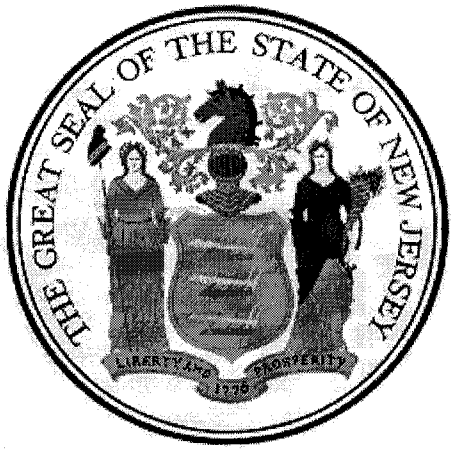
State of New Jersey



Four Year Colleges

S510000-001
thru
S511014-001

DIVISION of ARCHIVES & NJDARM RECORDS MANAGEMENT

Prepared by:
Division of Archives and Records Management
2300 Stuyesant Avenue, PO Box 307 Trenton, NJ 08625-0307
www.njarchives.org
609.530.3200

DIVISION OF ARCHIVES & RECORDS MANAGEMENT
AGENCY CODE REPORT

DEPARTMENT:	S 510000	State of New Jersey Four Year College
DIVISION:	S 510100	Academic Affairs
BUREAU:	S 510101	Academic Affairs
BUREAU:	S 510102	Academic Support
BUREAU:	S 510103	Adult Learning Center
BUREAU:	S 510104	College Seminar and Advisement
BUREAU:	S 510105	Continuing Studies
BUREAU:	S 510106	Department Chairperson Records
BUREAU:	S 510107	Departmental Records
BUREAU:	S 510108	Faculty Records
BUREAU:	S 510109	Foreign Exchange: Faculty and Student
BUREAU:	S 510110	Graduate Studies
BUREAU:	S 510111	Head Start Program
BUREAU:	S 510112	Honors Program
BUREAU:	S 510113	Institutional Research
BUREAU:	S 510114	Library
BUREAU:	S 510115	Media Technology
BUREAU:	S 510116	Teacher Ed. & Counseling - Field Experiences
BUREAU:	S 510117	Teacher Education - Competency Based (CBTE)
BUREAU:	S 510118	Teacher Education - Placement and Certification
BUREAU:	S 510119	Women's Studies
DIVISION:	S 510200	Administration and General Records
BUREAU:	S 510201	Administrative General Records
BUREAU:	S 510202	Bursar
BUREAU:	S 510203	Business Services
BUREAU:	S 510204	Funding and Grants
BUREAU:	S 510205	Payroll
BUREAU:	S 510206	Personnel

DIVISION:	S 510300	Admissions, Financial Aid, and Registrar
BUREAU:	S 510301	Admissions
BUREAU:	S 510302	Financial Aid
BUREAU:	S 510303	Registrar
DIVISION:	S 510400	Alumni Affairs and Development
BUREAU:	S 510401	Alumni Affairs
DIVISION:	S 510500	Campus Police and Vehicle Registration
BUREAU:	S 510501	Campus Police
BUREAU:	S 510502	Vehicle Registration
DIVISION:	S 510600	College Events and Relations
BUREAU:	S 510601	College Events
BUREAU:	S 510602	College Relations
BUREAU:	S 510603	Graphics
DIVISION:	S 510700	Facilities
BUREAU:	S 510701	Custodial
BUREAU:	S 510702	Duplicating
BUREAU:	S 510703	Facilities
BUREAU:	S 510704	Mail Room
BUREAU:	S 510705	Planning and Construction
BUREAU:	S 510706	Public Safety
BUREAU:	S 510707	Storeroom
BUREAU:	S 510708	Telecommunications
DIVISION:	S 510800	Information Systems
BUREAU:	S 510801	Computer Operations
BUREAU:	S 510802	Systems and Programming
BUREAU:	S 510803	Technical Services
DIVISION:	S 510900	President's Office
BUREAU:	S 510901	Affirmative Action
BUREAU:	S 510902	Board of Trustees
BUREAU:	S 510903	President's Office

DIVISION:	S 511000	Student Life
BUREAU:	S 511001	Athletics and Recreation
BUREAU:	S 511002	Auxiliary Services
BUREAU:	S 511003	Basic Skills
BUREAU:	S 511004	Career Services
BUREAU:	S 511005	Collegebound
BUREAU:	S 511006	Community Development Services
BUREAU:	S 511007	Day Care Facility
BUREAU:	S 511008	Educational Opportunity Fund (EOF)
BUREAU:	S 511009	Health Services Infirmary
BUREAU:	S 511010	Reading, Writing, Mathematics, and Science Lab
BUREAU:	S 511011	Special Services
BUREAU:	S 511012	Speech, Language, and Hearing Lab
BUREAU:	S 511013	Student Life
BUREAU:	S 511014	Student Counseling Services

DIVISION TOTAL = 10

BUREAU TOTAL = 62

FORM NO. CR AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510000	001	1 OF 1

DEPARTMENT State of New Jersey Four Year 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
[signature]	5/17/90	Caesar Lacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	This records retention schedule reflects the administrative, fiscal, and academic transactions of a state four-year college. It is in accordance with state college; state government; and federal government codes, statutes, and regulations. All archival references pertain to the college archives.			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510101	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Academic 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.

AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Academic Program/Course File Contains recommendations for modification of existing academic program/course, and creation and approval of academic program/course.	5 yrs after modification or creation		Destroy
0002-0000	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. Serves as source data for accreditation.	10 yrs		Destroy
0003-0000	Credit By Examination - Group or Individual Contains: name, group classification, academic field, faculty and dean's signatures, credit standing, and examination costs.			
0003-0001	Credit By Examination (Academic Affairs Original)	Permanent		Permanent
0003-0002	Credit By Examination (Administration Copy)	5 yrs after date of last attendance, provided information has been entered into transcript		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510101	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0003-0003	Credit By Examination (Dean's Copy)	Permanent		Permanent
0004-0000	Faculty File - Full Time and Adjunct File may contain, but not limited to documentation pertaining to faculty hiring, reappointment, tenure, evaluation, and promotion.	6 yrs after termination of employment		Destroy
0005-0000	Graduate Assistant Application	2 yrs after termination or graduation from college		Destroy
0006-0000	Middle States Association Accreditation File Contains: Middle States Accreditation Approval Report, awards, correspondence, and supporting documentation. Source data provided by Academic Program Review File.	Permanent		Archives

FO... (R-AA-0004-(4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510102	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Academic Support

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
		Carole Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: 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			
0002-0001	College Advisors Handbook (Master)	Permanent		Archives
0002-0002	College Advisors Handbook (Copies)	Periodic review		Destroy
0003-0000	College Seminar Student Manual			
0003-0001	College Seminar Student Manual (Master)	Permanent		Archives
0003-0002	College Seminar Student Manual (Copies)	Periodic review		Destroy
0004-0000	Pre-Registration Guide	As updated		Destroy

FORM NO. CR AA 0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510103	001	1 OF 2

DEPARTMENT

DIVISION State of New Jersey Four Year College

BUREAU Academic Affairs

Adult Learning Center

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
		Caesar Facione	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN 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.	Permanent		Archives
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	SCHEDULE NUMBER	PAGE NUMBER
S510103	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0009-0000	Student Record Contains: Individual Education Plan, Slosson and in-house designed tests, homework samples, and supporting documentation.	2 yrs after graduation or termination from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510104	001	1 OF 1

DEPARTMENT State of New Jersey Four Year 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	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Lacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Academic Advisement Conference Agenda	As updated		Destroy
0002-0000	Academic Advisement Worksheet The final course selection form is contained within the Registrar's Office.	Periodic review		Destroy
0003-0000	Advisors' Handbook - Faculty			
0003-0001	Advisors' Handbook - Faculty (Master)	Permanent		Archives
0003-0002	Advisors' Handbook - Faculty (Copies)	As updated		Destroy
0004-0000	Career Planning Guide - Student			
0004-0001	Career Planning Guide - Student (Master)	Permanent		Archives
0004-0002	Career Planning Guide - Student (Copies)	As updated		Destroy
0005-0000	College Seminar/Orientation Student Manual			
0005-0001	College Seminar/Orientation Student Manual (Master)	Permanent		Archives
0005-0002	College Seminar/Orientation Student Manual (Copies)	As updated		Destroy
0006-0000	Student Academic Advisement File	2 yrs after graduation or termination from college		Destroy

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510105	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Continuing Studies

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
		Carmen Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Governor's School File Program to identify and encourage academic excellence in senior high school Gifted and Talented students.			
0001-0001	Teaching Contract - Governor's School Program	6 yrs after termination of employment		Destroy
0001-0002	Application Receipt List (Copy) Original is sent to County Superintendent.	3 yrs		Destroy
0001-0003	Outcome of Selection Process (Copy) Original letter is sent to the County Superintendent.	3 yrs		Destroy
0001-0004	Program Announcement Letter (Copy) Original letter is sent to the County Superintendent.	3 yrs		Destroy
0001-0005	Governor's School Program Handbook (Master)	Permanent		Archives
0001-0006	Governor's School Program Handbook (Copies)	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510105	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0007	Student Self-Evaluation Health Form	5 yrs after termination or graduation from college		Destroy
0001-0008	Parent Commitments and Permissions	5 yrs after termination or graduation from college		Destroy
0001-0009	Checklist for Required Application Material	5 yrs after termination or graduation from college		Destroy
0001-0010	Governor's School Application Form	5 yrs after termination or graduation from college		Destroy
0001-0011	Letter of Nomination (Copy) Original is sent to student.	5 yrs after termination or graduation from college		Destroy
0002-0000	Ethics Commission Program Contract File (Copy) Contains contract and supporting documentation.	3 yrs after termination of contract		Destroy

FORM NO. CR AA 0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510106	001	1 OF 3

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Department Chairperson Records

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
		Carmen Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Academic Department Objectives - Initial Statement	As updated		Destroy
0002-0000	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.	5 yrs after termination or graduation from college		Destroy
0003-0000	Application and Contract for Summer Independent Course Work - Student (Copy) Original is kept in Registrar's Office and additional copies are kept by faculty and student.	5 yrs after termination or graduation from college		Destroy
0004-0000	Approval for Course Change or Waiver (Copy) Original is kept in the Registrar's Office.	4 yrs		Destroy
0005-0000	Change of Grade Request (Copy) Original is kept in the Registrar's Office.	4 yrs		Destroy
0006-0000	Check Request Form (Copy) Original is kept in Business Services.	3 yrs		Destroy
0007-0000	Confidential Reference Waiver Statement - Student	Until terminated or replaced and updated by student		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510106	001	2 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0008-0000	Departmental Record for Promotion	6 yrs after termination of employment		Destroy
0009-0000	Estimated Department Course Load	4 yrs		Destroy
0010-0000	Evaluation of Academic Objectives - Follow-Up	As updated		Destroy
0011-0000	Evaluation of Professional Performance in Connection With Reappointment	6 yrs after termination of employment		Destroy
0012-0000	Faculty Course Assignments	4 yrs		Destroy
0013-0000	Incomplete Grade Form (Copy) Original is kept in the Registrar's Office and a copy is kept by the instructor.	4 yrs		Destroy
0014-0000	New Course Data Sheet	As updated		Destroy
0015-0000	Notification of Minor/Second Teaching Field/Second Major	5 yrs after termination or graduation from college		Destroy
0016-0000	Recommendation for Reappointment	6 yrs after termination of employment		Destroy
0017-0000	Report Concerning Prospective Tenure Candidate	6 yrs after termination of employment		Destroy
0018-0000	Proposal for Modification of an Existing Course	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510106	001	3 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0019-0000	Report on Classroom Teaching Observation	6 yrs after termination of employment		Destroy
0020-0000	Schedule Revision Update	As updated		Destroy
0021-0000	Student - Credit by Examination (Copy)	5 yrs		Destroy

FORM NO CR-AA 0004 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510107	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Departmental Records

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
		Caesar Sacavone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Budget File (Copies) Originals retained in Business Services 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			
0003-0001	Course Outlines (Master)	Permanent		Archives
0003-0002	Course Outlines (Copies)	As updated		Destroy
0004-0000	Instructional Reference Materials	Periodic review		Destroy

