

STATE OF NEW JERSEY



COUNTY COMMUNITY COLLEGES

C270000-901 THRU C271015-901

DIVISION OF ARCHIVES & RECORDS MANAGEMENT
 AGENCY CODE REPORT

DEPARTMENT:			County Community College
	C 270000		
DIVISION:	C 270100		Academic Affairs
BUREAU:	C 270101		Academic Affairs
BUREAU:	C 270102		Academic Support
BUREAU:	C 270103		Adult Learning Center
BUREAU:	C 270104		College Seminar and Advisement
BUREAU:	C 270105		Continuing Education
BUREAU:	C 270106		Department Chairperson Records
BUREAU:	C 270107		Departmental Records
BUREAU:	C 270108		Faculty Records
BUREAU:	C 270109		Honors Program
BUREAU:	C 270110		Institutional Research
BUREAU:	C 270111		Library
BUREAU:	C 270112		Media Technology
BUREAU:	C 270113		Planning and Management
DIVISION:	C 270200		Administration and General Records
BUREAU:	C 270201		Administrative General Records
BUREAU:	C 270202		Bursar
BUREAU:	C 270203		Business Office
BUREAU:	C 270204		Funding and Grants
BUREAU:	C 270205		Payroll
BUREAU:	C 270206		Personnel
DIVISION:	C 270300		Admissions, Financial Aid, and Registrar
BUREAU:	C 270301		Admissions
BUREAU:	C 270302		Financial Aid
BUREAU:	C 270303		Registrar
DIVISION:	C 270400		Alumni Affairs
BUREAU:	C 270401		Alumni Affairs
DIVISION:	C 270500		Campus Police and Vehicle Registration
BUREAU:	C 270501		Campus Police and Vehicle Registration
DIVISION:	C 270600		College Publications and Information Services
BUREAU:	C 270601		College Publications and Information Services

DIVISION:	C 270700	Facilities
BUREAU:	C 270701	Custodial
BUREAU:	C 270702	Duplicating
BUREAU:	C 270703	Facilities
BUREAU:	C 270704	Mail Room
BUREAU:	C 270705	Planning and Construction
BUREAU:	C 270706	Public Safety
BUREAU:	C 270707	Storeroom
BUREAU:	C 270708	Telecommunications
DIVISION:	C 270800	Information Systems
BUREAU:	C 270801	Computer Operations
BUREAU:	C 270802	Systems and Programming
DIVISION:	C 270900	President's Office
BUREAU:	C 270901	Affirmative Action
BUREAU:	C 270902	Board of Trustees
BUREAU:	C 270903	President's Office
DIVISION:	C 271000	Student Life
BUREAU:	C 271001	Athletics and Recreation
BUREAU:	C 271002	Auxiliary Services
BUREAU:	C 271003	Basic Skills
BUREAU:	C 271004	Career Services
BUREAU:	C 271005	College Bookstore
BUREAU:	C 271006	Community Development
BUREAU:	C 271007	Day Care Facility
BUREAU:	C 271008	Educational Opportunity Fund (EOF)
BUREAU:	C 271009	Health Services Infirmary
BUREAU:	C 271010	Special Services - Student
BUREAU:	C 271011	Student Counseling Services
BUREAU:	C 271012	Student Life
BUREAU:	C 271013	Testing Center
BUREAU:	C 271014	Tutoring Lab
BUREAU:	C 271015	Urban Student College Preparatory Aid Program

DIVISION TOTAL = 10

BUREAU TOTAL = 53

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270000

SCHEDULE NUMBER
901

PAGE NUMBER
1 OF 1

DEPARTMENT

County Community College

DIVISION

BUREAU

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY

RETAIN IN

RECORDS CENTER

DISPOSITION

This records retention schedule reflects the administrative, fiscal, and academic transactions of a county community college. It is in accordance with county community college and federal, state, and local government codes, statutes, and regulations. All archival references pertain to the college archives.

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C270102	901	1 OF 1
DEPARTMENT	County Community College			
DIVISION	Academic Affairs			
BUREAU	Academic Support			
AGENCY REPRESENTATIVE		TITLE		
(AREA CODE) TELEPHONE NUMBER				
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE	
		<i>Presal Falcone</i>	<i>7/17/19</i>	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Academic Advisement Workshop File File contains materials for an on-campus pre-registration academic advisement workshop.	As updated		Destroy
0002-0000	College Advisors Handbook	Permanent		Archives
0002-0001	College Advisors Handbook (Master)	Periodic review		Destroy
0002-0002	College Advisors Handbook (Copies)	Permanent		Archives
0003-0000	College Seminar Student Manual	Permanent		Destroy
0003-0001	College Seminar Student Manual (Master)	Periodic review		Destroy
0003-0002	College Seminar Student Manual (Copies)	As updated		Destroy
0004-0000	Pre-Registration Guide			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C270101	SCHEDULE NUMBER 901	PAGE NUMBER 2 OF 2
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0006-0000	Curriculum and Instruction Development Files (Program and Staff)	3 yrs		Destroy
0007-0000	Student Handbook	Permanent		Archives
0007-0001	Student Handbook (Master)	Periodic review		Destroy
0007-0002	Student Handbook (Copies)			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270101 SCHEDULE NUMBER: 901 PAGE NUMBER: 1 OF 2

DEPARTMENT: County Community College

DIVISION: Academic Affairs

BUREAU: Academic Affairs

AGENCY REPRESENTATIVE: [Blank]

TITLE: [Blank]

(AREA CODE) TELEPHONE NUMBER: [Blank]

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

AGENCY REPRESENTATIVE SIGNATURE: *[Signature]* DATE: 7/17/91

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: *[Signature]* DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Academic Management System Manual	Permanent		Archives
0001-0001	Academic Management System Manual (Master)	Periodic review		Destroy
0001-0002	Academic Management System Manual (Copies)	5 yrs after modification or creation		Destroy
0002-0000	Academic Program/Course File Contains recommendations for modification of existing academic program/course, and creation and approval of academic program/course.	10 YTS		Archival review
0003-0000	Academic Program Review File Contains: departmental goals and objectives, curriculum, facility data, student demographics, facilities and equipment usage, correspondence, enrollment statistics, evaluations, plan of action, and supporting documentation.	5 YTS		Destroy
0004-0000	Advanced Institutional Development Program Files	Permanent		Permanent
0005-0000	Credit By Examination (Original) Copies are kept by the Department Chairperson's and the Registrar's Offices.			

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270103	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 2
DEPARTMENT	AGENCY REPRESENTATIVE			
DIVISION	TITLE			
BUREAU	(AREA CODE) TELEPHONE NUMBER			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE	RETAIN IN	DATE
			AGENCY RECORDS CENTER	DISPOSITION
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	PERMANENT	RECORDS CENTER	DISPOSITION
0001-0000	Adult Basic Education Annual Financial Statement (Original) Copy resides within the Department of Education, the Division of Adult Education.	Permanent		Archives
0002-0000	Adult Basic Skills Programs - Staff Record (Copy)	3 YRS		Destroy
0003-0000	Adult Basic Skills Programs - Student Record (Copy)	3 YRS		Destroy
0004-0000	Adult Learning Center Teacher Evaluation	6 YRS after termination of employment		Destroy
0005-0000	Adult Literacy and High School Equivalency Annual Financial Statement Copy is retained by the Department of Education.	10 YRS		Archival review
0006-0000	Adult Special Program in Reading Experiences Tutor Training Program File contains instructional aids for tutors.	As updated		Destroy
0007-0000	Annual Inventory Report (Copy) Original is retained by the Department of Education.	3 YRS		Destroy
0008-0000	Staff, Student, and Tutor Sign-In Sheet	1 YR		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C270103	SCHEDULE NUMBER 901	PAGE NUMBER 2 OF 2
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	DISPOSITION
0009-0000	<p>Student Record Contains: Individual Education Plan, Slosson and in-house designed tests, homework samples, and supporting documentation (separate from Cumulative Student Record).</p>	<p style="text-align: center;">RETAIN IN AGENCY</p> <p>2 yrs after graduation or termination from college</p>	<p style="text-align: center;">RECORDS CENTER</p> <p>Destroy</p>

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270104 SCHEDULE NUMBER: 901 PAGE NUMBER: 1 OF 2

DEPARTMENT: County Community College
 DIVISION: Academic Affairs
 BUREAU: College Seminar and Advisement

AGENCY REPRESENTATIVE TITLE: (AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE: *[Signature]* DATE: 7/17/91

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: *[Signature]* DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Academic Advisement Worksheet The final course selection form is contained within the Registrar's Office.	Periodic review		Destroy
0002-0000	Academic Status List	3 YRS		Destroy
0003-0000	Advisors' Handbook - Faculty	Permanent		Archives
0003-0001	Advisors' Handbook - Faculty (Master)	As updated		Destroy
0003-0002	Advisors' Handbook - Faculty (Copies)	As updated		Archives
0004-0000	Career Planning Guide - Student	Permanent		Destroy
0004-0001	Career Planning Guide - Student (Master)	As updated		Archives
0004-0002	Career Planning Guide - Student (Copies)	As updated		Archives
0005-0000	College Seminar/Orientation Student Manual	Permanent		Destroy
0005-0001	College Seminar/Orientation Student Manual (Master)	As updated		Archives
0005-0002	College Seminar/Orientation Student Manual (Copies)	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270104

SCHEDULE NUMBER
001

PAGE NUMBER
2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0006-0000	Graduate Placement List	5 yrs		Destroy
0007-0000	Pre-Registration Guide	As updated		Destroy
0008-0000	Student Academic Advisement File	2 yrs after graduation or termination from college		Destroy
0009-0000	Student Academic Counseling File	2 yrs after graduation or termination from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270105	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
DEPARTMENT County Community College DIVISION Academic Affairs BUREAU Continuing Education	AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER	SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.		
AGENCY REPRESENTATIVE SIGNATURE _____ DATE _____ SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i> DATE <i>7/17/91</i>				
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Agency Contract File File of contractual agreement between the college and an agency for the continuing education program.	7 yrs after termination of contract		Destroy
0002-0000	Facility File Contains: semester room use request, class cancelled form, room/time change form, and supporting documentation.	1 yr		Destroy
0003-0000	Instructor Agreement File Contains: noncredit instructor proposal form, educational services teaching agreement, staff development form, evaluations (course and performance), attendance records, and supporting documentation.	6 yrs after termination of employment		Destroy
0004-0000	Student Registration File Contains: student ethnicity statistics, intent to withdraw from course, registration form (credit and noncredit courses), registration status notification, student background information sheet, and supporting documentation.	3 yrs after graduation or termination from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270106	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 3
DEPARTMENT	County Community College			
DIVISION	Academic Affairs			
BUREAU	Department Chairperson Records			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE		SECRETARY, STATE RECORDS COMMITTEE SIGNATURE		DATE
		<i>[Signature]</i>		7/17/91
RECORD SERIES NO.		RECORD TITLE AND DESCRIPTION		DISPOSITION
0001-0000	Academic Department Objectives - Initial Statement			Destroy
0002-0000	Academic Integrity Violation Report Copies are kept by the faculty and the student.			Destroy
0003-0000	Application and Contract for Independent Course Work - Student (Copy) Original is kept in Registrar's Office and additional copies are kept by the faculty and student.			Destroy
0004-0000	Application and Contract for Summer Independent Course Work - Student (Copy) Original is kept in Registrar's Office and additional copies are kept by faculty and student.			Destroy
0005-0000	Approval for Course Change or Waiver (Copy) Original is kept in the Registrar's Office.			Destroy
0006-0000	Change of Grade Request (Copy) Original is kept in the Registrar's Office.			Destroy
0007-0000	Check Request Form (Copy) Original is kept in Business Office.			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C270106	SCHEDULE NUMBER 901	PAGE NUMBER 2 OF 3
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0008-0000	Confidential Reference Waiver Statement - Student		5 yrs after termination or graduation from college		Destroy
0009-0000	Departmental Record for Promotion		6 yrs after termination of employment		Destroy
0010-0000	Estimated Department Course Load		3 yrs		Destroy
0011-0000	Evaluation of Academic Objectives - Follow-Up		As updated		Destroy
0012-0000	Evaluation of Professional Performance in Connection With Reappointment		6 yrs after termination of employment		Destroy
0013-0000	Faculty Course Assignments		4 yrs		Destroy
0014-0000	Grade Book		3 yrs		Destroy
0015-0000	Incomplete Grade Form (Copy) Original is kept in the Registrar's Office and a copy is kept by the instructor.		4 yrs		Destroy
0016-0000	New Course Data Sheet		As updated		Destroy
0017-0000	Notification of Minor/Second Teaching Field/Second Major		5 yrs after termination or graduation from college		Destroy
0018-0000	Plan of Instruction - Faculty Lesson Plans		3 yrs		Destroy
0019-0000	Proposal for Modification of an Existing Course		As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270106

SCHEDULE NUMBER
901

PAGE NUMBER
3 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0020-0000	Recommendation for Reappointment	6 yrs after termination of employment		Destroy
0021-0000	Report Concerning Prospective Tenure Candidate	6 yrs after termination of employment		Destroy
0022-0000	Report on Classroom Teaching Observation	6 yrs after termination of employment		Destroy
0023-0000	Roll Book	3 yrs		Destroy
0024-0000	Schedule Revision Update	As updated		Destroy
0025-0000	Student - Credit by Examination (Copy) Original kept by the Academic Affairs Office.	5 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C270107	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
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AGENCY REPRESENTATIVE

TITLE
(AREA CODE) TELEPHONE NUMBER

DEPARTMENT
County Community College

DIVISION
Academic Affairs

BUREAU
Departmental Records

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

AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	DATE 7/17/84
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Budget File (Copies) Originals retained in Business Office.			
0001-0001	Budget Request Form	3 yrs		Destroy
0001-0002	Bi-monthly Budget Reports	3 yrs		Destroy
0001-0003	Daily Transmittal of Income	3 yrs		Destroy
0001-0004	Reallocation of Funds	3 yrs		Destroy
0001-0005	Vouchers	3 yrs		Destroy
0002-0000	Course Evaluations Evaluations prepared by the student pertaining to the course and the instructor. Form can be used towards tenure approval or denial.	6 yrs after termination of employment		Destroy
0003-0000	Course Outlines	Permanent		Archives
0003-0001	Course Outlines (Master)	As updated		Destroy
0003-0002	Course Outlines (Copies)	Periodic review		Destroy
0004-0000	Instructional Reference Materials			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270108
 SCHEDULE NUMBER: 901
 PAGE NUMBER: 1 OF 3

