

# STATE OF NEW JERSEY



## COUNTY COMMUNITY COLLEGES

C270000-901 THRU C271015-901

Records Retention and Disposition Schedule		Agency: C270101	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Academic Affairs-Academic Affairs	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Academic Management System Manual					N				
0001-0001	Academic Management System Manual (Master)					N	Permanent		Archives	
0001-0002	Academic Management System Manual (Copies					N	Periodic Review		Destroy	
0002-0000	Academic Program/Course File --- Contains recommendations for modification of existing academic program/course, and creation and approval of academic program/course.					N	5 Years After Modification or Creation		Destroy	
0003-0000	Academic Program Review File --- Contains: departmental goals and objectives, curriculum, facility data, student demographics, facilities and equipment usage, correspondence, enrollment statistics, evaluations, plan of action, and supporting documentation.					N	10 Years		Archival Review	
0004-0000	Advanced Institutional Development Program Files					N	5 Years		Destroy	
0005-0000	Credit By Examination (Original) --- Copies are kept by the Department Chairperson's and the Registrar's offices.					N	Permanent		Permanent	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0006-0000	Curriculum and Instruction Development Files(Program and Staff)					N	3 Years		Destroy	
0007-0000	Student Handbook					N				
0007-0001	Student Handbook (Master)					N	Permanent		Archives	
0007-0002	Student Handbook (Copies)					N	Periodic Review		Destroy	

Records Retention and Disposition Schedule		Agency: C270102	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Academic Affairs-Academic Support	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Academic Advisement Workshop File --- File contains materials for an on-campus pre-registration academic advisement workshop.					N	As Updated		Destroy	
0002-0000	College Advisors Handbook					N				
0002-0001	College Advisors Handbook (Master)					N	Permanent		Archives	
0002-0002	College Advisors Handbook (Copies)					N	Periodic Review		Destroy	
0003-0000	College Seminar Student Manual					N				
0003-0001	College Seminar Student Manual (Master)					N	Permanent		Archives	
0003-0002	College Seminar Student Manual (Copies)					N	Periodic Review		Destroy	
0004-0000	Pre-Registration Guide					N	As Updated		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C270103	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Academic Affairs-Adult Learning Center	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Adult Basic Education Annual Financial Statement (Original) --- Copy resides within the Department of Education, the Division of Adult Education.					N	Permanent		Archives	
0002-0000	Adult Basic Skills Programs - Staff Record (Copy)					N	3 Years		Destroy	
0003-0000	Adult Basic Skills Programs - Student Record (Copy)					N	3 Years		Destroy	
0004-0000	Adult Learning Center Teacher Evaluation					N	6 Years After Termination of Employment		Destroy	
0005-0000	Adult Literacy and High School Equivalency Annual Financial Statement --- Copy is retained by the Department of Education.					N	10 Years		Archival Review	
0006-0000	Adult Special Program in Reading Experiences Tutor Training Program --- File contains instructional aids for tutors.					N	As Updated		Destroy	
0007-0000	Annual Inventory Report (Copy) --- Original is retained by the Department of Education.					N	3 Years		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0008-0000	Staff, Student, and Tutor Sign-in Sheet					N	1 years		Destroy	
0009-0000	Student Record --- Contains: Individual Education Plan, Slosson and in-house designed tests, homework samples, and supporting documentation (separate from Cumulative Student Record).					N	2 Years after Graduation or Termination from College		Destroy	

Records Retention and Disposition Schedule		Agency: C270104	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Academic Affairs-College Seminar and Advisement	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Academic Advisement Worksheet --- The final course selection form is contained within the Registrar's Office.					N	Periodic Review		Destroy	
0002-0000	Academic Status List					N	3 Years		Destroy	
0003-0000	Advisor's Handbook - Faculty					N				
0003-0001	Advisor's Handbook - Faculty (Master)					N	Permanent		Archives	
0003-0002	Advisor's Handbook - Faculty (Copies)					N	As Updated		Destroy	
0004-0000	Career Planning Guide - Student					N				
0004-0001	Career Planning Guide - Student (Master)					N	Permanent		Archives	
0004-0002	Career Planning Guide - Student (Copies)					N	As Updated		Destroy	
0005-0000	College Seminar/Orientation Student Manual					N				
0005-0001	College Seminar/Orientation Student Manual (Master)					N	Permanent		Archives	

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Records Retention and Disposition Schedule				Agency: C270104			Schedule: 901		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0002	College Seminar/Orientation Student Manual (Copies)					N	As Updated		Destroy	
0006-0000	Graduate Placement List					N	5 Years		Destroy	
0007-0000	Pre-Registration Guide					N	As Updated		Destroy	
0008-0000	Student Academic Advisement File					N	2 Years After Graduation or Termination from College		Destroy	
0009-0000	Student Academic Counseling File					N	2 Years After Graduation or Termination from College		Destroy	



Records Retention and Disposition Schedule		Agency: C270105	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Academic Affairs-Continuing Education	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Agency Contract File --- File of contractual agreement between the college and an agency for the continuing education program.					N	7 years After Termination of Contract		Destroy	
0002-0000	Facility File --- Contains: semester room use request, class cancelled form, room/time change form, and supporting documentation.					N	1 years		Destroy	
0003-0000	Instructor Agreement File --- Contains: noncredit instructor proposal form, educational services teaching agreement, staff development form, evaluations (course and performance), attendance records, and supporting documentation.					N	6 Years After Termination of Employment		Destroy	
0004-0000	Student Registration File --- Contains: student ethnicity statistics, intent to withdraw from course, registration form (credit and noncredit courses), registration status notification, student background information sheet, and supporting documentation.					N	3 Years After Graduation or Termination from College		Destroy	

Records Retention and Disposition Schedule		Agency: C270106	Schedule: 901	Page #:1 of 4
<b>Department:</b>	County Community College-Academic Affairs-Department Chairperson Records	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Academic Department Objectives - Initial Statement					N	As Updated		Destroy	
0002-0000	Academic Integrity Violation Report --- Copies are kept by the faculty and the student.					N	3 Years		Destroy	
0003-0000	Application and Contract for Independent Course Work - Student (Copy) --- Original is kept in Registrar's Office and additional copies are kept by the faculty and student.					N	1 years After Termination or Graduation from College		Destroy	
0004-0000	Application and Contract for Summer Independent Course Work - Student (Copy) --- Original is kept in Registrar's Office and additional copies are kept by the faculty and student.					N	1 years After Termination or Graduation from College		Destroy	
0005-0000	Approval for Course Change or Waiver (Copy) --- Original is kept in the Registrar's Office.					N	3 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: C270106			Schedule: 901		Page #:2 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0006-0000	Change of Grade Request (Copy) --- Original is kept in the Registrar's Office.					N	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	6 Years After Termination of Employment		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 Reappointment					N	6 Years After Termination of Employment		Destroy	
0013-0000	Faculty Course Assignments					N	4 Years		Destroy	
0014-0000	Grade Book					N	3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C270106			Schedule: 901		Page #:3 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0015-0000	Incomplete Grade Form (Copy) --- Original is kept in the Registrar's Office and a copy is kept by the instructor.					N	4 Years		Destroy	
0016-0000	New Course Data Sheet					N	As Updated		Destroy	
0017-0000	Notification of Minor/Second Teaching Field/Second Major					N	5 Years After Termination or Graduation from College		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	6 Years After Termination of Employment		Destroy	
0021-0000	Report Concerning Prospective Tenure Candidate					N	6 Years After Termination of Employment		Destroy	
0022-0000	Report on Classroom Teaching Observation					N	6 Years After Termination of Employment		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0023-0000	Roll Book					N	3 Years		Destroy	
0024-0000	Schedule Revision Update					N	As Updated		Destroy	
0025-0000	Student - Credit by Examination (Copy) --- Original kept by the Academic Affairs Office.					N	5 Years		Destroy	

Records Retention and Disposition Schedule		Agency: C270107	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Academic Affairs-Departmental Records	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Budget File (Copies) --- Originals retained in Business Office.					N				
0001-0001	Budget Request Form					N	3 Years		Destroy	
0001-0002	Bi-monthly Budget Reports					N	3 Years		Destroy	
0001-0003	Daily Transmittal of Income					N	3 Years		Destroy	
0001-0004	Reallocation of Funds					N	3 Years		Destroy	
0001-0005	Vouchers					N	3 Years		Destroy	
0002-0000	Course Evaluations --- Evaluations prepared by the student pertaining to the course and the instructor. Form can be used towards tenure approval or denial.					N	6 Years After Termination of Employment		Destroy	
0003-0000	Course Outlines					N				
0003-0001	Course Outlines (Master)					N	Permanent		Archives	
0003-0002	Course Outlines (Copies)					N	As Updated		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0004-0000	Instructional Reference Materials					N	Periodic Review		Destroy	

<b>Department:</b>	County Community College-Academic Affairs-Faculty Records	<b>Agency Representative:</b>	
		<b>Title:</b>	
		<b>Phone #:</b>	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Application and Contract for Independent Course Work - Student (Copy) --- Original is kept in Registrar's Office and additional copies are kept by the department chairperson and student.					N	1 years After Termination or Graduation from College		Destroy	
0002-0000	Application and Contract for Summer Independent Course Work - Student (Copy) --- Original is kept in Registrar's Office and additional copies are kept by the department chairperson and student.					N	1 years After Termination or Graduation from College		Destroy	
0003-0000	Class Record Book --- Contains: course title, dates, students' names and grades.					N	3 Years		Destroy	
0004-0000	Course Syllabuses					N	As Updated		Destroy	
0005-0000	Course Text Adoption (Copy) --- Original is kept by the bookstore.					N	As Updated		Destroy	



Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0006-0000	Course Text Request					N	As Updated		Destroy	
0007-0000	Faculty Evaluation					N				
0007-0001	Faculty Evaluation (Peers)					N	6 Years After Termination of Employment		Destroy	
0007-0002	Faculty Evaluation (Students)					N	6 Years After Termination of Employment		Destroy	
0008-0000	Faculty Handbook					N				
0008-0001	Faculty Handbook (Master)					N	Permanent		Archives	
0008-0002	Faculty Handbook (Copies)					N	Periodic Review		Destroy	
0009-0000	Faculty Information Questionnaire					N	6 Years After Termination of Employment		Destroy	
0010-0000	Faculty Profile --- This profile is used for Middle States Association and National Council Association of Teachers of English evaluations and accreditations.					N	6 Years After Termination of Employment		Destroy	

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Records Retention and Disposition Schedule				Agency: C270108			Schedule: 901		Page #:3 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0011-0000	Graduate Course Data Sheet					N	As Updated		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	6 Years After Termination of Employment		Destroy	
0015-0000	Teaching Application					N	6 Years After Termination of Employment		Destroy	

