

# STATE OF NEW JERSEY



## Administration

**M700101-004**



Prepared by:  
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Records Retention and Disposition Schedule		Agency: M700101	Schedule: 004	Page #:1 of 31
<b>Department:</b>	Administration	<b>Agency Representative:</b>	Joseph Vitelli	
		<b>Title:</b>	Deputy Director Of Administration	
		<b>Phone #:</b>		

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

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>
			6/22/2022

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>GENERAL ADMINISTRATIVE</b>										
0001-0000	Agendas And Minutes - Board Of Education And General Meetings --- File contains but is not limited to the following: Minutes, Agendas, Resolutions, Report of the Custodian of School Monies, Report of the Treasurer, Report of the Secretary, additional financial reports, and supporting documentation.									
0001-0001	Agendas and Minutes (Original)						Permanent		Permanent	
0001-0002	Agendas and Minutes (Copy)						1 Years		Destroy	
0001-0003	Agendas and Minutes - Rough Notes						45 Days  Or until summary or verbatim transcripts aide been approved as minutes, whichever is longer		Destroy	
0002-0000	Compulsory Education Law Notification/Complaint of Violation --- Notification to parents they are in violation of the Compulsory Education Law and their children must return to school.						3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0003-0000	Correspondence (Hardcopy And Electronic) - Administration, Faculty, And Student --- Hardcopy and/or electronic records should be retained as long as its associated record series as per the New Jersey Public Records Laws and to ensure accessibility, as per the Open Public Records Act (OPRA) and the Federal Rules of Civil Procedure.									
0003-0001	Correspondence (Hardcopy and Electronic) - External						3 Years		Destroy	
0003-0002	Correspondence (Hardcopy and Electronic) General - Internal						1 Years		Destroy	
0003-0003	Correspondence (Hardcopy And Electronic) - Policy - Non-Statutory/Non-Regulatory			X		P	25 Years		Archival Review	
0003-0005	Correspondence (Hardcopy and Electronic) - Routine Request for Information - Not Related to the Open Public Records Act (OPRA) (Administration, Faculty, and Student)						Periodic review		Destroy	
0004-0000	Electronic Register --- Contains: Department of Education generated documents which includes: monthly summaries, annual reports, labels, and supporting documentation.						7 Years		Destroy	
0005-0000	Election File									
0005-0001	Election File - Election Forms --- File pertaining to school board elections. Contains: Annual School Election (Copy), Report of Absentee Votes, Summary of Results for School Election (Copy), Tally Sheets, Notice of Election, Budget Advertisement, Canvass of Votes, Regular and Irregular Ballots, Absentee for Military and Civilian Personnel, Poll Lists, Petition for School Board of Election, and correspondence. Originals are sent to the County Board of Elections and copies to the Office of the Municipal Clerk.						1 Years		Destroy	
0005-0002	Election File - Bonding Election Report, Certificate, and Voting Authority						5 Years		Destroy	

\* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0006-0000	Legal Notices File									
0006-0001	Legal Notices File - Publisher's Affidavits						10 Years		Destroy	
0006-0002	Legal Notices File - Official Public Meeting Notice						3 Years		Destroy	
0006-0003	Legal Notices File - Legal Notice in Newspaper						7 Years		Destroy	
0007-0000	Library Accession Records						Permanent		Permanent	
0008-0000	Public Employee Occupational Safety and Health Act (PEOSHA) File (Copy) --- Contains the Annual Occupational Injuries and Illnesses Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C. 12:110</u> , Subchapter 5 and <u>N.J.S.A. 34:6A-24-28</u> et seq. Original is kept by the Department of Labor and Workforce Development.									
0008-0001	Public Employee Occupational Safety and Health Act (PEOSHA) File (Copy)						6 Years		Destroy	
0008-0002	Public Employee Occupational Safety and Health Act (PEOSHA) (Additional Copy)						3 Years		Destroy	
0009-0000	Recordings of School Board Meetings (Audio and Video)						45 Days  Or until summary or verbatim transcripts aide been approved as minutes, whichever is longer		Erase/Degauss	
0010-0000	School Ethics Commission File									

