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0010-0000	Fiscal Notes Worksheet Usage: determine the cost of implementing a legislative bill if put into law. Original retained by the Department of the Treasury, Office of Management and Budget.			
0010-0001	Fiscal Notes Worksheet (Using Agency)	3 yrs	4 yrs	Destroy
0010-0002	Fiscal Notes Worksheet (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0011-0000	Printing Requisition Request for services of the State Government printing facilities.			
0011-0001	Printing Requisition (Using Agency)	3 yrs	4 yrs	Destroy
0011-0002	Printing Requisition (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0012-0000	DBC Requisition (RD) Usage: to reserve appropriation account funds for architectural, engineering design, building construction, alteration, maintenance, and repair of buildings or equipment; to cancel, decrease, or increase outstanding balances and to make adjustments to an outstanding requisition for Division of Building and Construction. Formerly known as Requisition//Requisition Change – Division of Building and Construction (DBC).			
0012-0001	DBC Requisition (Using Agency)	3 yrs after completion of project	4 yrs	Destroy
0012-0002	DBC Requisition (Electronic Record – Treasury)	3 yrs completion of project	4 yrs	Destroy
0013-0000	Accounting Bureau Requisition/Purchase Bureau Requisition (RA/RP) Usage: to cancel, increase, decrease, or create an outstanding or open requisition balance. Formerly known as Requisition Change – Purchase Bureau.			
0013-0001	Accounting Bureau Requisition/Purchase Bureau Requisition (Using Agency)	3 yrs	4 yrs	Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0013-0002	Accounting Bureau Requisition/Purchase Bureau Requisition (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0014-0000	Revenue Budget (RB) Usage: to establish new or change a revenue budget. Formerly known as Revenue Account Number – Agency Request and Revenue Anticipation Adjustments.			
0014-0001	Revenue Budget (Using Agency)	3 yrs	4 yrs	Destroy
0014-0002	Revenue Budget (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0015-0000	Journal Voucher (JV) Usage; to record accruals, adjustments, reclassifications, and reversing entries to accounting records. Formerly known as Journal entries which were manually recorded in a general ledger.			
0015-0001	Journal Voucher (Using Agency)	3 yrs	4 yrs	Destroy
0015-0002	Journal Voucher (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0016-0000	Transfer Appropriation/Transfer Budget (TA/TB) Usage: to transfer funds between current fiscal year appropriation accounts. Formerly known as Transfer of Appropriation.			
0016-0001	Transfer Appropriation/Transfer Budget (Using Agency)	3yrs	4 yrs	Destroy
0016-0002	Transfer Appropriation/Transfer Budget (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0017-0000	Request for Travel Authorization (TE/TH) Employee's request for permission to travel on state business, staff training, conferences, and conventions.			
0017-0001	Request for Travel Authorization (Using Agency)	3 yrs	4 yrs	Destroy
0017-0002	Request for Travel Authorization (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0018-0000	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (TV/A1/U1) Usage: to reimburse state employees for travel expenses while on official state business. Formerly known as Travel Expense Invoice.			
0018-0001	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Using Agency)	3 yrs	4 yrs	Destroy
0018-0002	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0019-0000	Travel Authorization (TE) Usage: to authorize travel for state employees while on official state business.			
0019-0001	Travel Authorization (Using Agency)	3 yrs	4 yrs	Destroy
0019-0002	Travel Authorization (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0020-0000	Travel Authorization for Training (TH) Usage: to authorize travel for state employees for training for official state business.			
0020-0001	Travel Authorization for Training (Using Agency)	3 yrs	4 yrs	Destroy
0020-0002	Travel Authorization for Training (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0021-0000	Travel Refund/Cash Receipt – Travel (TC) Usage: to record refund of a vendor payment or for state employee cash advance or excessive payment.			
0021-0001	Travel Refund/Cash Receipt – Travel (Using Agency)	3 yrs	4 yrs	Destroy
0021-0002	Travel Refund/Cash Receipt – Travel (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0022-0000	Expenditure Modification (EM) Usage: to modify recorded expenditures. Formerly known as Disbursement/Journal Entry.			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
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0022-0001	Expenditure Modification (Using Agency)	3 yrs	4 yrs	Destroy
0022-0002	Expenditure Modification (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0023-0000	Vendor File – NJMACS-E			
0023-0001	Vendor File – Individual Vendor File pertains to vendors utilized by state agencies and used in conjunction with the NJMACS-E system. Contains: vendor name, ID number, and status.	3 yrs	4 yrs	Destroy
0023-0002	Vendor File – Approved/Denied Vendor List (Copy) Listings of vendors whose services may or may not be contracted by state agencies.	As updated		Destroy
0024-0000	Manual Warrant (MW) Usage: to request and record a manual check.			
0024-0001	Manual Warrant (Using Agency)	3 yrs	4 yrs	Destroy
0024-0002	Manual Warrant (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0025-0000	Federal Aid Master Transaction (FM) Usage: to establish and record a new federal grant program.			
0025-0001	Federal Aid Master Transaction (Using Agency)	3 yrs	4 yrs	Destroy
0025-0002	Federal Aid Master Transaction (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0026-0000	Project (PJ) Usage: to establish a project in the Project Module.			
0026-0001	Project (Using Agency)	3 yrs	4 yrs	Destroy
0026-0002	Project (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0027-0000	DBC Project (PK) Usage: to establish a Division of Building and Construction (DBC) project in the Project Module.			
0027-0001	DBC Project (Using Agency)	3 yrs	4 yrs	Destroy
0027-0002	DBC Project (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
0028-0000	Job Cost (JC) Usage: to change costs to the Job Module.			