FORM NO. CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510108	001	1 OF 2

DEPARTMENT
State of New Jersey Four Year College

DIVISION
Academic Affairs

BUREAU
Faculty Records

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN 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.	5 yrs 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.	5 yrs after termination or graduation from college		Destroy
0003-0000	Class Record Book Contains: course title, dates, students' names and grades.	4 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	SCHEDULE NUMBER	PAGE NUMBER
S510108	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0007-0000	Faculty Evaluation			
0007-0001	Faculty Evaluation (Peers)	6 yrs after termination of employment		Destroy
0007-0002	Faculty Evaluation (Students)	6 yrs after termination of employment		Destroy
0008-0000	Faculty Information Questionnaire	6 yrs after termination of employment		Destroy
0009-0000	Faculty Profile This profile is used for Middle States Association and National Council Association of Teachers of English evaluations and accreditations.	6 yrs after termination of employment		Destroy
0010-0000	Graduate Course Data Sheet	As updated		Destroy
0011-0000	Incomplete Grade Correction Form (Copy) Original is kept in the Registrar's Office.	4 yrs		Destroy
0012-0000	Reporting Faculty Professional Participation	6 yrs after termination of employment		Destroy
0013-0000	Request for Coadjutant Contract	6 yrs after termination of employment		Destroy
0014-0000	Teaching Application Application for employment.	6 yrs after termination of employment		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510109	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Foreign Exchange: Faculty and Student

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carmen Sacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Faculty Exchange Program File - International and National File contains program application and supporting documentation.	6 yrs after termination of employment		Destroy
0002-0000	Student Exchange Program - International and National (Copy)			
0002-0001	Student Exchange Program - International (Copy) Original forms are sent to the United States Offices of Immigration and Information. Copies are retained by the International Exchange Program, the foreign college, and the student. File may contain but is not limited to the following: Certificate of Eligibility for Exchange Visitor Status, Class Registration, International Exchange Student Application, Language Proficiency Report, Participant Profile, Reference Form, Residence Agreement and Information, Study Site Request, and visa documentation.	5 yrs after termination or graduation from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510109	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0002-0002	Student Exchange Program - National (Copy) Originals are sent to the National Student Exchange Program. Copies are retained by the out-of-state college and the student. File may contain but is not limited to the following: Advisory Agreement, National Student Exchange Program Application, and Placement Acceptance.	5 yrs after termination or graduation from college		Destroy

FORM NO. CR-AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510110	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Graduate Studies

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
		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Graduate Studies File			
0001-0001	Graduate Program Bulletin (Master)	Permanent		Archives
0001-0002	Graduate Program Bulletin (Copies)	As updated		Destroy
0001-0003	Graduate Summer Program Bulletin (Master)	Permanent		Archives
0001-0004	Graduate Summer Program Bulletin (Copies)	As updated		Destroy
0001-0005	Check Receipt Form	7 yrs		Destroy
0001-0006	Graduate Summer Session Course Data	1 yr		Destroy
0001-0007	Graduate Course Evaluation	1 yr		Destroy
0001-0008	Off-Campus Graduate Course Approval	5 yrs after termination or graduation from college		Destroy
0001-0009	Credit Transfer Form	5 yrs after termination or graduation from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510110	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0010	Comprehensive Examination Application	5 yrs after termination or graduation from college		Destroy
0001-0011	Conferment of Advanced Degree Application	5 yrs after termination or graduation from college		Destroy
0001-0012	Change of Degree Program Form	1 yr if entered into the final transcript		Destroy
0001-0013	Graduate Assistant Information and Application	2 yrs after graduation from college		Destroy

FORM NO. CR AA 0904 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510111	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Head Start 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	DATE
		Cesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Class Observation Weekly Schedule Weekly schedule of college class observations of pre-schoolers.	2 yrs		Destroy
0002-0000	Group Request for Observation	2 yrs		Destroy
0003-0000	Photograph Release of Pre-Schoolers	2 yrs		Destroy
0004-0000	Photograph Release of Students	2 yrs after termination or graduation from college		Destroy
0005-0000	Procedures for Head Start Observations	As updated		Destroy
0006-0000	Request for Individual Observation	2 yrs		Destroy
0007-0000	Request for Individual Study	2 yrs		Destroy
0008-0000	Requested Dates for Class Observations	2 yrs		Destroy

FORM 50 (R AA 0004 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510112	001	1 OF 1

DEPARTMENT State of New Jersey Four Year 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	DATE
		Carmen Sacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Application to Honors Program	5 yrs after termination or graduation from college		Destroy
0002-0000	College Honors Program Brochure			
0002-0001	College Honors Program Brochure (Master)	Permanent		Archives
0002-0002	College Honors Program Brochure (Copies)	As updated		Destroy
0003-0000	Honors Program Course and Faculty Evaluation	6 yrs after termination of employment		Destroy
0004-0000	Honors Program Transcript - Department (Copy)	5 yrs after termination or graduation from college		Destroy
0005-0000	Student Evaluation Questionnaire Procedures	As updated		Destroy
0006-0000	Waiver of Student's Right to See Reference Statement - Honors Program Waiver of student to see letter of recommendation for honor program candidacy.	5 yrs after termination or graduation from college		Destroy

DEPARTMENT OF STATE - DIVISION OF ARCHIVES AND RECORDS MANAGEMENT

669p

FORM NO. CR AA-0004 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510113	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Institutional Research

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 Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: 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

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Library

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
		Cesare Fiacavone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: 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.	1 yr		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 Statistics - On-Line and Manual Contains: date, Dewey Decimal System classification, and statistics.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510114	001	2 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0008-0000	Claim's Returned - Lost Books Reorder form for lost books.	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	SCHEDULE NUMBER	PAGE NUMBER
S510114	001	3 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0018-0000	Fines Collection Report (Copy) Contains: collection period; check date, number, name, amount and total; cash total; Bursar's Office total and receipt number; and librarian's signature. Original is kept by the Bursar's Office.	3 yrs		Destroy
0019-0000	Interlibrary Loan Activity Report Year-to-date and monthly statistical account of requests initiated, cancelled, filled, unfilled and turnaround time.	3 yrs		Destroy
0020-0000	Interlibrary Loan Book Info Sheet Printout of data about book on loan from another library or on loan to another library. Contains: text title, publisher, location, library type, date, and code number.	As updated		Destroy
0021-0000	Interlibrary Loan Request - Interlibrary Loan System and New Jersey State Library Contains: borrower's name, signature, address, phone, status, and social security number; text title, publisher, and date; and journal title, publisher, and date. Copy is retained by the borrower.	1 yr		Destroy
0022-0000	Library Book "Truck" Signed-Out Sheet	Periodic review		Destroy
0023-0000	Library Orientation Schedule - Class Visits	As updated		Destroy
0024-0000	Listening Room Overdue or Lost Book or Record Fine Copy is kept by the student.	7 yrs		Destroy
0025-0000	Material Circulation Statistics Monthly and semester statistics of materials borrowed. Contains amount referenced and subject classification.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510114	001	4 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0026-0000	Monthly Statistics Statistics pertaining to overdue, finals, 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	Reference Desk Schedule Weekly schedule of librarians working at the reference desk.	As updated		Destroy
0032-0000	Reference Librarian List	As updated		Destroy
0033-0000	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
0034-0000	Request for Depositors' Borrowing Privileges Application and Fee Request for library usage, from outsiders, for thesis and/or dissertation research.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510114	001	5 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0035-0000	Request for Princeton University Library Access Card Application Request to library access, for research work, at Princeton University Library.	7 yrs if fine is charged, otherwise 1 yr		Destroy
0036-0000	Search Questionnaire Questionnaire distributed throughout campus of effectiveness of academic search program.	Periodic review		Destroy
0037-0000	Search Service Charge Invoice Copies are retained by patron and Business Services Office.	7 yrs		Destroy
0038-0000	Semester Text Reserve List Contains: instructor's name; course title; and text call number, author, and title.	1 yr		Destroy
0039-0000	Text Aquisition Request Contains: title, author, publisher, year or volume, and catalog number. Copy is retained by Business Services Office.	7 yrs		Destroy
0040-0000	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	SCHEDULE NUMBER	PAGE NUMBER
S510115	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Media Technology

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
		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN 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
0010-0000	Preview Materials Request	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510115	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0011-0000	Report of Media Equipment/Materials Lost, Stolen, or Damaged	7 yrs		Destroy
0012-0000	Request for Materials and Services	1 yr after equipment is returned or service performed		Destroy
0013-0000	Request for Permanently Assigned Equipment	1 yr after equipment removed or replaced		Destroy
0015-0000	Semester Equipment Request Form	1 yr after equipment returned		Destroy
0016-0000	Student Equipment Loan	1 yr after equipment returned		Destroy
0017-0000	Student Worker Manual			
0017-0001	Student Worker Manual - (Master)	3 yrs after update		Destroy
0017-0002	Student Worker Manual - (Copies)	As updated		Destroy
0018-0000	Television Production Request Form	1 yr		Destroy
0019-0000	Training Materials File (Instructional) Contains: audio, video, disc, slide, and film strip instructional media.			
0019-0001	Training Materials File (Instructional) - Circulation File	1 yr after equipment returned		Destroy
0019-0002	Training Materials File (Instructional) - Circulation Statistics	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT: State of New Jersey Four Year College

DIVISION: Academic Affairs

BUREAU: Teacher Ed. & Counseling - Field Experiences

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Client Interview Notes	5 yrs after termination or graduation from college		Destroy
0002-0000	Counseling and Personnel Services Seminar Manual - Faculty			
0002-0001	Counseling and Personnel Services Seminar Manual - Faculty (Master)	Permanent		Archives
0002-0002	Counseling and Personnel Services Seminar Manual - Faculty (Copies)	As updated		Destroy
0003-0000	Counseling and Personnel Services Seminar Manual - Student			
0003-0001	Counseling and Personnel Services Seminar Manual - Student (Master)	Permanent		Archives
0003-0002	Counseling and Personnel Services Seminar Manual - Student (Copies)	As updated		Destroy
0004-0000	Educational Field Experiences Handbook - Student (Copies) Original resides in the Teacher Education Placement Office.	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510116	001	2 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0005-0000	Faculty Evaluation of Practicum Site	5 yrs after termination or graduation from college		Destroy
0006-0000	Initial Intake Form - Client	5 yrs after termination or graduation from college		Destroy
0007-0000	Junior Field Experience Cooperating Teacher Evaluation (Copy) Original is kept by the student. Copies are kept by the cooperating teacher and supervising professor.	5 yrs after termination or graduation from college		Destroy
0008-0000	Junior Field Experience Faculty Final Evaluation (Copy) Pursuant to N.J.A.C. 6:11-7.1(b)2ii, the original document is to be kept permanently. The Registrar's Office retains the original and copies are kept by the student and supervising professor.	5 yrs after termination or graduation from college		Destroy
0009-0000	Junior Field Experience Observation Report A copy is kept by the student.	5 yrs after termination or graduation from college		Destroy
0010-0000	Notice of Student Teaching Assignment (Copy) Original is kept by the student.	Permanent		Permanent
0011-0000	Organization Analysis (K-12th Grades) (Copy) Original is kept by the student.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510116	001	3 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0012-0000	Policies, Procedures, and Professional Practice Agreement Professional oath signed before commencement of practicum.	Permanent		Archives
0013-0000	Practicum Agreement	7 yrs after termination of agreement		Destroy
0014-0000	Practicum Evaluation By Site Supervisor	5 yrs after termination or graduation from college		Destroy
0015-0000	Referral Report - Client (Copy) Original is kept by the student.	5 yrs after termination or graduation from college		Destroy
0016-0000	Release of Client Confidential Information (Copy) Original is kept by the student.	5 yrs after termination or graduation from college		Destroy
0017-0000	Request for Placement of Junior Field Experience and Student Teaching	5 yrs after termination or graduation from college		Destroy
0018-0000	Secondary Education Student Teacher and Cooperating Teacher Guide			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510116	001	4 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0018-0001	Secondary Education Student Teacher and Cooperating Teacher Guide (Master)	Permanent		Archives
0018-0002	Secondary Education Student Teacher and Cooperating Teacher Guide (Copies)	As updated		Destroy
0019-0000	Site Approval Request	5 yrs after termination or graduation from college		Destroy
0020-0000	Site Supervisor Alternative Credential Request	5 yrs after termination or graduation from college		Destroy
0021-0000	Site Supervisor Evaluation of Counselor	5 yrs after termination or graduation from college		Destroy
0022-0000	Student Evaluation of Practicum Site	5 yrs after termination or graduation from college		Destroy
0023-0000	Student Teaching Application (Copy) This application pertains to Junior Field Experiences, Senior Year Practicum, Master of Arts/Teaching Program, Elementary, Early Childhood, Secondary, Special Education, Speech Pathology, Audiology, and Hearing Impaired. Original is kept by the Teacher Education Placement Office.	5 yrs after termination or graduation from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510116	001	5 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0024-0000	Student Teaching Evaluations	5 yrs after termination or graduation from college		Destroy
0025-0000	Student Teaching Mid-Quarter Report	5 yrs after termination or graduation from college		Destroy
0026-0000	Summative Student Teaching Evaluation - Cooperating Teacher (Copy) Original is kept by the Registrar's Office. Copies are kept by th student, cooperating teacher, and supervising professor.	5 yrs after termination or graduation from college		Destroy
0027-0000	Summative Student Teaching Evaluation - Faculty (Copy) Pursuant to N.J.A.C. 6:11-7.1(b)4ii, the original document is to be kept permanently. Original is kept by the Registrar's Office. Copies are kept by the student, supervising professor, Career Placement Office, and the Department of Education, Division of Teacher Preparation and Certification, Bureau of Teacher Certification.	5 yrs after termination or graduation from college		Destroy
0028-0000	Termination of Client Counseling Form (Copy) Original is kept by the student.	5 yrs after termination or graduation from college		Destroy
0029-0000	Weekly Activity Log (Copy) Original is kept by the student.	5 yrs after termination or graduation from college		Destroy