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:4 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0010-0001	School Ethics Commission File - Financial, Personal, and Relative Disclosure Statement and Mandatory Training Certificate (Copy) --- Annual submission from the school officials to the Executive County Superintendent. Original is kept by the Executive County Superintendent of Schools and a copy by the School Ethics Commission.						6 Years		Destroy	
0010-0002	School Ethics Commission File - Conflict of Interest Questionnaire (Copy) --- Original maintained by the School Ethics Commission.						6 Years		Destroy	
0010-0003	Request for Approval for Attendance at Events - State Ethics Commission (N.J.A.C. 19:61-6)						6 Years		Destroy	
0011-0000	School Board Members - Report to Executive County Superintendent						1 Years		Destroy	
0012-0000	Subject File - Administrative and General									
0012-0001	Subject File - Administrative --- Subject file of a Superintendent, Business Administrator, and Principal pertaining to the administrative aspects of their offices including policy, procedure, organization, programs, fiscal, and personnel matters. File includes: correspondence, minutes (copy), reports, speeches, and supporting documentation.						4 Years		Destroy	
0012-0002	Subject File - General						3 Years		Destroy	
0013-0000	Worker and Community Right to Know Act File (Copy) --- File is maintained in accordance with the Worker and Community Right to Know Act, L. 1983, C.315, <u>N.J.S.A. 34:5A-1</u> et seq. Original is kept by the Department of Health and Senior Services. Copies are kept by the Department of Environmental Protection, the County Health Department, the County Clerk, and the Local Government 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 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:5 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0014-0000	Consultant File --- File reflecting the findings of a professional consultant hired by a school district. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.									
0014-0001	Consultant File - Final Report						Permanent		Permanent	
0014-0002	Consultant File - Contract						7 Years After termination of contract		Destroy	
0014-0003	Consultant File - Financial Documents						7 Years		Destroy	
0014-0004	Consultant File - Work papers and Support File						3 Years		Destroy	
0015-0000	Records Retention and Disposition File - Division of Archives and Records Management (DARM)									
0015-0001	Records Retention and Disposition File - Records Retention Schedule (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.						As updated		Destroy	
0015-0002	Records Retention and Disposition File - Request and Authorization for Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.						Permanent		Permanent	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:6 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0015-0003	Record Retention And Disposition File - Microfilm/Microfiche Certification Submitted With Request And Authorization For Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.					P	Permanent		Permanent	
<b>GENERAL ADMINISTRATIVE</b>										
0015-0004	Records Retention and Disposition File - Imaging Certification Submitted With Request and Authorization for Records Disposal (Copy) --- Original retained by the Department of State, Division of Archives and Records Management.						Permanent		Permanent	
0016-0000	Open Public Records Act (OPRA) File --- Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy printouts), response documents (copy), and relevant supporting documentation (PL 2001, c404)									
0016-0001	Open Public Records Act (OPRA) File - Request Form With Fee						7 Years		Destroy	
0016-0002	Open Public Records Act (OPRA) File - Request Form Without Fee						3 Years		Destroy	
0016-0003	Open Public Records Act (OPRA) File - OPRA Complaint to the Government Records Council (GRC), Department of Community Affairs (Copy) --- Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), OPRA Request (copy), correspondence and email (hardcopy printout), and supporting documentation.						3 Years After resolution		Destroy	
0017-0000	Calendar and Meeting Schedules						3 Years		Destroy	
0018-0000	Certified Mail Receipt						3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0019-0000	Hand-Deliver Receipt									
	<b>GENERAL ADMINISTRATIVE</b>									
0019-0001	Hand-Deliver Receipt (Original)						1 Years		Destroy	
0019-0002	Hand-Deliver Receipt (Copy)						Periodic review		Destroy	
0020-0000	Informational Survey - General --- District statistical study used to gain information for the routine operation of business.						Periodic review		Destroy	
0021-0000	News Release --- Information issued by state agencies for publication or broadcast.									
0021-0001	News Release (Original)			X		P	Permanent		Archives	
0021-0002	News Release (Copy)						Periodic review		Destroy	
	<b>GENERAL ADMINISTRATIVE</b>									
0022-0000	Organization Chart									
0022-0001	Organization Chart (Original)			X		P	Permanent		Archives	
	<b>GENERAL ADMINISTRATIVE</b>									
0022-0002	Organization Chart (Copy)						As updated		Destroy	
0023-0000	Photographs and Slides						Permanent		Archives	

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							Total Retention Period	Minimum Period in Agency		
0024-0000	Visitor Security Sign-In Sheet And Monitoring File --- Visitor security sign-sheet and monitoring file; may include visitor health screening/assessment forms.					P	3 Years		Destroy	
0025-0000	Reference File						Periodic review		Destroy	
0026-0000	Reference Material Request						Periodic review		Destroy	
0027-0000	Incoming Mail Log						3 Years		Destroy	
0028-0000	Disaster Prevention and Recovery/Business Continuity Plans --- In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space - if closing a facility is deemed necessary - in order to resume daily operations and mitigate the consequences of such an event.									
0028-0001	Disaster Prevention And Recovery/Business Continuity Plans (Original)					P	3 Years After update		Destroy	
<b>GENERAL ADMINISTRATIVE</b>										
0028-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)						As updated		Destroy	
0029-0000	Americans With Disabilities Act (ADA) Transition Plan and Self-Evaluation Plan --- *Microfilming recommended.						65 Years		Destroy	
0030-0000	Fall Survey File (Copy) - Certified and Non-Certified									