AGENCY REPRESENTATIVE
 TITLE
 (AREA CODE) TELEPHONE NUMBER

DEPARTMENT: County Community College
 DIVISION: Academic Affairs
 BUREAU: Faculty Records

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

AGENCY REPRESENTATIVE SIGNATURE: _____ DATE: 7/17/19
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: _____ DATE: _____

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Application and Contract for Independent Course Work - Student (Copy) Original is kept in Registrar's Office and additional copies are kept by the department chairperson and student.		1 yr after termination or graduation from college		Destroy
0002-0000	Application and Contract for Summer Independent Course Work - Student (Copy) Original is kept in the Registrar's Office and additional copies are kept by the department chairperson and student.		1 yr after termination or graduation from college		Destroy
0003-0000	Class Record Book Contains: course title, dates, students' names and grades.		3 yrs		Destroy
0004-0000	Course Syllabuses		As updated		Destroy
0005-0000	Course Text Adoption (Copy) Original is kept by the bookstore.		As updated		Destroy
0006-0000	Course Text Request		As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C270108	SCHEDULE NUMBER 901	PAGE NUMBER 2 OF 3
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0007-0000	Faculty Evaluation	6 yrs after termination of employment		Destroy
0007-0001	Faculty Evaluation (Peers)	6 yrs after termination of employment		Destroy
0007-0002	Faculty Evaluation (Students)	Permanent		Archives
0008-0000	Faculty Handbook	Periodic review		Destroy
0008-0001	Faculty Handbook (Master)	6 yrs after termination of employment		Destroy
0008-0002	Faculty Handbook (Copies)	6 yrs after termination of employment		Destroy
0009-0000	Faculty Information Questionnaire	As updated		Destroy
0010-0000	Faculty Profile This profile is used for Middle States Association and National Council Association of Teachers of English evaluations and accreditations.	3 yrs		Destroy
0011-0000	Graduate Course Data Sheet	6 yrs after termination of employment		Destroy
0012-0000	Incomplete Grade Correction Form (Copy) Original is kept in the Registrar's Office.			Destroy
0013-0000	Reporting Faculty Professional Participation	6 yrs after termination of employment		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0014-0000	Request for Coadjutant Contract		6 yrs after termination of employment		Destroy
0015-0000	Teaching Application		6 yrs after termination of employment		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270109

SCHEDULE NUMBER
901

PAGE NUMBER
1 OF 2

DEPARTMENT
County Community College

DIVISION
Academic Affairs

BUREAU
Honors Program

AGENCY REPRESENTATIVE
TITLE
(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE _____ DATE _____

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE *[Signature]* DATE *7/17/91*

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Application to Honors Program				Destroy
0002-0000	College Honors Program Brochure				Archives
0002-0001	College Honors Program Brochure (Master)				Destroy
0002-0002	College Honors Program Brochure (Copies)				Destroy
0003-0000	Honors Program Course and Faculty Evaluation				Destroy
0004-0000	Honors Program Transcript - Department (Copy)				Destroy
0005-0000	Student Evaluation Questionnaire Procedures				Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
0006-0000	<p>Waiver of Student's Right to See Reference Statement - Honors Program</p> <p>Waiver of student to see letter of recommendation for honor program candidacy.</p>	C270109	901	2 OF 2
RETAIN IN		AGENCY	RECORDS CENTER	DISPOSITION
		5 yrs after termination or graduation from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: **C270110** SCHEDULE NUMBER: **901** PAGE NUMBER: **1** OF **1**

DEPARTMENT: County Community College
DIVISION: Academic Affairs
BUREAU: Institutional Research

AGENCY REPRESENTATIVE: [Signature]
TITLE: [Title]
(AREA CODE) TELEPHONE NUMBER: [Number]

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AGENCY REPRESENTATIVE SIGNATURE: [Signature] **DATE:** 7/17/91
SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: [Signature] **DATE:** 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Academic Department Institutional Data Statistical data pertaining to annual enrollment, grading, and degree types.				
0001-0001	Academic Department Institutional Data (Master)	Permanent			Archives
0001-0002	Academic Department Institutional Data (Copies)	Periodic review			Destroy
0002-0000	Annual Demographic Statistics - Campus-Wide				
0002-0001	Annual Demographic Statistics - Campus-Wide (Master)	Permanent			Archives
0002-0002	Annual Demographic Statistics - Campus-Wide (Copies)	Periodic review			Destroy
0003-0000	Comparative Guide Placement Summary Reports	5 yrs			Destroy
0004-0000	Fact Book	Permanent			Permanent
0005-0000	Institutional Research File				
0005-0001	Institutional Research Reports	Permanent			Permanent
0005-0002	Institutional Research Workpapers	1 yr			Destroy
0006-0000	Survey Questionnaires	1 yr			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270111
 SCHEDULE NUMBER: 901
 PAGE NUMBER: 1 OF 5

DEPARTMENT: County Community College
 DIVISION: Academic Affairs
 BUREAU: Library

AGENCY REPRESENTATIVE: [Blank]
 TITLE: [Blank]
 (AREA CODE) TELEPHONE NUMBER: [Blank]

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

AGENCY REPRESENTATIVE SIGNATURE: [Signature]
 DATE: 7/17/91
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: [Signature]
 DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Academic Subjects On-Line Search Services Log On-line system that researches academic subjects. Contains: name, date, course, and pages printed.	As updated		Destroy
0002-0000	Application for Courtesy Library Card	As updated, upon expiration of card		Destroy
0003-0000	Bindery Card - Newspapers and Periodicals Contains: name, date, publisher, date sent to bindery, and date returned.	Until material is returned from bindery		Destroy
0004-0000	Card Catalog Index card containing: title, author, publisher, date, call number, Library of Congress number, and text description.	As updated		Destroy
0005-0000	Cash Drawer Count - Overdue and Lost Books	7 yrs		Destroy
0006-0000	Circulation Pick-Up Schedule Schedule of book pick-ups throughout the library.	Periodic review		Destroy
0007-0000	Circulation and Aquisition Statistics - On-Line and Manual Contains: date, Dewey Decimal System classification, and statistics.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270111

SCHEDULE NUMBER
901

PAGE NUMBER
2 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0008-0000	Claim's Returned - Lost Books/Claims Reorder Form		3 YRS		Destroy
0009-0000	Copy Machine Refunds		7 YRS		Destroy
0010-0000	Daily Copy Service Charges - Departmental Contains: date, number of copies, department, charge, and authorized signature.		7 YRS		Destroy
0011-0000	Daily Fine Receipt Tally Contains: amount, transaction number, and total.		7 YRS		Destroy
0012-0000	Daily Reserved Books Count		1 YR		Destroy
0013-0000	Departmental Expense Account for Library Services		7 YRS		Destroy
0014-0000	Duplication Account (Copy) Contains: department, account number, monthly charge, prior monthly charge, and year-to-date charge,. Original is maintained in the Bursar's Office.		3 YRS		Destroy
0015-0000	Faculty Loan Slip - Periodicals Contains: periodical name, volume, faculty name, department, telephone, date, return date, and faculty and periodical librarian signatures.		1 yr after return		Destroy
0016-0000	Fine Receipt - Lost Book (Copy) Payment statement for lost book. Original is retained in the Bursar's Office and a copy is sent to the student.		3 YRS		Destroy
0017-0000	Fine Receipt - Small, Fine Payment statement for book fine. Copy is kept by the student.		7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270111 SCHEDULE NUMBER: 901 PAGE NUMBER: 3 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0018-0000	<p>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.</p>	3 yrs		Destroy
0019-0000	<p>Interlibrary Loan Activity Report Year-to-date and monthly statistical account of requests initiated, cancelled, filled, unfilled and turnaround time.</p>	3 yrs		Destroy
0020-0000	<p>Interlibrary Loan Book Info Sheet Printout of data about book on loan from another library or on loan to another library. Contains: text title, publisher, location, library type, date, and code number.</p>	As updated		Destroy
0021-0000	<p>Interlibrary Loan Request - Interlibrary Loan System and New Jersey State Library Contains: borrower's name, signature, address, phone, status, and social security number; text title, publisher, and date; and journal title, publisher, and date. Copy is retained by the borrower.</p>	1 yr		Destroy
0022-0000	Library Equipment Inventory	As updated		Destroy
0023-0000	Library Orientation Schedule - Class Visits	As updated		Destroy
0024-0000	Listening Room Overdue/Lost Book or Record Fine	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270111

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901

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0025-0000	Material Circulation and Reference Statistics Monthly and semester statistics of materials borrowed. Contains amount referenced and subject classification.	3 yrs			Destroy
0026-0000	Monthly Statistics Statistics pertaining to overdue, fines, bills, recalls and hold books.	3 yrs			Destroy
0027-0000	On-Line Database Search Contains vendor information, types of searches, search charges, department, and department account number.	3 yrs			Destroy
0028-0000	Overdue Book Reminder Copy is retained by student. Payment is recorded in payment statement.	1 yr after payment			Destroy
0029-0000	Patron Registration - Temporary or Permanent Card	As updated, upon expiration of card			Destroy
0030-0000	Patron Statistics Contains: date, academic level and program, and statistics.	3 yrs			Destroy
0031-0000	Periodicals Received File	As updated			Destroy
0032-0000	Reference Desk Schedule Weekly schedule of librarians working at the reference desk.	As updated			Destroy
0033-0000	Reference Librarian List	As updated			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
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901

PAGE NUMBER
5 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0034-0000	Report of Money Collected for Fines and Lost Books (Copy) Transmittal of monies collected which is sent to the Bursar's Office. Original is kept in the Bursar's Office.	3 yrs		Destroy
0035-0000	Semester Text Reserve List Contains: instructor's name; course title; and text call number, author, and title.	1 yr		Destroy
0036-0000	Shelf List	As updated		Destroy
0037-0000	Text Acquisition File File for the purchase of texts for the campus library. Contains purchase request and supporting documentation.	7 yrs		Destroy
0038-0000	Text Order Card Contains: accession number, date ordered and received, dealer, number of copies, cost, classification and Library of Congress number, title, edition/series, place/publisher, year, list price, and signatures of recommendation and approval. Data is used for card catalog file.	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C270112	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 2
<p>DEPARTMENT County Community College</p> <p>DIVISION Academic Affairs</p> <p>BUREAU Media Technology</p>			
<p>AGENCY REPRESENTATIVE</p> <p>TITLE</p> <p>(AREA CODE) TELEPHONE NUMBER</p>			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>			
AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		<i>[Signature]</i>	7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Audio Video Television Equipment/Supplies Transactions Contains: name, department, quantity, equipment number, cost, and clerk's name.	3 YRS		Destroy
0002-0000	Cash Sales Slip	7 YRS		Destroy
0003-0000	Departmental Charge for Services Copy is kept in the department that requested services.	7 YRS		Destroy
0004-0000	Equipment/Materials Inventory	3 yrs after audit		Destroy
0005-0000	Equipment Repair Order	3 YRS		Destroy
0006-0000	Faculty Equipment Request	1 yr after returned		Destroy
0007-0000	Fines Paid List - Student (Copy) Original is kept in the Bursar's Office.	3 YRS		Destroy
0008-0000	Out-of-Class Assignment Reserve Form	1 yr		Destroy
0009-0000	Overdue Notice	1 yr after final payment		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270112 SCHEDULE NUMBER: 901 PAGE NUMBER: 2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0010-0000	Preview Materials Request		1 YR		Destroy
0011-0000	Production Files		3 YRS		Destroy
0012-0000	Production Release Forms		1 YR		Destroy
0013-0000	Report of Media Equipment/Materials Lost, Stolen, or Damaged		7 YRS		Destroy
0014-0000	Request for Materials and Services		1 yr after equipment is returned		Destroy
0015-0000	Request for Permanently Assigned Equipment		1 yr after equipment removed or replaced		Destroy
0016-0000	Semester Equipment Request Form		1 yr after equipment returned		Destroy
0017-0000	Student Equipment Loan		1 yr after equipment returned		Destroy
0018-0000	Student Worker Manual		3 yrs after update		Destroy
0018-0001	Student Worker Manual - (Master)		As updated		Destroy
0018-0002	Student Worker Manual - (Copies)		1 YR		Destroy
0019-0000	Television Production Request Form		1 yr after equipment returned		Destroy
0020-0000	Video Tape Sign-Out		1 yr after equipment returned		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270113	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
DEPARTMENT	County Community College			
DIVISION	Academic Affairs			
BUREAU	Planning and Management			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE	
		<i>[Signature]</i>	<i>7/17/61</i>	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Enrollment Projections			Destroy
0002-0000	Enrollment Statistics File			Destroy
0002-0001	Enrollment Statistics File (Original)			Destroy
0002-0002	Enrollment Statistics File (Copy)			Destroy
0003-0000	External Reporting Documentation File			Destroy
0004-0000	New Jersey State Department of Higher Education File			Destroy
0004-0001	New Jersey State Department of Higher Education File - General Information Survey Original maintained by the Department of Education.			Destroy
0004-0002	New Jersey State Department of Higher Education File - Research Advisory Committee			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # C270201	SCHEDULE # 901	PAGE # 1 OF 8
DEPARTMENT: County Community College		AGENCY REPRESENTATIVE:		
DIVISION: Administration and General Records		TITLE:		
BUREAU: Administrative General Records		PHONE #:		
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	
<i>James Quill</i>		9/1/04	<i>Wesley Anderson</i>	
			21 OCT 2004	

