

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> RECORDS MANAGEMENT PROGRAM RETRIEVING MATERIAL FROM THE RECORDS ARCHIVE	<b>Page:</b> 07.04.01
	<b>Date:</b> 8/10/20

General

Records stored in the County College of Morris Records Archive are available to the sending department for reference or retrieval as needed. Each stored carton is given a unique carton number and placed in a numbered shelf location. Both identifying numbers are entered in our Records Management computer database, as well as all other pertinent information.

Authority

Vice President for Business and Finance  
Assistant Vice President for Business and Finance

Responsibility

Budget & Compliance Manager  
Support Services Coordinator  
Department Heads  
Records Liaisons

Procedure

1. Accessing the Records Archive

Access to the Records Archive is restricted to authorized Records Management personnel. Other personnel assisting in the retrieval of archived records are not allowed access to the Records Archive unless authorized Records Management personnel accompany them.

a) Request for Record Carton(s) from the Records Archive

An email from person requesting the carton is sent to the Support Services Coordinator (ext 5010) with the Carton Number, Location Number.

- 1) Support Services Coordinator will submit an email requesting help from the Receiving and Distribution Department for help retrieving box.
- 2) Support Services Coordinator will tape a copy of email (w/date, name of person requesting box) to the open spot.
- 3) The location number(s) is coded with a star (\*) in our database while the carton is out of its location. A copy of the email will be put in log book until carton is returned.

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b) Request for Individual File(s) From the Records Archive

- 1) The Department Head/Chairperson, or the Department's Records Liaison should contact the Support Services Coordinator (Ext. 5010), via email with file to be retrieved, including the carton location, carton number. (example: Records & Registration - Student name and last 4 digits of SS # (or student ID).
- 2) The Support Services Coordinator will retrieve the files. The date, name of person requesting file as well as location and carton number are written on the back of the file folder.
- 3) For student files the Support Services Coordinator also records this information on a form called Log Book Student Records Carton & Location Form which identifies the person who requested the file, students name, carton location, carton number, the date it was removed and initials of person retrieving file. A copy of the requesting email will be put into the carton to replace the file until it is returned. Support Services Coordinator will deliver file to the person who requested it. File cannot be sent in the interoffice mail. When the file is returned, the return date is entered on the form and on the back of the file then the file is returned to the Records Archive. If the person requesting the file picks up the file, they will sign the Location Log Book.
- 4) All other files the Support Services Coordinator will make 2 copies of request, one to place in box where file is removed and the other will be placed in the Record Center Log book until file is returned.