

Attachment B

Record Retention Schedule

State of New Jersey Four Year College

**Records Retention Schedule
State of New Jersey Four Year College**

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RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION:

Record Series Code	Record Series Title and Description	Total Retention
	This record retention schedule reflects the administrative, fiscal, and academic transactions of a state four-year college. It is in accordance with state college; state government; and federal government codes, statutes, and regulations. All archival references pertain to the college archives.	

RECORD RETENTION AND DISPOSTION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Academic Affairs

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Academic Program/Course File</p> <p>Contains: recommendations for modification of existing academic program/course, and creation and approval of academic program/course.</p>	5 years after modification or creation
0002-0000	<p>Academic Program Review File</p> <p>Contains: departmental goals and objectives, curriculum, facility data, student Demographics, facilities and equipment usage, correspondence, enrollment statistics, evaluations, plan of action, and supporting documentation. Serves as source data for accreditation.</p>	10 years
0003-0000	<p>Credit by Examination-Group or Individual</p> <p>Contains: name, group classification, academic field, faculty and dean’s signatures, Credit standing, and examination costs.</p>	
0003-0001	<p>Credit by Examination (Academic Affairs Original)</p>	Permanent
0003-0002	<p>Credit by Examination (Administration Copy)</p>	5 years after date of last attendance, provided information has been entered into transcript.
0003-0003	<p>Credit by Examination (Dean’s Copy)</p>	Permanent
0004-0000	<p>Faculty File – Full Time and Adjunct</p> <p>File may contain, but not limited to documentation pertaining to faculty hiring, Reappointment, tenure, evaluation, and promotion.</p>	6 years after termination of employment
0005-0000	<p>Graduate Assistance Application</p>	2 years after termination or graduation from college
0006-0000	<p>Middle States Association Accreditation File</p> <p>Contains: Middle States Accreditation Approval Report, awards, correspondence, and supporting documentation. Source data provided by Academic Program Review File.</p>	Permanent

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Academic Support

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Academic Advisement Workshop File</p> <p>File contains materials for an on-campus pre-registration academic advisement workshop.</p>	As updated
0002-0000	College Advisors Handbook	
0002-0001	College Advisors Handbook (Master)	Permanent
0002-0002	College Advisors Handbook (Copies)	Periodic review
0003-0000	College Seminar Student Manual	
0003-0001	College Seminar Student Manual (Master)	Permanent
0003-0002	College Seminar Student Manual (Copies)	Periodic review
0004-0000	Pre-Registration Guide	As updated

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Adult Learning Center

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Adult Basic Education Annual Financial Statement (Original) Copy resides within the Department of Education, the Division of Adult Education.	Permanent
0002-0000	Adult Basic Skills Programs – Staff Record (Copy)	3 years
0003-0000	Adult Basic Skills Programs – Student Record (Copy)	
0004-0000	Adult Learning Center Teacher Evaluation	6 years after termination of employment
0005-0000	Adult Literacy and High School Equivalency Annual Financial Statement Copy is retained by the Department of Education.	Permanent
0006-0000	Adult Special Program in Reading Experiences Tutor Training Program File contains instructional aids for tutors.	As updated
0007-0000	Annual Inventory Report (Copy) Original is retained by the Department of Education.	3 years
0008-0000	Staff, Student, and Tutor Sign-In Sheet	1 year
0009-0000	Student Record Contains: Individual Education Plan, Slosson and in-house designed tests, homework samples, and supporting documentation.	2 years after graduation or termination from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: College Seminar and Advisement

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Academic Advisement Conference Agenda	As updated
0002-0000	Academic Worksheet The final course selection form is contained within the Registrar's Office.	Periodic Review
0003-0000	Advisors' Handbook – Faculty (Master)	Permanent
0003-0001	Advisors' Handbook – Faculty (Copies)	As updated
0004-0000	Career Planning Guide – Student	
0004-0001	Career Planning Guide – Student (Master)	Permanent
0004-0002	Career Planning Guide – Student (Copies)	As updated
0005-0000	College Seminar/Orientation Student Manual	
0005-0001	College Seminar/Orientation Student Manual (Master)	Permanent
0005-0002	College Seminar/Orientation Student Manual (Copies)	As updated
0006-0000	Student Academic Advisement File	2 years after graduation or termination from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Continuing Studies

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Governor's School File Program to identify and encourage academic excellence in senior high school Gifted and Talented students	
0001-0001	Teaching Contract – Governor's School Program	6 years after termination of employment
0001-0002	Application Receipt List (Copy) Original is sent to County Superintendent.	3 years
0001-0003	Outcome of Selection Process (Copy) Original letter is sent to the County Superintendent.	3 years
0001-0004	Program Announcement Letter (Copy) Original letter is sent to the Count Superintendent.	3 years
0001-0005	Governor's School Program Handbook (Master)	Permanent
0001-0006	Governor's School Program Handbook (Copies)	As updated
0001-0007	Student Self-Evaluation Health Form	5 years after termination or graduation from college
0001-0008	Parent Commitments and Permissions	5 years after termination or graduation from college
0001-0009	Checklist for Required Application Material	5 years after termination or graduation from college
0001-0010	Governor's School Application Form	5 years after graduation or termination from college

Record Series Code	Record Series Title & Description	Total Retention
0001-0011	Letter of Nomination (Copy)	5 years after termination or graduation from college
0002-0000	Ethics Commission Program Contract File (Copy)	3 years after termination of contract

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Department Chairperson Records

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Academic Department Objectives – Initial Statement	As updated
0002-0000	Application and Contract for Independent Course Work-Student (copy) Original is kept in Registrar’s Office and additional copies are kept by faculty and student.	5 years after termination or graduation from college
0003-0000	Application and Contract for Summer Independent Course Work-Student (copy) Original is kept in Registrar’s Office and additional copies are kept by faculty and student.	5 years after termination or graduation from college.
0004-0000	Approval for Course Change or Waiver (copy) Original is kept in the Registrar’s Office.	4 years
0005-0000	Change of Grade Request (copy) Original is kept in the Registrar’s Office.	4 years
0006-0000	Check Request Form (copy) Original is kept in Business Services.	3 years
0007-0000	Confidential Reference Waiver Statement-Student	Until terminated or replaced and updated by student.
0008-0000	Department Record for Promotion	6 years after termination of employment.
0009-0000	Estimated Department Course Load	4 years
0010-0000	Evaluation of Academic Objectives-Follow-up	As updated
0011-0000	Evaluation of Professional Performance in Connection with Reappointment	6 years after termination of employment.
0012-0000	Faculty Course Assignments	4 years

Record Series Code	Record Series Title & Description	Total Retention
0013-0000	Incomplete Grade Form (copy) Original is kept in the Registrar's Office and a copy is kept by the instructor.	
0014-0000	Now Course Data Sheet	As updated
0015-0000	Notification of Minor/Second teaching Field/Second Major	5 years after termination or graduation from college.
0016-0000	Recommendation for Reappointment	6 years after termination of employment.
0017-0000	Report Concerning Prospective Tenure Candidate	6 years after termination of employment.
0018-0000	Proposal for Modification of an Existing Course	As updated
0019-0000	Report on Classroom Teaching Observation	6 years after termination of employment
0020-0000	Schedule Revision Update	As updated
0021-0000	Student-Credit by Examination (copy)	5 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Departmental Records

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Budget File (copies) Original retained in Business Services Office.	
0001-0001	Budget Request Form	3 years
0001-0002	Bi-monthly Budget Reports	3 years
0001-0003	Daily Transmittal of Income	3 years
0001-0004	Reallocation of Funds	3 years
0001-0005	Vouchers	3 years
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.	6 years after termination of employment
0003-0000	Course Outline	
0003-0001	Course Outlines (master)	Permanent
0003-0002	Course Outline (copies)	As updated
0004-0000	Instructional Reference Materials	Periodic review

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Faculty Records

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Application and Contract for Independent Course Work-Student (copy)</p> <p>Original is kept in Registrar's Office and additional copies are kept by the department chairperson and student.</p>	5 years after termination or graduation from college.
0002-0000	<p>Application and Contract for Summer Independent Course Work-Student (copy)</p> <p>Original is kept in the Registrar's Office and additional copies are kept by the department chairperson and student.</p>	5 years after termination or graduation from college.
0003-0000	<p>Class Record Book</p> <p>Contains: course title, dates, students' names and grades.</p>	4 years
0004-0000	<p>Course Syllabuses</p>	As updated
0005-0000	<p>Course Text Adoption (copy)</p> <p>Original is kept by the bookstore.</p>	As updated
0006-0000	<p>Course Text Request</p>	As updated
0007-0000	<p>Faculty Evaluation</p>	
0007-0001	<p>Faculty Evaluation (peers)</p>	6 years after termination of employment
0008-0000	<p>Faculty Information Questionnaire</p>	6 years after termination of employment
0009-0000	<p>Faculty Profile</p> <p>This profile is used for Middle States Associates and National Council for Teachers of English evaluation and accreditations.</p>	6 years after termination of employment
0010-0000	<p>Graduate Course Data Sheet</p>	As updated
0011-0000	<p>Incomplete Grade Correction Form (copy)</p> <p>Original is kept in the Registrar's Office.</p>	4 years

Record Series Code	Record Series Title & Description	Total Retention
0012-0000	Reporting Faculty Professional Participation	6 years after termination of employment.
0013-0000	Request for Coadjutant Contract	6 years after termination of employment.
0014-0000	Teaching Application Application for employment.	

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Foreign Exchange: Faculty and Student

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Faculty Exchange Program File-International and National</p> <p>File contains program application and supporting documentation.</p>	6 years after termination of employment.
0002-0000	<p>Student Exchange Program-International and National (copy)</p>	
0002-0001	<p>Student Exchange Program-International (copy)</p> <p>Original forms are sent to the United States Offices of Immigration and Information. Copies are retained by the International Exchange Program, foreign college, and student. File may contain but is not limited to the following: Certificate of Eligibility for exchange Visitor Status, Class Registration, International Exchange Student Application, Language Proficiency Report, Participation Profile, Reference Form, Residence Agreement and Information, Study site Request, and visa documentation.</p>	5 years after termination or graduation from college.
0002-0002	<p>Student Exchange Program – National (copy)</p> <p>Originals are sent to the National Student Exchange Program, Copies are retained by the out-of-state college and the student. File may contain but is not limited to the following: Advisory Agreement, National Student Exchange Program Application, and Placement Acceptance.</p>	As updated

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Graduate Studies

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Graduate Studies File	
0001-0001	Graduate Program Bulletin (master)	Permanent
0001-0002	Graduate Program Bulletin (copies)	As updated
0001-0003	Graduate Summer Program (master)	Permanent
0001-0004	Graduate Summer Program (copies)	As updated
0001-0005	Check Receipt Form	7 years
0001-0006	Graduate Summer Session Course Data	1 year
0001-0007	Graduate Course Evaluation	1 year
0001-0008	Off-Campus Graduate Course Approval	5 years after termination or graduation from college
0001-0009	Credit Transfer Form	5 years after termination or graduation from college
0001-0010	Comprehensive Examination Application	5 years after termination or graduation from college
0001-0011	Conferment of Advanced Degree-Application	5 years after termination or graduation from college
0001-0012	Change of Degree Program	1 year if entered into the final transcript
0001-0013	Graduate Assistant Information and Application	2 years after graduation from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Head Start Program

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Class Observation Weekly Schedule Weekly schedule of college observations of pre-school.	2 years
0002-0000	Group Request for Observation	2 years
0003-0000	Photograph Release of Pre-school	2 years
0004-0000	Photograph Release of Students	2 years after termination or graduation from college
0005-0000	Procedures for Head Start Observations	As updated
0006-0000	Request for Individual Observation	2 years
0007-0000	Request for Individual Study	2 years
0008-0000	Requested Dates for Class Observation	2 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Honors Program