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	GENERAL ADMINISTRATIVE RECORDS			
0001-0000	Administrative Subject File Correspondence, memoranda, publications, reports, and other information received by an agency and filed alphabetically by subject.	3 yrs		Destroy
0002-0000	Agency Annual Report Annual printed report highlighting the achievements and activities of an agency.			
0002-0001	Agency Annual Report (Original) Retained by agency of origin.	Permanent		Archives
0002-0002	Agency Annual Report (Additional Copies)	5 yrs		Destroy
0003-0000	Agency-Generated Newsletter Printed news report highlighting an agency's activities and other relevant information.			
0003-0001	Agency-Generated Newsletter (Master)	Permanent		Archives
0003-0002	Agency-Generated Newsletter (Copies)	Periodic review		Destroy
0004-0000	Agency-Generated Publication A book, magazine, or pamphlet created by an agency.			
0004-0001	Agency-Generated Publication (Master)	Permanent		Archives
0004-0002	Agency-Generated Publication (Copies)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # C270201	SCHEDULE # 901	PAGE # 2 OF 8
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0004-0002	Agency- Generated Publication (Copies)	Periodic review		Destroy
0005-0000	Agency-Generated Statistical Report	3 yrs		Destroy
0006-0000	Agency Monthly Report Monthly report highlighting the activities and achievements of an agency.			
0006-0001	Agency Monthly Report (Original) Retained by agency of origin.	3 yrs		Destroy
0006-0002	Agency Monthly Report (Additional Copies)	1 yr		Destroy
0007-0000	Agency-Sponsored Conferences Public information meetings sponsored by agencies.			
0007-0001	Agency-Sponsored Conferences – Printed Matter (Master Copy)	Permanent		Archives
0007-0002	Agency-Sponsored Conferences – Correspondence and Workpapers	3 yrs		Destroy
0008-0000	Agency Testimony Records of testimony given by representatives of agencies at public hearings, public meetings, trials, and other official proceedings.	10 yrs		Destroy
0009-0000	Agency Weekly Report Weekly report highlighting the activities and achievements of an agency.	1 yr		Destroy
0010-0000	Arbitration/Mediation Questionnaires	2 yrs		Destroy
0011-0000	Attorney General's Opinions (Copies) Legal opinions dealing with matters relevant to an agency's activities. Original retained by the Office of the Attorney General.	Periodic review		Destroy
0012-0000	Certified Mail Receipt	3 yrs		Destroy
0013-0000	Code of Ethics – Departmental			
0013-0001	Code of Ethics – Departmental (Original)	Permanent		Archives
0013-0002	Code of Ethics – Departmental (Copies)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # C270201	SCHEDULE # 901	PAGE # 3 OF 8
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0014-0000	Commissioner's Subject File Subject files of a Commissioner, President, Secretary, Chancellor, Chief of Staff, Deputy Commissioner(s), Assistant Chancellor(s), and Assistant Commissioner(s) pertaining to all aspects of the administration of their offices (i.e., agency policy, procedures, organization, programs, fiscal, and personnel matters). Includes: correspondence, minutes (copies), reports, speeches, etc.	4 yrs		Archival review
0015-0000	Copyright Records	Permanent		Permanent
0016-0000	Correspondence (Electronic and Hardcopy) Letters, memoranda, and other printed matter transmitted to and from agencies during the course of business.			
0016-0001	Correspondence – External	3 yrs		Destroy
0016-0002	Correspondence – Internal, Administrative	1 yr		Destroy
0016-0003	Correspondence – Policy	Permanent		Archives
0016-0004	Correspondence – Routine Request for Information	Periodic review		Destroy
0017-0000	Emergency Evacuation Plan			
0017-0001	Emergency Evacuation Plan (Original)	3 yrs after update		Destroy
0017-0002	Emergency Evacuation Plan (Copies)	As updated		Destroy
0018-0000	Executive Orders (Copies) Proclamations issued by the Governor, the Chancellor of the New Jersey State Department of Higher Education, or the President of a county community college.	Periodic review		Destroy
0019-0000	General Operating Procedures (Copies) Rules and regulations developed by an agency for the general operation of business.	3 yrs after audit		Destroy
0020-0000	Hand-Deliver Receipt			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # C270201	SCHEDULE # 901	PAGE # 4 OF 8
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0020-0001	Hand-Deliver Receipt (Original)	1 yr		Destroy
0020-0002	Hand-Deliver Receipt (Record Copy)	6 mos		Destroy
0021-0000	Hearings, Formal Policy			
0021-0001	Hearings (Stenotype)	1 yr after printing of transcript		Destroy
0021-0002	Hearings (Tape Recording – Audio/Video)	80 days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer		Recycle
0021-0003	Hearings – Transcripts (Master)	Permanent		Archives
0021-0004	Hearings – Transcripts (Copies)	Periodic review		Destroy
0022-0000	Interagency Agreement Agreement between governmental agencies on a common subject.			
0022-0001	Interagency Agreement (Original)	Permanent		Archives
0022-0002	Interagency Agreement (Copies)	Periodic review		Destroy
0023-0000	Informational Survey Agency-sponsored statistical study used to gain information needed for the operation of an agency.	Periodic review		Destroy
0024-0000	Inventory Itemized list of equipment and supplies completed by an agency.	3 yrs after audit		Destroy
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		Destroy
0025-0002	Legislation – Agency- Related-Pending (Record Copy)	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # C270201	SCHEDULE # 901	PAGE # 5 OF 8
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0026-0000	Minutes Official records of the proceedings of meetings. May include agendas and supporting documentation.			
0026-0001	Minutes (Originals)	Permanent		Archives
0026-0002	Minutes (Copies)	Periodic review		Destroy
0027-0000	News Release Information issued by an agency for publication or broadcast.			
0027-0001	News Release (Original)	Permanent		Archives
0027-0002	News Release (Copies)	Periodic review		Destroy
0028-0000	Official Notice of an Open Public Meeting	3 yrs		Destroy
0029-0000	Organization Chart			
0029-0001	Organization Chart (Original)	Permanent		Archives
0029-0002	Organization Chart Copies	As updated		Destroy
0030-0000	Photographs and Slides	Permanent		Archival review
0031-0000	Policy Statement Statement issued by agency management personnel governing agency policy and procedure.			
0031-0001	Policy Statement (Original)	Permanent		Archives
0031-0002	Policy Statement (Copies)	Periodic review		Destroy
0032-0000	Public Employees Occupational Safety and Health Act (P.E.O.S.H.A.) File Contains the Annual Occupational and Illnesses Survey and supporting documentation. File maintained in accordance with N.J.A.C. 12:110, Subchapter 5 and N.J.S.A. 34:6A-24-28 et seq. Original retained by the Department of Labor.			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # C270201	SCHEDULE # 901	PAGE # 6 OF 8
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0032-0001	Public Employees Occupational Safety and Health Act File (Record Copy)	6 yrs		Destroy
0032-0002	Public Employees Occupational Safety and Health Act File (Additional Copies)	3 yrs		Destroy
0033-0000	Records Retention and Disposition Schedule (Record Copy) Form containing retention periods for records maintained by and agency. Original retained by the Department of State, Division of Archives and Record Management.	As updated		Destroy
0034-0000	Reference File Externally generated books, magazines, news clippings, pamphlets, manuals, and other printed matter used for general reference purposes.	Periodic review		Destroy
0035-0000	Regulations – Agency-Related Agency proposals for regulations.			
0035-0001	Regulations- Agency-Related-Adopted (Record Copy)	Periodic review		Destroy
0035-0002	Regulations-Agency-Related-Pending (Record Copy)	As updated		Destroy
0035-0003	Regulations-Agency-Related-Rejected (Record Copy)	Periodic review		Destroy
0036-0000	Request and Authorization for Records Disposal (Record Copy) Original retained by the Department of State, Division of Archives and Record Management.	Permanent		Permanent
0037-0000	Resolutions	Permanent		Archival review
0038-0000	Speeches Records of public speeches given by representatives of an agency.	Periodic review		Destroy
0039-0000	Statement of Goals and Fiscal Year Objectives			
0039-0001	Statement of Goals and Fiscal Year Objectives (Master)	Permanent		Archives
0039-0002	Statement of Goals and Fiscal Year Objectives (Copy)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # C270201	SCHEDULE # 901	PAGE # 7 OF 8
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0040-0000	Tape Recordings (Audio/Video) of Public Meetings	80 days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer		Recycle
0041-0000	Worker and Community Right to Know Act File (Record Copy) This file is maintained in accordance with the Worker and Community Right to Know Act, PL.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 county clerk, and the local fire and police departments. File contains, but is not limited to the following: Hazardous Substance Fact Sheet, Hazardous Substance Training Data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.	30 yrs		Destroy
0042-0000	Visitor Sign-In Sheet	3 yrs		Destroy
0043-0000	Consultant File File reflecting the findings of a professional consultant hired by an agency. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.			
0043-0001	Consultant File – Final Report	Permanent		Permanent
0043-0002	Consultant File – Contract	3 yrs after termination of contract	4 yrs	Destroy
0043-0003	Consultant File – Financial Documents	3 yrs	4 yrs	Destroy
0043-0004	Consultant File – Work papers and Support File	3 yrs		Destroy
0044-0000	Incoming Mail Log	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # C270201	SCHEDULE # 901	PAGE # 8 OF 8
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0045-0000	Open Public Records Act (OPRA) File Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy), response documents (copy), and relevant supporting documentation. PL 2001, c404.			
0045-0001	Open Public Records Act (OPRA) File – Request Form With Fee	3 yrs	4 yrs	Destroy
0045-0002	Open Public Records Act (OPRA) File – Request Form Without Fee	3 yrs		Destroy
0045-0003	Open Public Records Act (OPRA) File – OPRA Complaint to Government Records Council (GRC) (Copy) Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), correspondence, email (hardcopy), and supporting documentation.	3 yrs after resolution		Destroy
0046-0000	Calendar and Meeting Schedules	3 yrs		Destroy
0047-0000	Disaster Prevention and Recovery/Business Continuity Plans In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space – if closing a facility is deemed necessary – in order to resume an agency's daily operations and mitigate the consequences of such an event.			
0047-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)	3 yrs after update		Destroy
0047-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)	As updated		Destroy
0048-0000	Individual Insurance Policy File – Health Insurance Portability and Accountability Act of 1996 (HIPAA) File pertaining to the privacy policies to safeguard employee medical information. File may contain but is not limited to: Notice of Privacy Policies Overview Letter, Notice of Privacy Policies Brochure, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, and supporting documentation.	3 yrs after termination from program	4 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270202 SCHEDULE NUMBER: 901 PAGE NUMBER: 1 OF 2

DEPARTMENT: County Community College
DIVISION: Administration and General Records
BUREAU: Bursar

AGENCY REPRESENTATIVE:
TITLE:
(AREA CODE) TELEPHONE NUMBER:

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

AGENCY REPRESENTATIVE SIGNATURE: *[Signature]* **DATE:** 7/17/91

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: *[Signature]* **DATE:** 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Accounts Receivable Transaction Summary Statements	7 YRS			Destroy
0002-0000	Audit Change and Delete Reports	7 YRS			Destroy
0003-0000	Check Register	7 YRS			Destroy
0004-0000	Credit Balances	7 YRS			Destroy
0005-0000	Disbursements	7 YRS			Destroy
0006-0000	Fine Sheets Listing of various fines issued on campus.	7 YRS			Destroy
0007-0000	General Treasury Receipts	7 YRS			Destroy
0008-0000	Scholarship File Contains: cancelled checks, receipt, correspondence, and supporting documentation.	7 yrs after termination of scholarship			Destroy
0009-0000	Student Housing File File containing charges applicable to student housing, the housing agreement is updated annually.	7 yrs after termination of agreement			Destroy
0010-0000	Student Payment Ledger Cards Subsidiary accounts to the General Ledger.	10 YRS			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270202

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OF
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RETAIN IN
AGENCY

RECORD TITLE AND DESCRIPTION

DISPOSITION

RECORDS CENTER

RECORD
SERIES NO.

0011-0000

Student Loan File
File of financial information pertaining to individual state, federal, and veteran student loans. Contains: Pre-Loan Questionnaire, Loan Interview Form, Financial Aid Student Data Control Sheet, Finance Charge Table, Promissory Notes, Truth-In-Lending Statement, 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 yrs after final payment

Destroy

0012-0000

Student Tuition Bills

7 yrs after final payment

Destroy

0013-0000

Student Tuition Payment Ledger Cards
Subsidiary accounts to the General Ledger.

10 yrs

Destroy

DEPARTMENT: County Community College

DIVISION: Administration and General Records

BUREAU: Business Office

AGENCY REPRESENTATIVE: [Blank]

TITLE: [Blank]

(AREA CODE) TELEPHONE NUMBER: [Blank]

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

AGENCY REPRESENTATIVE SIGNATURE: *[Signature]* DATE: 7/17/91

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: *[Signature]* DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Accident Reports	3 YRS		Destroy
0002-0000	Accounts Receivable Request Used by agencies to establish an account receivable in a revenue account.	7 YRS		Destroy
0003-0000	Advice of Charge Notifies which accounts need to be charged. Form lists the following information: pay number, pay period, fiscal year, appropriate account number, cost center, gross salary, food maintenance, and net cash salary.	7 YRS		Destroy
0004-0000	Advice of Dishonored Check Used to record a bank charge representing checks submitted for payment and subsequently dishonored by a bank.	7 YRS		Destroy
0005-0000	Agency Application to Obligate Funds Used to obligate funds for direct purchase, annual contract authorizations, and special procurement authorizations.	7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270203

SCHEDULE NUMBER
901

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0006-0000	Agency Contract Obligation Used to obligate funds in a specific appropriation account for an approved agency contract. Used only when agency has authority to enter into a formal contract.	7 YRS		Destroy
0007-0000	Agency Purchase Orders Back Orders/Payments List List of back orders and payments made for agency purchase orders.	7 YRS		Destroy
0008-0000	Allotment Adjustment	7 YRS		Destroy
0009-0000	Appropriation Account Number - Agency Request	7 YRS		Destroy
0010-0000	Audit Reports	Permanent		Permanent
0011-0000	Bank Statement Statement reflecting the status of an agency's accounts.	7 YRS		Destroy
0012-0000	Bid File (Approved and Denied) File contains: Advertised Bid Proposal, College Request for Quote, On-Site Inspection Log, On-Site Inspection Sign-In, Affirmative Action Bid Supplement, Register of Bid Proposals, Vendors Requesting Bids Packets, Summary of Telephone Quotations, and supporting documentation.	7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270203

SCHEDULE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0013-0000	Budget File Contains: Budget Appropriation Handbook, Planning Documents, Departmental Budget Request, Budget Reallocation Notice, Supplemental Budget Request, and supporting documentation.	Permanent		Permanent
0013-0001	Budget Appropriation Handbook (Original)	7 yrs		Destroy
0013-0002	Budget Appropriation Handbook (Copy)	7 yrs		Destroy
0013-0003	Budget Planning Documents (Original)	3 yrs		Destroy
0013-0004	Budget Planning Documents (Copy)	7 yrs		Destroy
0013-0005	Departmental Budget Request (Original)	3 yrs		Destroy
0013-0006	Departmental Budget Request (Copy)	7 yrs		Destroy
0013-0007	Budget Reallocation Notice	7 yrs		Destroy
0013-0008	Supplemental Budget Request	7 yrs		Destroy
0014-0000	Cancelled Checks	7 yrs		Destroy
0015-0000	Cash Receipts	3 yrs		Destroy
0016-0000	Central and College Storeroom Requisition	7 yrs		Destroy
0016-0001	Central and College Storeroom Requisition (Original)	3 yrs		Destroy
0016-0002	Central and College Storeroom Requisition (Copy)	7 yrs		Destroy
0017-0000	Certificate of Debit and Credit	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0018-0000	Change/Cancel Agency Purchase Order/Invoice Used by state agencies to make adjustments to Agency Purchase Order/Invoice.		7 yrs		Destroy
0019-0000	Change/Cancel Obligation Used to change any open obligation such as a purchase bureau order, purchase bureau contract, agency application to obligate funds, or agency contract.		7 yrs		Destroy
0020-0000	Check Register Contains: reconciliation sheet, outstanding check lists, and copies of checks issued.		7 yrs		Destroy
0021-0000	Check Request Form Used for reimbursement payments.		7 yrs		Destroy
0022-0000	Check Stub		7 yrs		Destroy
0023-0000	College Capitol Outlay and Equipment Specification		Permanent		Permanent
0024-0000	Contracts and Amendments Formal contracts between state agencies and qualified vendors for the furnishing of goods and services to state agencies. May include copies of specifications, advertised bid proposals, and other correspondence.				
0024-0001	Contracts and Amendments - Awarded Signed originals and support material.		7 yrs after completion of contract		Destroy
0024-0002	Contracts and Amendments - Awarded (Copies)		3 yrs after completion of contract		Destroy

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0024-0003

Contracts and Amendments - Cancelled

3 yrs after
submission

Destroy

0024-0004

Contracts and Amendments - Voided

3 yrs after
voidance

Destroy

0025-0000

Daily Transmittal of Income

0025-0001

Daily Transmittal of Income (Original)

7 yrs

Destroy

0025-0002

Daily Transmittal of Income (Copy)

3 yrs

Destroy

0026-0000

Data Collection and Control Forms
Form used in calculating data entry processing
charges.