Records Retention and Disposition Schedule		Agency: C270109	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Academic Affairs-Honors Program	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Application to Honors Program					N	5 Years After Termination or Graduation from College		Destroy	
0002-0000	College Honors Program Brochure					N				
0002-0001	College Honors Program Brochure (Master)					N	Permanent		Archives	
0002-0002	College Honors Program Brochure (Copies)					N	As Updated		Destroy	
0003-0000	Honors Program Course and Faculty Evaluation					N	6 Years After Termination of Employment		Destroy	
0004-0000	Honors Program Transcript - Department (Copy)					N	5 Years After Termination or Graduation from College		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							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 Program --- Waiver of student to see letter of recommendation for honor program candidacy.					N	5 Years After Termination or Graduation from College		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C270110	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Academic Affairs-Institutional Research	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Academic Department Institutional Data --- Statistical data pertaining to annual enrollment, grading and degree types.					N				
0001-0001	Academic Department Institutional Data (Master)					N	Permanent		Archives	
0001-0002	Academic Department Institutional Data (Copies)					N	Periodic Review		Destroy	
0002-0000	Annual Demographic Statistics - Campus-wide					N				
0002-0001	Annual Demographic Statistics - Campus-wide (Master)					N	Permanent		Archives	
0002-0002	Annual Demographic Statistics - Campus-wide (Copies)					N	Periodic Review		Destroy	
0003-0000	Comparative Guide Placement Summary Reports					N	5 Years		Destroy	
0004-0000	Fact Book					N	Permanent		Permanent	
0005-0000	Institutional Research File					N				
0005-0001	Institutional Research Reports					N	Permanent		Permanent	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0002	Institutional Research Workpapers					N	1 years		Destroy	
0006-0000	Survey Questionnaires					N	1 years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C270111	Schedule: 901	Page #:1 of 5
<b>Department:</b>	County Community College-Academic Affairs-Library	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Academic Subjects On-line Search Services Log --- On-line system that researches academic subjects. Contains: name, date, course and pages printed.					N	As Updated		Destroy	
0002-0000	Application for Courtesy Library Card					N	As Updated, Upon Expiration of Card		Destroy	
0003-0000	Bindery Card - Newspapers and Periodicals --- Contains: name, date, publisher, date sent to bindery, and date returned.					N	Until material is returned from bindery.		Destroy	
0004-0000	Card Catalog --- Index card containing: title, author, publisher, date, call number, Library of Congress number, and text description.					N	As Updated		Destroy	
0005-0000	Cash Drawer Count - Overdue and Lost Books					N	7 Years		Destroy	
0006-0000	Circulation Pick-up Schedule --- Schedule of book pick-ups throughout the library.					N	Periodic Review		Destroy	

Records Retention and Disposition Schedule				Agency: C270111			Schedule: 901		Page #:2 of 5	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0007-0000	Circulation and Acquisition Statistics - On-line and Manual --- Contains: date, Dewey Decimal System classification, and statistics.					N	3 Years		Destroy	
0008-0000	Claim's Returned - Lost Books/Claims Reorder Form					N	3 Years		Destroy	
0009-0000	Copy Machine Refunds					N	7 Years		Destroy	
0010-0000	Daily Copy Service Charges - Departmental --- Contains: date, number of copies, department, charge, and authorized signature.					N	7 Years		Destroy	
0011-0000	Daily Fine Receipt Tally --- Contains: amount, transaction number, and total.					N	7 Years		Destroy	
0012-0000	Daily Reserved Books Count					N	1 years		Destroy	
0013-0000	Departmental Expense Account for Library Services					N	7 Years		Destroy	
0014-0000	Duplication Account (Copy) --- Contains: department, account number, monthly charge, prior monthly charge, and year-to-date charge. Original is maintained in the Bursar's Office.					N	3 Years		Destroy	
0015-0000	Faculty Loan Slip - Periodicals --- Contains: periodical name, volume, faculty name, department, telephone, date, return date, and faculty and periodical librarian signatures.					N	1 years After Return		Destroy	
0016-0000	Fine Receipt - Lost Book (Copy) --- Payment statement for lost book. Original is retained in the Bursar's Office and a copy is sent to the student.					N	3 Years		Destroy	



Records Retention and Disposition Schedule				Agency: C270111			Schedule: 901		Page #:3 of 5	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0017-0000	Fine Receipt - Small Fine --- Payment statement for book fine. Copy is kept by the student.					N	7 Years		Destroy	
0018-0000	Fines Collection Report (Copy) --- Contains: collection period; check date, number, name, amount and total; cash total; Bursar's Office total and receipt number; and librarian's signature. Original is kept by the Bursar's Office.					N	3 Years		Destroy	
0019-0000	Interlibrary Loan Activity Report --- Year-to-date and monthly statistical account of requests initiated, cancelled, filled, unfilled and turnaround time.					N	3 Years		Destroy	
0020-0000	Interlibrary Loan Book Info Sheet --- Printout of data about book on loan from another library or on loan to another library. Contains: text title, publisher, location, library type, date, and code number.					N	As Updated		Destroy	
0021-0000	Interlibrary Loan Request - Interlibrary Loan System and New Jersey State Library --- Contains: borrower's name, signature, address, phone, status, and social security number; text title, publisher, and date; and journal title, publisher, and date. Copy is retained by the borrower.					N	1 years		Destroy	
0022-0000	Library Equipment Inventory					N	As Updated		Destroy	
0023-0000	Library Orientation Schedule - Class Visits					N	As Updated		Destroy	
0024-0000	Listening Room Overdue/Lost Book or Record Fine					N	7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C270111			Schedule: 901		Page #:4 of 5	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0025-0000	Material Circulation and Reference Statistics --- Monthly and semester statistics of materials borrowed. Contains amount referenced and subject classification.					N	3 Years		Destroy	
0026-0000	Monthly Statistics --- Statistics pertaining to overdue, fines, bills, recalls and hold books.					N	3 Years		Destroy	
0027-0000	On-line Database Search --- Contains vendor information, types of searches, search charges, department, and department account number.					N	3 Years		Destroy	
0028-0000	Overdue Book Reminder --- Copy is retained by student. Payment is recorded in payment statement.					N	1 years After Payment		Destroy	
0029-0000	Patron Registration - Temporary or Permanent Card					N	As Updated, Upon Expiration of Card		Destroy	
0030-0000	Patron Statistics --- Contains: date, academic level and program, and statistics.					N	3 Years		Destroy	
0031-0000	Periodicals Received File					N	As Updated		Destroy	
0032-0000	Reference Desk Schedule --- Weekly schedule of librarians working at the reference desk.					N	As Updated		Destroy	
0033-0000	Reference Librarian List					N	As Updated		Destroy	

Records Retention and Disposition Schedule				Agency: C270111			Schedule: 901		Page #:5 of 5	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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.					N	3 Years		Destroy	
0035-0000	Semester Text Reserve List --- Contains: instructor's name; course title; and text call number, author and title.					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 purchase request and supporting documentation.					N	7 Years		Destroy	
0038-0000	Text Order Card --- Contains: accession number, date ordered and received, dealer, number 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.					N	As Updated		Destroy	

Records Retention and Disposition Schedule		Agency: C270112	Schedule: 901	Page #:1 of 3
<b>Department:</b>	County Community College-Academic Affairs-Media Technology	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Audio Video Television Equipment/Supplies Transactions --- Contains: name, department, quantity, equipment number, cost, and clerk's name.					N	3 Years		Destroy	
0002-0000	Cash Sales Slip					N	7 Years		Destroy	
0003-0000	Departmental Charge for Services --- Copy is kept in the department that requested services.					N	7 Years		Destroy	
0004-0000	Equipment/Materials Inventory					N	3 Years After Audit		Destroy	
0005-0000	Equipment Repair Order					N	3 Years		Destroy	
0006-0000	Faculty Equipment Request					N	1 years After Returned		Destroy	
0007-0000	Fines Paid List - Student (Copy) --- Original is kept in the Bursar's Office.					N	3 Years		Destroy	
0008-0000	Out-of-Class Assignment Reserve Form					N	1 years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270112			Schedule: 901		Page #:2 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							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				

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0018-0001	Student Worker Manual - (Master)					N	3 Years After Update		Destroy	
0018-0002	Student Worker Manual - (Copies)					N	As Updated		Destroy	
0019-0000	Television Production Request Form					N	1 years		Destroy	
0020-0000	Video Tape Sign-out					N	1 years After Equipment Returned		Destroy	

Records Retention and Disposition Schedule		Agency: C270113	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Academic Affairs-Planning and Management	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Enrollment Projections					N	2 Years		Destroy	
0002-0000	Enrollment Statistics File					N				
0002-0001	Enrollment Statistics File (Original)					N	7 Years		Destroy	
0002-0002	Enrollment Statistics File (Copy)					N	3 Years		Destroy	
0003-0000	External Reporting Documentation File					N	3 Years		Destroy	
0004-0000	New Jersey State Department of Higher Education File					N				
0004-0001	New Jersey State Department of Higher Education File - General Information Survey --- Original maintained by the Department of Education.					N	5 Years		Destroy	
0004-0002	New Jersey State Department of Higher Education File - Research Advisory Committee					N	1 years		Destroy	

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Records Retention and Disposition Schedule		Agency: C270201	Schedule: 901	Page #:1 of 11
<b>Department:</b>	County Community College-Administration and General Records- Administrative General Records	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Administrative Subject File --- Correspondence, memoranda, publications, and other information received by an agency and filed alphabetically by subject.					N	3 Years		Destroy	
0002-0000	Agency Annual Report --- Annual printed report highlighting the achievements and activities of an agency.					N				
0002-0001	Agency Annual Report (Original) --- Retained by agency of origin.					N	Permanent		Archives	
0002-0002	Agency Annual Report (Additional Copies)					N	5 Years		Destroy	
0003-0000	Agency-generated Newsletter --- Printed news report highlighting an agency's activities and other relevant information.					N				
0003-0001	Agency-generated Newsletter (Master)					N	Permanent		Archives	
0003-0002	Agency-generated Newsletter (Copies)					N	Periodic Review		Destroy	



Records Retention and Disposition Schedule				Agency: C270201			Schedule: 901		Page #:2 of 11	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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					N	3 Years		Destroy	
0006-0000	Agency Monthly Report --- Monthly report highlighting the activities and achievements of an agency.					N				
0006-0001	Agency Monthly Report (Original) --- Retained by agency of origin.					N	3 Years		Destroy	
0006-0002	Agency Monthly Report (Additional Copies)					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)					N	Permanent		Archives	
0007-0002	Agency-sponsored Conferences - Correspondence and Workpapers					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 agency.					N	1 years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0010-0000	Arbitration/Mediation Questionnaires					N	2 Years		Destroy	
0011-0000	Attorney General's Opinions (Copies) --- Legal opinions dealing with matters relevant to an agency's activities. Original retained by the Office of the Attorney General.					N	Periodic Review		Destroy	
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, Chief of 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, and personnel matters). Includes: correspondence, minutes (copies), reports, speeches, etc.					N	4 Years		Archival Review	
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					N	1 years		Destroy	
0016-0003	Correspondence - Policy					N	Permanent		Archives	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0016-0004	Correspondence - Routine Request for Information					N	Periodic Review		Destroy	
0017-0000	Emergency Evacuation Plan					N				
0017-0001	Emergency Evacuation Plan (Original)					N	3 Years After Update		Destroy	
0017-0002	Emergency Evacuation Plan (Copies)					N	As Updated		Destroy	
0018-0000	Executive Orders (Copies) --- Proclamations issued by the Governor, the Chancellor of the New Jersey 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 of business.					N	3 Years After Audit		Destroy	
0020-0000	Hand-deliver Receipt					N				
0020-0001	Hand-deliver Receipt (Original)					N	1 years		Destroy	
0020-0002	Hand-deliver Receipt (Record Copy)					N	6 Months		Destroy	
0021-0000	Hearings, Formal Policy					N				
0021-0001	Hearings (Stenotype)					N	1 years After Printing of Transcript		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270201			Schedule: 901		Page #:5 of 11	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0021-0002	Hearings (Tape Recording - Audio/Video)					N	80 Days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer		Recycle	
0021-0003	Hearings - Transcripts (Master)					N	Permanent		Archives	
0021-0004	Hearings - Transcripts (Copies)					N	Periodic Review		Destroy	
0022-0000	Interagency Agreement --- Agreement between governmental agencies on a common subject.					N				
0022-0001	Interagency Agreement (Original)					N	Permanent		Archives	
0022-0002	Interagency Agreement (Copies)					N	Periodic Review		Destroy	
0023-0000	Informational Survey --- Agency-sponsored statistical study used to gain information needed for the operation of an agency.					N	Periodic Review		Destroy	
0024-0000	Inventory --- Itemized list of equipment and supplies completed by an agency.					N	3 Years After Audit		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0025-0000	Legislation - Agency-related --- Laws dealing with matters relevant to an agency's activities.					N				
0025-0001	Legislation - Agency-related-adopted (Record Copy)					N	Periodic Review		Destroy	
0025-0002	Legislation - Agency-related-pending (Record Copy)					N	As Updated		Destroy	
0026-0000	Minutes --- Official records of the proceedings of meetings. May include agendas and supporting documentation.					N				
0026-0001	Minutes (Originals)					N	Permanent		Archives	
0026-0002	Minutes (Copies)					N	Periodic Review		Destroy	
0027-0000	News Release --- Information issued by an agency for publication or broadcast.					N				
0027-0001	News Release (Original)					N	Permanent		Archives	
0027-0002	News Release (Copies)					N	Periodic Review		Destroy	
0028-0000	Official Notice of an Open Public Hearing					N	3 Years		Destroy	
0029-0000	Organization Chart					N				
0029-0001	Organization Chart (Original)					N	Permanent		Archives	

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Records Retention and Disposition Schedule				Agency: C270201			Schedule: 901		Page #:7 of 11	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0029-0002	Organization Chart (Copies)					N	As Updated		Destroy	
0030-0000	Photographs and Slies					N	Permanent		Archival Review	
0031-0000	Policy Statement --- Statement issued by agency management personnel governing agency policy and procedure.					N				
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.) File --- Contains the Annual Occupational and Illnesses Survey and supporting documentation. File maintained in accordance with <u>N.J.A.C. 12:110</u> , Subchapter 5, and <u>N.J.S.A. 34:6A-24-28</u> , et seq. Original retained by the Department of Labor.					N				
0032-0001	Public Employees Occupational Safety and Health Act File (Record Copy)					N	6 Years		Destroy	
0032-0002	Public Employees Occupational Safety and Health Act File (Additional Copies)					N	3 Years		Destroy	
0033-0000	Records Retention and Disposition Schedule (Record Copy) --- Form containing retention periods for records maintained by an agency. Original retained by the Department of State, Division of Archives and Record Management.					N	As Updated		Destroy	
0034-0000	Reference File --- Externally-generated books, magazines, news clippings, pamphlets, manuals, and other printed matter used for general reference purposes.					N	Periodic Review		Destroy	

Records Retention and Disposition Schedule				Agency: C270201			Schedule: 901		Page #:8 of 11	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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	As Updated		Destroy	
0035-0003	Regulations - Agency-related-rejected (Record Copy)					N	Periodic Review		Destroy	
0036-0000	Request and Authorization for Records Disposal (Record Copy) --- Original retained by the Department of State, Division of Archives and Record Management.					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)					N	Permanent		Archives	
0039-0002	Statement of Goals and Fiscal Year Objectives (Copy)					N	Periodic Review		Destroy	

Records Retention and Disposition Schedule				Agency: C270201			Schedule: 901		Page #:9 of 11	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							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 longer		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, <u>N.J.S.A. 34:5A-1</u> , et seq. Originals are kept by the Department of Health. Copies are kept by the Department of Environmental Protection, the county health department, the county clerk, and the local fire and police departments. File contains, but is not limited to the following: Hazardous Substance Fact Sheet, Hazardous Substance Training Data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.					N	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 agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim and final reports.					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 Retention and Disposition Schedule				Agency: C270201			Schedule: 901		Page #:10 of 11	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0043-0003	Consultant File - Financial Documents					N	7 Years	4 Years	Destroy	
0043-0004	Consultant File - Work papers and Support File					N	3 Years		Destroy	
0044-0000	Incoming Mail Log					N	3 Years		Destroy	
0045-0000	Open Public Records Act (OPRA) File --- 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. PL 2001, c. 404.					N				
0045-0001	Open Public Records Act (OPRA) File - Request Form With Fee					N	7 Years	4 Years	Destroy	
0045-0002	Open Public Records Act (OPRA) File - Request Form Without Fee					N	3 Years		Destroy	
0045-0003	Open Public Records Act (OPRA) File - OPRA Complaint to Government Records Council (GRC) (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), correspondence, email (hardcopy), and 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 deemed necessary - in order to resume an agency's daily operations and mitigate the consequences of such an event.					N				
0047-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)					N	3 Years After Update		Destroy	

Records Retention and Disposition Schedule				Agency: C270201			Schedule: 901		Page #:11 of 11	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, and supporting documentation.					N	7 Years After Termination from Program	4 Years	Destroy	

<b>Department:</b>	County Community College-Administration and General Records-Bursar	<b>Agency Representative:</b>	
		<b>Title:</b>	
		<b>Phone #:</b>	

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Accounts Receivable Transaction Summary Statements					N	7 Years		Destroy	
0002-0000	Audit Change and Delete Reports					N	7 Years		Destroy	
0003-0000	Check Register					N	7 Years		Destroy	
0004-0000	Credit Balances					N	7 Years		Destroy	
0005-0000	Disbursements					N	7 Years		Destroy	
0006-0000	Fine Sheets --- Listing of various fines issued on campus.					N	7 Years		Destroy	
0007-0000	General Treasury Receipts					N	7 Years		Destroy	
0008-0000	Scholarship File --- Contains: cancelled checks, receipt, correspondence, and supporting documentation.					N	7 Years after Termination of Scholarship		Destroy	
0009-0000	Student Housing File --- File containing charges applicable to student housing, the housing agreement is updated annually.					N	7 Years after Termination of Agreement		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270202			Schedule: 901		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0010-0000	Student Payment Ledger Cards --- Subsidiary accounts to the General Ledger.					N	10 Years		Destroy	
0011-0000	Student Loan File --- File of financial information pertaining to individual state, federal, and veteran student loans. Contains: Pre-loan Questionnaire, Loan Interview 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 Rights and Responsibilities, Veterans Deferment Authorization, and supporting documentation.					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 --- Subsidiary accounts to the General Ledger.					N	10 Years		Destroy	

<b>Department:</b>	County Community College-Administration and General Records-Business Office	<b>Agency Representative:</b>	
		<b>Title:</b>	
		<b>Phone #:</b>	

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Accident Reports					N	3 Years		Destroy	
0002-0000	Accounts Receivable Request --- Used by agencies to establish an account receivable in a revenue account.					N	7 Years		Destroy	
0003-0000	Advice of Charge --- Notifies which accounts need to be charged. Form lists the following information: pay number, pay period, fiscal year, appropriate account number, cost center, gross salary, food maintenance, and net cash salary.					N	7 Years		Destroy	
0004-0000	Advice of Dishonored Check --- Used to record a bank charge representing checks submitted for payment and subsequently dishonored by a bank.					N	7 Years		Destroy	
0005-0000	Agency Application to Obligate Funds --- Used to obligate funds for direct purchase, annual contract authorizations, and special procurement authorizations.					N	7 Years		Destroy	
0006-0000	Agency Contract Obligation --- Used to obligate funds in a specific appropriation account for an approved agency contract. Used only when agency has authority to enter into a formal contract.					N	7 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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					N	7 Years		Destroy	
0010-0000	Audit Reports					N	Permanent		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 Packets, 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, Supplemental Budget Request, and supporting documentation.					N				
0013-0001	Budget Appropriation Handbook (Original)					N	Permanent		Permanent	
0013-0002	Budget Appropriation Handbook (Copy)					N	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)					N	3 Years		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0013-0007	Budget Reallocation Notice					N	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				
0016-0001	Central and College Storeroom Requisition (Original)					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 agency contract.					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 --- Used for reimbursement payments.					N	7 Years		Destroy	
0022-0000	Check Stub					N	7 Years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270203			Schedule: 901		Page #:4 of 12	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0023-0000	College Capitol Outlay and Equipment Specification					N	Permanent		Permanent	
0024-0000	Contracts and Amendments --- Formal contracts between state agencies and qualified vendors for the furnishing of goods and services to state agencies. May include copies of specifications, advertised bid proposals, and other correspondence.					N				
0024-0001	Contracts and Amendments - Awarded --- Signed originals and support material.					N	7 Years after Completion of Contract		Destroy	
0024-0002	Contracts and Amendments - Awarded (Copies)					N	3 Years after Completion of Contract		Destroy	
0024-0003	Contracts and Amendments - Awarded - Cancelled					N	3 Years after Submission		Destroy	
0024-0004	Contracts and Amendments - Voided					N	3 Years after Voidance		Destroy	
0025-0000	Daily Transmittal of Income					N				
0025-0001	Daily Transmittal of Income (Original)					N	7 Years		Destroy	
0025-0002	Daily Transmittal of Income (Copy)					N	3 Years		Destroy	
0026-0000	Data Collection and Control Forms --- Form used in calculating data entry processing charges.					N	3 Years		Destroy	



Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0027-0000	Deferred Compensation File - Termination, Disability, and Retirement					N	7 Years after Termination of Policy		Destroy	
0028-0000	Deferred Revenue Adjustment --- Used to separate funds of the current year cash revenue deposits that will be applied in future years. May be used in conjunction with the Transmittal of Receipts, dishonored revenue checks, and revenue refunds.					N	7 Years		Destroy	
0029-0000	Deposit Slip					N	7 Years		Destroy	
0030-0000	Disbursement Log					N	7 Years		Destroy	
0031-0000	Duplication/Copier File --- Contains: Duplicating Job Request, Departmental Duplication Account List, Copier Count Sheet, duplication and copier financial/statistical reports, and supporting documentation.					N	7 Years		Destroy	
0032-0000	Fee Transmittals and Reconciliations					N	7 Years		Destroy	
0033-0000	Financial Records System Printout Reports --- The on-line financial recording system utilized by higher education institutions throughout the state.					N				
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	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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 --- Book of original entry, recording transactions in chronological order.					N	7 Years		Destroy	
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 Retention and Disposition Schedule				Agency: C270203			Schedule: 901		Page #:7 of 12	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0033-0022	Prior and Current Year Comparative Statement Account					N	7 Years		Destroy	
0033-0023	Purchase Orders					N	7 Years		Destroy	
0033-0024	Purchase Orders - Accounting					N	7 Years		Destroy	
0033-0025	Purchase Orders - Accounts Payable					N	7 Years		Destroy	
0033-0026	Purchase Orders Audit Report					N	7 Years		Destroy	
0033-0027	Purchase Orders Change Audit Register					N	7 Years		Destroy	
0033-0028	Subcode Description					N	7 Years		Destroy	
0033-0029	Subsidiary Ledger Account Summary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger.					N	10 Years		Destroy	
0033-0030	Summary Report in Whole Dollars of Debits and Credits					N	7 Years		Destroy	
0033-0031	Transactions for General and Subsidiary Ledgers					N	7 Years		Destroy	
0033-0032	Vendor Analysis/Status Snapshot					N	7 Years		Destroy	
0033-0033	Vendor Directory					N	As Updated		Destroy	
0033-0034	Vendor Master List					N	As Updated		Destroy	
0033-0035	Year-to-Date Disbursement Report					N	7 Years		Destroy	
0034-0000	Fine System Input Form					N	3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0035-0000	Fleet Policy Data --- Contains: vehicle make, style, year, license number, purchase price, insurance value, rating, class, garage, and supporting documentation.					N	3 Years after Disposal of Vehicle		Destroy	
0036-0000	Gasoline/Oil Credit Card Transactions File --- Contains the charge slip and monthly printouts of summary of transactions submitted by vendor.					N	7 Years		Destroy	
0037-0000	Insurance Policy File - Life, Disability and Workers Compensation					N	7 Years after Termination of Policy		Destroy	
0038-0000	Investment Records					N	7 Years		Destroy	
0039-0000	Invoices Not Transferred to Accounts Payable					N				
0039-0001	Invoice (Original)					N	7 Years		Destroy	
0039-0002	Invoice (Copy)					N	3 Years		Destroy	
0040-0000	Letter of Transmittal					N				
0040-0001	Letter of Transmittal (Original)					N	7 Years		Destroy	
0040-0002	Letter of Transmittal (Copy)					N	3 Years		Destroy	
0041-0000	Matching Funds Debit and Credit --- For all matching funds.					N	7 Years		Destroy	
0042-0000	Memberships and Subscriptions					N	3 Years		Destroy	
0043-0000	Monthly Agency Purchase Order Blanket Order Payments					N	7 Years		Destroy	
0044-0000	Payroll File					N	7 Years		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0045-0000	Payroll Signature Sheet File --- Sheets identifying employees that have received payroll checks.					N	7 Years		Destroy	
0046-0000	Payroll Salary Correction - Journal Entry					N	7 Years		Destroy	
0047-0000	Petty Cash Fund Reimbursement --- Used to request reimbursement for expenditures made from an agency's petty cash fund.					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/waiver of advertising request; and supporting documentation.					N	7 Years		Destroy	
0049-0000	Provisional Insurance Report					N	7 Years after Termination of Policy		Destroy	
0050-0000	Purchase Orders					N				
0050-0001	Purchase Orders (Original)					N	7 Years		Destroy	
0050-0002	Purchase Orders (Copy)					N	3 Years		Destroy	
0051-0000	Purchase Orders Log					N	7 Years		Destroy	
0052-0000	Reallocation of Funds					N				
0052-0001	Reallocation of Funds (Original)					N	7 Years		Destroy	
0052-0002	Reallocation of Funds (Copy)					N	3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0053-0000	Receipt - Petty Cash					N				
0053-0001	Receipt - Petty Cash (Original)					N	7 Years		Destroy	
0053-0002	Receipt - Petty Cash (Copy)					N	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.					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)					N	7 Years		Destroy	
0057-0002	Request for Estimate - College Graphics Studio (Copy)					N	3 Years		Destroy	
0058-0000	Request for Materials and Services					N				
0058-0001	Request for Materials and Services (Original)					N	7 Years		Destroy	
0058-0002	Request for Materials and Services (Copy)					N	3 Years		Destroy	
0059-0000	Request for Prospective Candidates Budget Approval					N	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	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270203			Schedule: 901		Page #:11 of 12	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0061-0000	Requisition Change --- Used to cancel, increase, or decrease an outstanding or open requisition balance, or to change or correct the buyer code.					N	7 Years		Destroy	
0062-0000	Revenue Account Number --- Used to establish new revenue accounts on the Revenue Balance Master File.					N	7 Years		Destroy	
0063-0000	Revenue Refund Adjustments --- Used to record the correction of previously entered Revenue Refund Vouchers.					N	7 Years		Destroy	
0064-0000	Revenue Refund Voucher --- Used to submit a request for payment of refunds of revenue.					N	7 Years		Destroy	
0065-0000	Schedule of Payee Name and Address (For Use With Invoice) --- Used in conjunction with the Invoice to request separate payments to many different payees while charging the same appropriation account.					N	7 Years		Destroy	
0066-0000	Schedule of Payee Name and Address (For Use With Revenue Refund Voucher) --- Used to request separate revenue refund payments to many different payees while charging the same revenue account number for all payees.					N	7 Years		Destroy	
0067-0000	Storeroom Order Form					N	3 Years		Destroy	
0068-0000	Student Financial Aid Accounting					N	10 Years		Destroy	
0069-0000	Transfer of Appropriation					N	7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C270203			Schedule: 901		Page #:12 of 12	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0070-0000	Transmittal of Receipts --- Used to record anticipated, appropriated, interfund, and nonrevenue receipts.					N	7 Years		Destroy	
0071-0000	Transmittal of Revenue Refund Returns --- Used to record the return of revenue refunds.					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.					N				
0072-0001	Travel File (Original)					N	7 Years		Destroy	
0072-0002	Travel File (Copy)					N	3 Years		Destroy	
0073-0000	Vehicle Accident Report					N	3 Years		Destroy	
0074-0000	Vehicle Assignment Log					N	7 Years after Final Entry		Destroy	
0075-0000	Vehicle Maintenance/Repair Order					N	3 Years		Destroy	
0076-0000	Vehicle Usage Records --- Records dealing with the activities of agency-owned motor vehicles.					N	3 Years after Disposal of Vehicle by Department		Destroy	



Records Retention and Disposition Schedule		Agency: C270204	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Administration and General Records-Funding and Grants	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	State, Federal, and Private Grant File --- Program file for grant proposal and implementation. Contains: correspondence, grant approval form, RFP, preliminary and implementation reports, grant rejection form, budget statement, grant information log sheet, financial advance or reimbursement form, grant debit/credit statement, and supporting documentation.					N				
0001-0001	State, Federal, and Private Grant File - Approved					N	7 Years After Termination of Grant		Destroy	
0001-0002	State, Federal, and Private Grant File - Denied					N	3 Years		Destroy	

Records Retention and Disposition Schedule		Agency: C270205	Schedule: 901	Page #:1 of 3
<b>Department:</b>	County Community College-Administration and General Records-Payroll	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Change Sheet for Employees --- Sheet reflecting a change in employees' pay rates.					N	3 Years		Destroy	
0002-0000	Check Update Notice --- Notice to have an uncashed check updated after 90 days have passed.					N	3 Years		Destroy	
0003-0000	Employee Payroll Status Printout - Monthly					N	3 Years		Destroy	
0004-0000	Employee Time Balance Printout - Monthly					N	3 Years		Destroy	
0005-0000	Employee Time Balance Printout - Quarterly					N	3 Years		Destroy	
0006-0000	Employee Time Sheet - Professional, Non-Professional, and Student					N	3 Years		Destroy	
0007-0000	Faculty Time Sheet					N	7 Years		Destroy	
0008-0000	List of Terminations of Employment					N	3 Years		Destroy	
0009-0000	Overtime Report - Faculty, Professional, Non-Professional, and Student					N	7 Years		Destroy	
0010-0000	Overtime Request					N				
0010-0001	Overtime Request (Original)					N	7 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0010-0002	Overtime Request (Copy)					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 --- Form requesting payment for special services.					N	7 Years		Destroy	
0015-0000	Proof and Claim for Disability Benefits					N	7 Years After Settlement		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					N	7 Years		Destroy	
0021-0000	Supplemental Payroll					N	7 Years		Destroy	
0022-0000	Supplemental Payroll Authorization					N				
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	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							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, and Student Employees					N	7 Years		Destroy	
0027-0000	Transmittal for Salary Refunds					N	7 Years		Destroy	

Records Retention and Disposition Schedule		Agency: C270206	Schedule: 901	Page #:1 of 9
<b>Department:</b>	County Community College-Administration and General Records- Personnel	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Affirmative Action Records</b>										
0001-0000	Affirmative Action Complaint Case File --- Contains: Discrimination Appeal Processing Grievance Procedure, correspondence, and relevant case material.					N	3 Years After Settlement		Destroy	
0002-0000	Affirmative Action Plan --- Includes annual goals toward fulfilling federal and state Affirmative Action requirements and guidelines mandating equal employment opportunities.					N	3 Years		Destroy	
0003-0000	Equal Employment Opportunity (EEO) and Affirmative Action Interview Disposition --- Contains names of potential job applicants which are sent to an agency's personnel office to fill vacancies.					N	3 Years		Destroy	
0004-0000	Quarterly Reports --- A quarterly report indicating practices in relation to the Affirmative Action Plan.					N	1 years		Destroy	
<b>Classification Records</b>										
0050-0000	Eligible/Ineligible Roster --- List of individuals eligible or ineligible for a position.					N	3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C270206			Schedule: 901		Page #:2 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0051-0000	Job Specifications --- Includes position qualifications and duties.					N				
0051-0001	Job Specifications (Original)					N	Permanent		Permanent	
0051-0002	Job Specifications (Copy)					N	Periodic Review		Destroy	
0052-0000	Request for New Title --- Request to establish a new position class title when the duties of a position cannot be classified properly under an existing class title.					N				
0052-0001	Request for New Title - Approved (Record Copy)					N	Duration of Title		Destroy	
0052-0002	Request for New Title - Denied (Record Copy)					N	3 Years After Final Action		Destroy	
0053-0000	Request for Reclassification --- Used to enable employees to change the classification of their position.					N				
0053-0001	Request for Reclassification (Record Copy)					N	3 Years After Final Decision		Destroy	
0053-0002	Request for Reclassification (Copy) --- Agency acknowledgement.					N	Until Final Decision		Destroy	

Records Retention and Disposition Schedule				Agency: C270206			Schedule: 901		Page #:3 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0054-0000	Request for Re-evaluation of Title --- Request to reevaluate a class title based on a change in responsibilities or organizational structure.					N				
0054-0001	Request for Re-evaluation of Title - Approved (Original)					N	Duration of Position		Destroy	
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)					N	Periodic Review		Destroy	
<b>Individual Employee Files</b>										
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 --- Records of employees' dissatisfaction with working conditions which are 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, are deemed necessary for future reference.					N				
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 Retention and Disposition Schedule				Agency: C270206			Schedule: 901		Page #:4 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0103-0003	Grievance File - Policy Establishing Settlements (Informational Copies)					N	Periodic Review		Destroy	
0103-0004	Grievance File - Routine Settlements (Originals)					N	3 Years After Final Settlement		Destroy	
0103-0005	Grievance File - Routine Settlements (Record Copy)					N	1 years After Final Settlement		Destroy	
0103-0006	Grievance File - Routine Settlements (Informational Copies)					N	Periodic Review		Destroy	
0104-0000	Personnel Advertisements					N	Periodic Review		Destroy	
0105-0000	Personnel Policies					N	Permanent		Permanent	
0106-0000	Salary and Benefit Surveys					N	1 years		Destroy	



Records Retention and Disposition Schedule				Agency: C270206			Schedule: 901		Page #:5 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0107-0000	Individual Employee File --- Information pertaining to permanent and provisional full-time, part-time, and summer, professional and nonprofessional, and student employees. May include but is not limited to: New Hire Request, Separation Request, Request for Employment Disability Leave, Preliminary and Final Notices of Disciplinary Action, Application for Employment, Application for Reemployment, Promotional Announcement, Report on Progress of Probationer, Request for Correction of Social Security Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of 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 Benefits Records, Insurance Records, Faculty/Staff Absence Form (Travel), Faculty Schedule, Teaching Contracts, Tuitions Waiver, Exit Interview, Employment Eligibility Verification, Notification of Outside Employment, Authorization to Release Information.									
0107-0003	Individual Employee File (Original)					N	6 Years After Termination of Employment		Destroy	
0107-0004	Individual Employee File (Copy)					P	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	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0109-0000	Leave Request --- Disability, Administrative, Sick, Vacation, Maternity, Military, Sabbatical, Bereavement, Compensation for Overtime, Leave with Pay, Leave Without Pay, etc.					N				
0109-0001	Leave Request (Original)					N	6 Years		Destroy	
0109-0002	Leave Request (Copy)					N	3 Years		Destroy	
0110-0000	Negotiations Information					N	6 Years		Destroy	
0111-0000	Permanent Personnel History Card					N	60 Years		Destroy	
0112-0000	Permanent Position History Card					N	60 Years		Destroy	
0113-0000	Personnel Master List					N	1 years		Destroy	
0114-0000	Referrals --- Records of potential job applicants received from sources inside or outside of an agency.					N				
0114-0001	Referrals - External					N	3 Years		Destroy	
0114-0002	Referrals - Internal					N	1 years		Destroy	
0115-0000	Reports - Accident					N	6 Years		Destroy	
0116-0000	Request for Employment Disability Leave --- Employee's request for leave of absence with pay due to disability either through injury or illness incurred from employment.					N				

Records Retention and Disposition Schedule				Agency: C270206			Schedule: 901		Page #:7 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0116-0001	Request for Disability Leave (Original)					N	6 Years After Termination of Employment		Destroy	
0116-0002	Request for Disability Leave (Copy)					N	3 Years		Destroy	
0117-0000	Summary Data - Adjunct Teacher Contracts					N	2 Years		Destroy	
0118-0000	Time Records --- Attendance reports for professional and non professional employees.					N				
0118-0001	Time Records (Original)					N	6 Years		Destroy	
0118-0002	Time Records (Department Copy)					N	3 Years		Destroy	
	<b>Performance Assessment Review (PARS)</b>									
0150-0000	Performance Assessment Review File (PARS) --- Contains: Performance Agreement, Fact Sheet, and Final Assessment Review.					N				
0150-0001	Performance Assessment Review File (Original)					N	6 Years After Termination of Employment		Destroy	
0150-0002	Performance Assessment Review File (Record Copy)					N	1 years After Final Evaluation		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0151-0000	Performance Summary --- Contains a listing of: employees who have been rated satisfactory or unsatisfactory, granted or not granted a salary increase, and supervisors who have failed to submit a Performance Certification and Salary Increase Recommendation.					N	3 Years		Destroy	
<b>Promotional Action Records</b>										
0200-0000	Application for Promotional Examination --- Application by a permanent employee for an examination for a promotional position.					N	3 Years		Destroy	
0201-0000	Application Summary --- List of persons eligible for a promotion in a position.					N	3 Years		Destroy	
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)					N	Periodic Review		Destroy	
0204-0000	Promotional Notices File --- Contains: Promotional Announcements, Notices of Vacancy, and Promotional Opportunities.					N				

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270206			Schedule: 901		Page #:9 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0204-0001	Promotional Notices File (Record Copy)					N		Until Applicant List Has Expired	Destroy	
0204-0002	Promotional Notices File (Copy)					N	3 Years		Destroy	
0205-0000	Promotional Roster					N	4 Years		Destroy	
<b>Training Records</b>										
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)					N		3 Years After Final Payment	Destroy	
0251-0002	Staff Training Request (Copy)					N		Periodic Review	Destroy	

Records Retention and Disposition Schedule		Agency: C270301	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Admissions, Financial Aid, and Registrar-Admissions	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Admissions File - Denied Admissions/Never Enrolled --- Student applications for admission into an academic program. File contains: application, transcripts, test scores, admission cards, tuition deposit receipt, recommendations, and supporting documentation. Approved student admission files are transferred to the main student record.					N	3 Years		Destroy	
0002-0000	Applicants Pending Admission					N	1 years After Final Decision		Destroy	
0003-0000	Comparative Guidance and Placement Individual Test Scores					N	2 Years		Destroy	
0004-0000	Final Admission Reports					N	3 Years		Destroy	
0005-0000	High School and College Mailing List					N	As Updated		Destroy	
0006-0000	Weekly Admission Reports					N	1 years		Destroy	

Records Retention and Disposition Schedule		Agency: C270302	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Admissions, Financial Aid, and Registrar-Financial Aid	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Financial Aid File Grants, Loans, and Scholarships --- File pertaining to student requests for financial aid either through a grant, a loan, or a scholarship. File may contain but is not limited to the following: application, Promissory Note, Additional Information Request Form, Authorization to Change Dependency Status, Award Verification Notice, New Jersey Financial Aid Change Form, Incomplete Application Notice, Financial Aid Transcript, Application Receipt Notice, Non-Tax Filer Form, Pre-Loan Questionnaire, Professional Judgement Worksheet, Summer Financial Aid Request, State of Educational Purpose/Registration Compliance, Student Award and Acceptance Letter, Tuition Aid Grant Student Eligibility Notice (SEN), Student Employment Application and Agreement, Student Need Analysis Document, Verification of Non-Citizen Status, and supporting documentation.					N				
0001-0003	Financial Aid File Grants, Loans, and Scholarships - Financial Aid Student Loans - Approved					N	7 Years After Final Payment		Destroy	
0001-0004	Financial Aid File Grants, Loans, and Scholarships - Financial Aid Student Loans - Denied					N	3 Years		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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	

\* P - Public, C - Confidential



<b>Department:</b>	County Community College-Admissions, Financial Aid, and Registrar-Registrar	<b>Agency Representative:</b>	
		<b>Title:</b>	
		<b>Phone #:</b>	

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Academic Advisement File: Day, Evening, Saturday, and Tutorial --- Academic program advisement offered to undergraduate and graduate students.					N	3 Years After Graduation or Termination from College		Destroy	
0002-0000	Academic Dismissal File --- Contains: dismissal notice, appeal application, and supporting documentation.					N	5 Years After Graduation or Termination from College or Final Action		Destroy	
0003-0000	Address Registration --- Information is transferred into the student's permanent record.					N	Until Information is Transferred to Permanent Record		Destroy	
0004-0000	Admission and Placement File					N				

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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					N	3 Years		Destroy	
0005-0000	Affidavit of New Jersey Residency					N	5 Years After Graduation or Termination from College		Destroy	
0006-0000	Application for Graduation/Conferment of Degree					N	5 Years After Graduation or Termination from College		Destroy	
0007-0000	Application Pass/Unsatisfactory Grade Option					N	6 Years After Graduation or Termination from College		Destroy	
0008-0000	Change of Grade Request --- Information is transferred into the student's permanent record.					N	Until Information is Transferred to Permanent Record		Destroy	

Records Retention and Disposition Schedule				Agency: C270303			Schedule: 901		Page #:3 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0009-0000	Change of Major Request --- Information is transferred into the student's permanent record.					N	Until Information is Transferred to Permanent Record		Destroy	
0010-0000	Class List					N	Permanent		Permanent	
0011-0000	Class Rank List					N	Permanent		Permanent	
0012-0000	Class Room Schedule					N	1 years After Date Submitted		Destroy	
0013-0000	College Catalog					N				
0013-0001	College Catalog (Master)					N	Permanent		Permanent	
0013-0002	College Catalog (Copies)					N	Periodic Review		Destroy	
0014-0000	Community Services Registration Form					N	1 years		Destroy	
0015-0000	Cooperative Education Work Study File --- Student work study program.					N	5 Years After Graduation or Termination from College		Destroy	
0016-0000	Course Add/Drop Request Card					N	1 years After Date Submitted		Destroy	