FORM 1 O CR-AA-0004 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Teacher Education - Competency Based (CBTE)

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
		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Distinguished Program in Teacher Education Guidelines			
0001-0001	Distinguished Program in Teacher Education Guidelines (Master)	Permanent		Archives
0001-0002	Distinguished Program in Teacher Education Guidelines (Copy)	As updated		Destroy
0002-0000	Final Proficiency Assessment-Junior Professional Experience (JPE)	5 yrs after termination or graduation from college		Destroy
0003-0000	General Competencies in Competency-Based Teacher Education (CBTE) Behavioral objectives for CBTE program.	As updated		Destroy
0004-0000	JPE Classroom Time Log	5 yrs after termination or graduation from college		Destroy
0005-0000	JPE Classroom Projects Form	5 yrs after termination or graduation from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510117	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0006-0000	JPE Completion Record	5 yrs after termination or graduation from college		Destroy
0007-0000	JPE Guidelines			
0007-0001	JPE Guidelines (Master)	Permanent		Archives
0007-0002	JPE Guidelines (Copy)	As updated		Destroy
0008-0000	JPE Schematic Sociogram	5 yrs after termination or graduation from college		Destroy
0009-0000	JPE Science Experiment Project	5 yrs after termination or graduation from college		Destroy
0010-0000	JPE Student Teaching Contract	5 yrs after termination or graduation from college		Destroy
0011-0000	Proficiency Assessment Clearance	5 yrs after termination or graduation from college		Destroy
0012-0000	Teacher Education Instructional Module			
0012-0001	Teacher Education Instructional Module (Master)	Permanent		Archives
0012-0002	Teacher Education Instructional Module (Copy)	As updated		Destroy

FORM NO. CR AA 0004 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Teacher Education - Placement and Certification

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carmen Sacavone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Cooperating Teacher Agreement (Copy) The original is kept by the cooperating school.	7 yrs after termination of agreement		Destroy
0002-0000	Cooperating Teacher Contract	7 yrs after termination of contract		Destroy
0003-0000	Educational Field Experiences Handbook - Student			
0003-0001	Educational Field Experiences Handbook - Student (Master)	Permanent		Archives
0003-0002	Educational Field Experiences Handbook - Student (Copies)	As updated		Destroy
0004-0000	Notice of Student Teaching Assignment (Copy) Original is kept by the student. Copy is kept by the Field Experiences Office.	5 yrs after termination or graduation from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510118	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0005-0000	Student Teaching Application This application pertains to Junior Field Experiences, Senior Year Practicum , Master of Arts/Teaching Program, Elementary, Early Childhood, Secondary, Special Education, Speech Pathology, Audiology, and Hearing Impaired. A copy is kept by the Field Experiences Office.	5 yrs after termination or graduation from college		Destroy
0006-0000	Teaching Certification List (Copy) List of students seeking candidacy for teaching certification. Original is kept by the Bursar's Office. A copy is kept by the Department of Education, Division of Teacher Preparation and Certification, Bureau of Teacher Certification.	5 yrs after termination or graduation from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510119	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Academic Affairs

BUREAU Women's Studies

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
		Carmen Facovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Course Listing Listing of courses offered in the program.			
0001-0001	Course Listing (Master)	Permanent		Archival review
0001-0002	Course Listing (Copies)	As updated		Destroy
0002-0000	Program Brochure			
0002-0001	Program Brochure (Master)	Permanent		Archival review
0002-0002	Program Brochure (Copies)	As updated		Destroy
0003-0000	Workshop File File contains programmatic and reference documentation for workshops sponsored by the Women's Studies Program and the National Organization for Women (N.O.W.).	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Administration and General Records

BUREAU Administrative General Records

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
		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Administrative Law Case Files prepared by the Office of Administrative Law (OAL), containing all documentation related to an Administrative Law case. When a case is resolved, the original documentation file and the hearing transcript are sent to the appropriate agency. OAL retains copies of the cases.			
0001-0001	Administrative Law Case (Master) Retained by the agency.	Permanent		Archives
0001-0002	Administrative Law Case (Record Copy) Retained by the agency.	20 yrs after case is closed		Destroy
0002-0000	Administrative Subject File Correspondence, memoranda, publications, reports, and other information received by an agency and filed alphabetically by subject.	3 yrs		Destroy
0003-0000	Agency Annual Report Annual printed report highlighting the achievements and activities of an agency.			

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0003-0001	Agency Annual Report (Original) Retained by agency of origin.	Permanent		Archives
0003-0002	Agency Annual Report (Additional Copies)	5 yrs		Destroy
0004-0000	Agency-Generated Newsletter Printed news report highlighting an agency's activities and other relevant information.			
0004-0001	Agency-Generated Newsletter (Master)	Permanent		Archives
0004-0002	Agency-Generated Newsletter (Copies)	Periodic review		Destroy
0005-0000	Agency-Generated Publication A book, magazine, or pamphlet created by an agency.			
0005-0001	Agency-Generated Publication (Master)	Permanent		Archives
0005-0002	Agency-Generated Publication (Copies)	Periodic review		Destroy
0006-0000	Agency-Generated Statistical Report	3 yrs		Destroy
0007-0000	Agency Monthly Report Monthly report highlighting the activities and achievements of an agency.			
0007-0001	Agency Monthly Report (Original) Retained by agency of origin.	3 yrs		Destroy
0007-0002	Agency Monthly Report (Additional Copies)	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0008-0000	Agency-Sponsored Conferences Public information meetings sponsored by agencies.			
0008-0001	Agency-Sponsored Conferences - Printed Matter (Master Copy)	Permanent		Archives
0008-0002	Agency-Sponsored Conferences - Correspondence and Workpapers	3 yrs		Destroy
0009-0000	Agency Testimony Records of testimony given by representatives of agencies at public hearings, public meetings, trials, and other official proceedings.	10 yrs		Destroy
0010-000	Agency Weekly Report Weekly report highlighting the activities and achievements of an agency.	1 yr		Destroy
0011-0000	Attorney General's Opinions (Copies) Legal opinions dealing with matters relevant to an agency's activities. Original retained by Office of the Attorney General.	Periodic review		Destroy
0012-0000	Background Information and Comments on Proposed Changes/Additions to the Administrative Code Draft Supporting documentation, comments, and other material filed in support of a pre-proposal or a proposal to change the New Jersey Administrative Code. Includes both the approved and disapproved changes and/or the additions.	3 yrs		Archival review
0013-0000	Certified Mail Receipt	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0014-0000	Code of Ethics - Departmental			
0014-0001	Code of Ethics - Departmental (Original)	Permanent		Archives
0014-0002	Code of Ethics - Departmental (Copies)	Periodic review		Destroy
0015-0000	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
0016-0000	Correspondence Letters, memoranda, and other printed matter transmitted to and from agencies during the course of business.			
0016-0001	Correspondence - External Correspondence from and with the public.	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

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
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 state four year college.	Periodic review		Destroy
0019-0000	General Operating Procedures Rules and regulations developed by an agency for the general operation of business.			
0019-0001	General Operating Procedures (Copies)	3 yrs after audit		Destroy
0019-0002	General Operating Procedures (Original)	Permanent		Permanent
0020-0000	Hand-Deliver Receipt			
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 summary or verbatim transcripts have been approved as minutes, whichever is later		Recycle
0021-0003	Hearings - Transcripts (Master)	Permanent		Archives
0021-0004	Hearings - Transcripts (Copies)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0022-0000	Interagency Agreement Agreement between state 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
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

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
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.			
0032-0001	Public Employees Occupational Safety and Health Act File (Record Copy)	6 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0032-0002	Public Employees Occupational Safety and Health Act File (Additional Copies)	3 yrs		Destroy
0033-0000	Records Removal and Destruction Order (Copy) Original retained by the Department of State, the Division of Archives and Records Management. Additional copy returned by the Department of the Treasury.	10 yrs		Destroy
0034-0000	Records Retention and Disposition Schedule (Record Copy) Form containing retention periods for records maintained by an agency. Original retained by the Department of State, Division of Archives and Records Management.	As updated		Destroy
0035-0000	Reference File Externally generated books, magazines, news clippings, pamphlets, manuals, and other printed matter used for general reference purposes.	Periodic review		Destroy
0036-0000	Regulations - Agency-Related Agency proposals for regulations.			
0036-0001	Regulations - Agency-Related - Adopted (Record Copy)	Periodic review		Destroy
0036-0002	Regulations - Agency-Related - Pending (Record Copy)	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0036-0003	Regulations - Agency-Related - Rejected (Record Copy)	Periodic review		Destroy
0037-0000	Request and Authorization for Records Disposal (Record Copy) Original retained by the Department of State, Division of Archives and Records Management.	10 yrs		Destroy
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
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

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0041-0000	Worker and Community Right to Know Act File (Record Copy) This file is maintained in accordance with the Worker and Community Right to Know Act, L.1983, C.315, N.J.S.A. 34:5A-1 et seq.. Originals are kept by the Department of Health. Copies are kept by the Department of Environmental Protection, the county health department, the 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

FORM [illegible] CR AA 0004 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DEPARTMENT State of New Jersey Four Year College

DIVISION Administration and General Records

BUREAU Bursar

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN 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 General Ledger.	10 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0011-0000	Student Loan Files 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 - Credit by Examination (Copy)	7 yrs		Destroy

FORM NO. CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT
State of New Jersey Four Year College

DIVISION
Administration and General Records

BUREAU
Business Services

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Accounts Receivable Request Used by agencies to establish an account receivable in a revenue account.	7 yrs		Destroy
0002-0000	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
0003-0000	Advice of Dishonored Check Used to record a bank charge representing checks submitted for payment and subsequently dishonored by a bank.	7 yrs		Destroy
0004-0000	Agency Application to Obligate Funds Used to obligate funds for direct purchase, annual contract authorizations, and special procurement authorizations.	7 yrs		Destroy
0005-0000	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