0028-0001	Job Cost (Using Agency)	3 yrs	4 yrs	Destroy
0028-0002	Job Cost (Electronic Record – Treasury)	3 yrs	4 yrs	Destroy
	Bank Records			
0100-0000	Bank Statement Statement reflecting the status of an agency's account.	3 yrs	4 yrs	Destroy
0101-0000	Check File			
0101-0001	Check File – Cancelled Checks, Voided Checks, Bounced Checks, and Lost Check References	3 yrs	4 yrs	Destroy
0101-0002	Check File – Check Register Contains: reconciliation sheet, outstanding checklists, and copies of issued/received checks.	3 yrs	4 yrs	Destroy
0101-0003	Check File – Check Stub	3 yrs	4 yrs	Destroy
0102-0000	Deposit Slip (Bank)	3 yrs	4 yrs	Destroy
0103-0000	Bank Books	3 yrs	4 yrs	Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0104-0000	Cashier Stubs	3 yrs	4 yrs	Destroy
	Books of Account			
0200-0000	Journal – Daily Cash Book of original entry, recording cash revenue and expense in a chronological order.	3 yrs	4 yrs	Destroy
0201-0000	Ledger – General Ledger (Genled) and Closed Ledger (Clsdled). Central control of open and closed accounts.	Permanent		Permanent
0202-0000	Ledger – Subsidiary (Treasury and/or Using Agency) Daily transactions that are verified against the controlling accounts in the General Ledger.	3 yrs	4 yrs	Destroy
	Budget Records			
0300-0000	Budget Appropriation Handbook (Copy) Indicates the amount of funds allocated for a department's daily operations during a fiscal year. Original retained by the Department of the Treasury.			
0300-0001	Budget Appropriation Handbook – Departmental (Copy)	3 yrs	4 yrs	Destroy
0300-0002	Budget Appropriation Handbook – Divisional/Sub-divisional (Copy)	1 yr		Destroy
0301-0000	Budget Planning Documents – Departmental, Divisional, and Sub-divisional (Copy) Annually prepared planning documents which include; Program Justification (BB 101), Fiscal and Position Request (BB 102), Revenue Statement (BB 103), Revolving Funds (BB 103A), Evaluation Data, Data, Position Data, and Affirmative Action Data (BB 104 [Diskette]), Priority Request (PD 206), Appropriations Data – Minor Object Detail (IPB Report – 1739A), objectives and program descriptions, organization charts, and supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0302-0000	Budget Request – Departmental (Copy) Annual request made to the Department of the Treasury for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.			
0302-0001	Budget Request – Departmental (Copy)	3 yrs		Destroy
0302-0002	Budget Request – Departmental Work papers	3 yrs		Destroy
0303-0000	Budget Request – Divisional and Sub-divisional (Copy) Annual request made to the department's fiscal office for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.			
0303-0001	Budget Request – Divisional and Sub-divisional (Copy)	3 yrs		Destroy
0303-0002	Budget Request – Divisional and Sub-divisional (Additional Copy)	1 yr		Destroy
0303-0003	Budget Request – Divisional and Sub- divisional Work papers	3 yrs		Destroy
	Miscellaneous Financial Records			
0400-0000	Audit Reports – State Agency (Copy) Original retained by the Office of Legislative Services, Bureau of State Auditing.	3 yrs		Destroy
0401-0000	Building Maintenance Work Order	3 yrs after work completed		Destroy
0402-0000	Cash Receipts	3 yrs	4 yrs	Destroy
0403-0000	Contracts and Amendments File Includes: copies of plans and specifications, bid proposals, progress/performance reports for payment, correspondence, and supporting documentation. Original retained by the Department of the Treasury.			
0403-0001	Contracts and Amendments – Awarded (Original) Signed originals and support material.	3 yrs after completion of contract	4 yrs	Destroy
0403-0002	Contracts and Amendments – Awarded (Copy)	3 yrs after completion of contract		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0403-0003	Contracts and Amendments – Cancelled (Original)	3 yrs after submission		Destroy
0403-0004	Contracts and Amendments – Voided (Original)	3 yrs after voidance		Destroy
0403-0005	Contracts and Amendments – Public Buildings	3 yrs after disposal of building	4 yrs	Destroy
0403-0006	Contracts and Amendments – Public Buildings, Capital Improvement for Real Property	3 yrs after disposal of building	4 yrs	Destroy
0404-0000	Deferred Compensation File – Termination, Disability, Retirement, and Death	Permanent		Permanent
0405-0000	Department of the Treasury Report Run-Offs (Copy) Agency weekly and monthly financial transaction summary reports from the Department of the Treasury. Original retained by the Department of the Treasury.	1 yr		Destroy
0406-0000	Grant File Agreements between state agencies and federal, state, and private institutions for the award of monies to finance operations for state, county, municipal, or private agencies.			
0406-0001	Grant File – Approved (Original) File pertains to original documentation for a state agency receiving federal grant monies of for a state agency issuing grant monies.	3 yrs after termination of grant	4 yrs	Destroy
0406-0002	Grant File – Approved (Copy) File pertains to state agency receiving state grant monies,	3 yrs after termination of grant		Destroy
0406-0003	Grant File – Approved (Additional Copy)	1 yr after termination of grant		Destroy
0406-0004	Grant File – Denied (Original and Copy)	3 yrs		Destroy
0406-0005	Grant File – Denied (Additional Copy)	1 yr		Destroy
0407-0000	Individual Insurance Policy File			
0407-0001	Individual Insurance Policy File - Policy File reflecting the numerous types of insurance policies an agency maintains.	3 yrs after termination of policy	4 yrs	Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0407-0002	Individual Insurance Policy 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 Policies Overview Letter, Notice of Privacy Policies Brochure, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, and supporting documentation.	3 yrs after termination from program	4 yrs	Destroy
0408-0000	Payroll File Originals may be retained by the Department of the Treasury, and additional hardcopy and microfiche by the agency.			