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Application to Honors Program	5 years after termination or graduation from college
0002-0000	College Honors Program Brochure	
0002-0001	College Honors Program Brochure (master)	Permanent
0002-0002	College Honors Program Brochure (copies)	As updated
0003-0000	Honors Program Course and Faculty Evaluation	6 years after termination of employment
0004-0000	Honors Program Transcript – Department (copy)	5 years after termination or graduation from college
0005-0000	Student Evaluation Questionnaire Procedures	As updated
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.	5 years after termination or graduation from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Institutional Research

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Academic Department Institutional Data Statistical data pertaining to annual enrollment, grading and degree types.	
0001-0001	Academic Department Institutional Data (master)	Permanent
0001-0002	Academic Department Institutional Data (copies)	Periodic review
0002-0000	Annual Demographic Statistics-Campus-Wide	
0002-0001	Annual Demographic Statistics-Campus-Wide (master)	Permanent
0002-0002	Honors Program Transcript-Department (copy)	Permanent

RECIRD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Library

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Academic Subjects On-Line Search Services Log</p> <p>On-line system that researches academic subjects. Contains: name, date, course, and pages printed.</p>	1 year
0002-0000	<p>Application for Courtesy Library Card</p>	As updated upon expiration of card
0003-0000	<p>Bindery Card- Newspaper and Periodicals</p> <p>Contains: name, date, publisher, date sent to bindery, and date returned.</p>	Until material is Returned from bindery
0004-0000	<p>Card Catalog</p> <p>Index card containing: title, author, publisher, date, call number, Library of Congress number, and text description.</p>	As updated
0005-0000	<p>Cash Drawer Count – Overdue and Lost Books</p>	7 years
0006-0000	<p>Circulation Pick-Up Schedule</p> <p>Schedule of book pick-ups throughout the library.</p>	Periodic review
0007-0000	<p>Circulation Statistics – On-Line and Manual</p> <p>Contains: date, Dewey Decimal System classification, and statistics.</p>	3 years
0008-0000	<p>Claim’s Returned-Lost Books</p> <p>Reorder form for lost books.</p>	3 years
0009-0000	<p>Copy Machine Refunds</p>	7 years
0010-0000	<p>Daily Copy Service Charges-Departmental</p> <p>Contains: name, number of copies, department, charge, and authorized signature.</p>	7 years
0011-0000	<p>Daily Fine Receipt Tally</p> <p>Contains: amount, transaction number, and total.</p>	7 years
0012-0000	<p>Daily Reserved Books Count</p>	1 year

Record Series Code	Record Series Title & Description	Total Retention
0013-0000	Departmental Expense Account for Library Services	7 years
0014-0000	Duplication Account (copy) Contains: departmental, account number, monthly charges, prior monthly charge, and year to date charge. Original is maintained in the Bursar's Office.	3 years
0015-0000	Faculty Loan Slip-Periodicals Contains: periodical name, volume, faculty name, department, telephone, date, return date, and faculty and periodical librarian signature.	1 year after return
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.	3 years
0017-0000	Fine Receipt-Small Fine Payment statement for book fine. Copy is kept by the student.	7 years
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.	3 years
0019-0000	Interlibrary Loan Activity Report Year to date and monthly statistical account of request initiated, canceled, filled, unfilled and turnaround time.	3 years
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 file, publisher, location, library type, date, and code number.	As updated
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. Copy is retained by the borrower.	1 year
0022-0000	Library Book "Truck" Signed-Out Sheet	Periodic review
0023-0000	Library Orientation Schedule-Class Visits	As updated
0024-0000	Listening Room Overdue or Lost Book or Record Fine Copy is kept by the student.	7 years

Record Series Code	Record Series Title & Description	Total Retention
0025-0000	<p>Material Circulation Statistics</p> <p>Monthly and semester statistics of materials borrowed contains: amount referenced and subject to classification.</p>	3 years
0026-0000	<p>Monthly Statistics</p> <p>Statistics pertaining to overdue, finals, bills, recalls and hold books.</p>	3 years
0027-0000	<p>On-Line Database Search</p> <p>Contains vendor information, types of searches, searches, search, charges, department, account, number.</p>	3 years
0028-0000	<p>Overdue Book Reminder</p> <p>Copy is retained by student. Payment is recorded in payment statement.</p>	1 year after payment
0029-0000	<p>Patron Registration-“Temporary” or “Permanent” Card</p>	As updated upon expiration date of Card
0030-0000	<p>Patron Statistics</p> <p>Contains: date, academic level and program, and statistics.</p>	3 years
0031-0000	<p>Reference Desk Schedule</p> <p>Weekly schedule of librarian working at the reference desk.</p>	As updated
0032-0000	<p>Reference Librarian List</p>	As updated
0033-0000	<p>Report of Money Collected for Fines and Lost Books (copy)</p> <p>Transmittal of monies collected which is sent to the Bursar’s Office. Original is kept in the Bursar’s Office.</p>	3 years
0034-0000	<p>Request for Depositors’ Borrowing Privileges Application and Fee</p> <p>Request for library usage, from outsiders, for thesis and/or dissertation research.</p>	7 years
0035-0000	<p>Request For Princeton University Library Access Card Application</p> <p>Request to library access, for research work, at Princeton University Library.</p>	7 years fine is charged otherwise 1 year
0036-0000	<p>Search Questionnaire</p> <p>Questionnaire distributed throughout campus of effectiveness of academic search program.</p>	Periodic review
0037-0000	<p>Search Service Charge Invoice</p> <p>Copies are retained by patron and Business Service Office.</p>	7 years

Record Series Code	Record Series Title & Description	Total Retention
0038-0000	<p>Semester Text Reserve List</p> <p>Contains: Instructor's name; course title; and text call number, author and title.</p>	1 year
0039-0000	<p>Text Acquisition Request</p> <p>Contains: title, author, publisher, year or volume, and catalog number. Copy is retained by Business Service Office.</p>	7 years
0040-0000	<p>Text Order Card</p> <p>Contains: accession number, date ordered and received, dealer, number of copies, cost, classification and Library of Congress number, title, edition/series, place/publisher, veer, list price, and signature of recommendation and approval, data is used for card catalog file.</p>	As updated

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Media Technology

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Audio Video Television Equipment/Supplies Transaction</p> <p>Contains: name, department, quantity, equipment number, costs, and clerk's name.</p>	3 years
0002-0000	<p>Cash Sales Slip</p>	7 years
0003-0000	<p>Departmental Charge for Services</p> <p>Copy is kept in the department that requested services.</p>	7 years
0004-0000	<p>Equipment/Materials Inventory</p>	3 years after audit
0005-0000	<p>Equipment Repair Order</p>	3 years
0006-0000	<p>Faculty Equipment Request</p>	1 year after returned
0007-0000	<p>Fine paid List-Student (copy)</p> <p>Original is kept in the Bursar's Office.</p>	3 years
0008-0000	<p>Out – of – Class Assignment Reserve Form</p>	1 year
0009-0000	<p>Overdue Notice</p>	1 year after final payment
0010-0000	<p>Preview Materials Request</p>	1 year
0011-0000	<p>Report of Medial Equipment/Materials Lost, Stolen or Damaged</p>	7 years
0012-0000	<p>Request for Materials and Services</p>	1 year after equipment is returned or service performed
0013-0000	<p>Request for Permanently Assigned Equipment</p>	1 year after equipment removed or replaced
0015-0000	<p>Semester Equipment Request Form</p>	1 year after equipment returned
0016-0000	<p>Student Equipment Loan</p>	

Record Series Code	Record Series Title & Description	Total Retention
0017-0000	Student Worker Manual	
0017-0001	Student Worker Manual (master)	3 years after update
0017-0002	Student Worker Manual (copies)	As updated
0018-0000	Television Production Request Form	1 year
0019-0000	Training Materials File (Instructional)	
	Contains: audio, video, disc, slide, and filmstrip instructional media.	
0019-0001	Training Materials File (Instructional)	
	Circulation file.	1 years after equipment has been returned
0019-0002	Training Materials File (Instructional)	
	Circulation Statistics.	3 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Teacher Education Counseling Field Experience

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Client Interview Notes	5 years after termination or graduation from college
0002-0000	Counseling and Personnel Services Seminar Manual-Faculty	
0002-0001	Counseling and Personnel Services Seminar Manual-Faculty (master)	Permanent
0002-0002	Counseling and Personnel Services Seminar Manual-Faculty (copies)	As updated
0003-0000	Counseling and Personnel Services Seminar Manual-Student	
0003-0001	Counseling and Personnel Services Seminar Manual-Student (master)	Permanent
0003-0002	Counseling and Personnel Services Seminar Manual-Student (copies)	As updated
0004-0000	Educational Field Experience Handbook-Student (copies) Original resides in the Teacher Education Placement Office.	As updated
0005-0000	Faculty Evaluation of Practicum Site	5 years after termination or graduation from college
0006-0000	Initial Intake Form – Client	5 years after termination or graduation from college
0007-0000	Junior Field Experience Cooperating Teacher Evaluation (copy) The student keeps original. The cooperating teacher and supervising professor keep copies.	5 years after termination or graduation from college
0008-0000	Junior Field Experience Faculty Final Evaluation (copy)	5 years after termination or graduation from college

Record Series Code	Record Series Title & Description	Total Retention
0009-0000	Junior Field Experience Observation Report A copy is kept by the student	5 years after termination or graduation from college
0010-000	Notice of Student Teaching Assignment (copy) Original is kept by the student.	Permanent
0011-0000	Organization Analysis is (K-12th Grades) (copy) Original is kept by the student.	3 years
0012-0000	Policies, Procedures, and Professional Practice Agreement Professional oath signed before commencement of practicum.	Permanent
0013-0000	Practicum Agreement	7 years after termination of agreement
0014-0000	Practicum Evaluation by Site Supervision	5 years after termination or graduation from college
0015-0000	Referral Report – Client (copy) Original is kept by the student.	5 years after termination or graduation from college
0016-0000	Release of Client Confidential Information (copy) Original is kept by the student.	5 years after termination or graduation from college
0017-0000	Request for Placement of Junior Field Experience and Student Teaching	5 years after termination or graduation from college
0018-0000	Secondary Education Student Teacher and Cooperating Teacher Guide	5 years after termination or graduation from college
0018-0001	Secondary Education Student Teacher and Cooperating Teacher Guide (master)	Permanent

Record Series Code	Record Series Title & Description	Total Retention
0018-0002	Secondary Education Student Teacher and Cooperating Teacher Guide (copies)	As updated
0019-0000	Site Approval Request	5 years after termination or graduation from college
0020-0000	Site Supervisor Alternative Credential Request	5 years after termination or graduation from college
0021-0000	Site Supervisor Evaluation of Counselor	5 years after termination or graduation from college
0022-0000	Student Evaluation of Practicum Site	5 years after termination or graduation from college
0023-0000	Student Teaching Application (copy)	5 years after termination or graduation from college
0024-0000	<p>Student Teaching Application (copy)</p> <p>This application pertains to junior Field Experience Senior year practicum master of arts/teaching program elementary early childhood secondary special education speech pathology audiology and hearing impaired. Original is kept by the teacher education placement office.</p>	5 years after termination or graduation from college
0024-0000	Student Teaching Evaluations	5 years after termination or graduation from college
0025-0000	Student Teaching Mid-Quarter Report	5 years after termination or graduation from college
0026-0000	Summative Student Teaching Evaluation-Cooperating Teacher (copy)	5 years after termination or graduation from college
0026-0000	<p>Summative Student Teaching Evaluation-Cooperating Teacher (copy)</p> <p>Original is kept by the Registrar's Office copies are kept by the student cooperating teacher and supervising professor.</p>	5 years after termination or graduation from college
0027-0000	Summative Student Teaching Evaluation –Faculty (copy)	5 years after termination or graduation from college
0027-0000	<p>Summative Student Teaching Evaluation –Faculty (copy)</p> <p>Pursuant to N.J.A.C. 6:11-7.1(h) 4ii, the original document is to be kept permanently. Original is kept by the Registrar's Office. Copies are kept by the student supervising professor career placement office and the department of evaluation division of teacher preparation and certification bureau of teaching certification.</p>	5 years after termination or graduation from college