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0006-0000	Agency Purchase Orders Back Orders/Payments List List of back orders and payments made for agency purchase orders.	7 yrs		Destroy
0007-0000	Allotment Adjustment	7 yrs		Destroy
0008-0000	Appropriation Account Number - Agency Request	7 yrs		Destroy
0009-0000	Bank Statement Statement reflecting the status of an agency's accounts.	7 yrs		Destroy
0010-0000	Bid File 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.			
0010-0001	Bid File - Approved	7 yrs		Destroy
0010-0002	Bid File - Denied	7 yrs		Destroy
0011-0000	Budget File Contains: Budget Appropriation Handbook, Planning Documents, Departmental Budget Request, Budget Reallocation Notice, Supplemental Budget Request, and supporting documentation.			
0011-0001	Budget Appropriation Handbook (Original)	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0011-0002	Budget Appropriation Handbook (Copy)	7 yrs		Destroy
0011-0003	Budget Planning Documents (Original)	7 yrs		Destroy
0011-0004	Budget Planning Documents (Copy)	3 yrs		Destroy
0011-0005	Departmental Budget Request (Original)	7 yrs		Destroy
0011-0006	Departmental Budget Request (Copy)	3 yrs		Destroy
0011-0007	Budget Reallocation Notice	7 yrs		Destroy
0011-0008	Supplemental Budget Request	7 yrs		Destroy
0012-0000	Cancelled Check	7 yrs		Destroy
0013-0000	Cash Receipts	3 yrs		Destroy
0014-0000	Central and College Storeroom Requisition			
0014-0001	Central and College Storeroom Requisition (Original)	7 yrs		Destroy
0014-0002	Central and College Storeroom Requisition (Copy)	3 yrs		Destroy
0015-0000	Certificate of Debit and Credit	7 yrs		Destroy
0016-0000	Change/Cancel Agency Purchase Order/Invoice Used by state agencies to make adjustments to Agency Purchase Order/Invoice.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0017-0000	Change/Cancel Obligation Used to change any open obligation such as a purchase bureau order, purchase bureau contract, agency application to obligate funds, or agency contract.	7 yrs		Destroy
0018-0000	Check Register Contains: reconciliation sheet, outstanding check lists, and copies of checks issued.	7 yrs		Destroy
0019-0000	Check Request Form Used for reimbursement payments.	7 yrs		Destroy
0020-0000	Check Stub	7 yrs		Destroy
0021-0000	Contracts and Amendments Formal contracts between state agencies and qualified vendors for the furnishing of goods and services to state agencies. May include copies of specifications, advertised bid proposals, and other correspondence.			
0021-0001	Contracts and Amendments - Awarded Signed originals and support material.	7 yrs after completion of contract		Destroy
0021-0002	Contracts and Amendments - Awarded (Copies)	3 yrs after completion of contract		Destroy
0021-0003	Contracts and Amendments - Cancelled	3 yrs after submission		Destroy
0021-0004	Contracts and Amendments - Voided	3 yrs after voidance		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0022-0000	Daily Transmittal of Income			
0022-0001	Daily Transmittal of Income (Original)	7 yrs		Destroy
0022-0002	Daily Transmittal of Income (Copy)	3 yrs		Destroy
0023-0000	Data Collection and Control Forms Form used in calculating data entry processing charges.	3 yrs		Destroy
0024-0000	Deferred Compensation File - Termination, Disability, and Retirement	7 yrs after termination of policy		Destroy
0025-0000	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
0026-0000	Deposit Slip	7 yrs		Destroy
0027-0000	Disbursement Log	7 yrs		Destroy
0028-0000	Duplication/Copier File Contains: Duplicating Job Request, Departmental Duplication Account List, Copier Count Sheet, duplication and copier financial/statistical reports, and supporting documentation.	7 yrs		Destroy
0029-0000	Financial Records System Printout Reports The on-line financial recording system utilized by higher education institutions throughout the state.			

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0029-0001	Account Statement in Whole Dollars of Debits and Credits	7 yrs		Destroy
0029-0002	Accruals Purchasing Report - Invoices and Vouchers	7 yrs		Destroy
0029-0003	Attribute Record List	7 yrs		Destroy
0029-0004	Batch File List/Discount Table/Tax and Currency Table	7 yrs		Destroy
0029-0005	Batch File Monthly List	7 yrs		Destroy
0029-0006	Cash Report by Bank of Accounts and Balances	7 yrs		Destroy
0029-0007	Cash Requirements for Vouchers Report	7 yrs		Destroy
0029-0008	Chart of Accounts Campus-Wide	7 yrs		Destroy
0029-0009	Daily Cash Journal Book of original entry, recording transactions in chronological order.	7 yrs		Destroy
0029-0010	Duplicate Invoice File List	7 yrs		Destroy
0029-0011	General and Subsidiary Ledgers Status Listing	3 yrs		Destroy
0029-0012	General Ledger Account Summary A central listing of all activities for an account within a particular time period.	Permanent		Permanent
0029-0013	General Ledger by Account Control	Permanent		Permanent
0029-0014	Invoices Not Transferred to Accounts Payable	7 yrs		Destroy
0029-0015	Missing Invoices Report	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0029-0016	Missing Receipts Report	7 yrs		Destroy
0029-0017	Monthly Cash Disbursement Register - Name and Check Number Sequence	7 yrs		Destroy
0029-0018	Open Commitment/Purchase Orders Status	7 yrs		Destroy
0029-0019	Open Purchase Orders	7 yrs		Destroy
0029-0020	Outstanding Check List	7 yrs		Destroy
0029-0021	Outstanding Vouchers	7 yrs		Destroy
0029-0022	Prior and Current Year Comparative Statement Account	7 yrs		Destroy
0029-0023	Purchase Orders	7 yrs		Destroy
0029-0024	Purchase Orders - Accounting	7 yrs		Destroy
0029-0025	Purchase Orders - Accounts Payable	7 yrs		Destroy
0029-0026	Purchase Orders Audit Report	7 yrs		Destroy
0029-0027	Purchase Orders Change Audit Register	7 yrs		Destroy
0029-0028	Subcode Description	7 yrs		Destroy
0029-0029	Subsidiary Ledger Account Summary A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger.	10 yrs		Destroy
0029-0030	Summary Report in Whole Dollars of Debits and Credits	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0029-0031	Transactions for General and Subsidiary Ledgers	7 yrs		Destroy
0029-0032	Vendor Analysis/Status Snapshot	7 yrs		Destroy
0029-0033	Vendor Directory	As updated		Destroy
0029-0034	Vendor Master List	As updated		Destroy
0029-0035	Year-to-Date Disbursement Report	7 yrs		Destroy
0030-0000	Fine System Input Form	3 yrs		Destroy
0031-0000	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
0032-0000	Gasoline/Oil Credit Card Transactions File Contains the charge slip and monthly printouts of summary of transactions submitted by vendor.	7 yrs		Destroy
0033-0000	Insurance Policy File - Life, Disability, and Workers Compensation	7 yrs after termination of policy		Destroy
0034-0000	Invoice			
0034-0001	Invoice (Original)	7 yrs		Destroy
0034-0002	Invoice (Copy)	3 yrs		Destroy
0035-0000	Letter of Transmittal			

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0035-0001	Letter of Transmittal (Original)	7 yrs		Destroy
0035-0002	Letter of Transmittal (Copy)	3 yrs		Destroy
0036-0000	Matching Funds Debit and Credit For all matching funds.	7 yrs		Destroy
0037-0000	Monthly Agency Purchase Order Blanket Order Payments	7 yrs		Destroy
0038-0000	Payroll File Records dealing with the reimbursement of paid employees in state agencies.	7 yrs		Destroy
0039-0000	Payroll Signature Sheet File Sheets identifying employees that have received payroll checks.	7 yrs		Destroy
0040-0000	Payroll Salary Correction - Journal Entry	7 yrs		Destroy
0041-0000	Petty Cash Fund Reimbursement Used to request reimbursement for expenditures made from an agency's petty cash fund.	7 yrs		Destroy
0042-0000	Provisional Insurance Report	7 yrs after termination of policy		Destroy
0043-0000	Purchase Orders			
0043-0001	Purchase Orders (Original)	7 yrs		Destroy
0043-0002	Purchase Orders (Copy)	3 yrs		Destroy
0044-0000	Purchase Orders Log	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0045-0000	Reallocation of Funds			
0045-0001	Reallocation of Funds (Original)	7 yrs		Destroy
0045-0002	Reallocation of Funds (Copy)	3 yrs		Destroy
0046-0000	Receipt - Petty Cash			
0046-0001	Receipt - Petty Cash (Original)	7 yrs		Destroy
0046-0002	Receipt - Petty Cash (Copy)	3 yrs		Destroy
0047-0000	Receivable/Reappropriation Journal Entry Used to cancel or reduce unexpended funds in an appropriate account while reducing the accounts receivable balance of the corresponding revenue account.	7 yrs		Destroy
0048-0000	Refunds of Disbursements Used to record the refunds of non-salary disbursements.	7 yrs		Destroy
0049-0000	Refund of Disbursements (Record Copy)	7 yrs		Destroy
0050-0000	Request for Estimate - College Graphics Studio			
0050-0001	Request for Estimate - College Graphics Studio (Original)	7 yrs		Destroy
0050-0002	Request for Estimate - College Graphics Studio (Copy)	3 yrs		Destroy
0051-0000	Request for Materials and Services			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0051-0001	Request for Materials and Services (Original)	7 yrs		Destroy
0051-0002	Request for Materials and Services (Copy)	3 yrs		Destroy
0052-0000	Request for Prospective Candidates Budget Approval	7 yrs		Destroy
0053-0000	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
0054-0000	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
0055-0000	Revenue Account Number Used to establish new revenue accounts on the Revenue Balance Master File.	7 yrs		Destroy
0056-0000	Revenue Refund Adjustments Used to record the correction of previously entered Revenue Refund Vouchers.	7 yrs		Destroy
0057-0000	Revenue Refund Voucher Used to submit a request for payment of refunds of revenue.	7 yrs		Destroy
0058-0000	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

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0059-0000	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
0060-0000	Storeroom Order Form	3 yrs		Destroy
0061-0000	Transfer of Appropriation	7 yrs		Destroy
0062-0000	Transmittal of Receipts Used to record anticipated, appropriated, interfund, and nonrevenue receipts.	7 yrs		Destroy
0063-0000	Transmittal of Revenue Refund Returns Used to record the return of revenue refunds.	7 yrs		Destroy
0064-0000	Travel File Contains: Travel Authorization, Travel Request, Travel Expense Invoice/Report, Faculty/Staff Travel Absence Form, and supporting documentation.			
0064-0001	Travel File (Original)	7 yrs		Destroy
0064-0002	Travel File (Copy)	3 yrs		Destroy
0065-0000	Vehicle Accident Report	3 yrs		Destroy
0066-0000	Vehicle Assignment Log	7 yrs after final entry		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510203	001	13 OF 13

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0067-0000	Vehicle Maintenance/Repair Order	3 yrs		Destroy
0068-0000	Vehicle Usage Records Records dealing with the activities of agency-owned motor vehicles.	3 yrs after disposal of vehicle by department		Destroy

FORM NO. CR-AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Administration and General Records

BUREAU Funding and Grants

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
		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
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.			
0001-0001	State, Federal, and Private Grant File - Approved	7 yrs after termination of grant		Destroy
0001-0002	State, Federal, and Private Grant File - Denied	3 yrs		Destroy

FORM NO. (R AA 0004 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DEPARTMENT State of New Jersey Four Year College

DIVISION Administration and General Records

BUREAU Payroll

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carmen Iacovone	2/13/91

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0010-0000	Overtime Request			
0010-0001	Overtime Request (Original)	7 yrs		Destroy
0010-0002	Overtime Request (Copy)	3 yrs		Destroy
0011-0000	Part-Time Employee Record Card	7 yrs		Destroy
0012-0000	Pay Authorization for Police Officers			
0012-0001	Pay Authorization for Police Officers (Original)	7 yrs		Destroy
0012-0002	Pay Authorization for Police Officers (Copy)	3 yrs		Destroy
0013-0000	Pay Period Report for New Employees Added to the Regular Payroll	3 yrs		Destroy
0014-0000	Payroll and Check Register	7 yrs		Destroy
0015-0000	Position Action Request (Copy) Form requesting payment for special services. Original is kept by the Department of Personnel.	7 yrs		Destroy
0016-0000	Proof and Claim for Disability Benefits (Copy) Original is kept by the Department of the Treasury.	7 yrs after settlement		Destroy
0017-0000	Regular Payroll Certification (Copy) Original is kept by the Department of the Treasury.	7 yrs		Destroy
0018-0000	Regular Payroll Transmittal for New Hires and Terminations Original is kept by the Department of the Treasury.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510205	001	3 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0019-0000	Stop Paycheck Issue Notice	3 yrs		Destroy
0020-0000	Student Employee/Work-Study Check Sign-In Sheet	7 yrs		Destroy
0021-0000	Student Employee/Work-Study Time Sheet	7 yrs		Destroy
0022-0000	Supplemental Payroll (Copy) Original is kept by the Department of the Treasury.	7 yrs		Destroy
0023-0000	Supplemental Payroll Authorization			
0023-0001	Supplemental Payroll Authorization (Original)	7 yrs		Destroy
0023-0002	Supplemental Payroll Authorization (Copy)	3 yrs		Destroy
0024-0000	Supplemental Payroll Certification (Copy) Original is kept by the Department of the Treasury.	7 yrs		Destroy
0025-0000	Supplemental Payroll Certification - Vision Care (Copy) Original is kept by the Department of the Treasury.	7 yrs		Destroy
0026-0000	Temporary Additions to Regular Payroll (Copy) Original is kept by the Department of the Treasury.	7 yrs		Destroy
0027-0000	Time Report for Professional, Non-Professional, (Classified and Unclassified) Full-Time, Part-Time, and Student Employees	7 yrs		Destroy
0028-0000	Transmittal for Salary Refunds (Copy) Original is kept by the Department of the Treasury.	7 yrs		Destroy
0029-0000	Unclassified Employee Time Sheet	7 yrs		Destroy

