



HUNTERDON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF CENTRAL SERVICES

PO Box 2900
Flemington, New Jersey 08822-2900
www.co.hunterdon.nj.us

The **County's Record Retention Schedules** are set by the **New Jersey Department of the Treasury, Division of Revenue and Enterprise Services – Records Management Services (RMS)** which the County must adhere to and while most of Hunterdon's Departments and Agencies use what is called the **County Agency General Records Retention Schedule** a full list of all the individual Department schedules are currently posted on the NJ Treasury (RMS) website at www.state.nj.us/treasury/revenue/rms/retention.shtml

A full listing of Records Retention and Disposition requirements can be found at <https://www.nj.gov/treasury/revenue/rms/retentiondisposition.shtml> and additional training information can be found at <https://www.nj.gov/treasury/revenue/rms/training.shtml>

Please make sure the following procedures are observed prior to request for transfer of records:

1. The Records Transfer Form(s) attached to this email are to be submitted electronically by hitting the **submit button** on the top left corner. Please save a copy of the form(s) for your own records.
2. Please **write the box number on the box** so that it corresponds with the information provided on Records Transfer Form and box label.
3. Please provide an accurate record series number.
4. Place like record series numbers, or items with identical disposition dates in the same box. (Please do not mix permanent and temporary records).

Please see the following pages and attachments for efficient records management.

Thank you for your cooperation, and please do not hesitate to contact the Records Office with any questions.

Records Management Services
Phone: 908.806.4150
Fax: 908.806.5528
E-Mail: records@co.hunterdon.nj.us

CENTRAL PRINTING
314 State Route 12
County Complex, Bldg. #5B
PO Box 2900
Flemington, NJ 08822-2900
Phone 908-788-1195
Fax 908-806-5528
printshop@co.hunterdon.nj.us

MAIL SERVICES
314 State Route 12
County Complex, Bldg. #5B
PO Box 2900
Flemington, NJ 08822-2900
Phone 908-806-4508
Fax 908-806-5528
maildesk@co.hunterdon.nj.us

**RECORDS
MANAGEMENT**
314 State Route 12
County Complex, Bldg. #5A
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THE FOLLOWING ARE RECOMMENDATIONS FOR EFFICIENT RECORDS MANAGEMENT:

Creating Indices

A records inventory is an actual physical analysis of all records series (in any form or format) maintained by an agency. It is the first step in preparing a records retention and disposition schedule.

The inventory is listed in the form of an **Index/ Container list**. This indicates the range of materials in each box/container in a collection by individual folder/ item.

The index/ container list is essential to records management. Indexing enables one to locate individual files both quickly and easily. Once completed, an index should be placed with in the box containing the files and another copy should be retained by the department for their own records.

Indices should contain the following information:

Box Number: (XX-XX) - the first two digits representing the current year – ex: 15-01

Date of creation:

Location: (This will be completed by Records Center staff and returned on updated Records Transfer Form)

Series Title:

Subtitle:

Disposition: Permanent or Temporary (Years to retain records)

Inclusive Dates:

Arrangement of Record Series: Alphabetically, numerically, alphanumerically or chronologically

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EXAMPLE

Box Number: 15-01

LOCATION: (Provided by Records Center on returned Records Transfer Form)

Record Series Name/ Number: Personnel Files 2006 - # 0407-0000

Subseries- Individual Employee Jacket Files

Description: A-B

Inclusive Date(s) 2006

Arrangement of Record Series: *Alphanumerically By:* Last Name / Employee Number

Date of Creation: January 1, 2015

<i>Item Number</i>	<i>Folder Title</i>	<i>Date</i>	<i>ID/ Case etc. number (if arranged alphanumerically)</i>
1	Aaron	2006	1046
2	Allen	2006	1058
3	Anderson	2006	1025
4	April	2006	1112
5	Brown	2006	1228

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