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.

County College of Morris follows the Community College Records Retention Schedule primarily, and the General Records Schedule for County and Municipal Agencies secondarily, for the disposition of its records.

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.   Annually, the Support Services Coordinator will generate a "Request for Records Destruction" report. (see Attachments 1 and 2) This report will list all cartons currently stored in the Records Archive which meet or exceed the required retention time as specified in the Community College Records Retention Schedule, or General Records Schedule for County and Municipal Agencies.

      Each department's Records Liaison will receive a copy of the section of the report that pertains to that department. The Records Liaison and department chairperson or Director should review the list of cartons and alert the Support Services Coordinator if any of the material is currently pending litigation or audit. These are the only two reasons records will be retained beyond their approved retention period.

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2. Department Head or Chairperson approval must be noted on the "Request for Records Destruction" report and returned to the Support Services Coordinator via interoffice mail to HH 119.

3. Based on the information from the "Request for Records Destruction" report, the Support Services Coordinator will create an online Disposition Request in Artemis and will track Disposition Request in Artemis with the following steps:

   a) Works in process (will receive a request ID number from the state). Requestor will be Support Services Coordinator and the Custodian will be the Assistant Vice President for Business & Finance or the Budget & Compliance Manager.
   b) Pending electronic signatures (waiting for approval signature from Assistant Vice President for Business & Finance or Budget & Compliance Manager).
   c) Ready for submission (once approved with electronic signature form can be submitted to the State).
   d) If auditor verification is needed it will be done by the State Auditor, not CCM.
   e) Rejected for shred. (Support Services Coordinator finds out why records cannot be shredded).
   f) Authorized for shred (will receive an authorization number from the state to proceed with the shred).

4. Once the Division of Archives and Records Management approve forms, the Support Services Coordinator will use the Request for Records Destruction report to mark all the approved cartons for shred in CH 126 and HH 119 with a large X in red sharpie on the front side of the box.

5. Support Services Coordinator will create a master list of how many boxes for disposal broken down by department and location (CH or HH).

6. On the day of shred the Supervisor of Receiving & Distribution will pull cartons from Cohen Hall to await shred. Support Services Coordinator will go through boxes to make sure that all boxes were marked for shred. Once confirmed, boxes are brought out to shredder to be disposed of. When completed, at Cohen Hall will do the same with boxes from Henderson Hall. Empty boxes are broken down by Plant & Maintenance staff and are taken away for recycling.

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OR a week prior to shred the Support Services Coordinator completes a work order request to have cartons moved from Records Archive to lower warehouse. Supervisor of Receiving & Distribution will pull cartons from Cohen Hall and Henderson Hall and have boxes delivered to the lower Warehouse, where they are stacked on pallets and strapped together by Warehouse personnel. The day of shred Support Services Coordinator will confirm all boxes have been approved for destruction. Once confirmed boxes are brought out to shredder to be disposed of. Empty boxes are broken down by Plant & Maintenance staff and are taken away for recycling.

7.   The Support Services Coordinator arranges for a paper recycling company to come onto campus and dispose of the material (shred) in front of Supervisor of Receiving & Distribution and or the Support Services Coordinator. Once complete recycling company will provide the County College of Morris with a certificate of confidential destruction and an email stating the number of boxes shredded and the total weight of paper shredded.

8.   After shred has taken place, the Support Services Coordinator checks box on Artemis for Update Disposition Status, authenticate, select disposition method and put in any comments. Once complete, the disposition request status will change from Authorized to Disposition Completed. Files have now been completed with the State.

9.   Support Services Coordinator sends an email to the Director of Plant & Maintenance with the total weight of paper shredded.

Procedure 07.02 - Attachment 1

TO:
DEPT:
ACCT#:

FROM: Support Services Coordinator
              Records Management

DATE:

RE: **<u>Destruction of Stored Records</u>**

Attached is a list of your departmental records currently stored in our Records Storage center that have exceeded their required retention time.

If you note any discrepancy or if you know of any valid reason (such as current litigation or audit) why these cartons should not be destroyed at this time, please notify me immediately by memo. Otherwise please sign and date below to authorize the destruction of these files and return to me in HH119 by < date >.

Please respond as soon as possible so that I may proceed with the process of purging the records.

Thank you.

Attachment

APPROVED FOR DESTRUCTION:_____

DATE: _____

Procedure 07.02 – Attachment 2
(example)

ACADEMICS - DEPARTMENT #01-00000

DEPT	LOC ID	BOX ID	REC SERIES #	STANDARD TITLE	DESCRIPTION	DESTR DATE	AGENCY #
01-00000	0001199	9470	TEC0001-0000	ACADEMIC TESTING FILES	SPRING 2017-SPRING 2018 TESTING	5/30/2019	C271013
01-00000	0002461	9420	TEC0001-0000	ACADEMIC TESTING FILES	EXAMS & ATTENDANCE RECORDS 1/2017-8/30/2017	8/30/2018	C271013
01-00000	0002462	9421	TEC0001-0000	ACADEMIC TESTING FILES	FALL 2016 EXAMS; BLANK TESTS & QUIZZES; TESTS & QUIZZES SUMMER 2017 9/1/2016 - 8/30/2017	8/30/2018	C271013