FORM NO. CR-AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DEPARTMENT State of New Jersey Four Year College

DIVISION Administration and General Records

BUREAU Personnel

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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		Carmen Sacconne	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Affirmative Action Records			
0001-0000	Affirmative Action Complaint Case File Contains: Discrimination Appeal Processing (DPF-481), Grievance Procedure (DPF-251), correspondence, and relevant case material.	3 yrs after settlement		Destroy
0002-0000	Affirmative Action Plan (DPF-451-DPF-458 and/or DPF-390) (Record Copy) Includes annual goals toward fulfilling federal and state Affirmative Action requirements and guidelines mandating equal employment opportunities. Original retained by the Department of Personnel.	3 yrs		Destroy
0003-0000	Equal Employment Opportunity (EEO) and Affirmative Action Interview Disposition (DPF-374) Contains names of potential job applicants which are sent to an agency's personnel office to fill vacancies. Original retained by the Department of Personnel.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0004-0000	Quarterly Reports (DPF-390) (Record Copy) A quarterly report indicating practices in relation to the Affirmative Action Plan. Original retained by the Department of Personnel.	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Classification Records			
0050-0000	Certification of Eligibility (DPF-256D) (Copy) List of individuals who have passed a state government competitive examination and are eligible for appointment to a position. Original retained by the Department of Personnel.	3 yrs		Destroy
0051-0000	Eligible/Ineligible Roster (DPF-32) List of individuals eligible or ineligible for a position.	3 yrs		Destroy
0052-0000	Job Specifications (Copy) Includes position qualifications and duties. Original retained by the Department of Personnel.	Periodic review		Destroy
0053-0000	Notification of Certification (DPF-256F) (Copy) Sent to an individual who has passed a competitive examination and is eligible for appointment to a state government position.	3 yrs		Destroy
0054-0000	Personnel Requisition (DPF-398)	3 yrs		Destroy
0055-0000	Position Classification Questionnaire (DPF-44) Descriptive report used to obtain basic information about a state government position. Original retained by the Department of Personnel.			
0055-0001	Position Classification Questionnaire (Record Copy)	3 yrs after final action		Destroy
0055-0002	Position Classification Questionnaire (Copy)	1 yr after final action		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0056-0000	Request for New Title (DPF-240) Request to establish a new position class title when the duties of a position cannot be classified properly under an existing class title. Original retained by the Department of Personnel.			
0056-0001	Request for New Title - Approved (Record Copy)	Duration of title		Destroy
0056-0002	Request for New Title - Denied (Record Copy)	3 yrs after final action		Destroy
0057-0000	Request for Reclassification (DPF-241) Used to enable employees to change the classification of their position. Original retained by the Department of Personnel.			
0057-0001	Request for Reclassification (Record Copy)	3 yrs after final decision		Destroy
0057-0002	Request for Reclassification (Copy) Agency acknowledgement.	Until final decision		Destroy
0058-0000	Request for Re-Evaluation of Title (DPF-288) Request to re-evaluate a class title based on a change in responsibilities or organizational structure. Original retained by the Department of Personnel.			
0058-0001	Request for Re-Evaluation of Title - Approved (Record Copy)	Duration of position		Destroy
0058-0002	Request for Re-Evaluation of Title - Denied (Record Copy)	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	INDIVIDUAL EMPLOYEE FILES			
0100-0000	Employee Address List	As updated		Destroy
0101-0000	Federal and State Withholding Tax Forms (W2 and W4)	3 yrs		Destroy
0102-0000	Grievance File (DPF-251) 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.			
0102-0001	Grievance File - Policy Establishing Settlements (Original)	Permanent		Archives
0102-0002	Grievance File - Policy Establishing Settlements (Record Copy)	3 yrs after final settlement		Destroy
0102-0003	Grievance File - Policy Establishing Settlements (Informational Copies)	Periodic review		Destroy
0102-0004	Grievance File - Routine Settlements (Additional Copies)	Periodic review		Destroy
0102-0005	Grievance File - Routine Settlements (Originals)	3 yrs after final settlement		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0103-0000	Individual Employee File This file includes information pertaining to permanent and provisional full-time, part-time, and summer, professional and nonprofessional, and student employees. May include but is not limited to the following: New Hire Request (DPF-02), Separation Request (DPF-06), Position Classification Questionnaire (DPF-44), Request for Employment Disability Leave (DPF-40), Preliminary and Final Notices of Disciplinary Action (DPF-31A, DPF-31B, DPF-31C, DPF-31D),			
[0103-0001]	Application for Employment, Application for Reemployment (DPF-178), Application for Promotional Examination (DPF-1A), Promotional Announcements, Report on Progress of Probationer (DPF-29, DPF-29A), Data Processing Request for Correction of Social Security Number (DPF-321), Notice of Name Change, Salary Adjustment Request (DPF-77), Correspondence, Notice of Lay-Off, Unsatisfactory Probation Reports, Pension Program Application (Copy),			
[0103-0002]	Employee's First Report of Accidental Injury or Occupational Disease, Performance Assessment Review (PARS) (DPF-510), 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, and Faculty/Staff Absence Form (Travel).			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0103-0003	Individual Employee File (Original)	6 yrs after termination of employment		Destroy
0103-0004	Individual Employee File (Copy)	3 yrs after termination of employment		Destroy
0104-0000	Job Applicant Files, Unsuccessful Includes resumes, applications, etc., of persons not hired.	3 yrs		Destroy
0105-0000	Leave Request - Disability, Administrative, Sick, Vacation, Maternity, Military, Sabatical, Compensation for Overtime, Leave With Pay, Leave Without Pay, etc.			
0105-0001	Leave Request (Original)	6 yrs		Destroy
0105-0002	Leave Request (Copy)	3 yrs		Destroy
0106-0000	Permanent Personnel History Card	60 yrs		Destroy
0107-0000	Permanent Position History Card	60 yrs		Destroy
0108-0000	Personnel Master List Printout of personnel catagorized by department and division, listing: social security number, pay range, education, etc.. List is updated monthly.	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0109-0000	Preliminary and Final Notice of Disciplinary Actions (DPF-31A, DPF-31B, DPF-31C, DPF-31D) Preliminary and final notices of disciplinary actions taken pertaining to a classified, permanent employee. Original is retained by the Department of Personnel.			
0109-0001	Disciplinary Actions (Record Copy)	6 yrs after termination of employment		Destroy
0109-0002	Disciplinary Actions (Management Copies)	3 yrs after final action		Destroy
0110-0000	Referrals Records of potential job applicants received from sources inside or outside of an agency.			
0110-0001	Referrals - External	3 yrs		Destroy
0110-0002	Referrals - Internal	1 yr		Destroy
0111-0000	Request for Employment Disability Leave (DPF-40) Employee's request for leave of absence with pay due to disability either through injury or illness incurred from employment. Original retained by the Department of Personnel.			
0111-0001	Request for Disability Leave (Record Copy)	6 yrs after termination of employment		Destroy
0111-0002	Request for Disability Leave (Copy)	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0112-0000	Service Awards Order Form (DPF-467) (Record Copy) Form used to order certificates to be awarded to employees who have been employed 5 yrs, 10 yrs, 15 yrs, etc., in state government positions. Original retained by the Department of Personnel.	3 yrs		Destroy
0113-0000	Suggestion Awards File (DPF-75A, DPF-73) (Record Copy) Includes: Suggestion Evaluation Report (DPF-75A), Employee Suggestion Form (DPF-73), and correspondence. Original retained by the Department of Personnel.	3 yrs		Destroy
0114-0000	Time Records Attendance reports for employees.			
0114-0001	Time Records (Original) Retained by Personnel Department.	6 yrs		Destroy
0114-0002	Time Records (Department Copy)	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Performance Assessment Review (PARS)			
0150-0000	Performance Assessment Review File (PARS) (CS-510) Contains: Performance Agreement, Fact Sheet, and Final Assessment Review.			
0150-0001	Performance Assessment Review File (Original)	6 yrs after termination of employment		Destroy
0150-0002	Performance Assessment Review File (Records Copy)	1 yr after final evaluation		Destroy
0151-0000	Performance Summary (Record Copy) Contains a listing of: classified employees who have been rated satisfactory or unsatisfactory, unclassified employees not granted a salary increase, and supervisors who have failed to submit a Performance Certification and Salary Increase Recommendation (DPF-85) form. Original retained by the Department of Personnel.	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Promotional Action Records			
0200-0000	Application for Promotional Examination (State Service) (DPF-1A) (Copy) Application by a permanent employee for an examination for a promotional position in the state service. Original retained by the Department of Personnel.	3 yrs		Destroy
0201-0000	Application Summary (DPF-256J) (Record Copy) List of persons eligible for a classified promotion in a state government position. Original retained by the Department of Personnel.	3 yrs		Destroy
0202-0000	N.J.A.C. 4:1-8.5 Promotional Action (DPF-256B) (Copy) Indicates that a permanent employee has been promoted to a position without examination. Original retained by the Department of Personnel.	3 yrs		Destroy
0203-0000	Promotional Job Analysis (DPF-256H) A job description used in the development of an open competitive examination for a particular job title.			
0203-0001	Promotional Job Analysis (Record Copy)	5 yrs		Destroy
0203-0002	Promotional Job Analysis (Additional Copies)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0204-0000	Promotional Notices File (Copy) Contains: Promotional Announcements, Notices of Vacancy, and Promotional Opportunities. Original retained by the Department of Personnel.			
0204-0001	Promotional Notices File (Record Copy)	Until applicant list has expired		Destroy
0204-0002	Promotional Notices File (Copy)	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
	Training Records			
0250-0000	Course Registration and Report (DPF-173) Used for staff training by the Department of Personnel's Service Training Section. Original retained by the Department of Personnel.			
0250-0001	Course Registration and Report (Supervisor's Copy C)	Periodic review		Destroy
0250-0002	Course Registration and Report (Record Copy D)	Periodic review		Destroy
0251-0000	Staff Training Request (DPF-94) Request for staff training. Original retained by the Department of Personnel.			
0251-0001	Staff Training Request (Record Copy)	3 yrs after final payment		Destroy
0251-0002	Staff Training Request (Additional Copies)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Admissions, Financial Aid, and Registrar

BUREAU Admissions

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Admissions File - Denied Admissions (Undergraduate and Graduate) Student applications for admission into undergraduate or graduate programs. File contains: application, transcripts, test scores, recommendations, and supporting documentation. Approved student admission files are transferred to the main student record.	3 yrs		Destroy

FORM NO. CR-AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT
State of New Jersey Four Year College