3 yrs

Destroy

0027-0000

Deferred Compensation File - Termination,
Disability, and Retirement

7 yrs after
termination of
policy

Destroy

0028-0000

Deferred Revenue Adjustment
Used to separate funds of the current year
cash revenue deposits that will be applied in
future years. May be used in conjunction with
the Transmittal of Receipts, dishonored revenue
checks, and revenue refunds.

7 yrs

Destroy

0029-0000

Deposit Slip

7 yrs

Destroy

0030-0000

Disbursement Log

7 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0031-0000	Duplication/Copier File Contains: Duplicating Job Request, Departmental Duplication Account List, Copier Count Sheet, duplication and copier financial/statistical reports, and supporting documentation.	7 YRS		Destroy
0032-0000	Fee Transmittals and Reconciliations	7 YRS		Destroy
0033-0000	Financial Records System Printout Reports The on-line financial recording system utilized by higher education institutions throughout the state.	7 YRS		Destroy
0033-0001	Account Statement in Whole Dollars of Debits and Credits	7 YRS		Destroy
0033-0002	Accruals Purchasing Report - Invoices and Vouchers	7 YRS		Destroy
0033-0003	Attribute Record List	7 YRS		Destroy
0033-0004	Batch File List/Discount Table/Tax and Currency Table	7 YRS		Destroy
0033-0005	Batch File Monthly List	7 YRS		Destroy
0033-0006	Cash Report by Bank of Accounts and Balances	7 YRS		Destroy
0033-0007	Cash Requirements for Vouchers Report	7 YRS		Destroy
0033-0008	Chart of Accounts Campus-Wide	7 YRS		Destroy
0033-0009	Daily Cash Journal Book of original entry, recording transactions in chronological order.	7 YRS		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0033-0010	Duplicate Invoice; File List	7 YRS		Destroy
0033-0011	General and Subsidiary Ledgers Status Listing	3 YRS		Destroy
0033-0012	General Ledger Account Summary A central listing of all activities for an account within a particular time period.	Permanent		Permanent
0033-0013	General Ledger by Account Control	Permanent		Permanent
0033-0014	Invoices Not Transferred to Accounts Payable	7 YRS		Destroy
0033-0015	Missing Invoices Report	7 YRS		Destroy
0033-0016	Missing Receipts Report	7 YRS		Destroy
0033-0017	Monthly Cash Disbursement Register - Name and Check Number Sequence	7 YRS		Destroy
0033-0018	Open Commitment/Purchase Orders Status	7 YRS		Destroy
0033-0019	Open Purchase Orders	7 YRS		Destroy
0033-0020	Outstanding Check List	7 YRS		Destroy
0033-0021	Outstanding Vouchers	7 YRS		Destroy
0033-0022	Prior and Current Year Comparative Statement Account	7 YRS		Destroy
0033-0023	Purchase Orders	7 YRS		Destroy
0033-0024	Purchase Orders - Accounting	7 YRS		Destroy
0033-0025	Purchase Orders - Accounts Payable	7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0033-0026	Purchase Orders Audit Report	7 yrs		Destroy
0033-0027	Purchase Orders Change Audit Register	7 yrs		Destroy
0033-0028	Subcode Description	7 yrs		Destroy
0033-0029	Subsidiary Ledger Account Summary A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger.	10 yrs		Destroy
0033-0030	Summary Report in Whole Dollars of Debits and Credits	7 yrs		Destroy
0033-0031	Transactions for General and Subsidiary Ledgers	7 yrs		Destroy
0033-0032	Vendor Analysis/Status Snapshot	7 yrs		Destroy
0033-0033	Vendor Directory	As updated		Destroy
0033-0034	Vendor Master List	As updated		Destroy
0033-0035	Year-to-Date Disbursement Report	7 yrs		Destroy
0034-0000	Time System Input Form	3 yrs		Destroy
0035-0000	Fleet Policy Data Contain: vehicle make, style, year, license number, purchase price, insurance value, rating, class, garage, and supporting documentation.	3 yrs after disposal of vehicle		Destroy
0036-0000	Gasoline/Oil Credit Card Transactions File Contains the charge slip and monthly printouts of summary of transactions submitted by vendor.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0037-0000	Insurance Policy File - Life, Disability, and Workers Compensation	7 yrs after termination of policy		Destroy
0038-0000	Investment Records	7 YRS		Destroy
0039-0000	Invoice	7 YRS		Destroy
0039-0001	Invoice (Original)	3 YRS		Destroy
0039-0002	Invoice (Copy)	7 YRS		Destroy
0040-0000	Letter of Transmittal	3 YRS		Destroy
0040-0001	Letter of Transmittal (Original)	7 YRS		Destroy
0040-0002	Letter of Transmittal (Copy)	7 YRS		Destroy
0041-0000	Matching Funds Debit and Credit For all matching funds.	3 YRS		Destroy
0042-0000	Memberships and Subscriptions	7 YRS		Destroy
0043-0000	Monthly Agency Purchase Order Blanket Order Payments	3 YRS		Destroy
0044-0000	Payroll File	7 YRS		Destroy
0045-0000	Payroll Signature Sheet File Sheets identifying employees that have received payroll checks.	7 YRS		Destroy
0046-0000	Payroll Salary Correction - Journal Entry	7 YRS		Destroy
0047-0000	Petty Cash Fund Reimbursement Used to request reimbursement for expenditures made from an agency's petty cash fund.	7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0048-0000	<p>Planning and Construction File File may contain but is not limited to the following: Change orders, fee request, and batch waiver; contractor performance evaluation; final acceptance certificate and project close-out notice to proceed; material/equipment list; shop drawing approval; recommendation/waiver of advertising request; and supporting documentation.</p>	7 YRS		Destroy
0049-0000	Provisional Insurance Report	7 yrs after termination of policy		Destroy
0050-0000	Purchase Orders	7 YRS		Destroy
0050-0001	Purchase Orders (Original)	3 YRS		Destroy
0050-0002	Purchase Orders (Copy)	7 YRS		Destroy
0051-0000	Purchase Orders Log			
0052-0000	Reallocation of Funds			
0052-0001	Reallocation of Funds (Original)	7 YRS		Destroy
0052-0002	Reallocation of Funds (Copy)	3 YRS		Destroy
0053-0000	Receipt - Petty Cash			
0053-0001	Receipt - Petty Cash (Original)	7 yrs		Destroy
0053-0002	Receipt - Petty Cash (Copy)	3 yrs		Destroy
0054-0000	<p>Receivable/Reappropriation Journal Entry Used to cancel or reduce unexpended funds in an appropriate account while reducing the accounts receivable balance of the corresponding revenue account.</p>	7 yrs		Destroy

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0055-0000	Refunds of Disbursements Used to record the refunds of non-salary disbursements.	7 YRS		Destroy
0056-0000	Refund of Disbursements (Record Copy)	7 YRS		Destroy
0057-0000	Request for Estimate - College Graphics Studio	7 YRS		Destroy
0057-0001	Request for Estimate - College Graphics Studio (Original)	7 YRS		Destroy
0057-0002	Request for Estimate - College Graphics Studio (Copy)	3 YRS		Destroy
0058-0000	Request for Materials and Services	7 YRS		Destroy
0058-0001	Request for Materials and Services (Original)	7 YRS		Destroy
0058-0002	Request for Materials and Services (Copy)	3 YRS		Destroy
0059-0000	Request for Prospective Candidates Budget Approval	7 YRS		Destroy
0060-0000	Requisition Used to reserve funds in anticipation of establishing an obligation (purchase order/purchase contract) for the acquisition of goods or services.	7 YRS		Destroy
0061-0000	Requisition Change Used to cancel, increase, or decrease an outstanding or open requisition balance, or to change or correct the buyer code.	7 YRS		Destroy
0062-0000	Revenue Account Number Used to establish new revenue accounts on the Revenue Balance Master File.	7 YRS		Destroy

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RECORD
SERIES NO:

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0063-0000	Revenue Refund Adjustments Used to record the correction of previously entered Revenue Refund Vouchers.	7 yrs		Destroy
0064-0000	Revenue Refund Voucher Used to submit a request for payment of refunds of revenue.	7 yrs		Destroy
0065-0000	Schedule of Payee Name and Address (For Use With Invoice) Used in conjunction with the Invoice to request separate payments to many different payees while charging the same appropriation account.	7 yrs		Destroy
0066-0000	Schedule of Payee Name and Address (For Use With Revenue Refund Voucher) Used to request separate revenue refund payments to many different payees while charging the same revenue account number for all payees.	7 yrs		Destroy
0067-0000	Storeroom Order Form	3 yrs		Destroy
0068-0000	Student Financial Aid Accounting	10 yrs		Destroy
0069-0000	Transfer of Appropriation	7 yrs		Destroy
0070-0000	Transmittal of Receipts Used to record anticipated, appropriated, interfund, and nonrevenue receipts.	7 yrs		Destroy
0071-0000	Transmittal of Revenue Refund Returns Used to record the return of revenue refunds.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0072-0000	Travel File Contains: Travel Authorization, Travel Request, Travel Expense Invoice/Report, Faculty/Staff Travel Absence Form, and supporting documentation.			
0072-0001	Travel File (Original)	7 yrs		Destroy
0072-0002	Travel File (Copy)	3 yrs		Destroy
0073-0000	Vehicle Accident Report	3 yrs		Destroy
0074-0000	Vehicle Assignment Log	7 yrs after final entry		Destroy
0075-0000	Vehicle Maintenance/Repair Order	3 yrs		Destroy
0076-0000	Vehicle Usage Records Records dealing with the activities of agency-owned motor vehicles.	3 yrs after disposal of vehicle by department		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C270204	SCHEDULE NUMBER 901	PAGE NUM 1	OF 1
<p>DEPARTMENT County Community College</p> <p>DIVISION Administration and General Records</p> <p>BUREAU Funding and Grants</p>	<p>AGENCY REPRESENTATIVE</p> <p>TITLE</p> <p>(AREA CODE) TELEPHONE NUMBER</p>			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
<p>AGENCY REPRESENTATIVE SIGNATURE</p>	<p>SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i></p>	<p>DATE 7/17/91</p>		
<p>RECORD SERIES NO.</p>	<p>RECORD TITLE AND DESCRIPTION</p>	<p>AGENCY RETAIN IN</p>	<p>RECORDS CENTER</p>	<p>DISPOSITION</p>
0001-0000	State, Federal, and Private Grant File Program file for grant proposal and implementation. Contains: correspondence, grant approval form, RFP, preliminary and implementation reports, grant rejection form, budget statement, grant information log sheet, financial advance or reimbursement form, grant debit/credit statement, and supporting documentation.	7 yrs after termination of grant		Destroy
0001-0001	State, Federal, and Private Grant File - Approved	3 yrs		Destroy
0001-0002	State, Federal, and Private Grant File - Denied			