Record Series Code	Record Series Title & Description	Total Retention
0028-0000	Termination of Client counseling Form (copy) Original is kept by the student.	5 years after termination or graduation from college
0029-0000	Weekly Activity Log (copy) Original is kept by the student.	5 years after termination or graduation from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Teacher Education Placement and Certification

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Cooperating Teacher Agreement (copy)</p> <p>The original is kept by the cooperating school.</p>	7 years after termination of agreement
0002-0000	<p>Cooperating Teacher Contract</p>	7 years after termination of agreement
0003-0000	<p>Education Field Experience Handbook – Student</p>	
0003-0001	<p>Educational Field Experience Handbook-Student (master)</p>	Permanent
0003-0002	<p>Educational Field Experience Handbook – Student (copies)</p>	As updated
0004-0000	<p>Notice of Student Teaching Assignment (copy)</p> <p>The student keeps original. The Field Experience Office keeps copy.</p>	5 years after termination or graduation from college
0005-0000	<p>Student Teaching Application</p> <p>This application pertains to Junior Field Experiences, Senior Year Practicum, Master of Arts/Teaching Program, Elementary, Early Childhood, Secondary, Special Education, Speech Pathology, Audio logy, and Hearing Impaired. The Field Experiences Office keeps a copy.</p>	5 years after termination or graduation from college
0006-0000	<p>Teaching Certification List (copy)</p> <p>List of students seeking candidacy for teaching certification. Original is kept by the Bursar’s Office. The Department of Education, Division of Teacher Preparation and Certification, Bureau of Teacher Certification keeps a copy.</p>	5 years after termination or graduation from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Women's Studies

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Course Listing</p> <p>Listing of courses offered in the program.</p>	
0001-0001	Course Listing (master)	Permanent
0001-0002	Course Listing (copies)	As updated
0002-0000	Program Brochure	
0002-0001	Program Brochure (master)	Permanent
0002-0002	Program Brochure (copies)	As updated
0003-0000	<p>Workshop File</p> <p>File contains programmatic and reference documentation for workshops sponsored by the Women's Studies Program and the National Organization for Women (N.O.W.)</p>	3 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Administrative and General Records

BUREAU: Administrative General Records

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Administrative Law Case</p> <p>Files prepared by the Office of Administrative Law (OAL), containing all documentations related to an Administrative Law case. When a case is resolved, the original documentation file and the hearing transcript are sent to the appropriate agency. OAL retains copies of cases.</p>	
0001-0001	<p>Administrative Law Case (master)</p> <p>Retained by the agency.</p>	Permanent
0001-0002	<p>Administrative Law Case (record copy)</p>	20 years after case is closed
0002-0000	<p>Administrative Subject File</p> <p>Correspondence, memoranda, publications, reports, and other information received by an agency and filed alphabetically by subject.</p>	3 years
0003-0000	<p>Agency Annual Report</p> <p>Annual printed report highlighting the achievements and activities of an agency.</p>	
0003-0001	<p>Agency Annual Report (original)</p> <p>Retained annual report.</p>	Permanent
0003-0002	<p>Agency Annual Report (additional copies)</p>	5 years
0004-0000	<p>Agency – Generated Newsletter</p> <p>Printed news report highlights an agency’s activities and other relevant information.</p>	
0004-0001	<p>Agency – Generated Newsletter (master)</p>	Permanent
0004-0002	<p>Agency – Generated Newsletter (copies)</p>	Periodic review
0005-0000	<p>Agency – Generated Publication</p> <p>A book, magazine, or pamphlet created by an agency.</p>	
0005-0001	<p>Agency – Generated Publication (master)</p>	Permanent
0005-0002	<p>Agency-Generated Publication (copies)</p>	Periodic review

Record Series Code	Record Series Title & Description	Total Retention
0006-0000	Agency – Generated Statistical Report	3 years
0007-0000	Agency Monthly Report Monthly report highlighting the activities and achievements of an agency.	
0007-0001	Agency Monthly Report (original) Retained by agency of origin.	3 years
0007-0002	Agency Monthly Report (additional copies)	1 year
0008-0000	Agency – Sponsored Conferences Public information meetings sponsored by agencies.	
0008-0001	Agency – Sponsored Conferences – Printed Matter (master copy)	Permanent
0008-0002	Agency – Sponsored Conferences – Correspondence and Work papers	3 years
0009-0000	Agency Testimony Records of testimony given by representatives of agencies at public hearings, public meetings, trials and other official proceedings.	
0010-0000	Agency Weekly Report Weekly report highlighting the activities and achievement of an agency.	1 year
0011-0000	Attorney General’s Opinion (copies) Legal opinion dealing with matters relevant to an agency’s activities. Original retained by Office of the Attorney General.	Periodic review
0012-0000	Background Information and Comments on proposed Changes/Additions to the Administrative Code Draft Supporting documentation, comments, and other material filed in support of a pre-proposal or a proposal to change the New Jersey Administrative Code. Includes both the approved and disapproved changes and/or the additions.	3 years
0013-0000	Certified Mail Receipt	3 years
0014-0000	Code of Ethics-Departmental	
0014-0001	Code of Ethics-Departmental (original)	Permanent
0014-0002	Code of Ethics-Departmental (copies)	Periodic review

Record Series Code	Record Series Title & Description	Total Retention
0015-0000	<p>Commissioner's Subject File</p> <p>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 policies, procedures, organizations, programs, fiscal, and personnel matters). Includes: correspondence, minutes (copies), reports, speeches, etc...</p>	4 years
0016-0000	<p>Correspondence</p> <p>Letters, memoranda, and other printed matter transmitted to and from agencies during the course of business.</p>	
0016-0001	<p>Correspondence – External</p> <p>Correspondence from and with the public.</p>	3 years
0016-0002	<p>Correspondence – Internal, Administrative</p>	1 year
0016-0003	<p>Correspondence – Policy</p>	Permanent
0016-0004	<p>Correspondence – Routine Request for Information</p>	Periodic review
0017-0000	<p>Emergency Evacuation Plan</p>	
0017-0001	<p>Emergency Evacuation Plan (original)</p>	3 years after update
0017-0002	<p>Emergency Evacuation Plan (copies)</p>	As updated
0018-0000	<p>Executive Orders (copies)</p> <p>Proclamation issued by the Governor, the Chancellor of the New Jersey State Department of higher education or the President of the state four year college.</p>	Periodic review
0019-0000	<p>General Operating Procedures</p> <p>Rules and regulations developed by an agency for the general operation of business.</p>	
0019-0001	<p>General Operating Procedures (copies)</p>	3 years after audit
0019-0002	<p>General Operating Procedures (original)</p>	Permanent
0020-0000	<p>Hand – Deliver Receipt</p>	
0020-0001	<p>Hand – Deliver Receipt (original)</p>	1 year
0020-0002	<p>Hand – Deliver Receipt (record copy)</p>	6 months
0021-0000	<p>Hearings Former Policy</p>	
0021-0001	<p>Hearings (stenotype)</p>	1 year after printing of transcript

Record Series Code	Record Series Title & Description	Total Retention
0021-0002	Hearings (tape recording audio/video)	80 days or until summary or verbatim transcript have been approved as minutes whichever is later
0021-0003	Hearings – Transcript (master)	Permanent
0021-0004	Hearings – Transcript (copies)	Periodic review
0022-0000	Interagency Agreement Agreement between state agencies on a common subject.	
0022-0001	Interagency Agreement (original)	Permanent
0022-0002	Interagency Agreement (copies)	Periodic review
0023-0000	Informational Survey Agency – sponsored statistical study used to gain information needed for the operation of an agency.	Periodic review
0024-0000	Inventory Itemized list of equipment and supplies completed by an agency.	3 years after audit
0025-0000	Legislation – Agency Related Laws dealing with matters relevant to an agency’s activities.	
0025-0001	Legislation – Agency Related Adopted (record copy)	Periodic review
0025-0002	Legislation – Agency Related Pending (record copy)	As updated
0026-0000	Minutes Official records of the proceedings of meetings may include agendas and supporting documentations.	
0026-0001	Minutes (originals)	Permanent
0026-0002	Minutes (copies)	Periodic review
0027-0000	News Release Information issued by an agency for publication or broadcast.	
0027-0001	News Release (original)	Permanent
0027-0002	News Release (periodic review)	Periodic review
0028-0000	Official Notice of an Open Public Meeting	3 years

Record Series Code	Record Series Title & Description	Total Retention
0029-0000	Organization Chart	
0029-0001	Organization Chart (original)	Permanent
0029-0002	Organization Chart (copies)	As updated
0030-0000	Photographs and Slides	Permanent
0031-0000	Policy Statement	
	Statement issued by agency management personnel governing agency policy and procedure.	
0031-0001	Policy Statement (original)	Permanent
0031-0002	Policy Statement (copies)	Periodic review
0032-0000	Public Employees Occupational Safety and Health Act (P.E.O.S.H.A.) File	
	Contains the Annual Occupational Safety and Illness Survey and supporting documentation. File maintained in accordance with the N.J.A.C. 12:110, subchapter 5 and N.J.A.C. 34:6A-24-28 et seq. original retained by the Department of Labor.	
0032-0001	Public Employees Occupational Safety and Health Act File (record copy)	6 years
0032-0002	Public Employees Occupational Safety and Health Act File (additional copies)	3 years
0033-0000	Records Removal and Destruction Order (copy)	
	Original retained by the Department of State, the Division of Archives and Records Management. Additional copy returned by the Department of Treasury.	
0034-0000	Records Retention and Disposition Schedule (record copy)	As updated
0035-0000	Reference File	Periodic review
	Externally generated books, magazines, news clippings, pamphlets, manuals, and other printed matter used for general reference purposes.	
0036-0000	Regulations – Agency-Related	
	Agency proposals for regulations.	
0036-0001	Regulations – Agency-Related – Adopted (record copy)	Periodic review
0036-0002	Regulations – Agency-Related – Pending (record copy)	As updated
0036-0003	Regulations – Agency-Related – Rejected (record copy)	Periodic review
0037-0000	Request and Authorization for Records Disposal (record copy)	10 years
	Original retained by the Department of State Division of Archives & Records Management.	