DIVISION
Admissions, Financial Aid, and Registrar

BUREAU
Financial Aid

AGENCY REPRESENTATIVE

TITLE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000 [0001-0001] [0001-0002]	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.			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0003	Financial Aid File (Grants, Loans, and Scholarships) - Financial Aid Student Loans - Approved	10 yrs		Destroy
0001-0004	Financial Aid File (Grants, Loans, and Scholarships) - Financial Aid Student Loans - Denied	3 yrs		Destroy
0001-0005	Financial Aid File (Grants, Loans, and Scholarships) - Grants and Scholarships - Approved	7 yrs after termination of grant or agreement		Destroy
0001-0006	Financial Aid File (Grants, Loans, and Scholarships) - Grants and Scholarships - Denied	3 yrs		Destroy
0001-0007	Financial Aid File (Grants, Loans, and Scholarships) - Student Graduate Assistant - Approved	7 yrs after graduation or termination from college		Destroy
0001-0008	Financial Aid File (Grants, Loans, and Scholarships) - Student Graduate Assistant - Denied	3 yrs		Destroy
0001-0009	Financial Aid File (Grants, Loans, and Scholarships) - Student Resident Assistant - Approved	7 yrs after graduation or termination from college		Destroy
0001-0010	Financial Aid File (Grants, Loans, and Scholarships) - Student Resident Assistant - Denied	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0011	Financial Aid File (Grants, Loans, and Scholarships) - Student Technical Assistant - Approved	7 yrs after graduation or termination from college		Destroy
0001-0012	Financial Aid File (Grants, Loans, and Scholarships) - Student Technical Assistant - Denied	3 yrs		Destroy
0001-0013	Financial Aid File (Grants, Loans, and Scholarships) - Student Tutor - Approved	7 yrs after graduation or termination from college		Destroy
0001-0014	Financial Aid File (Grants, Loans, and Scholarships) - Student Tutor - Denied	3 yrs		Destroy
0001-0015	Financial Aid File (Grants, Loans, and Scholarships) - Student Undergraduate Assistant - Approved	7 yrs after graduation or termination from college		Destroy
0001-0016	Financial Aid File (Grants, Loans, and Scholarships) - Student Undergraduate Assistant - Denied	3 yrs		Destroy
0001-0017	Financial Aid File (Grants, Loans, and Scholarships) - Student Work Study - Approved	7 yrs after graduation or termination from college		Destroy
0001-0018	Financial Aid File (Grants, Loans, and Scholarships) - Student Work Study - Denied	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Admissions, Financial Aid, and Registrar

BUREAU Registrar

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
		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Academic Advisement File: Day, Evening, Saturday, and Tutorial Academic program advisement offered to undergraduate and graduate students.	3 yrs after graduation or termination from college		Destroy
0002-0000	Academic Dismissal File Contains: dismissal notice, appeal application, and supporting documentation.	5 yrs after graduation or termination from college or final action		Destroy
0003-0000	Address Registration Information is transferred into the student's permanent record.	Until information is transferred to permanent record		Destroy
0004-0000	Admission and Placement File			
0004-0001	Admission and Placement File - Accepted This file is also used for verification with the Financial Aid File. The Denied File is kept in the Admissions Office.	7 yrs after graduation or termination from college		Destroy
0004-0002	Admission and Placement File - Accepted But Did Not Attend College	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510303	001	2 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN 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	3 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	Authorization for Course Registration at Another College	5 yrs after graduation or termination from college		Destroy
0009-0000	Change of Grade Request Information is transferred into the student's permanent record.	Until information is transferred to permanent record		Destroy
0010-0000	Change of Major Request Information is transferred into the student's permanent record.	Until information is transferred to permanent record		Destroy
0011-0000	Class List	Permanent		Permanent
0012-0000	Class Rank List	Permanent		Permanent
0013-0000	Class Room Schedule	1 yr after date submitted		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510303	001	3 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0014-0000	College Catalog			
0014-0001	College Catalog (Master)	Permanent		Permanent
0014-0002	College Catalog (Copies)	Periodic review		Destroy
0015-0000	Cooperative Education Work Study File Student work study program.	5 yrs after graduation or termination from college		Destroy
0016-0000	Course Add/Drop Request Card	1 yr after date submitted		Destroy
0017-0000	Course Pre-Registration Card - Fall, Spring, and Summer Semester	After end of semester		Destroy
0018-0000	Course Withdrawal Request	7 yrs after graduation or termination from college		Destroy
0019-0000	Degree Requirement Control Sheet	5 yrs after graduation or termination from college		Destroy
0020-0000	Disciplinary File			
0020-0001	Disciplinary - File Security - Informal	Upon graduation or termination from college or final action		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510303	001	4 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0020-0002	Disciplinary File - Hearing Board Contains: Formal Charge, Written Statements, "Pro and Con" Statements, Final Outcome Report (Campus Violation).	Upon graduation or termination from college or final action		Destroy
0020-0003	Disciplinary File - Housing Contains: Violations, Eviction Notice, Warnings, Documentation and Pictures of Damages.	7 yrs after graduation or termination from college or final action		Destroy
0020-0004	Disciplinary File - Student - Minor - Resolved Informally	As resolved		Destroy
0020-0005	Disciplinary Appeal - Campus Hearing Board Proceedings - Confidential	Permanent		Permanent
0021-0000	Graduation Information Information regarding graduation date and type of degree earned, which are transferred into the student's permanent record.	Until information is transferred to permanent record		Destroy
0022-0000	Graduation List	Permanent		Permanent
0023-0000	Incomplete Grade File Contains incomplete grade form and form to change an incomplete grade. Grade change is contained in the student's permanent record.			
0023-0001	Incomplete Grade File - Incomplete Grade	Until grade is changed		Destroy
0023-0002	Incomplete Grade File - Change in Grade Previously Recorded as Incomplete Information is transferred into student's permanent record.	Until information is transferred to permanent record		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510303	001	5 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0024-0000	Independent Study Application and Contract - Fall, Spring, and Summer Semester	5 yrs after graduation or termination from college		Destroy
0025-0000	Master Class Schedule	Permanent		Permanent
0026-0000	Medical Records - Student	5 yrs		Destroy
0027-0000	Notice of Change of Address Information is transferred into the student's permanent record.	Until information is transferred to permanent record		Destroy
0028-0000	Notice of Change of Student Status - Termination or Withdrawal	Until information is transferred to permanent record		Destroy
0029-0000	Notice of Name Change Information is transferred into the student's permanent record.	Until information is transferred to permanent record		Destroy
0030-0000	Notification of Selection of a Minor/Second Teaching Field/Second Major	Permanent		Permanent
0031-0000	Permanent Record Card 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, and credit by examination (Copy).	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0032-0000	Permission to Audit a Course	1 yr after date submitted		Destroy
0033-0000	Repetition of a Course Information is transferred into the student's permanent record.	Until information is transferred to permanent record		Destroy
0034-0000	Request and Release to Inspect Student Records Student authorization for records inspection.	Permanent		Permanent
0035-0000	Request for Re-Admittance	5 yrs after graduation or termination from college		Destroy
0036-0000	Request for Official Transcript of Academic Record	3 yrs after date submitted		Destroy
0037-0000	Request for Unofficial Transcript	3 yrs after date submitted		Destroy
0038-0000	Request to Release Student Records Student authorization for records release.	Permanent		Permanent
0039-0000	Section Number Assignment List	1 yr after date submitted		Destroy
0040-0000	Student Proficiency Tests	3 yrs after graduation or termination from college		Destroy
0041-0000	Student Class Schedules	1 yr after date submitted		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0042-0000	Student Teaching/Certificate/Placement	7 yrs after graduation or termination from college		Destroy
0043-0000	Student Teaching Junior Field Experiences Final Evaluation (N.J.A.C. 6:11-7.1(b)2ii)	Permanent		Permanent
0044-0000	Tuition Receipt - Fall, Spring, and Summer Semester	7 yrs after graduation or termination from college		Destroy
0045-0000	Verification Letter - Major, Class, and Full-Time Enrollment Status (Copy) Original is sent to requesting agency.	Periodic review		Destroy
0046-0000	Veterans File Contains: tuition and fee charges, degree and audit forms, course changes, grade reports, statement of progress, transfer credit authorizations, and supporting documentation.	7 yrs after graduation or termination from college		Destroy

FORM NO. CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510401	001	1 OF 1

DEPARTMENT State of New Jersey Four Year 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.

AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN 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	Alumni Student Loan Application			
0003-0001	Alumni Student Loan Application - Accepted	7 yrs after final payment		Destroy
0003-0002	Alumni Student Loan Application - Denied	3 yrs		Destroy
0004-0000	Annual Contributions Receipt	7 yrs		Destroy
0005-0000	Change of Name Form	Until entered into database		Destroy
0006-0000	Individual Contact Questionnaire	3 yrs		Destroy
0007-0000	Information and Verification Card	Until entered into database		Destroy

FORM NO. CR AA-0004 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510501	001	1 OF 5

DEPARTMENT State of New Jersey Four Year College

DIVISION Campus Police and Vehicle Registration

BUREAU Campus Police

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
		Carmen Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN 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 yrs		Destroy
0002-0000	Arrest Report - Adult Lists: name, address, date of birth, social security number, arrest date and number, photograph, fingerprints, and supporting documentation.	75 yrs		Destroy
0003-0000	Call Log	3 yrs		Destroy
0004-0000	Campus Grounds/Building Checklist	1 yr		Destroy
0005-0000	Campus Police Duty Assignments	3 yrs		Destroy
0006-0000	Campus Police Suggestion Form	1 yr		Destroy
0007-0000	Contract for Police Services (Copy) Original is retained in the Dean of Students' Office. Copies are kept by the scheduler and event sponsor.	1 yr after completion of contract		Destroy
0008-0000	Correspondence Log - Incoming and Outgoing	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510501	001	2 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0009-0000	Daily Patrol Report	3 yrs		Destroy
0010-0000	Daily Student Patrol Activity Log and Supplemental Report	3 yrs		Destroy
0011-0000	Defective Lighting Reports	1 yr		Destroy
0012-0000	Disabled Vehicle List	1 yr		Destroy
0013-0000	Duty Report Deficiency Notice	3 yrs		Destroy
0014-0000	Field Interrogation Card Lists name, age, date of birth, and social security number of persons under surveillance in a specified area. Used for informational purposes only.	1 yr		Destroy
0015-0000	Fire and Fire Alarm Report	7 yrs		Destroy
0016-0000	Firearm File Contains: Firearm Weekly Cleaning Certificate, Daily Firearm Issue/Turn-In Inventory Certificate, and supporting documentation.	3 yrs		Destroy
0017-0000	Fleet Vehicle Dispatch List and Condition Report	1 yr after final entry		Destroy
0018-0000	Impounded Vehicle Notice and Agreement	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510501	001	3 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0019-0000	Incident Report File 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.			
0019-0001	Criminal, Excluding Homicide - Arrest (Record Copy)	75 yrs after final disposition of case		Destroy
0019-0002	Criminal, Excluding Homicide - No Arrest (Record Copy)	7 yrs from date of crime		Destroy
0019-0003	Non-Criminal (Record Copy) May include: missing persons, fire, animal bite, drunkenness, and disorderly conduct.	2 yrs		Destroy
0019-0004	Drunk Driving	7 yrs		Destroy
0019-0005	Homicide (Record Copy)	Permanent		Permanent
0019-0006	Sudden and Accidental Death (Record Copy)	Permanent		Permanent
0019-0007	Incident Reports (Copies)	1 yr		Destroy
0020-0000	Inventory of Stolen Property	3 yrs		Destroy
0021-0000	Investigation Report	7 yrs after case is closed		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510501	001	4 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0022-0000	Juvenile Custody Report Lists: name, address, phone number, date of birth, referral date and source, intake form, client contact form, juvenile release form, and counselor's supporting documentation.	5 yrs after age of majority		Destroy
0023-0000	Key Sign-Out Log	3 yrs		Destroy
0024-0000	Motor Vehicle Accident File Contains: accident report, exchange of information forms, and supporting documentation.	6 yrs		Destroy
0025-0000	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
0026-0000	Motor Vehicle Violation Citation (Copy) Municipality retains record copy.	30 days after disposition		Destroy
0027-0000	Municipal and State Police Crime Statistics File (Copy) Originals are kept by the New Jersey State Police.	3 yrs		Destroy
0028-0000	Office Register Log	3 yrs		Destroy
0029-0000	On-Campus Special Event Report	2 yrs		Destroy
0030-0000	Parking Lot Capacity Statistics	3 yrs		Destroy
0031-0000	Police Blotter	3 yrs		Destroy
0032-0000	Pre-Billed Student Fine Clearance Form	7 yrs		Destroy
0033-0000	Request for Services of Campus Police	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510501	001	5 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0034-0000	Roadway Deficiency Report	2 yrs		Destroy
0035-0000	Towed Vehicle Report	1 yr		Destroy
0036-0000	Traffic and Security Survey	3 yrs		Destroy
0037-0000	Traffic System Request List	3 yrs		Destroy
0038-0000	Uniform Replacement Request	3 yrs		Destroy
0039-0000	Vehicle Maintenance File File contains vehicle maintenance schedules and reports, and supporting documentation.	3 yrs after disposal of vehicle		Destroy
0040-0000	Visitor Register	2 yrs		Destroy

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT
State of New Jersey Four Year College

DIVISION
Campus Police and Vehicle Registration

BUREAU
Vehicle Registration

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Lacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Decal and Card Key File - Staff, Faculty, and Students Contains: Decal, Ticket, and Card Key Record; Lost or Stolen Decal and Card Key; Lost Decal and Card Key Certificate; Card Key List; and Decal Registration Card.	3 yrs after issuance or final action		Destroy
0002-0000	Motor Vehicle Identification Sheet - Staff, Faculty, and Students	3 yrs		Destroy