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DEPARTMENT	AGENCY REPRESENTATIVE
DIVISION	TITLE
BUREAU	(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE	DATE
<i>[Signature]</i>	7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Change Sheet for Employees Sheet reflecting a change in employees' pay rates.	3 YTS		Destroy
0002-0000	Check Update Notice Notice to have an uncashed check updated after 90 days have passed.	3 YTS		Destroy
0003-0000	Employee Payroll Status Printout - Monthly	3 YTS		Destroy
0004-0000	Employee Time Balance Printout - Monthly	3 YTS		Destroy
0005-0000	Employee Time Balance Printout - Quarterly	3 YTS		Destroy
0006-0000	Employee Time Sheet - Professional, Non-Professional, and Student	3 YTS		Destroy
0007-0000	Faculty Time Sheet	7 YTS		Destroy
0008-0000	List of Terminations of Employment	3 YTS		Destroy
0009-0000	Overtime Report - Faculty, Professional, Non-Professional, and Student	7 YTS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO. RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0010-0000	Overtime Request	7 YRS		Destroy
0010-0001	Overtime Request (Original)	3 YRS		Destroy
0010-0002	Overtime Request (Copy)	7 YRS		Destroy
0011-0000	Part-Time Employee Record Card	3 YRS		Destroy
0012-0000	Pay Period Report for New Employees Added to the Regular Payroll	7 YRS		Destroy
0013-0000	Payroll and Check Register	7 YRS		Destroy
0014-0000	Position Action Request Form requesting payment for special services.	7 YRS		Destroy
0015-0000	Proof and Claim for Disability Benefits	7 YRS after settlement		Destroy
0016-0000	Regular Payroll Certification	7 YRS		Destroy
0017-0000	Regular Payroll Transmittal for New Hires and Terminations	7 YRS		Destroy
0018-0000	Stop Paycheck Issue Notice	3 YRS		Destroy
0019-0000	Student Employee/Work-Study Check Sign-In Sheet	7 YRS		Destroy
0020-0000	Student Employee/Work-Study Time Sheet	7 YRS		Destroy
0021-0000	Supplemental Payroll	7 YRS		Destroy
0022-0000	Supplemental Payroll Authorization	7 YRS		Destroy
0022-0001	Supplemental Payroll Authorization (Original)	7 YRS		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0022-0002	Supplemental Payroll Authorization (Copy)	3 YTS		Destroy
0023-0000	Supplemental Payroll Certification	7 YTS		Destroy
0024-0000	Supplemental Payroll Certification - Vision Care	7 YTS		Destroy
0025-0000	Temporary Additions to Regular Payroll	7 YTS		Destroy
0026-0000	Time Report for Professional, Non-Professional, Full-Time, Part-Time, and Student Employees	7 YTS		Destroy
0027-0000	Transmittal for Salary Refunds	7 YTS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270206	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 11
DEPARTMENT	County Community College			
DIVISION	Administration and General Records			
BUREAU	Personnel			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE	
		<i>[Signature]</i>	7/17/91	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Affirmative Action Records Affirmative Action Complaint Case File Contains: Discrimination Appeal Processing Grievance Procedure, correspondence, and relevant case material.	3 yrs after settlement		Destroy
0002-0000	Affirmative Action Plan Includes annual goals toward fulfilling federal and state Affirmative Action requirements and guidelines mandating equal employment opportunities.	3 yrs		Destroy
0003-0000	Equal Employment Opportunity (EEO) and Affirmative Action Interview Disposition Contains names of potential job applicants which are sent to an agency's personnel office to fill vacancies.	3 yrs		Destroy
0004-0000	Quarterly Reports A quarterly report indicating practices in relation to the Affirmative Action Plan.	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0050-0000	Classification Records Eligible/Ineligible Roster List of individuals eligible or ineligible for a position.	3 yrs		Destroy
0051-0000	Job Specifications Includes position qualifications and duties.	Permanent		Permanent
0051-0001	Job Specifications (Original)	Periodic review		Destroy
0051-0002	Job Specifications (Copy)			
0052-0000	Request for New Title Request to establish a new position class title when the duties of a position cannot be classified properly under an existing class title.			
0052-0001	Request for New Title - Approved (Record Copy)	Duration of title		Destroy
0052-0002	Request for New Title - Denied (Record Copy)	3 yrs after final action		Destroy
0053-0000	Request for Reclassification Used to enable employees to change the classification of their position.			
0053-0001	Request for Reclassification (Record Copy)	3 yrs after final decision		Destroy
0053-0002	Request for Reclassification (Copy) Agency acknowledgement.	Until final decision		Destroy

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RECORD TITLE AND DESCRIPTION

RECORDS CENTER

DISPOSITION

RECORD SERIES NO.

AGENCY

0054-0000
0054-0001
0054-0002
0054-0003

Request for Re-Evaluation of Title
Request to re-evaluate a class title
based on a change in responsibilities or
organizational structure.

Request for Re-Evaluation of Title - Approved
(Original)

Request for Re-Evaluation of Title - Denied
(Record Copy)

Request for Re-Evaluation of Title - Approved
and Denied (Additional Copies)

Duration of
position
3 yrs
Periodic review

Destroy
Destroy
Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

	AGENCY NUMBER C270206	SCHEDULE NUMBER 901	PAGE NUMBER 4 OF 11
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN RECORDS CENTER	DISPOSITION
INDIVIDUAL EMPLOYEE FILES			
0100-0000	Employee Address List	As updated	Destroy
0101-0000	Employee Benefit Files	Permanent	Permanent
0102-0000	Federal and State Withholding Tax Forms (W2, W4, and NJW4)	7.5 yrs	Destroy
0103-0000	Grievance File Records of employees' dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set precedent or policy, are deemed necessary for future reference.		
0103-0001	Grievance File - Policy Establishing Settlements (Original)	Permanent	Archives
0103-0002	Grievance File - Policy Establishing Settlements (Record Copy)	3 yrs after final settlement	Destroy
0103-0003	Grievance File - Policy Establishing Settlements (Informational Copies)	Periodic review	Destroy
0103-0004	Grievance File - Routine Settlements (Originals)	3 yrs after final settlement	Destroy
0103-0005	Grievance File - Routine Settlements (Record Copy)	1 yr after final settlement	Destroy
0103-0006	Grievance File - Routine Settlements (Informational Copies)	Periodic review	Destroy
0104-0000	Personnel Advertisements	Periodic review	Destroy
0105-0000	Personnel Policies	Permanent	Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C270206	SCHEDULE NUMBER 901	PAGE NUMBER 5 OF 11
RETAIN IN		DISPOSITION
AGENCY	RECORDS CENTER	

RECORD SERIES NO. RECORD TITLE AND DESCRIPTION

0106-0000	Salary and Benefit Surveys	1 YR	
0107-0000	<p>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 is not limited to the following: New Hire Request, Separation Request, Request for Employment Disability Leave, Preliminary and Final Notices of Disciplinary Action, Application for Employment, Application for Reemployment, Promotional Announcements, Report on Progress of Probationer, Request for Correction of Social Security Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of Lay-Off, Unsatisfactory Probation Reports, Pension Program Application (Copy), Employee's First Report of Accidental Injury or Occupational Disease, Performance Assessment Review, Summer and Semester Sabatical, Summer Teaching Program, Extra Duty Pay, Teacher Observations and Evaluations, Employment and Union Agreement Contracts, Exit Interviews, Deferred Compensation Forms, Health Benefits Records, Insurance Records, Faculty/Staff Absence Form (Travel), Faculty Schedule,</p>	^	
[0107-0001]			
[0107-0002]			

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C270206	901	6 OF 11
	RETAIN IN	AGENCY	RECORDS CENTER	DISPOSITION
0107-0003	Individual Employee File cont'd Teaching Contracts, Tuition Waiver, Exit Interview, Employment Eligibility Verification, Notification of Outside Employment, Authorization to Release Information. Individual Employee File (Original)	6 yrs after termination of employment		Destroy
0107-0004	Individual Employee File (Copy)	3 yrs after termination of employment		Destroy
0108-0000	Job Applicant Files - Unsuccessful Includes resumes, applications, etc., of persons not hired.	3 yrs		Destroy
0109-0000	Leave Request - Disability, Administrative, Sick, Vacation, Maternity, Military, Sabbatical, Bereavement, Compensation for Overtime, Leave With Pay, Leave Without Pay, etc.			
0109-0001	Leave Request (Original)	6 yrs		Destroy
0109-0002	Leave Request (Copy)	3 yrs		Destroy
0110-0000	Negotiations Information	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RETAIN IN

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0111-0000	Permanent Personnel History Card	60 YRS		Destroy
0112-0000	Permanent Position History Card	60 YRS		Destroy
0113-0000	Personnel Master List	1 YR		Destroy
0114-0000	Referrals Records of potential job applicants received from sources inside or outside of an agency.			
0114-0001	Referrals - External	3 YRS		Destroy
0114-0002	Referrals - Internal	1 YR		Destroy
0115-0000	Reports - Accident	6 YRS		Destroy
0116-0000	Request for Employment Disability Leave Employee's request for leave of absence with pay due to disability either through injury or illness incurred from employment.			
0116-0001	Request for Disability Leave (Original)	6 yrs after termination of employment		Destroy
0116-0002	Request for Disability Leave (Copy)	3 YRS		Destroy
0117-0000	Summary Data - Adjunct Teacher Contracts	2 YRS		Destroy
0118-0000	Time Records Attendance reports for professional and nonprofessional employees.			
0118-0001	Time Records (Original)	6 YRS		Destroy
0118-0002	Time Records (Department Copy)	3 YRS		Destroy

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0150-0000 Performance Assessment Review (PARS)
Performance Assessment Review File (PARS)
Contains: Performance Agreement, Fact Sheet,
and Final Assessment Review.

0150-0001 Performance Assessment Review File (Original)

0150-0002 Performance Assessment Review File
(Record Copy)

0151-0000 Performance Summary
Contains a listing of: employees
who have been rated satisfactory or
unsatisfactory, granted or not
granted a salary increase, and supervisors who
have failed to submit a Performance
Certification and Salary Increase Recommendation.

6 yrs after
termination of
employment

1 yr after final
evaluation

3 yrs

Destroy

Destroy

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270206

SCHEDULE NUMBER
901

PAGE NUMBER
9 OF 11

RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RETAIN IN AGENCY RECORDS CENTER DISPOSITION

Promotional Action Records

Application for Promotional Examination
Application by a permanent employee for an examination for a promotional position.

Application Summary
List of persons eligible for a promotion in a position.

Promotional Action
Indicates that an employee has been promoted to a position.

Promotional Job Analysis
A job description used in the development of an examination for a particular job title.

Promotional Job Analysis (Record Copy)

Promotional Job Analysis (Additional Copies)

0200-0000

0201-0000

0202-0000

0203-0000

0203-0001

0203-0002

3 YRS

3 YRS

3 YRS

5 YRS

Periodic review

Destroy

Destroy

Destroy

Destroy

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270206 SCHEDULE NUMBER: 901 PAGE NUMBER: 10 OF 11

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0204-0000	Promotional Notices File Contains: Promotional Announcements, Notices of Vacancy, and Promotional Opportunities.				
0204-0001	Promotional Notices File (Record Copy)	Until applicant list has expired			Destroy
0204-0002	Promotional Notices File (Copy)	3 YRS			Destroy
0205-0000	Promotional Roster	4 YRS			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270206 SCHEDULE NUMBER: 901 PAGE NUMBER: 11 OF 11

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0250-0000	Training Records Course Registration and Report Forms used for staff training.	6 yrs after termination of employment		Destroy
0250-0001	Course Registration and Report (Original)	Periodic review		Destroy
0250-0002	Course Registration and Report (Copy)			
0251-0000	Staff Training Request Request for staff training.	3 yrs after final payment		Destroy
0251-0001	Staff Training Request (Original)	Periodic review		Destroy
0251-0002	Staff Training Request (Copy)			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270301
 SCHEDULE NUMBER: 901
 PAGE NUMBER: 1 OF 1

DEPARTMENT County Community College
DIVISION Admissions, Financial Aid, and Registrar
BUREAU Admissions

AGENCY REPRESENTATIVE
TITLE
(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE: *[Signature]* DATE: 7/17/91
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: *[Signature]* DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Admissions File - Denied Admissions/Never Enrolled Student applications for admission into an academic program. File contains: application, transcripts, test scores, admission cards, tuition deposit receipt, recommendations, and supporting documentation. Approved student admission files are transferred to the main student record.	3 YTS			Destroy
0002-0000	Applicants Pending Admission	1 yr after final decision			Destroy
0003-0000	Comparative Guidance and Placement Individual Test Scores	2 YTS			Destroy
0004-0000	Final Admission Reports	3 YTS			Destroy
0005-0000	High School and College Mailing List	As updated			Destroy
0006-0000	Weekly Admission Reports	1 YR			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270302
 SCHEDULE NUMBER: 902
 PAGE NUMBER: 1 OF 2

AGENCY REPRESENTATIVE
 TITLE
 (AREA CODE) TELEPHONE NUMBER

DEPARTMENT: County Community College
 DIVISION: Admissions, Financial Aid, and Registrar
 BUREAU: Financial Aid

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

AGENCY REPRESENTATIVE SIGNATURE: *Patricia Hernandez-Paludan* DATE: 8/18/97
 SECRETARY OF STATE RECORDS COMMITTEE SIGNATURE: *Oliver S. Scuderi* DATE: 25 SEP 1997

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Financial Aid File Grants, Loans, and Scholarships File pertaining to student requests for financial aid either through a grant, a loan, or a scholarship. File may contain but is not limited to the following: application, Promissory Note, Additional Information Request Form, Authorization to Change Dependency Status, Award Verification Notice, New Jersey Financial Aid Change Form, Incomplete Application Notice, Financial Aid Transcript, Application Receipt Notice, Non-Tax Filer Form, Pre-Loan Questionnaire, Professional Judgement Worksheet, Summer Financial Aid Request, State of Educational Purpose/Registration Compliance, Student Award and Acceptance Letter, Tuition Aid Grant Student Eligibility Notice (SEN), Student Employment Application and Agreement, Student Need Analysis Document, Verification of Non-Citizen Status, and supporting documentation.			
[0001-0001]				
[0001-0002]				

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0003	Financial Aid File Grants, Loans, and Scholarships - Financial Aid Student Loans - Approved		7 yrs after final payment		Destroy
0001-0004	Financial Aid File Grants, Loans, and Scholarships - Financial Aid Student Loans - Denied		3 yrs		Destroy
0001-0005	Financial Aid File - Grants/Scholarships/Student Technical Assistant/Student Tutor/Student Work Study - Approved		7 yrs after termination of grant or agreement		Destroy
0001-0006	Financial Aid File - Grants/Scholarships/Student Technical Assistant/Student Tutor/Student Work Study - Denied		3 yrs after termination of grant or agreement		Destroy
0002-0000	Financial Aid Reports		7 yrs		Destroy
0003-0000	Institutional Allocations and Funding		7 yrs		Destroy
0004-0000	Student Summary Sheets - Educational Opportunity Fund		7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270303	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 7
DEPARTMENT County Community College	AGENCY REPRESENTATIVE			
DIVISION Admissions, Financial Aid, and Registrar	TITLE			
BUREAU Registrar	(AREA CODE) TELEPHONE NUMBER			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE		
	<i>[Signature]</i>	<i>7/17/91</i>		
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Academic Advisement File: Day, Evening, Saturday, and Tutorial Academic program advisement offered to undergraduate and graduate students.			Destroy
0002-0000	Academic Dismissal File Contains: dismissal notice, appeal application, and supporting documentation.			Destroy
0003-0000	Address Registration Information is transferred into the student's permanent record.			Destroy
0004-0000	Admission and Placement File			
0004-0001	Admission and Placement File - Accepted Denied Student Admission File is kept in the Admissions Office.			Destroy
0004-0002	Admission and Placement File - Accepted But Did Not Attend College			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270303

SCHEDULE NUMBER
901

PAGE NUMBER
2 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0005-0000	Affidavit of New Jersey Residency	5 yrs after graduation or termination from college		Destroy
0006-0000	Application for Graduation/Conferment of Degree	5 yrs after graduation or termination from college		Destroy
0007-0000	Application Pass/Unsatisfactory Grade Option	5 yrs after graduation or termination from college		Destroy
0008-0000	Change of Grade Request Information is transferred into the student's permanent record.	Until information is transferred to permanent record		Destroy
0009-0000	Change of Major Request Information is transferred into the student's permanent record.	Until information is transferred to permanent record		Destroy
0010-0000	Class List	Permanent		Permanent
0011-0000	Class Rank List	Permanent		Permanent
0012-0000	Class Room Schedule	1 yr after date submitted		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270303