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0030-0001	Fall Survey File - Certified Staff Data (Copy) --- File contains but is not limited to the following: Certificated Staff Status Report and Report of Non-Certificated Support Services. Original is sent to the Department of Education and copy is sent to the Office of the Executive County Superintendent of Schools. Note: Data may also be part of the School Report Card.						5 Years		Destroy	
0030-0002	Fall Survey File - Non-Certified, Student, and Program Data (Copy) --- File contains but is not limited to the following: Consolidated Graduate Report: Follow-up of High School Graduate, Personnel Employed by New Jersey Public School Districts, Nonpublic Schools Having High Concentrations of Students from Low Income Families, Annual Report of Persons Employed in School Aide Positions. Original is sent to the Department of Education and copy is sent to the Office of the Executive County Superintendent of Schools. Note: Data may also be part of the School Report Card.						5 Years		Destroy	
0031-0000	Bylaws and Policies Books - Approved --- This is a book of bylaws and policies of educational and related issues.						Permanent		Permanent	
0032-0000	Code of Conduct for Disciplinary Action - Publication --- The Code of Conduct Report and its work papers.						As updated		Destroy	
0033-0000	Policy and Advisory Statements - Administrative						Permanent		Permanent	
0034-0000	Referendums						Permanent		Permanent	
0035-0000	Resolutions of the School Board						Permanent		Permanent	
0036-0000	District Three Year Comprehensive Equity Plan --- Comprehensive evaluation of a school district's goals toward fulfilling federal and state equity, affirmative action, and civil rights requirements and guidelines. A copy is kept by the Office of the Executive County Superintendent of Schools and the Department of Education.						7 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:10 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0037-0000	District Three Year Technology Plan --- Comprehensive plan detailing a school district's implementation of technology throughout the district. A copy is kept by the Department of Education.						7 Years		Destroy	
0038-0000	County Technology Plan - School Districts --- County-wide committee report to the Department of Education of goals for the technology in the county's local school districts. File also includes an inventory of the hardware and software in use. A copy is kept by Department of Education.						7 Years		Destroy	
0039-0000	Equivalency and Waiver Applications (Copy) --- Request from a school district to the Department of Education to use alternative means to meet the Department's Administrative Code educational program requirements. File includes application, supporting documentation, and approval or denial letter from the Department of Education. Approvals a valid for three years. Original maintained by the Department of Education.						5 Years		Destroy	
0040-0000	Application for Best Practices/Star Schools (Copy) --- Annual application submitted for consideration to the Department of Education for recognition of exemplary programs. Original maintained by the Department of Education.						3 Years		Destroy	
0041-0000	Governor's School For Gifted/Exceptional Students (Copy) --- The file contains reference copies of memos, correspondence, work papers, and student application (copy) and evaluation forms for the Governor's School program. Original is maintained by the associated college.					P	3 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
<b>GENERAL ADMINISTRATIVE</b>										
0042-0000	Governor's Teacher Recognition Program (Copy) --- File pertaining to the annual county-nominated teach recognition program. File contains the nomination documents and selection panel documents. Original is kept by the Office of the Executive County Superintendent of Schools.						7 Years		Destroy	
0043-0000	NJ State Teacher of the Year Program (Copy) --- Annual county-nominated teacher recognition program. Original non selected applicant files are maintained by the school district and the original selected applicant file is maintained by the Department of Education.						3 Years		Destroy	
0044-0000	Annual Report - Charter Schools --- Copies are sent to the Department of Education, the State Board of Education, and the Office of the Executive County Superintendent of Schools.						Permanent		Permanent	
0045-0000	Code of Ethics									
0045-0001	Code Of Ethics (Original)			X		P	Permanent		Archives	
0045-0002	Code of Ethics (Copy)						Periodic review		Destroy	
0046-0000	General Operating Procedures --- Rules and regulations developed by a school district for the general operation of business.									
0046-0001	General Operating Procedures (Original)			X		P	Permanent		Archival review	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0046-0002	General Operating Procedures (Copy)						Periodic review		Destroy	
0047-0000	Hearings - Formal Policy									
0047-0001	Hearings - Stenotype Transcription						1 Years After printing of transcript		Destroy	
0047-0002	Hearings - Real Time Transcription						1 Years After printing of transcript		Destroy	
0047-0003	Hearings - Computer- Assisted Transcription						1 Years After printing of transcript		Destroy	
0047-0004	Hearings - Audio/Video Recording						80 Days  Or until summary or verbatim transcripts aide been approved as minutes, whichever is longer		Erase/Degauss	
0047-0005	Hearings - Transcripts (Original)			X		P	Permanent		Archival review	
0047-0006	Hearings - Transcripts (Copy)						Periodic review		Destroy	
0048-0000	Policy Statement - Federal, State, and District									