FORM NO. CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION College Events and Relations

BUREAU College Events

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
		Carson Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	College Events File This file contains programs, schedules, invitations, and supporting documentation to on-campus events (e.g., Commencement and Orientation Advisement).			
0001-0001	College Events File (Master)	Permanent		Archives
0001-0002	College Events File (Copies)	As updated		Destroy

FORM NO CR-AA-0004-(4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION College Events and Relations

BUREAU College Relations

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carol Sacrone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	College Relations File File contains newsletters, brochures, and supporting documentation used for on-campus and off-campus college relations programs.			
0001-0001	College Relations File (Master)	Permanent		Archives
0001-0002	College Relations File (Copies)	As updated		Destroy

FORM NO. CR AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DEPARTMENT State of New Jersey Four Year College

DIVISION College Events and Relations

BUREAU Graphics

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carmen Facarone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN 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	Printing Specifications Form Contains: job title, date, contact, size, account number, quantity, pages, ink, binding, department, phone number, and special instructions.	7 yrs		Destroy
0003-0000	Proof Checklist Copy is kept by requesting department.	1 yr		Destroy
0004-0000	Request for Estimate (Copy) Original is kept by the project director and a copy is kept by the Funding and Grant Authority.	7 yrs		Destroy

FORM NO CR-AA 0004 (4 85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Facilities

BUREAU Custodial

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Fiorone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Inspection Reports	3 yrs		Destroy
0002-0000	Maintenance/Cleaning Procedures	As updated		Destroy
0003-0000	Supply Inventory	3 yrs		Destroy

FORM NO. CR AA 0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT
State of New Jersey Four Year College

DIVISION
Facilities

BUREAU
Duplicating

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
		Caesar Facovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN 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 yrs		Destroy
0002-0000	Duplicating Statistics - Annual and Full Semester	3 yrs		Destroy

DEPARTMENT OF STATE - DIVISION OF ARCHIVES AND RECORDS MANAGEMENT

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RECORDS RETENTION AND DISPOSITION SCHEDULE

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DEPARTMENT
State of New Jersey Four Year College

DIVISION
Facilities

BUREAU
Facilities

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Borrowed Equipment Consent Form	3 yrs		Destroy
0002-0000	Burglar Alarm Inspection List	1 yr		Destroy
0003-0000	Insurance Claim	6 yrs		Destroy
0004-0000	Maintenance Project Request and/or Revision	7 yrs after completion		Destroy
0005-0000	Purchase Flow Sheet	3 yrs after completion		Destroy
0006-0000	Specification Transmittal - Maintenance	7 yrs		Destroy
0007-0000	Stolen Property Report	7 yrs		Destroy
0008-0000	Summary of Telephone Quotations	7 yrs		Destroy
0009-0000	Using Agency Complaint	7 yrs after completion of contract		Destroy
0010-0000	Utility Readings - Monthly	1 yr		Destroy
0011-0000	Work Order Request	1 yr after order satisfied		Destroy

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT
State of New Jersey Four Year College

DIVISION
Facilities

BUREAU
Mail Room

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Daily Cash Receipts Log	7 yrs		Destroy
0002-0000	Electronic Postage Meter Report	7 yrs		Destroy
0003-0000	Monthly Account of Postage Used for Campus Departments	7 yrs		Destroy
0004-0000	Monthly Account of Postage Used for Electronic Postage Meters	7 yrs		Destroy
0005-0000	Postage Meter Machine Statistical Reports	3 yrs		Destroy
0006-0000	Student Postal Delivery Slip	3 yrs		Destroy

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Facilities

BUREAU Planning and Construction

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
		Carmen Racanone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
	Originals maintained by Division of Building and Construction (DBC) for all DBC - administered projects, originals maintained by college for all college - administered construction projects.			
0001-0000	Approval, Subcontractor, Material (Record Copy)	7 yrs after disposal of building		Destroy
0002-0000	Architect/Engineer Approval, Subcontractor, Material/Equipment (Record Copy)	7 yrs after disposal of building		Destroy
0003-0000	Architect/Engineer Contract Amendment (Record Copy)	7 yrs after disposal of building		Destroy
0004-0000	Architect/Engineer Contract Authorization (Record Copy)	7 yrs after disposal of building		Destroy
0005-0000	Architect/Engineer Change Order Request and Authorization (Record Copy)	7 yrs after disposal of building		Destroy
0006-0000	Architect/Engineer Professional Service Contract (Record Copy)	7 yrs after disposal of building		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510705	001	2 OF 4

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0007-0000	Bid Proposal Form (Record Copy)	7 yrs after disposal of building		Destroy
0008-0000	Change/Cancel Obligation (Record Copy)	7 yrs after disposal of building		Destroy
0009-0000	Change Order Authorization (Record Copy)	7 yrs after disposal of building		Destroy
0010-0000	Change Order Fee Request and Authorization (Record Copy)	7 yrs after disposal of building		Destroy
0011-0000	Change Order Request and Authorization (Record Copy)	7 yrs after disposal of building		Destroy
0012-0000	Construction Change Order, Batch Waiver Form (Record Copy)	7 yrs after disposal of building		Destroy
0013-0000	Construction Contract - DBC (Record Copy)	7 yrs after disposal of building		Destroy
0014-0000	Construction Contract Award Schedule (Record Copy)	7 yrs after disposal of building		Destroy
0015-0000	Contractor Performance Evaluation (Record Copy)	7 yrs after completion of project		Destroy
0016-0000	Final Acceptance Certificate (Record Copy)	7 yrs after disposal of building		Destroy
0017-0000	Final Acceptance Certificate, Project Close-Out List (Record Copy)	7 yrs after disposal of building		Destroy
0018-0000	Instructions to Bidders and General Conditions (Record Copy)	7 yrs after disposal of building		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510705	001	3 OF 4

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0019-0000	New Project Request and Revision (Record Copy)	7 yrs after disposal of building		Destroy
0020-0000	Notice of Classification (Record Copy)	2 yrs after completion of project		Destroy
0021-0000	Notice to Proceed (Record Copy)	7 yrs after disposal of building		Destroy
0022-0000	Offsite Stored Material/Equipment List (Record Copy)	7 yrs after disposal of building		Destroy
0023-0000	Original Invoice - Architect and Engineering Billing (Record Copy)	7 yrs after disposal of building		Destroy
0024-0000	Original Invoice - DBC (Record Copy)	7 yrs after disposal of building		Destroy
0025-0000	Recommendation and Waiver of Advertising Request (Record Copy)	7 yrs after disposal of building		Destroy
0026-0000	Rejection or Approval, Subcontractor, Material (Record Copy)	7 yrs after disposal of building		Destroy
0027-0000	Requisition - DBC (Record Copy)	7 yrs after disposal of building		Destroy
0028-0000	Requisition Change - DBC (Record Copy)	7 yrs after disposal of building		Destroy
0029-0000	Requisition Encumbrance (Record Copy)	7 yrs after disposal of building		Destroy
0030-0000	Requisition Encumbrance Change (Record Copy)	7 yrs after disposal of building		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510705	001	4 OF 4

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0031-0000	Schedules of Amounts for Contract Payments, Unit Schedule Breakdown (Record Copy)	7 yrs after disposal of building		Destroy
0032-000	Shop Drawing Approval (Record Copy)	7 yrs after disposal of building		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510706	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Facilities

BUREAU Public Safety

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
		Carmen Facorone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN 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 Copy is kept within the Office of Administration and Finance.	75 yrs		Destroy
0008-0000	Workplace Survey File - "Right to Know" (Copy) Original kept in the Department of Health.	3 yrs after update		Destroy

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Facilities

BUREAU Storeroom

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.

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		Carmen Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: 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 Services. Copy maintained by academic department.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510708	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Facilities

BUREAU Telecommunications

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN 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
0004-0000	Student Telephone Service File			
0004-0001	Informational Materials	As updated		Destroy
0004-0002	Terms and Conditions	As updated		Destroy
0004-0003	Telephone Service Agreement and Payment	7 yrs		Destroy

FORM NO. CR AA 0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Information Systems

BUREAU Computer Operations

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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		Carmen Facenone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Data Entry Request	6 months		Destroy
0002-0000	Job Run Request	6 months		Destroy
0003-0000	Label Run Request	6 months		Destroy
0004-0000	Operation Run Books	3 yrs		Destroy
0005-0000	Test Scoring and Data Analysis Requisition	1 yr		Destroy
0006-0000	User Problem Data Sheet	1 yr		Destroy

FORM NO. CR-AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT
State of New Jersey Four Year College

DIVISION
Information Systems

BUREAU
Systems and Programming

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carmen Facarone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Program Files/Computer System Documentation May include but not limited to the following: programs, code sheets, record and file layouts, flow-charts, JCL, HIPO Charts, decision trees, operating instructions, system documentation, and supporting documentation.	One year after system is either superseded or discontinued		Destroy

FORM NO CR-AA-0004-(4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510803	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Information Systems

BUREAU Technical Services

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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		Carole Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Console Listings - Print Logs	1 yr		Destroy
0002-0000	Equipment Error Logs	1 yr		Destroy
0003-0000	Information Management Procedures Manual			
0003-0001	Information Management Procedures Manual (Master)	Permanent		Archives
0003-0002	Information Management Procedures Manual (Copies)	As updated		Destroy
0004-0000	Job Backup Listings			
0004-0001	Job Backup Listings - Daily	3 mos		Destroy
0004-0002	Job Backup Listings - Weekly	6 mos		Destroy
0004-0003	Job Backup Listings - Monthly	6 mos		Destroy
0004-0004	Job Backup Listings - Cumulative	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510803	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0005-0000	Operator Console Logs	1 yr		Destroy
0006-0000	System File			
0006-0001	System File - Messages	1 yr		Destroy
0006-0002	System File - Software Listings	As updated		Destroy
0006-0003	System File - Software Test Listings	As updated		Destroy
0006-0004	System File - Statistical Reports - Daily	1 mo		Destroy
0006-0005	System File - Statistical Reports - Weekly	6 mos		Destroy
0006-0006	System File - Statistical Reports - Monthly	1 yr		Destroy
0006-0007	System File - Statistical Reports - Cumulative	3 yrs		Destroy
0006-0008	System File - Tables	As updated		Destroy

FORM NO. CR-AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510901	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION President's Office

BUREAU Affirmative Action

AGENCY REPRESENTATIVE

TITLE

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		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN 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	1 yr		Destroy
0007-0000	Recruitment Log of Women, Minority, Handicapped, and Veteran Candidates	3 yrs		Destroy
0008-0000	Statistical Recruitment Form	3 yrs		Destroy

FORM NO. CR AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION President's Office

BUREAU Board of Trustees

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Lacovone	2/13/91

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

DEPARTMENT OF STATE - DIVISION OF ARCHIVES AND RECORDS MANAGEMENT

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FORM NO. CR-AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION President's Office

BUREAU President's Office

AGENCY REPRESENTATIVE

TITLE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	American Federation of Teachers (A.F.T.) and American Association of University Professors (A.A.U.P.) Policies File Contains policies and supporting documentation.	Permanent		Archives
0002-0000	Application for Tuition Reimbursement			
0002-0001	Application for Tuition Reimbursement - Approved	7 yrs		Destroy
0002-0002	Application for Tuition Reimbursement - Denied	3 yrs		Destroy
0003-0000	Boards & Committees File Contains: member lists, correspondence, and supporting documentation.	5 yrs		Destroy
0004-0000	Faculty Handbook			
0004-0001	Faculty Handbook (Master)	Permanent		Archives
0004-0002	Faculty Handbook (Copies)	As updated		Destroy
0005-0000	Faculty/Staff Promotion and Sabbatical File (Copies) Original materials are contained within the Personnel Office File.	6 yrs after termination of employment		Destroy
0006-0000	Policies & Procedures File	Permanent		Archives

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S510903	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0007-0000	President's Subject Files	4 yrs		Archival review
0008-0000	Reports to Department of Higher Education (Copies)	Permanent		Archives

FORM NO. CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Athletics and Recreation

