

DIVISION OF LOTTERY
LOTTERY COLLECTION AND DISBURSEMENT SERVICES RFP 2015

**Destruction Requirements for State Public Records and
Canceled Checks**

The NJ Department of Treasury, Division of Revenue and Enterprise Services, Records Management Services is the agency statutorily entrusted with insuring that all public records are retained, preserved and disposed in accordance with the *Destruction of Public Records Act, PL 1953, c. 410*.

Destruction of Canceled Checks (Hardcopy and Electronic)

The bank must destroy all public records in accordance with state regulations and the retention schedule promulgated by the Division of Revenue and Enterprise Services, Records Management Services in consultation with the appropriate State agency and approved by the State Records Committee (SRC). The records retention schedule for the purposes of this bid is the *State General Records Retention Schedule, G100000*, records series 0101-0001: *Check File – Cancelled Checks, Voided Checks, Bounced Checks, Imaged Checks, and Lost Check References (Electronic and Hardcopy)*. The bank should be prepared to retain the hardcopy and electronic checks for seven (7) years as detailed in the *State General Records Retention Schedule*.

Physical Destruction of Checks, Logs, and Reports

Physical destruction of State public records must comply with the existing State standards as described in State Contract T-0387: *Records Removal and Destruction Services*. These standards will apply to any sub-contracted vendors the bank may utilize for destruction services.

Specifically pertaining to the destruction of canceled checks;

1. The bank or sub-contractor shall only destroy public records that have received prior, written authorization for destruction by the Division of Revenue and Enterprise Services, Records Management Services through the submission and authorization of a completed and processed "Request and Authorization for Records Disposal" form. The bank should plan for an extended initial storage period pending the approval of the records disposal application by the Division of Revenue and Enterprise Services, Records Management Services and SRC approval for the disposal cycle.
2. When the Division of Revenue and Enterprise Services, Records Management Services authorizes disposal of records under this agreement, the records must be destroyed in fact to destroy their identity. The bank and/or sub-contractor shall not use, allow access to, or offer for resale or use any papers, documents, file record, material or any other form of records as files or for the information contained therein.
3. At all times during the removal and destruction process, canceled checks are to be treated in a secure manner and guarded against access by unauthorized persons. All records must be transported in a closed truck to the facility used for destruction. Destruction shall preferably take place the same day as pickup. If not, the material must

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be securely locked up until destruction takes place no later than three (3) working days after pickup. Destruction of all records shall be accomplished either by incineration, pulping, shredding, or maceration. Records may not be bailed and/or placed in a sanitary landfill without being destroyed.

4. Upon destruction of the State public records, the bank must send written notification to impacted State using agency management certifying destruction of records.
5. The certification letter must include the beginning and ending processing dates of the check series. For example, "The bank hereby certifies that all checks for accounts (list accounts) imaged between January 1, 20xx and January 30, 20xx have been destroyed in accordance with the *Destruction of Public Records Act, PL 1953, c. 410* for the destruction of public records. The documents for the above dates were delivered to [bank or disposal vendor name] disposal facility at [location] and [shredded/macerated/pulped] on [date delivered] and destroyed on [date destroyed.]"

If at any time the bank does not meet the above procedure/standards for destruction of canceled checks, the State has the option of initiating the following:

1. The State will notify the bank in writing of the violation via certified mail. Upon receipt of the letter, the bank will be given ten (10) business days to correct violations.
2. If the bank has not performed the necessary corrective actions in ten (10) business days, the State shall demand and the bank will comply that all canceled checks be delivered to a Trenton Area designated warehouse for storage and subsequent destruction.
3. The bank shall reimburse the State for all reasonable expenses incurred for receiving the canceled checks and subsequent destruction.

Destruction of Images, Logs, and Reports held by Bank

Vendors must retain check images and any logs and/or reports generated during the imaging process of state checks in accordance with the *State General Records Retention Schedule, G100000*, defined for the record series by the Division of Revenue and Enterprise Services, Records Management Services, currently seven (7) years from date of imaging. At the appropriate time, using agency shall obtain authorization from the Division of Revenue and Enterprise Services, Records Management Services to dispose of images and records eligible for destruction. Upon approval, using agency will notify the bank to immediately destroy the images and send certification of destruction to using agency.

At the conclusion of the retention period for paid check images (currently seven (7) years) and with written approval of the Division of Revenue and Enterprise Services, Records Management Services and the State, the bank must permanently delete and wipe all applicable records from the bank's computer systems. This includes magnetic tape, optical disks, backup/recovery systems, and hard drives.