0480-0001	Payroll Register (Department of the Treasury, and Autonomous Commissions and Authorities)	Permanent		Permanent
0408-0002	Payroll Reports – Department of the Treasury – Generated (Original)	3 yrs	4 yrs	Destroy
0408-0003	Payroll Reports – Department of the Treasury – Generated (Agency Copy)	30 days		Destroy
0408-0004	Payroll Reports – Department of the Treasury – Generated (Microfiche)	3 yrs		Destroy
0408-0005	Payroll Reports – Agency-Generated (Original)	3 yrs	4 yrs	Destroy
0408-0006	Payroll Reports – Agency-Generated (Copy)	3 yrs		Destroy
0409-0000	Payroll Signature Sheet File Sheets identifying employees that have received payroll checks.	3 yrs		Destroy
0410-0000	Request for Waiver of Advertising (Copy) Used to forgo bid advertising in the event that there is only one supplier, and/or an immediate delivery of an item is necessary. Original retained by the Department of the Treasury.			
0410-0001	Request for Waiver of Advertising (Departmental Copy)	3 yrs after termination of contract	4 yrs	Destroy
0410-0002	Request for Waiver of Advertising (Additional Copy)	3 yrs		Destroy
0411-0000	Open and Closed Billing File File contains initial billing statements and notice, follow-up notice(s), and closed billing statements.	3 yrs	4 yrs	Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0412-0000	Space Planning Request File (GSA-7 SPR) (Copy) Contains: Space Planning Request, lease (copy), lease floor plans, and correspondence. Original maintained by the Department of the Treasury, Division of Purchase and Property. Formerly known as a Space Allocation Request ((SAR) I, II, III).			
0412-0001	Space Planning Request File (GSA-7 SPR) (Departmental Copy)	3 yrs after expiration of lease		Destroy
0412-0002	Space Planning Request File (GSA-7 SPR) (Additional Copy)	3 yrs		Destroy
0413-0000	Transmittal of Salary Refunds File Contains transmittals and checks to the Department of the Treasury for employees who were not entitled to receive payment.	3 yrs		Destroy
0414-0000	Employee Certification of Taxability of the Personal Use of a State-Provided Vehicle (Departmental Copy) Original retained by the Department of the Treasury, Bureau of Central Services and Property Management.	3 yrs		Destroy
0415-0000	Off-System Funds/Non-Appropriated Accounts File State agency funds not appropriated by the State Treasurer. File contains: transaction records, receipts/expenditures, banking records, Division of Investment-Fund Investment Reports (copy), and supporting documentation.	3 yrs	4 yrs	Destroy
0416-0000	Telephone Records File			
0416-0001	Telephone Records File – Agency Report of Protested Third Party Calls (Departmental/Divisional/Sub-divisional Copy) Original retained by Bell Atlantic – New Jersey.	3 yrs		Destroy
0416-0002	Telephone Records File – Agency Request for Telephone Service (Departmental Copy) Original retained by the Department of the Treasury.	3 yrs after completion		Destroy
0416-0003	Telephone Records File – Monthly Toll Listing Printout (Departmental Copy) Printout generated by the Department of the Treasury, Office of Information Technology (OIT).	3 yrs		Destroy
0417-0000	Vehicle Records File			

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0417-0001	Vehicle Records File – Gasoline/Oil Credit Card Transactions File (Departmental Copy) Contains charge slip and vendor-submitted monthly transactions summary. Original retained by the Department of the Treasury and a copy by the Central Motor Pool.	3 yrs		Destroy
0417-0002	Vehicle Records File – Vehicle Accident Report	3 yrs		Destroy
0417-0003	Vehicle Records File – Vehicle Assignment Log	3 yrs after final entry	4 yrs	Destroy
0417-0004	Vehicle Records File – Vehicle Maintenance/Repair Order	3 yrs		Destroy
0417-0005	Vehicle Records File – Vehicle Usage Report Report dealing with the activities of state-owned motor vehicles.	3 yrs after disposal of vehicle by department		Destroy
0418-0000	Procurement/Credit Card Statement (Hardcopy and Electronic) Statement of charges incurred by a state agency for operational transactions.	3 yrs	4 yrs	Destroy
	Personnel Records - Affirmative Action/Equal Employment Opportunity (EEO) Records			
0700-0000	Affirmative Action Complaint Case File Contains: Discrimination Appeal Processing, Grievance Procedure, correspondence, and relevant case material.	3 yrs after settlement		Destroy
0701-0000	Affirmative Action Plan (Copy) Agency's annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically/mentally challenged. Original retained by the Department of Personnel.	3 yrs		Destroy
0702-0000	Survey of New Jersey State Government Handicapped Employees (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0703-0000	Current Agency Work Force Analysis File (Copy) File contains: Current Agency Work Force Analysis and Current Agency Work Force Analysis by Salary. Original retained by the Department of Personnel.	3 yrs		Destroy
	Classification Records - Creation and Administration of State Government Positions			
0800-0000	Certification of Eligibility – State Service (Copy) List of individuals who have passed a competitive examination and are eligible for appointment to a position in state government. Original retained by the Department of Personnel.	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0801-0000	Acknowledgment of Certification Questionnaire (Copy) Certification acknowledgement questionnaire. Original retained by the Department of Personnel.	3 yrs		Destroy
0802-0000	Eligible/Ineligible Roster List of Individuals eligible or ineligible for a position.	3 yrs		Destroy
0803-0000	Job Specification File			
0803-0001	Job Specification/Request for Copy of Job Specification (Copy) Includes qualifications and duties for positions in state government. Original retained by the Department of Personnel.	Periodic review		Destroy
0803-0002	Request for Copy of Job Specification (Copy) Original retained by the Department of Personnel.	Periodic review		Destroy
0803-0003	Specification Transmittal (Classified and Unclassified) (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0803-0004	Specification Change Sheet (Classified and Unclassified) (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0803-0005	Specification Transmittal Separation Sheet (Classified and Unclassified) (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0803-0006	Request for Title or Specification Modification (Classified and Unclassified) (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0804-0000	Notification of Certification (Copy) Notification that an individual has passed a competitive examination and is eligible for appointment to a state government position. Original retained by the Departmental Personnel Office.	3 yrs		Destroy
0805-0000	Personnel Requisition	3 yrs		Destroy
0806-0000	Position Classification Questionnaire (Copy) Descriptive report used to obtain basic data about a position in state government. Original retained by the Department of Personnel.	3 yrs		Destroy
0806-0001	Position Classification Questionnaire (Departmental Personnel Office)	3 yrs after final action		Destroy
0806-0002	Position Classification Questionnaire (Office of Origin)	1 yr after final action		Destroy
0807-0000	Certification Delay (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0808-0000	Request for New Title (Copy) Agency request to establish a new position class title when the duties of a new/existing position cannot be classified properly. Original retained by the Department of Personnel.			
0808-0001	Request for New Title – Approved (Copy)	Duration of title		Destroy
0808-0002	Request for New Title – Denied (Copy)	3 yrs after final action		Destroy
0809-0000	Request for Reclassification/Reclassification Recommendation (Copy) Enables state employees to change the classification of their position. Original retained by the Department of Personnel.			
0809-0001	Request for Reclassification (Copy)	3 yrs after final action		Destroy
0809-0002	Request for Reclassification/Agency Acknowledgment (Copy)	Until final decision		Destroy
0810-0000	Request for Re-Evaluation of Title (Copy) Agency request to re-evaluate a class title based on a change in responsibilities or agency re-organizational. Original retained by the Department of Personnel.			
0810-0001	Request for Re-Evaluation of Title – Approved (Copy)	Duration of title		Destroy
0810-0002	Request for Re-Evaluation of Title- Denied (Copy)	3 yrs		Destroy
0811-0000	Request to Appoint Confidential and/or Unclassified Employee (Copy)			
0811-0001	Request to Appoint Confidential and/or Unclassified Employee (Copy) – Approved	Duration of title		Destroy
0811-0002	Request to Appoint Confidential and/or Unclassified Employee (Copy) – Denied	3 yrs		Destroy
0812-0000	Certification Record Card (Copy) Record card of an individual who has passed a competitive examination and is eligible for appointment to a position in state government. Original retained by the Department of Personnel.	4 yrs		Destroy
0813-0000	Certification Information Card (Copy) Informational card explaining the certification process. Original retained by the Department of Personnel.	Periodic review		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	INDIVIDUAL EMPLOYEE FILE			
0900-0000	Employee Address List	As updated		Destroy
0901-0000	Federal and State Withholding Tax File (Copy) Employee state and federal withholding tax documentation. Original documents maintained by the Internal Revenue Service.	3 yrs	4 yrs	Destroy
0902-0000	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.			
0902-0001	Grievance File – Policy-Establishing Settlement (Original)	Permanent		Archival review
0902-0002	Grievance File – Policy-Establishing Settlement(Copy) Retained by grievant agency of employment.	3 yrs after final settlement		Destroy
0902-0003	Grievance File – Policy- Establishing Settlement (Additional Copy)	1 yr after final settlement		Destroy
0902-0004	Grievance File – Routine Settlement (Original)	3 yrs after final settlement		Destroy
0902-0005	Grievance File – Routine Settlement (Copy)	1 yrs after final settlement		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0903-0000	Individual Employee File File includes information pertaining to permanent and provisional full-time, part-time, and summer employees. File may contain but is not limited to the following: New Hire Request, Separation Request, Position Classification Questionnaire, Request for Employment Disability Leave/Return, Preliminary and Final Notices and Appeal of Disciplinary Action, Application for Re-employment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer, Data Processing Request for Correction of Social Security Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of Lay-off, Final Notice of Lay-off, Unsatisfactory Probation Reports, Pension Program Application (Copy), Employee's Report of Accidental Injury or Occupational Disease, Performance Assessment Review (PARS), Performance Certification, Salary Increase, Title information, Promotional Certification, Request for Personnel/Position Action Return Slip, Government Employee Interchange, Application for Lump Sum Compensation for Earned and Unused Sick Leave for Retirees, Request for Personnel File/Record Card Information, Permission to Release Confidential Information, and General State-Wide Application for Employment.			
0903-0001	Individual Employee File – Departmental Personnel (Original)	6 yrs after termination of employment		Destroy
0903-0002	Individual Employee File – Divisional Personnel (Copy)	3 yrs after termination of employment		Destroy
0903-0003	Individual Employee File – Sub-divisional Personnel (Additional Copy)	1 yr after termination of employment		Destroy
0904-0000	Job Applicant Files – Persons Not Hired Includes resumes, applications, etc. of persons not hired for employment by state agencies.	3 yrs		Destroy
0905-0000	Leave Request – Disability, Administrative, Sick, Vacation, and Maternity			
0905-0001	Leave Request – Departmental Personnel (Original)	3 yrs	4 yrs	Destroy
0905-0002	Leave Request – Divisional Personnel (Copy)	3 yrs		Destroy
0905-0003	Leave Request – Sub-divisional Personnel (Additional Copy)	1 yr		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0906-0000	State Employee Service Record	60 yrs after termination of employment or age 85, whichever is sooner		Destroy
0907-0000	Personnel Master Monthly List Departmental and divisional personnel list categorized by: social security number, pay range, education, etc.	1 yr		Destroy
0908-0000	Position History File File used for fiscal verification.	3 yrs	4 yrs	Destroy
0909-0000	Preliminary Notice/Final Notice/Appeal of Disciplinary Actions (Copy) Preliminary, final, and appeal notices of disciplinary actions taken pertaining to a classified, permanent employee. Original and copy retained by the Department of Personnel.			
0909-0001	Disciplinary Actions – Departmental Personnel (Copy)	6 yrs after termination of employment		Destroy
0909-0002	Disciplinary Actions – Management Personnel (Copy)	3 yrs after final action		Destroy
0909-0003	Disciplinary Actions (Additional Copy)	1 yr		Destroy
0910-0000	Referrals – External and Internal Records of potential job applicants received from sources inside/outside of a state agency.			
