

COUNTY COLLEGE OF MORRIS

Business and Finance Division Procedures

Subject: RECORDS MANAGEMENT PROGRAM
ARCHIVAL OF RECORDS

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General

The purpose of the County College of Morris Records Management Program is to assure that all records be created, maintained, and disposed in full accordance with federal and state laws, regulations, and administrative rules.

All College employees are responsible for ensuring that records are as complete and accurate as is necessary for a third party to reconstruct from those records the official functions and activities of the College.

The College's policy is to preserve and store archive records in order to facilitate the public's access to information. In the interest of efficiently using public resources, College records shall be archived only as long as is required to meet legal, financial, administrative, or historical needs.

Authority

New Jersey State Law C47:3-18 through C47:3-20
New Jersey Administrative Code N.J.A.C. 15:3 Subchapters 2 and 3
Department of State Division of Archives and Records Management
State Records Committee

Responsibility

Assistant Vice President for Business & Finance
Each Departmental Chairperson, Director, Executive Director, Dean, and Vice President
Departmental Records Liaisons
Budget & Compliance Manager
Support Services Coordinator

Procedure

1. Overview and Review of Records Retention and Disposition Schedules.
 - a. A copy of the Community College Approved Retention and Disposition Schedule can be found on the CCM website under the Faculty and Staff Resources, Administrative/Business procedures, Business and Finance Procedures, Chapter 7: Records Management, NJ County College Records Retention Schedule.

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The Community College Approved Retention and Disposition Schedule has been created specifically for those type of records maintained by community colleges. If a record type cannot be located on the Community College Retention Schedule please contact the college's Support Services Coordinator, ext. 5010.

Each record's retention period conforms to 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 Director of the Division of Archives & Records Management.

Locate your area of responsibility in the schedule. Records common to many departments, such as purchase orders, will usually be found in the department with that primary responsibility, i.e., Purchase Orders, are found under Administrative and General Records, Business Office.

- b. Explanation and description of Retention and Disposition Schedule are as follows:

RECORDS SERIES NO.: The number that appears here will always be used on the Records Transfer Form (see Attachment A) and on the Records Management Carton Label (see Attachment B).

RECORDS TITLE AND DESCRIPTION: The title described here will always be used on the forms identified above. Additional information needed to describe the contents of the carton should be included on the transfer form and carton label.

RETENTION DATE: This column gives the required retention time as determined by the State Records Committee.

2. Sending records to the Records Archive

- a. The Records Archive is a room specifically designed for the archival of records generated by the college in the operation of its business. Each shelf location in this room is designed to hold one standard storage carton 12" W x 15" D x 10" H.

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b. Cartons--Description

Standard records storage cartons must be used and can be obtained from the Warehouse. One full letter-size file drawer is equal to approximately 1 1/2 cartons. The corrugated box used in our Records Archive is standard in the field of storage. It is lightweight, sturdy, and provides better protection against fire and water damage than metal containers. Legal size records fit across the 15" side; letter size records across the 12" side. Computer printouts lay flat on the bottom of the box. Cardboard dividers lay flat on the bottom of the box. Cardboard dividers may be used for filing smaller sized records.

c. Guidelines for Packing a Carton

1. Cartons must be completely filled to be accepted.
2. Only one record series number should be packed in one box. (When reporting to the State you can only enter one record series number so it is imperative to have only one per box).
3. Records with similar retention periods should be packed in one carton, e.g., do not pack records with a three-year retention period along with records with a permanent retention period. If you pack with different retention periods boxes will be kept with the longer retention.
4. File records in the box in the same pattern as they are currently filed in your filing cabinet. Keep folder labels, serial numbers or position indexes upward as they were in your file.
5. Smaller-sized documents such as checks, deposit slips, debit and credit slips, etc., should be packed standing on their **SHORT SIDE**. Start with the earliest date, lowest number or beginning alphabetic sequence at the front left of the box. When one row is filled, start the next row at the front of the box and continue in this fashion until the box is full. Thin cardboard may be used as dividers.
6. Pendaflex folders and computer printout binders are **not** to be packed with your records. Please **remove all** binders, metal fasteners, paper clips, disks etc. before placing material in a records storage box.

d. Completing the RECORDS TRANSFER FORM

You can complete the form ON LINE (<https://www.ccm.edu/Faculty-Staff/eForms/RecordsTransferForm>) and send via email or print out and mail to Support Services Coordinator HH 119. You also can use the printed forms that can be obtained from the Support Services Coordinator, Ext. 5010.

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<u>Col. #</u>	<u>Title</u>	<u>Description</u>
1	Date prepared	Enter current date
2	Page	Complete in accordance with the number of forms you will be submitting.
3	Department #	Enter your seven digit (ex 01-00000) department number.
4	Department Name	Enter your department name.
5	Agency #	Support Services Coordinator will enter Agency code from the State.
6	Temp. Carton #	Enter a number assigned by yourself to temporarily identify the carton.
7	Record Series #	Enter the appropriate record series number from the Retention Schedule.
8	Desc. of Contents	Enter each record title and description of contents in box.
9	Record Date from	Enter the beginning date of the range of dates of the material in the carton.
10	Record Date to	Enter the ending date of range of dates of the material in the carton.
11	Final Carton #	A unique final carton number will be assigned to this box by the Support Services Coordinator.
12	Carton Loc. #	A carton location number will be assigned to this box by the Support Services Coordinator. This number will correspond with the shelf position in the Records Archive.
13	Retention Date	Support Services Coordinator will put how many years box needs to be kept and destruction date. Will put perm for permanent file.
14	Dept. Rep.	The person (not a student aide) from the originating department who is responsible for filling the boxes and completing the form should sign in this box.
15	Records Rep.	The Support Services Coordinator will sign in this box once boxes have been received for filing or shred.
16	Date Boxes Rec.	Support Services Coordinator will sign and date once boxes are received for filing or shred.

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- e. The Records Storage Carton Label
Send the completed Records Transfer Form to the Business Services Department, attention Support Services Coordinator, Mail Station HH 119 by campus mail or email the online Records Transfer Form to the Support Services Coordinator. The Support Services Coordinator will complete a label (Attachment 2) for each carton and mail to your office. The label should be placed on the narrow end of the cartons under the handle opening. If cartons have met the retention date the Support Services Coordinator will send you a green label marked Warning Confidential Material that needs to be placed on the narrow end of the carton under the handle opening. When cartons are labeled and ready for pickup, email the Support Services Coordinator where cartons are located.
- f. Removing Cartons From Office Area
The Support Services Coordinator will arrange to have the cartons transferred to the Records Archive in CH or HH. The cartons will be placed on the shelves according to the corresponding carton location number. If cartons have met retention date they will be transferred to HH 119 to await shred.
- g. Support Services Coordinator will sign and date form that records have been received either for filing or shred. Your office will be given the completed pink copy if it is the written Records Transfer Form or a photocopy of the completed electronic Records Transfer Form for your records.



ATTACHMENT A

RECORDS TRANSFER FORM

1. Date Prepared:	2. Page of	3. Department Account #	4. Department Name	5. Agency #
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Use One Row for Each Carton

Record Center Use

6. Temp. Carton #	7. Record Series #	8. Description of Contents	Record Dates		11. Final Carton #	12. Carton Location #	13. Retention Date
			9. From	10. To			
14. Department Representative Signature			15. Records Representative Signature			16. Date Boxes Received	

ATTachment B

1. Carton #:	2. Carton Location #:
3. Dept. Name:	4. Date of Contents:
5. Dept. #:	6. Record Series #:
7. Record Title & Description:	
CCM Records Management Label	8. Destruction Date: