STATE OF NEW JERSEY



COUNTY COMMUNITY COLLEGES

C270000-901 THRU C271015-901



Records Ret	tention and Disposition Schedule		Ager	ісу:	C2	701	01			Sche	dule: 901		Page	#:1 of 2	
Department	t: County Community College-Ac	ademic Affairs-Academic Affairs	Ager	псу	Re	pre	ser	ntat	ive:						
			Title	:											
			Phor	ne #	:										
	PPROVAL: Unless in litigation, the records coindicated in accordance with the law and reg														be
Agency Re	presentative Signature:	Date:	Secretar	y, S	tat	e R	ecc	ord	s Comm	ittee	Signature:		Date	-	
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Record Series #	Record Title and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Reto Total Retention Period		Minimum Period in Agency	Disposition	1	Citation	
0001-0000	Academic Management System M				1		<u> </u>	N							
				-	L				Perman	ont		Archivos			
0001-0001	Academic Management System M	lanual (Master)						IN	Perman	ent		Archives			
0001-0002	Academic Management System N	lanual (Copies							Periodic Review			Destroy			
0002-0000	Academic Program/Course File Contains recommendations for mo	odification of existing academic						N	5 Years			Destroy			
	program/course, and creation and		course.						Modifica or Creat						
0003-0000	Academic Program Review File Contains: departmental goals and student demographics, facilities are enrollment statistics, evaluations, documentation.	nd equipment usage, correspond							10 Year			Archival Rev	view		
0004-0000	Advanced Institutional Developme	ent Program Files						Ν	5 Years			Destroy			
0005-0000	Credit By Examination (Original)							N	Perman	ent		Permanent			
	Copies are kept by the Departmer offices.	nt Chairperson's and the Registra	ar's												

Records Re	etention and Disposition Schedule	Agend	y: (C27	701	01		Schedule: 9	01		Page #:2 of 2
Record	Record Title and Description						Re	tention Polic	y Di	isposition	Citation
Series #			Audit	Alternate Media	Archival Review	Vital Record	Total Retent Period		l in		
0006-0000	Curriculum and Instruction Development Files(Program and Staff)						N 3 Years	3	D€	estroy	
0007-0000	Student Handbook						N				
0007-0001	Student Handbook (Master)						N Perma	nent	Ar	chives	
0007-0002	Student Handbook (Copies)						N		D€	estroy	
							Periodi Review				

Records Re	etention and Disposition Schedule		Age	ncy:	C	270′	102)		Sche	dule: 901		Page	e #:1 of 1	
Departmer	nt: County Community College-A	cademic Affairs-Academic Suppo	rt Age	ncy	Re	epre	ese	nta	tive:						
			Title):											
			Pho	ne #	# :										
	APPROVAL: Unless in litigation, the records on the secords of the secord of the second														е
Agency Re	epresentative Signature:	Date:	Secreta	ry, S	Sta	te R	Rec	ord	s Comm	ittee	Signature:		Date):	
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Record Series #	Record Title and Description				۱,	, ≥			Total	entior	Ninimum	Disposition	n	Citation	
Jenes #					Alternate Media	Archival Review	وا	, _	Retention	on	Period in				
					Į.	Res Res	Vital Record	Confidential	Period		Agency				
				Audit	erna	Shix	a R	ufid							
				Ā	₹	ځ	=	ပိ							
					_		_	1			Г	To .			
0001-0000	Academic Advisement Workshop	File						N				Destroy			
	File contains materials for an on- advisement workshop.	campus pre-registration academi	С						As Upda	ated					
0002-0000	College Advisors Handbook							N							
0002-0001	College Advisors Handbook (Ma	ster)						N	Perman	ent		Archives			
0002-0002	College Advisors Handbook (Cor	pies)						N				Destroy			
									Periodic	;					
0003-0000	College Seminar Student Manua			+	+	+	╁	N	Review						
0003-0001	-			+	╀	+	╀	l NI	Perman	ont		Archives			
	College Seminar Student Manua	l (Master)					L	IN	Perman	ent		Archives			
0003-0002	College Seminar Student Manua	I (Copies)						N				Destroy			
									Periodic Review	;					
0004-0000	Pre-Registration Guide							N				Destroy			
									As Unda	ated					

Records Re	tention and Disposition Sch	hedule		/	Agency	y: C	270)10	3			Sche	dule: 901		Page	#:1 of 2
Departmen		ollege-Acad	emic Affairs-Adult Learning	1	Agenc	уR	Repr	es	ent	tati	ive:					
	Center				Γitle:											
				Ī	Phone	#:										
SCHEDULE AI disposed of as	PPROVAL: Unless in litigation, the indicated in accordance with the	e records cover law and regulat	red by this schedule, upon expiration ions of the State Records Committee	n of the e. This	eir reten s sched	tion ule v	perio	ods, eco	will me	l be effe	deemed tective on the	o have ne date	no continuing vapproved by the	value to the Stat ne State Record	te of Ne s Comn	w Jersey and will be nittee.
Agency Re	presentative Signature:	D	ate:	Secr	etary,	St	ate	Re	COI	rds	Comm	ittee	Signature:		Date	:
						_	_	_		_				T		T
Record Series #	Record Title and Descrip	tion			7. T	Audit	Alternate Media	Alcilival Review	Vital Record	_	Rete Total Retention Period		Minimum Period in Agency	Disposition	n	Citation
0001-0000	Adult Basic Education A	nnual Financ	cial Statement (Original)				T	T		N	Perman	ent		Archives		
	Copy resides within the I Education.	Department	of Education, the Division of	Adult	:											
0002-0000	Adult Basic Skills Progra	ıms - Staff R	ecord (Copy)							N	3 Years			Destroy		
0003-0000	Adult Basic Skills Progra	ıms - Studen	nt Record (Copy)							N	3 Years			Destroy		
0004-0000	Adult Learning Center Te	eacher Evalu	uation								6 Years Termina of Employr	tion		Destroy		
0005-0000	Adult Literacy and High S Copy is retained by the I	•	valency Annual Financial Sta	teme	nt					N	10 Year	S		Archival Re	view	
0006-0000		Reading Ex	xperiences Tutor Training Pro	ograr	n					N	As Upda	ated		Destroy		
0007-0000	Annual Inventory Report		at of Education					†		N	3 Years			Destroy		
	Original is retained by the	e Departme	ni oi Education.													

Records Re	tention and Disposition Schedule	Agenc	y: C	270	10)3		Sched	dule: 901		Page	#:2 of 2
Record	Record Title and Description				T		Ret	ention	Policy	Disposition	1	Citation
Series #		:	Audit	Alternate Media Archival Review		Vital Record	Total Retenti Period	on	Minimum Period in Agency			
0008-0000	Staff, Student, and Tutor Sign-in Sheet					I	N 1 years			Destroy		
0009-0000	Student Record Contains: Individual Education Plan, Slosson and in-house designed homework samples, and supporting documentation (separate from Cumulative Student Record).	tests,					2 Years Gradua or Termina from Co	tion ation		Destroy		

Records Re	etention and Disposition Schedule		Ager	псу:	C27	701	04			Sched	ule: 901		Page	#:1 of 2	-
Departmen		cademic Affairs-College Semina	r Age i	ncy	Rep	ore	sen	tat	ive:						
	and Advisement		Title	:											
			Pho	ne #	:										
SCHEDULE A disposed of as	APPROVAL: Unless in litigation, the records of sindicated in accordance with the law and re	covered by this schedule, upon expiration gulations of the State Records Committee	n of their ret ee. This sch	edule	n pe will	riods bec	s, wil ome	ll be effe	deemed to ective on th	o have no ne date a	o continuing pproved by the	value to the Stat ne State Records	e of Ne s Comn	w Jersey and will be nittee.	
Agency Re	epresentative Signature:	Date:	Secretai	ry, S	tate	e R	есо	rds	s Comm	ittee S	ignature:		Date	:	
	T											<u> </u>		1	
Record Series #	Record Title and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Rete Total Retentic Period	n F	Policy Minimum Period in Agency	Disposition	1	Citation	
0001-0000				1				N		Т		Destroy		1	
0001-0000	Academic Advisement Workshee	et										Destioy			
	The final course selection form is	contained within the Registrar's	Office.						Periodic Review						
0002-0000	Academic Status List							N	3 Years			Destroy			
0003-0000	Advisor's Handbook - Faculty							N							
0003-0001	Advisor's Handbook - Faculty (M	aster)						N	Permane	ent		Archives			_
0003-0002	Advisor's Handbook - Faculty (Co	opies)						N	As Upda	nted		Destroy			
0004-0000	Career Planning Guide - Student							N	, 10 0 p 00						
0004-0001	Career Planning Guide - Student	(Master)						N	Permane	ent		Archives			
0004-0002	Career Planning Guide - Student	(Copies						N	As Upda	ated		Destroy			
0005-0000	College Seminar/Orientation Stud	dent Manual						N	5 5 6 6						
0005-0001	College Seminar/Orientation Stud	dent Manual (Master)						N	Permane	ent		Archives			

Records R	etention and Disposition Schedule	Agenc	y: (C27	010	04		Sche	dule: 901		Page	#:2 of 2
Record Series #	Record Title and Description	:	Audit	Alternate Media	Archival Review	Vital Record	Tota	l ntion	Minimum Period in Agency	Dispositio	n	Citation
0005-0002	College Seminar/Orientation Student Manual (Copies)				1		N As U	pdated		Destroy		
0006-0000	Graduate Placement List						N 5 Ye			Destroy		
0007-0000	Pre-Registration Guide						N As U	pdated		Destroy		
0008-0000	Student Academic Advisement File						2 Yead Grad or Term	ars After uation iination College		Destroy		
0009-0000	Student Academic Counseling File						Grad or Term	ars After uation iination College		Destroy		

Records Re	tention and Disposition Schedule		Age	ncy:	C2	2701	105	5		Sche	dule: 901		Page	#:1 of 1
Departmen	, ,	cademic Affairs-Continuing	Age	ncy	Re	pre	se	nta	tive:					
	Education		Title):										
			Pho	ne #	# :									
SCHEDULE AN	PPROVAL: Unless in litigation, the records of indicated in accordance with the law and re	covered by this schedule, upon expiratingulations of the State Records Commi	ion of their re ttee. This sch	tentic edule	on p e wi	eriod	ds, v	will be	e deemed to fective on th	o have ne date	no continuing approved by the	value to the Star ne State Record	e of Ne s Comr	w Jersey and will be nittee.
Agency Re	presentative Signature:	Date:	Secreta	ry, S	Sta	te R	Rec	ord	ls Comm	ittee	Signature:		Date	:
				_	_		_							
	Record Title and Description								-	entio	n Policy Minimum	Dispositio	า	Citation
Series #					Alternate Media	Archival Review	ecord	ential	Total Retention Period	on	Period in Agency			
				Audit	Alterna	Archiva	Vital R	Confidential						
							_				,			_
0001-0000	Agency Contract File							N				Destroy		
	File of contractual agreement bet continuing education program.	ween the college and an agen	cy for the						7 years 7 Termina of Contra	tion				
0002-0000	Facility File							N	1 years			Destroy		
	Contains: semester room use rec change form, and supporting doc		om/time											
0003-0000	Instructor Agreement File						T	N				Destroy		
	Contains: noncredit instructor pro agreement, staff development for performance), attendance record	m, evaluations (course and		g					6 Years Termina of Employr	tion				
0004-0000	Student Registration File							N				Destroy		
	Contains: student ethnicity statist registration form (credit and noncontification, student background idocumentation.	redit courses), registration stat	tus						3 Years Graduat or Termina from Co	ion				

Records Re	etention a	and Disposition Schedule		Age	ncy:	C2	701	06		(Sche	dule: 901		Page	#:1 of 4	
Departmen		unty Community College-Aca	ademic Affairs-Department	Age	ency	Re	pre	sei	ntat	tive:						
	Ch	airperson Records		Titl	е:											
				Pho	ne i	# :										
			vered by this schedule, upon expirational ulations of the State Records Committee													эе
Agency Re	epresent	ative Signature:	Date:	Secreta	ıry, S	Sta	te R	ec	ord	s Commi	ttee	Signature:		Date	:	
	_						_								_	
Record Series #	Record	Title and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retentio		Minimum Period in Agency	Disposition	1	Citation	
						1~			<u> </u>							
0001-0000	Acade	emic Department Objectives	- Initial Statement						N	As Upda	ted		Destroy			
0002-0000	Acade	emic Integrity Violation Repo	rt						_	3 Years			Destroy			
	Copie	s are kept by the faculty and	the student.													
0003-0000	Applic	ation and Contract for Indep	endent Course Work - Studen	t (Copy)					N				Destroy			
		al is kept in Registrar's Office and student.	e and additional copies are ke	pt by the						1 years A Terminat or Graduati from Coll	tion on					
0004-0000	(Copy)	ner Independent Course Work e and additional copies are ke		t				N		After tion on		Destroy			
0005-0000	Appro	val for Course Change or W	aiver (Copy)						N	3 Years	J -		Destroy			
	Origin	al is kept in the Registrar's C	Office.													

Records Re	etention and Disposition Schedule	gency:	C2	270	106		Sche	dule: 901	Pa	age #:2 of 4
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0006-0000	Change of Grade Request (Copy) Original is kept in the Registrar's Office.						3 Years		Destroy	
0007-0000	Check Request Form (Copy) Original is kept in Business Office.					N	3 Years		Destroy	
0008-0000	Confidential Reference Waiver Statement - Student					N	5 Years After Termination or Graduation from College		Destroy	
0009-0000	Departmental Record for Promotion					N			Destroy	
0010-0000	Estimated Department Course Load					N	3 Years		Destroy	
0011-0000	Evaluation of Academic Objectives - Follow-up					N	As Updated		Destroy	
0012-0000	Evaluation of Professional Performance in Connection with Reappointn	nent				N	6 Years After Termination of Employment		Destroy	
0013-0000	Faculty Course Assignments						4 Years		Destroy	
0014-0000	Grade Book					N	3 Years		Destroy	

Records Re	etention and Disposition Schedule	Agency	/: C	270	106	5	Sched	dule: 901		Page #:3 of 4
Record Series #	Record Title and Description	*!7''	Audit	Archival Review	Vital Record	Confidential	Retention	Minimum Period in Agency	Disposition	Citation
0015-0000	Incomplete Grade Form (Copy) Original is kept in the Registrar's Office and a copy is kept by the instructor.						4 Years		Destroy	
0016-0000	New Course Data Sheet					N	As Updated		Destroy	
0017-0000	Notification of Minor/Second Teaching Field/Second Major					N			Destroy	
0018-0000	Plan of Instruction - Faculty Lesson Plans		+			N	3 Years		Destroy	
0019-0000	Proposal for Modification of an Existing Course					N	As Updated		Destroy	
0020-0000	Recommendation for Reappointment					N			Destroy	
0021-0000	Report Concerning Prospective Tenure Candidate					N			Destroy	
0022-0000	Report on Classroom Teaching Observation					N	6 Years After Termination of Employment		Destroy	

Records Re	tention and Disposition Schedule	Agenc	y: (C27	010	06		Sc	chedule: 901		Page	#:4 of 4
Record	Record Title and Description								ntion Policy	Disposition)	Citation
Series #			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency			
0023-0000	Roll Book							3 Years		Destroy		
0024-0000	Schedule Revision Update						N	As Update	ed	Destroy		
0025-0000	Student - Credit by Examination (Copy) Original kept by the Academic Affairs Office.						N	5 Years		Destroy		

Records Re	tentio	n and Disposition Schedule			Agend	су:	C27	701	07			Sche	dule: 901		Page	#:1 of 2	
Departmen		County Community College-Ac	ademic Affairs-Departmental		Agen	су	Rep	ores	ser	ntat	ive:						
		Records			Title:												
					Phon	e #	:										
SCHEDULE Aldisposed of as	PPROV indicate	AL: Unless in litigation, the records co	vered by this schedule, upon expiratioulations of the State Records Committee	on of the	neir rete	ntio dule	n pe will	riods bec	s, w	rill be	e deemed ective on	to have the date	no continuing approved by the	value to the Stat he State Record	e of Ne s Comn	w Jersey and will be nittee.	
Agency Re	prese	ntative Signature:	Date:	Sec	retary	, S	tate	e R	ecc	ord	s Comn	nittee	Signature:		Date	:	
											_					_	
	Reco	rd Title and Description										tentio	n Policy	Disposition	า	Citation	
Series #						Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retenti Period	on	Minimum Period in Agency				
									<u> </u>		<u> </u>						_
0001-0000	Buc	dget File (Copies)								N							_
	Oriç	ginals retained in Business Offi	ce.														
0001-0001	Buc	lget Request Form								N	3 Years	8		Destroy			
0001-0002	Bi-n	nonthly Budget Reports								Ν	3 Years	3		Destroy			
0001-0003	Dail	ly Transmittal of Income								N	3 Years	6		Destroy			
0001-0004	Rea	allocation of Funds								N	3 Years	3		Destroy			
0001-0005	Vou	ıchers								N	3 Years	3		Destroy			
0002-0000	Соц	urse Evaluations								N				Destroy			
		lluations prepared by the stude ructor. Form can be used towa		d the							6 Years Termina of Employ	ation					
0003-0000	Cou	urse Outlines								N							
0003-0001	Соц	urse Outlines (Master)								N	Permar	nent		Archives			
0003-0002	Cou	urse Outlines (Copies)								N	As Upd	atod		Destroy			
	I					i		- 1		1	mo upu	นเบิน	ı	1		I	

^{*} P - Public, C - Confidential

Records Re	etention and Disposition Schedule	Agend	cy: (C27	701	07		Schedule: 901		Page	#:2 of 2
Record	Record Title and Description	•					Ret	tention Policy	Disposition	า	Citation
Series #			Audit	e Me	Archival Review	Vital Record	Confidential Retential Period	Minimum on Period in Agency			
0004-0000	Instructional Reference Materials						N Davis ii		Destroy		
							Periodic Review				

Records Re	etention and Disposition Schedule		Ager	псу:	C27	701	08			Sche	dule: 901		Page	#:1 of 3	
Departmen	t: County Community College-Ac	cademic Affairs-Faculty Records	Age	ncy	Rej	pres	sen	tat	ive:						
			Title	:											
			Pho	ne #	:										
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the records co indicated in accordance with the law and reg	overed by this schedule, upon expiration gulations of the State Records Committee	n of their ret ee. This sch	tentio	n pe e will	riods	s, wil	ll be	e deemed to ective on th	have e date	no continuing vapproved by the	value to the State ne State Records	e of Ne s Comr	w Jersey and will be nittee.	
Agency Re	presentative Signature:	Date:	Secreta	ry, S	State	e R	есо	rds	s Commi	ittee	Signature:		Date	:	
Record Series #	Record Title and Description				dia	ew			Total		Policy Minimum	Disposition	<u> </u>	Citation	
				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retentio Period		Period in Agency				
									г			<u></u>			_
0001-0000	Application and Contract for Indep	pendent Course Work - Student	(Copy)					N				Destroy			
	Original is kept in Registrar's Offic department chairperson and stude		ot by the						1 years / Terminat or Graduati	tion					
				\perp		Ш			from Col						
0002-0000	Application and Contract for Sumi (Copy) Original is kept in Registrar's Offic department chairperson and stude	ce and additional copies are kep							1 years / Terminat or Graduati from Col	tion ion		Destroy			
0003-0000	Class Record Book							Ν	3 Years			Destroy			
	Contains: course title, dates, stud	ents' names and grades.													
0004-0000	Course Syllabuses							N	As Upda	utod		Destroy			
0005-0000	Course Text Adoption (Copy)			\dagger		H		N	ns opda	iieu		Destroy			_
	Original is kept by the bookstore.								As Upda	ited					

Records Re	etention and Disposition Schedule	Agency	y: (C27	010	30		Sched	dule: 901		Page #:2 of 3
Record Series #	Record Title and Description	77	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0006-0000	Course Text Request						N	As Updated		Destroy	
0007-0000	Faculty Evaluation				1		N				
0007-0001	Faculty Evaluation (Peers)							6 Years After Termination of Employment		Destroy	
0007-0002	Faculty Evaluation (Students)						Z			Destroy	
0008-0000	Faculty Handbook						N				
0008-0001	Faculty Handbook (Master)						N	Permanent		Archives	
0008-0002	Faculty Handbook (Copies)							Periodic Review		Destroy	
0009-0000	Faculty Information Questionnaire							6 Years After Termination of Employment		Destroy	
0010-0000	Faculty Profile This profile is used for Middle States Association and National Counc Association of Teachers of English evaluations and accreditations.	sil					Z			Destroy	

Records R	etention and Disposition Schedule	Agend	су:	C27	701	80		Sched	dule: 901		Page #:3 of 3
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0011-0000	Graduate Course Data Sheet						N			Destroy	
0012-0000	Incomplete Grade Correction Form (Copy) Original is kept in the Registrar's Office.						N	3 Years		Destroy	
0013-0000	Reporting Faculty Professional Participation						N	6 Years After Termination of Employment		Destroy	
0014-0000	Request for Coadjutant Contract						N			Destroy	
0015-0000	Teaching Application						N			Destroy	

Records Ret	tentic	on and Disposition Schedule		Age	ncy:	C2	701	09			Sche	dule: 901		Page	#:1 of 2	
Department	t:	County Community College-Aca	ademic Affairs-Honors Program	Age	ncy	Re	pre	ser	ntat	ive:						
				Title):											
				Pho	ne #	‡ :										
SCHEDULE AF disposed of as i	PPRO indica	VAL: Unless in litigation, the records co ted in accordance with the law and regu	vered by this schedule, upon expiration ulations of the State Records Committe	of their re e. This sch	tentic edule	n pe e wil	eriod I bec	s, w	ill be	e deemed tective on t	to have he date	no continuing vapproved by the	value to the Stat ne State Record	te of Ne s Comn	w Jersey and wi nittee.	ll be
Agency Rep	pres	entative Signature:	Date:	Secreta	ry, S	Stat	e R	ecc	ord	s Comm	ittee	Signature:		Date	:	
1	Reco	ord Title and Description									entior	Policy	Dispositio	n	Citation	
Series #					Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency				
0001-0000									N	<u> </u>			Destroy		1	
9001-0000	Ар	plication to Honors Program								5 Years Termina or Gradua from Co	ation tion		Desiroy			
0002-0000	Co	llege Honors Program Brochure)						N							
0002-0001	Co	llege Honors Program Brochure	e (Master)						N	Perman	ent		Archives			
0002-0002	Co	llege Honors Program Brochure	(Copies)						N	As Upda	ated		Destroy			
0003-0000	Но	nors Program Course and Facu	Ity Evaluation						N	6 Years Termina of Employ	After		Destroy			
0004-0000	Но	nors Program Transcript - Depa	urtment (Copy)						N		After ation tion		Destroy			

^{*} P - Public, C - Confidential

Records Re	etention and Disposition Schedule	Agency	/: C	2701	109)	Sch	edule: 901		Page	#:2 of 2
Record	Record Title and Description		T		Π		Retentio	on Policy	Disposition	า	Citation
Series #		::- - -	Alternate Media	Archival Review	ΙĘ	Confidential	Total Retention Period	Minimum Period in Agency			
0005-0000	Student Evaluation Questionnaire Procedures					N	As Updated		Destroy		
0006-0000	Waiver of Student's Right to See Reference Statement - Honors Prog Waiver of student to see letter of recommendation for honor program candidacy.	ram				N	 		Destroy		

Records Re	tention and Disp	osition Schedule		Age	ency:	C2	701	110			Sche	dule: 901		Page	#:1 of 2	
Department		mmunity College-Ac	cademic Affairs-Institutional	Ag	ency	Re	pre	ser	ntat	tive:						
	Research			Titl	e:											
				Pho	one #	# :										
SCHEDULE AF disposed of as	PPROVAL: Unless ir indicated in accorda	n litigation, the records conce with the law and reg	overed by this schedule, upon expirat julations of the State Records Commi	ion of their r	etention hedul	on pe e wil	eriod I bed	ls, w	ill be	e deemed ective on t	to have he date	no continuing approved by the	value to the Stathe State	te of Ne	ew Jersey and will mittee.	be
Agency Re _l	presentative Si	gnature:	Date:	Secreta	ary, \$	Stat	e R	ecc	ord	s Comm	nittee	Signature:		Date	:	
													1		_	
	Record Title an	d Description				_					entio	n Policy	Disposition	n	Citation	
Series #					Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency				
					_	_	1		1			1				
0001-0000	Academic Dep	partment Institutiona	al Data						N							
	Statistical data	a pertaining to annua	al enrollment, grading and de	gree types	s.											
0001-0001	Academic Dep	partment Institutiona	al Data (Master)						N	Perman	ent		Archives			
0001-0002	Academic Dep	partment Institutiona	al Data (Copies)						N	Periodic Review	;		Destroy			
0002-0000	Annual Demo	graphic Statistics - 0	Campus-wide						N							
0002-0001	Annual Demo	graphic Statistics - 0	Campus-wide (Master)						N	Perman	ent		Archives			
0002-0002	Annual Demo	graphic Statistics - C	Campus-wide (Copies)						N	Periodic Review			Destroy			
0003-0000	Comparative (Guide Placement Su	ummary Reports						N	5 Years			Destroy			
0004-0000	Fact Book								N	Perman	ent		Permanent			
0005-0000	Institutional Re	esearch File							N							
0005-0001	Institutional Re	esearch Reports							N	Perman	ent		Permanent			

Records Re	tention and Disposition Schedule	Agenc	y: (C27	'01	10		Sch	edule: 901		Page	#:2 of 2
Record Series #	Record Title and Description		Audit	₩ W	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency	Disposition	1	Citation
0005-0002	Institutional Research Workpapers						Ν	1 years		Destroy		
0006-0000	Survey Questionnaires						N	1 years		Destroy		

Records Re	tentio	on and Disposition Schedule			Agen	су:	C27	701	11			Sche	dule: 901		Page	#:1 of 5
Departmen	t:	County Community College-Aca	ademic Affairs-Library		Agen	су	Rej	pre	ser	ntat	ive:					
					Title:											
					Phon	e #	:									
SCHEDULE ANd disposed of as	PPRO indica	VAL: Unless in litigation, the records co tted in accordance with the law and regu	vered by this schedule, upon expulations of the State Records Con	iration of t nmittee. T	their rete	entio edule	n pe will	riod: bec	s, w	ill be	e deemed t ective on t	to have he date	no continuing approved by the	value to the Star ne State Record	te of Ne s Comn	w Jersey and will be nittee.
Agency Re	pres	entative Signature:	Date:	Se	cretary	y, S	tate	e R	eco	ord	s Comm	ittee	Signature:		Date	:
														_		<u>.</u>
	Rec	ord Title and Description									—	entio	n Policy	Disposition	า	Citation
Series #						it	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency			
						Audit	Alter	Arch	Vital	Con						
																_
0001-0000	Ac	ademic Subjects On-line Search	n Services Log							N				Destroy		
		n-line system that researches ac urse and pages printed.	ademic subjects. Contains	s: name,	date,						As Upda	ated				
0002-0000	Ар	plication for Courtesy Library Ca	ard							N				Destroy		
											As Upda Upon Expiration					
0003-0000	Bir	ndery Card - Newspapers and P	eriodicals							N				Destroy		
	Co	ntains: name, date, publisher, d	late sent to bindery, and da	ate retur	ned.						Until ma is return from bin	ned				
0004-0000	Ca	rd Catalog								Ν				Destroy		
		dex card containing: title, author		oer, Libra	ary of						As Upda	ated				
0005-0000	Ca	sh Drawer Count - Overdue and	d Lost Books							N	7 Years			Destroy		
0006-0000	Cir	culation Pick-up Schedule								N				Destroy		
	Sc	hedule of book pick-ups through	nout the library.								Periodic Review					

Records Re	etention and Disposition Schedule	Agency	': C	270)11	1	Sch	edule: 901	Pa	ge #:2 of 5
Record	Record Title and Description		T				Retentio	n Policy	Disposition	Citation
Series #		#ip:	Addit	Archival Review	Vital Becord	Confidential	Total Retention Period	Minimum Period in Agency		
0007-0000	Circulation and Acquisition Statistics - On-line and Manual						I 3 Years		Destroy	
	Contains: date, Dewey Decimal System classification, and statistics.									
0008-0000	Claim's Returned - Lost Books/Claims Reorder Form					١	3 Years		Destroy	
0009-0000	Copy Machine Refunds		Ť			١	7 Years		Destroy	
0010-0000	Daily Copy Service Charges - Departmental					١	7 Years		Destroy	
	Contains: date, number of copies, department, charge, and authorize signature.	d								
0011-0000	Daily Fine Receipt Tally					٨	7 Years		Destroy	
	Contains: amount, transaction number, and total.									
0012-0000	Daily Reserved Books Count					٨	1 years		Destroy	
0013-0000	Departmental Expense Account for Library Services					١	7 Years		Destroy	
0014-0000	Duplication Account (Copy)					١	I 3 Years		Destroy	
	Contains: department, account number, monthly charge, prior monthl charge, and year-to-date charge. Original is maintained in the Bursar' Office.									
0015-0000	Faculty Loan Slip - Periodicals		T		\uparrow	١	1		Destroy	
	Contains: periodical name, volume, faculty name, department, telephodate, return date, and faculty and periodical librarian signatures.	one,					1 years After Return			
0016-0000	Fine Receipt - Lost Book (Copy)					١	I 3 Years		Destroy	
	Payment statement for lost book. Original is retained in the Bursar's C and a copy is sent to the student.	Office								

Records Re	etention and Disposition Schedule	Agency	: C	270	111	l	Sche	dule: 901	Pa	ge #:3 of 5
Record Series #	Record Title and Description		Alfornato Modia	Archival Review	Vital Record	Confidential	Retentio Total Retention Period	Minimum Period in Agency	Disposition	Citation
		†ioi 4	Alforn	Archiv	Zital X					
0017-0000	Fine Receipt - Small Fine					N	7 Years		Destroy	
	Payment statement for book fine. Copy is kept by the student.									
0018-0000	Fines Collection Report (Copy)					N	3 Years		Destroy	
	Contains: collection period; check date, number, name, amount and t cash total; Bursar's Office total and receipt number; and librarian's signature. Original is kept by the Bursar's Office.	otal;								
0019-0000	Interlibrary Loan Activity Report					N	3 Years		Destroy	
	Year-to-date and monthly statistical account of requests initiated, cancelled, filled, unfilled and turnaround time.									
0020-0000	Interlibrary Loan Book Info Sheet					Ν			Destroy	
	Printout of data about book on loan from another library or on loan to another library. Contains: text title, publisher, location, library type, da and code number.						As Updated			
0021-0000	Interlibrary Loan Request - Interlibrary Loan System and New Jersey Library	State				N	1 years		Destroy	
	Contains: borrower's name, signature, address, phone, status, and so security number; text title, publisher, and date; and journal title, publis and date. Copy is retained by the borrower.	ocial sher,								
0022-0000	Library Equipment Inventory					N	As Updated		Destroy	
0023-0000	Library Orientation Schedule - Class Visits					N			Destroy	
0024-0000	Listening Room Overdue/Lost Book or Record Fine				I	N	7 Years		Destroy	

Records Re	·		су:	C2	701	11		Sche	dule: 901		Page #:4 of 5
Record Series #	Record Title and Description			m m	~			Retention Total	n Policy Minimum	Disposition	Citation
Series #			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention	Period in Agency		
0025-0000	Material Circulation and Reference Statistics						N	3 Years		Destroy	
	Monthly and semester statistics of materials borrowed. Contains amoreferenced and subject classification.	ount									
0026-0000	Monthly Statistics						N	3 Years		Destroy	
	Statistics pertaining to overdue, fines, bills, recalls and hold books.										
0027-0000	On-line Database Search						N	3 Years		Destroy	
	Contains vendor information, types of searches, search charges, department, and department account number.										
0028-0000	Overdue Book Reminder						N			Destroy	
	Copy is retained by student. Payment is recorded in payment statement	ent.						1 years After Payment			
0029-0000	Patron Registration - Temporary or Permanent Card						N			Destroy	
								As Updated, Upon Expiration of Card			
0030-0000	Patron Statistics						N	3 Years		Destroy	
	Contains: date, academic level and program, and statistics.										
0031-0000	Periodicals Received File						N	As Updated		Destroy	
0032-0000	Reference Desk Schedule						N			Destroy	
	Weekly schedule of librarians working at the reference desk.							As Updated			
0033-0000	Reference Librarian List						N			Destroy	
								As Updated			

Records Re	etention and Disposition Schedule	Agenc	y: C	270	011	1	Sche	dule: 901		Page #:5 of 5
Record Series #	Record Title and Description	<u>:</u>	Audit	Alternate Media	Archival Review	Vital Record Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0034-0000	Report of Money Collected for Fines and Lost Books (Copy) Transmittal of monies collected which is sent to the Bursar's Office. Original is kept in the Bursar's Office.						3 Years		Destroy	
0035-0000	Semester Text Reserve List Contains: instructor's name; course title; and text call number, author title.	and				N	1 years		Destroy	
0036-0000	Shelf List					N	As Updated		Destroy	
0037-0000	Text Acquisition File File for the purchase of texts for the campus library. Contains purchas request and supporting documentation.	se				N	7 Years		Destroy	
0038-0000	Text Order Card Contains: accession number, date ordered and received, dealer, num of copies, cost, classification and Library of Congress number, title, edition/series, place/publisher, year, list price, and signatures of recommendation and approval. Data is used for card catalog file.	ber				N	As Updated		Destroy	

Records Re	tention	and Disposition Schedule			Agend	су:	C27	701	12			Sche	dule: 901		Page	#:1 of 3	
Department	t: C	County Community College-Ad	cademic Affairs-Media Techr	nology	Agen	су	Rep	ores	ser	ntat	ive:						
					Title:												
					Phon	e #	:										
SCHEDULE AF disposed of as	PPROVA indicate	AL: Unless in litigation, the records c d in accordance with the law and re	covered by this schedule, upon expit gulations of the State Records Com	ration of mittee. T	their rete	ntio dule	n pei will	riods bec	s, wi	ill be	e deemed t ective on th	o have ne date	no continuing approved by the	value to the Sta ne State Record	te of Ne Is Comr	ew Jersey and wi mittee.	ill be
Agency Re _l	preser	ntative Signature:	Date:	Se	cretary	, S	tate	R	ecc	ords	s Comm	ittee	Signature:		Date	:	
														T=		T ₂	
Record Series #	Recor	rd Title and Description				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period		Minimum Period in Agency	Disposition	n 	Citation	
0001-0000	 Cont	io Video Television Equipmer tains: name, department, qua d's name.		st, and						N	3 Years			Destroy			
0002-0000		h Sales Slip								N	7 Years			Destroy			
0003-0000	`	artmental Charge for Service y is kept in the department th								N	7 Years			Destroy			
0004-0000	Equi	ipment/Materials Inventory									3 Years Audit	After		Destroy			
0005-0000	Equi	ipment Repair Order								_	3 Years			Destroy			
0006-0000	Facu	ulty Equipment Request								N	1 years Returne			Destroy			
0007-0000		es Paid List - Student (Copy)	fice.								3 Years			Destroy			
0008-0000		of-Class Assignment Reserve						\exists		N	1 years			Destroy			

Records Re	etention and Disposition Schedule	Agenc	y: (C27	701	12		Sche	dule: 901		Page #:2 of 3
Record	Record Title and Description					Tota		Retention	n Policy	Disposition	Citation
Series #		<u>:</u>	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0009-0000	Overdue Notice						N	1 years After Final Payment		Destroy	
0010-0000	Preview Materials Request						N	1 years		Destroy	
0011-0000	Production Files						N	3 Years		Destroy	
0012-0000	Production Release Forms						N	1 years		Destroy	
0013-0000	Report of Media Equipment/Materials Lost, Stolen, or Damaged						N	7 Years		Destroy	
0014-0000	Request for Materials and Services						N	1 years After Equipment is Returned		Destroy	
0015-0000	Request for Permanently Assigned Equipment						N	1 years After Equipment Removed or Replaced		Destroy	
0016-0000	Semester Equipment Request Form						N	1 years After Equipment Returned		Destroy	
0017-0000	Student Equipment Loan						N	1 years After Equipment Returned		Destroy	
0018-0000	Student Worker Manual						N				

Records Re	etention and Disposition Schedule	Agenc	y: (C27	01	12		Sche	dule: 901	Page	e #:3 of 3
Record	Record Title and Description							Retention		Disposition	Citation
Series #			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0018-0001	Student Worker Manual - (Master)						Ζ	3 Years After Update		Destroy	
0018-0002	Student Worker Manual - (Copies)						Z	As Updated		Destroy	
0019-0000	Television Production Request Form						Ζ	1 years		Destroy	
0020-0000	Video Tape Sign-out						N	1 years After Equipment Returned		Destroy	

Records Re	tention and Disposition Schedule	9	Age	ency:	C	2701	113	,		Sche	dule: 901		Page	e #:1 of 1	
Department		e-Academic Affairs-Planning and	Age	ency	Re	epre	se	ntat	tive:						
	Management		Titl	e:											
			Pho	one #	# :										_
SCHEDULE AF	PPROVAL: Unless in litigation, the recor indicated in accordance with the law and	ds covered by this schedule, upon expiration diregulations of the State Records Commit	on of their rate. This so	etention hedul	on p	erioc	ds, v	vill be	e deemed ective on t	to have he date	no continuing approved by the	value to the Sta	te of Ne Is Com	ew Jersey and will be mittee.	_
Agency Re _l	presentative Signature:	Date:	Secreta	ary, S	Sta	te R	Rec	ord	s Comn	nittee	Signature:		Date) :	_
	Record Title and Description									entio	n Policy	Dispositio	n	Citation	
Series #					Alternate Media	Archival Review	٩	_	Total Retenti	on	Minimum Period in				
					te	al R	O	entis	Period		Agency				
				Audit	tern	chiv	Vital Record	Confidential							
				Ā	Ī₹	₹	5	ŭ							_
2004 0000					_		_	TNI	10 V a a ra			Destroit		1	_
0001-0000	Enrollment Projections							IN	2 Years			Destroy			
0002-0000	Enrollment Statistics File							N							
0002-0001	Enrollment Statistics File (Orig	ginal)						N	7 Years	;		Destroy			
0002-0002	Enrollment Statistics File (Cop	y)						N	3 Years	;		Destroy			_
0003-0000	External Reporting Documenta	ation File					T	N	3 Years	;		Destroy			_
0004-0000	New Jersey State Department	of Higher Education File					T	N							_
0004-0001	New Jersey State Department Information Survey	of Higher Education File - Genera	al					N	5 Years	i		Destroy			
	Original maintained by the De	partment of Education.													
0004-0002	New Jersey State Department Advisory Committee	of Higher Education File - Resear	rch					N	1 years			Destroy			

Records Re	tenti	on and Disposition Schedule			Agend	су:	C27	702	201			Sche	dule: 901		Page	#:1 of 11
Departmen	t:	County Community College-Ad		l Records-	Agen	су	Rep	ore	ser	ntat	ive:					
		Administrative General Record	IS		Title:											
					Phon	е#	:									
SCHEDULE AF disposed of as	PPRO indica	VAL: Unless in litigation, the records coated in accordance with the law and reg	overed by this schedule, upon equal to the state Records C	expiration of t Committee. To	heir rete his sche	ntio dule	n pe will	riod: bec	s, w	ill be	e deemed tective on t	to have he date	no continuing approved by the	value to the Stane State Record	te of Ne	w Jersey and will be nittee.
Agency Re	pres	entative Signature:	Date:	Sec	cretary	/, S	tate	e R	ecc	ord	s Comm	ittee	Signature:		Date	:
														•		
	Rec	ord Title and Description					_	,				entio	n Policy	Dispositio	n	Citation
Series #						Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency			
						Αn	Ħ	Ar	₹	ပိ						
														T_		•
0001-0000	Ad	Iministrative Subject File								N	3 Years			Destroy		
		orrespondence, memoranda, pu ceived by an agency and filed a		rmation												
0002-0000	Ag	ency Annual Report								N						
		nual printed report highlighting ency.	the achievements and ac	ctivities of	an											
0002-0001	Ag	ency Annual Report (Original)								N	Perman	ent		Archives		
	Re	etained by agency of origin.														
0002-0002	Ag	ency Annual Report (Additional	l Copies)							N	5 Years			Destroy		
0003-0000	Ag	ency-generated Newsletter								N						
		inted news report highlighting a ormation.	n agency's activities and	other relev	vant											
0003-0001	Ag	ency-generated Newsletter (Ma	aster)	_						Ν	Perman	ent		Archives		
0003-0002	Ag	ency-generated Newsletter (Co	ppies)							N				Destroy		
											Periodio Review	;				

Records Re	Records Retention and Disposition Schedule		/: C	270	201		Sche	dule: 901		Page #:2 of 11
Record Series #	Record Title and Description	A. Dir	Addit	Alternate Media Archival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0004-0000	Agency-generated Publication A book, magazine, or pamphlet created by an agency.					N				
0004-0001	Agency-generated Publication (Master)					N	Permanent		Archives	
0004-0002	Agency-generated Publication (Copies)					N	Periodic Review		Destroy	
0005-0000	Agency-generated Statistical Report		T			N	3 Years		Destroy	
0006-0000	Agency Monthly Report Monthly report highlighting the activities and achievements of an agen	ісу.				N				
0006-0001	Agency Monthly Report (Original) Retained by agency of origin.					N	3 Years		Destroy	
0006-0002	Agency Monthly Report (Additional Copies)		1			N	1 years		Destroy	
0007-0000	Agency-sponsored Conferences Public information meetings sponsored by agencies.					N				
0007-0001	Agency-sponsored Conferences - Printed Matter (Master Copy)		T			N	Permanent		Archives	
0007-0002	Agency-sponsored Conferences - Correspondence and Workpapers		\dagger			N	3 Years		Destroy	
0008-0000	Agency Testimony Records of testimony given by representatives of agencies at public hearings, public meetings, trials, and other official proceedings.					N	10 Years		Destroy	
0009-0000	Agency Weekly Report Weekly report highlighting the activities and achievements of an agence	су.				N	1 years		Destroy	

Records Re	etention and Disposition Schedule	gency	C2	2702	201		Sch	nedule: 901		Page #:3 of 11
Record	Record Title and Description						Retent	on Policy	Disposition	Citation
Series #		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0010-0000	Arbitration/Mediation Questionnaires					N	2 Years		Destroy	
0011-0000	Attorney General's Opinions (Copies)					N			Destroy	
	Legal opinions dealing with matters relevant to an agency's activities. Original retained by the Office of the Attorney General.						Periodic Review			
0012-0000	Certified Mail Receipt					N	3 Years		Destroy	
0013-0000	Code of Ethics - Departmental					N				
0013-0001	Code of Ethics - Departmental (Original)					N	Permanent		Archives	
0013-0002	Code of Ethics - Departmental (Copies)					N	Periodic Review		Destroy	
0014-0000	Commissioner's Subject File Subject files of a Commissioner, President, Secretary, Chancellor, Chic Staff, Deputy Commissioner(s), Assistant Chancellor(s), and Assistant Commissioner(s) pertaining to all aspects of the administration of their offices (i.e., agency policy, procedures, organization, programs, fiscal, personnel matters). Includes: correspondence, minutes (copies), repor speeches, etc.	and				N	4 Years		Archival Re	view
0015-0000	Copyright Records					N	Permanent		Permanent	
0016-0000	Correspondence (Electronic and Hardcopy) Letters, memoranda, and other printed matter transmitted to and from agencies during the course of business.					N				
0016-0001	Correspondence - External					N	3 Years		Destroy	
0016-0002	Correspondence - Internal, Administrative		T			N	1 years		Destroy	
0016-0003	Correspondence - Policy					N	Permanent		Archives	

^{*} P - Public, C - Confidential

		gency	: C	270	201		Sc	chedule: 901		Page #:4 of 11
Record Series #	Record Title and Description	Andit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention	Minimum Period in Agency	Disposition	Citation
0016-0004	Correspondence - Routine Request for Information					N			Destroy	
0017-0000	Emergency Evacuation Plan					N				
0017-0001	Emergency Evacuation Plan (Original)					N	3 Years At	iter	Destroy	
0017-0002	Emergency Evacuation Plan (Copies)					N		d	Destroy	
0018-0000	Executive Orders (Copies) Proclamations issued by the Governor, the Chancellor of the New Jers State Department of Education, or the President of a county community college.					N	Periodic Review		Destroy	
0019-0000	General Operating Procedures (Copies) Rules and regulations developed by an agency for the general operation business.	n of				N	3 Years At Audit	iter	Destroy	
0020-0000	Hand-deliver Receipt					N				
0020-0001	Hand-deliver Receipt (Original)		1			N	1 years		Destroy	
0020-0002	Hand-deliver Receipt (Record Copy)		T			N	6 Months		Destroy	
0021-0000	Hearings, Formal Policy		T			N				
0021-0001	Hearings (Stenotype)					N	1 years Af Printing of Transcript		Destroy	

Records Re	Records Retention and Disposition Schedule		/: C	27	020)1		Schedule: 901		Page #:5 of 11
Record Series #	Record Title and Description	\.	Addit	Alternate Media	Archival Review	Vital Record	Total Retenti Period	Minimum Period in Agency	Disposition	n Citation
0021-0002	Hearings (Tape Recording - Audio/Video)						80 Day until eit summa verbatii transcri have be approve minutes whiche longer	her iry or m ipts een ed as	Recycle	
0021-0003	Hearings - Transcripts (Master)						N Permar	nent	Archives	
0021-0004	Hearings - Transcripts (Copies)						N Periodi Review		Destroy	
0022-0000	Interagency Agreement Agreement between governmental agencies on a common subject.						N			
0022-0001	Interagency Agreement (Original)		Ť				N Permar	nent	Archives	
0022-0002	Interagency Agreement (Copies)						N Periodi Review		Destroy	
0023-0000	Informational Survey Agency-sponsored statistical study used to gain information needed for operation of an agency.	or the					Periodi Review	С	Destroy	
0024-0000	Inventory Itemized list of equipment and supplies completed by an agency.						3 Years Audit	s After	Destroy	

Records Re	etention and Disposition Schedule	Agency	y: C	27	7020	01		Sche	dule: 901	Р	age #:6 of 11
Record	Record Title and Description							Retention	Policy	Disposition	Citation
Series #		*:	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0025-0000	Legislation - Agency-related						N				
	Laws dealing with matters relevant to an agency's activities.										
0025-0001	Legislation - Agency-related-adopted (Record Copy)						N			Destroy	
								Periodic Review			
0025-0002	Legislation - Agency-related-pending (Record Copy)						N			Destroy	
2002 2002			_					As Updated			
0026-0000	Minutes						Ν				
	Official records of the proceedings of meetings. May include agendas supporting documentation.	and									
0026-0001	Minutes (Originals)						N	Permanent		Archives	
0026-0002	Minutes (Copies)						Ν	Periodic Review		Destroy	
0027-0000	News Release						N	11011011			
	Information issued by an agency for publication or broadcast.										
0027-0001	News Release (Original)						Ν	Permanent		Archives	
0027-0002	News Release (Copies)						Ζ	Periodic Review		Destroy	
0028-0000	Official Notice of an Open Public Hearing						Ν	3 Years		Destroy	
0029-0000	Organization Chart		1				N				
0029-0001	Organization Chart (Original)						Ν	Permanent		Archives	

Records Re	tention and Disposition Schedule	Agenc	y: (C27	7020	01		Sche	dule: 901		Page #:7 of 11
Record Series #	Record Title and Description			Media	Review	<u>rd</u>	<u>a</u>	Retentio Total Retention Period	Minimum Period in	Disposition	Citation
		<u>:</u>	Audit	Alternate	Archival Review	Vital Reco	Confidential	renou	Agency		
0029-0002	Organization Chart (Copies)						N	As Updated		Destroy	
0030-0000	Photographs and Slies						N	Permanent		Archival Rev	iew
0031-0000	Policy Statement		Í				N				
	Statement issued by agency management personnel governing agency policy and procedure.	су									
0031-0001	Policy Statement (Original)						N	Permanent		Archives	
0031-0002	Policy Statement (Copies)						N	Periodic Review		Destroy	
0032-0000	Public Employees Occupational Safety and Health Act (P.E.O.S.H.A.) Contains the Annual Occupational and Illnesses Survey and supportir documentation. File maintained in accordance with N.J.A.C. 12:110, Subchapter 5, and N.J.S.A. 34:6A-24-28, et seq. Original retained by Department of Labor.	ng					N	Iteview			
0032-0001	Public Employees Occupational Safety and Health Act File (Record C	ору)					N	6 Years		Destroy	
0032-0002	Public Employees Occupational Safety and Health Act File (Additiona Copies)	ı					N	3 Years		Destroy	
0033-0000	Records Retention and Disposition Schedule (Record Copy) Form containing retention periods for records maintained by an agence						N	As Updated		Destroy	
	Original retained by the Department of State, Division of Archives and Record Management.	i 									
0034-0000	Reference File		T				N			Destroy	
	Externally-generated books, magazines, news clippings, pamphlets, manuals, and other printed matter used for general reference purpose	es.						Periodic Review			

Records Re	etention and Disposition Schedule	Agency:	C	270	201		Sche	dule: 901	Page	#:8 of 11
Record Series #	Record Title and Description	Audit	Alternate Media	rchival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0035-0000	Regulations - Agency-related Agency proposals for regulations					N				
0035-0001	Regulations - Agency-related-adopted (Record Copy)					N	Periodic Review		Destroy	
0035-0002	Regulations - Agency-related-pending (Record Copy)					N			Destroy	
0035-0003	Regulations - Agency-related-rejected (Record Copy)					N			Destroy	
0036-0000	Request and Authorization for Records Disposal (Record Copy) Original retained by the Department of State, Division of Archives and Record Management.	ı				N	Permanent		Permanent	
0037-0000	Resolutions					N	Permanent		Archival Review	
0038-0000	Speeches Records of public speeches given by representatives of an agency.					N	Periodic Review		Destroy	
0039-0000	Statement of Goals and Fiscal Year Objectives					N				
0039-0001	Statement of Goals and Fiscal Year Objectives (Master)			T		N	Permanent		Archives	
0039-0002	Statement of Goals and Fiscal Year Objectives (Copy)					N	Periodic Review		Destroy	

Records Re	etention and Disposition Schedule	Agenc	y: (C27	702	01		Sche	dule: 901		Page #:9 of 11
Record	Record Title and Description		П					Retentior	n Policy	Disposition	Citation
Series #		<u>:</u>	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0040-0000	Tape Recordings (Audio/Video) of Public Hearings						N	80 Days or until either summary or verbatim transcripts have been approved as minutes, whichever is		Recycle	
0041-0000	Worker and Community Right to Know Act File (Record Copy) This file is maintained in accordance with the Worker and Community Right to Know Act, P.L. 1983, c.315, N.J.S.A. 34:5A-1, et seq. Origina are kept by the Department of Health. Copies are kept by the Departr of Environmental Protection, the county health department, the count clerk, and the local fire and police departments. File contains, but is n limited to the following: Hazardous Substance Fact Sheet, Hazardous Substance Training Data, Material Safety Data Sheet (MSDS), and R to Know Survey/Inventory.	als ment y not					N	longer 30 Years		Destroy	
0042-0000	Visitor Sign-in Sheet						N	3 Years		Destroy	
0043-0000	Consultant File File reflecting the findings of a professional consultant hired by an agricle may contain but is not limited to: work-papers; financial documen needs analysis, studies documents; surveys; questionnaires; statistic correspondence; and preliminary, interim and final reports.	ıts;					N				
0043-0001	Consultant File - Final Report						N	Permanent		Permanent	
0043-0002	Consultant File - Contract						N	7 Years After Termination of Contract	4 Years	Destroy	

Records Re	etention and Disposition Schedule	Agenc	y: (C27	702	01		Sche	dule: 901		Page #:10 of 11
Record	Record Title and Description		П					Retentio	n Policy	Disposition	Citation
Series #		i	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0043-0003	Consultant File - Financial Documents						Ν	7 Years	4 Years	Destroy	
0043-0004	Consultant File - Work papers and Support File						Ν	3 Years		Destroy	
0044-0000	Incoming Mail Log						Ν	3 Years		Destroy	
0045-0000	Open Public Records Act (OPRA) File		\dashv				N				
	Open public records access file cotains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy), response documents (copy), and relevant supporting documentation. 2001, c. 404.	. PL									
0045-0001	Open Public Records Act (OPRA) File - Request Form With Fee						Ν	7 Years	4 Years	Destroy	
0045-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						Ν	3 Years		Destroy	
0045-0003	Open Public Records Act (OPRA) File - OPRA Complaint to Govern Records Council (GRC) (Copy) Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), correspondence, email (hardcopy), supporting documentation.						N	3 Years After Resolution		Destroy	
0046-0000	Calendar and Meeting Schedules						N	3 Years		Destroy	
0047-0000	Disaster Prevention and Recovery/Business Continuity Plans In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is dee necessary - in order to resume an agency's daily operations and mitigathe consequences of such an event.						N				
0047-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original	al)					N	3 Years After Update		Destroy	

Records Re	etention and Disposition Schedule	Agend	cy:	C27	702	01		Sche	edule: 901		Page	#:11 of 11
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retentio Total Retention Period	Minimum Period in Agency	Disposition	1	Citation
0047-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						N	As Updated		Destroy		
0048-0000	Individual Insurance Policy File - Health Insurance Portability and Accountability Act of 1996 (HIPAA) File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Policies Overview Letter, Notice of Privacy Policies Brochure, Particip Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, and supporting documentation.	pant					N	7 Years After Termination from Program	4 Years	Destroy		

Records Re	tention	and Disposition Schedule		Age	ncy:	C2	702	202			Sche	dule: 901		Page	#:1 of 2
Department		, ,	ministration and General Record	s- Age	ncy	Re	pre	ser	ntat	ive:					
	Bu	rsar		Title	: :										
				Pho	ne #	:									
SCHEDULE AF disposed of as	PPROVAL indicated	: Unless in litigation, the records covin accordance with the law and regu	vered by this schedule, upon expiration elations of the State Records Committee	of their re . This sch	tentio	n pe will	riod bec	s, w	vill be	e deemed ective on t	to have he date	no continuing approved by the	value to the Stat ne State Record	te of Ne	w Jersey and will be nittee.
Agency Re _l	present	ative Signature:	Date:	Secreta	ry, S	State	e R	ec	ord	s Comn	nittee	Signature:		Date:	:
					_				_						
	Record	Title and Description					,				entio	Policy	Dispositio	n	Citation
Series #					Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retenti Period	on	Minimum Period in Agency			
0001-0000		. 5 . 11 +	2		_				ĪΝ	7 Years	<u> </u>		Destroy		
	Accol	unts Receivable Transaction S	Summary Statements										,		
0002-0000	Audit	Change and Delete Reports							N	7 Years	3		Destroy		
0003-0000	Checl	k Register							N	7 Years	;		Destroy		
0004-0000	Credi	t Balances							N	7 Years	;		Destroy		
0005-0000	Disbu	rsements							N	7 Years	3		Destroy		
0006-0000	Fine S	Sheets							N	7 Years	3		Destroy		
	Listing	g of various fines issued on ca	ampus.												
0007-0000	Gene	ral Treasury Receipts							N	7 Years	3		Destroy		
0008-0000	Schol	arship File							N				Destroy		
		nins: cancelled checks, receip nentation.	t, correspondence, and support	ing						7 Years Termina of Scholar	ation				
0009-0000	 File c	ent Housing File containing charges applicable ment is updated annually.	to student housing, the housing						N		after ation		Destroy		

^{*} P - Public, C - Confidential

Records Re	etention and Disposition Schedule	gency:	C2	2702	202		Sched	dule: 901	P	age #:2 of 2
Record Series #	Record Title and Description		Media	eview	ord	al	Retention	Minimum Period in Agency	Disposition	Citation
		Audit	Alternate	Archival Review	Vital Reco	Confidential	T chou	/ igeney		
0010-0000	Student Payment Ledger Cards						10 Years		Destroy	
	Subsidiary accounts to the General Ledger.									
0011-0000	Student Loan File File of financial information pertaining to individual state, federal, and veteran student loans. Contains: Pre-loan Questionnaire, Loan Intervie Form, Financial Aid Student Data Control Sheet, Finance Charge Table Promissory Notes, Truth-In-Lending Statement, Check Request, Credit Agency Delinquency Notification Exit Interview Form, Statement of Rig and Responsibilities, Veterans Deferment Authorization, and supportin documentation.	e, t hts				N	7 Years After Final Payment		Destroy	
0012-0000	Student Tuition Bills					N	7 Years After Final Payment		Destroy	
0013-0000	Student Tuition Payment Ledger Cards					N	10 Years		Destroy	
	Subsidiary accounts to the General Ledger.					1				

Records Re	tenti	on and Disposition Schedule		Age	ency:	C2	2702	203			Sch	nedule: 901		Page	#:1 of 12	
Departmen	t:		dministration and General Recor	ds- Age	ency	Re	pre	se	ntat	tive:						
		Business Office		Titl	e:											
				Pho	one a	#:										
SCHEDULE AF disposed of as	PPRO	VAL: Unless in litigation, the records c ted in accordance with the law and reg	overed by this schedule, upon expiration gulations of the State Records Committee	of their ree. This so	etenti hedul	on p e wi	eriod II bed	ds, w	vill be	e deem ective	ned to have	ve no continuing ate approved by t	value to the Sta he State Record	te of Ne	w Jersey and will nittee.	be
Agency Re	pres	entative Signature:	Date:	Secreta	ary, 🤄	Sta	te R	Rec	ord	s Co	mmitte	e Signature:		Date:		
	Rec	ord Title and Description										on Policy	Dispositio	n	Citation	
Series #					Audit	Alternate Media	Archival Review	Vital Record	Confidential	Tota Rete Peri	ention	Minimum Period in Agency				
2004 2000									1	0.14			ID (1	
0001-0000	Ac	cident Reports							IN	3 Ye	ars		Destroy			
0002-0000	Ac	counts Receivable Request							N	7 Ye	ars		Destroy			
	Us	ed by agencies to establish an	account receivable in a revenue	accour	nt.											
0003-0000	Ad	vice of Charge							N	7 Ye	ars		Destroy			
	inf	ormation: pay number, pay per	be charged. Form lists the followiction indexing fiscal year, appropriate according food maintenance, and net cas	unt	/.											
0004-0000	Ad	vice of Dishonored Check							N	7 Ye	ars		Destroy			
		ed to record a bank charge rep d subsequently dishonored by	oresenting checks submitted for page a bank.	oaymen	t											
0005-0000	Ag	ency Application to Obligate Fu	unds						N	7 Ye	ars		Destroy			
		ed to obligate funds for direct p d special procurement authoriz	ourchase, annual contract author cations.	izations	5,											
0006-0000	Ag	ency Contract Obligation							N	7 Ye	ars		Destroy			
	ag		fic appropriation account for an a agency has authority to enter in		b											

^{*} P - Public, C - Confidential

Records Re	cords Retention and Disposition Schedule		: C	270	203	3		Schedule: 901		Page #:2 of 12
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention	ention Policy Minimum Period in Agency	Disposition	Citation
0007-0000	Agency Purchase Orders Back Orders/Payments List List of back orders and payments made for agency purchase orders.					N	7 Years		Destroy	
0008-0000	Allotment Adjustment					N	7 Years		Destroy	
0009-0000	Appropriation Account Number - Agency Request					٨	7 Years		Destroy	
0010-0000	Audit Reports						l Perman		Permanent	
0011-0000	Bank Statement Statement reflecting the status of an agency's accounts.					N	7 Years		Destroy	
0012-0000	Bid File (Approved and Denied) File contains: Advertised Bid Proposal, College Request for Quote, On Site Inspection Log, On-Site Inspection Sign-In, Affirmative Action Bid Supplement, Register fo Bid Proposals, Vendors Requesting Bid Packe Summary of Telephone Quotations, and supporting documentation.					N	7 Years		Destroy	
0013-0000	Budget File Contains: Budget Appropriation Handbook, Planning Documents, Departmental Budget Request, Budget Reallocation Notice, Suppleme Budget Request, and supporting documentation.	ntal				N				
0013-0001	Budget Appropriation Handbook (Original)					٨	Perman	ent	Permanent	
0013-0002	Budget Appropriation Handbook (Copy)					٨	7 Years		Destroy	
0013-0003	Budget Planning Documents (Original)					N	7 Years		Destroy	
0013-0004	Budget Planning Documents (Copy)					N	3 Years		Destroy	
0013-0005	Departmental Budget Request (Original)					N	7 Years		Destroy	
0013-0006	Departmental Budget Request (Copy)					Ν	I 3 Years		Destroy	

Records Re	etention and Disposition Schedule Ag	gency	C2	2702	203	3	Sche	edule: 901	Pa	age #:3 of 12
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention	Minimum Period in Agency	Disposition	Citation
0013-0007	Budget Reallocation Notice						7 Years		Destroy	
0013-0008	Supplemental Budget Request					N	7 Years		Destroy	
0014-0000	Cancelled Checks					N	7 Years		Destroy	
0015-0000	Cash Receipts					N	3 Years		Destroy	
0016-0000	Central and College Storeroom Requisition					N	1			
0016-0001	Central and College Storeroom Requisition (Original)				T	N	7 Years		Destroy	
0016-0002	Central and College Storeroom Requisition (Copy)					N	3 Years		Destroy	
0017-0000	Certificate of Debit and Credit					N	7 Years		Destroy	
0018-0000	Change/Cancel Agency Purchase Order/Invoice Used by state agencies to make adjustments to Agency Purchase Order/Invoice.					N	7 Years		Destroy	
0019-0000	Change/Cancel Obligation Used to change any open obligation such as a purchase bureau order, purchase bureau contract, agency application to obligate funds, or agencontract.	псу				N	7 Years		Destroy	
0020-0000	Check Register Contains: reconciliation sheet, outstanding check lists, and copies of checks issued.					N	7 Years		Destroy	
0021-0000	Check Request Form					N	7 Years		Destroy	
	Used for reimbursement payments.									
0022-0000	Check Stub					N	7 Years		Destroy	

Records Re	etention and Disposition Schedule	Agency:	C2	270	203	3	Sche	dule: 901		Page #:4 of 12
Record	Record Title and Description						Retentio	n Policy	Disposition	Citation
Series #		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0023-0000	College Capitol Outlay and Equipment Specification						Permanent		Permanent	
0024-0000	Contracts and Amendments					N				
	Formal contracts between state agencies and qualified vendors for the furnishing of goods and services to state agencies. May include copie specifications, advertised bid proposals, and other correspondence.									
0024-0001	Contracts and Amendments - Awarded					N			Destroy	
	Signed originals and support material.						7 Years after Completion of Contract			
0024-0002	Contracts and Amendments - Awarded (Copies)					N			Destroy	
							3 Years after Completion of Contract			
0024-0003	Contracts and Amendments - Awarded - Cancelled					N			Destroy	
							3 Years after Submission			
0024-0004	Contracts and Amendments - Voided					N			Destroy	
							3 Years after Voidance			
0025-0000	Daily Transmittal of Income					N				
0025-0001	Daily Transmittal of Income (Original)						7 Years		Destroy	
0025-0002	Daily Transmittal of Income (Copy)						3 Years		Destroy	
0026-0000	Data Collection and Control Forms					N	3 Years		Destroy	
	Form used in calculating data entry processing charges.									

Records Re	etention and Disposition Schedule	Agenc	y: (C27	702	03		Sche	edule: 901		Page #:5 of 12
Record	Record Title and Description							Retentio	n Policy	Disposition	Citation
Series #		:	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0027-0000	Deferred Compensation File - Termination, Disability, and Retiremen	t					N	7 Years after Termination of Policy		Destroy	
0028-0000	Deferred Revenue Adjustment						Ν	7 Years		Destroy	
	Used to separate funds of the current year cash revenue deposits the be applied in future years. May be used in conjunction with the Trans of Receipts, dishonored revenue checks, and revenue refunds.	at will smittal									
0029-0000	Deposit Slip						Ν	7 Years		Destroy	
0030-0000	Disbursement Log						Ν	7 Years		Destroy	
0031-0000	Duplication/Copier File						Ν	7 Years		Destroy	
	 Contains: Duplicating Job Request, Departmental Duplication Accounts List, Copier Count Sheet, duplication and copier financial/statistical reports, and supporting documentation. 	nt									
0032-0000	Fee Transmittals and Reconciliations						Ν	7 Years		Destroy	
0033-0000	Financial Records System Printout Reports						Ν				
	The on-line financial recording system utilized by higher education institutions throughout the state.										
0033-0001	Account Statement in Whole Dollars of Debits and Credits						N	7 Years		Destroy	
0033-0002	Accruals Purchasing Report - Invoices and Vouchers						N	7 Years		Destroy	
0033-0003	Attribute Record List						N	7 Years		Destroy	
0033-0004	Batch File List/Discount Table/Tax and Currency Table						N	7 Years		Destroy	
0033-0005	Batch File Monthly List						N	7 Years		Destroy	

Records Re	Records Retention and Disposition Schedule		y: (C27	702	03		Sche	dule: 901		Page #:6 of 12
Record Series #	Record Title and Description	:	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0033-0006	Cash Report by Bank of Accounts and Balances						N	7 Years		Destroy	
0033-0007	Cash Requirements for Vouchers Report						N	7 Years		Destroy	
0033-0008	Chart of Accounts Campus-Wide						N	7 Years		Destroy	
0033-0009	Daily Cash Journal						N	7 Years		Destroy	
	Book of original entry, recording transactions in chronological order.										
0033-0010	Duplicate Invoice File List						N	7 Years		Destroy	
0033-0011	General and Subsidiary Ledgers Status Listing						N	3 Years		Destroy	
0033-0012	General Ledger Account Summary A central listing of all activities for an account within a particular time period.						N	Permanent		Permanent	
0033-0013	General Ledger by Account Control						N	Permanent		Permanent	
0033-0014	Invoices Not Transferred to Accounts Payable						N	7 Years		Destroy	
0033-0015	Missing Invoices Report						N	7 Years		Destroy	
0033-0016	Missing Receipts Report						N	7 Years		Destroy	
0033-0017	Monthly Cash Disbursement Register - Name and Check Number Sequence						N	7 Years		Destroy	
0033-0018	Open Commitment/Purchase Orders Status						N	7 Years		Destroy	
0033-0019	Open Purchase Orders						N	7 Years		Destroy	
0033-0020	Outstanding Check List						N	7 Years		Destroy	
0033-0021	Outstanding Vouchers						N	7 Years		Destroy	

Records Re	<u>_</u>		: C	270	203	3	(Schedule: 901	Р	age #:7 of 12
Record	Record Title and Description						Rete	ention Policy	Disposition	Citation
Series #		A.i.dif	Altornoto Modio	Archival Review	Vital Becord	Confidential	Total Retention Period	Minimum Period in Agency		
0033-0022	Prior and Current Year Comparative Statement Account						7 Years		Destroy	
0033-0023	Purchase Orders				Ī	١	7 Years		Destroy	
0033-0024	Purchase Orders - Accounting					١	7 Years		Destroy	
0033-0025	Purchase Orders - Accounts Payable		Ī			٨	7 Years		Destroy	
0033-0026	Purchase Orders Audit Report					٨	7 Years		Destroy	
0033-0027	Purchase Orders Change Audit Register					١	7 Years		Destroy	
0033-0028	Subcode Description					١	7 Years		Destroy	
0033-0029	Subsidiary Ledger Account Summary					٨	10 Years	3	Destroy	
	A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger.									
0033-0030	Summary Report in Whole Dollars of Debits and Credits					١	7 Years		Destroy	
0033-0031	Transactions for General and Subsidiary Ledgers					١	7 Years		Destroy	
0033-0032	Vendor Analysis/Status Snapshot					١	7 Years		Destroy	
0033-0033	Vendor Directory					١	I		Destroy	
			1	\downarrow	┸		As Updat	ted		
0033-0034	Vendor Master List					٨	As Updat	ted	Destroy	
0033-0035	Year-to-Date Disbursement Report		\dagger		1	N	7 Years		Destroy	
0034-0000	Fine System Input Form					١	3 Years		Destroy	

Records Re	tention and Disposition Schedule	Agency	/: C	270	020	03		Sch	edule: 901		Page #:8 of 12
Record	Record Title and Description		Т		Т			Retenti	on Policy	Dispositio	Citation
Series #		;;c:<	אממוו איי	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0035-0000	Fleet Policy Data		1		1		N			Destroy	
	Contains: vehicle make, style, year, license number, purchase price, insurance value, rating, class, garage, and supporting documentation.							3 Years afte Disposal of Vehicle	er		
0036-0000	Gasoline/Oil Credit Card Transactions File						Ν	7 Years		Destroy	
	Contains the charge slip and monthly printouts of summary of transac submitted by vendor.	tions									
0037-0000	Insurance Policy File - Life, Disability and Workers Compensation						Z	7 Years afte		Destroy	
								Terminatior of Policy			
0038-0000	Investment Records						Ν	7 Years		Destroy	
0039-0000	Invoices Not Transferred to Accounts Payable						Ν				
0039-0001	Invoice (Original)						Ζ	7 Years		Destroy	
0039-0002	Invoice (Copy)						Ζ	3 Years		Destroy	
0040-0000	Letter of Transmittal						Ν				
0040-0001	Letter of Transmittal (Original)						Ν	7 Years		Destroy	
0040-0002	Letter of Transmittal (Copy)						Ν	3 Years		Destroy	
0041-0000	Matching Funds Debit and Credit		T		T		N	7 Years		Destroy	
	For all matching funds.										
0042-0000	Memberships and Subscriptions							3 Years		Destroy	
0043-0000	Monthly Agency Purchase Order Blanket Order Payments							7 Years		Destroy	
0044-0000	Payroll File				_[Ν	7 Years		Destroy	

^{*} P - Public, C - Confidential

Records Re	Records Retention and Disposition Schedule		/: C	270)20	3		Schedule: 901		Page #:9 of 12
Record	Record Title and Description						Ret	ention Policy	Disposition	n Citation
Series #		÷:	Audit	Alternate Media	Archival Review	Vital Record	Total Retenti Period	Minimum Period in Agency		
0045-0000	Payroll Signature Sheet File					1	N 7 Years	;	Destroy	
	Sheets identifying employees that have received payroll checks.									
0046-0000	Payroll Salary Correction - Journal Entry					1	N 7 Years	;	Destroy	
0047-0000	Petty Cash Fund Reimbursement Used to request reimbursement for expenditures made from an agence petty cash fund.	cy's				1	N 7 Years		Destroy	
0048-0000	Planning and Construction File File may contain but is not limited to the following: Change orders, fee request, and batch waiver; contractor performance evaluation; final acceptance certificate and project close-out notice to proceed; material/equipment list; shop drawing approval; recommendation/waivadvertising request; and supporting documentation.					1	N 7 Years		Destroy	
0049-0000	Provisional Insurance Report					1	7 Years Termina of Polic	ation	Destroy	
0050-0000	Purchase Orders					1	N			
0050-0001	Purchase Orders (Original)					1	N 7 Years	,	Destroy	
0050-0002	Purchase Orders (Copy)					1	N 3 Years	,	Destroy	
0051-0000	Purchase Orders Log					1	N 7 Years	i	Destroy	
0052-0000	Reallocation of Funds					1	N			
0052-0001	Reallocation of Funds (Original)				\uparrow	1	N 7 Years	i	Destroy	
0052-0002	Reallocation of Funds (Copy)					1	N 3 Years		Destroy	

Records Re	Records Retention and Disposition Schedule			C27	020	03		S	Schedule: 901		Page #:10 of 12
Record Series #	Record Title and Description	:	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Reter Total Retention Period	Minimum Period in Agency	Disposition	Citation
0053-0000	Receipt - Petty Cash						N				
0053-0001	Receipt - Petty Cash (Original)						N	7 Years		Destroy	
0053-0002	Receipt - Petty Cash (Copy)						Ν	3 Years		Destroy	
0054-0000	Receivable/Reappropriation Journal Entry Used to cancel or reduce unexpended funds in an appropriate account while reducing the accounts receivable balance of the corresponding revenue account.	nt					N	7 Years		Destroy	
0055-0000	Refunds of Disbursements Used to record the refunds of non-salary disbursements.						N	7 Years		Destroy	
0056-0000	Refund of Disbursements (Record Copy)						N	7 Years		Destroy	
0057-0000	Request for Estimate - College Graphics Studio						N				
0057-0001	Request for Estimate - College Graphics Studio (Original)						Ν	7 Years		Destroy	
0057-0002	Request for Estimate - College Graphics Studio (Copy)						N	3 Years		Destroy	
0058-0000	Request for Materials and Services						Ζ				
0058-0001	Request for Materials and Services (Original)						Ν	7 Years		Destroy	
0058-0002	Request for Materials and Services (Copy)						N	3 Years		Destroy	
0059-0000	Request for Prospective Candidates Budget Approval							7 Years		Destroy	
0060-0000	Requisition Used to reserve funds in anticipation of establishing an obligation (purchase order/purchase contract) for the acquisition of goods or services.						N	7 Years		Destroy	

Records Re	Lecords Retention and Disposition Schedule			270)203	3		Schedule: 901		Page #:11 of 12
Record	Record Title and Description		Τ				Ret	ention Policy	Disposition	n Citation
Series #		Audit	A Horsoft Modio	Archival Peview	Vital Record	Vital Necold	Total Retention Period	Minimum Period in Agency		
0061-0000	Requisition Change						7 Years		Destroy	
	Used to cancel, increase, or decrease an outstanding or open requisit balance, or to change or correct the buyer code.	tion								
0062-0000	Revenue Account Number					١	7 Years		Destroy	
	Used to establish new revenue accounts on the Revenue Balance Ma File.	aster								
0063-0000	Revenue Refund Adjustments					١	7 Years		Destroy	
	Used to record the correction of previously entered Revenue Refund Vouchers.									
0064-0000	Revenue Refund Voucher					١	7 Years		Destroy	
	Used to submit a request for payment of refunds of revenue.									
0065-0000	Schedule of Payee Name and Address (For Use With Invoice)					١	7 Years		Destroy	
	Used in conjunction with the Invoice to request separate payments to many different payees while charging the same appropriation account									
0066-0000	Schedule of Payee Name and Address (For Use With Revenue Refur Voucher)	nd				١	7 Years		Destroy	
	Used to request separate revenue refund payments to many different payees while charging the same revenue account number for all payers.									
0067-0000	Storeroom Order Form					N	N 3 Years		Destroy	
0068-0000	Student Financial Aid Accounting					١	10 Year	rs	Destroy	
0069-0000	Transfer of Appropriation					١	7 Years		Destroy	

Records Re	ecords Retention and Disposition Schedule		: C	270)20	3	Sche	dule: 901	F	age #:12 of 12
Record Series #	Record Title and Description	<u>;</u> ;;;\	Altoroto Modio	Archival Doviess	Alcillyal Review	Vital Record	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0070-0000	Transmittal of Receipts Used to record anticipated, appropriated, interfund, and nonrevenue receipts.						7 Years		Destroy	
0071-0000	Transmittal of Revenue Refund Returns Used to record the return of revenue refunds.					١	N 7 Years		Destroy	
0072-0000	Travel File Contains: Travel Authorization, Travel Request, Travel Expense Invoice/Report, Faculty/Staff Travel Absence Form, and supporting documentation.					١	N			
0072-0001	Travel File (Original)		Ť		T	١	N 7 Years		Destroy	
0072-0002	Travel File (Copy)		Ť		T	١	N 3 Years		Destroy	
0073-0000	Vehicle Accident Report		Ť		T	١	N 3 Years		Destroy	
0074-0000	Vehicle Assignment Log					١	7 Years after Final Entry		Destroy	
0075-0000	Vehicle Maintenance/Repair Order					١	N 3 Years		Destroy	
0076-0000	Vehicle Usage Records Records dealing with the activities of agency-owned motor vehicles.					١	3 Years after Disposal of Vehicle by Department		Destroy	

Records Re	Funding and Grants OULE APPROVAL: Unless in litigation, the records covered by this schedule, upon exped of as indicated in accordance with the law and regulations of the State Records Corcy Representative Signature: Date: Record Title and Description ### Provided Provided From Title And Private Grant File Output Description State, Federal, and Private Grant File			Agency:	C2	702	204	ŀ		Sche	dule: 901		Page	e #:1 of 1
Departmer		Administration and General F	Records-	Agency	Re	pre	se	nta	tive:					
	Funding and Grants			Title:										
			Ī	Phone #	‡ :									
Agency Re	epresentative Signature:	Date:	Sec	retary, S	Stat	te R	Rec	ord	ls Commi	ittee	Signature:		Date):
	Record Title and Description						_		1 5.		<u> </u>	In:		lou u
Series #	·			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retentio		Minimum Period in Agency	Disposition		Citation
0001-0000	State, Federal, and Private Gra Program file for grant proposal correspondence, grant approva implementation reports, grant re information log sheet, financial debit/credit statement, and supports.	and implementation. Contain I form, RFP, preliminary and ejection form, budget stateme advance or reimbursement fo	ent, grant					N						
0001-0001	O01-0001 State, Federal, and Private Grant File - Approved							N	7 Years . Terminat	tion		Destroy		
0001-0002	State, Federal, and Private Gra	nt File - Denied						N	3 Years			Destroy		

Records Re	tention and Disposition	Schedule			Agen	су: (C27()20)5			Sche	dule: 901		Page	#:1 of 3
Departmen	t: County Communi Payroll	ty College-Adı	ministration and General Re	cords-	Agen	су	Rep	res	ent	tati	ive:					
	Faylon				Title:											
					Phon	e #:										
SCHEDULE AI disposed of as	PPROVAL: Unless in litigation indicated in accordance with	n, the records con the law and regu	vered by this schedule, upon expira ulations of the State Records Comm	ation of th nittee. Th	neir rete nis sche	ntior dule	n peri will b	ods, eco	, will me e	be effe	deemed to ective on th	have e date	no continuing approved by the	value to the Sta ne State Record	te of Ne Is Comn	ew Jersey and will be mittee.
Agency Re	presentative Signatur	e:	Date:	Sec	retary	/, S	tate	Re	cor	rds	s Comm	ittee	Signature:		Date	:
								_		_				T		Las
	Record Title and Des	cription					_	_		-	Rete Total	entior	Ninimum	Disposition	n	Citation
Series #						Audit	Alternate Media	Archival Review	Vital Record	_	Retentio Period	n	Period in Agency			
							<u>~ `</u>	<u> </u>		<u> </u>						
0001-0000	Change Sheet for Er	nployees								N	3 Years			Destroy		
	Sheet reflecting a ch	ange in emplo	oyees' pay rates.													
0002-0000	Check Update Notice	Э						1		N	3 Years			Destroy		
	Notice to have an un	cashed check	updated after 90 days have	passe	ed.											
0003-0000	Employee Payroll St	atus Printout -	Monthly							N	3 Years			Destroy		
0004-0000	Employee Time Bala	ınce Printout -	Monthly						I	N	3 Years			Destroy		
0005-0000	Employee Time Bala	ınce Printout -	Quarterly							N	3 Years			Destroy		
0006-0000	Employee Time She	et - Professior	nal, Non-Professional, and S	tudent				İ	I	N	3 Years			Destroy		
0007-0000	Faculty Time Sheet							İ		N	7 Years			Destroy		
0008-0000	List of Terminations	of Employmer	nt					\dagger	1	N	3 Years			Destroy		
0009-0000	Overtime Report - Fa	aculty, Profess	sional, Non-Professional, and	d Stude	ent			\dagger	1	N	7 Years			Destroy		
0010-0000	Overtime Request							\dagger	1	N						
0010-0001	Overtime Request (0	Original)						T	1	N	7 Years			Destroy		

Records Re	ecords Retention and Disposition Schedule		: C	270	205	5	(Schedule: 901		Page #:2 of 3
Record	Record Title and Description		T				Rete	ntion Policy	Dispositio	n Citation
Series #		‡; 7 :1	Altorio to Modio	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0010-0002	Overtime Request (Copy)		T			N	3 Years		Destroy	
0011-0000	Part-Time Employee Record Card					N	7 Years		Destroy	
0012-0000	Pay Period Report for New Employees Added to the Regular Payroll					N	3 Years		Destroy	
0013-0000	Payroll and Check Register					N	7 Years		Destroy	
0014-0000	Position Action Request					N	7 Years		Destroy	
	Form requesting payment for special services.									
0015-0000	Proof and Claim for Disability Benefits					N	7 Years A Settleme		Destroy	
0016-0000	Regular Payroll Certification					N	7 Years		Destroy	
0017-0000	Regula Payroll Transmittal for New Hires and Terminations					N	7 Years		Destroy	
0018-0000	Stop Paycheck Issue Notice					N	3 Years		Destroy	
0019-0000	Student Employee/Work-Study Check Sign-In Sheet					N	7 Years		Destroy	
0020-0000	Student Employee/Work-Study Time Sheet						7 Years		Destroy	
0021-0000	Supplemental Payroll						7 Years		Destroy	
0022-0000	Supplemental Payroll Authorization					N	1			
0022-0001	Supplemental Payroll Authorization (Original)					N	7 Years		Destroy	
0022-0002	Supplemental Payroll Authorization (Copy)					N	3 Years		Destroy	
0023-0000	Supplemental Payroll Certification					N	7 Years		Destroy	
0024-0000	Supplemental Payroll Certification - Vision Care					N	7 Years		Destroy	

Records Re	tention and Disposition Schedule	Agency	: C2	2702	205		Sc	chedule: 901		Page	#:3 of 3
Record	Record Title and Description						Retent	tion Policy	Disposition	1	Citation
Series #		A. Idit	Alternate Media	Archival Review	1 ()	Confidential	Total Retention Period	Minimum Period in Agency			
0025-0000	Temporary Additions to Regular Payroll					N	7 Years		Destroy		
0026-0000	Time Report for Professional, Non-Professional, Full-Time, Part-Time, Student Employees	and				N	7 Years		Destroy		
0027-0000	Transmittal for Salary Refunds					N	7 Years		Destroy		

Records Ret	tention and Dispo	sition Schedule			Agen	су:	C27	020	06			Sche	dule: 901		Page	#:1 of 9	
Department		munity College-Ad	lministration and Genera	al Records-	Agen	су	Rep	res	sen	tati	ve:						
	Personnel				Title:												
					Phon	е#	:										
SCHEDULE AF disposed of as	PROVAL: Unless in I indicated in accordan	itigation, the records co ce with the law and reg	overed by this schedule, upon ulations of the State Records	expiration of t Committee. T	heir rete his sche	entio dule	n per will l	iods	s, wi ome	II be	deemed tective on the	to have he date	no continuing approved by the	value to the Sta ne State Record	te of Ne s Comn	w Jersey and will nittee.	be
Agency Re	oresentative Sig	nature:	Date:	Se	cretary	y, S	tate	Re	ecc	ords	Comm	nittee	Signature:		Date	:	
																,	
	Record Title and	l Description										entior	Policy	Dispositio	n	Citation	
Series #						Audit	Alternate Media	Archival Review	Vital Record		Total Retention Period	on	Minimum Period in Agency				
	Affirmative Ac	tion Records								-			-				
0001-0000	Affirmative Action	on Complaint Case	e File							N				Destroy			
		imination Appeal F e, and relevant cas	Processing Grievance Pree material.	ocedure,							3 Years Settlem						
0002-0000	Affirmative Action	on Plan								Ν	3 Years	i		Destroy			
			ling federal and state Af dating equal employmen														
0003-0000	Equal Employm Disposition	ent Opportunity (E	EO) and Affirmative Act	tion Intervie	ew.					Ν	3 Years			Destroy			
		s of potential job a to fill vacancies.	pplicants which are sent	to an ager	ncy's												
0004-0000	Quarterly Repo	rts								N	1 years			Destroy			
	A quarterly report Plan.	ort indicating practi	ces in relation to the Affi	irmative Ac	tion												
	Classification	Records															
0050-0000	Eligible/Ineligibl	e Roster								Ν	3 Years	1		Destroy			
	List of individua	ls eligible or ineligi	ble for a position.														

Records Re	etention and Disposition Schedule	Agency	C	270	206	3	Sche	dule: 901		Page #:2 of 9
Record	Record Title and Description		Τ		Τ		Retentio	n Policy	Disposition	n Citation
Series #		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0051-0000	Job Specifications					N				
	Includes position qualifications and duties.									
0051-0001	Job Specifications (Original)					N	Permanent		Permanent	
0051-0002	Job Specifications (Copy)		T		T	N			Destroy	
							Periodic Review			
0052-0000	Request for New Title					N				
	Request to establish a new position class title when the duties of a post cannot be classified properly under an existing class title.	sition								
0052-0001	Request for New Title - Approved (Record Copy)					N	Duration of Title		Destroy	
0052-0002	Request for New Title - Denied (Record Copy)					N			Destroy	
0053-0000	Request for Reclassification Used to enable employees to change the classification of their position	n.				N				
0053-0001	Request for Reclassification (Record Copy)					N	3 Years After Final Decision		Destroy	
0053-0002	Request for Reclassification (Copy)					N			Destroy	
	Agency acknowledgement.						Until Final Decision			

Records Re	etention and Disposition Schedule	Agenc	y: (27	020	06		Sched	dule: 901		Page #:3 of 9
Record	Record Title and Description							Retention	Policy	Disposition	n Citation
Series #		<u>:</u>	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention	Minimum Period in Agency		
0054-0000	Request for Re-evaluation of Title						N				
	Request to reevaluate a class title based on a change in responsibiliti organizational structure.	ies or									
0054-0001	Request for Re-evaluation of Title - Approved (Original)						N			Destroy	
								Duration of Position			
0054-0002	Request for Re-evaluation of Title - Denied (Record Copy)						N	3 Years		Destroy	
0054-0003	Request for Re-evaluation of Title - Approved and Denied (Additional Copies)						Ν	Periodic Review		Destroy	
	Individual Employee Files			ļ				I CONON			
0100-0000	Employee Address List						N	As Updated		Destroy	
0101-0000	Employee Benefit Files						N	Permanent		Permanent	
0102-0000	Federal and State Withholding Tax Forms (W2, W4, and NJW4)						N	7 Years		Destroy	
0103-0000	Grievance File						N				
	Records of employees' dissatisfaction with working conditions which a beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set precedent or policy deemed necessary for future reference.										
0103-0001	Grievance File - Policy Establishing Settlements (Original)						N	Permanent		Archives	
0103-0002	Grievance File - Policy Establishing Settlements (Record Copy)						N	3 Years After Final Settlement		Destroy	

Records Re	etention and Disposition Schedule	Agency:	C2	702	206		Sched	dule: 901		Page #:4 of 9
Record Series #	Record Title and Description	J i t	ernate Media	Archival Review	al Record	Confidential	Retention	Minimum Period in Agency	Disposition	Citation
0103-0003	Grievance File - Policy Establishing Settlements (Informational Copies	S) Audit	Alte	Arc	Vita	O N	Periodic		Destroy	
0103-0004	Grievance File - Routine Settlements (Originals)					N	Review 3 Years After Final Settlement		Destroy	
0103-0005	Grievance File - Routine Settlements (Record Copy)					N			Destroy	
0103-0006	Grievance File - Routine Settlements (Informational Copies)					N			Destroy	
0104-0000	Personnel Advertisements					N			Destroy	
0105-0000	Personnel Policies					N	Permanent		Permanent	
0106-0000	Salary and Benefit Surveys					N	1 years		Destroy	

Records Re	etention and Disposition Schedule	Agenc	y: (C27	7020	06		Sche	dule: 901		Page :	#:5 of 9
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	ו	Citation
0107-0000	Individual Employee File Information pertaining to permanent and provisional full-time, part-time and summer, professional and nonprofessional, and student employed May include but is not limited to: New Hire Request, Separation Request for Employment Disability Leave, Preliminary and Final Notin Disciplinary Action, Application for Employment, Application for Reemployment, Promotional Announcement, Report on Progress of Probationer, Request for Correction of Social Security Number, Notice Name Change, Salary Adjustment Request, Correspondence, Notice Lay-Off, Unsatisfactory Probation Reports, Pension Program Application (Copy), Employee's First Report of Accidental Injury or Occupational Disease, Performance Assessment Review, Summer and Semester Sabatical, Summer Teaching Program, Extra Duty Pay, Teacher Observations and Evaluations, Employment and Union Agreement Contracts, Exit Interviews, Deferred Compensation Forms, Health Be Records, Insurance Records, Faculty/Staff Absence Form (Travel), Fachedule, Teaching Contracts, Tuitions Waiver, Exit Interview, Employment Eligibility Verification, Notification of Outside Employme Authorization to Release Information.	ees. uest, ces of e of tion enefits aculty										
0107-0003	Individual Employee File (Original)							6 Years After Termination of Employment		Destroy		
0107-0004	Individual Employee File (Copy)							3 Years After Termination of Employment		Destroy		
0108-0000	Job Applicant Files - Unsuccessful Includes resumes, applications, etc., of persons not hired.						N	3 Years		Destroy		

Records Re	etention and Disposition Schedule	Agency	/: C	270	020)6		Sch	edule: 901		Page #:6 of 9
Record	Record Title and Description							Retentio	n Policy	Disposition	Citation
Series #		+ib.i Ai÷	Addit	Alternate Media	Archival Review	Vital Record	_ F	Γotal Retention Period	Minimum Period in Agency		
0109-0000	Leave Request						N				
	Disability, Administrative, Sick, Vacation, Maternity, Military, Sabatica Bereavement, Compensation for Overtime, Leave with Pay, Leave W Pay, etc.										
0109-0001	Leave Request (Original)						N 6	S Years		Destroy	
0109-0002	Leave Request (Copy)						N 3	3 Years		Destroy	
0110-0000	Negotiations Information						N 6	S Years		Destroy	
0111-0000	Permanent Personnel History Card						N 6	0 Years		Destroy	
0112-0000	Permanent Position History Card						N 6	0 Years		Destroy	
0113-0000	Personnel Master List						N 1	years		Destroy	
0114-0000	Referrals						N				
	Records of potential job applicants received from sources inside or or of an agency.	utside									
0114-0001	Referrals - External				T		N 3	3 Years		Destroy	
0114-0002	Referrals - Internal				Ī		N 1	years		Destroy	
0115-0000	Reports - Accident						N 6	S Years		Destroy	
0116-0000	Request for Employment Disability Leave		\top				N				
	Employee's request for leave of absence with pay due to disability eit through injury or illness incurred from employment.	ther									

Records Re	tention and Disposition Schedule	Agency	/: C	270)20	6		Schedule: 901		Page #:7 of 9
Record	Record Title and Description						Ret	ention Policy	Disposition	n Citation
Series #		<u>::</u> :	Addit	Archival Beview	Vital Poord	Confidential	Total Retention Period	Minimum Period in Agency		
0116-0001	Request for Disability Leave (Original)					١	6 Years Termina of Employi	ation	Destroy	
0116-0002	Request for Disability Leave (Copy)					١	3 Years		Destroy	
0117-0000	Summary Data - Adjunct Teacher Contracts		\dagger		\dagger	١	1 2 Years		Destroy	
0118-0000	Time Records				T	١	1			
	Attendance reports for professional and non professional employees.									
0118-0001	Time Records (Original)						6 Years		Destroy	
0118-0002	Time Records (Department Copy)					١	3 Years		Destroy	
	Performance Assessment Review (PARS)									
0150-0000	Performance Assessment Review File (PARS) Contains: Performance Agreement, Fact Sheet, and Final Assessment Review.	nt					1			
0150-0001	Performance Assessment Review File (Original)					N	6 Years Termina of Employi	ation	Destroy	
0150-0002	Performance Assessment Review File (Record Copy)					N	1 years Final Evaluati		Destroy	

Records Re	tention and Disposition Schedule	Agenc	y: (C27	702	06			Schedule: 901		Page #:8 of 9
Record Series #	Record Title and Description	:	Audit	Alternate Media	Archival Review	Vital Record	_	Rete Total Retentio Period	Minimum Period in Agency	Disposition	n Citation
0151-0000	Performance Summary Contains a listing of: employees who have been rated satisfactory or unsatisfactory, granted or not granted a salary increase, and supervis who have failed to submit a Performance Certification and Salary Inc Recommendation.	sors					N	3 Years		Destroy	
	Promotional Action Records										
0200-0000	Application for Promotional Examination Application by a permanent employee for an examination for a promotion.	otional					Z	3 Years		Destroy	
0201-0000	Application Summary						N	3 Years		Destroy	
	List of persons eligible for a promotion in a position.										
0202-0000	Promotional Action Indicates that an employee has been promoted to a position.						N	3 Years		Destroy	
0203-0000	Promotional Job Analysis A job description used in the development of an examination for a particular job title.						N				
0203-0001	Promotional Job Analysis (Record Copy)						N	5 Years		Destroy	
0203-0002	Promotional Job Analysis (Additional Copies)							Periodic Review		Destroy	
0204-0000	Promotional Notices File Contains: Promotional Announcements, Notices of Vacancy, and Promotional Opportunities.						N				

Records Re	etention and Disposition Schedule	Agency	': C	27	020	06		Sched	dule: 901	P	age #:9 of 9
Record Series #	Record Title and Description	:: ::	Addit	Alternate Media	Archival Review	Vital Record	Confidential	Retention	Minimum Period in Agency	Disposition	Citation
0204-0001	Promotional Notices File (Record Copy)						N	Until Applicant List Has Expired		Destroy	
0204-0002	Promotional Notices File (Copy)						Ν	3 Years		Destroy	
0205-0000	Promotional Roster						Ν	4 Years		Destroy	
	Training Records	<u> </u>	_	•	•					•	
0250-0000	Course Registration and Report Forms used for staff training.						N				
0250-0001	Course Registration and Report (Original)						N	6 Years After Termination of Employment		Destroy	
0250-0002	Course Registration and Report (Copy)						N	Periodic Review		Destroy	
0251-0000	Staff Training Request Request for staff training.						N				
0251-0001	Staff Training Request (Original)							3 Years After Final Payment		Destroy	
0251-0002	Staff Training Request (Copy)						Ν	Periodic Review		Destroy	

Records Re	etention and	d Disposition Schedule		Ag	jency:	C2	703	01			Schedule: 9	901		Page	e #:1 of 1
Departmen			missions, Financial Aid, and	Ag	gency	Re	pre	ser	ntat	ive:					
	Regis	strar-Admissions		Tit	le:										
				Ph	one #	‡ :									
SCHEDULE Aldisposed of as	PPROVAL: Us indicated in a	Inless in litigation, the records co accordance with the law and regu	vered by this schedule, upon expiratioulations of the State Records Committee	on of their ee. This s	retentic chedule	n pe e will	eriod I bec	s, wi	ill be effe	deemed tective on the	to have no cont he date approv	inuing ved by the	value to the Stat ne State Record	e of Ne s Comr	ew Jersey and will be mittee.
Agency Re	presentati	ive Signature:	Date:	Secret	tary, S	Stat	e R	ecc	ords	s Comm	nittee Signa	ture:		Date	:
															_
Record Series #	Record T	itle and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Ret Total Retention Period	ention Polic Minin Perio Agen	num d in	Disposition	1	Citation
													I _		
0001-0000	Student contains deposit	s: application, transcripts, to receipt, recommendations,	ons/Never Enrolled in into an academic program. Firest scores, admission cards, to, and supporting documentationare transferred to the main students.	uition n.					N	3 Years			Destroy		
0002-0000	Applicar	nts Pending Admission								1 years Final Decision			Destroy		
0003-0000	Compar	rative Guidance and Placer	ment Individual Test Scores							2 Years			Destroy		
0004-0000	Final Ad	Imission Reports							N	3 Years			Destroy		
0005-0000	High Sc	hool and College Mailing L	ist						N	As Upda	ated		Destroy		
0006-0000	Weekly	Admission Reports								1 years			Destroy		

Records Re	etention and Disposition Schedule		Ager	псу:	C2	703	02			Sched	ule: 901		Page	#:1 of 2
Departmen		missions, Financial Aid, and	Agei	ncy	Re	pre	ser	ntat	ive:					
	Registrar-Financial Aid		Title	:										
			Pho	ne #	ŧ:									
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the records co indicated in accordance with the law and reg	overed by this schedule, upon expiratioulations of the State Records Committee	n of their ret ee. This sch	entic edule	n pe	eriod II bec	s, w	vill be	e deemed t ective on t	to have r he date a	no continuing vapproved by th	ralue to the Stat e State Record	te of Ne s Comn	w Jersey and will be nittee.
Agency Re	presentative Signature:	Date:	Secretar	y, S	Stat	te R	ec	ord	s Comm	ittee S	ignature:		Date	:
Record Series #	Record Title and Description				edia	view			Ret Total Retention		Policy Minimum Period in	Disposition	n	Citation
				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Period		Agency			
0001-0000	Financial Aid File Grants, Loans, a	and Scholarships						N						
	File pertaining to student requests loan, or a scholarship. File may complication, Promissory Note, Add Authorization to Change Depender New Jersey Financial Aid Change Financial Aid Transcript, Application Pre-Loan Questionnaire, Profession Financial Aid Request, State of Ecompliance, Student Award and Astudent Eligibility Notice (SEN), Sagreement, Student Need Analysis Status, and supporting documents	ontain but is not limited to the folitional Information Request Formation Request Formation Status, Award Vertification Form, Incomplete Application on Receipt Notice, Non-Tax File and Judgement Worksheet, Suducational Purpose/Registration Acceptance Letter, Tuition Aid Catudent Employment Application is Document, Verification of No	ollowing: rm, n Notice, Notice, er Form, ummer n Grant n and	A										
0001-0003	Financial Aid File Grants, Loans, a Loans - Approved	and Scholarships - Financial Aid	d Student						7 Years Final Paymer			Destroy		
0001-0004	Financial Aid File Grants, Loans, a Loans - Denied	and Scholarships - Financial Ai	d Student					_	3 Years			Destroy		

Records Re	etention and Disposition Schedule	Agenc	y: (C27	703	02		Sche	dule: 901		Page #:2 of 2
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0001-0005	Financial Aid File - Grants/Scholarships/Student Technical Assistant/Student Tutor/Student Work Study - Approved						N	7 Years After Termination of Grant or Agreement		Destroy	
0001-0006	Financial Aid File - Grants/Scholarships/Student Technical Assistant/Student Tutor/Student Work Study - Denied						N	3 Years After Termination of Grant or Agreement		Destroy	
0002-0000	Financial Aid Reports						N	7 Years		Destroy	
0003-0000	Institutional Allocations and Funding						N	7 Years		Destroy	
0004-0000	Student Summary Sheets - Educational Opportunity Fund						N	7 Years		Destroy	

Records Re	tention and Disposition Schedule		Ager	ncy:	C2	703	803		Scl	nedule: 901		Page	#:1 of 9	
Departmen		Admissions, Financial Aid, and	Ager	псу	Re	pre	ser	ntat	ive:					
	Registrar-Registrar		Title	:										
			Phor	ne #	ŧ:									
SCHEDULE Aldisposed of as	PPROVAL: Unless in litigation, the records indicated in accordance with the law and r	covered by this schedule, upon expiration egulations of the State Records Committee	on of their ret	entio edule	n pe e wil	eriod I bec	s, w	ill be	e deemed to ha	ve no continuing ate approved by the	value to the Stat he State Record	te of Ne s Comn	w Jersey and wil nittee.	l be
Agency Re	presentative Signature:	Date:	Secretar	y, S	Stat	e R	ecc	ords	s Committe	e Signature:		Date	:	
											_			
Record Series #	Record Title and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retent Total Retention Period	Minimum Period in Agency	Disposition	n	Citation	
0001-0000	Academic Advisement File: Day	r, Evening, Saturday, and Tutoria	ıl	Τ				N			Destroy			
	Academic program advisement students.	offered to undergraduate and gra	aduate						3 Years Aft Graduation or Terminatior from Colleg	1				
0002-0000	Academic Dismissal File Contains: dismissal notice, apped documentation.	eal application, and supporting						N	5 Years Aft Graduation or Terminatior from Colleg or Final Action	er	Destroy			
0003-0000	Address Registration Information is transferred into th	e student's permanent record.						N	Until Information Transferred to Permane Record		Destroy			
0004-0000	Admission and Placement File							Ν						

Records Re	etention and Disposition Schedule	Agency	/: C	270	303	3	Sche	dule: 901		Page #:2 of 9
Record Series #	Record Title and Description	;;c. \	Addit	Ariernale Media	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0004-0001	Admission and Placement File - Accepted Denied Student Admission File is kept in the Admissions Office.					N	5 Years After Graduation or Termination from College		Destroy	
0004-0002	Admission and Placement File - Accepted But Did Not Attend College	,				١	I 3 Years		Destroy	
0005-0000	Affidavit of New Jersey Residency					\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	5 Years After Graduation or Termination from College		Destroy	
0006-0000	Application for Graduation/Conferment of Degree					N			Destroy	
0007-0000	Application Pass/Unsatisfactory Grade Option					N			Destroy	
0008-0000	Change of Grade Request Information is transferred into the student's permanent record.					N			Destroy	

Records Re	tention and Disposition Schedule	Agency	y: C	270	30	3		Sched	dule: 901		Page #:3 of 9
Record Series #	Record Title and Description	=	Audit	Alternate Media	Alcillyal neview	Vital Record	_	Retention	Policy Minimum Period in Agency	Disposition	Citation
0009-0000	Change of Major Request Information is transferred into the student's permanent record.							Until Information is Transferred to Permanent Record		Destroy	
0010-0000	Class List				\top	ı		Permanent		Permanent	
0011-0000	Class Rank List		\dagger	\top	\dagger	ı	N	Permanent		Permanent	
0012-0000	Class Room Schedule					1		1 years After Date Submitted		Destroy	
0013-0000	College Catalog		1		1	Ī	N	-			
0013-0001	College Catalog (Master)				1	ı	N	Permanent		Permanent	
0013-0002	College Catalog (Copies)					1		Periodic Review		Destroy	
0014-0000	Community Services Registration Form					ı		1 years		Destroy	
0015-0000	Cooperative Education Work Study File Student work study program.					1		5 Years After Graduation or Termination from College		Destroy	
0016-0000	Course Add/Drop Request Card					1	N	1 years After Date Submitted		Destroy	

Records Re	etention and Disposition Schedule	Agency	/: C	27	030)3		Sched	dule: 901	Pa	ige #:4 of 9
Record Series #	Record Title and Description			m	<u>≽</u>		To	Retention otal	Policy Minimum	Disposition	Citation
		# <u>i</u> c 4	Addit	Alternate Medi	Archival Review		Confidential ed ed	etention eriod	Period in Agency		
0017-0000	Course Override Form						N 6 N	Months		Destroy	
0018-0000	Course Pre-Registration Card - Fall, Spring, and Summer Semester							ter End of emester		Destroy	
0019-0000	Course Waiver				1			Years		Destroy	
0020-0000	Course Withdrawal Request						Grant or Te	ermination		Destroy	
0021-0000	Deans List		+		\top			om College ermanent		Permanent	
0022-0000	Degree Requirement Control Sheet						Gr or Te fro	Years After raduation ermination om College		Destroy	
0023-0000	Disciplinary File						N				
0023-0001	Disciplinary - File Security - Informal						Gr or Te fro or	oon raduation ermination om College Final etion		Destroy	

Records Re	etention and Disposition Schedule	Agenc	y: (C27	03	03		Sch	edule: 901		Page #:5 of 9
Record	Record Title and Description		П					Retentio	n Policy	Disposition	Citation
Series #		<u>:</u>	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency		
0023-0002	Disciplinary File - Hearing Board						N	Upon		Destroy	
	Contains: Formal Charge, Written Statements, "Pro and Con" Statemers Final Outcome Report (Campus Violation).	ents,						Graduation or Termination from College or Final Action			
0023-0003	Disciplinary File - Student - Minor - Resolved Informally						N	As Resolved		Destroy	
0023-0004	Disciplinary Appeal - Campus Hearing Board Proceedings - Confident	tial					N	Permanent		Permanent	
0023-0005	Disciplinary Appeal - Campus Hearing Board Proceedings - Student Records						Ν	Permanent		Permanent	
0024-0000	Family Educational Rights and Privacy Act (FERPA)						N	1 years		Destroy	
0025-0000	Final Grade Rosters Directory Information						N	3 Years		Destroy	
0026-0000	Graduation Information Information regarding graduation date and type of degree earned, whi are transferred into the student's permanent record.	ich					N	Until Information is Transferred to Permanen Record		Destroy	
0027-0000	Graduation List						N	Permanent		Permanent	
0028-0000	Incomplete Grade File Contains incomplete grade form and form to change an incomplete gr Grade change is contained in the student's permanent record.	ade.					N				
0028-0001	Incomplete Grade File - Incomplete Grade						N	Until Grade i Changed	s	Destroy	

Records Re	etention and Disposition Schedule	Agency	: C	270	303	3	Sched	dule: 901	Pa	ige #:6 of 9
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention	Minimum Period in Agency	Disposition	Citation
0028-0002	Incomplete Grade File - Change in Grade Previously Recorded as Incomplete Information is transferred into the student's permanent record.					N	Until Information is Transferred to Permanent Record		Destroy	
0029-0000	Independent Study Application and Contract - Fall, Spring, and Summ Semester	ner				N	5 Years After Graduation or Termination from College		Destroy	
0030-0000	Master Class Schedule					N	Permanent		Permanent	
0031-0000	Matriculation Forms					N	1 years		Destroy	
0032-0000	Medical Records - Student					N	5 Years After Graduation or Termination		Destroy	
0033-0000	Military Evaluation - Inactive					N	1 years		Destroy	
0034-0000	Notice of Change of Address Information is transferred into the student's permanent record.					N	Until Information is Transferred to Permanent Record		Destroy	

Records Re	etention and Disposition Schedule	Agenc	y: (C27	03	03		Sched	dule: 901		Page #:7 of 9
Record Series #	Record Title and Description	:	Audit	Alternate Media	Archival Review	Vital Record	Confidential		Minimum Period in Agency	Disposition	Citation
0035-0000	Notice of Change of Student Status - Termination or Withdrawal						N	Until Information is Transferred to Permanent Record		Destroy	
0036-0000	Notice of Name Change Information is transferred into the student's permanent record.						N	Until Information is Transferred to Permanent Record		Destroy	
0037-0000	OpScan CIMAC Rosters						N	As Updated		Destroy	
0038-0000	Permanent Record File Cumulative information pertaining to a student's academic history whi enrolled in or graduated from college. Contains: name, address, social security number, prior education, dates terminated or graduated, transcripts, major, degree type, repetition of course, change in incomparades, additional transfers, completed minor(s), academic probation and/or dismissal, special awards, changes in name or address, credit examination (Copy) and Notification of Selection of a Second Major.	al plete						Permanent		Permanent	
0039-0000	Permission to Audit a Course							1 years After Date Submitted		Destroy	
0040-0000	Repetition of a Course Information is transferred into the student's permanent record.						N			Destroy	

