

POLICY COMMUNICATIONS REPORT (PCR)

DATE: March 26, 2009

Policy Name and Code #: Records Management, 00-01-10-50:00

Check one of the following actions:

New Revised (Substantive) Revised (Non-Substantive)
 Rescinded Reclassed

Date of Action: April 15, 2008

Purpose of Policy:

To establish UMDNJ policy for the administration of the Records Management Program and to develop procedures for the creation, use, retention, storage, and destruction of the University's records to ensure sound records management practices and comply with all applicable State and Federal retention laws and regulations and in accordance with N.J.S.A. Title 47, Public Records, the Department of State, Division of Archives and Records Management (DARM), and N.J.A.C. 15:3 et seq.

Motivation for New or Revision:

See above.

Highlights:

- Requires all University records be maintained according to the State mandated retention schedules. Duplicates, extra copies and other "non-record materials may be discarded or shredded according to the outlined procedures.
- Records held after the expiration of the retention period may be destroyed after notice and approval from the State Department of Archive Records & Management.
- Requires an audit of long held "non-record" material to confirm that the documents intended for shredding are, in fact, "non-records," as defined by state law and UMDNJ policy.
- Added in the Purpose section: accordance with N.J.S.A. Title 47, Public Records, the Department of State, Division of Archives and Records Management (DARM), and N.J.A.C. 15:3 et seq.
- Added appropriate References in section V.
- Added statement that each School/Unit appoint a Records Liaison.
- The Vice President/Chief Ethics and Compliance Officer is to provide training to the University workforce regarding records management policy, procedures and regulatory requirements.

Review/Approval Process

- Reviewed and approved by the Records Management Committee which consisted of representatives from the offices of Legal, Office of Ethics and Compliance, Student Systems, Student Records, University Registrar, Research, Governmental & Public Affairs/Marketing Communications, Controller's Office, Human Resources, University Hospital, University Behavioral HealthCare, Academic Affairs and IST.
- This policy was approved by the State Department of Archive Records & Management and adopted by our Board of Trustees at its April 15, 2008 meeting.