Record Series Code	Record Series Title & Description	Total Retention
0038-0000	Speeches Records of public speeches given by representatives of an agency.	Periodic review
0039-0000	Statement of Goals and Fiscal Year Objectives	
0039-0001	Statement of Goals and Fiscal Year Objectives (master)	Permanent
0039-0002	Statement of Goals and Fiscal Year Objectives (copy)	Periodic review
0040-0000	Tape Recording (audio/video) of Public Meetings	80 days or until summary or verbatim transcript have been approved as minutes whichever is later
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, L.1983, C.315, N.J.S.A. 34:5A-1 et seq. originals are kept by the Department of Health copies are kept by the Department of Environmental Protection, the County Health Department, the Country Clerk and the local police and fire department. 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.	30 years
0042-0000	Visitor Sign-In Sheet	3 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Administration and General Records

BUREAU: Bursar

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Accounts Receivable Transaction Summary Statements	7 years
0002-0000	Audit Change and Delete Reports	7 years
0003-0000	Check Register	7 years
0004-0000	Credit Balances	7 years
0005-0000	Disbursement	7 years
0006-0000	Fine Sheets Listing of Various Fines Issued on Campus	7 years
0007-0000	General Treasury Receipts	7 years
0008-0000	Scholarship File Contains: cancelled checks, receipt, correspondence and supporting documentation.	7 years after termination of scholarship
0009-0000	Student Housing File File containing charges applicable to student housing, the housing agreement is updated annually.	7 years after termination of scholarship
0010-0000	Student Payment Ledger Cards Subsidiary accounts to general ledger.	10 years
0011-0000	Student Loan Form 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 installment payment postponement request loan repayment schedule and disclosure statement check request credit agency delinquency notification exit interview form statement of rights and responsibilities veterans deferment authorization and supporting documentation.	7 years after final payment
0012-0000	Student Tuition Bills	7 years after final payment
0013-0000	Student – Credit by Examination (copy)	7 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Administration and General Records

BUREAU: Business Services

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Accounts Receivable Request</p> <p>Used by agencies to establish an account receivable in a revenue account.</p>	7 years
0002-0000	<p>Advice of Charge</p> <p>Notifies which accounts need to be charged. Forms list the following information: pay number; pay period, fiscal year, appropriate account number cost center gross salary food maintenance and net cash salary.</p>	7 years
0003-0000	<p>Advice of Dishonored Check</p> <p>Used to record a bank charge representing checks submitted for payment and subsequently dishonored by a bank.</p>	7 years
0004-0000	<p>Agency Application to Obligate Funds</p> <p>Used to obligate funds for direct purchase, annual contract authorization and special procurement authorization.</p>	7 years
0005-0000	<p>Agency Contract Obligation</p> <p>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.</p>	7 years
0006-0000	<p>Agency Purchase Orders Back Orders/Payments list</p> <p>List of back orders and payments for agency purchase orders.</p>	7 years
0007-0000	<p>Allotment Adjustment</p>	7 years
0008-0000	<p>Appropriation Account Number – Agency Request</p>	7 years
0009-0000	<p>Bank Statement</p> <p>Statement reflecting the status of an agency’s accounts.</p>	7 years
0010-0000	<p>Bid File</p> <p>File contains: advertised bid proposal, college request for quote, on-site inspection log, on-site inspection sign-in, affirmative action bid supplement, register of bid proposals, vendors requesting bids packets, summary of telephone quotations and supporting documentation.</p>	
0010-0001	<p>Bid File - Approved</p>	7 years

Record Series Code	Record Series Title & Description	Total Retention
0010-0002	Bid File – Denied	7 years
0011-0000	Budget File Contains: budget appropriation handbook, planning documents, department budget request, budget allocation notice, supplement budget request and supporting documentation.	
0011-0001	Budget Appropriation Handbook (original)	Permanent
0011-0002	Budget Appropriation Handbook (copy)	7 years
0011-0003	Budget Planning Documents (original)	7 years
0011-0004	Budget Planning Documents (copy)	3 years
0011-0005	Departmental Budget Request (original)	7 years
0011-0006	Departmental Budget Request (copy)	3 years
0011-0007	Budget Reallocation Notice	7 years
0011-0008	Supplemental Budget Request	7 years
0012-0000	Cancelled Check	7 years
0013-0000	Cash Receipt	3 years
0014-0000	Central and College Storeroom Requisition	
0014-0001	Central and College Storeroom Requisition (original)	7 years
0014-0002	Central and College Storeroom Requisition (copy)	3 years
0015-0000	Certificate of Debit and Credit	7 years
0016-0000	Change/Cancel Agency Purchase Order/Invoice Used by state agencies to make adjustments to agency purchase order/invoice.	7 years
0017-0000	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.	7 years
0018-0000	Check Register Contains: reconciliation sheet, outstanding checklists and copies of checks issued.	7 years
0019-0000	Check Request Form Used for reimbursement payments.	7 years

Record Series Code	Record Series Title & Description	Total Retention
0020-0000	Check Stub	7 years
0021-0000	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 bit proposal and other correspondence.	
0021-0001	Contracts and Amendments – Awarded (signed and support material)	7 years after completion of contract
0021-0002	Contracts and Amendments – Awarded (copies)	3 years after completion of contract
0021-0003	Contract and Amendments – Cancelled	3 years after submission
0021-0004	Contract and Amendments –Voided	3 years after submission
0022-0000	Daily Transmittal of Income	
0022-0001	Daily Transmittal of Income (original)	7 years
0022-0002	Daily Transmittal of Income (copy)	3 years
0023-0000	Data collection and Control Forms Form used in calculating data entry processing charges.	3 years
0024-0000	Deferred Compensation File – Termination, Disability and Retirement	7 years after termination of policy
0025-0000	Deferred Revenue Adjustments 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 check and revenue refunds.	7 years
0026-0000	Deposit Slip	7 years
0027-0000	Disbursement Log	7 years
0028-0000	Duplication/Copier File Contains: duplicating job request, departmental duplication account list, copier count sheet, duplication and copier financial/statistical reports and supporting documentation.	7 years
0029-0000	Financial Records System Printout Reports The on-line financial recording system utilized by higher education institution throughout the state.	

Record Series Code	Record Series Title & Description	Total Retention
0029-0001	Account Statement in Whole Dollars of Debits and Credits	7 years
0029-0002	Accruals Purchasing Reports-Invoices and Vouchers	7 years
0029-0003	Attribute Record List	7 years
0029-0004	Batch File List/Discount Table/Tax and Currency Table	7 years
0029-0005	Batch File Monthly List	7 years
0029-0006	Cash Report y Bank of Accounts and Balances	7 years
0029-0007	Cash Requirements for vouchers Report	7 years
0029-0008	Chart of Accounts Campus – Wide	7 years
0029-0009	Daily Cash Journal Book of original entry, recording transactions in chronological order.	7 years
0029-0010	Duplicate Invoice File List	7 years
0029-0011	General and Subsidiary Ledgers Status Listing	3 years
0029-0012	General Ledger Account Summary A central listing of all activities for an account within a particular time period.	Permanent
0029-0013	General Ledger by Account Control	Permanent
0029-0014	Invoices not Transferred to Accounts Payable	7 years
0029-0015	Missing Invoices Report	7 years
0029-0016	Missing Receipt Report	7 years
0029-0017	Monthly Cash Disbursement Register-Name and Check Number Sequence	7 years
0029-0018	Open Commitment/Purchase Orders Status	7 years
0029-0019	Open Purchase Orders	7 years
0029-0020	Outstanding Check List	7 years
0029-0021	Outstanding Vouchers	7 years
0029-0022	Prior and Current Year Comparative Statement Account	7 years
0029-0023	Purchase Orders	7 years
0029-0024	Purchase Orders – Accounting	7 years
0029-0025	Purchase Orders – Accounts Payable	7 years
0029-0026	Purchase Orders Audit Report	7 years

Record Series Code	Record Series Title & Description	Total Retention
0029-0027	Purchase Orders Change Audit Register	7 years
0029-0028	Sub code Description	7 years
0029-0029	Subsidiary Ledger Account Summary A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger.	7 years
0029-0030	Summary Report in Whole Dollars of Debits and Credits	7 years
0029-0031	Transaction for General and Subsidiary Ledgers	7 years
0029-0032	Vendor Analysis/Status Snapshot	7 years
0029-0033	Vendor Directory	As updated
0029-0034	Vendor Master List	As updated
0029-0035	Year – to – Date Disbursement Report	7 years
0030-0000	Fine System Input Form	3 years
0031-0000	Fleet Policy Data Contain: vehicle make, style, year, license number, purchase price, insurance value, rating, class, garage, and supporting documentation.	3 years after disposal of vehicle
0032-0000	Gasoline/Oil Credit Card Transaction File Contains the charge slip and monthly printouts of summary of transaction submitted by vendor.	7 years
0033-0000	Insurance Policy file – Life, Disability, and Workers Compensation	7 years after termination of policy
0034-0000	Invoice	
0034-0001	Invoice (original)	7 years
0034-0002	Invoice (copy)	3 years
0035-0000	Letter of Transmittal	
0035-0001	Letter of Transmittal (original)	7 years
0035-0002	Letter of Transmittal (copy)	3 years
0036-0000	Matching Funds Debit and Credit for all Matching Funds	7 years
0037-0000	Monthly Agency Purchase Order Blanket Order Payments	7 years

Record Series Code	Record Series Title & Description	Total Retention
0038-0000	Payroll File Records dealing with the reimbursement of paid employees in state agencies.	7 years
0039-0000	Payroll Signature Sheet File Sheets identifying employees that have received payroll checks.	7 years
0040-0000	Payroll Salary Correction – Journal Entry	7 years
0041-0000	Petty Cash Fund Reimbursement Used to request reimbursement for expenditures made from agency’s petty cash fund.	7 years
0042-0000	Provisional Insurance Report	7 years after termination of policy
0043-0000	Purchase Orders	
0043-0001	Purchase Orders (original)	7 years
0043-0002	Purchase Orders (copy)	3 years
0044-0000	Purchase Orders Log	7 years
0045-0000	Reallocation of Funds	
0045-0001	Reallocation of Funds (original)	7 years
0045-0002	Reallocation of Funds (copy)	3 years
0046-0000	Receipt – Petty Cash	
0046-0001	Receipt – Petty Cash (original)	7 years
0046-0002	Receipt – Petty Cash (copy)	3 years
0047-0000	Receivable/Reappropriation Journal Entry Used to cancel to reduce unexpected funds in an appropriate account while reducing the accounts receivable balance of the corresponding revenue account.	7 years
0048-0000	Refunds of Disbursement Used to record the refunds of non-salary disbursements.	7 years
0049-0000	Refund of Disbursement (record copy)	7 years
0050-0000	Request for Estimate – College Graphics Studio	
0050-0001	Request for Estimate – College Graphics Studio (original)	7 years
0050-0002	Request for Estimate – College Graphics Studio (copy)	3 years

Record Series Code	Record Series Title & Description	Total Retention
0051-0000	Request for Materials and Services	
0051-0001	Request for Material and Services (original)	7 years
0051-0002	Request for Materials and Services (copy)	3 years
0052-0000	Request for Prospective Candidates Budget Approval	7 years
0053-0000	Requisition	7 years
	Used to reserve funds in anticipation of establishing an obligation (purchase order/purchase contract) for the acquisition of goods or services.	
0054-0000	Requisition Changed	7 years
	Used to cancel and increase or decrease an outstanding or open requisition balance or to change or correct the buyer code.	
0055-0000	Revenue Account Number	7 years
	Used to establish new revenue accounts on the revenue balance master file.	
0056-0000	Revenue Refund Adjustments	7 years
	Used to record the correction of previously entered revenue refund vouchers.	
0057-0000	Revenue Refund Voucher	7 years
	Used to submit a request for payment of refunds of revenue.	
0058-0000	Schedule of Payee Name and Address (for use with invoice)	7 years
	Used in conjunction with the invoice to request separate payments to many different payees while charging the same appropriation account.	
0059-0000	Schedule of Payee Name and Address (for use with revenue refund voucher)	7 years
	Used to request separate revenue refund payments to many different payees while charging the same revenue account number for all payees.	
0060-0000	Storeroom Order Form	3 years
0061-0000	Transfer of Appropriation	7 years
0062-0000	Transmittal of Receipts	7 years
	Used to record anticipated appropriated inter fund and non revenue receipts.	
0063-0000	Transmittal of Revenue Refund Returns	7 years
	Used to record the return of revenue refunds.	

