

NEW JERSEY STATE FIREFIGHTER'S ASSOCIATION

1711 Route 34 South • Wall Township, New Jersey 07727-3934

Telephone: (732) 798-8137 • (800) 852-0137

Fax: (732) 938-2580

Joseph T. Hankins, President
Brian E. Martone, Vice President
Edward R. Mullen, CPA, Treasurer
Frank P. Cavallo, Esq., Counsel

Glenn D. Roemmich, Secretary
Richard K. Dreby, 1st Asst. Secretary
Stephen C. Fazekas, 2nd Asst. Secretary
Jennie M. Hollingsworth, Field Examiner

Records Retention Schedule

The following retention requirements exist for local relief associations:

A. Financial Records:	Retain for 7 Years
B. Account Ledgers:	Must be Permanently Maintained.
C. Bank Books, Statements, checks, deposit slips, and similar financial transaction documents:	Retain for 7 Years
D. Yearly Financial Report:	Must be Permanently Maintained.
E. Monthly Financial Report:	Retain for 3 Years
F. Relief Applications:	Retain for 7 Years
G. Correspondence:	Generally, 3 Years
H. Minutes:	Must be Permanently Maintained.
I. Abridged Minutes:	Retain 1 Year
J. Membership Records (Master List):	Retain 3 Years
K. Active Membership Report (Green Sheets):	Retain 3 Years
L. OPRA Request and Responses:	Retain 3 Years

Electronic Correspondence – As previously discussed, electronic communications should be maintained on Local Association accessible networks so that such communications regarding Association business can be preserved. If they have not done so already following my January 2022 communication Local Associations should immediately work with their municipality, fire district, fire department or fire company to establish these accounts. Association members should avoid using electronic communication options, such as text messaging, to conduct Association business because of the difficulties with preservation requirements.

While it is fine to have documents scanned as a backup, any document identified above with a lifetime preservation period must be maintained in a hardcopy form. Efforts to protect the documents from fire and flood damage should be made. Associations should also be wary of the electronic system being used for a backup. For example, a series of government agencies previously backed-up documents to disks and compact discs and are now experiencing difficulties finding computers that still read such devices. Further “the cloud” is simple another computer in another location and efforts must be taken to ensure that all privacy is maintained if documents are being scanned and stored electronically.

Should you have any questions on the above or a document not listed, please call the office.

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