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0048-0001	Policy Statement (Original)			X		P	Permanent		Archival review	
0048-0002	Policy Statement (Copy)					P	Periodic review		Destroy	
<b>GENERAL ADMINISTRATIVE</b>										
0049-0000	Litigation File ( <u>N.J.S.A. 2A:14-5</u> )						20 Years After final action		Destroy	
0050-0000	Testimony --- Testimony documents of representatives of a school district at public hearings, public meetings, trials, and other official proceedings.						10 Years		Destroy	
0051-0000	Application to Establish a Charter School and Renewal (Copy) --- Original maintained by the Department of Education and a copy by the Office of the Executive County Superintendent of Schools.									
0051-0001	Application to Establish a Charter School and Renewal (Copy) - Approved						7 Years		Destroy	
0051-0002	Application to Establish a Charter School and Renewal (Copy) -Denied						3 Years		Destroy	
0052-0000	School Reorganization File --- A file pertaining to a school's reorganization and/or regionalization. File contains but is not limited to: feasibility study, Reorganization Notification, Reorganization Plan, Resolution, and supporting documentation. Copies are maintained by the Department of Education and the Office of the Executive County Superintendent of Schools.						Permanent		Permanent	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:14 of 31		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0053-0000	<p>Middle States Association of Colleges and Schools Accreditation - Commissions on Elementary and Secondary Schools (Public and Nonpublic)</p> <p>---</p> <p>Middle States Accreditation is applied for by and issued to an individual Elementary, Middle, or Secondary Public or Nonpublic School to improve their foundations for student and organizational performance in the areas of: Philosophy/Mission, Governance/Leadership, School Improvement Planning, Finance, Facility, and School Climate/Organization. These areas are addressed in two major accreditation tracts: Accreditation for Growth (AFG) and Reflections on Standards of Quality (Reflections). After the initial accreditation, follow-up evaluations are performed in a ten (10) year cycle. File contains but is not limited to the following: Middle States Accreditation Approval Report, district academic program review/self evaluations, follow-up evaluations, correspondence, and supporting documentation.</p> <p>Note: Middles States Accreditation applies schools and colleges in New Jersey, New York, Pennsylvania, Delaware, Maryland, and the District of Columbia.</p>						Permanent		Permanent		
0054-0000	<p>Public Relations File</p> <p>---</p> <p>File pertaining to Department of Education regulations for school district public relations policies. Contains: policies, news release, publications, and supporting documentation. (N.J.A.C. 6A:23A-5)</p>						Permanent				
0054-0001	Public Relations File (Original)						Permanent		Permanent		
0054-0002	Public Relations File (Copy)						Periodic review		Destroy		

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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<b>PERSONNEL</b>										
0100-0000	Affirmative Action/District Three Year Comprehensive Equity Plan --- A comprehensive evaluation of a school district's goals toward fulfilling federal and state equity, affirmative action, and civil rights requirements and guidelines. File contains but is not limited to: Affirmative Action Plan, Annual Report on Multi Year Equality in Education, Annual Review of Progress in Implementing Affirmative Action Plans, Resolution of Equal Educational Opportunity, Affirmative Action statistical reports, and supporting documentation. A copy is sent to the Office of the Executive County Superintendent of Schools and a copy is kept by the Department of Education.						3 Years		Destroy	
0101-0000	Applications for Employment - Persons Not Hired						3 Years		Destroy	
0102-0000	Application To Hire Athletic Coach Holding Substitute Credentials --- Note: Approved application maintained in the Employee File.									
0102-0001	Application to Hire Athletic Coach Holding Substitute Credentials - Approved						6 Years After termination of employment		Destroy	
0102-0002	Application to Hire Athletic Coach Holding Substitute Credentials - Denied						3 Years		Destroy	
0103-0000	Civil Rights Compliance (Copy) --- Statement of school district compliance. Original is sent ot the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.						1 Years		Destroy	
0104-0000	Emergency Information Card - Full Time and Part Time Employees						As updated		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0105-0000	Multiple Worksite Report - US and NJ Departments of Labor --- Statistical tally of the number of employees employed and the wages paid per school and per district.						3 Years		Destroy	
0106-0000	Employee File - Full And Part Time --- Employee file for Administration, Teachers, Student Interns, Student Teachers, Substitute Teachers (Credentialed), Professional, Paraprofessional, Support Staff, and Student Workers. File contains but is not limited to the following: title; position(s); salary; length of service; date and reason of separation; pension; Provisional Teacher data; Certificates (Administrative, Instructional, and Educational); Professional Growth/Improvement Plan; Mentoring, Mandated Training, Notice of Non Re-Employment; Request Before District Board of Education for Reinstatement; District Board of Education Re-Employment Decision; individual professional development plan; employee assurance statement; resume; references; transcripts; certifications; assessments; internships; performance report; continuing education; vacation request; leave of absence request; report of accumulated time; medical history; self-health assessment/screening forms; payroll notices; personnel update; summer sabbatical; summer teaching program; extra duty pay; home instructor; teacher observations; performance evaluation reports; oath of allegiance; offer of employment; acceptance or rejection of offered employment; salary notification; application of employment					P	6 Years  After termination of employment provided Employment History Record Card maintained; otherwise 80 yrs		Destroy	
0107-0000	Annual American Red Cross/YWCA Certificates - Swimming Instructor --- Copy is kept by the Office of the Executive County Superintendent of Schools.						3 Years  After renewal of agreement		Destroy	
0108-0000	Employment History Record Card - Full and Part Time Staff						80 Years		Destroy	
0109-0000	Accident Reports - Employee --- Contained here are record copies of employee accident reports, claims, and related correspondence.						7 Years  After final settlement		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0110-0000	Grievance File --- Records of employees' dissatisfaction with working conditions beyond their control, but which may be subject to remedy by a supervisor.									
0110-0001	Grievance File - Settlements - Policy (Original)						Permanent		Permanent	
0110-0002	Grievance File - Settlements - Policy (Copy)			X		P	3 Years After final settlement		Archival Review	
0110-0003	Grievance File - Settlements - Routine (Original)						3 Years After final settlement		Destroy	
0110-0004	Grievance File - Settlements - Routine (Copy)						1 Years After final settlement		Destroy	
0111-0000	Health Care Provider Program Information File						3 Years After termination of program participation		Destroy	
0112-0000	Job Vacancy Notice					P	3 Years		Destroy	