SCHEDULE NUMBER
901

PAGE NUMBER
3 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0013-0000	College Catalog	Permanent		Permanent
0013-0001	College Catalog (Master)	Periodic review		Destroy
0013-0002	College Catalog (Copies)	1 yr		Destroy
0014-0000	Community Services Registration Form	5 yrs after graduation or termination from college		Destroy
0015-0000	Cooperative Education Work Study File Student work study program.	1 yr after date submitted		Destroy
0016-0000	Course Add/Drop Request Card	6 mos		Destroy
0017-0000	Course Override Form	After end of semester		Destroy
0018-0000	Course Pre-Registration Card - Fall, Spring, and Summer Semester	3 yrs		Destroy
0019-0000	Course Waiver	5 yrs after graduation or termination from college		Destroy
0020-0000	Course Withdrawal Request	Permanent		Permanent
0021-0000	Deans List	5 yrs after graduation or termination from college		Destroy
0022-0000	Degree Requirement Control Sheet			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270303

SCHEDULE NUMBER
901

PAGE NUMBER
4 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0023-0000	Disciplinary File	Upon graduation or termination from college or final action		Destroy
0023-0001	Disciplinary - File Security - Informal	Upon graduation or termination from college or final action		Destroy
0023-0002	Disciplinary File - Hearing Board Contains: Formal Charge, Written Statements, "Pro and Con" Statements, Final Outcome Report (Campus Violation).	As resolved		Destroy
0023-0003	Disciplinary File - Student - Minor - Resolved Informally	Permanent		Permanent
0023-0004	Disciplinary Appeal - Campus Hearing Board Proceedings - Confidential	Permanent		Permanent
0023-0005	Disciplinary Appeal - Campus Hearing Board Proceedings - Student Records	1 yr		Destroy
0024-0000	Family Educational Rights and Privacy Act (FERPA)	3 yrs		Destroy
0025-0000	Final Grade Rosters Directory Information	Until information is transferred to permanent record		Destroy
0026-0000	Graduation Information Information regarding graduation date and type of degree earned, which are transferred into the student's permanent record.	Permanent		Permanent
0027-0000	Graduation List			
0028-0000	Incomplete Grade File Contains incomplete grade form and form to change an incomplete grade. Grade change is contained in the student's permanent record.	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270303

SCHEDULE NUMBER
901

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5 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0028-0001	Incomplete Grade File - Incomplete Grade		Until grade is changed	Destroy
0028-0002	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	Destroy
0029-0000	Independent Study Application and Contract - Fall, Spring, and Summer Semester		5 yrs after graduation or termination from college	Destroy
0030-0000	Master Class Schedule		Permanent	Permanent
0031-0000	Matriculation Forms		1 yr	Destroy
0032-0000	Medical Records - Student		5 yrs after graduation or termination	Destroy
0033-0000	Military Evaluation - Inactive		1 yr	Destroy
0034-0000	Notice of Change of Address Information is transferred into the student's permanent record.		Until information is transferred to permanent record	Destroy
0035-0000	Notice of Change of Student Status - Termination or Withdrawal		Until information is transferred to permanent record	Destroy
0036-0000	Notice of Name Change Information is transferred into the student's permanent record.		Until information is transferred to permanent record	Destroy
0037-0000	OpScan CIMAC Rosters		As updated	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270303

SCHEDULE NUMBER
901

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0038-0000	<p>Permanent Record File</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, transcripts, major, degree type, repetition of course, change in incomplete grades, additional transfers, completed minor(s), academic probation and/or dismissal, special awards, changes in name or address, credit by examination (Copy) and Notification of Selection of a Second Major.</p>	Permanent		Permanent
0039-0000	Permission to Audit a Course	1 yr after date submitted		Destroy
0040-0000	<p>Repetition of a Course</p> <p>Information is transferred into the student's permanent record.</p>	Until information is transferred to permanent record		Destroy
0041-0000	Request and Release to Inspect Student Records	Permanent		Permanent
0042-0000	Request for Re-Admittance	5 yrs after graduation or termination from college		Destroy
0043-0000	Request for Official Transcript of Academic Record	3 yrs after date submitted		Destroy
0044-0000	Request for Unofficial Transcript	3 yrs after date submitted		Destroy
0045-0000	Request to Release Student Records	Permanent		Permanent
	Student authorization for records release.			


RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270303

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901

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OF
7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0046-0000	Section Number Assignment List		1 yr after date submitted		Destroy
0047-0000	Student Proficiency Tests		3 yrs after graduation or termination from college		Destroy
0048-0000	Student Class Schedules		1 yr after date submitted		Destroy
0049-0000	Transcript Evaluation Form		1 yr		Destroy
0050-0000	Tuition Receipt - Fall, Spring, and Summer Semester		7 yrs after graduation or termination from college		Destroy
0051-0000	Verification Letter - Major, Class, and Full-Time Enrollment Status (Copy) Original is sent to requesting agency.		Periodic review		Destroy
0052-0000	Veterans File Contains: tuition and fee charges, degree and audit forms, course changes, grade reports, statement of progress, transfer credit authorizations, and supporting documentation.		7 yrs after graduation or termination from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270401	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
DEPARTMENT County Community College DIVISION Alumni Affairs and Development BUREAU Alumni Affairs		AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.		SECRETARY, STATE RECORDS COMMITTEE SIGNATURE 	DATE 7/17/91	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
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		Destroy
0002-0000	Alumni Questionnaire	3 yrs		Destroy
0003-0000	Annual Contributions Receipt	7 yrs		Destroy
0004-0000	Change of Name Form	Until entered into database		Destroy
0005-0000	Individual Contact Questionnaire	3 yrs		Destroy
0006-0000	Information and Verification Card	Until entered into database		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270501
 SCHEDULE NUMBER: 901
 PAGE NUMBER: 1 OF 4

AGENCY REPRESENTATIVE
 TITLE
 (AREA CODE) TELEPHONE NUMBER

DEPARTMENT: County Community College
 DIVISION: Campus Police and Vehicle Registration
 BUREAU:

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

AGENCY REPRESENTATIVE SIGNATURE: _____ DATE: 7/17/91
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: *Alan Spence* DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Appeal File - Motor Vehicle Violation Citation Contains: Appeal Application, Appeal Notice, Appeal Information Sheet, Sign-In Sheet, Final Decision, and supporting documentation.		3 YTS		Destroy
0002-0000	Call Log		3 YTS		Destroy
0003-0000	Campus Grounds/Building Checklist		1 YR		Destroy
0004-0000	Campus Police Duty Assignments		3 YTS		Destroy
0005-0000	Campus Police Suggestion Form		1 YR		Destroy
0006-0000	Correspondence Log - Incoming and Outgoing		3 YTS		Destroy
0007-0000	Daily Patrol Report		3 YTS		Destroy
0008-0000	Decal and Card Key File - Faculty and Staff		3 yrs after issuance of final action		Destroy
0009-0000	Disabled Vehicle List		1 YR		Destroy
0010-0000	Duty Report Deficiency Notice		3 YTS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270501

SCHEDULE NUMBER
901

PAGE NUMBER
2 OF 4

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0011-0000	Fire Alarm System Drawings	Permanent	Permanent		Permanent
0012-0000	Fire and Fire Alarm Report	7 yrs	7 yrs		Destroy
0013-0000	Firearm File Contains: Firearm Weekly Cleaning Certificate, Daily Firearm Issue/Turn-In Inventory Certificate, and supporting documentation.	3 yrs	3 yrs		Destroy
0014-0000	Fleet Vehicle Dispatch List and Condition Report	1 yr after final entry	1 yr after final entry		Destroy
0015-0000	Incident Report File (Copy) Contains Incident Card and Account and follow up investigation reports. File may also include Rights Form and reports pertaining to: vehicles, medical assistance, operations, property, missing persons, unacceptable behavior, request for examination of evidence, consent to search, and serious incidents.	1 yr	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C270501	901	3 OF 4
RECORD TITLE AND DESCRIPTION		AGENCY	RECORDS CENTER	DISPOSITION
0016-0000	Inventory of Stolen Property	3 yrs		Destroy
0017-0000	Investigation Report	1 yr after case is closed		Destroy
0018-0000	Key Record for Door Lock	As updated		Destroy
0019-0000	Key Sign-Out Log	3 yrs		Destroy
0020-0000	Motor Vehicle Accident File Contains: accident report, exchange of information forms, and supporting documentation.	6 yrs		Destroy
0021-0000	Motor Vehicle Identification Sheet - Staff and Faculty	3 yrs		Destroy
0022-0000	Motor Vehicle Violation Citation File Contains: Vehicle Parking Violation List, Ticket Fact Sheet, Ticket Payment Appeal/Waiver, and Ticket Payment/Waiver form.	7 yrs		Destroy
0023-0000	Motor Vehicle Violation Citation (Copy) Municipality retains record copy.	30 days after disposition		Destroy
0024-0000	Office Register Log	3 yrs		Destroy
0025-0000	Parking Lot Capacity Statistics	3 yrs		Destroy
0026-0000	Pre-Billed Student Fine Clearance Form	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C270501	SCHEDULE NUMBER 901	PAGE NUMBER 4 OF 4
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0027-0000	Traffic and Parking Regulations	As updated		Destroy
0028-0000	Traffic and Security Survey	3 yrs		Destroy
0029-0000	Vehicle Maintenance File File contains vehicle maintenance schedules and reports, and supporting documentation.	3 yrs after disposal of vehicle		Destroy
0030-0000	Visitor Register	2 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270601	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 2
DEPARTMENT	County Community College			
DIVISION	College Publications and Information Services			
BUREAU				
AGENCY REPRESENTATIVE		TITLE		
		(AREA CODE) TELEPHONE NUMBER		
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE	DATE	
	<i>[Signature]</i>		7/17/91	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Client Service Charge Receipt Copies are kept within the Business Services Office and within the requesting department.	7 yrs		Destroy
0002-0000	College Events File This file contains programs, schedules, invitations, and supporting documentation to on-campus events (e.g., Commencement and Orientation Advisement).	Permanent As updated		Archives Destroy
0002-0001	College Events File (Master)			
0002-0002	College Events File (Copies)			
0003-0000	College Relations File File contains newsletters, brochures, press releases, and supporting documentation used for on-campus and off-campus college relations programs.	Permanent As updated		Archives Destroy
0003-0001	College Relations File (Master)			
0003-0002	College Relations File (Copies)			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270601

SCHEDULE NUMBER
901

PAGE NUMBER
2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0004-0000	<p>Printing Specifications Form Contains: job title, date, contact, size, account number, quantity, pages, ink, binding, department, phone number, and special instructions.</p>	7 yrs		Destroy
0005-0000	<p>Proof Checklist Copy is kept by requesting department.</p>	1 Yr		Destroy
0006-0000	<p>Request for Estimate (Copy) Original is kept by the project director and a copy is kept by the Funding and Grant Authority.</p>	1 Yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270701

SCHEDULE NUMBER
901

PAGE NUMBER
1 OF 1

DEPARTMENT

County Community College

DIVISION

Facilities

BUREAU

Custodial

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

DATE

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY

RECORDS CENTER

DISPOSITION

0001-0000

Daily Inspection Reports

3 YTS

Destroy

0002-0000

Maintenance/Cleaning Procedures

As updated

Destroy

0003-0000

Supply Inventory

3 YTS

Destroy

7/17/91

[Handwritten Signature]

RETAIN IN

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270702	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
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DEPARTMENT County Community College	AGENCY REPRESENTATIVE
DIVISION Facilities	TITLE
BUREAU Duplicating	(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
	<i>[Signature]</i>	7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Duplicating Job Request (Copy) Original maintained by Business Office. Copies are retained by the Billing Office and Academic Department.	3 YTS		Destroy
0002-0000	Duplicating Statistics - Annual and Full Semester	3 YTS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270703 SCHEDULE NUMBER: 901 PAGE NUMBER: 1 OF 2

AGENCY REPRESENTATIVE
TITLE
(AREA CODE) TELEPHONE NUMBER

DEPARTMENT County Community College
DIVISION Facilities
BUREAU Facilities

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

AGENCY REPRESENTATIVE SIGNATURE: _____ DATE: 7/17/91
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: _____ DATE: _____

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Air Conditioning, Heating, Ventilation, Electrical, and Plumbing Systems Data				Destroy
0002-0000	Blueprints and Specifications				Permanent
0003-0000	Borrowed Equipment Consent Form		3 YRS		Destroy
0004-0000	Building Safety Inspection		7 YRS		Destroy
0005-0000	Burglar Alarm Inspection List		1 YR		Destroy
0006-0000	Elevator Service Orders		7 YRS		Destroy
0007-0000	Insurance Claim		6 YRS		Destroy
0008-0000	Maintenance Project Request and/or Revision		7 yrs after completion		Destroy
0009-0000	Purchase Flow Sheet		1 yr after completion		Destroy
0010-0000	Specification Transmittal - Maintenance		7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270703

SCHEDULE NUMBER
901

PAGE NUMBER
2 OF 2

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0011-0000

Stolen Property Report

7 YRS

Destroy

0012-0000

Summary of Telephone Quotations

7 YRS

Destroy

0013-0000

Using Agency Complaint (Copy)

3 yrs after

Destroy

0014-0000

Utility Readings - Monthly

1 YR

Destroy

0015-0000

Utility Statistics

5 YRS

Destroy

0016-0000

Work Order Request

1 yr after order
satisfied

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE			AGENCY NUMBER C270704	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
DEPARTMENT	County Community College				
DIVISION	Facilities				
BUREAU	Mail Room				
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>					
AGENCY REPRESENTATIVE SIGNATURE		SECRETARY, STATE RECORDS COMMITTEE SIGNATURE		DATE	
		<i>[Signature]</i>		7/17/91	
RECORD SERIES NO.		RECORD TITLE AND DESCRIPTION		DISPOSITION	
0001-0000	Daily Cash Receipts Log	7 YTS		Destroy	
0002-0000	Electronic Postage Meter Report	7 YTS		Destroy	
0003-0000	Monthly Account of Postage Used for Campus Departments	7 YTS		Destroy	
0004-0000	Monthly Account of Postage Used for Electronic Postage Meters	7 YTS		Destroy	
0005-0000	Postage Meter Machine Statistical Reports	3 YTS		Destroy	
0006-0000	Student Postal Delivery Slip	3 YTS		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270705	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
DEPARTMENT County Community College	AGENCY REPRESENTATIVE			
DIVISION Facilities	TITLE			
BUREAU Planning and Construction	(AREA CODE) TELEPHONE NUMBER			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE	DATE	
	<i>[Signature]</i>		7/17/91	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Construction File (Agency Copy) File may contain but is not limited to the following: contracts, contract amendments, bid proposals, change order, certificates, requisitions, invoices, correspondence, and supporting documentation. Originals is maintained by the Business Office.	7 yrs after disposal of building		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270706
 SCHEDULE NUMBER: 901
 PAGE NUMBER: 1 OF 1