0910-0001	Referrals – External	3 yrs		Destroy
0910-0002	Referrals – Internal	1 yr		Destroy
0911-0000	Request for Employment Disability Leave/Return (Copy) Employee's request for leave of absence with pay due to disability either through injury or illness incurred from employment. Original retained by the Department of Personnel.			
0911-0001	Request for Disability Leave/Return – Departmental Personnel (Copy)	6 yrs after termination of employment		Destroy
0911-0002	Request for Disability Leave/Return – Departmental Payroll (Copy)	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0911-0003	Request for Disability Leave/Return (Additional Copy)	1 yr		Destroy
0912-0000	Service Award Selection/Nomination/Eligibility Certification File (Copy) File for employees who have been employed for specified years in state government service. Original retained by the Department of Personnel.	3 yrs		Destroy
0913-0000	Suggestion Awards File (Copy) Includes: Suggestion Evaluation Report, Suggestion Award Card, Interim Note, Employee Suggestion Form, and correspondence. Original retained by the Department of Personnel.			
0913-0001	Suggestion Awards File – Departmental Personnel (Copy)	3 yrs		Destroy
0913-0002	Suggestion Awards File – Departmental Suggestion Awards Committee (Additional Copy)	1 yr		Destroy
0914-0000	Time Records Attendance reports for state employees.			
0914-0001	Time Records – (Departmental Original)	3 yrs	4 yrs	Destroy
0914-0002	Time Records – (Divisional Copy)	3 yrs		Destroy
0914-0003	Time Records – (Sub-divisional Copy)	3yrs		Destroy
0915-0000	Employee Medical Records Microfilming recommended. Retention period prescribed by federal law CFR 1910.1018.	40 yrs after termination of employment		Destroy
0916-0000	Financial Disclosure Statement For Public Employees (Copy) Originals are retained by the Governor’s Counsel and the Executive Commission on Ethical Standards.	3 yrs		Destroy
0917-0000	Certified Public Manager Program File (CPM) (Copy) File contains: Application for CPM Program: Levels I –IV, Waiver from CPM Classes, Recommendation for CPM Classes, and supporting documentation.	6 yrs after termination of employment		Destroy
0918-0000	Department of Personnel Administrative Action File (Copy) File contains: Final Administrative Action of the Merit System Board and the Commissioner of Personnel and supporting documentation. Original maintained by the Department of Personnel.	6 yrs after termination of employment		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0919-0000	Reduction in Force File: Displaced Personnel Questionnaire and Appeal (Copy) Questionnaire asking employees to target what regional they would prefer to transfer. Original maintained by the Department of Personnel.	3 yrs		Destroy
0920-0000	PAR Bi-Weekly Report (Copy) Submitted by each agency to the Department of Personnel. Original maintained by the Department of Personnel.	3 yrs		Destroy
0921-0000	Leave of Absence Bi-Weekly Report (Copy) Original maintained by the Department of Personnel.	3 yrs		Destroy
0922-0000	Request for Temporary Employment (Copy) Original maintained by the Department of Personnel.	3 yrs		Destroy
0923-0000	Application for New Jersey Support Specialist Program (Copy) Application to receive training for the Support Specialist title. Original maintained by the Department of Personnel.	6 yrs after termination of employment		Destroy
0924-0000	Elective Instruction Review Application (Copy) Review of college credits earned and what is accepted by state government. Original maintained by the Department of Personnel.	3 yrs		Destroy
0925-0000	Application for Senior Executive Service (Copy) Original maintained by the Department of Personnel.	6 yrs after termination of employment		Destroy
0926-0000	Application for Senior Level Clerical (Copy) Original maintained by the Department of Personnel.	6 yrs after termination of employment		Destroy
00927-0000	Job Location Declaration (Copy) Statement declaring region of transfer. Original retained by the Department of Personnel.	3 yrs		Destroy
0928-0000	Special Reemployment Information/Preference (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0929-0000	Request for Increment Restoration (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0930-0000	Dental Care Program Financial Reports File Contains reports pertaining to employees enrolled in the dental care program.	3 yrs	4 yrs	Destroy
0931-0000	Vision Care Program Financial Reports Contains reports regarding employees enrolled in the vision care program.	3 yrs	4 yrs	Destroy
0932-0000	Health Care Provider Program File			
0932-0001	Health Care Provider Program File – Enrollment Card	6 yrs after termination of enrollment		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0932-0002	Health Care Provider Program File – Change of Status Card	6 yrs after termination of enrollment		Destroy
0933-0000	Conflict of Interest Questionnaire (Copy) Originals maintained by the Ethical Standards Commission and the Governor's Counsel.	1 yr		Destroy
	Performance Assessment Review (PARS)			
1000-0000	Performance Assessment Review File (PARS)Departmental Personnel (Original) Contains: Performance Agreement, Fact Sheet, and Final Assessment Review. Copy is retained by the employee.	6 yrs after termination of employment		Destroy
10001-0000	Performance Summary (Copy) Contains a listing of: classified employees who have been rated satisfactory or unsatisfactory, unclassified employees not granted a salary increase, and supervisors who have failed to submit a Performance Certification and Salary Increase Recommendation form. Original retained by the Department of Personnel.	1 yr		Destroy
	Open Competitive and Promotional Examination Records			
1100-0000	Application for Open Competitive and Application for Promotional Examination-State Service File (Copy) Applications for an open competitive or promotional examination within state government. Original retained by the Department of Personnel.	4 yrs		Destroy
1101-0000	Application Summary (Copy) List of persons eligible for a classified promotion in state government. Original retained by the Department of Personnel.	3 yrs		Destroy
1102-0000	N.J.A.C. 4A: 4-2.7 Promotional Action (Copy) Indicates that a permanent employee has been promoted to a position without examination. Original retained by the Department of Personnel.	3 yrs		Destroy
1103-0000	Promotional Job Analysis (Copy) A job description used in the development of a promotional examination for a specific job title. Original retained by the Department of Personnel.			
