



JMT Associates

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Record Retention Services

Product Description

A good records management program includes the proper organization and the timely destruction of records once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, have been imaged, or are electronic. The items being disposed must receive approval from the New Jersey Bureau of Records Management prior to any public record being disposed. JMT Associates provides personalized services to assist in the proper maintenance and destruction of public records.

The New Jersey Department of the Treasury Bureau of Records Management places all public records on Records Retention Schedules that list the minimum legal and fiscal time periods they must be retained by state and local governmental and educational agencies. Working with personnel from the records-creating agency, the Bureau determines these retention periods in conformance with state and federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee, which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the Secretary of State. JMT Associates utilizes the Records Retention Disposition Table, published by the Bureau to ascertain whether a record series is ready for disposal. The table notes the year in which a records series is created with corresponding disposition dates based on retention requirements. Records become eligible for disposition as of **December 31st** of the year indicated in the table(s).

Benefits and Features:

- Save staff time and money
- Experienced personnel assigned to each project
- Setup and/or training for online disposal software (Artemis)
- Organization of records that will remain on site
- Our staff will prepare and stock records for disposals



Why Should You Choose Us?



Experience.

Our skilled staff and partners have the experience and know-how to provide your district with the products and services you need to keep your school running efficiently.

Cost Savings.

JMT Associates has been saving school districts time and money by providing quality products and service since 2009

Simplicity.

JMT Associates works with individual school's purchase orders and can be ordered

Board of Education CONTENTS		21
Payroll Records and Reports File		
#0024-0001 - M700105 2014		
Retain for 7 Years	Earliest Disposal Date 12/31/ 21	
<small>Record Retention serviced by JMT - Email: info@jmtassociates.us</small>		



**To find out more about our solutions,
contact our knowledgeable staff at
info@jmtassociates.us**