Records Re	etention and Disposition Schedule	Agenc	y: (C27	703	03		Sched	dule: 901		Page #:8 of 9
Record	Record Title and Description							Retention	Policy	Disposition	Citation
Series #		<u>:</u>	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention	Minimum Period in Agency		
0041-0000	Request and Release to Inspect Student Records							Permanent		Permanent	
	Student authorization for records inspection.		\perp		_						
0042-0000	Request for Re-Admittance						N	5 Years After Graduation or Termination from College		Destroy	
0043-0000	Request for Official Transcript of Academic Record						N	3 Years After Date Submitted		Destroy	
0044-0000	Request for Unofficial Transcript						N			Destroy	
0045-0000	Request to Release Student Records Student authorization for records release.						N	Permanent		Permanent	
0046-0000	Section Number Assignment List						N	1 years After Date Submitted		Destroy	
0047-0000	Student Proficiency Tests						N	3 Years After Graduation or Termination from College		Destroy	

Records Re	etention and Disposition Schedule	Agency	: C	270	30	3	Sche	dule: 901	P	age #:9 of 9
Record Series #	Record Title and Description	÷: ۲	Alternate Media	Archival Review	Vital Becord	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0048-0000	Student Class Schedules					N	1 years After Date Submitted		Destroy	
0049-0000	Transcript Evaluation Form					Ν	1 years		Destroy	
0050-0000	Tuition Receipt - Fall, Spring, and Summer Semester					N	7 Years After Graduation or Termination from College		Destroy	
0051-0000	Verification Letter - Major, Class, and Full-Time Enrollment Status (Co Original is sent to requesting agency.	ру)				N			Destroy	
0052-0000	Veterans File Contains: tuition and fee charges, degree and audit forms, course changes, grade reports, statement of progress, transfer credit authorizations, and supporting documentation.					N	7 Years After Graduation or Termination from College		Destroy	

Records Re	tention and Disposition Schedule		Agen	су:	C2	704	101			Sched	dule: 901		Page	#:1 of 1
Departmen		umni Affairs and Development-	Agen	псу	Re	pre	se	nta	tive:					
	Alumni Affairs		Title:	:										
			Phon	ne #	ŧ:									
SCHEDULE AI disposed of as	PPROVAL: Unless in litigation, the records co indicated in accordance with the law and reg	overed by this schedule, upon expiration gulations of the State Records Committe	of their rete e. This sche	entic edule	n pe	eriod II bed	ls, w	vill be	e deemed fective on t	to have he date	no continuing vapproved by the	value to the Stat ne State Record	e of Ne s Comr	ew Jersey and will be nittee.
Agency Re	presentative Signature:	Date:	Secretar	y, S	Stat	te R	ec	ord	s Comm	nittee \$	Signature:		Date	:
	Record Title and Description										Policy	Disposition	1	Citation
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency			
				⋖	⋖	⋖	>	ပ	ļ					
0001-0000	Alumni Data Add, Change, and D	oloto Filos		Τ	Ι		Ι	N				Destroy		
									Until En	torod				
	File contains alumni background of document for the alumni database								Into Databas					
0002-0000	Alumni Questionnaire							N	3 Years			Destroy		
0003-0000	Annual Contributions Receipt							N	7 Years			Destroy		
0004-0000	Change of Name Form							N				Destroy		
									Until En Into Databas					
0005-0000	Individual Contact Questionnaire							N	3 Years			Destroy		
0006-0000	Information and Verification Card							N				Destroy		
									Until En Into					

Records Re	tenti	on and Disposition Schedule			Agen	су:	C27	705	01			Sche	dule: 901		Page	#:1 of 3	
Department	t:	County Community College-Ca	ampus Police and Vehicle		Agen	су	Rep	ore	ser	ntat	tive:						
		Registration-n/a			Title:												
					Phon	е#	:										
SCHEDULE AF disposed of as	PPRO indica	VAL: Unless in litigation, the records coated in accordance with the law and reg	overed by this schedule, upon expiragulations of the State Records Comm	ation of nittee. T	their rete	ntio dule	n pe will	riod: bec	ls, w	vill be	e deemed t ective on th	o have ne date	no continuing approved by the	value to the Stane State Record	te of Ne ls Comn	w Jersey and winittee.	ll be
Agency Re _l	pres	entative Signature:	Date:	Se	cretary	y, S	tate	e R	ecc	ord	s Comm	ittee	Signature:		Date	:	
														•		_	
	Rec	ord Title and Description					_	,			—	entior	n Policy	Dispositio	n	Citation	
Series #						Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency				
							ب		<u> </u>		!						
0001-0000	Ap	peal File - Motor Vehicle Violat	tion Citation							N	3 Years			Destroy			
		ontains: Appeal Application, App gn-In Sheet, Final Decision, and		on Sh	eet,												
0002-0000	Ca	ıll Log								N	3 Years			Destroy			
0003-0000	Ca	mpus Grounds/Building Check	dist							N	1 years			Destroy			
0004-0000	Ca	Impus Police Duty Assignments	s							N	3 Years			Destroy			
0005-0000	Ca	Impus Police Suggestion Form								N	1 years			Destroy			
0006-0000	Co	orrespondence Log - Incoming	and Outgoing							N	3 Years			Destroy			
0007-0000	Da	ily Patrol Report								N	3 Years			Destroy			
0008-0000	De	ecal and Card Key File - Faculty	y and Staff							N	3 Years Issuanc Final Ac	e or		Destroy			
0009-0000	Dis	sabled Vehicle List								N	1 years			Destroy			
0010-0000	Dι	ity Report Deficiency Notice		_	_					N	3 Years			Destroy			_

Records Re	etention and Disposition Schedule	Agenc	cy:	C2	705	01		Sched	dule: 901		Page #:2 of 3
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention	Minimum Period in Agency	Disposition	Citation
0011-0000	Fire Alarm System Drawings						N	Permanent		Permanent	
0012-0000	Fire and Alarm Report						N	7 Years		Destroy	
0013-0000	Firearm File Contains: Firearm Weekly Cleaning Certificate, Daily Firearm Issue/In Inventory Certificate, and supporting documentation.	Гurn-					N	3 Years		Destroy	
0014-0000	Fleet Vehicle Dispatch List and Condition Report						N	1 years After Final Entry		Destroy	
0015-0000	Incident Report File (Copy) Contains Incident Card and Account and follow-up investigation repo File may also include Rights Form and reports pertaining to: vehicles medical assistance, operations, property, missing persons, unaccept behavior, request for examination of evidence, consent to search, an serious incidents.	able					N	1 years		Destroy	
0016-0000	Inventory of Stolen Property						N	3 Years		Destroy	
0017-0000	Investigation Report						N	1 years After Case is Closed		Destroy	
0018-0000	Key Record for Door Lock						N	As Updated		Destroy	
0019-0000	Key Sign-Out Log							3 Years		Destroy	
0020-0000	Motor Vehicle Accident File Contains: accident report, exchange of information forms, and suppo documentation.	orting					N	6 Years		Destroy	

Records Re	etention and Disposition Schedule	Agency	: C	270	50	1	Sched	dule: 901	Pag	e #:3 of 3
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Becord	Confidential	Retention	Minimum Period in Agency	Disposition	Citation
0021-0000	Motor Vehicle Identification Sheet - Staff and Faculty				T		3 Years		Destroy	
0022-0000	Motor Vehicle Violation Citation File Contains: Vehicle Parking Violation List, Ticket Fact Sheet, Ticket Payment Appeal/Waiver, and Ticket Payment/Waiver form.					N	7 Years		Destroy	
0023-0000	Motor Vehicle Violation Citation (Copy) Municipality retains record copy.					N	30 Days After Disposition		Destroy	
0024-0000	Office Register Log					N	3 Years		Destroy	
0025-0000	Parking Lot Capacity Statistics					N	3 Years		Destroy	
0026-0000	Pre-Billed Student Fine Clearance Form		T		T	N	7 Years		Destroy	
0027-0000	Traffic and Parking Regulations					N	As Updated		Destroy	
0028-0000	Traffic and Security Survey				T	N	3 Years		Destroy	
0029-0000	Vehicle Maintenance File File contains vehicle maintenance schedules and reports, and suppor documentation.	ting				N	3 Years After Disposal of Vehicle		Destroy	
0030-0000	Visitor Register					IN	2 Years		Destroy	

Records Re	tention and Disposition Schedule		Ager	ісу:	C2	706	601			Sched	lule: 901		Page	#:1 of 2	
Departmen	, ,	college Publications and Information	on Age i	псу	Re	pre	ser	ntat	ive:						
	Services-n/a		Title	:											
			Pho	ne #	‡ :										
SCHEDULE AI disposed of as	PPROVAL: Unless in litigation, the records of indicated in accordance with the law and re	covered by this schedule, upon expiration gulations of the State Records Committee	of their ret	entic edule	n pe e wil	eriod I bed	ls, w	ill be	e deemed t ective on th	o have r ne date a	no continuing vapproved by the	value to the Stat	e of Ne s Comr	ew Jersey and wi	l be
Agency Re	presentative Signature:	Date:	Secretar	y, S	Stat	e R	ecc	ord	s Comm	ittee S	Signature:		Date	:	
				_	_			1				T		T	
	Record Title and Description										Policy	Disposition	า	Citation	
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency				
				1~	<u> ~ </u>	14			<u> </u>						
0001-0000	Client Service Charge Receipt							N	7 Years			Destroy			
	Copies are kept within the Busing requesting department.	ess Services Office and within the													
0002-0000	College Events File							N							
	This file contains programs, sche documentation to on-campus even Orientation Advisement).	edules, invitations, and supporting ents (e.g., Commencement and													
0002-0001	College Events File (Master)							N	Perman	ent		Archives			
0002-0002	College Events File (Copies)							N	As Upda	ated		Destroy			
0003-0000	College Relations File							N	rio opac	atou					
0003-0001	College Relations File (Master)				T			N	Perman	ent		Archives			
0003-0002	College Relations File (Copies)							N				Destroy			
									As Upda	ated					

Records Re	etention and Disposition Schedule	Agend	y:	C27	'06	01			Sched	dule: 901		Page	#:2 of 2
Record Series #	Record Title and Description		Audit	ate M	Archival Review	Vital Record	Confidential	Total Retention	on	Minimum Period in Agency	Disposition	n	Citation
0004-0000	Printing Specifications Form Contains: job title, date, contact, size, account number, quantity, page ink, binding, department, phone number, and special instructions.	es,					N	7 Years			Destroy		
0005-0000	Proof Checklist Copy is kept by requesting department.						N	1 years			Destroy		
0006-0000	Request for Estimate (Copy) Original is kept by the project director and a copy is kept by the Fundi and Grant Authority.	ing					N	1 years			Destroy		

Records Re	etention and Disposition Schedule)	A	Agency:	C27	707	'01		s	chedule: 901		Page	e #:1 of 1
Departmer	nt: County Community College	-Academic Affairs-Ac	ademic Support	Agency	Rep	pre	sei	nta	tive:				
			7	Title:									
			F	Phone #	:								
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the record s indicated in accordance with the law and	ls covered by this schedule regulations of the State R	e, upon expiration of the ecords Committee. This	eir retentio s schedule	n pe will	riod bec	s, w	ill be	e deemed to l fective on the	have no continuing date approved by the	value to the Stat he State Record	e of Ne s Comr	ew Jersey and will be mittee.
Agency Re	presentative Signature:	Date:	Secr	etary, S	tate	e R	ec	ord	ls Commit	tee Signature:		Date	:
	<u>, </u>										_		.
Record	Record Title and Description								Reter	ntion Policy	Disposition	1	Citation
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency			
0001-0000	Daily Inspection Reports							N	3 years		Destroy		
0002-0000	Maintenance/Cleaning Proced	ures						N	As update	2d	Destroy		
0003-0000	Supply Inventory							N	3 years	,,,	Destroy		

Records Re	etention and Disposition Schedule		Ag	gency:	C27	707	02			Schedule: 901		Page	#:1 of 1
Departmen	nt: County Community College-Fa	acilities-Duplicating	A	gency	Rep	pre	ser	ntat	tive:				
			Ti	itle:									
			PI	hone #	:								
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the records c s indicated in accordance with the law and re	overed by this schedule, upon expiration gulations of the State Records Committee	on of their ee. This	r retentio	n pe e will	riod bec	s, w	ill be	e deemed to ective on th	o have no continuino ne date approved by	y value to the Sta the State Record	te of Ne s Comn	w Jersey and will be nittee.
Agency Re	epresentative Signature:	Date:	Secre	tary, S	State	e R	eco	ord	s Comm	ittee Signature		Date	:
	Record Title and Description								_				
Record	Record Title and Description									ention Policy	Dispositio	า	Citation
Series #					Alternate Media	Archival Review	Vital Record	Confidential	Total Retentic Period	Minimum Period in Agency			
0001-0000	Duplicating Job Request (Copy) Original maintained by Business Office and Academic Department		he Billir	ng				N	3 years		Destroy		
0002-0000	Duplicating Statistics - Annual an	d Full Semester						N	3 years		Destroy		

Records Ret	tenti	on and Disposition Schedule			Agen	су:	C27	707	03		S	Sched	dule: 901		Page	#:1 of 2	
Department	t:	County Community College-Fa	acilities-Facilities		Agen	су	Rej	pre	ser	ntat	tive:						
					Title:												
					Phon	ne #	:										
SCHEDULE AF disposed of as	PPRO indica	DVAL: Unless in litigation, the records cated in accordance with the law and re	covered by this schedule, gulations of the State Rec	upon expiration cords Committee.	of their rete This sche	entio edule	n pe will	riods	s, wi	ill be	e deemed to ective on the	have date	no continuing vapproved by the	value to the Stat ne State Record	e of Ne s Comn	w Jersey and will nittee.	be
Agency Rep	pres	entative Signature:	Date:	S	ecretar	y, S	State	e R	ecc	ords	s Commit	ttee S	Signature:		Date	:	
	Rec	ord Title and Description											Policy	Disposition	1	Citation	
Series #						Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	า	Minimum Period in Agency				
						Α	¥	Ā	Vit	ပိ							
														1_		•	
0001-0000	Aiı Da	r Conditioning, Heating, Ventila ata	tion, Electrical, and l	Plumbing Sys	tems					N	Life of the Structure	-		Destroy			
0002-0000	Blu	ueprints and Specifications								-	Permane			Permanent			
0003-0000	Вс	prrowed Equipment Consent Fo	orm							N	3 years			Destroy			
0004-0000	Bu	illding Safety Inspection								N	7 years			Destroy			
0005-0000	Bu	irglar Alarm Inspection List								N	1 years			Destroy			
0006-0000	Ele	evator Service Orders								N	7 years			Destroy			
0007-0000	Ins	surance Claim								N	6 years			Destroy			
0008-0000	Ma	aintenance Project Request an	d/or Revision								7 years a			Destroy			
0009-0000	Pu	rchase Flow Sheet								N	1 years a			Destroy			
0010-0000	Sp	ecification Transmittal - Mainte	enance							N	7 years			Destroy			

Records R	etention and Disposition Schedule	Agenc	y: (C27	707	03		Sche	dule: 901	Page	e #:2 of 2
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0011-0000	Stolen Property Report							7 years		Destroy	
0012-0000	Summary of Telephone Quotations						N	7 years		Destroy	
0013-0000	Using Agency Complaint (Copy)						N	3 years after		Destroy	
0014-0000	Utility Readings - Monthly							1 years		Destroy	
0015-0000	Utility Statistics						N	5 years		Destroy	
0016-0000	Work Order Request							1 years after order satisfied		Destroy	

Records Re	etention and Disposition Schedul	е		Agency	: C	2707	704	ļ		Sche	dule: 901		Page	#:1 of 1	
Departmen	nt: County Community College	e-Facilities-Mail Room		Agenc	y R	epre	ese	nta	tive:				•		
			Ī	Title:											
				Phone	#:										
SCHEDULE A disposed of as	NPPROVAL: Unless in litigation, the records indicated in accordance with the law an	ds covered by this schedule, upon expira d regulations of the State Records Comm	tion of th	eir retent is schedu	ion ıle v	period /ill be	ds, v com	will b	e deemed t fective on th	o have ne date	no continuing v approved by th	ralue to the Stat e State Record	te of Ne s Comn	w Jersey and wil nittee.	l be
Agency Re	epresentative Signature:	Date:	Sec	retary,	Sta	ate F	Rec	ord	ls Comm	ittee	Signature:		Date	:	
Record	Record Title and Description									entior	Policy	Disposition	า	Citation	
Series #					Addit	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency				
				•	•	•	•	•	•					•	
0001-0000	Daily Cash Receipts Log							N	7 years			Destroy			
0002-0000	Electronic Postage Meter Rep	ort						N	7 years			Destroy			
0003-0000	Monthly Account of Postage L	Ised for Campus Departments						N	7 years			Destroy			
0004-0000	Monthly Account of Postage L	Ised for Electronic Postage Mete	rs					N							
0005-0000	Postage Meter Machine Statis	tical Reports						N	3 years			Destroy			
0006-0000	Student Postal Delivery Slip				T		T	N	3 years			Destroy			

Records Re	etenti	on and Disposition Schedule			Agenc	y:	C27	707	05			Sche	dule: 901		Page	#:1 of 1
Departme	nt:	County Community College-Fa	cilities-Planning and Constructi	on	Agend	Э	Rep	ore	ser	ntat	tive:					
					Title:											
					Phone	#	:									
		DVAL: Unless in litigation, the records co ated in accordance with the law and reg														
Agency Re	Agency Representative Signature: Date:				retary	, S	tate	e R	ecc	ord	s Comm	ittee	Signature:		Date	:
Decord Title and Decorintion																
Record	·										Rete	entio	n Policy	Disposition	1	Citation
Record Series #					Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retentic Period	on	Minimum Period in Agency				
													-			
0001-0000	Fil an in	ontruction File (Agency Copy) e may contain but is not limited nendments, bid proposals, chan voices, correspondence, and su aintained by the Business Office	ge order, certificates, requistion pporting documentation. Originate	ns,							7 years a disposal building	of		Destroy		

Records Re	tention and Disposition Schedule		Agen	су:	C27	707	'06		Sch	edule: 901		Page	#:1 of 2
Departmen	t: County Community College-	Facilities-Public Safety	Ager	су	Rej	pre	ser	ntat	tive:			•	
			Title:										
			Phor	e#	:								
SCHEDULE AI disposed of as	PPROVAL: Unless in litigation, the records indicated in accordance with the law and r	covered by this schedule, upon expirati regulations of the State Records Commit	on of their rete tee. This sche	entio edule	n pe will	riod: bec	s, w	rill be	e deemed to have dective on the da	ve no continuing te approved by t	value to the Sta he State Record	te of Ne Is Comr	ew Jersey and will be mittee.
Agency Re	presentative Signature:	Date:	Secretar	y, S	tate	e R	eco	ord	s Committe	e Signature:		Date	:
											,		
	Record Title and Description									on Policy	Dispositio	n	Citation
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency			
				⋖	⋖	۷	>	ပ					
0001-0000	Accident File							N	6 years		Destroy		
0002-0000	Abestos Hazard Evaluation Rep	port (Copy)						N			Destroy		
	Original in Department of Health	n.							3 years afte compliance with recommend tion				
0003-0000	Fire and Fire Alarm Report (Cop	oy)						N	3 years		Destroy		
	Original Kkept in the Campus P												
0004-0000	Hazardous Waste Generator Ar	nnual Report (Copy)						N	5 years		Destroy		
	Original kept in the Department	of Environmental Protection.											
0005-0000	Hazardous Waste Manifest (Co	ру)						N	3 years		Destroy		
	Original kept in the Department	of Environmental Protection.											
0006-0000	Public Employees Occupatinal	Safety and Health Programs File	(Copy)					N			Destroy		
	Original kept int the Department	t of Labor.							3 years afte termination agreement				

Records Re	etention and Disposition Schedule	Agend	y: (C27	070	06		S	Schedule: 901		Page	#:2 of 2
Record	Record Title and Description							Reter	ntion Policy	Disposition	า	Citation
Series #			Audit	Ĭ	Archival Review	Vital Record	ıtial	Total Retention Period	Minimum Period in Agency			
0007-0000	Radon Test Results Original kept in the Department of Health.						N	30 years		Destroy		
0008-0000	Workplace Survey File - "Right to Know" (Copy) Original kept in the Department of Health.						N	30 years		Destroy		

Records Re	etention and Disposition Schedule		Agen	су:	C2	707	707		s	Sched	dule: 901		Page	#:1 of 1
Departmen	t: County Community College-Fa	cilities-Storeroom	Ager	псу	Re	pre	sei	ntat	ive:					
			Title											
			Phor	ne #	:									
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the records co indicated in accordance with the law and reg	vered by this schedule, upon expiration ulations of the State Records Committee	n of their rete	entio edule	n pe	riod bec	ls, w	rill be	e deemed to ective on the	have date	no continuing approved by the	value to the Stat ne State Records	e of Ne s Comr	w Jersey and will be nittee.
Agency Re	presentative Signature:	Date:	Secretar	y, S	tat	e R	ec	ord	s Commit	tee S	Signature:		Date	:
Record	Record Title and Description								Reter	ntior	Policy	Disposition	1	Citation
Series #			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period		Minimum Period in Agency				
0001-0000	Storeroom Supply Inventory			Ι			Γ	N	3 years			Destroy		
	Store room Supply inventory													
0002-0000	Storeroom Supply List							N	As update	ed		Destroy		
0003-0000	Storeroom Supply Requistion (Constitution of Constitution of C		demic						3 years			Destroy		

Records Re	etention and Disposition Schedule		Ag	gency:	C2	707	708			Sche	dule: 901		Page	#:1 of 1	
Departmer	nt: County Community College-Fa	acilities-Telecommunications	Αç	gency	Re	pre	sei	ntat	tive:						
			Tit	tle:											
			Pr	none #	‡ :										
	APPROVAL: Unless in litigation, the records on the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second of the second														e
Agency Re	epresentative Signature:	Date:	Secre	tary, S	Stat	e R	Rec	ord	s Comm	ittee	Signature:		Date	•	
														_	
Record	Record Title and Description								Ret	entior	n Policy	Disposition	1	Citation	
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency				
												_			
0001-0000	Campus-Wide Monthly Telephon	e Service Charge Printout (Cop	oy)					N	3 years			Destroy			
	Original is issued to specified call	ers.													
0002-0000	Refund Approval (Copy)							N	3 years			Destroy			
	Original and copy are kept by the	Bursar's Office.													
0003-0000	Request for Telephone Service							N	3 years			Destroy			