1103-0001	Promotional Job Analysis – Departmental Personnel (Copy)	5 yrs		Destroy
1103-0002	Promotional Job Analysis (Additional Copy)	1 yr		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1104-0000	Promotional Notice File (Copy) Contains: Promotional Announcements, Notices of Vacancy, Checklist, Promotional Opportunities, Notice of Promotional Examination, and Notice of Promotional Action. Original retained by the Department of Personnel.			
1104-0001	Promotional Notices File (Copy)	Until applicant list has expired		Destroy
1104-0002	Promotional Notices File – Departmental Personnel (Copy)	3 yrs		Destroy
1105-0000	Notification File (Copy) Contains: Notification of Examination, Notification of Eligibility, Notification of Ineligibility. Original retained by the Department of Personnel.			
1105-0001	Notification File (Copy)	Until applicant list has expired		Destroy
1105-0002	Notification File – Departmental Personnel (Copy)	3 yrs		Destroy
1106-0000	Promotional Examination Seniority Record (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1107-0000	Residence Questionnaire (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1108-0000	Employment Eligibility List (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1109-0000	Information Correction Card (Copy) Form to amend incorrect information in an examination application file. Original retained by the Department of Personnel.	3 yrs		Destroy
1110-0000	Examination Regular Review Form (Copy) Form requesting a routine review of an examination. Original retained by the Department of Personnel.	3 yrs		Destroy
1111-0000	Change in Examination Status (Copy) Form used to change qualified/unqualified status to sit for an examination. Original retained by the Department of Personnel.	3 yrs		Destroy
1112-0000	Official Agency Signature Record (Copy) Record of an applicant's authentic signature. Original retained by the Department of Personnel.	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1113-0000	Veterans File (Copy) File of veteran's applications for examination. Contains: Veterans Preference Claims and Notice Concerning Veterans Status. Original retained by the Department of Personnel.	3 yrs		Destroy
1114-0000	Request for Extension of Working Test Period (Copy) Original retained by the Department of Personnel.	3yrs		Destroy
1115-0000	Lateral Title Request (Copy) Change request for transfer to a lateral title. Original retained by the Department of Personnel.	3 yrs		Destroy
1116-0000	Position Post Audit Recommendation (Copy) Recommendations stated after a desk audit. Original retained by the Department of Personnel.	3 yrs		Destroy
1117-0000	Open Competitive Application for Rapid Response (Copy) Response request for emergency title. Original retained by the Department of Personnel.	3 yrs		Destroy
1118-0000	Symbol/Title/Closing Date (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1119-0000	New Title Information Booklet (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1120-0000	Title Rights Status (Copy) Listing of previous titles held. Original retained by the Department of Personnel.	3 yrs		Destroy
1121-0000	Title Code (Copy) Examination titles and associated codes. Original retained by the Department of Personnel.	3 yrs		Destroy
1122-0000	Local Government Promotion Evaluation Team (Copy) Local Government personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.	3yrs		Destroy
1123-0000	State Government Promotion Evaluation Team (Copy) Departmental personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.	3 yrs		Destroy
1124-0000	Promotion Exam Delegation Project Recommend For Exam Action (Copy) Review and approval for individuals to sit for examinations. Original retained by the Department of Personnel.	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1125-0000	Promotion Application/Announcement for Delegation to Local Appointing Authorities (Copy) Authority for local government to administer in-house examinations. Original retained by the Department of Personnel.	3 yrs		Destroy
1126-0000	Provisional Employee Status Original retained by the Department of Personnel.	3 yrs		Destroy
1127-0000	Promotional Announcement Meets Requirements Under NJAC 4A: 4-2. 7 (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1128-0000	Appeal Letter – Promotion Eligibility (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1129-0000	Certification Disposition Notice (Copy) Applicants notice that position has already been filled. Original retained by the Department of Personnel.	3 yrs		Destroy
1130-0000	Provisional Appointment Listing (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
	Training Records			
1200-0000	Course Registration and Report (Copy) Used for training by the Department of Personnel's Service Training Section. Original retained by the Department of Personnel.	1 yr		Destroy
1201-0000	Request/Disapproval for Registration (Copy) Agency request for staff training by institutions other than the Department of Personnel or the agency itself. Original retained by the Department of Personnel.			
1201-0001	Staff Training Request (Copy)	3 yrs after final payment		Destroy
1201-0002	Staff Training Request (Additional Copy)	1 yr		Destroy
	Personnel Management Information System (PMIS) - NJ Department of Personnel (Electronic)			
1300-0000	Personnel Maintenance Request (Copy) Input document to update and employee's status. Original retained by the Department of Personnel.	3 yrs		Destroy
1301-0000	Position Maintenance Request (Copy) Input document to update a position's status. Original retained by the Department of Personnel.	3 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1302-0000	Conversion of Appointment Type Request (Copy) Document used to change an appointment to a new position. Original retained by the Department of Personnel.	3 yrs		Destroy
1303-0000	Separation/Losing Authority Request (Copy) Documentation to update an agency's file whose employee is terminating employment. Original retained by the Department of Personnel.	3 yrs		Destroy
1304-0000	Leave of Absence Maintenance Request (Copy) Document recording an employee's leave of absence. Original retained by the Department of Personnel.	3 yrs		Destroy
1305-0000	Static Information Change Request (Copy) Form recording basic information about an employee. Original retained by the Department of Personnel.	3 yrs		Destroy
1306-0000	Individual Salary Adjustment Request (Copy) Form used to implement a salary change. Original retained by the Department of Personnel.	3 yrs		Destroy
1307-0000	Rescind Previous Action Request (Copy) Form used to rescind a personnel action. Original retained by the Department of Personnel.	3 yrs		Destroy
1308-0000	Special Payment Information Request (Copy) Form to initiate special payment to an employee. Original retained by Department of Personnel.	3 yrs		Destroy
1309-0000	Department of Personnel Position Change/Freeze Request (Copy) Request to change or freeze a position. Original retained by the Department of Personnel	3 yrs		Destroy
1310-0000	Employee Transaction Verification Report (Copy) Verification report issued after an employee action is taken. Report contains: name, social security number, payroll number, action initiated (new hire, retirement, promotion, etc.), time balances, effective date, and PMIS request number. Original retained by the Department of Personnel.	30 days after verification		Destroy
	GENERAL ADMINISTRATIVE RECORDS			
1400-0000	Administrative Subject File Correspondence, memoranda, publications, reports, bulletins, and other information received by a state agency and alphabetically filed by subject.	3 yrs		Destroy
1401-0000	Agency-Sponsored Conferences File Public information meetings sponsored by state agencies.			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1401-0001	Agency-Sponsored Conferences – Printed Matter Intended for Distribution to the Public (Master)	Permanent		Archival review
1401-0002	Agency-Sponsored Conferences – Printed Matter Intended for Distribution to the Public (Copy)	Periodic review		Destroy
1401-0003	Agency-Sponsored Conferences – Correspondence and Work papers	3 yrs		Destroy
1402-0000	Agency Testimony Records of testimony given by representatives of state agencies at public hearings, public meetings, trials, and other official proceedings.	10 yrs		Destroy
1403-0000	Certified Mail Receipt	3 yrs		Destroy
1404-0000	Commissioner's Subject File Subject file of a Commissioner, President, Secretary, Chief of Staff, Deputy Commissioner, and Assistant Commissioner pertaining to all administrative aspects of their offices (i.e., agency policy, procedure, organization, programs, fiscal, and personnel matters). Includes: correspondence, minutes (copy), reports, speeches, and supporting documentation.	4 yrs		Archival review
1405-0000	Correspondence (Electronic or Hardcopy) Letters and memoranda in either electronic or printed format, transmitted to and from state agencies during the course of business.			