Record Series Code	Record Series Title & Description	Total Retention
0064-0000	Travel File Contains: travel authorization, travel request, travel expense invoice/report, faculty/staff travel absence form, and supporting documentation.	
0064-0001	Travel File (original)	7 years
0064-0002	Travel File (copy)	3 years
0065-0000	Vehicle Accident Report	3 years
0066-0000	Vehicle Assignment Log	7 years after final entry
0067-0000	Vehicle Maintenance/Repair Order	3 years
0068-0000	Vehicle Usage Record Records dealing with the activities of agency-owned motor vehicles.	3 years after disposal of vehicle by department

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Administration and General Records

BUREAU: Funding and Grants

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>State, Federal and Private Grant File</p> <p>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.</p>	
0001-0001	<p>State, Federal and Private Grant File – Approved</p>	<p align="center">7 years after termination of grant</p>
0001-0002	<p>State, Federal and Private Grant File - Denied</p>	<p align="center">3 years</p>

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Administration and General Records

BUREAU: Payroll

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Change Sheet for Employees (copy)	3 years
0002-0000	Check Update Notice Notice to have an uncashed check updated after 90 days have passed.	3 years
0003-0000	Classified Employees Time Sheet	7 years
0004-0000	Employee Payroll Status Printout – Monthly	3 years
0005-0000	Employee Time Balance Printout – Monthly	3 years
0006-0000	Employee Time Balance Printout – Quarterly	3 years
0007-0000	Faculty Time Sheet	7 years
0008-0000	List of Termination of Employment	3 years
0009-0000	Overtime Report – Professional, Non-Professional and Student	7 years
0010-0000	Overtime Request	
0010-0001	Overtime Request (original)	7 years
0010-0002	Overtime Request (copy)	3 years
0011-0000	Part-Time Employee Record Card	7 years
0012-0000	Pay Authorization for Police Officers	
0012-0001	Pay Authorization for Police Officers (original)	7 years
0012-0002	Pay Authorization for Police Officers (copy)	3 years
0013-0000	Pay Period Report for New Employees Added to the Regular Payroll	3 years
0014-0000	Payroll and Check Register	7 years
0015-0000	Position Action Request (copy) Form requesting payment for special services. Original is kept by the Department of Personnel.	7 years

Record Series Code	Record Series Title & Description	Total Retention
0016-0000	Proof and Claim for Disability Benefits (copy) Original is kept by the Department of the Treasury.	7 years after settlement
0017-0000	Regular Payroll Certification (copy) Original is kept by the Department of the Treasury.	7 years
0018-0000	Regular Payroll Transmittal for New Hires and Terminations Original is kept by the Department of the Treasury.	7 years
0019-0000	Stop Paycheck Issue Notice	3 years
0020-0000	Student Employee/Work-Study Check Sign-In Sheet	7 years
0021-0000	Student Employee/Work-Study Time Sheet	7 years
0022-0000	Supplemental Payroll (copy) Original is kept by the Department of the Treasury.	7 years
0023-0000	Supplemental Payroll Authorization	
0023-0001	Supplemental Payroll Authorization (original)	7 years
0023-0002	Supplemental Payroll Authorization (copy)	3 years
0024-0000	Supplemental Payroll Certification (copy) Original is kept by the Department of the Treasury.	7 years
0025-0000	Supplement Payroll Certification – Vision Care (copy) Original is kept by the Department of the Treasury.	7 years
0026-0000	Temporary Additions to Regular Payroll (copy) Original is kept by the Department of the Treasury.	7 years
0027-0000	Time Report for Professional, Non-Professional, (Classified and Unclassified) Full-Time, Part-Time and Student Employees	7 years
0028-0000	Transmittal for Salary Refunds (copy) Original is kept by the Department of the Treasury.	7 years
0029-0000	Unclassified Employee Time Sheet	7 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Administration and General Records

BUREAU: Personnel

Record Series Code	Record Series Title & Description	Total Retention
	Affirmative Action Records	7 years
0001-0000	<p>Affirmative Action Complaint Case File</p> <p>Contains: discrimination appeal processing (DPF-481) grievance procedure (DPF-251) correspondence and relevant case material.</p>	3 years after settlement
0002-0000	<p>Affirmative Action Plan (DPF-451-DPF-458 and/or DPF-390) (copy)</p> <p>Includes annual goals toward fulfilling federal and state affirmative action requirements and guidelines mandating equal employment opportunities original retained by the Department of Personnel.</p>	3 years
0003-0000	<p>Equal Employment Opportunity (EEO) and Affirmative Action Interview Disposition (DPF-374)</p> <p>Contains names of potential job applicants which are sent to an agency's personnel office to fill vacancies original retained by the Department of Personnel.</p>	3 years
0004-0000	<p>Quarterly Report (DPF-390) (record copy)</p> <p>A quarterly report indicating practices in relation to the affirmative action plan original retained by the Department of Personnel.</p>	1 year
	Classification Records	
0050-0000	<p>Certification of Eligibility (DPF-256D) (copy)</p> <p>List of individuals who have passed a state government competitive examination and are eligible for appointment to a position original retained by the Department of Personnel.</p>	3 years
0051-0000	<p>Eligible/Ineligible Roster (DPF-32)</p> <p>List of individuals eligible or ineligible for a position.</p>	3 years
0052-0000	<p>Job Specifications (copy)</p> <p>Includes position qualifications and duties original retained by the Department of Personnel.</p>	Periodic review
0053-0000	<p>Notification of Certification (DPF-256F) (copy)</p> <p>Sent to an individual who has passed a competitive examination and is eligible for appointment to a state government position.</p>	3 years

Record Series Code	Record Series Title & Description	Total Retention
0054-0000	Personnel Requisition (DPF-398)	3 years
0055-0000	Position Classification Questionnaire (DPF-44) Descriptive report used to obtain basic information about a state government position original retained by the Department of Personnel.	
0055-0001	Position Classification Questionnaire (record copy)	3 years after final action
0055-0002	Position Classification Questionnaire (copy)	1 year after final action
0056-0000	Request for New Title (DPF-240) Request to establish a new position also title when the duties of a position cannot be classified properly under an existing class title original retained by the Department of Personnel.	
0056-0001	Request for New Title – Approved (record copy)	Duration of title
0056-0002	Request for New Title – Denied (record copy)	3 years after final action
0057-0000	Request for Reclassification (DPF-241) Used to enable employees to change the classification of their position. Original retained by the Department of Personnel.	
0057-0001	Request for Reclassification (record copy)	3 years after final decision
0057-0002	Request for Reclassification (copy)	Until final decision
0058-0000	Request for Re-Evaluation of Title (DPF-288) Request to re-evaluate a class title based on a change in responsibilities or organizational structure. Original retained by the Department of Personnel.	
0058-0001	Request for Re-Evaluation of Title – Approved (record copy)	Inspiration of position
0058-0002	Request for Re-Evaluation of Title – Denied (record copy)	3 years
	Individual Employees Files	
0100-0000	Employee Address List	As updated
0101-0000	Federal and State Withholding Tax Forms (W2 & W4)	3 years
0102-0000	Grievance File (DPF-251) Records of employee’s dissatisfaction with working conditions which are beyond his/her control but which may be subject to remedy by a supervisor. Steps I, II, III settlements, which set precedent or policy, are deemed necessary for future reference.	
0102-0001	Grievance File – Policy Establishing Settlements (original)	Permanent

Record Series Code	Record Series Title & Description	Total Retention
0102-0002	Grievance File – Policy Establishing Settlements (record copy)	3 years after final settlement
0102-0003	Grievance File – Policy Establishing Settlements (informational copies)	Periodic review
0102-0004	Grievance File – Policy Establishing Settlements (additional copies)	Periodic review
0102-0005	Grievance File – Policy Establishing Settlements (originals)	3 years after final settlement
0103-0000	Individual Employee File This file includes information pertaining to permanent and provisional full-time, part-time, and summer, professional and nonprofessional and student employees. May include but not limited to the following: New hire request, separation request, position classification questionnaire, request for employment disability leave, preliminary and final notices of disciplinary action.	
[0103-0001]	Application for employment, application for reemployment, application for promotional examination, promotional announcements report on progress of probationer, data processing 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.	
[0103-0002]	Employee’s first report of accidental injury or occupational disease performance assessment review summer and semester sabbatical, summer teaching program extra duty pay teacher observation and evaluations employment and union agreement contracts exit interviews deferred compensation forms health benefits records insurance records and faculty/staff absence form (travel).	
0103-0003	Individual Employee File (original)	6 years after termination of employment
0103-0004	Individual Employee File (copy)	3 years after termination of employment
0104-0000	Job Application Files, Unsuccessful Includes resumes, applications, etc., of persons not hired.	3 years
0105-0000	Leave Request Disability, administrative, sick, vacation, maternity, military, sabbatical, compensation for overtime, leave with pay, leave without pay, etc.	
0105-0001	Leave Request (original)	6 years
0105-0002	Leave Request (copy)	3 years
0106-0000	Permanent Personnel History Card	60 years
0107-0000	Permanent Position History Card	60 years

Record Series Code	Record Series Title & Description	Total Retention
0108-0000	<p>Personnel Master Lists</p> <p>Printout of personnel categorized by the department and division, social security number, pay range, education, etc. List is updated monthly.</p>	1 year
0109-0000	<p>Preliminary and Final Notice of Disciplinary Action</p> <p>Preliminary and final notices of disciplinary actions taken pertaining to a classified permanent employee. Original is retained by the Department of Personnel.</p>	
0109-0001	<p>Disciplinary Actions (record copy)</p>	6 years after termination of employment
0109-0002	<p>Disciplinary Actions (management copies)</p>	3 years after final action
0110-0000	<p>Referrals</p> <p>Records of potential job applications received from sources inside or outside of an agency.</p>	
0110-0001	<p>Referrals – External</p>	3 years
0110-0002	<p>Referrals – Internal</p>	1 year
0111-0000	<p>Request for Employment Disability Leave</p> <p>Employee’s request for leave of absence with pay due to disability either through injury or illness incurred from employment original retained by the Department of Personnel.</p>	
0111-0001	<p>Request for Disability Leave (record copy)</p>	6 years after termination of employment
0111-0002	<p>Request for Disability Leave (copy)</p>	3 years
0112-0000	<p>Service Awards Order Form (record copy)</p> <p>Form used to order certificates to be awarded to employees who have been employed 5 years, 10 years, 15 years, etc. in state government positions original retained by the Department of Personnel.</p>	3 years
0113-0000	<p>Suggestion Awards File (record copy)</p> <p>Includes: suggestion evaluation report, employee suggestion form and correspondence original retained by the Department of Personnel.</p>	3 years
0114-0000	<p>Time Records</p> <p>Attendance reports for employees.</p>	

Record Series Code	Record Series Title & Description	Total Retention
0114-0001	Time Records (original) Retained by Personnel Department.	6 years
0114-0002	Time Records (department copy) Performance Assessment Review (PARS)	3 years
0150-0000	Performance Assessment Review File Contains: performance agreement fact sheet and final assessment review.	
0150-0001	Performance Assessment Review File (record copy)	6 years after termination of employment
0150-0002	Performance Assessment Review File (record copy)	1 year after final evaluation
0151-0000	Performance Summary (record copy) Contains a listing of classified employees who have been rated satisfactory or unsatisfactory unclassified employees not granted a salary increase and supervisors who have failed to submit a performance certification and salary increase recommendation form. Original retained by the Department of Personnel. Promotional Action Records	Periodic review
0200-0000	Application for Promotional Examination Application by a permanent employee for an examination for a promotional position in the state service. Original retained by the Department of Personnel.	3 years
0201-0000	Application Summary (record copy) List of persons eligible for a classified promotion in a state government position Original retained by the Department of Personnel.	3 years
0202-0000	N.J.A.C. Promotional Action (copy) Indicates that a permanent employee has been promoted to a position without examination. Original retained by the Department of Personnel.	3 years
0203-0000	Promotional Job Analysis A job description used in the development of an open competitive examination for a particular job title.	
0203-0001	Promotional Job Analysis (record copy)	5 years
0203-0002	Promotional Job Analysis (additional copies)	Periodic review

Record Series Codes	Record Series Title & Description	Total Retention
0204-0000	Promotional Notices File (copy) Contains promotional announcements notices of vacancy and promotional opportunities. Original is retained by the Department of Personnel.	
0204-0001	Promotional Notices File (record copy)	Until applicant list expire
0204-0002	Promotional Notices File (copy)	3 years
	Training Records	
0250-0000	Course Registration and Report Used for staff training by the Department of Personnel's service training section. Original retained by the Department of Personnel.	
0250-0001	Course Registration and Report (supervisors copy C)	Periodic review
0250-0002	Course Registration and Report (record copy D)	Periodic review
0251-0000	Staff Training Request Request for staff training. Original retained by the Department of Personnel.	
0251-0001	Staff Training Request (record copy)	3 years after final payment
0251-0002	Staff Training Request (additional copies)	Periodic review

