

ANTICIPATED QUESTIONS: CENTRAL OFFICE MOVE

Updated September 20, 2017

Below, we are providing answers to anticipated questions so that you have all information needed about the District's relocation to new offices at 765 Broad Street.

When will our offices move?

Our new offices are expected to be completed in stages beginning in mid October. In order to prioritize a successful school opening, departments will be relocated in phases after school opening is complete during the months of October and November. This timeline has been recently updated with input from all departments and will be shared with you by your move committee representative.

What can I do to prepare for the move?

There are two important things you can do to prepare for the move.

1. Continue to organize your electronic files to make sure they are on a district drive and not on your computer.
2. Ensure that you are prepared to pack all work files for your individual work and personal effects into three banker's boxes. We ask that you carefully evaluate and prioritize the documents and other items that will be relocated to the new office. Your move coordinator will take the lead on organizing all common space files, items, and equipment to be moved to the appropriate locations.

What will I be able to pack?

Please see our NPS packing guidelines [here](#) for detailed information. Each employee will be provided the equivalent of 2 banker's boxes for active work files, and 1 banker's box for personal items **1-2 weeks** before your scheduled move date (all move dates begin on Friday and occur over the weekend). Your job will be to pack your things in these boxes in the week leading up to your move date, and to unpack them from these boxes on the Monday after your office is moved.

What should I do with work documents?

Only active work files should be transported. Each work station will be equipped with 2 file drawers. The District has engaged a document management company to assist with archiving and storing records in accordance with the District's data retention policy. Each department has a designated record keeper who will advise you on how your department's records must be managed. They will be moving records to be archived by FileBank into these brown filing boxes to be taken off site. This effort will require everyone's participation.

What should I do with my personal items?

The District will not be responsible for any personal items. If you have concern about the possible damage, loss or theft of your personal items, you are advised to bring the item home or to relocate the item to your new work station, personally.

What should I throw out?

You will soon be provided information about “Dump Junk” Fridays, which will alternate based on the floor your office is currently located. You and your department will be asked to identify and dispose of the vast majority of unused items throughout our offices. **DO NOT discard any district records.** District records slated for destruction must be identified through Artemis, the state’s Records Retention and Disposition Management System. You will also be provided with a “Shred Box” where you can dispose of more confidential information. For assistance, consult your department’s Records Manager.

How about office furniture?

The new office will be equipped with modern office furniture and equipment. A demonstration of the new work stations, which measure 7’ x 7’, will be available for you to explore throughout the summer in the Move Center on the 10th floor. Only office chairs and other accessibility furniture issued as a 504 workplace accommodation will be relocated to the new offices.

How about my office phone and computer?

When your department is scheduled to relocate, the computer you are currently issued will be relocated and set up at your new work station. All work stations will be equipped with new telephone equipment. More information and training will be provided regarding office equipment, supplies, and technology policy enhancements.

How about communal office supplies?

The district will be setting up an ‘NPS Store’ at the end of the move period, where communal office supplies can be located. More information will be provided to you and your office about this by your move coordinator.

Will I keep the same phone number?

Yes we expect all offices to retain the same phone extensions.

Where will I be sitting in the new offices?

All seating assignments can be found on the NPS move website. If you have any questions or concerns about seating, please contact your move coordinator.

Do you have questions about the office relocation? You are encouraged to submit your questions to movingforward@nps.k12.nj.us.