1405-0001	Correspondence – External	3 yrs		Destroy
1405-0002	Correspondence – Internal – Administrative	1 yr		Destroy
1405-0003	Correspondence – Policy –Non-Statutory/Non-Regulatory	25 yrs		Archival review
1405-0004	Correspondence – Routine Request for Information	Periodic review		Destroy
1406-0000	Hand-Deliver Receipt			
1406-0001	Hand-Deliver Receipt (Original)	1 yr		Destroy
1406-0002	Hand-Deliver Receipt (Copy)	Periodic review		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1407-0000	Informational Survey Agency-sponsored statistical study used to gain information for the routine operation of business.	Periodic review		Destroy
1408-0000	Inventory File Itemized list of equipment and supplies completed by state agencies.	3 yrs		Destroy
1409-0000	Minutes Official records of the proceedings of meetings. May include agenda and supporting documentation.			
1409-0001	Minutes (Original)	Permanent		Archives
1409-0002	Minutes (Copy)	Periodic review		Destroy
1410-0000	News Release Information issued by state agencies for publication or broadcast.			
1410-0001	News Release (Original)	Permanent		Archives
1410-0002	News Release (Copy)	Periodic review		Destroy
1411-0000	Official Notice of an Open Public Meeting (Copy) Original retained by the Office of the Secretary of State.	3 yrs		Destroy
1412-0000	Organization Chart			
1412-0001	Organization Chart (Original)	Permanent		Archives
1412-0002	Organization Chart (Copy)	As updated		Destroy
1413-0000	Photographs and Slides	Permanent		Archives
1414-0000	Records Removal and Destruction Order Original retained by the Department of State, Division of Archives and Records Management.			
1414-0001	Records Removal and Destruction Order (Original)	Permanent		Permanent
1414-0002	Records Removal and Destruction Order (Copy)	10 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1415-0000	Records Retention and Disposition Schedule (Copy) Original retained by the Department of State, Division of Archives and Records Management.	As updated		Destroy
1416-0000	Request and Authorization for Records Disposal (Copy) Original retained by the Department of State, Division of Archives and Records Management.	Permanent		Permanent
1417-0000	Speeches (Excluding Executive Speeches – See Commissioner’s Subject File) Records of public speeches given by representatives of state government.	Periodic review		Archival review
1418-0000	Visitor Sign-Sheet	3 yrs		Destroy
1419-0000	Reference File	Periodic review		Destroy
1420-0000	Reference Material Request	Periodic review		Destroy
1421-0000	Surplus Property File File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a state agency.			
1421-0001	Surplus Property File – Surplus Equipment Inventory Listing	3 yrs after update		Destroy
1421-0002	Surplus Property File – Excess/Surplus Property Notice	3 yrs and audit		Destroy
1422-0000	Annual Internal Control Statement (Copy) File Annual Internal performance audit file containing: Annual Internal Control Statement (copy) and agency-generated supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.	3 yrs		Destroy
1423-0000	Consultant File File reflecting the findings of a professional consultant hired by a state 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.			
1423-0001	Consultant File – Final Report	Permanent		Permanent
1423-0002	Consultant File – Contract	3 yrs after termination of contract	4 yrs	Destroy
1423-0003	Consultant File – Financial Documents	3 yrs	4 yrs	Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1423-0004	Consultant File – Work papers and Support File	3 yrs		Destroy
1424-0000	Incoming Mail Log	3 yrs		Destroy
1425-0000	Open Public Records Act (OPRA) File Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy), response documents (copy), and relevant supporting documentation. PL 2001, c404.			
1425-0001	Open Public Records Act (OPRA) File – Request Form With Fee	3 yrs	4 yrs	Destroy
1425-0002	Open Public Records Act (OPRA) File – Request Form Without Fee	3 yrs		Destroy
1425-0003	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), correspondence, email (hardcopy), and supporting documentation.	3 yrs after resolution		Destroy
1426-0000	Calendar and Meeting Schedules	3 yrs		Destroy
	AGENCY-RELATED POLICY, LEGISLATION, AND OPERATING PROCEDURES			
1500-0000	Administrative Law Case Files prepared by the Office of Administrative Law (OAL), containing all documentation related to an Administrative Law case. When a case is resolved the original documentation file and the hearing transcript are sent to the appropriate state agency. OAL retains copies of the cases.			