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<b>PERSONNEL</b>										
0113-0000	Confidential Medical File - Employee --- File contains employee medical documentation including but not limited to: physical fitness assessment, health history, past illness and/or injury, current health problems, medications, allergies, immunizations, height and weight, drug testing; blood pressure, pulse and respiratory rate, vision and hearing screening, and Mantoux test. May include proof of vaccination or tests results in lieu thereof. Microfilming or digitization recommended. (N.J.A.C. 6A:32-6.3) (CFR 1910.1018).					P	40 Years	After termination of employment	Destroy	
0114-0000	Credentialed Substitute Teacher List --- File listing the credentialed substitute teachers employed by the district.						3 Years		Destroy	
0115-0000	Time Records File (Electronic and Hardcopy)									
0115-0001	Time Records File - Request for Time Off - Disability, Administrative, Sick, Vacation, Maternity, and Family Leave (Original) --- Copy retained by the employee.						7 Years		Destroy	
0115-0002	Time Records File - Application for Extended Work Hours						7 Years		Destroy	
0115-0003	Time Records File - Overtime Records						7 Years		Destroy	
0115-0004	Time Records File - Time Cards/Sheets						7 Years		Destroy	
0115-0005	Time Records File - Trip and Conference Requests						7 Years		Destroy	
0115-0006	Time Records File - Request for a Substitute Teacher Due to Absence						7 Years		Destroy	
0116-0000	Americans With Disabilities Act (ADA) Transition Plan and Self-Evaluation Plan						65 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
0117-0000	Health Insurance Portability and Accountability Act (HIPAA) of 1996 --- File pertaining to the privacy policies to safeguard school district employee medical information. File ma contain but is not limited to: Notice of Privacy Policies Overview Letter, Notice of Privacy Policies Brochure, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, and supporting documentation.						7 Years		Destroy	
0118-0000	District Wide Mentoring Plan - New Teachers --- District quality induction program for newly hired teaching staff. File contains: mentoring goals, needs assessment, mentor selection criteria, action plan, approval letters and supporting documentation. Copy is kept by the Office of the Executive County Superintendent of Schools.						6 Years After termination of employment		Destroy	
0119-0000	Professional Staff Development Plan - Teachers --- Teaching professional staff educational advancement plan and objectives. File contains: professional development goals, development opportunities, needs assessment, correspondence, development plan approval/revisions, and supporting documentation. Copy is kept by the Office of the Executive County Superintendent of Schools.						6 Years After termination of employment		Destroy	
0120-0000	Annual Report of Persons Employed in School Aide Positions --- Copy is kept by the Office of the Executive County Superintendent of Schools.						3 Years		Destroy	
0121-0000	Application for Approval of School Aide Positions (Copy) --- Title also given as: Application for Approved and Annual Report of Auxiliary School Personnel. Original is kept by the Office of the Executive County Superintendent of Schools.						3 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0122-0000	Seniority List: Date Of Hire --- List of each employee and their date of hire, used to determine seniority for a staff promotion.					P	3 Years		Destroy	
<b>PERSONNEL</b>										
0123-0000	Contract Review Checklist - School Superintendent, School Assistant Superintendent, and Business Administrator --- File contains contract (copy) and checklist, approval/disapproval to renew contract letter - Office of the Executive County Superintendent of Schools, and supporting documentation. Copy maintained by the Office of the Executive County Superintendent of Schools.						7 Years		Destroy	
0124-0000	Collective Bargaining Agreement Negotiation File - District-Wide Contracts --- File contains but is not limited to: contract (copy), negotiation notes, research data, correspondence, proposals and counterproposals, salary guides, minutes (copy), sidebar agreement, memorandum of agreement, union data, and supporting documentation.						7 Years After termination of agreement		Destroy	
0125-0000	Highly Qualified Teacher Plan - Faculty Educational Specialization Compliance --- Continuing education and specialization in compliance with Federal and State teaching certification.						7 Years After qualification or remediation		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	<b>MONITORING</b>									
0150-0000	Quality Assurance Annual Report (QAAR) (Copy) --- File Also referred to as: Public School Education Act Plan, Chapter 212 Annual Plan, School Monitoring Annual Plan, and Thorough and Efficient Education Annual Plan. Annual report of district's implementation of School-level Plan, achievement of performance level objectives, Pupil performance Objectives, condition of educational facilities and status of mandated programs. File also contains: Comprehensive Maintenance Plan, Class Schedule; District Priorities Report; Elementary, Middle, Junior, and Senior High School Master Plan Evaluations; review checklists; and approval letters. Original is kept by the Office of the Executive County Superintendent of Schools and a copy by the Department of Education.									
0150-0001	Quality Assurance Annual Report (QAAR) File - Final Report						Permanent		Permanent	
0150-0002	Quality Assurance Annual Report (QAAR) File - Supporting Documentation						7 Years		Destroy	
0151-0000	NJ Quality Single Accountability Continuum (NJQSAC) and Monitoring Report File --- A district performance review conducted in a three (3) year cycle by the Executive County Superintendent of Schools that assesses the district's status in the areas of instruction and program, fiscal, operations, personnel and governance. File contains but is not limited to the following: District Performance Review worksheets (copy), rating determinations; NJQSAC Improvement Plan; and other supportive documentation. The file may also include the Report of the Treasurer and the Report of the Secretary. Note: Previously known as Evaluation of a Local School District/Monitoring Report.									
0151-0001	NJ Quality Single Accountability Continuum (NJQSAC) and Monitoring Final Report						Permanent		Permanent	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0151-0002	NJ Quality Single Accountability Continuum (NJQSAC) - Supporting Documentation						7 Years		Destroy	
0152-0000	Internal Evaluation and Action Plan (Copy) - Department of Education and the Office of the Executive County Superintendent of Schools --- Self-study report and rating generated as a result of either the Department of Educating or the Executive County Superintendent's monitoring process. Used as a guideline for adherence to curriculum, faculties, and finance operational standards. Original is sent to the Office of the Executive County Superintendent of Schools.						Permanent		Permanent	
0153-0000	Internal Control Vulnerability Assessment - Department of the Treasury (Copy) --- Self-assessment questionnaire pertaining to status of division's/unit's system of internal accounting and administrative controls in areas such as security, personnel, finance, and administration. Original is kept by the Department of Education and a copy by the Office of the Executive County Superintendent of Schools and the Department of Treasury.						3 Years		Destroy	
0154-0000	Special Education Program Monitoring File --- File pertaining to the monitoring of a school district's special education program and services to determine compliance or noncompliance with state and federal requirements. Contains: monitoring reports, work papers, self-assessment documents, annual surveys, census statistics, booklets, correspondence, pupil statistics, Special Education Improvement Plan(s) and/or Corrective Action Plan(s) (CAP). A copy is kept by the Department of Education and the Office of the Executive County Superintendent of Schools.									
0154-0001	Special Education Program Monitoring - No Special Education Improvement Plan or Corrective Action Plan (CAP) Required						5 Years		Destroy	
0154-0002	Special Education Program Monitoring - Special Education Improvement Plan or Corrective Action Plan (CAP) Required						5 Years		Destroy	
							After compliance			