AGENCY REPRESENTATIVE
TITLE
(AREA CODE) TELEPHONE NUMBER

DEPARTMENT County Community College
DIVISION Facilities
BUREAU Public Safety

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

AGENCY REPRESENTATIVE SIGNATURE: *[Signature]* DATE: 7/17/91
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: *[Signature]* DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Accident File	6 yrs			Destroy
0002-0000	Asbestos Hazard Evaluation Report (Copy) Original in Department of Health.	3 yrs after compliance with recommendation			Destroy
0003-0000	Fire and Fire Alarm Report (Copy) Original kept in the Campus Police Department.	3 yrs			Destroy
0004-0000	Hazardous Waste Generator Annual Report (Copy) Original kept in the Department of Environmental Protection.	5 yrs			Destroy
0005-0000	Hazardous Waste Manifest (Copy) Original kept in the Department of Environmental Protection.	3 yrs			Destroy
0006-0000	Public Employees Occupational Safety and Health Programs File (Copy) Original kept in the Department of Labor.	3 yrs after termination of agreement			Destroy
0007-0000	Radon Test Results Original kept in the Department of Health.	30 yrs			Destroy
0008-0000	Workplace Survey File - "Right to Know" (Copy) Original kept in the Department of Health.	30 yrs			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270707 SCHEDULE NUMBER: 901 PAGE NUMBER: 1 OF 1

AGENCY REPRESENTATIVE
 TITLE
 (AREA CODE) TELEPHONE NUMBER

DEPARTMENT: County Community College
 DIVISION: Facilities
 BUREAU: Storeroom

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

AGENCY REPRESENTATIVE SIGNATURE: *[Signature]* DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Storeroom Supply Inventory		3 YRS		Destroy
0002-0000	Storeroom Supply List		As updated		Destroy
0003-0000	Storeroom Supply Requisition (Copy) Original maintained by Business Office. Copy maintained by academic department.		3 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270708	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
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DEPARTMENT County Community College	AGENCY REPRESENTATIVE
DIVISION Facilities	TITLE
BUREAU Telecommunications	(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	DATE 7/17/91
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Campus-Wide Monthly Telephone Service Charge Printout (Copy) Original is issued to specified callers.		3 YRS		Destroy
0002-0000	Refund Approval (Copy) Original and copy are kept by the Bursar's Office.		3 YRS		Destroy
0003-0000	Request for Telephone Service		3 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C270801	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 2
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DEPARTMENT
County Community College

DIVISION
Information Systems

BUREAU
Computer Operations

AGENCY REPRESENTATIVE
TITLE
(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	DATE 7/17/91
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Console Logs		1 yr		Destroy
0002-0000	Data Entry Request		6 mos		Destroy
0003-0000	Equipment Error Logs		1 yr		Destroy
0004-0000	Information Management Procedures Manual		Permanent		Archives
0004-0001	Information Management Procedures Manual (Master)		As updated		Destroy
0004-0002	Information Management Procedures Manual (Copies)				
0005-0000	Job Backup Listings		3 mos		Destroy
0005-0001	Job Backup Listings - Daily		6 mos		Destroy
0005-0002	Job Backup Listings - Weekly		6 mos		Destroy
0005-0003	Job Backup Listings - Monthly		1 yr		Destroy
0005-0004	Job Backup Listings - Cumulative		6 mos		Destroy
0006-0000	Job Run Request				Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0007-0000	Label Run Request	6 mos		Destroy
0008-0000	Operation Logs	1 YR		Destroy
0009-0000	Operation Run Books	3 YRS		Destroy
0010-0000	Personnel Transaction File Input Documents	1 YR		Destroy
0011-0000	Request for Service or Work	6 mos		Destroy
0012-0000	System Messages	1 YR		Destroy
0013-0000	System Software Listings	As updated		Destroy
0014-0000	System Software Test Listings	As updated		Destroy
0015-0000	Test Scoring and Data Analysis Requisition	1 YR		Destroy
0016-0000	User Problem Data Sheet	1 YR		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270802
 SCHEDULE NUMBER: 901
 PAGE NUMBER: 1 OF 1

DEPARTMENT: County Community College
 DIVISION: Information Systems
 BUREAU: Systems and Programming

AGENCY REPRESENTATIVE: [Blank]
 TITLE: [Blank]
 (AREA CODE) TELEPHONE NUMBER: [Blank]

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

AGENCY REPRESENTATIVE SIGNATURE: [Signature]
 DATE: 7/17/91
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: [Signature]
 DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Memberships	1 yr		Archives
0002-0000	Program Files/Computer System Documentation May include but not limited to the following: programs, code sheets, record and file layouts, flow-charts, JCL, HIPO Charts, decision trees, operating instructions, system documentation, and supporting documentation.	1 yr after system is either superseded or discontinued		Destroy
0003-0000	Registration File (Tape)	5 yrs		Destroy
0004-0000	Space Inventory File	As updated		Destroy
0005-0000	System File (Tape)	1 yr after system is either superseded or discontinued		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C270901

SCHEDULE NUMBER
901

PAGE NUMBER
1 OF 1

DEPARTMENT

County Community College

DIVISION

President's Office

BUREAU

Affirmative Action

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

Carol K. ...
7/17/91

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY RETAIN IN

RECORDS CENTER

DISPOSITION

0001-0000

Affirmative Action and Equal Employment Opportunity (E.E.O.) Interview Disposition Form

3 yrs

Destroy

0002-0000

Affirmative Action Plan (A.A.P.)

3 yrs

Destroy

0003-0000

Affirmative Action Terms Glossary

As updated

Destroy

0004-0000

Department Recruitment Information Form

3 yrs

Destroy

0005-0000

General Information/Deadline Worksheet

3 yrs

Destroy

0006-0000

Quarterly Reports of Affirmative Action Plan

3 yrs

Destroy

0007-0000

Recruitment Log of Women, Minority, Handicapped, and Veteran Candidates

3 yrs

Destroy

0008-0000

Statistical Recruitment Form

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C270902 SCHEDULE NUMBER: 901 PAGE NUMBER: 1 OF 1

DEPARTMENT: County Community College
 DIVISION: President's Office
 BUREAU: Board of Trustees

AGENCY REPRESENTATIVE: [Blank]
 TITLE: [Blank]
 (AREA CODE) TELEPHONE NUMBER: [Blank]

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

AGENCY REPRESENTATIVE SIGNATURE: [Signature] DATE: 7/17/91

SECRETARY OF STATE RECORDS COMMITTEE SIGNATURE: [Signature] DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Board of Trustees File Contains: meeting minutes, agendas, reference materials, and supporting documentation.	Permanent		Archival review

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C270903	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1	
DEPARTMENT	County Community College				
DIVISION	President's Office				
BUREAU	President's Office				
AGENCY REPRESENTATIVE					
TITLE					
(AREA CODE) TELEPHONE NUMBER					
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>					
AGENCY REPRESENTATIVE SIGNATURE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE	DATE		
	<i>[Signature]</i>		7/17/91		
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Accreditation File Accreditation reports and awards documentation.	Permanent			Permanent
0002-0000	Boards & Committees File Contains: member lists, correspondence, and supporting documentation.	5 YTS			Destroy
0003-0000	College Management Documentation	2 YTS			Destroy
0004-0000	Department of Higher Education Regulations, Standards	As updated			Destroy
0005-0000	Official College Calendar	3 YTS			Destroy
0006-0000	Operating Manual of the Board of Trustees	As updated			Destroy
0007-0000	Policies & Procedures File	Permanent			Archives
0008-0000	President's Subject Files	4 YTS			Archival review
0009-0000	Reports to Department of Higher Education	Permanent			Archives

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C271001
 SCHEDULE NUMBER: 901
 PAGE NUMBER: 1 OF 2

AGENCY REPRESENTATIVE
 TITLE
 (AREA CODE) TELEPHONE NUMBER

DEPARTMENT: County Community College
 DIVISION: Student Life
 BUREAU: Athletics and Recreation

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

AGENCY REPRESENTATIVE SIGNATURE: *[Signature]* DATE: 7/17/91
 SECRETARY STATE RECORDS COMMITTEE SIGNATURE: *[Signature]* DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Aquatic and Recreational Centers Membership File Contains: annual membership application, fees-paid receipts, regulations, and supporting documentation.	7 yrs		Destroy
0002-0000	Aquatic and Recreational Centers Reference File Contains: monthly calendars and revenue reports, patron statistical reports, and supporting documentation.	3 yrs		Destroy
0003-0000	Aquatic and Recreational Centers Vendor File Contains concession stand vendor agreements and documentation for exhibits, special events, and other occasions.	7 yrs after termination of agreement		Destroy
0004-0000	Athletic Event File Contains: athletic event agreement, event date change request, schedule of events, and supporting documentation.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C271001 SCHEDULE NUMBER 901 PAGE NUMBER 2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0005-0000	<p>Athletic Injury File Medical file maintained for an athletic injury while participating in an athletic team event or sports camp. Contains: accident report, treatment log, insurance request, medication log, injury and medical history forms, physician's and/or physical therapist's correspondence, Junior College Athletic Association (NJCAA) Injury Surveillance System Individual Injury and Weekly Exposure forms, and supporting documentation.</p>		5 yrs after graduation or termination from college	Destroy
0006-0000	<p>Athletic Team Player File Personnel and medical history file of an athletic team. Contains: athletic team application/entry card, player information form, insurance information, athletic participation waiver and release, acknowledgement of risk, and supporting documentation.</p>		5 yrs after graduation or termination from college	Destroy
0007-0000	<p>Notice of Appointment: Part-Time Coach and Athletic Staff (Copy) Original is maintained by the employee, and a copy is kept in the Personnel Office.</p>		6 yrs after termination of employment	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C271002	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 3
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DEPARTMENT County Community College	AGENCY REPRESENTATIVE
DIVISION Student Life	TITLE
BUREAU Auxiliary Services	(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE <i>Careal Spiccone</i>	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>Careal Spiccone</i>	DATE 7/17/91
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Alcohol Permit (Copy) Original kept by the Dean of Students. Copies are kept by the Campus Police and function sponsor.	5 yrs			Destroy
0002-0000	Auxiliary Services Operations Manual	Permanent			Archives
0002-0001	Auxiliary Services Operations Manual (Master)	Periodic review			Destroy
0002-0002	Auxiliary Services Operations Manual (Copies)	7 yrs			Destroy
0003-0000	Chargeable Utilities Services Lists of utilities that may be charged to sponsors requesting facility usage.	1 yr			Destroy
0004-0000	Conferences/Meetings Worksheet	7 yrs			Destroy
0005-0000	Contract/Invoice Change Form	1 yr			Destroy
0006-0000	Daily Schedule of Events	7 yrs after termination of agreement			Destroy
0007-0000	Dining Hall Agreement				Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C271002

SCHEDULE NUMBER
901

PAGE NUMBER
2 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0008-0000	Dining Hall Usage Application		7 yrs		Destroy
0009-0000	Employee Manual	Permanent			Archives
0009-0001	Employee Manual (Master)				Destroy
0009-0002	Employee Manual (Copies)	Periodic review			Destroy
0010-0000	Extra Staffing Request Form	3 yrs			Destroy
0011-0000	Facilities Staff Performance Survey	1 yr			Destroy
0012-0000	Housekeeping/Maintenance Work Order	3 yrs			Destroy
0013-0000	Housekeeping Services Supplies Order	3 yrs			Destroy
0014-0000	Inspection Procedures	As updated			Destroy
0015-0000	Internal Catering Request				
0015-0001	Internal Catering Request (Original)	7 yrs			Destroy
0015-0002	Internal Catering Request (Copy)	3 yrs			Destroy
0016-0000	Service Calls Log	1 yr			Destroy
0017-0000	Scheduling a Conference Request	3 yrs			Destroy
0018-0000	Student Center Inspection	1 yr			Destroy
0019-0000	Student Center Manager's Operations Manual				
0019-0001	Student Center Manager's Operations Manual (Master)	Permanent			Archives

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C271002
 SCHEDULE NUMBER: 901
 PAGE NUMBER: 3 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0019-0002	Student Center Manager's Operations Manual (Copies)		Periodic review		Destroy
0020-0000	Student Center Use of Facility (Internal) A copy is kept by the person making the reservation.		3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C271003	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
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DEPARTMENT County Community College DIVISION Student Life BUREAU Basic Skills	AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER
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SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>	DATE 7/17/91
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SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	DATE 7/17/91
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Basic Skills Program File 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.	5 yrs		Destroy
0002-0000	Basic Skills Grant File File pertains to the New Jersey Department of Higher Education Mathematics and Science Supplemental Instruction (Basic Skills) Grant. Contains: Request for Proposal, proposals, and supporting documentation.	7 yrs after termination of grant		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C271004	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
DEPARTMENT	County Community College			
DIVISION	Student Life			
BUREAU	Career Services			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE		SECRETARY, STATE RECORDS COMMITTEE SIGNATURE		DATE
		<i>[Signature]</i>		7/17/81
RECORD SERIES NO.		RECORD TITLE AND DESCRIPTION		DISPOSITION
0001-0000	Application/Placement File - Work Study Cooperative Education Application for student work-study cooperative education program placement. Copies are kept by the Registrar's Office, the employer, and the student. Contains: Affirmative Action records, applications, program extension, exit interview, evaluations, placement records, placement credentials request, and supporting documentation.			Destroy
0002-0000	Career Services Reference File Reference file for Career Services program. Contains: booklets, brochures, information sheets, catalogs, and supporting documentation.			Destroy
0003-0000	Career Services Workshop File Reference files used to conduct on-campus career services workshops.			Destroy
		5 yrs after graduation or termination from college		
		As updated		
		As updated		
		RETAIN IN _____ AGENCY _____		