1500-0001	Administrative Law Case (Original) Retained by the state agency.	20 yrs after case is closed		Archival review
1500-0002	Administrative Law Case – Transcript (Original) Retained by the state agency.	Permanent		Archives
1501-0000	Attorney General's Opinions (Copy) Legal opinions dealing with matters relevant to a state agency's activities. Original retained by the Office of the Attorney General.	Periodic review		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1502-0000	Background Information and Comments on Proposed Changes/Additions to a New Jersey Administrative Code Draft (Copy) Background materials, comments, approved and disapproved changes/additions, and supporting documentation for pre-proposals and proposals to revise a state agency's Administrative Code. Original retained by the Office of Administrative Law.	3 yrs		Archival review
1503-0000	Code of Ethics – Departmental			
1503-0001	Code of Ethics – Departmental (Original)	Permanent		Archives
1503-0002	Code of Ethics – Departmental (Copy)	Periodic review		Destroy
1504-0000	Executive Orders – Gubernatorial (Copy) Proclamations issued by the Governor as the chief executive of the state. Original retained by the Office of the Secretary of State.	Periodic review		Destroy
1505-0000	General Operating Procedures Rules and regulations developed by state agencies for the general operation of business.			
1505-0001	General Operating Procedures (Original)	25 yrs		Archival review
1505-0002	General Operating Procedures (Copy)	3 yrs		Destroy
1506-0000	Hearings – Formal Policy			
1506-0001	Hearings – Stenotype Transcription	1 yr after printing of transcript		Destroy
1506-0002	Hearings – Real Time Transcription	1 yr after printing of transcript		Destroy
1506-0003	Hearings – Computer-Assisted Transcription	1 yr after printing of transcript		Destroy
1506-0004	Hearings – Audio/Video Recording	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1506-0005	Hearings – Transcripts (Original)	Permanent		Archives
1506-0006	Hearings – Transcripts (Copy)	Periodic review		Destroy
1507-0000	Interagency Agreement An agreement between state agencies regarding a common subject.			
1507-0001	Interagency Agreement (Original)	Permanent		Archives
1507-0002	Interagency (Copy)	Periodic review		Destroy
1508-0000	Legislation – Agency-Related (Copy) Laws dealing with matters relevant to a state agency's activities. Original retained by the Office of Legislative Services			
1508-0001	Legislation – Agency-Related – Adopted (Copy)	Periodic review		Destroy
1508-0002	Legislation – Agency-Related- Pending (Copy)	As updated		Destroy
1509-0000	Policy Statement Statement issued by an agency's management personnel regarding the governance of agency-related policy and procedure.			
1509-0001	Policy Statement (Original)	Permanent		Archives
1509-0002	Policy Statement (Copy)	Periodic review		Destroy
1510-0000	Public Employees Occupational Safety and Health Act (PEOSHA) File (Copy) Contains the Annual Occupational and Illnesses Survey and supporting documentation. File maintained in accordance with N.J.A.C., 12:110, Subchapter 5 and N.J.S.A. 34: 6A-24-28 et seq. Original retained by the Department of Labor.			
1510-0001	Public Employees Occupational Safety and Health Act (Copy)	6 yrs		Destroy
1510-0002	Public Employees Occupational Safety and Health Act (Additional Copy)	3 yrs		Destroy
1511-0000	Regulations – Agency-Related (Copy) State agency proposals for regulations to become part of the New Jersey Administrative Code. Original retained by the Office of Administrative Law.			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1511-0001	Regulations – Agency-Related – Adopted (Copy)	Periodic review		Destroy
1511-0002	Regulations – Agency-Related – Pending (Copy)	As Updated		Destroy
1511-0003	Regulations – Agency-Related – Rejected (Copy)	Periodic review		Destroy
1512-0000	Public Meetings – Audio/Video Tape Recordings	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase
1513-0000	Worker and Community Right to Know Act File (Employer Copy) This file is maintained in accordance with the Worker and Community Right to Know Act, L.1983, c.315, NJSA 34; 5A-1 et seq. Originals are kept by the Departments of Health and Environmental Protection for 30 years. File contains, but is not limited to the following: Hazardous Substance List, Hazardous Substance Training Manual and supporting data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.	6 yrs		Destroy
1514-0000	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.			
1514-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)	3 yrs after update		Destroy
1514-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)	As updated		Destroy
	REPORTS AND PUBLICATIONS			
1600-0000	Agency Annual Report Annual report highlighting the achievements and activities of a state agency.			
1600-0001	Agency Annual Report – Agency of Origin (Original)	Permanent		Archives
1600-0002	Agency Annual Report (Copy)	5 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1601-0000	Agency Monthly Report Monthly report highlighting the activities and achievements of a state agency.			
1601-0001	Agency Monthly Report – Agency of Origin (Original)	3 yrs		Destroy
1601-0002	Agency Monthly Report (Copy)	1 yr		Destroy
1602-0000	Agency Weekly Report (Original and Copy) Weekly report highlighting the activities and achievements of a state agency.	1 yr		Destroy
1603-0000	Agency-Generated Newsletter Publication highlighting an agency's activities and other relevant information. The State Library receives 75 copies of all agency-generated publications.			
1603-0001	Agency-Generated Newsletter (Original)	Permanent		Permanent
1603-0002	Agency-Generated Newsletter (Copy)	Periodic review		Destroy
1604-0000	Agency-Generated Publication Printed material created by a state agency. The State Library receives 75 copies of all agency-generated publications.			
1604-0001	Agency-Generated Publication (Original)	Permanent		Permanent
1604-0002	Agency-Generated Publication (Copy)	Periodic review		Destroy
1605-0000	Agency-Generated Statistical Report (Original and Copy)	3 yrs		Destroy
1606-0000	Americans With Disabilities Act Transition Plan and Self-Evaluation Plan *Microfilming recommended.	3 yrs	62 yrs*	Destroy