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: 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	SCHEDULE NUMBER	PAGE NUMBER
S511001	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0005-0000	Athletic Injury File Medical file maintained for an athletic injury while participating in an athletic team event. Contains: accident report, treatment log, medication log, injury and medical history forms, physician's and/or physical therapist's correspondence, National Collegiate Athletic Association (NCAA) Injury Surveillance System Individual Injury and Weekly Exposure forms, and supporting documentation.	5 yrs after graduation or termination from college		Destroy
0006-0000	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.	5 yrs after graduation or termination from college		Destroy
0007-0000	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.	6 yrs after termination of employment		Destroy

FORM NO. CR AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT

DIVISION State of New Jersey Four Year College

BUREAU Student Life

Auxiliary Services

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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		Carmen Tacorone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Administrator's Self-Evaluation of Performance Performance evaluation for annual goals and objectives.	1 yr		Destroy
0002-0000	Agency Transaction Memos (Internal) Internal memos listing transactions regarding purchase orders, checks received, general orders for goods or services, and supporting documentation.	3 yrs		Destroy
0003-0000	Application for Raising Funds or Distributing Materials	7 yrs		Destroy
0004-0000	Auxiliary Services Operations Manual			
0004-0001	Auxiliary Services Operations Manual (Master)	Permanent		Archives
0004-0002	Auxiliary Services Operations Manual (Copies)	Periodic review		Destroy
0005-0000	Employee Manual			
0005-0001	Employee Manual (Master)	Permanent		Archives
0005-0002	Employee Manual (Copies)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511002	001	2 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0006-0000	Performance Objectives	As updated		Destroy
0007-0000	Receipt for Item on Loan (Internal)	As updated		Destroy
0008-0000	Service Calls Log	1 yr		Destroy
	Conference/Meetings			
0020-0000	Call Tracking	1 yr		Destroy
0021-0000	Conferences/Meetings Worksheet	1 yr		Destroy
0022-0000	Contract/Invoice Change Form	7 yrs		Destroy
0023-0000	Extra Staffing Request Form	3 yrs		Destroy
0024-0000	Scheduling a Conference Request	3 yrs		Destroy
	Dining			
0040-0000	Facilities Staff Performance Survey	1 yr		Destroy
0041-0000	Inspection Procedures	As updated		Destroy
	Housing/Facilities			
0060-0000	Alcohol Permit (Copy) Original kept by the Dean of Students. Copies are kept by the Campus Police and function sponsor.	5 yrs		Destroy
0061-0000	Chargeable Utilities Services Lists of utilities that may be charged to sponsors requesting facility usage.	7 yrs		Destroy
0062-0000	Dining Hall Usage Application	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511002	001	3 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0063-0000	Guest Room Reservation/Payment Receipts	7 yrs		Destroy
0064-0000	Housing Obligations Form	7 yrs after final payment		Destroy
0065-0000	Housing Services Supplies order	3 yrs		Destroy
0066-0000	Housekeeping/Maintenance Work Order	3 yrs		Destroy
0067-0000	Residence/Dining Hall Agreement	7 yrs after termination of agreement		Destroy
0068-0000	Room Condition Agreement	7 yrs after termination of agreement		Destroy
0069-0000	Security Notification of Room Requisition (Copy) Original is kept by Campus Police.	3 yrs		Destroy
0080-0000	Daily Schedule of Events	1 yr		Destroy
0081-0000	Student Center Inspection	1 yr		Destroy
0082-0000	Student Center Manager's Operations Manual			
0082-0001	Student Center Manager's Operations Manual (Master)	Permanent		Archives
0082-0002	Student Center Manager's Operations Manual (Copies)	Periodic review		Destroy
0083-0000	Student Center Use of Facility (Internal) A copy is kept by the person making the reservation.	3 yrs		Destroy

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Basic Skills

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carmen Facovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: 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

FORM NO CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT
State of New Jersey Four Year College

DIVISION
Student Life

BUREAU
Career Services

AGENCY REPRESENTATIVE

TITLE

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		Caesar Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Application/Placement File - 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/Equal Opportunity Employer Statement Application for Cooperative Education Credit Overload Application for Student Generated CO-OP Cooperative Education Application Cooperative Education Exit Interview Cooperative Education Student Evaluation Faculty Evaluation of Worksite Financial Aid Clearance Intent to Register Learning Agreement Registration Approval for Cooperative Education Request for Additional Information Request for Confidential Placement Papers Request for Mailing Placement Credentials Student Evaluation of Cooperative Education Student Request for Forwarding of Placement Credentials.	5 yrs after graduation or termination from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511004	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0002-0000	Career Services Reference File Reference file for Career Services program. Contains: booklets, brochures, information sheets, catalogs, and supporting documentation.	As updated		Destroy
0003-0000	Career Services Student Registration and Follow-Up Card File File of personal identification information for enrolled and graduated students.	1 yr		Destroy
0004-0000	Career Services Workshop File Reference files used to conduct on-campus career services workshops.	As updated		Destroy

FORM NO. CR-AA 0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511005	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Collegebound

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
		Carmen Sacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Collegebound Grant File Collegebound grant file pertaining to the Urban Initiative and Challenge Grants in accordance with the Departments of Education and Higher Education. Contains: application, interim and final reports, and supporting documentation.	7 yrs after termination of grant		Destroy
0002-0000	Collegebound Statistics File Statistics pertaining to the students enrolled and programs available.	3 yrs		Destroy
0003-0000	Collegebound Student Application File Collegebound junior high and senior high school level student on-campus academic program. Copies are kept by the school district and the parents. Contains: Application for Admission Financial Assistance Request 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.	7 yrs		Destroy

FORM NO CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511006	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Community Development 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	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carmen Facciolone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Manuals Campus-generated manuals pertaining to residence halls, advisor's handbooks, staff guidebooks, and operations procedures.			
0001-0001	Manuals (Master)	Permanent		Permanent
0001-0002	Manuals (Copies)	Periodic review		Destroy
0002-0000	Occupancy Statistical Report Statistical report of total number of students in residence halls.	3 yrs		Destroy
0003-0000	Organizations File File pertaining to campus-wide organizations. Contains: reservations, applications, registrations, procedures, regulations, and supporting documentation.	1 yr		Destroy
0004-0000	Residence Life Questionnaires Questionnaires pertaining to various aspects of residence life on campus.	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511006	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0005-0000	Residence Occupancy Roster Printout containing names, room numbers, and residence halls for student living on-campus.	1 yr		Destroy
0006-0000	Residence Reports Informational and statistical reports pertaining to on-campus residence life.	3 yrs		Destroy
0007-0000	Residence Staff Personnel File Personnel file for residence staff. Contains: application, schedule, regulations, questionnaires, agreements, evaluations, contract, incident reports, and supporting documentation.	6 yrs after termination of employment		Destroy
0008-0000	Student Residence File File for students contracting to live on campus. Contains: application, agreement, roommate contract, release from agreement, room assignment, and supporting documentation.	7 yrs after graduation or termination from college		Destroy

FORM NO CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511007	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Day Care Facility

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
		Carmen Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
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 Sign-In Sheets	3 yrs		Destroy
0004-0000	Tuition Payment Schedule Payment plan/agreement for child enrollment.	7 yrs		Destroy

FORM NO. CR-AA-0004 (4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511008	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Educational Opportunity Fund (EOF)

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
		Caesar Jacovone	2/19/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Educational Opportunity Fund (EOF)- Reference File Contains reference materials pertaining to the EOF program.	As updated		Destroy
0002-0000	Educational Opportunity Fund (EOF) - Staff File Employee file for EOF program, includes professional and non-professional staff. Contains: applications, 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	SCHEDULE NUMBER	PAGE NUMBER
S511008	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0003-0000	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

FORM NO CR-AA-0004-(4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Health Services Infirmary

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 Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0000	Medical Records - Staff and Students			
0001-0001	Weekly Health Service Report	1 yr		Destroy
0001-0002	Notification of Illness File Contains: notification letter, infirmary services questionnaire, daily reports, and supporting documentation.	2 yrs		Destroy
0001-0003	Testing and Condition File - Department of Health Testing Requirements (Copies) Contains: First Aid Administration Statement, Permanent Physical Impairment Statement, Orientation Checklist, New Jersey Department of Health Forms (Gonococcus Culture), Diagnostic Immunology Report, and Monthly Age Breakdown Reports. Originals are kept by the New Jersey Department of Health.	3 yrs		Destroy
0001-0004	Physician's Prescription/Standing Order Statements	5 yrs		Destroy
0001-0005	X-Ray Request	5 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511009	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0001-0006	Accident and Insurance File	6 yrs		Destroy
0001-0007	Borrowed Articles Form	7 yrs		Destroy
0001-0008	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, Rubella Vaccine Consent, Eye Conditions Instruction Form, 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, Urinary Tract Infection Information Form, and supporting documentation.	10 yrs or age 23, whichever is longer		Destroy
0002-0000	Medical Information Reference File File contains guidelines, brochures, pamphlets, and supporting information pertaining to health safety and prevention.	3 yrs		Destroy
0003-0000	State and Federal Regulations File (Copies) State and federal statute and code guidelines pertaining to health services.	As updated		Destroy

FORM NO CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511010	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Reading, Writing, Mathematics, and Science Lab

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.

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		Carol Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Policies and Procedures Statement Policies, procedures, and objectives of the Reading, Writing, Mathematics, and Science 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, computer activities log, end of tutoring summary, sessions record, academic difficulties statement, tutoring lab application, lab services and tutor final lab client evaluation, missed appointment letters, tutoring agreement, termination of lab enrollment 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	SCHEDULE NUMBER	PAGE NUMBER
S511010	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0004-0000	Tutor File 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.	6 yrs after termination of employment		Destroy

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511011	001	1 OF 3

DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Special Services

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carol Lacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Disabled Student File Contains forms notifying the Special Services office of a student's disability and the specific support services needed.	2 yrs after graduation or termination from college		Destroy
0002-0000	Foreign Student File (Copy) File pertaining to foreign students who are enrolled full-time or part-time in an academic program. Originals are kept by the United States Department of Justice, Immigration and Naturalization Service. Contains: admission application; Affidavit of Support; Visa Status Changes Form; Missing Arrival Document Search Form; Application for Nonimmigrant Student; Certificate of Eligibility for Nonimmigrant Student; Student Information Form; Application for Extension of Stay, School Transfer, or Permission to Accept or Continue Employment; and supporting documentation.	5 yrs after graduation or termination from college		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511011	001	2 OF 3

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0003-0000	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: Application for Educational Assistance Test Program Benefits, Application form Survivors' and Dependents' Educational Assistance, 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

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511011	001	3 OF 3

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

FORM NO CR-AA-0004-(4-85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Speech, Language, and Hearing Lab

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Medical Records File Patient file for speech, language, or hearing therapy. Contains: application for therapy, case history, evaluations, tests, progress reports, permission to release information and to be videotaped and photographed, and supporting documentation.	5 yrs after graduation or termination from college		Destroy
0002-0000	Speech, Language, and Hearing Lab Reference File Contains reference materials used by the lab or distributed to patients regarding speech, language, and hearing disorders and therapy treatments.	As updated		Destroy

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511013	001	1 OF 1

DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Student Life

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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		Caesar Jacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Enrolled Student Worksheet/Questionnaire	5 yrs after graduation or termination from college		Destroy
0002-0000	Student Awards Application Committee File Application for awarding financial awards and scholarships. Contains: awards application, Confidential Reference Statement Waiver, and supporting documentation.	7 yrs after issuance		Destroy
0003-0000	Student Discipline File Contains: College Disciplinary Officer Checklist, Disciplinary Board regulations, disciplinary letter statement, appeal documentation, and supporting documentation.	5 yrs after graduation or termination from college		Destroy
0004-0000	Student Handbook			
0004-0001	Student Handbook (Master)	Permanent		Permanent
0004-0002	Student Handbook (Copies)	Periodic review		Destroy

FORM NO. CR-AA-0004 (4/85)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
S511014	001	1 OF 2

DEPARTMENT State of New Jersey Four Year College

DIVISION Student Life

BUREAU Student Counseling Services

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

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AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
		Carmen Iacovone	2/13/91

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN: AGENCY	RETAIN IN: RECORDS CENTER	DISPOSITION
0001-0000	Counselor File			
0001-0001	Student Contacts Statistical Sheet	3 yrs		Destroy
0001-0002	Weekly Appointments Schedule	1 yr		Destroy
0001-0003	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	SCHEDULE NUMBER	PAGE NUMBER
S511014	001	2 OF 2

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0004-0000	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.	10 yrs or age 23, whichever is longer		Destroy