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C271005	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
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DEPARTMENT County Community College	AGENCY REPRESENTATIVE
DIVISION Student Life	TITLE
BUREAU College Bookstore	(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	DATE 7/17/91
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Booklist Inventory Cards		7 YRS		Destroy
0002-0000	Book Store Charges		7 YRS		Destroy
0003-0000	Charge Account File		3 YRS after payment		Destroy
0004-0000	Charge Back forms		3 YRS		Destroy
0005-0000	Inventory and Financial Reports		7 YRS		Destroy
0006-0000	Inventory Reconciliation		3 YRS		Destroy
0007-0000	Purchase Returns		7 YRS		Destroy
0008-0000	Sales Tax		7 YRS		Destroy
0009-0000	Store Requisitions		7 YRS		Destroy
0010-0000	Textbook Ordering Control		3 YRS		Destroy
0011-0000	Textbook Return Authorization		7 YRS		Destroy
0012-0000	Used Book Procurement		7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C271006	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
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DEPARTMENT County Community College DIVISION Student Life BUREAU Community Development	AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER
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SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	DATE 7/17/91
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Community Services Course File	3 YRS			Destroy
0002-0000	Part-Time Study Student Records - Active and Inactive	1 YR			Destroy
0003-0000	Registry of Community Service Activities	3 YRS			Destroy
0004-0000	Registry of Cultural Events	3 YRS			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C271007	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
DEPARTMENT	County Community College			
DIVISION	Student Life			
BUREAU	Day Care Facility			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE		SECRETARY, STATE RECORDS COMMITTEE SIGNATURE		DATE
		<i>[Signature]</i>		7/17/91
RECORD SERIES NO.		RECORD TITLE AND DESCRIPTION		AGENCY
		RETAIN IN		RECORDS CENTER
0001-0000	Division of Youth and Family Services (DYFS) Handbook and Service Manual Rules and regulations established by DYFS for the governing of Day Care facilities.		As updated	Destroy
0002-0000	Enrolled Child File Health records for children enrolled at the day care facility. Copies are maintained by the Departments of Health, Education, and Human Services. Contains: Application, Child Health Check, Emergency Information Card, Emergency Medical Permission, Health History and Appraisal, Immunization Report - End of Year, Parent Note That Doors are Open, Permission for a Walk or Field Trip, Permission to Take a Photo.		2 yrs after age of majority	Destroy
0003-0000	Parent/Child Schedule and/or Sign-In Sheets		3 yrs	Destroy
0004-0000	Tuition Payment Schedule Payment plan/agreement for day care facility usage.		7 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C271008
 SCHEDULE NUMBER: 901
 PAGE NUMBER: 1 OF 2

DEPARTMENT: County Community College
 DIVISION: Student Life
 BUREAU: Educational Opportunity Fund (EOF)
 AGENCY REPRESENTATIVE: [Signature]
 TITLE: [Signature]
 (AREA CODE) TELEPHONE NUMBER: [Signature]

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

AGENCY REPRESENTATIVE SIGNATURE: [Signature] DATE: 7/17/91
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: [Signature] DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Educational Opportunity Fund (EOF) - Program File File containing materials pertaining to EOF program implementation and maintenance.	3 yrs			Destroy
0002-0000	Educational Opportunity Fund (EOF) - Reference File Contains reference materials pertaining to the EOF program.	As updated			Destroy
0003-0000	Educational Opportunity Fund (EOF) - Staff File Employee file for EOF program, includes professional and non-professional staff. Contains: applications, program and counselor evaluations, contracts, schedules, teaching schedules, teaching placement acceptance notification, and supporting documentation.	6 yrs after termination of employment			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C271008

SCHEDULE NUMBER
901

PAGE NUMBER
2 OF 2

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0004-0000

Educational Opportunity Fund (EOF) - Student File
Student file for enrollment into the EOF program.
Copies are kept in the Registrar's Office.
Contains:

- Acceptance Card,
- Application for Enrollment,
- Assessment-Academic Level,
- Class Schedule,
- Exit Interview,
- Faculty Evaluation,
- Grade Sheet,
- Housing Application,
- Income Information,
- Intake Form,
- Interview Form,
- Life History Questionnaire,
- Missing Materials Status Card,
- Monthly Benefits,
- Process Reports,
- Program Contract,
- Self Evaluation,
- Structured Study Form,
- Student Advisement Reference Card,
- Student Evaluation-Faculty and Program,
- Student Health History,
- Student Profile Sheet, and
- Student Separation Form.

5 yrs after
graduation or
termination from
college

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C271009 SCHEDULE NUMBER: 901 PAGE NUMBER: 1 OF 2

DEPARTMENT: County Community College
 DIVISION: Student Life
 BUREAU: Health Services Infirmary

AGENCY REPRESENTATIVE: [Blank]
 TITLE: [Blank]
 (AREA CODE) TELEPHONE NUMBER: [Blank]

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AGENCY REPRESENTATIVE SIGNATURE: [Signature] DATE: 7/17/91

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: [Signature] DATE: 7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Blood Bank Program File		1 yr		Destroy
0002-0000	Disability List		3 yrs		Destroy
0003-0000	Medical Records - Staff and Students		1 yr		Destroy
0003-0001	Weekly Health Service Report		2 yrs		Destroy
0003-0002	Notification of Illness File Contains: notification letter, infirmary services questionnaire, daily reports, and supporting documentation.		3 yrs		Destroy
0003-0003	Testing and Condition File Contains: First Aid Administration Statement, Permanent Physical Impairment Statement, and supporting documentation.		5 yrs		Destroy
0003-0004	Physician's Prescription/Standing Order Statements		5 yrs		Destroy
0003-0005	X-Ray Request		5 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C271009 SCHEDULE NUMBER: 901 PAGE NUMBER: 2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0003-0006	Accident and Insurance File	6 yrs		Destroy
0003-0007	Borrowed Articles Form	7 yrs		Destroy
0003-0008	Patient Medical Records File (NJSA 26:8-5) 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, Follow-Up Injury Form, Medical History, Nurse's Notes, Follow-Up Instructions Form-Orthopedic, Patient Audit Worksheet, Physical Examination Form, Physician's Report, Release Form, Continued Treatment Report, Routine Treatment Flow Sheet, Self-Evaluation, Tuberculosis Incident Report, Test records, and supporting documentation.	10 yrs or age 23, whichever is longer		Destroy
0004-0000	Medical Information Reference File File contains: guidelines, brochures, pamphlets, and supporting information pertaining to health safety and prevention.	3 yrs		Destroy
0005-0000	State and Federal Regulations File (Copies) State and federal statute and code guidelines pertaining to health services.	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C271010	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 3
DEPARTMENT	County Community College			
DIVISION	Student Life			
BUREAU	Special Services - Student			
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE		SECRETARY, STATE RECORDS COMMITTEE SIGNATURE		DATE
		<i>[Signature]</i>		7/17/91
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	<p>Disabled Student File Contains forms notifying the Special Services office of a student's disability and the specific support services needed.</p>	RETAIN IN		Destroy
0002-0000	<p>Foreign Student File (Copy) File pertaining to foreign students who are enrolled full-time or part-time in an academic program. Originals are kept by the United States Department of Justice, Immigration and Naturalization Service. Contains: admission application; Affidavit of Support; visa Status Changes Form; Missing Arrival Document Search Form; Application for Nonimmigrant Student; Certificate of Eligibility for Nonimmigrant Student; Student Information Form; Application for Extension of Stay, School Transfer, or Permission to Accept or Continue Employment; and supporting documentation.</p>	RETAIN IN		Destroy
[0002-0001]				

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C271010 SCHEDULE NUMBER: 901 PAGE NUMBER: 2 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0003-0000 [0003-0001]	<p>Student-Veteran Program File File containing documentation from the Veterans Association, the New Jersey Department of Higher Education, campus-program generated forms, student agreements, and supporting documentation. Contains:</p> <ul style="list-style-type: none"> Application for Educational Assistance Test Program Benefits, Application form Survivors' and Dependents' Educational Assistance, Chapter 35 Certificate of Affirmation of Enrollment Agreement (Correspondence Course), Childrens' Death Pension Award, Compliance Certification, Designation of Certifying Official(s), Disabled Veterans 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 Courses Only), Request for Approval of School Attendance, Request for Change of Address, Request for Change of Program or Place of Training (Survivors' 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, 	7 yrs after termination or graduation from college		Destroy
[0003-0002]				

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C271010

SCHEDULE NUMBER
901

PAGE NUMBER
3 OF 3

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

[0003-0003]
(Continued from 0003-0000)

Statement in Support of Claim,
Statement of Dependency of Parent(s),
Veterans Academic Program
Financial Obligation Agreement (Copy),
Veterans Application for Work-Study Allowance,
Veterans Course Certification,
Veterans Enrollment Survey (Department of Higher
Education),
Veterans Student Work-Study Agreement, and
Vietnam Veterans Tuition Aid Program.

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C271011 SCHEDULE NUMBER: 901 PAGE NUMBER: 1 OF 2

DEPARTMENT County Community College
DIVISION Student Life
BUREAU Student Counseling Services

AGENCY REPRESENTATIVE
TITLE
(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE _____ **DATE** 7/17/91
SECRETARY, STATE RECORDS COMMITTEE SIGNATURE _____

RECORD SERIES NO. **RECORD TITLE AND DESCRIPTION** **AGENCY** **RETAIN IN** **RECORDS CENTER** **DISPOSITION**

0001-0000	Counselor File				
0001-0001	Counselor File - Student Contacts Statistical Sheet		3 yrs		Destroy
0001-0002	Counselor File - Weekly Appointments Schedule		1 yr		Destroy
0001-0003	Counselor File - Workshop Schedule		1 yr		Destroy
0002-0000	International Association of Counseling Services (IACS) Reference File (Copy) Counseling association reference file. Contains: resumes, program brochures, counseling services information, directories, accreditation information, data sheets for personnel, site visit sheets, professionals' listing, and supporting documentation.		3 yrs		Destroy
0003-0000	Student Counseling Services Reference File Reference file containing information regarding the Student Counseling Services Program, for campus-wide distribution.		As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C271011

SCHEDULE NUMBER
901

PAGE NUMBER
2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0004-0000	<p>Student File (NJSA 26:8-5) Student counseling files. Contains: Information Exchange Permission Form, Off-Campus Counseling referral letter, Serious Incident Report, Initial Intake Form, Interview Notes, Intake Summary, Termination Report, Counseling Termination Letter, Counseling Missed Appointment Letter, Student Information Sheet, Student Evaluation, and supporting documentation.</p>	10 yrs or age 23, whichever is longer		Destroy

DEPARTMENT County Community College
 DIVISION Student Life
 BUREAU Student Life

AGENCY REPRESENTATIVE
 TITLE
 (AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE _____ DATE _____
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE *Carol Sproule* DATE *7/17/91*

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Commencement Information		As updated		Destroy
0002-0000	Student Awards File		7 yrs after issuance		Destroy
0002-0001	Student Awards File - Financial Application for awarding financial awards and scholarships. Contains: awards application, Confidential Reference Statement Waiver, and supporting documentation.		2 yrs		Destroy
0002-0002	Student Awards File - Nonfinancial		5 yrs after graduation or termination from college		Destroy
0003-0000	Student Discipline File Contains: College Disciplinary Officer Checklist, Disciplinary Board regulations, disciplinary letter statement, appeal documentation, and supporting documentation.		Permanent		Permanent
0004-0000	Student Government Charter and Constitution		Permanent		Permanent
0005-0000	Student Handbook		Permanent		Permanent
0005-0001	Student Handbook (Master)		Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C271012 SCHEDULE NUMBER: 901 PAGE NUMBER: 2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0005-0002	Student Handbook (Copies)	Periodic review		Destroy
0006-0000	Student Clubs and Organizations Rosters	As updated		Destroy
0007-0000	Student Petitions and Results - Campus Elections	2 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C271013	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 1
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DEPARTMENT County Community College DIVISION Student Life BUREAU Testing Center	AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER
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SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
	<i>[Signature]</i>	7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Academic Testing File Contains: test samples, answer keys, and answer sheets.		1 yr		Destroy
0002-0000	College Level Education Program Scores		10 yrs		Archival review
0003-0000	Comparative Guide File		1 yr		Destroy
0003-0001	Comparative Guide File - Placement Answer Sheets		3 yrs		Destroy
0003-0002	Comparative Guide File - Placement Scores		1 yr		Destroy
0004-0000	Daily Activity Sheet		3 yrs		Destroy
0005-0000	Daily Sign-In Sheet				

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C271014	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 2
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DEPARTMENT County Community College DIVISION Student Life BUREAU Tutoring Lab	AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER
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SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>	DATE 7/17/91
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Policies and Procedures Statement Policies, procedures, and objectives of the tutoring lab.	As updated			Destroy
0002-0000	Statistical Report - Student and Tutor Statistical report of student clients and tutor hours for each semester.	3 yrs			Destroy
0003-0000	Student Client File Student client file for each semester enrolled in the tutoring lab. Contains: identification card, lab referral statement, tutor assignment form, end of tutoring summary, sessions record, academic difficulties statement, tutoring lab application, lab services and tutor final lab client evaluation, tutoring agreement, termination of lab enrollment statement, reapplication for assistance, client progress report, assessments, faculty-issued assignments or instructions, tutoring contract, and supporting documentation.	5 yrs after termination or graduation from college			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: C271014

SCHEDULE NUMBER: 901

PAGE NUMBER: 2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0004-0000	<p>Tutor File (Copy)</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. Original maintained by the Personnel Office.</p>		1 yr after termination of employment		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C271015	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 2
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DEPARTMENT County Community College	AGENCY REPRESENTATIVE
DIVISION Student Life	TITLE
BUREAU Urban Student College Preparatory Aid Program	(AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
<i>[Signature]</i>	<i>[Signature]</i>	7/17/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Grant File Grant file for urban student pre-college training in accordance with the United States Department of Education. Programs include: Upward Bound, Talent Search, Student Support Services, Educational Opportunity Center, and the Ronald McNair Baccalaurate Program. Contains: applications, interim and final reports, and supporting documentation. Contains: application, interim and final reports, and supporting documentation.				
0001-0001	Grant File - Approved				Destroy
0001-0002	Grant File - Denied				Destroy
0002-0000	Statistics File Statistics pertaining to the students enrolled and programs available.				Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C271015	SCHEDULE NUMBER 901	PAGE NUMBER 2 OF 2
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0003-0000	<p>Student Application File File pertains to junior high and senior high school, and college level student on-campus academic program. Contains:</p> <ul style="list-style-type: none"> Application for Admission, Income Verification, Guidance Counselor Recommendation, Notification of Acceptance for Admission, Parental Field Trip Permission, Parental Student School Information Waiver, Self-Evaluation Health Form, Student Fact Sheet, Student Record Form, and Supporting documentation. 	7 yrs		Destroy