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Admissions, Financial Aid, and Registrar

BUREAU: Admissions

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Admission File – Denied Admissions (undergraduate and graduate) Student application for admissions into undergraduate or graduate programs. File contains: application, transcripts, test scores, recommendations, and supporting documentation. Approved student admission files are transferred to the main student record.	3 years

RECORD RETENTION AND DISPOSITON SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Admissions, Financial Aid and Registrar

BUREAU: Registrar

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Academic Advisement File: Day, Evening, Saturday and Tutorial</p> <p>Academic program advisement offered to undergraduate and graduate students.</p>	3 years after graduation or termination from college
0002-0000	<p>Academic Dismissal File</p> <p>Contains: dismissal notice, appeal application, and supporting documentation.</p>	5 years after graduation or termination from college
0003-0000	<p>Address Registration</p> <p>Information is transferred into the student's permanent record.</p>	Until information is transferred to permanent record
0004-0000	<p>Admission and Placement File</p>	
0004-0001	<p>Admission and Placement File – Accepted</p> <p>This file is also used for verification with the financial aid file. The denied file is kept in the Admissions Office.</p>	7 years after graduation or termination from college
0004-0002	<p>Admissions and Placement File – Accepted but Did Not Attend College</p>	3 years
0005-0000	<p>Affidavit of New Jersey Residency</p>	5 years after graduation or termination from college
0006-0000	<p>Application for Graduation /Conferment of Degree</p>	3 years after graduation or termination from college
0007-0000	<p>Application Pass/Unsatisfactory Grade Option</p>	5 years after termination or graduation from college
0008-0000	<p>Authorization for Course Registration at Another College</p>	5 years after graduation or termination from college

Record Series Code	Record Series Title & Description	Total Retention
0009-0000	Change of Grade Request Information is transferred into the student's permanent record.	Until information is transferred to permanent record
0010-0000	Change of Major Request Information is transferred into the student's permanent record.	Until information is transferred to permanent record
0011-0000	Class List	Permanent
0012-0000	Class Rank List	Permanent
0013-0000	Class Room Schedule	1 year after date submitted
0014-0000	College Catalog	
0014-0001	College Catalog (master)	Permanent
0014-0002	College Catalog (copies)	Periodic review
0015-0000	Cooperative Education Work Study File	5 years after graduation or termination from college
0016-0000	Course Add/Drop Request Card	1 year after date submitted
0017-0000	Course Pre-Registration Card – Fall, Spring and Summer Semester	After end of semester
0018-0000	Course Withdrawal Request	7 years after graduation or termination from college
0019-0000	Degree Requirement Control Sheet	5 years after graduation or termination from college
0020-0000	Disciplinary File	
0020-0001	Disciplinary – File Security – Informal	Upon graduation or termination from college or final action
0020-0002	Disciplinary File – Hearing Board	Upon graduation or termination from college or final action
	Contains: formal charge, written statements, "Pro and Con" statements, final outcome report (campus violation).	

Record Series Code	Record Series Title & Description	Total Retention
0020-0003	Disciplinary File – Housing Contains violations, eviction notice, warnings, documentations and pictures of damages.	7 years after graduation or termination from college
0020-0004	Disciplinary File – Student – Minor – Resolved Informality	As resolved
0020-0005	Disciplinary Appeal – Campus – Hearing Board Proceedings-Confidential	Permanent
0021-0000	Graduation Information Information regarding graduation date and type of degree earned, which are transferred into student’s permanent record.	Until information is transferred to permanent record
0022-0000	Graduation List	Permanent
0023-0000	Incomplete Grade File Contains incomplete grade form and form to change an incomplete grade. Grade change is contained in the student’s permanent record.	
0023-0001	Incomplete Grade File – Incomplete Grade	Until grade is changed
0023-0002	Incomplete Grade File – Change in Grade Previously recorded as incomplete information is transferred into student’s permanent record.	Until information is transferred to permanent record
0024-0000	Independent Study Application and Contract-Fall, Spring and Summer Semester	5 years after graduation or termination from college
0025-0000	Master Class Schedule	Permanent
0026-0000	Medical Records – Student	5 years
0027-0000	Notice of Change of Address Information is transferred into the student’s permanent record.	Until information is transferred to permanent record
0028-0000	Notice of Change of Student Status – Termination or Withdrawal	Until information is Transferred to permanent record
0029-0000	Notice of Name Change Information is transferred into the student’s permanent record.	Until information is Transferred to permanent record
0030-0000	Notification of Selection of a Minor/Second Teaching Field/Second Major	Permanent

Record Series Code	Record Series Title & Description	Total Retention
0031-0000	<p>Permanent Record Card</p> <p>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, transcript, major, degree type, repletion of courses, change in incomplete grades, additional transfers, completed minor(s), academic probation and/or dismissal, special awards, changes in name or address and credit by examination (copy).</p>	Permanent
0032-0000	<p>Permission to Audit a Course</p>	1 year after date submitted
0033-0000	<p>Repetition of a Course</p> <p>Information is transferred into the student's permanent record.</p>	Until information is Transferred to permanent record
0034-0000	<p>Request and Releases to Inspect Student Records</p> <p>Student authorization for records inspection.</p>	Permanent
0035-0000	<p>Request for Re-Admittance</p>	5 years after graduation or termination from college
0036-0000	<p>Request for Official Transcript of Academic Record</p>	3 years after date submitted
0037-0000	<p>Request for Unofficial Transcript</p>	3 years after date submitted
0038-0000	<p>Request to Release Student Records</p> <p>Student authorization for records release.</p>	Permanent
0039-0000	<p>Section Number Assignment List</p>	1 year after date submitted
0040-0000	<p>Student proficiency Tests</p>	3 years after graduation or termination from college
0041-0000	<p>Student Class Schedules</p>	1 year after date submitted
0042-0000	<p>Student Teaching/Certificate/Placement</p>	7 years after graduation or termination from college
0043-0000	<p>Student Teaching Junior Field Experiences Final Evaluation</p>	Permanent

Record Series Code	Record Series Title & Description	Total Retention
0044-0000	Tuition Receipt – Fall, Spring and Summer Semester	7 years after graduation or termination from college
0045-0000	Verification Letter – Major, Class and Full-Time Enrollment Status (copy) Original is sent to requesting agency.	Periodic review
0046-0000	Veterans File Contains: tuition and fee charges, degree and audit forms, course changes, grade reports, statement of progress, transfer credit authorizations and supporting documentation.	7 years after graduation or termination from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Alumni Affairs and Development

BUREAU: Alumni Affairs

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Alumni Data Add, Change and Delete Files File contains alumni background data, which serves as the source document for the alumni database.	Until entered into database
0002-0000	Alumni Questionnaire	3 years
0003-0000	Alumni Student Loan Application	
0003-0001	Alumni Student Loan Application – Accepted	7 years after final payment
0003-0002	Alumni Student Loan Application – Denied	3 years
0004-0000	Annual Contribution Receipts	7 years
0005-0000	Change of Name Form	Until entered into database
0006-0000	Individual Contact Questionnaire	3 years
0007-0000	Information and Verification Card	Until entered into database

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Campus Police and Vehicle Registration

BUREAU: Campus Police

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Appeal File – Motor Vehicle Violation Citation</p> <p>Contains: appeal application, appeal notice, appeal information sheet, sign-in sheet, final decision, and supporting documentation</p>	3 years
0002-0000	<p>Arrest Report – Adult</p> <p>List: name, address, date of birth, social security number, arrest date and number, photograph, fingerprints and supporting documentation.</p>	75 years
0003-0000	Call Log	3 years
0004-0000	Campus Grounds/building Checklist	1 year
0005-0000	Campus Police Duty Assignments	3 years
0006-0000	Campus Police Suggestion Form	1 year
0007-0000	<p>Contract for Police Services (copy)</p> <p>Original is retained in the Dean of Students' Office. The scheduler and event sponsor keep copies.</p>	1 year after completion of contract
0008-0000	Correspondence Log – Incoming and Outgoing	3 years
0009-0000	Daily Patrol Report	3 years
0010-0000	Daily Student Patrol Activity Log and Supplemental Report	3 years
0011-0000	Defective Lightning Reports	1 year
0012-0000	Disabled Vehicle List	1 year
0013-0000	Duty Report Deficiency Notice	3 years
0014-0000	<p>Field Interrogation Card</p> <p>Lists name, age, date of birth and social security number of persons under surveillance in a specified area. Used for informational purposes only.</p>	1 year
0015-0000	Fire and Fire Alarm Report	7 years

Record Series Code	Record Series Title & Description	Total Retention
0016-0000	Firearm File Contains: firearm weekly cleaning certificates, daily firearm issue/turn-in inventory certificate and supporting documentation.	3 years
0017-0000	Fleet Vehicle Dispatch List and Condition Report	1 year after final entry
0018-0000	Impounded Vehicle Notice and Agreement	3 years
0019-0000	Incident Report File Contains incident card and account and follow up investigations 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.	
0019-0001	Criminal, Excluding Homicide – Arrest (record copy)	75 years after final disposition of case
0019-0002	Criminal, Excluding Homicide – No Arrest (record copy)	7 years from date of crime
0019-0003	Non-Criminal (record copy) May include: missing persons, fire, animal bite, drunkenness and disorderly conduct.	2 years
0019-0004	Drunk Driving	7 years
0019-0005	Homicide (record copy)	Permanent
0019-0006	Sudden and Accidental Death (record copy)	Permanent
0019-0007	Incident Reports (copies)	1 year
0020-0000	Inventory of Stolen Property	3 years
0021-0000	Investigation Report	7 years after case is closed
0022-0000	Juvenile Custody Report Lists: name, address, phone number, date of birth, referral date and sources, intake form, client contact form, juvenile release form and counselor's supporting documentation.	5 years after age of majority
0023-0000	Key Sign – Out Log	3 years
0024-0000	Motor Vehicle Accident File Contains: accident reports, exchange of information forms and supporting documentation.	6 years

Record Series Code	Record Series Title & Description	Total Retention
0025-0000	Motor Vehicle Violation Citation File Contains: vehicle parking violations list, ticket fact sheet, ticket payment appeal/waiver, and ticket payment/waiver form.	7 years
0026-0000	Motor Vehicle Violation Citation (copy) Municipality retains record copy.	30 days after disposition
0027-0000	Municipal and State Police Crime Statistics File (copy) Originals are kept by the New Jersey State Police.	3 years
0028-0000	Office Register Log	3 years
0029-0000	On-Campus Special Event Report	2 years
0030-0000	Parking Lot Capacity Statistics	3 years
0031-0000	Police Blotter	3 years
0032-0000	Pre-Billed Student Fine Clearance Form	7 years
0033-0000	Request for Services of Campus Police	3 years
0034-0000	Roadway Deficiency Report	2 years
0035-0000	Towed Vehicle Report	1 year
0036-0000	Traffic and Security Survey	3 years
0037-0000	Traffic System Request List	3 years
0038-0000	Uniform Replacement Request	3 years
0039-0000	Vehicle Maintenance File File contains vehicle maintenance schedules and reports and supporting documentation.	3 years after disposal of vehicle
0040-0000	Visitor Register	2 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Campus Police and Vehicle Registration

BUREAU: Vehicle Registration

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Decal and Card Key File – Staff, Faculty and Students Contains: decal, ticket and card key record; lost or stolen decal and card key; lost decal and card key certificates; card key list; and decal registration card.	3 years after issuance or final action
0002-0000	Motor Vehicle Identification Sheet – Staff, Faculty and Students	3 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: College Events and Relations