Records Re	etentio	n and Disposition Schedule		Agen	су:	C27	708	01			Schedule	e: 901		Page	#:1 of 2	
Departmen			nformation Systems-Computer	Ager	псу	Rep	pre	ser	ntat	ive:						
		Operations		Title:												
				Phor	ne #	:										
SCHEDULE Aldisposed of as	PPROV indicat	/AL: Unless in litigation, the records ed in accordance with the law and re	covered by this schedule, upon expiration equilations of the State Records Committee	n of their rete ee. This sch	entio edule	n pe will	riod: bec	s, wi	ill be	deemed to ective on the	have no c e date app	continuing v	value to the Stat ne State Records	e of Ne s Comr	ew Jersey and will be nittee.	Э
Agency Re	prese	entative Signature:	Date:	Secretar	y, S	tate	e R	ecc	ords	s Commi	ittee Sig	nature:		Date	:	
													_		_	
	Reco	rd Title and Description									ention Po		Disposition	1	Citation	
Series #					Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retentio Period	n Pe	nimum riod in ency				
											-					
0001-0000	Cor	nsole Logs							Ν	1 years			Destroy			
0002-0000	Dat	a Entry Request							N	6 mos			Destroy			
0003-0000	Equ	uipment Error Logs								1 years			Destroy			
0004-0000	Info	ormation Management Proced	dures Manual						N							
0004-0001	Info	ormation Management Proced	dures Manual (Master)						N	Permane	ent		Archives			
0004-0002	Info	ormation Management Proced	dures Manual (Copies)						Ν	As updat	ted		Destroy			
0005-0000	Job	Backup Listings							N							
0005-0001	Job	Backup Listings - Daily							Ν	3 mos			Destroy			
0005-0002	Job	Backup Listings - Weekly							N	6 mos			Destroy			
0005-0003	Job	Backup Listings - Monthly							N	6 mos			Destroy			

Records Re	tention and Disposition Schedule	Agency	/: C	270	080)1		Sche	dule: 901	Pa	ge #:2 of 2
Record Series #	Record Title and Description	*:P7 - <	Audit	Alternate Iviedia	Archival Review	Vital Record	_	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0005-0004	Job Backup Listings - Cumulative		T		T		N	1 years		Destroy	
0006-0000	Job Run Reques						N	6 mos		Destroy	
0007-0000	Label Run Request						N	6 mos		Destroy	
0008-0000	Operation Logs		T					1 years		Destroy	
0009-0000	Operation Run Books		1				N	3 years		Destroy	
0010-0000	Personnel Transaction File Input Documents						N	1 years		Destroy	
0011-0000	Request for Service or Work						N	6 mos		Destroy	
0012-0000	System Messages		1		1			1 years		Destroy	
0013-0000	System Software Listings						N	As updated		Destroy	
0014-0000	System Software Test Listings			Ì			N	As updated		Destroy	
0015-0000	Test Scoring and Data Analysis Requistion		T		7			1 years		Destroy	
0016-0000	User Problem Data Sheet		\dagger		1		N	1 years		Destroy	

Records Re	tention and Disposition Schedule		Ager	ıcy:	C2	708	302)		Sche	dule: 901		Page	#:1 of 1
Departmen		formation Systems-Systems and	Agei	псу	Re	pre	se	nta	tive:					
	Programming		Title	:										
			Phoi	ne #	‡ :									
SCHEDULE Aldisposed of as	PPROVAL: Unless in litigation, the records c indicated in accordance with the law and req	overed by this schedule, upon expiration gulations of the State Records Committee	of their ret	entic edule	n pe e wil	eriod Il bed	ls, v	will be	e deemed t ective on t	to have he date	no continuing approved by the	value to the Stat ne State Record	te of Ne s Comr	w Jersey and will be nittee.
Agency Re	presentative Signature:	Date:	Secretar	y, S	Stat	te R	ec	ord	s Comm	ittee	Signature:		Date	:
				_	_		_					T		1
Record Series #	Record Title and Description				_	>			Ret Total	entior	n Policy Minimum	Disposition	n	Citation
series #					Alternate Media	Archival Review	Record	Confidential	Retention	on	Period in Agency			
				Audit	Alter	Arch	Vital	Conf						
														_
0001-0000	Memberships							N	1 years			Archives		
0002-0000	Program Files/Computer System	Documentation						N				Destroy		
	May include but not limited to the and file layouts, flow-charts, JCL, instructions, system documentation	HIPO Charts, decision trees, op	perationg						1 years system either superse or disconti	is ded				
0003-0000	Registration File (Tape)							N	5 years			Destroy		
0004-0000	Space Inventory File							N	As upda	ntod.		Destroy		
0005-0000	System File (Tape)							N	1 years system either	after is		Destroy		
									superse or					

Records Re	tention and Disposition Schedule)	Ager	псу:	C2	2709	901			Sche	dule: 901		Page	e #:1 of 1	
Department	t: County Community College	-President's Office-Affirmative Actio	n Age i	ncy	Re	epre	se	ntat	tive:						
			Title	:											
			Pho	ne #	# :										
		ds covered by this schedule, upon expiration dregulations of the State Records Committee													ре
Agency Re _l	presentative Signature:	Date:	Secretai	ry, S	Sta	te R	Rec	ord	s Comn	nittee	Signature:		Date):	
	Record Title and Description								_	entio	n Policy	Dispositio	n	Citation	
Series #					Media	Review	ord	tial	Total Retenti Period	on	Minimum Period in Agency				
				Audit	Alternate Media	Archival Review	Vital Record	Confidential							
				<u> </u>			<u> </u>	1							
0001-0000	Affirmative Action and Equal E	imployment Opportunity						N	3 years			Destroy			
	(E.E.O.) Interview Disposition	Form													
0002-0000	Affirmative Action Plan (A.A.P.	.)			T			N	3 years			Destroy			
0003-0000	Affirmative Action Terms Glos	sary						N				Destroy			
0004-0000	Description of Description of Later			+	╁		+	l _N	As upda 3 years			Destroy			
	Department Recruitment Infor	mation Form			┖				,			,			
0005-0000	General Information/Deadline	Worksheet						N	3 years			Destroy			
0006-0000	Quarterly Reports of Affirmativ	re Action Plan						N	3 years			Destroy			
0007-0000	Recruitment Log of Women, M Candidates	linority, Handicapped, and Veteran						N	3 years			Destroy			
0008-0000	Statistical Recruitment Form							N	3 years			Destroy			

Records Re	etention and Disposition Schedule			Agency	/: C	270	90	2		S	chedu	le: 901		Page	#:1 of 1
Departmer	nt: County Community College-P	resident's Office-Board of Trust	tees	Agenc	y R	epr	es	enta	ati	ve:					
				Title:											
				Phone	#:										
	APPROVAL: Unless in litigation, the records of sindicated in accordance with the law and re														
Agency Re	epresentative Signature:	Date:	Sec	retary,	Sta	ate I	Re	cor	ds	Committ	tee Siç	gnature:		Date	:
									_						
Record	Record Title and Description								L	Reten	ntion P	Policy	Disposition	1	Citation
Series #				*;P*** \	Audit	Archival Review	Wolford Poors	Vital Record		Total Retention Period	P	inimum eriod in gency			
0001-0000	Board of Trustees File Contains: meeting minutes, agen documentation.	das, reference materials, and s	suppo	orting				N	N F	Permaner	nt		Archival Re	view	

Records Re	etention and Disposition Schedule		Age	ncy:	C2	2709	903			Sche	dule: 901		Page	#:1 of 1	
Departmer	nt: County Community College-Pr	resident's Office-President's Offic	e Age	ency	Re	pre	se	ntat	tive:						
			Title	e :											
			Pho	ne #	# :										
SCHEDULE A	APPROVAL: Unless in litigation, the records of sindicated in accordance with the law and recordance.	covered by this schedule, upon expiration gulations of the State Records Committee	of their re e. This sc	etentio	on p e wi	eriod II bed	ds, w	vill be	e deemed t ective on tl	to have he date	no continuing approved by t	value to the State he State Records	e of Ne Comn	w Jersey and w nittee.	ill be
Agency Re	epresentative Signature:	Date:	Secreta	ry, S	Sta	te R	Rec	ord	s Comm	ittee	Signature:		Date	:	
Record	Record Title and Description			_	Т		Т	I	Ret	entio	n Policy	Disposition		Citation	
Series #	The and Description				<u>_</u> .	S			Total	CITCIOI	Minimum	Disposition		Onation	
					Med	evie	ام يوا	<u>a</u>	Retention Period	on	Period in Agency				
					ate	val F	Seco	dent	0.104		, igono,				
				Audit	Alternate Media	Archival Review	Vital Record	Confidential							
						. ◀	>	10							
0001-0000	Accreditation File			Τ	Τ		Τ	N	Perman	ent	<u> </u>	Permanent			
		do a uma a mástic m													
0002-0000	Accreditation reports and awards	documentation.		+	╀		\vdash	N	5 years			Destroy			
3002-0000	Boards & Committees File							'	J years			Destroy			
	Contains: member lists, correspo	ndence, and supporting documer	ntation.												
0003-0000	College Management Documenta	ation						N	2 years			Destroy			
0004-0000	Department of Higher Education	Regulations, Standards						N				Destroy			
									As upda	ated					
0005-0000	Official College Calender							N	3 years			Destroy			
0006-0000	Operationg Manual of the Board	of Trustees						N				Destroy			
									As upda						
0007-0000	Policies & Procedures File							N	Perman	ent		Archives			
0008-0000	President's Subject Files							N	4 years			Archival Rev	/iew		
0009-0000	Reports to Department of Higher	Education						N	Perman	ent		Archives			

Records Re	etention and Disposition Schedule		Age	ncy:	C2	2710	001			Sche	dule: 901		Page	e #:1 of 2
Departmen	t: County Community College-S	Student Life-Athletics and Recre	ation Age	ncy	Re	epre	se	ntat	tive:					
			Title	:										
			Pho	ne #	# :									
	PPROVAL: Unless in litigation, the records indicated in accordance with the law and re													
Agency Re	presentative Signature:	Date:	Secreta	ry, S	Sta	te R	ec	ord	s Comn	nittee	Signature:		Date	:
Record	Record Title and Description	•	_						Ret	entior	Policy	Disposition	n	Citation
Series #				٠	Alternate Media	Archival Review	Vital Record	Confidential	Total Retenti Period	on	Minimum Period in Agency			
				Audit	Alter	Arch	Vital	Conf						
								•	Ţ			•		
0001-0000	Aquatic and Recreational Center	s Membership File						N	7 years			Destroy		
	Contains: annual membership apair and supporting documentation.	oplication, fees-paid receipts, re	egulations,											
0002-0000	Aquatic and Recreational Center	s Reference File						N	3 years			Destroy		
	Contains: monthly calendars and reports, and supporting documen		tical											
0003-0000	Aquatic and Recreational Center	s Vendor File						N				Destroy		
	Contains: concession stand vene exhibits, special events, and other		ation for						7 years termina agreem	tion of				
0004-0000	Athletic Event File							N	3 years			Destroy		
	Contains: athletic event agreement of events, and supporting documents.		, schedule											

Records Re	etention and Disposition Schedule	gency:	C2	2710	001		Sched	dule: 901		Page	#:2 of 2
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential		Minimum Period in Agency	Disposition	n .	Citation
0005-0000	Athletic Injury File Medical file maintained for an athletic injury while participating in an athletic team event or sports camp. Contains: accident report, treatmer log, insurance request, medication log, injury and medical history forms physician's and/or physical therapist's correspondence, Junior College Athletic Association (NJCAA) Injury Surveillance System Individual Injuand Weekly Exposure forms, and supporting documentation.	5,				N	5 years after graduation or termination from college		Destroy		
0006-0000	Athletic Team Player File Personnel and medical history file of an athletic team. Contains: athleti team application/entry card, player information form, insurance information, athletic participation waiver and release, acknowledgementisk, and supporting documentation.					N	5 years after graduation or termination from college		Destroy		
0007-0000	Notice of Appointment: Part-Time Coach and Athletic Staff (Copy) Orginal is maintained by the employee, and a copy is kept in the Personnel Office					N	6 years after termination of employment		Destroy		

Records Re	tention and Disposition Schedule		Age	ncy:	C2	2710	002			Schedule: 90)1		Page	#:1 of 3	
Departmen	t: County Community College-S	tudent Life-Auxiliary Services	Age	ency	Re	pre	ser	ntat	ive:						
			Title	e:											
			Pho	ne #	# :										
SCHEDULE Aldisposed of as	PPROVAL: Unless in litigation, the records of indicated in accordance with the law and re	covered by this schedule, upon expiration gulations of the State Records Commit	on of their retee. This sc	etention hedul	on p e wi	eriod II bed	ls, w	ill be	e deemed t ective on t	to have no contir he date approve	uing v	value to the State ne State Records	e of Nev Comm	w Jersey and wil nittee.	l be
Agency Re	presentative Signature:	Date:	Secreta	ıry, S	Sta	te R	ecc	ord	s Comm	ittee Signati	ıre:		Date:		
					_										
	Record Title and Description									ention Polic		Disposition	1	Citation	
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimo Period Agenc	l in				
									!						
0001-0000	Alcohol Permit (Copy)							N	5 years			Destroy			
	Original kept by the Dean of Stud Police and function sponsor.	dents. Copies are kept by the Ca	ampus												
0002-0000	Auxiliary Services Operations Ma	anual						N							
0002-0001	Auxiliary Services Operations Ma	anual (Master)						N	Perman	ent		Archives			
0002-0002	Auxiliary Services Operations Ma	anual (Copies)		\dagger	t			N				Destroy			
									Periodic review	;					
0003-0000	Chargeable Utilities Services							N	7 years			Destroy			
	Lists of utilities that may be charg	ged to sponsors requesting facil	lity usage												
0004-0000	Conferences/Meetings Workshee	et						N	1 years			Destroy			
0005-0000	Contract/Invoice Change Form				T			N	7 years			Destroy			
0006-0000	Daily Schedule of Events			1	T		T	N	1 years			Destroy			

Records Re	tention and Disposition Schedule	Agency	': C	271	002	2		Schedule: 901		Page #:2 of 3
Record	Record Title and Description				Τ		Rete	ntion Policy	Dispositio	n Citation
Series #		<u>:</u> :	Addit	Archival Review	Vital Record	Confidential	Total Retentio Period	Minimum Period in Agency		
0007-0000	Dining Hall Agreement					N	7 years a terminati	on of	Destroy	
0008-0000	Dining Hall Usage Application					N	7 years		Destroy	
0009-0000	Employee Manual		T			N				
0009-0001	Employee Manual (Master)					N	Permane	ent	Archives	
0009-0002	Employee Manual (Copies)					N	Periodic review		Destroy	
0010-0000	Extra Staffing Request Form					N	3 years		Destroy	
0011-0000	Facilities Staff Performance Survey					N	1 years		Destroy	
0012-0000	Housekeeping/Maintenance Work Order					N	3 years		Destroy	
0013-0000	Housekeeping Services Supplies Order					N	3 years		Destroy	
0014-0000	Inspection Procedures					N	As upda	ted	Destroy	
0015-0000	Internal Catering Request					N				
0015-0001	Internal Catering Request (Original)					N	7 years		Destroy	
0015-0002	Internal Catering Request (Copy)		T			N	3 years		Destroy	
0016-0000	Service Calls Log		T			N	1 years		Destroy	
0017-0000	Scheduling a Conference Request		T			N	3 years		Destroy	
0018-0000	Student Center Inspection					N	1 years		Destroy	

^{*} P - Public, C - Confidential

Records Re	etention and Disposition Schedule	Agend	y: (C27	710	02		Sche	edule: 901		Page #	#:3 of 3
Record	Record Title and Description							Retentio	n Policy	Disposition	n (Citation
Series #			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	Minimum Period in Agency			
0019-0000	Student Center Mananger's Operations Manual						N					
0019-0001	Student Center Manager's Operations Manual (Master)						N	Permanent		Archives		
0019-0002	Student Center Manager's Operations Manual (Copies)						N	Periodic		Destroy		
			_					review				
0020-0000	Student Center Use of Facility (Internal) A copy is kept by the person making the reservation.						N	3 years		Destroy		

Records Re	etention and Disposition Schedule		Age	ncy:	C2	710	003			Sche	dule: 901		Page	#:1 of 1
Departmen	t: County Community College-S	Student Life-Basic Skills	Age	ncy	Re	pre	se	nta	tive:				•	
			Title	:										
			Pho	ne #	ŧ:									
	PPROVAL: Unless in litigation, the records indicated in accordance with the law and re													
Agency Re	presentative Signature:	Date:	Secreta	ry, S	Stat	e R	Rec	ord	ls Comm	ittee	Signature:		Date	:
Record	Record Title and Description								Rete	ention	Policy	Disposition	n	Citation
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retentio Period	on	Minimum Period in Agency			
0001-0000	Basic Skills Program File							N	5 years			Destroy		
	Contains: testing statistics (copy procedures guidelines, Basic Sk supporting documentation. Origi Department of Higher Education	ills Officers Cooperatie material nals are retained by the New Je	ls, and											
0002-0000	Basic Skills Grant File File pertains to the New Jersey Mathematics and Science Supp Contains: Request for Proposal,	emental Instruction (Basic Skills	s) Grant.	1.				N	7 years a terminati grant			Destroy		

Pacarde Pa	etention and Disposition Schedule		Agen	CV.	C3	710	104		Ic	Schoo	lule: 901		Dago	#:1 of 1
		udant Life Career Comings	$\overset{\circ}{-}$					1101		CHEC	iule. 30 i		raye	#.1 01 1
Departmen	nt: County Community College-St	udent Life-Career Services	Agen		Re	pre	ser	ıtat	iive:					
			Title:											
			Phon											
SCHEDULE A disposed of as	APPROVAL: Unless in litigation, the records c s indicated in accordance with the law and req	overed by this schedule, upon expiration gulations of the State Records Committee	n of their rete ee. This sche	entio edule	n pe will	eriod I bed	s, w	ill be effe	e deemed to ective on the	have redate a	no continuing vapproved by the	value to the Stat ne State Record	e of Ne s Comn	w Jersey and will be nittee.
Agency Re	epresentative Signature:	Date:	Secretary	y, S	tat	e R	eco	ord	s Commit	tee S	Signature:		Date	
Record	Record Title and Description				Ι	1			Boto	ntion	Policy	Disposition		Citation
Series #	Application/Placement File - Worl	s Study Cooperative Education		Audit	Alternate Media	Archival Review	Vital Record	Z Confidential	Total Retention Period	n	Minimum Period in Agency	Destroy		Citation
	Application for student work-study placement. Copies are kept by the the student. Contains: Affirmative extension, exit interview, evaluation credentials request, and supporting	e Registrar's Office, the employed Action records, applications, prons, placement records, placement	er, and ogram						5 years a graduatio termination from colle	n or on				
0002-0000	Career Services Reference File Reference file for Career Services information sheets, catalogs, and		orochures,					N	As update	ed		Destroy		
0003-0000	Career Services Workshop File							N				Destroy		
	Reference files used toconduct of	n-campus career services works	shops.						As update	ed				

Records Re	tentic	on and Disposition Schedule		Ager	су:	C2	710	05		Sche	edule: 901		Page	#:1 of 2
Departmen	t:	County Community College-St	tudent Life-College Bookstore	Agei	псу	Re	pre	ser	ntat	ive:				
				Title	:									
				Pho	ne #	!:								
SCHEDULE AI disposed of as	PPRO indica	VAL: Unless in litigation, the records c ted in accordance with the law and re	covered by this schedule, upon expiration gulations of the State Records Committed	on of their ret ee. This sch	entic edule	n pe wil	eriod: I bec	s, w	ill be	e deemed to have ective on the date	e no continuing ve approved by the	value to the State ne State Record	te of Ne s Comn	w Jersey and will be nittee.
Agency Re	pres	entative Signature:	Date:	Secretar	y, S	Stat	e R	ecc	ord	s Committee	Signature:		Date	1
Record Series #	Reco	ord Title and Description				dia	ew				Minimum	Disposition	n	Citation
					Audit	Alternate Media	Archival Revi	Vital Record	Confidential	Retention Period	Period in Agency			
											_	_		
0001-0000	Во	oklist Inventory Cards							N	7 years		Destroy		
0002-0000	Во	ok Store Charges							N	7 years		Destroy		
0003-0000	Ch	arge Account File							N			Destroy		
										3 years after payment				
0004-0000	Ch	arge Back forms							N	3 years		Destroy		
0005-0000	Inv	rentory and Financial Reports			T					7 years		Destroy		
0006-0000	Inv	rentory Reconciliation							N	3 years		Destroy		
0007-0000	Pu	rchase Returns							N	7 years		Destroy		
0008-0000	Sa	les Tax							N	7 years		Destroy		
0009-0000	Sto	ore Requistions								7 years		Destroy		
0010-0000	Te	xtbook Ordering Control								3 years		Destroy		
0011-0000	Te	xtbook Return Authorization							Ν	7 years		Destroy		

Records Re	tention and Disposition Schedule	Agend	су:	C2	710	05		Scl	hedule: 901		Page	#:2 of 2
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Review		_	Retent Total Retention Period	Minimum Period in Agency	Disposition	1	Citation
0012-0000	Used Book Procurement						N	7 years		Destroy		