Records Retention and Disposition Schedule				Agency: C270303			Schedule: 901		Page #:4 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0017-0000	Course Override Form					N	6 Months		Destroy	
0018-0000	Course Pre-Registration Card - Fall, Spring, and Summer Semester					N	After End of Semester		Destroy	
0019-0000	Course Waiver					N	3 Years		Destroy	
0020-0000	Course Withdrawal Request					N	5 Years After Graduation or Termination from College		Destroy	
0021-0000	Deans List					N	Permanent		Permanent	
0022-0000	Degree Requirement Control Sheet					N	5 Years After Graduation or Termination from College		Destroy	
0023-0000	Disciplinary File					N				
0023-0001	Disciplinary - File Security - Informal					N	Upon Graduation or Termination from College or Final Action		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0023-0002	Disciplinary File - Hearing Board --- Contains: Formal Charge, Written Statements, "Pro and Con" Statements, Final Outcome Report (Campus Violation).					N	Upon Graduation or Termination from College or Final Action		Destroy	
0023-0003	Disciplinary File - Student - Minor - Resolved Informally					N	As Resolved		Destroy	
0023-0004	Disciplinary Appeal - Campus Hearing Board Proceedings - Confidential					N	Permanent		Permanent	
0023-0005	Disciplinary Appeal - Campus Hearing Board Proceedings - Student Records					N	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, which are transferred into the student's permanent record.					N	Until Information is Transferred to Permanent Record		Destroy	
0027-0000	Graduation List					N	Permanent		Permanent	
0028-0000	Incomplete Grade File --- Contains incomplete grade form and form to change an incomplete grade. Grade change is contained in the student's permanent record.					N				
0028-0001	Incomplete Grade File - Incomplete Grade					N	Until Grade is Changed		Destroy	

Records Retention and Disposition Schedule				Agency: C270303			Schedule: 901		Page #:6 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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 Summer Semester					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 Retention and Disposition Schedule				Agency: C270303			Schedule: 901		Page #:7 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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 while 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 incomplete grades, additional transfers, completed minor(s), academic probation and/or dismissal, special awards, changes in name or address, credit by examination (Copy) and Notification of Selection of a Second Major.					N	Permanent		Permanent	
0039-0000	Permission to Audit a Course					N	1 years After Date Submitted		Destroy	
0040-0000	Repetition of a Course --- Information is transferred into the student's permanent record.					N	Until Information is Transferred to Permanent Record		Destroy	

Records Retention and Disposition Schedule				Agency: C270303			Schedule: 901		Page #:8 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0041-0000	Request and Release to Inspect Student Records --- Student authorization for records inspection.					N	Permanent		Permanent	
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	3 Years After Date Submitted		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 Retention and Disposition Schedule				Agency: C270303			Schedule: 901		Page #:9 of 9	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0048-0000	Student Class Schedules					N	1 years After Date Submitted		Destroy	
0049-0000	Transcript Evaluation Form					N	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 (Copy) --- Original is sent to requesting agency.					N	Periodic Review		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 Retention and Disposition Schedule		Agency: C270401	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Alumni Affairs and Development- Alumni Affairs	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Alumni Data Add, Change, and Delete Files --- File contains alumni background data which serves as the source document for the alumni database.					N	Until Entered Into Database		Destroy	
0002-0000	Alumni Questionnaire					N	3 Years		Destroy	
0003-0000	Annual Contributions Receipt					N	7 Years		Destroy	
0004-0000	Change of Name Form					N	Until Entered Into Database		Destroy	
0005-0000	Individual Contact Questionnaire					N	3 Years		Destroy	
0006-0000	Information and Verification Card					N	Until Entered Into Database		Destroy	

Records Retention and Disposition Schedule		Agency: C270501	Schedule: 901	Page #:1 of 3
<b>Department:</b>	County Community College-Campus Police and Vehicle Registration-n/a	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Appeal File - Motor Vehicle Violation Citation --- Contains: Appeal Application, Appeal Notice, Appeal Information Sheet, Sign-In Sheet, Final Decision, and supporting documentation.					N	3 Years		Destroy	
0002-0000	Call Log					N	3 Years		Destroy	
0003-0000	Campus Grounds/Building Checklist					N	1 years		Destroy	
0004-0000	Campus Police Duty Assignments					N	3 Years		Destroy	
0005-0000	Campus Police Suggestion Form					N	1 years		Destroy	
0006-0000	Correspondence Log - Incoming and Outgoing					N	3 Years		Destroy	
0007-0000	Daily Patrol Report					N	3 Years		Destroy	
0008-0000	Decal and Card Key File - Faculty and Staff					N	3 Years After Issuance or Final Action		Destroy	
0009-0000	Disabled Vehicle List					N	1 years		Destroy	
0010-0000	Duty Report Deficiency Notice					N	3 Years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270501			Schedule: 901		Page #:2 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
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/Turn-In Inventory Certificate, and supporting documentation.					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 reports. File may also include Rights Form and reports pertaining to: vehicles, medical assistance, operations, property, missing persons, unacceptable behavior, request for examination of evidence, consent to search, and serious incidents.					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					N	3 Years		Destroy	
0020-0000	Motor Vehicle Accident File --- Contains: accident report, exchange of information forms, and supporting documentation.					N	6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C270501			Schedule: 901		Page #:3 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0021-0000	Motor Vehicle Identification Sheet - Staff and Faculty					N	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					N	7 Years		Destroy	
0027-0000	Traffic and Parking Regulations					N	As Updated		Destroy	
0028-0000	Traffic and Security Survey					N	3 Years		Destroy	
0029-0000	Vehicle Maintenance File --- File contains vehicle maintenance schedules and reports, and supporting documentation.					N	3 Years After Disposal of Vehicle		Destroy	
0030-0000	Visitor Register					N	2 Years		Destroy	

Records Retention and Disposition Schedule		Agency: C270601	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-College Publications and Information Services-n/a	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Client Service Charge Receipt --- Copies are kept within the Business Services Office and within the requesting department.					N	7 Years		Destroy	
0002-0000	College Events File --- This file contains programs, schedules, invitations, and supporting documentation to on-campus events (e.g., Commencement and Orientation Advisement).					N				
0002-0001	College Events File (Master)					N	Permanent		Archives	
0002-0002	College Events File (Copies)					N	As Updated		Destroy	
0003-0000	College Relations File					N				
0003-0001	College Relations File (Master)					N	Permanent		Archives	
0003-0002	College Relations File (Copies)					N	As Updated		Destroy	

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Records Retention and Disposition Schedule				Agency: C270601			Schedule: 901		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0004-0000	Printing Specifications Form --- Contains: job title, date, contact, size, account number, quantity, pages, ink, binding, department, phone number, and special instructions.					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 Funding and Grant Authority.					N	1 years		Destroy	

Records Retention and Disposition Schedule				Agency: C270701		Schedule: 901		Page #:1 of 1		
<b>Department:</b>	County Community College-Academic Affairs-Academic Support			<b>Agency Representative:</b>						
				<b>Title:</b>						
				<b>Phone #:</b>						
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<b>Agency Representative Signature:</b>			<b>Date:</b>		<b>Secretary, State Records Committee Signature:</b>				<b>Date:</b>	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Daily Inspection Reports					N	3 years		Destroy	
0002-0000	Maintenance/Cleaning Procedures					N	As updated		Destroy	
0003-0000	Supply Inventory					N	3 years		Destroy	



Records Retention and Disposition Schedule				Agency: C270702		Schedule: 901		Page #:1 of 1		
<b>Department:</b>	County Community College-Facilities-Duplicating				<b>Agency Representative:</b>					
					<b>Title:</b>					
					<b>Phone #:</b>					
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
<b>Agency Representative Signature:</b>			<b>Date:</b>		<b>Secretary, State Records Committee Signature:</b>			<b>Date:</b>		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Duplicating Job Request (Copy) --- Original maintained by Business Office. Copies are retained by the Billing Office and Academic Department.					N	3 years		Destroy	
0002-0000	Duplicating Statistics - Annual and Full Semester					N	3 years		Destroy	

Records Retention and Disposition Schedule		Agency: C270703	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Facilities-Facilities	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Air Conditioning, Heating, Ventilation, Electrical, and Plumbing Systems Data					N	Life of the Structure		Destroy	
0002-0000	Blueprints and Specifications					N	Permanent		Permanent	
0003-0000	Borrowed Equipment Consent Form					N	3 years		Destroy	
0004-0000	Building Safety Inspection					N	7 years		Destroy	
0005-0000	Burglar Alarm Inspection List					N	1 years		Destroy	
0006-0000	Elevator Service Orders					N	7 years		Destroy	
0007-0000	Insurance Claim					N	6 years		Destroy	
0008-0000	Maintenance Project Request and/or Revision					N	7 years after completion		Destroy	
0009-0000	Purchase Flow Sheet					N	1 years after completion		Destroy	
0010-0000	Specification Transmittal - Maintenance					N	7 years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270703			Schedule: 901		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0011-0000	Stolen Property Report					N	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					N	1 years		Destroy	
0015-0000	Utility Statistics					N	5 years		Destroy	
0016-0000	Work Order Request					N	1 years after order satisfied		Destroy	

Records Retention and Disposition Schedule					Agency: C270704		Schedule: 901		Page #:1 of 1	
<b>Department:</b>	County Community College-Facilities-Mail Room				<b>Agency Representative:</b>					
					<b>Title:</b>					
					<b>Phone #:</b>					
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
<b>Agency Representative Signature:</b>			<b>Date:</b>		<b>Secretary, State Records Committee Signature:</b>				<b>Date:</b>	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Daily Cash Receipts Log					N	7 years		Destroy	
0002-0000	Electronic Postage Meter Report					N	7 years		Destroy	
0003-0000	Monthly Account of Postage Used for Campus Departments					N	7 years		Destroy	
0004-0000	Monthly Account of Postage Used for Electronic Postage Meters					N				
0005-0000	Postage Meter Machine Statistical Reports					N	3 years		Destroy	
0006-0000	Student Postal Delivery Slip					N	3 years		Destroy	

<b>Department:</b>	County Community College-Facilities-Planning and Construction	<b>Agency Representative:</b>	
		<b>Title:</b>	
		<b>Phone #:</b>	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Contruction File (Agency Copy) --- File may contain but is not limited to the following: contracts, contract amendments, bid proposals, change order, certificates, requisitions, invoices, correspondence, and supporting documentation. Originals is maintained by the Business Office.					N	7 years after disposal of building		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C270706	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Facilities-Public Safety	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Accident File					N	6 years		Destroy	
0002-0000	Abestos Hazard Evaluation Report (Copy) --- Original in Department of Health.					N	3 years after compliance with recommendation		Destroy	
0003-0000	Fire and Fire Alarm Report (Copy) --- Original Kkept in the Campus Police Department.					N	3 years		Destroy	
0004-0000	Hazardous Waste Generator Annual Report (Copy) --- Original kept in the Department of Environmental Protection.					N	5 years		Destroy	
0005-0000	Hazardous Waste Manifest (Copy) --- Original kept in the Department of Environmental Protection.					N	3 years		Destroy	
0006-0000	Public Employees Occupatinal Safety and Health Programs File (Copy) --- Original kept int the Department of Labor.					N	3 years after termination of agreement		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							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 Retention and Disposition Schedule		Agency: C270707	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Facilities-Storeroom	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Storeroom Supply Inventory					N	3 years		Destroy	
0002-0000	Storeroom Supply List					N	As updated		Destroy	
0003-0000	Storeroom Supply Requisition (Copy) --- Original maintained by Business Office. Copy maintained by academic department.					N	3 years		Destroy	