BUREAU: College Events

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	College Events File This file contains programs, schedules, invitations and supporting documentation to on campus events (e.g. commencement and orientation advisement).	
0001-0001	College Events File (master)	Permanent
0001-0002	College Events File (copy)	As updated

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: College Events and Relations

BUREAU: College Relations

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	College Relations File File contains newsletters, brochures and supporting documentations used for on-campus and off-campus college programs.	
0001-0001	College Relations File (master)	Permanent
0001-0002	College Relations File (copy)	As updated

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Facilities

BUREAU: Planning and Construction

Record Series Code	Record Series Title & Description	Total Retention
	Originals maintained by the Division of building and Construction (DBC) for all DBC-administered projects, originals maintained by college for all college-administered construction projects.	
0001-0000	Approval, Subcontractor, Material (record copy)	7 years after disposal of building
0002-0000	Architect/Engineer Approval, Subcontractor, Material/Equipment (record copy)	7 years after disposal of building
0003-0000	Architect/Engineer Contract Amendment (record copy)	7 years after disposal of building
0004-0000	Architect/Engineer Contract Authorization (record copy)	7 years after disposal of building
0005-0000	Architect/Engineer Change Order Request and Authorization (record copy)	7 years after disposal of building
0006-0000	Architect/Engineer Professional Service Contract (record copy)	7 years after disposal of building
0007-0000	Bid Proposal Form (record copy)	7 years after disposal of building
0008-0000	Change/Cancel Obligation (record copy)	7 years after disposal of building
0009-0000	Change Order Authorization (record copy)	7 years after disposal of building
0010-0000	Change Order Fee Request and Authorization (record copy)	7 years after disposal of building
0011-0000	Change Order Request and Authorization (record copy)	7 years after disposal of building
0012-0000	Construction Change Order, Batch Waiver Form	7 years after disposal of building
0013-0000	Construction Contract – DBC (record copy)	7 years after disposal of building

Record Series Code	Record Series Title & Description	Total Retention
0014-0000	Construction Contract Award Schedule (record copy)	7 years after disposal of building
0015-0000	Contractor Performance Evaluation (record copy)	7 years after disposal of building
0016-0000	Final Acceptance Certificate (record copy)	7 years after disposal of building
0017-0000	Final Acceptance Certificate, Project Close-Out List (record copy)	7 years after disposal of building
0018-0000	Instructions to Bidders and General Conditions (record copy)	7 years after disposal of building
0019-0000	New Project Request and Revision (record copy)	7 years after disposal of building
0020-0000	Notice of Classification (record copy)	2 years after completion of project
0021-0000	Notice to Proceed (record copy)	7 years after disposal of building
0022-0000	Offsite Stored Material/Equipment List	7 years after disposal of building
0023-0000	Original Invoice – Architect and Engineering Billing (record copy)	7 years after disposal of building
0024-0000	Original Invoice – DBC (record copy)	7 years after disposal of building
0025-0000	Recommendation and Waiver of Advertising Request (record copy)	7 years after disposal of building
0026-0000	Rejection or Approval, Subcontractor, Material (record copy)	7 years after disposal of building
0027-0000	Requisition – DBC (record copy)	7 years after disposal of building
0028-0000	Requisition Change – DBC (record copy)	7 years after disposal of building
0029-0000	Requisition Encumbrance (record copy)	7 years after disposal of building
0030-0000	Requisition Encumbrance Change (record copy)	7 years after disposal of building
0031-0000	Schedules of Amounts for Contract Payment, Unit Schedule Breakdown (record copy)	7 years after disposal of building

Record Series Code	Record Series Title & Description	Total Retention
0032-0000	Shop Drawing Approval (record copy)	7 years after disposal of building

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Facilities

BUREAU: Public Safety

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Accident File	6 years
0002-0000	Asbestos Hazard Evaluation Report (copy) Original in Department of Health.	3 years after compliance with recommendation
0003-0000	Fire and Fire Alarm Report Original kept by the campus police department.	3 years
0004-0000	Hazardous Waste Generator Annual Report (copy) Original kept in the Department of Environmental Protection.	5 years
0005-0000	Hazardous Waste Manifest (copy) Original kept by the Department of Environmental Protection.	3 years
0006-0000	Public Employees Occupational Safety and Health Programs File (copy) Original is kept in the Department of Labor.	3 years after termination of agreement
0007-0000	Random Test Results Copy is kept within the office of administration and finances.	75 years
0008-0000	Workplace Survey File – “Right to Know” (copy) Original is kept in the Department of Health.	3 years after update

RECORD RETENTION AND DISPOSTION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Facilities

BUREAU: Storeroom

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Storeroom Supply Inventory	3 years
0002-0000	Storeroom Supply List	As updated
0003-0000	Storeroom Supply Requisition (copy) Original maintained by Business Services. Copy maintained by Academic Department.	3 years

RECORD RETENTION AND DISPOSITON SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Facilities

BUREAU: Telecommunications

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Campus-Wide Monthly Telephone Service Charge Printout (copy) Original is issued to specified callers.	3 years
0002-0000	Refund Approval (copy) Original and copy are kept by the Bursar's Office.	3 years
0003-0000	Request for Telephone Service File	3 years
0004-0000	Student Telephone Service File	
0004-0001	Informational Materials	As updated
0004-0002	Terms and Conditions	As updated
0004-0003	Telephone Service Agreement and Payment (bills)	7 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Information Systems

BUREAU: Computer Operations

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Data Entry Request	6 months
0002-0000	Job Run request	6 months
0003-0000	Label Run Request	6 months
0004-0000	Operation Run Books	3 years
0005-0000	Test Scoring and Data Analysis Requisition	1 year
0006-0000	User Problem Data Sheet	1 year

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Information Systems

BUREAU: System and Programming

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	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, decisions trees, operation instructions, system documentation and supporting documentation.	1 years after system is either superseded or discontinued

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Information Systems

BUREAU: Technical Services

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Console Listings – Print Logs	1 year
0002-0000	Equipment Error Logs	1 year
0003-0000	Information Management Procedures Manual	
0003-0001	Information Management Procedures Manual (master)	Permanent
0003-0002	Information Management Procedures Manual (copies)	As updated
0004-0000	<u>Job Backup Listings</u>	
0004-0001	Job Backup Listings-Daily	3 months
0004-0002	Job Backup Listings – Weekly	6 months
0004-0003	Job Backup Listings – Monthly	6 months
0004-0004	Job Backup Listings – Cumulative	1 year
0005-0000	Operative Console Logs	1 year
0006-0000	<u>System File</u>	
0006-0001	System File – Messages	1 year
0006-0002	System File – Software Listings	As updated
0006-0003	System File – Software Test Listings	As updated
0006-0004	System File – Statistical Reports – Daily	1 month
0006-0005	System File – Statistical Reports – Weekly	6 months
0006-0006	System File – Statistical Reports – Monthly	1 year
0006-0007	System File – Statistical Reports - Cumulative	3 years
0006-0008	System File - Tables	As updated

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: President's Office

BUREAU: Affirmative Action

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Affirmative Action and Equal Employment Opportunity (E.E.O.) Interview Disposition Form	3 years
0002-0000	Affirmative Action Plan (A.A.P.)	3 years
0003-0000	Affirmative Action Terms Glossary	As updated
0004-0000	Department Recruitment Information Form	3 years
0005-0000	General Information/Deadline Worksheet	3 years
0006-0000	Quarterly Reports of Affirmative Action Plans	1 year
0007-0000	Recruitment Log of Women, Minority, Handicapped and Veteran Candidates	3 years
0008-0000	Statistical Recruitment Form	3 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: President's Life

BUREAU: Board of Trustee

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Board of Trustees File Contains: meeting, minutes, agendas, reference materials and supporting documentation.	Permanent

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: President's Office

BUREAU: President's Office

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	American Federation of Teacher's (AFT) and American Association of University Professors (A.A.U.P.) Policies File Contains policies and supporting documentation	Permanent
0002-0000	Application for Tuition Reimbursement	
0002-0001	Application for Tuition Reimbursement – Approved	7 years
0002-0002	Application for Tuition Reimbursement – Denied	3 years
0003-0000	Boards and Committees File Contains: member lists, correspondence, and supporting documentation.	5 years
0004-0000	Faculty Handbook	
0004-0001	Faculty Handbook (master)	Permanent
0004-0002	Faculty Handbook (copy)	As updated
0005-0000	Faculty/Staff Promotion and Sabbatical File (copies) Original materials are contained within the Personnel Office file.	6 years after termination of employment
0006-0000	Policies and Procedures File	Permanent
0007-0000	President's Subject Files	4 years
0008-0000	Reports to Department of Higher Education (copy)	Permanent

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Athletics and Recreation

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Aquatic and Recreational Centers Membership File</p> <p>Contains: annual membership applications, fees paid receipt, regulations and supporting documentation.</p>	7 years
0002-0000	<p>Aquatic and Recreational Centers Reference File</p> <p>Contain: monthly calendars and revenue reports, patron statistical reports and supporting documentation.</p>	3 years
0003-0000	<p>Aquatic and Recreational Centers Vendor File</p> <p>Contains concession stand vendor agreements and documentation for exhibits, special events, and other occasions.</p>	7 years after termination of agreement
0004-0000	<p>Athletic Event File</p> <p>Contains: athletic events agreement, event date change request, schedule events and supporting documentation</p>	3 years
0005-0000	<p>Athletic Injury File</p> <p>Medical file maintained for an athletic injury while participating in an athletic team event. Contains: accident reports, treatment log, medication long, injury and medical history forms, physicians and/or physical therapist correspondence, National Collegiate Athletic Association (NCAA) Injury Surveillance System Individual Injury and Weekly expose forms and supporting documentation.</p>	5 years after graduation or termination from college
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 participating waiver and release, acknowledgement of risk, supporting documentation.</p>	5 years after graduation or termination from college
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>	6 years after graduation or termination from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Auxiliary Services

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Administrators Self-Evaluation of Performance Performance evaluation for annual goals and objectives.	1 year
0002-0000	Agency Transaction Memos (Internal) Internal memos listings transactions regarding purchase orders, checks received, general orders for goods or services and supporting documentation.	3 years
0003-0000	Application for Raising Funds or Distributing Materials	7 years
0004-0000	Auxiliary Services Operations Manual	
0004-0001	Auxiliary Services Operations Manual (master)	Permanent
0004-0002	Auxiliary Services Operations Manual (copy)	Periodic review
0005-0000	Employee Manual	
0005-0001	Employee Manual (master)	Permanent
0005-0002	Employee Manual (copy)	Periodic review
0006-0000	Performance Objectives	As updated
0007-0000	Receipt for Item on Loan (Internal)	As updated
0008-0000	Service Calls Log	1 year
	<u>Conference/Meetings</u>	
0020-0000	Call Tracking	1 year
0021-0000	Conferences/Meetings Worksheet	1 year
0022-0000	Contract/Invoice Change Form	7 years
0023-0000	Extra Staffing Request Form	3 years
0024-0000	Scheduling a Conference Request	3 years
	<u>Dining</u>	
0040-0000	Facilities Staff Performance Survey	1 year

Record Series Code	Record Series Title & Description	Total Retention
0041-0000	Inspection Procedures <u>Housing/Facilities</u>	As updated
0060-0000	Alcohol Permit (copy) Original is kept by the Dean of Students. Copies are kept by the campus police and function sponsor.	5 years
0061-0000	Chargeable Utilities Services Lists of utilities that may be charged to sponsors requesting facility usage.	7 years
0062-0000	Dining Hall Usage Application	7 years
0063-0000	Guest Room Reservation/Payment Receipts	7 years
0064-0000	Housing Obligations Form	7 years after final payment
0065-0000	Housing Services Supplies Order	3 years
0066-0000	Housekeeping/Maintenance Work Order	3 years
0067-0000	Residence/Dining Hall Agreement	7 years after termination or agreement
0068-0000	Room Condition Agreement	7 years after termination or agreement
0069-0000	Security Notification of Room Requisition (copy) Original is kept by Campus Police.	3 years
0080-0000	Daily Schedule of Events	1 year
0081-0000	Student Center Inspection	1 year
0082-0000	Student Center Manager's Operations Manual	
0082-0001	Student Center Manager's Operations Manual (master)	Permanent
0082-0002	Student Center Manager's Operations Manual (copy)	Periodic review
0083-0000	Student Center Use of Facility (Internal) A copy is kept by the person making the reservation.	3 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Basic Skills

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Basic Skills Program File</p> <p>Contains: testing statistics (copy), program report (copy), testing procedures guidelines, basic skills officers cooperative materials and supporting documentation. Originals are retained by the New Jersey State Department of Higher Education.</p>	5 years
0002-0000	<p>Basic Skills Grant File</p> <p>File pertains to the New Jersey Department of Higher Education mathematics and science supplemental instructions grant (basic skills). Contains: request for proposal, proposals and supporting documentation.</p>	7 years after termination of grant.