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:23 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0155-0000	School Level Plan - Pupil Performance Objectives and Statement of Assurance						7 Years		Destroy	
0156-0000	State-Operated/Overseen School District - Evaluation Report --- Self evaluation report pertaining to the efficiencies and inefficiencies (and the methods to correct inefficiencies) in the areas of security, personnel, finance, administration, and facility for a state-operated/overseen school.						7 Years		Destroy	
0157-0000	Mandatory Plan for School District Consolidation/Reorganization (Copy) --- Study to ascertain the feasibility and cost-effectiveness of school districts consolidating. File contains research data, recommendations, feasibility study, final report, statistics, and supporting documentation. Original maintained by the Office of the Executive County Superintendent of Schools. (N.J.A.C.6A:23A-2.5)						Permanent		Permanent	
0158-0000	School Report Card --- Annual statistical report of a projected one-year plan of a school' s academic objectives and performance including the School Report Card, Evaluation, and Worksheets. Copies are kept by the Department of Education and the Office of the Executive County Superintendent of Schools. Note: Support data obtained from the Fall Survey.						7 Years		Destroy	
0159-0000	District Three Year Technology Plan --- Comprehensive plan detailing a school district's implementation of technology throughout the district. A copy is kept by the Department of Education.					P	7 Years		Destroy	
0160-0000	County Technology Plan --- County-side committee report to the Department of Education of goals for the technology in the county's local school districts. File also includes an inventory of the hardware and software in use. A copy is kept by Department of Education.						7 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0161-0000	Nonpublic School Technology Initiative Program --- A program authorizing aid to be paid to school districts for technology throughout the nonpublic school. The program includes administrators, information technology staff, teachers, and school library media personnel. A copy is kept by the Department of Education.						7 Years		Destroy	
0162-0000	E-Mail Records And Electronic Administrative Resource Files									
0162-0001	E-Mail Records And Electronic Administrative Resource Files -E-Mail Records (Seven Years Or Less) --- This schedule facilitates the management of E-Mail records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their E-Mail systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to E-Mail records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of E-Mail in the general schedule category (Note 1).  Attestation elements include:  1. That the agency’s general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system (s) that is separate from the E-Mail system (Notes 2 and 3);  2. That the E-Mail system used by the agency includes a central storage and management system for E-Mail that is separate from copies of E-Mail stored in the end-users’ email boxes, wherein only authorized information technology and/or records management staff control the disposition of E-Mail records stored in the centrally-managed system, includes provisions for administration of <sup>3</sup> litigation holds and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).;					P	7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:25 of 31	
	<p>internet usage, with supporting employee training and/or informational programs;</p> <p>4. That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of E-Mail records; and</p> <p>5. That the agency has back-up/disaster recovery services in place that allow for the restoration of E-Mail records following catastrophic or disruptive events.</p> <p>Note 1: An agency may dispose of E-Mail records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of E-Mail described as internal correspondence must include an attestation that in fact, only E-Mail records of internal correspondence aged greater than one year (and no other types of records) are included in the request.</p> <p>Note 2: Centrally managed E-Mail vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of E-Mail.</p> <p>Note 3: Use of this General E-Mail schedule is not permitted if the agency creates/receives E-Mail messages and/or associated attachments with retention periods exceeding seven (7) years and does not store the items in a separate records-keeping system.</p>									
0162-0002	<p>Electronic Administrative Resource Files ---</p> <p>Electronic file shares and other digital content stores that contain reference material, periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, daily employee health screenings and contact lists.</p>					P	Retain Until No Longer Needed For Administrative Purposes.		Destroy	
0163-0000	<p>Specialized Cleaning Documentation ---</p> <p>Records related to cleaning out of the ordinary, in response to a significant event; e.g. exposure to COVID 19.</p>					P			Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0164-0000	Contact Tracing Documentation --- Records related to the process of warning contacts of possible exposure to disease.					P			Destroy	
<b>REPORTS AND PUBLICATIONS</b>										
0200-0000	School - Generated Publications (Master) --- Contains: school-based newsletters and newspapers, publications, yearbooks, photographs, and faculty and student handbooks.						Permanent		Permanent	
0201-0000	Reports File									
0201-0001	Reports File - Annual (Agency of Origin)						Permanent		Permanent	
0201-0002	Reports File - Board of Education Committee Reports - Not Recorded in Minutes						Permanent		Permanent	
0201-0003	Reports File - Semiannual, Quarterly, and Monthly						3 Years		Destroy	
0201-0004	Reports File - Daily						1 Years		Destroy	
0201-0005	Reports File - Priority Reports - District-Wide						10 Years		Destroy	
<b>IMAGE PROCESSING AND CERTIFICATION</b>										
0250-0000	Image Processing System - Scanner Operator Log --- Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.						Retain for the retention period of the associated records		Destroy	
0251-0000	Image Processing System - Audit Reports --- Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.						7 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:27 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0252-0000	Image Processing System - Initial Certification or System Revocation --- Agency image processing system initial certification or revocation, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, revocation notification, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.						Permanent		Permanent	