\* P - Public, C - Confidential



Records Retention and Disposition Schedule		Agency: C270708	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Facilities-Telecommunications	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Campus-Wide Monthly Telephone Service Charge Printout (Copy) --- Original is issued to specified callers.					N	3 years		Destroy	
0002-0000	Refund Approval (Copy) --- Original and copy are kept by the Bursar's Office.					N	3 years		Destroy	
0003-0000	Request for Telephone Service					N	3 years		Destroy	

Records Retention and Disposition Schedule		Agency: C270801	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Information Systems-Computer Operations	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Console Logs					N	1 years		Destroy	
0002-0000	Data Entry Request					N	6 mos		Destroy	
0003-0000	Equipment Error Logs					N	1 years		Destroy	
0004-0000	Information Management Procedures Manual					N				
0004-0001	Information Management Procedures Manual (Master)					N	Permanent		Archives	
0004-0002	Information Management Procedures Manual (Copies)					N	As updated		Destroy	
0005-0000	Job Backup Listings					N				
0005-0001	Job Backup Listings - Daily					N	3 mos		Destroy	
0005-0002	Job Backup Listings - Weekly					N	6 mos		Destroy	
0005-0003	Job Backup Listings - Monthly					N	6 mos		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270801			Schedule: 901		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0004	Job Backup Listings - Cumulative					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					N	1 years		Destroy	
0009-0000	Operation Run Books					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					N	1 years		Destroy	
0013-0000	System Software Listings					N	As updated		Destroy	
0014-0000	System Software Test Listings					N	As updated		Destroy	
0015-0000	Test Scoring and Data Analysis Requistion					N	1 years		Destroy	
0016-0000	User Problem Data Sheet					N	1 years		Destroy	

Records Retention and Disposition Schedule		Agency: C270802	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Information Systems-Systems and Programming	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Memberships					N	1 years		Archives	
0002-0000	Program Files/Computer System Documentation --- May include but not limited to the following: programs, code sheets, record and file layouts, flow-charts, JCL, HIPO Charts, decision trees, operating instructions, system documentation, and supporting documentation.					N	1 years after system is either superseded or discontinued		Destroy	
0003-0000	Registration File (Tape)					N	5 years		Destroy	
0004-0000	Space Inventory File					N	As updated		Destroy	
0005-0000	System File (Tape)					N	1 years after system is either superseded or discontinued		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C270901	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-President's Office-Affirmative Action	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Affirmative Action and Equal Employment Opportunity --- (E.E.O.) Interview Disposition Form					N	3 years		Destroy	
0002-0000	Affirmative Action Plan (A.A.P.)					N	3 years		Destroy	
0003-0000	Affirmative Action Terms Glossary					N	As updated		Destroy	
0004-0000	Department Recruitment Information Form					N	3 years		Destroy	
0005-0000	General Information/Deadline Worksheet					N	3 years		Destroy	
0006-0000	Quarterly Reports of Affirmative Action Plan					N	3 years		Destroy	
0007-0000	Recruitment Log of Women, Minority, Handicapped, and Veteran Candidates					N	3 years		Destroy	
0008-0000	Statistical Recruitment Form					N	3 years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C270902		Schedule: 901		Page #:1 of 1		
<b>Department:</b>	County Community College-President's Office-Board of Trustees			<b>Agency Representative:</b>						
				<b>Title:</b>						
				<b>Phone #:</b>						
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
<b>Agency Representative Signature:</b>			<b>Date:</b>		<b>Secretary, State Records Committee Signature:</b>				<b>Date:</b>	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Board of Trustees File --- Contains: meeting minutes, agendas, reference materials, and supporting documentation.					N	Permanent		Archival Review	

<b>Department:</b>	County Community College-President's Office-President's Office	<b>Agency Representative:</b>	
		<b>Title:</b>	
		<b>Phone #:</b>	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Accreditation File --- Accreditation reports and awards documentation.					N	Permanent		Permanent	
0002-0000	Boards & Committees File --- Contains: member lists, correspondence, and supporting documentation.					N	5 years		Destroy	
0003-0000	College Management Documentation					N	2 years		Destroy	
0004-0000	Department of Higher Education Regulations, Standards					N	As updated		Destroy	
0005-0000	Official College Calender					N	3 years		Destroy	
0006-0000	Operating Manual of the Board of Trustees					N	As updated		Destroy	
0007-0000	Policies & Procedures File					N	Permanent		Archives	
0008-0000	President's Subject Files					N	4 years		Archival Review	
0009-0000	Reports to Department of Higher Education					N	Permanent		Archives	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C271001	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Student Life-Athletics and Recreation	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Aquatic and Recreational Centers Membership File --- Contains: annual membership application, fees-paid receipts, regulations, and supporting documentation.					N	7 years		Destroy	
0002-0000	Aquatic and Recreational Centers Reference File --- Contains: monthly calendars and revenue reports, patron statistical reports, and supporting documentation.					N	3 years		Destroy	
0003-0000	Aquatic and Recreational Centers Vendor File --- Contains: concession stand vendor agreements and documentation for exhibits, special events, and other occasions.					N	7 years after termination of agreement		Destroy	
0004-0000	Athletic Event File --- Contains: athletic event agreement, event date change request, schedule of events, and supporting documentation.					N	3 years		Destroy	

\* P - Public, C - Confidential



Records Retention and Disposition Schedule				Agency: C271001			Schedule: 901		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0000	<p>Athletic Injury File ---</p> <p>Medical file maintained for an athletic injury while participating in an athletic team event or sports camp. Contains: accident report, treatment 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 Injury and Weekly Exposure forms, and supporting documentation.</p>					N	5 years after graduation or termination from college		Destroy	
0006-0000	<p>Athletic Team Player File ---</p> <p>Personnel and medical history file of an athletic team. Contains: athletic team application/entry card, player information form, insurance information, athletic participation waiver and release, acknowledgement of risk, and supporting documentation.</p>					N	5 years after graduation or termination from college		Destroy	
0007-0000	<p>Notice of Appointment: Part-Time Coach and Athletic Staff (Copy) ---</p> <p>Original is maintained by the employee, and a copy is kept in the Personnel Office</p>					N	6 years after termination of employment		Destroy	

Records Retention and Disposition Schedule		Agency: C271002	Schedule: 901	Page #:1 of 3
<b>Department:</b>	County Community College-Student Life-Auxiliary Services	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Alcohol Permit (Copy) --- Original kept by the Dean of Students. Copies are kept by the Campus Police and function sponsor.					N	5 years		Destroy	
0002-0000	Auxiliary Services Operations Manual					N				
0002-0001	Auxiliary Services Operations Manual (Master)					N	Permanent		Archives	
0002-0002	Auxiliary Services Operations Manual (Copies)					N	Periodic review		Destroy	
0003-0000	Chargeable Utilities Services --- Lists of utilities that may be charged to sponsors requesting facility usage.					N	7 years		Destroy	
0004-0000	Conferences/Meetings Worksheet					N	1 years		Destroy	
0005-0000	Contract/Invoice Change Form					N	7 years		Destroy	
0006-0000	Daily Schedule of Events					N	1 years		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0007-0000	Dining Hall Agreement					N	7 years after termination of agreement		Destroy	
0008-0000	Dining Hall Usage Application					N	7 years		Destroy	
0009-0000	Employee Manual					N				
0009-0001	Employee Manual (Master)					N	Permanent		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 updated		Destroy	
0015-0000	Internal Catering Request					N				
0015-0001	Internal Catering Request (Original)					N	7 years		Destroy	
0015-0002	Internal Catering Request (Copy)					N	3 years		Destroy	
0016-0000	Service Calls Log					N	1 years		Destroy	
0017-0000	Scheduling a Conference Request					N	3 years		Destroy	
0018-0000	Student Center Inspection					N	1 years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0019-0000	Student Center Manager'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 review		Destroy	
0020-0000	Student Center Use of Facility (Internal) --- A copy is kept by the person making the reservation.					N	3 years		Destroy	

Records Retention and Disposition Schedule				Agency: C271003		Schedule: 901		Page #:1 of 1		
<b>Department:</b>	County Community College-Student Life-Basic Skills			<b>Agency Representative:</b>						
				<b>Title:</b>						
				<b>Phone #:</b>						
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
<b>Agency Representative Signature:</b>			<b>Date:</b>		<b>Secretary, State Records Committee Signature:</b>			<b>Date:</b>		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Basic Skills Program File --- Contains: testing statistics (copy), program report (copy), testing procedures guidelines, Basic Skills Officers Cooperatie materials, and supporting documentation. Originals are retained by the New Jersey State Department of Higher Education.					N	5 years		Destroy	
0002-0000	Basic Skills Grant File --- File pertains to the New Jersey Department of Higher Education Mathematics and Science Supplemental Instruction (Basic Skills) Grant. Contains: Request for Proposal, proposals, and supporting documentation.					N	7 years after termination of grant		Destroy	

Records Retention and Disposition Schedule		Agency: C271004	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Student Life-Career Services	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Application/Placement File - Work Study Cooperative Education --- Application for student work-study cooperative education program placement. Copies are kept by the Registrar's Office, the employer, and the student. Contains: Affirmative Action records, applications, program extension, exit interview, evaluations, placement records, placement credentials request, and supporting documentation.					N	5 years after graduation or termination from college		Destroy	
0002-0000	Career Services Reference File --- Reference file for Career Services program. Contains: booklets, brochures, information sheets, catalogs, and supporting documentation.					N	As updated		Destroy	
0003-0000	Career Services Workshop File --- Reference files used to conduct on-campus career services workshops.					N	As updated		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C271005	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Student Life-College Bookstore	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Booklist Inventory Cards					N	7 years		Destroy	
0002-0000	Book Store Charges					N	7 years		Destroy	
0003-0000	Charge Account File					N	3 years after payment		Destroy	
0004-0000	Charge Back forms					N	3 years		Destroy	
0005-0000	Inventory and Financial Reports					N	7 years		Destroy	
0006-0000	Inventory Reconciliation					N	3 years		Destroy	
0007-0000	Purchase Returns					N	7 years		Destroy	
0008-0000	Sales Tax					N	7 years		Destroy	
0009-0000	Store Requisitions					N	7 years		Destroy	
0010-0000	Textbook Ordering Control					N	3 years		Destroy	
0011-0000	Textbook Return Authorization					N	7 years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C271005			Schedule: 901		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0012-0000	Used Book Procurement					N	7 years		Destroy	



Records Retention and Disposition Schedule				Agency: C271006		Schedule: 901		Page #:1 of 1		
<b>Department:</b>	County Community College-Student Life-Community Development				<b>Agency Representative:</b>					
					<b>Title:</b>					
					<b>Phone #:</b>					
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
<b>Agency Representative Signature:</b>			<b>Date:</b>		<b>Secretary, State Records Committee Signature:</b>			<b>Date:</b>		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	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 Activities					N	3 years		Destroy	
0004-0000	Registry of Cultural Events					N	3 years		Destroy	