Records Re	etention and Disposition Schedule			Agency:	C2	710	006			Sche	dule: 901		Page	#:1 of 1	
Departmen		udent Life-Community		Agency	Re	pre	sei	nta	tive:						
	Development			Title:											
				Phone :	# :										
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the records co indicated in accordance with the law and reg	overed by this schedule, upon expirati ulations of the State Records Commit	ion of th	eir retentions is schedul	on p	eriod Il bed	ls, w	/ill be	e deemed fective on t	to have he date	no continuing v	value to the Stat ne State Record	e of Ne	w Jersey and will be nittee.	
Agency Re	presentative Signature:	Sec	retary,	Sta	te R	ec	ord	s Comm	nittee	Signature:		Date:			
	cord Record Title and Description														
Record	Record Title and Description							—	entio	n Policy	Disposition	1	Citation		
Series #	·					Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency				
											-				
0001-0000	Community Services Course File							N	3 years			Destroy			
0002-0000	Part-Time Study Student Records	- Active and Inactive						N	1 years			Destroy			
0003-0000	Registry of Community Service Ad	ctivities						N	3 years			Destroy			
0004-0000	Registry of Cultural Events		_					N	3 years			Destroy			

	APPROVAL: Unless in litigation, the record s indicated in accordance with the law and epresentative Signature: Record Title and Description Division of Youth and Family S Manual													
Records Re	etention and Disposition Schedule		Ager	ıcy:	C2	2710	007		(Sched	dule: 901		Page	e #:1 of 1
Departmen	nt: County Community College-S	tudent Life-Day Care Facility	Ager	псу	Re	epre	ser	ntat	tive:					
			Title	:										
			Phor	ne #	# :									
SCHEDULE A disposed of as	PPROVAL: Unless in litigation, the records of sindicated in accordance with the law and re	covered by this schedule, upon expirating gulations of the State Records Commit	ion of their ret ttee. This sch	entic edule	on p e wi	eriod	ls, w	vill be	e deemed to ective on the	have le date	no continuing vapproved by the	value to the Star ne State Record	te of Ne s Comr	ew Jersey and will be mittee.
Agency Re	presentative Signature:	Date:	Secretar	y, S	Sta	te R	ecc	ord	s Commi	ttee S	Signature:		Date	:
Record	Record Title and Description										Policy	Disposition	n	Citation
Series #			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	n	Minimum Period in Agency				
								•	•					•
0001-0000	Manual Rules and regulations establishe	 Rules and regulations established by DYFS for the governing						N	As updat	ted		Destroy		
	facilities.				퇶			ļ.,						
0002-0000	Enrolled Child File Health records for children enroll maintained by the Departments of Services. Contains: Application, Information Card, Emergency Me Appraisal, Immunization Report Open, Permission for a Walk for	of Health, Education, and Huma Child Health Check, Emergenc edical Permission, Health Histo End of Year, Parent Note Tha	an y ry and t Doors are	,				N	2 years a age of majority	after		Destroy		
0003-0000	Parent/Child Schedule and/or Signature 3 yrs	gn-In Sheets						N						
0004-0000	Tuition Payment Schedule Payment plan/agreement for day	care facility						N	7 years			Destroy		

Records Ret	tenti	on and Disposition Schedule		Ager	псу:	C2	710	800			Sche	dule: 901		Page	#:1 of 1	
Department	t:		udent Life-Education Opportunit	y Age	ncy	Re	pre	ser	ntat	ive:						
		Fund (EOF)		Title	:											
				Pho	ne #	ŧ:										
SCHEDULE AP disposed of as i	PPRO	VAL: Unless in litigation, the records co ted in accordance with the law and reg	overed by this schedule, upon expiration gulations of the State Records Committee	of their ret e. This sch	tentic edule	n pe e wil	eriod I bec	s, w	ill be	e deemed t ective on th	o have ne date	no continuing approved by the	value to the Stane State Record	te of Nev s Comm	w Jersey and will nittee.	be
Agency Rep	ores	entative Signature:	Date:	Secreta	ry, S	Stat	e R	ecc	ord	s Comm	ittee	Signature:		Date:		
													•			
Record Series #	Rec	ord Title and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention		Minimum Period in Agency	Disposition	n	Citation	
0001-0000	Ed	lucational Opportunity Fund (EC	DF) - Program File						N	3 years			Destroy			
		e containing materials pertainin aintenance.	g to EOF program implementati	on and												
0002-0000		lucational Opportunity Fund (EC	•						N	As upda	ited		Destroy			
0003-0000		lucational Opportunity Fund (EC							N	<u> </u>			Destroy			
	pro ev		cations, program and counselor, teaching schedules, teaching p	lacemen	t					6 years terminat employr	tion of					
0004-0000	Stu Re As Ev Fo Ca Ev Stu	egistrar's Office. Contains: Acce sessment-Academic Level, Cla aluation, Grade Sheet, Housing rm, Interview Form, Life History and, Monthly Benefits, Process F aluation, Structured Study Forn	e EOF program. Copies are kep optane Card, Application for Enrolls Schedule, Exit Interview, Factor Application, Income Information Questionnaire, Missing Materia Reports, Program Contract, Selfon, Student Advisement Reference rogram, Student Health History,	ollment, culty n, Intake ils Status ce Card,	8					5 years graduati terminat from col	ion or ion		Destroy			

Records Re	etenti	on and Disposition Schedule		Αg	gency:	C2	2710	009			Sche	dule: 901		Page	#:1 of 2
Departmen	t:	County Community College-Stu	udent Life-Health Services	A	gency	Re	pre	ser	ntat	ive:					
		Infirmary		Ti	tle:										
				Pł	none a	# :									
SCHEDULE A disposed of as	PPRC indica	DVAL: Unless in litigation, the records co ated in accordance with the law and reg	overed by this schedule, upon expirational ulations of the State Records Committee	on of their tee. This s	retentionschedul	on p e wi	eriod II bed	ls, w	vill be	e deemed t ective on th	o have ne date	no continuing approved by the	value to the Stane State Record	te of Ne s Comn	w Jersey and will be nittee.
Agency Re	pres	entative Signature:	Date:	Secre	tary, \$	Sta	te R	ecc	ord	s Comm	ittee	Signature:		Date	:
															_
Record	Rec	ord Title and Description									entio	Policy	Disposition	n	Citation
Series #					Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency			
						_			T	Ι.		,	<u></u>		•
0001-0000	Ble	ood Bank Program File							N	1 years			Destroy		
0002-0000	Di	sability List							N	3 years			Destroy		
0003-0000	Me	edical Records - Staff and Stude	ents						N						
0003-0001	W	eekly Health Service Report							N	1 years			Destroy		
0003-0002	No	otification of Illness File							N	2 years			Destroy		
		ontains: notification letter, infirmated supporting documentation	ary services questionnaire, dai	ly repor	ts,										
0003-0003	Te	esting and Condition File							N	3 years			Destroy		
		ontains: First Aid Administration pairment Statement, and suppo		al											
0003-0004	Pr	nysician's Prescription/Standing	Order Statements						N	5 years			Destroy		
0003-0005	X-	Ray Request							N	5 years			Destroy		
0003-0006	Ac	cident and Insurance File				T			N	6 years			Destroy		
0003-0007	Вс	prrowed Articles Form				T			N	7 years			Destroy		

Records Re	etention and Disposition Schedule	Agenc	y: C	27	100	09		Schedule: 901		Page	#:2 of 2
Record Series #	Record Title and Description	:	Audit	Alternate Media	Archival Review	Vital Record	Total Retention Period	ention Policy Minimum Period in Agency	Disposition	n	Citation
0003-0008	Patient Medical Records File (N.J.S.A. 26:8-5) Staff and student File Contains: Treatment Statement, Patient Visitation to enter Statement, Accident Form (Physician Statement), Infirmary Admission Record, Al Injections Statement, Athletic Self Evaluation, Athletic Treatment Forn Physician Referral, Follow-Up Instructions Form-Orthopedic, Patient A Worksheet, Physical Examination Form, Physician's Report, Release Form, Continued Treatment Report, Routine Treatment Flow Sheet, S Evaluation, Tuberculosis Incident Report, Test records, and supporting documentation.	llergy n, Audit Self-					10 year age 23, whichev longer		Destroy		
0004-0000	Medical Information Reference File File contains: guidelines, brochures, pamphlets, and supporting information pertaining to helath safety and prevention						N 3 years		Destroy		
0005-0000	State and Federal Regulations File (Copies) State and federal statute and code guidelines pertaining to health serv	vices .					As upda	ated	Destroy		

Records Ret	tention and Disposition Schedule		Agen	су:	C2	710)10			Sche	dule: 901		Page	e #:1 of 2	
Department		tudent Life-Special Services -	Agen	су	Re	pre	sei	ntat	tive:						
	Student		Title:												
			Phon	е#	:										_
	PPROVAL: Unless in litigation, the records of indicated in accordance with the law and re														_
Agency Rep	oresentative Signature:	Date:	Secretary	y, S	tat	e R	ec	ord	s Commi	ittee	Signature:		Date	:	_
Record	Record Title and Description			Г	Г		Π	Т	Pote	ntior	n Policy	Disposition	<u> </u>	Citation	_
Series #	204.0000				Alternate Media	Archival Review	Vital Record	Confidential	Total Retentio		Minimum Period in Agency	Disposition	•	Citation	
0001-0000								ĪN	· I			Destroy		<u> </u>	_
0001-0000	Disabled Student File Contains forms notifying the Special Services office of a student and the specific support services needed.								2 years a graduation termination	on or ion		Desiroy			
0002-0000	s who are enrolled full-time or pare kept by the United States Dralization Service. Contains: advisa Status Changes Form; Mis Application for Nonimmigrant Smigrant Student; Student Inform Stay, School Transfer, or Perstand supporting documentation	Department mission sing tudent; nation mission to					Р	5 years a graduation termination from coll	after on or ion		Destroy				

Records Re	etention and Disposition Schedule	Agend	су:	C2	710)10)	Sche	dule: 901	Pa	age #:2 of 2
Record Series #	Record Title and Description		Audit	Alternate Media	Archival Review	ital Record	Confidential	Retention Total Retention Period	Minimum Period in Agency	Disposition	Citation
0003-0000	Student-Veteran Program File Documentation from the Veterans Association, New Jersey Departm Higher Education, campus-program generated forms, student agree and supporting documentation. Contains: Appl. for Educational Assist Test Program Benefits, Appl. form Survivors' & Dependents' Educational Assistance, Chapter 35 Certificate of Affirmation of Enrollment Agree (Correspondence Course), Childrens' Death Pension Award, Complic Certification, Designation of Certifying Official(s), Disabled Veterans for Vocational Rehab., Educational Institution Report (Department of Higher Education), Educational Plan, Enrollment Certification, Establishment Agreement (Veterans Administration), Notice of Chan Student Status (Institutional Courses Only), Request for: Approval of School Attendance, Change of Address, Change of Program or Place of Training (Survivors' Dependents' Educational Assistance), Change of Program or Place of Training (Under Chapter 32 or 34, Title 38 U.S.)	ments, stance ional ement iance Appl. f	<u> </u>	4	4		P			Destroy	
0003-0001	Student-Veteran Program File - Continued From 0300-0000 Request Pertaining to Military Records, Selected Reserve Education Assistance Program (GI Bill) Notice of Basic Eligibility, School Attend Report, Statement Support of Claim, Statement of Dependency, Vet Academic Program, Financial Obligation Agreement (Copy), Veterar Application for Work-Study Allowance, Veterans Course Certification Veterans Enrollment Survey (Department of Higher Education), Vete Student Work-Study Agreement, and Vietnam Veterans Tuition Aid Program.	dance erans ns n,									

Records Re	tention and Disposition Schedule		Agen	су:	C2	710)11			Schedule: 901		Page	e #:1 of 2	
Departmen		udent Life-Student Counseling	Ager	су	Re	pre	sei	ntat	ive:					
	Services		Title:											
			Phor	ne #	:									
SCHEDULE AN	PPROVAL: Unless in litigation, the records co indicated in accordance with the law and reg	overed by this schedule, upon expiration ulations of the State Records Committee	of their rete e. This sche	entio edule	n pe	eriod I bed	ls, w	vill be	e deemed ective on t	to have no continuir he date approved b	ng value to the Sta y the State Record	te of Ne ds Comr	ew Jersey and will be mittee.)
Agency Re	presentative Signature:	Date:	Secretar	y, S	tat	e R	ec	ord	s Comm	nittee Signature) :	Date):	
Record Series #	Record Title and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retenti	Minimum on Period in Agency		n	Citation	
								_		<u>.</u>				
0001-0000	Counselor File							N						
0001-0001	Counselor File - Student Contacts	Statistical Sheet						N	3 years		Destroy			
0001-0002	Counselor File - Weekly Apppoint	ments Schedule						N	1 years		Destroy			
0001-0003	Counselor File - Workshop Sched	ule						N	1 years		Destroy			
0002-0000	International Association of Couns (Copy) Counseling association reference brochures, counseling services infinformation, data sheets for persolisting, and supporting documenta	file. Contains: resumes, progran formation, directories, accrediation nnel, site visit sheets, profession	n on					N	3 years		Destroy			
0003-0000	Student Counseling Services Refe Reference file containing informat Services Program, for campus-wid	ion regarding the Student Couns	seling					N	As upda	ated	Destroy			

Records Retention and Disposition Schedule Agency		y: (C27	'10	11		Sche	edule: 901		Page	#:2 of 2	
Record Series #	Record Title and Description		Audit	nate	اھ	Vital Record	onfidential	Total Retention	Minimum Period in Agency	Disposition	1	Citation
0004-0000	Student File (N.J.S.A. 26:8-5) Student counseling files. Contains: Information Exchange Permission Form, Off-Campus Counseling referral letter, Serious Incident Report Initial Intake Form, Interview Notes, Intake Summary, Termination Re Counseling Termination Letter, Counseling Missed Appointment Lette Student Information Sheet, Student Evaluation, and supporting documentation.	ı i, eport,	A	A	A	>	3 Z	10 years or age 23, whichever is longer		Destroy		

Records Re	ecords Retention and Disposition Schedule						12			Sched	lule: 901		Page #:1 of 2		
Departmen	t: County Community College-St	udent Life-Student Life	Ager	су	Rej	pre	ser	ntat	tive:						
			Title	ı I											
			Phor	ne #	:										
SCHEDULE AI disposed of as	PPROVAL: Unless in litigation, the records or indicated in accordance with the law and rec	overed by this schedule, upon expiration gulations of the State Records Committee	on of their rete ee. This sche	entio edule	n pe will	riods	value to the Stat ne State Records	e of Ne	w Jersey and will b nittee.	e					
Agency Re	presentative Signature:	Date:	Secretar	y, S	tate	e R	ecc	ords	s Comm	ittee S	Signature:	Date:			
Record Series #	Record Title and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention	n	Policy Minimum Period in Agency	Disposition	1	Citation	
0001-0000	Commencement Information							N	As upda	ted		Destroy			
0002-0000	Student Awards File							N							
0002-0001	Student Awards File - Financial Application for awarding financial awards application, Confidential F supporting documentation.							N	7 years a			Destroy			
0002-0002	Student Awards File - Nonfinancia	al						N	2 years			Destroy			
0003-0000	Student Discipline File Contains: College Disciplinary Off regulations, disciplinary letter stat supporting documentation.								5 years a graduati terminat from coll	on or ion		Destroy			
0004-0000	Student Government Charter and	Constitution							Permane			Permanent			
0005-0000	Student Handbook							N							
0005-0001	Student Handbook (Master)							N	Permane	ent		Permanent	_		

Records Retention and Disposition Schedule Agen			y: (C27	101	12		Schedule: 901		Page #:2 of 2	
Record	Record Title and Description							ention Policy	Disposition	Citation	
Series #		:	Audit	Alternate Media	Archival Review	Vital Record	Total Retention Period	Minimum on Period in Agency			
0005-0002	Student Handbook (Copies)						Periodic review		Destroy		
0006-0000	Student Clubs and Organizations Rosters						N As upda	ated	Destroy		
0007-0000	Student Petitions and Results - Campus Elections						N 2 years		Destroy		

Records Retention and Disposition Schedule		Age	ncv:	C2	2710	013];	Schedule: 901	Page #:1 of 1			
Departmen	· · · · · · · · · · · · · · · · · · ·	Student Life-Testina Center	<u>_</u>	<u> </u>					tive:			3-	ew Jersey and will be nittee.
		3	Title										
			Pho	ne #	# :								
SCHEDULE A disposed of as	APPROVAL: Unless in litigation, the records s indicated in accordance with the law and r	covered by this schedule, upon expira egulations of the State Records Comm	tion of their re hittee. This sch	tentio	on p e wi	erioc	ds, w	/ill be	e deemed to fective on the	have no continuing ve e date approved by the	value to the State he State Records	of Nev	w Jersey and will be nittee.
Agency Re	epresentative Signature:	Date:	Secreta	ry, S	Sta	te R	Rec	ord	ls Commi	ittee Signature:		Date:	
	T				_		_				<u>, </u>		
Record	Record Title and Description									ention Policy	Disposition		Citation
Series #					Alternate Media	Archival Review	Vital Record	Confidential	Total Retentio Period	Minimum Period in Agency			
				Audit	Alter	Archi	Vital	Confi					
				_							_		
0001-0000	Academic Testing File							N	1 years		Destroy		
	Contains: test samples, answer	keys, and answer sheets.											
0002-0000	College Level Education Progra	m Scores			T			N	10 years		Archival Revi	ew	
0003-0000	Comparative Guide File							N					
0003-0001	Comparative Guide File - Placer	ment Answer Sheets						N	1 years		Destroy		
0003-0002	Comparative Guide File - Placer	ment Scores						N	3 years		Destroy		
0004-0000	Daily Activity Sheet								1 years		Destroy		
0005-0000	Daily Sign-In Sheet							N	3 years		Destroy		

Records Ret	Records Retention and Disposition Schedule					710)14			Sche	dule: 901		Page #:1 of 1		
Department	t: County Community Colleg	e-Student Life-Tutoring Lab	Ager	псу	Re	pre	sei	ntat	tive:						
			Title	Title:											
			Phor	ne #	ŧ:										
		rds covered by this schedule, upon expind regulations of the State Records Com													
Agency Rep	oresentative Signature:	Date:	Secretar	y, §	Stat	e R	ec	ord	s Comn	nittee	Signature:		Date:		
								_							
1	Record Title and Description									entior	n Policy	Dispositio	n	Citation	
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retenti Period	on	Minimum Period in Agency				
2224 2222							_	1			т	I .		1	
0001-0000	Policies and Procedures Stat						N				Destroy				
	Policies, procedures, and objectives of the tutoring lab.								As upda	ated					
0002-0000	Statistical Report - Student a	nd Tutor						N	3 years			Destroy			
	 Statistical report of student c	ients and tutor hours for each se	mester.												
0003-0000	Student Client File							N				Destroy			
	identification card, lab referratutoring summary, sessions ruttoring lab application, lab stutoring agreement, terminatifor assistance, client progres	mester enrolled in the tutoring la I statement, tutor assignment for ecord, academic difficulties state ervices and tutor final lab client eon of lab enrollment statement, report, assessments, faculty-isoutoring contract, and supporting	m, end of ment, valuation, eapplication						5 years termina or grad from co	tion uation					
0004-0000	Tutor File (Copy)							N				Destroy			
	Contains: application, reappli sheet, weekly and monthly re	nel file pertaining to student-work cation, assignment sheets, evalu ports, recommendations and ref n. Original maintained by the Pe	lations, time erence letter,						1 years termina employ	tion of					

			Ager	ıcy:	C2	710)15)		Sched	dule: 901		Page	#:1 of 2	
Departmen	t: County Community College-S	Student Life-Urban Student College	Ager	псу	Re	pre	se	ntat	tive:						
	Preparatory Aid Program		Title	Title:											
			Phor	ne #	‡ :										_
	PPROVAL: Unless in litigation, the records indicated in accordance with the law and r														
Agency Re	presentative Signature:	Date:	Secretar	y, S	Stat	e R	ec	ord	s Comm	ittee S	Signature:		Date:		
	Record Title and Description										Policy	Disposition	า	Citation	
Series #				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Total Retention Period	on	Minimum Period in Agency				
				•		•						•		•	
0001-0000	Grant File Grant file for urban student pre-college training in accordance with the United States Department of Education. Programs include: Upward Bound, Talent Seach, Student Support Services, Educational Opport Center, and the Ronald McNair Baccalaurate Program. Contains: applications, interim and final reports, and supporting documentation Contains: application, interim and final reports, and supporting documentation.							N							
0001-0001	Grant File - Approved								7 years terminat			Destroy			
0001-0002	Grant File - Denied							_	3 years			Destroy			_
0002-0000	Statistics File				T	T	T	N	3 years			Destroy			_
	Statistics pertaining to the stude	nts enrolled and programs availab	e.												

Records Retention and Disposition Schedule Agency			y: (C27	101	15		Sch	edule: 901		Page	#:2 of 2
Record	ord Record Title and Description							Retenti	on Policy	Disposition		Citation
Series #			Audit	nate M	<u> </u>	Vital Record		Total Retention Period	Minimum Period in Agency			
0003-0000	Student Application File File pertains to junior high and senior high school, and college level student on-campus academic program. Contains: Application for Admission, Income Verification, Guidance Counselor Recommendation Notification of Acceptance for Admission, Parental Field Trip Permiss Parental Student School Information Waiver, Self-Evaluation Health F Student Fact Sheet, Student Record Form, and Supporting documentation.	ion,					N	7 years		Destroy		