0253-0000	Image Processing System - Annual Review --- Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.						As updated		Destroy	
0254-0000	Image Processing System - Quality Control/Error Inspection Log --- A log denoting an error(s) detected in either a random or routine quality control inspection of a scanned document batch.						Upon remediation and verification		Destroy	
0255-0000	Batching Information Data Sheet --- Form can be used when there are questions about a bill. Includes: agency identification information, record series information, batching data, and estimated time of completion.						Upon completion of batch		Destroy	
0256-0000	District Three Year Technology Plan --- Comprehensive plan detailing a school district's implementation of technology throughout the district. A copy is kept by the Department of Education.						7 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0257-0000	<p>County Technology Plan                      ---                      County-wide committee report to the Department of Education of goals for the technology in the county's local school districts. File also includes an inventory of the hardware and software in use. A copy is kept by Department of Education.</p>						7 Years		Destroy	
0258-0000	<p>Nonpublic School Technology Initiative Program                      ---                      A program authorizing aid to be paid to school districts for technology throughout the nonpublic school. The program includes administrators, information technology staff, teachers, and school library media personnel. A copy is kept by the Department of Education.</p>						7 Years		Destroy	
<b>SECURITY: CHILD AND YOUTH PROTECTION</b>										
0300-0000	<p>Criminal History and Review/Employment Background Investigation File (Copy)                      ---                      The file may contain but is not limited to the following: Criminal history and Review, Transmittal for Non-Criminal Employment Check, Application Request for Emergent Hiring, Application Request for Emergent Hiring Pending Completion of Criminal History Check, Resolutions for Emergency Hires (Copy), Emergent Hires Form, Applicant Authorization and Certification - Professional and Nonprofessional Employee, Applicant Authorization and Certification - School Bus Driver, District/Contractor Employee Roster, Employee Roster - Professional and Nonprofessional, Fingerprint Card Verification Notice, Fingerprint Receipts (New Jersey State Police and the Federal Bureau of Investigation), additional supporting identity management and biometric identification (fingerprint, iris, and facial recognition), Transmittal - Professional and Nonprofessional Employee Transmittal - School Bus Driver, Verification of Issuance of Approval Letter, Disqualification Letter, and supporting documentation. Original is kept by the Department of Education and a copy is kept by the contractor and the employee. (N.J.S.A. 18A:6-7.4)                      Note: Due to its confidential nature, this file should remain separate from and not cr</p>						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:29 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0301-0000	Megan's Law Notification from County Prosecutor Letter from the Office of the County Prosecutor to the school district, notifying them of potential sex offenders residing within the district boundarie						75 Years		Destroy	
0302-0000	Memorandum of Agreement Between Education and Law Enforcement Officials and Annual Updates --- An annual agreement between the school district and local police department that addresses standards, procedures, principles and policies with regard to law enforcement activities on school grounds and the reporting of offenses by school officials to law enforcement. Originals also kept by the Office of the Executive County Superintendent of Schools, the Local Police Department, and the Office of the County Prosecutor.						3 Years  After renewal of agreement		Destroy	
0303-0000	Department of Children and Families, Institutional Abuse Investigation Unit - Investigation Memos to School Districts Letter from the Department of Children and Families of findings of alleged abuse o						6 Years  After termination of employment		Destroy	
0304-0000	Violence, Vandalism, and Substance Abuse File (Electronic and Hardcopy)									
0304-0001	Violence, Vandalism, and Substance Abuse File - Violence, Vandalism, and Substance Abuse File Incident Report - Statistical Data Only (Copy)						7 Years		Destroy	
0304-0002	Violence, Vandalism, and Substance Abuse File - Data and Report File (Copy) --- A cumulative report file that contains but is not limited to: Annual Report of Violence, Vandalism, and Substance Abuse Board Minutes (Copy); Transcripts of Public Meetings (Copy); Department of Education Program Verification Letter; Violence, Vandalism, and Substance Abuse Statistical Report; Monthly Report of Violence, Vandalism, and Substance Abuse PL 1982, c.163); Annual Report of Violence, Vandalism, and Substance Abuse (PL 1982, c. 163); and supporting documentation.						7 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:30 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0305-0000	Child Find Follow-Up (Copy) --- For security purposes, document that verifies students' enrollment and attendance in school in the event of an incident. Original is maintained by the Office of the Executive County Superintendent of Schools.						3 Years		Destroy	
0306-0000	School Surveillance Tapes - Inside and Outside of School - Routine, No Event						31 Days		Destroy	
0307-0000	School Safety and Security Plan/Crisis and Emergency Management Plan - District Wide (Electronic and Hardcopy) --- File pertaining to the school security initiatives and emergency/crisis management plans to be instituted to enhance school security and in the event of a school crisis or emergency. File includes but is not limited to: safety manuals, safety policies and procedures, bomb threat response, non-fire evacuation, active shooter response, lock down procedures, School Safety and Vulnerability Checklist, and supporting documentation. Documentation originates from the NJ State Police and the Department of Education.									
0307-0001	School Safety and Security Plan/Crisis and Emergency Management Plan - District Wide (Original)						3 Years After update		Destroy	
0307-0002	School Safety and Security Plan/Crisis and Emergency Management Plan - District Wide (Copy)						As updated		Destroy	
0308-0000	Emergency Evacuation Plan - District Wide									
0308-0001	Emergency Evacuation Plan - District Wide (Original)						3 Years After update		Destroy	
0308-0002	Emergency Evacuation Plan - District Wide (Copy)						As updated		Destroy	