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Career Services

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Application / Placement File – Cooperative Education</p> <p>Application for student work-study cooperative education program placement. The Registrar’s Office, the employer and the student keep copies. Contains:</p> <ul style="list-style-type: none"> Affirmative Action/Equal Opportunity Employer Statement Application for Cooperative Education Credit Overload Application for Cooperative Education Credit Overload Application for Student Generated CO-OP Cooperative Education Application Cooperative Education Exit Interview Cooperative Education Student Evaluation Faculty Evaluation of Worksite Financial Aid Clearance Intent to Register Learning to Agreement Registration Approval for Cooperative Education Request for Additional Information Request for Confidential Placement Papers Request for Mailing Placement Credentials Student Evaluation of Cooperative Education Student Request for forwarding of Placement Credentials. 	5 years after graduation or termination from college.
0002-0000	<p>Career Services References File</p> <p>References file for Career Services program. Contains: booklets, brochures, Information sheets, catalogs and supporting documentation.</p>	As updated
0003-0000	<p>Career Services Student Registration and Follow-Up Card File</p> <p>File of personal identification information for enrolled and graduated students.</p>	1 year
0004-0000	<p>Career Services Workshop File</p> <p>Reference files used to conduct on-campus career services workshops.</p>	As updated

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Collegebound

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Collegebound Grant File</p> <p>Collegebound grant file pertaining to the urban Initiative and Challenge Grants in accordance with the Department of Education and Higher Education. Contains: application, interim and final reports and supporting documentation.</p>	7 years after termination of grant
0002-0000	<p>Collegebound Statistics File</p> <p>Statistics pertaining to the students enrolled and programs available.</p>	3 years
0003-0000	<p>Collegebound Student Application File</p> <p>Collegebound junior high and senior high school level student on-campus academic program. The school district and the parents keep copies. Contains: Application for Admission Financial Assistance Request Guidance Counselor Recommendation Notification of Acceptance for Admission Parental Field Trip Permission Self-Evaluated Health Form Student Fact Sheet Student Record Form.</p>	7 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Community Development Services

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Manuals Campus-generated manuals pertaining to residence halls, advisor's handbook, staff guidebooks and operations procedures.	
0001-0001	Manuals (master)	Permanent
0001-0002	Manuals (copies)	Periodic review
0002-0000	Occupancy Statistical Report Statistical report of total number of students in residence halls.	3 years
0003-0000	Organizations File File pertaining to campus-wide organizations. Contains: reservations, applications, registrations, procedures, regulations and supporting documentation.	1 year
0004-0000	Residence Life Questionnaires Questionnaires pertaining to various aspects of residence life on campus.	1 year
0005-0000	Residence Occupancy Roster Printout containing names, room numbers and residence halls or students living on-campus.	1 year
0006-0000	Residence Reports Informational and statistical reports pertaining to on-campus residence life.	3 years
0007-0000	Residence Staff Personnel File Personnel file for residence staff. Contains: application, schedule, regulations, questionnaires, agreements, evaluations, contract, incident report and supporting documentation.	6 years after termination of employment
0008-0000	Student Residence File File for student contracting to live on campus. Contains: application, agreement, roommate contract, release from agreement, room assignment and supporting documentation.	7 years after graduation or termination from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Day Care Facilities

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Division of Youth and Family Services (DYFS) Handbook and Service Manual</p> <p>Rules and regulations established by DYFS for the governing of Day Care Facilities.</p>	As updated
0002-0000	<p>Enrolled Child File</p> <p>Health records for children enrolled at the day care facility. The Department of Health, Education and Human Services maintain copies. Contains: application, child health check, emergency information card, emergency medical permission, health history and appraisal, immunization report-End of year, parent not the doors are open, permission for a walk or a field trip, permission to take a photo.</p>	2 years after age of majority
0003-0000	<p>Parent/Child Schedule Sign-In Sheets</p>	3 years
0004-0000	<p>Tuition Payment Schedule Payment Plan/Agreement for Child Enrollment</p>	7 years

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Educational Opportunity Fund (EOF)

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Educational Opportunity Fund (EOF) – Reference File</p> <p>Contains reference materials pertaining to the EOF program.</p>	As updated
0002-0000	<p>Educational Opportunity Fund (EOF) – Staff File</p> <p>Employee file for EOF program includes professional and non-professional staff. Contains: application, evaluations, contracts, schedules, teaching schedule, teaching placement acceptance notification and supporting documentation.</p>	6 years after termination of employment
0003-0000	<p>Educational Opportunity Fund (EOF) – Student File</p> <p>Student file for enrollment into EOF program. Copies are kept in the Registrar’s Office. Contains:</p> <ul style="list-style-type: none"> 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 Material Status Card, Monthly Benefits, Process Reports, Program Contract, Self Evaluation, Structured Study Form, Student Advisement Reference Card, Student Evaluations – Faculty and Program, Student Health History, Student Profile Sheet, and Student Separation Form. 	5 years after graduation or termination from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Health Services Infirmary

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Medical Records – Staff and Students	
0001-0001	Weekly Health Services Report	1 year
0001-0002	Notification of Illness File Contains: notification letter, infirmary services questionnaire, daily reports and supporting documentation.	2 years
0001-0003	Testing and Condition File – Department of Health Testing Requirement (copies) Contains: first aid administration statement, permanent physical impairment statement, orientation checklist, New Jersey Department of Health forms, diagnostic immunology report and monthly age breakdown reports. Original kept by the New Jersey Department of Health.	3 years
0001-0004	Physician’s Prescription/Standing Order Statements	5 years
0001-0005	X-Ray Request	5 years
0001-0006	Accident and Insurance File	6 years
0001-0007	Borrowed Articles Form	7 years
0001-0008	Patient Medical Records File Staff and student medical file. Contains: treatment statement, patient visitation to center statement, accident form (physician statement) infirmary admission record allergy injections statement athletic self-evaluation athletic treatment form physician referral rubella vaccine consent eye condition instruction form follow up injury form medical history nurse’s note follow up instruction from orthopedics patient audit worksheet physical examination form physician report release form continued treatment report release form continued treatment report routine treatment flow sheet self-evaluation tuberculosis incident report test records urinary infection information form and supporting documentation.	10 years or age 23 whichever is longer
0002-0000	Medical Information Reference File File Contains guidelines, brochures, pamphlets, and supporting information pertaining to health safety and prevention.	3 years
0003-0000	State and Federal Regulations File (copies) State and federal statute and code guidelines pertaining to health services.	As updated

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Reading, Writing, Mathematics and Science Lab

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Policies and Procedures Statement</p> <p>Policies, Procedures and objectives of the reading, writing, mathematics and science lab.</p>	As updated
0002-0000	<p>Statistical Report – Student and Tutor</p> <p>Statistical report of student clients and tutor hours for each semester.</p>	3 years
0003-0000	<p>Student Client File</p> <p>Student client file for each semester enrolled in the tutoring lab. Contains: identification card lab referral statement tutor assignment form computer activities log, end of tutoring summary sessions record academic difficulties statement tutoring lab application lab services and tutor final lab client evaluation missed appointment letters tutoring agreement termination of lab enrollment statements reapplication for assistance client progress report assessments faculty issued assignments or instructions tutoring contract and supporting documentation.</p>	5 years after termination or graduation from college
0004-0000	<p>Tutor File</p> <p>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.</p>	6 years after termination of employment

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Special Services

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Disabled Student File</p> <p>Contains forms notifying the special services office of a student’s disability and the specific support services needed.</p>	2 years after termination or graduation from college
0002-0000	<p>Foreign Student File (copy)</p> <p>File pertaining to foreign students who are enrolled full-time in an academic program. The United States Department of Justice Immigration and Naturalization Service keep originals. 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 of permission to accept or continue employment and supporting documentation.</p>	5 years after graduation or termination from college
0003-0000	<p>Student – Veteran Program File</p> <p>File containing documentation from the Veteran’s Association, the New Jersey Department of higher Education and campus –program generated forms, student agreements, and supporting documentation. Contains: application for educational assistance test program benefits, application for survivors’ and dependents’ educational assistance, certificate of affirmative of enrollment agreement (correspondence course), children’s death pension award, compliance certification, designated of certifying officials, disabled veterans application for vocational rehabilitation, educational institution report (Department of Higher Education), educational plan, enrollment certification, establishment agreement (veterans administration), notice of change in student status (institutional course only), request for approval of school attendance, request for change of address, request for change of program or place of training (survivor’s dependents’ educational assistance), request for change of program or place of training (under chapter 32 or 34 title 38 U.S.C.), 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 of parent(s), veterans academic program financial obligation agreement, veterans application for work-study allowance, veterans course certification, veterans enrollment survey(Department of Higher Education), veterans student work-study agreement and veterans tuition aid program.</p>	7 years after termination or graduation from college

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Speech, Language and Hearing Lab

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	<p>Medical Records File</p> <p>Patient file for speech, language or hearing therapy. Contains: application for therapy, case history, evaluations, test, progress reports, permission to release information and be videotaped and photographed and supporting documentation.</p>	5 years after graduation or termination from college
0002-0000	<p>Speech, Language and Hearing Lab References File</p> <p>Contains reference materials used by the lab or distributed to patients regarding speech, language and hearing disorders and therapy treatments.</p>	As updated

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Student Life

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Enrolled Student Worksheet/Questionnaire	5 years after graduation or termination from college
0002-0000	Student Awards Application Committee File Application for awarding financial awards and scholarships. Contains: awards application, confidential references statement waiver and supporting documentation.	7 years after issuance
0003-0000	Student Discipline File Contains: college disciplinary officer checklist, disciplinary board regulations, disciplinary letter statements, appeal documentation and supporting documentation.	5 years after graduation or termination from college
0004-0000	Student Handbook	
0004-0001	Student Handbook (master)	Permanent
0004-0002	Student Handbook (copies)	Periodic review

RECORD RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT: State of New Jersey Four Year College

DIVISION: Student Life

BUREAU: Student Counseling Services

Record Series Code	Record Series Title & Description	Total Retention
0001-0000	Counselor File	
0001-0001	Student Contacts Statistical Sheet	3 years
0001-0002	Weekly Appointment Schedule	1 year
0001-0003	Workshop Schedule	1 year
0002-0000	<p>International Association of Counseling Services (IACS) Reference File (copy)</p> <p>Counseling association file. Contains: resumes, program brochures, counseling services information, directories, accreditation information, datasheets for personnel, site visit sheets, professionals listing, and supporting documentation.</p>	3 years
0003-0000	<p>Student Counseling Services Reference File</p> <p>Reference file containing information regarding the student counseling services program for campus wide distribution.</p>	As updated
0004-0000	<p>Student File (NJSA 26:8-5)</p> <p>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, missed appointment letter, student information sheet, student evaluation, and supporting documentation.</p>	10 years or age 23 whichever is longer