

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> RECORDS MANAGEMENT PROGRAM DESTRUCTION OF CONFIDENTIAL MATERIAL	<b>Page:</b> 07.03.01
	<b>Date:</b> 10/12/2020

### General

Any duplicate records, computer runs, returned mail, etc., containing names, addresses, and/or social security numbers pertaining to students or staff, which are no longer required, must be disposed of in a confidential manner.

### Authority

Family Educational Rights and Privacy Act of 1974 (FERPA)

### Responsibility

All Vice Presidents, Directors, Department Heads, Chairpersons  
Records Liaisons  
Assistant Vice President of Business & Finance  
Budget & Compliance Manager  
Support Services Coordinator

### Procedure

1. Each department is responsible for packing its confidential material for disposal as follows:
  - a. Order destruction cartons from the Receiving & Distribution Department.
  - b. You must complete a Records Transfer Form (please see Business and Finance Division Procedure 07.01 for guidelines for packing the carton and completing the form).
  - c. Once it is determined that the carton has met its retention date by the Support Services Coordinator affix a "Confidential" label to the end of each carton. These labels are supplied by the Support Services Coordinator, Extension 5010.
2. Notify the Support Services Coordinator, Ext. 5010, when the above steps have been completed. The Support Services Coordinator will arrange with the Supervisor, Receiving & Distribution to have the carton(s) transferred to the Records Archive for future "certified confidential" destruction.
3. The Support Services Coordinator arranges for the paper recycling company to shred the materials on-site and remove the shredded material. This company must mail a raised-seal certificate back to the college which states the date and the weight of the recycled material.