Records Retention and Disposition Schedule				Agency: M700101			Schedule: 004		Page #:31 of 31	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0309-0000	<p>Keeping Our Kids Safe Program ---</p> <p>A program that provides requirements for the development and implementation of comprehensive plans, procedures and mechanisms that provide for schools safety and security.</p>						7 Years		Destroy	
0310-0000	<p>Gang Awareness Training for School Administrators - Department of Education and Office of the County Prosecutor (N.J.S.A. 52:17b-4.7)</p>						6 Years  After termination of employment		Destroy	
0311-0000	<p>School Security Incident Report - Statistical Only (Copy) (Electronic and Hardcopy) ---</p> <p>A time sensitive report of incidents occurring in a school district, such as a bomb threat, intruder invasion, lock down, school evacuation, school shooter, fire, gang activities, student or staff arrest, health-related, internet site, sexual misconduct, missing student, and vehicle accident. A nonpersonal-identifying, general statistical data collected by a school district for submission to the Department of Education. File contains but is not limited to: statistical data, correspondence, and supporting documentation. Original maintained by the Department of Education.</p>						7 Years		Destroy	
0312-0000	<p>School Security Incident Report - Actual Incident (Copy)/Harassment, Intimidation, and Bullying (HIB) Incident Report (Copy) (Electronic and Hardcopy) ---</p> <p>A time sensitive report of incidents occurring in a school district, such as a bomb threat, intruder invasion, lock down, school evacuation, school shooter, fire, gang activities, student or staff arrest, health-related, internet site, sexual misconduct, missing student, and vehicle accident. File contains but is not limited to: statistical data, incident report, law enforcement correspondence, and supporting documentation. Original maintained by the Local Police Department.</p>									
0312-0001	School Security Incident Report - Criminal						7 Years		Destroy	
0312-0002	School Security Incident Report - Homicide						Permanent		Permanent	