Records Retention and Disposition Schedule		Agency: C271007	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Student Life-Day Care Facility	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Division of Youth and Family Services (DYFS) Handbook and Service Manual --- Rules and regulations established by DYFS for the governing of Day Care facilities.					N	As updated		Destroy	
0002-0000	Enrolled Child File --- Health records for children enrolled at the day care facility. Copies are maintained by the Departments of Health, Education, and Human Services. Contains: Application, Child Health Check, Emergency Information Card, Emergency Medical Permission, Health History and Appraisal, Immunization Report - End of Year, Parent Note That Doors are Open, Permission for a Walk for Field Trip, Permission to Take a Photo					N	2 years after age of majority		Destroy	
0003-0000	Parent/Child Schedule and/or Sign-In Sheets --- 3 yrs					N				
0004-0000	Tuition Payment Schedule --- Payment plan/agreement for day care facility					N	7 years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C271008	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Student Life-Education Opportunity Fund (EOF)	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Educational Opportunity Fund (EOF) - Program File --- File containing materials pertaining to EOF program implementation and maintenance.					N	3 years		Destroy	
0002-0000	Educational Opportunity Fund (EOF) - Reference File --- Contains reference materials pertaining to the EOF program.					N	As updated		Destroy	
0003-0000	Educational Opportunity Fund (EOF) - Staff File --- Employee file for EOF program, includes professional and non-professional staff. Contains: applications, program and counselor evaluations, contracts, schedules, teaching schedules, teaching placement acceptance notification, and supporting documentation.					N	6 years after termination of employment		Destroy	
0004-0000	Educational Opportunity Fund (EOF) - Student File --- Student File for enrollment into the EOF program. Copies are kept in the Registrar's Office. Contains: Acceptance Card, Application for Enrollment, Assessment-Academic Level, Class Schedule, Exit Interview, Faculty Evaluation, Grade Sheet, Housing Application, Income Information, Intake Form, Interview Form, Life History Questionnaire, Missing Materials Status Card, Monthly Benefits, Process Reports, Program Contract, Self Evaluation, Structured Study Form, Student Advisement Reference Card, Student Evaluation-Faculty and Program, Student Health History, Student Profile Sheet, and Student Separation Form.					N	5 years after graduation or termination from college		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C271009	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Student Life-Health Services Infirmary	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Blood Bank Program File					N	1 years		Destroy	
0002-0000	Disability List					N	3 years		Destroy	
0003-0000	Medical Records - Staff and Students					N				
0003-0001	Weekly Health Service Report					N	1 years		Destroy	
0003-0002	Notification of Illness File --- Contains: notification letter, infirmary services questionnaire, daily reports, and supporting documentation					N	2 years		Destroy	
0003-0003	Testing and Condition File --- Contains: First Aid Administration Statement, Permanent Physical Impairment Statement, and supporting documentation.					N	3 years		Destroy	
0003-0004	Physician's Prescription/Standing Order Statements					N	5 years		Destroy	
0003-0005	X-Ray Request					N	5 years		Destroy	
0003-0006	Accident and Insurance File					N	6 years		Destroy	
0003-0007	Borrowed Articles Form					N	7 years		Destroy	

Records Retention and Disposition Schedule				Agency: C271009			Schedule: 901		Page #:2 of 2	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0008	Patient Medical Records File ( <u>N.J.S.A. 26:8-5</u> ) Staff and student File. --- Contains: Treatment Statement, Patient Visitation to enter Statement, Accident Form (Physician Statement), Infirmary Admission Record, Allergy Injections Statement, Athletic Self Evaluation, Athletic Treatment Form, Physician Referral, Follow-Up Instructions Form-Orthopedic, Patient Audit Worksheet, Physical Examination Form, Physician's Report, Release Form, Continued Treatment Report, Routine Treatment Flow Sheet, Self-Evaluation, Tuberculosis Incident Report, Test records, and supporting documentation.					N	10 years or age 23, whichever is 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 services					N	As updated		Destroy	

Records Retention and Disposition Schedule		Agency: C271010	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Student Life-Special Services - Student	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Disabled Student File --- Contains forms notifying the Special Services office of a student's disability and the specific support services needed.					N	2 years after graduation or termination from college		Destroy	
0002-0000	Foreign Student File (Copy) --- File pertaining to foreign students who are enrolled full-time or part-time in an academic program. Originals are kept by the United States Department of Justice, Immigration and Naturalization Service. Contains: admission application; Affidavit of Support; visa Status Changes Form; Missing Arrival Document Search Form; Application for Nonimmigrant Student; Certificate of Eligibility for Nonimmigrant Student; Student Information Form; Application for Extension of Stay, School Transfer, or Permission to Accept or Continue Employment; and supporting documentation.					P	5 years after graduation or termination from college		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0000	<p>Student-Veteran Program File ---</p> <p>Documentation from the Veterans Association, New Jersey Department of Higher Education, campus-program generated forms, student agreements, and supporting documentation. Contains: Appl. for Educational Assistance Test Program Benefits, Appl. form Survivors' &amp; Dependents' Educational Assistance, Chapter 35 Certificate of Affirmation of Enrollment Agreement (Correspondence Course), Childrens' Death Pension Award, Compliance Certification, Designation of Certifying Official(s), Disabled Veterans Appl. for Vocational Rehab., Educational Institution Report (Department of Higher Education), Educational Plan, Enrollment Certification, Establishment Agreement (Veterans Administration), Notice of Change in 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.C.).</p>					P	7 years after termination or graduation from college		Destroy	
0003-0001	<p>Student-Veteran Program File - Continued From 0300-0000 ---</p> <p>Request Pertaining to Military Records, Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility, School Attendance Report, Statement Support of Claim, Statement of Dependency, Veterans Academic Program, Financial Obligation Agreement (Copy), Veterans Application for Work-Study Allowance, Veterans Course Certification, Veterans Enrollment Survey (Department of Higher Education), Veterans Student Work-Study Agreement, and Vietnam Veterans Tuition Aid Program.</p>									

Records Retention and Disposition Schedule		Agency: C271011	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Student Life-Student Counseling Services	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Counselor File					N				
0001-0001	Counselor File - Student Contacts Statistical Sheet					N	3 years		Destroy	
0001-0002	Counselor File - Weekly Appointments Schedule					N	1 years		Destroy	
0001-0003	Counselor File - Workshop Schedule					N	1 years		Destroy	
0002-0000	International Association of Counseling Services (IACS) Reference File (Copy) --- Counseling association reference file. Contains: resumes, program brochures, counseling services information, directories, accreditation information, data sheets for personnel, site visit sheets, professionals' listing, and supporting documentation.					N	3 years		Destroy	
0003-0000	Student Counseling Services Reference File --- Reference file containing information regarding the Student Counseling Services Program, for campus-wide distribution.					N	As updated		Destroy	



Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0004-0000	Student File ( <u>N.J.S.A. 26:8-5</u> ) --- Student counseling files. Contains: Information Exchange Permission Form, Off-Campus Counseling referral letter, Serious Incident Report, Initial Intake Form, Interview Notes, Intake Summary, Termination Report, Counseling Termination Letter, Counseling Missed Appointment Letter, Student Information Sheet, Student Evaluation, and supporting documentation.					N	10 years or age 23, whichever is longer		Destroy	

Records Retention and Disposition Schedule		Agency: C271012	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Student Life-Student Life	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Commencement Information					N	As updated		Destroy	
0002-0000	Student Awards File					N				
0002-0001	Student Awards File - Financial --- Application for awarding financial awards and scholarships. Contains: awards application, Confidential Reference Statement Waiver, and supporting documentation.					N	7 years after issuance		Destroy	
0002-0002	Student Awards File - Nonfinancial					N	2 years		Destroy	
0003-0000	Student Discipline File --- Contains: College Disciplinary Officer Checklist, Disciplinary Board regulations, disciplinary letter statement, appeal documentation, and supporting documentation.					N	5 years after graduation or termination from college		Destroy	
0004-0000	Student Government Charter and Constitution					N	Permanent		Permanent	
0005-0000	Student Handbook					N				
0005-0001	Student Handbook (Master)					N	Permanent		Permanent	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0005-0002	Student Handbook (Copies)					N	Periodic review		Destroy	
0006-0000	Student Clubs and Organizations Rosters					N	As updated		Destroy	
0007-0000	Student Petitions and Results - Campus Elections					N	2 years		Destroy	

Records Retention and Disposition Schedule		Agency: C271013	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Student Life-Testing Center	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Academic Testing File --- Contains: test samples, answer keys, and answer sheets.					N	1 years		Destroy	
0002-0000	College Level Education Program Scores					N	10 years		Archival Review	
0003-0000	Comparative Guide File					N				
0003-0001	Comparative Guide File - Placement Answer Sheets					N	1 years		Destroy	
0003-0002	Comparative Guide File - Placement Scores					N	3 years		Destroy	
0004-0000	Daily Activity Sheet					N	1 years		Destroy	
0005-0000	Daily Sign-In Sheet					N	3 years		Destroy	

Records Retention and Disposition Schedule		Agency: C271014	Schedule: 901	Page #:1 of 1
<b>Department:</b>	County Community College-Student Life-Tutoring Lab	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Policies and Procedures Statement --- Policies, procedures, and objectives of the tutoring lab.					N	As updated		Destroy	
0002-0000	Statistical Report - Student and Tutor --- Statistical report of student clients and tutor hours for each semester.					N	3 years		Destroy	
0003-0000	Student Client File --- Student client file for each semester enrolled in the tutoring lab. Contains: identification card, lab referral statement, tutor assignment form, end of tutoring summary, sessions record, academic difficulties statement, tutoring lab application, lab services and tutor final lab client evaluation, tutoring agreement, termination of lab enrollment statement, reapplication for assistance, client progress report, assessments, faculty-issued assignments or instructions, tutoring contract, and supporting documentation.					N	5 years after termination or graduation from college		Destroy	
0004-0000	Tutor File (Copy) --- Application and work/personnel file pertaining to student-worker tutors. Contains: application, reapplication, assignment sheets, evaluations, time sheet, weekly and monthly reports, recommendations and reference letter, and supporting documentation. Original maintained by the Personnel Office.					N	1 years after termination of employment		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule		Agency: C271015	Schedule: 901	Page #:1 of 2
<b>Department:</b>	County Community College-Student Life-Urban Student College Preparatory Aid Program	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<b>Phone #:</b>		

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<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	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 Search, Student Support Services, Educational Opportunity 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					N	7 years after termination of grant		Destroy	
0001-0002	Grant File - Denied					N	3 years		Destroy	
0002-0000	Statistics File --- Statistics pertaining to the students enrolled and programs available.					N	3 years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							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 Permission, Parental Student School Information Waiver, Self-Evaluation Health Form, Student Fact Sheet, Student Record Form, and Supporting documentation.					N	7 years		Destroy	