

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M700103	SCHEDULE # 001	PAGE # 1 OF 11
DEPARTMENT: School District and Charter School		AGENCY REPRESENTATIVE:		
DIVISION:		TITLE:		
BUREAU: Curriculum, Instruction, Testing, and Child Study - Pre-School, Elementary, Middle, Senior, and Adult Education		PHONE #:		
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:
<i>David F. Corso</i>		10-15-09	<i>Karl J. Niederer</i>	01-14-2010

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 2 OF 11
---	----------------------------	--------------------------	--------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0001-0000	Adult Education File			
0001-0001	Adult Education Program File (Copy) Contains: Adult Education Program estimates, registration forms, Community/Adult Education application, Annual Inventory of Equipment, and Annual Report of Adult Education Programs. Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	5 yrs		Destroy
0001-0002	Adult High School Attendance Roster An attendance roster of student's enrollment, attendance, grades, and statement of graduation from the Adult High School and Adult School Evening classes.	3 yrs		Destroy
0001-0003	Adult Education Student Record/Pupil File Contains: program application and registration forms, student attendance and absence records, and transcripts.	100 yrs		Destroy
0002-0000	Request for Media Services (Electronic and Hardcopy)	Periodic review		Destroy
0003-0000	Educational Program Survey File (Copy) Educational program survey and statistical data submitted to the Department of education by a school district used for program enrollment, funding, curriculum, and technology purposes. Surveys include but are not limited to: Technology, gifted and talented, Violence and Vandalism, Special Education, Curriculum, Limited English Proficiency (LEP), High School Graduation, NJ School Technology Annual Survey, Immigrant Student Count, Homeless Children and Youth, report of Teachers Failing to Meet Professional Development Requirements, Annual Homeschooling Survey. Original is maintained by the Department of Education.	3 yrs		Destroy
0004-0000	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 is maintained by the Department of Education.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 3 OF 11
---	----------------------------	--------------------------	---------------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0005-0000	No Child Left Behind (NCLB)/Improving Americas School Act (IASA)/Basic Skills File (Copy) Contains: Program Applications, Grant Reports, Test Results, Certificates, cooperative projects data, and supporting documentation. Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	7 yrs		Destroy
0006-0000	Bilingual/English as a Second Language (ESL) (Copy) Contains: Bilingual and/or ESL Program Plan/Program Plan Update, program budget data, program plans and updates, statistical reports, distribution of supplemental funds, initiative to recognize exemplary programs, report of students on roll and grade, students dropped out of program, students eligible for State Compensatory Education, high school testing data, and supporting documentation. Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	5 yrs		Destroy
0007-0000	Disabled Student File			
0007-0001	Disabled Student File - Notification of Placements A notice of the placement of a student with a physical and/or learning disability into a specialized learning environment. A copy is sent to the Office of the Executive County Superintendent of Schools.	100 yrs		Destroy
0007-0002	Disabled Student File - Handicapped Pupil and Graduation Requirements	7 yrs		Destroy
0008-0000	Homeless/Immigrant/Migrant/Refugee/Displaced File Contains: applications for Specialized Populations: homeless, migrant, refugee, and displaced immigrant student programs; reports; enrollment data; tracking data; health data; emergency referral, registration forms; termination and transition reports; enrollment and verification data, and project evaluation summaries. Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 4 OF 11
---	----------------------------	--------------------------	---------------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0009-0000	Child Study Services File - Pre-School - Graduation With and Without Medicaid Assistance File pertaining to students from the pre-school through graduation classified as having a disability that requires Child Study Services. The various classifications include: ID number, auditory, cognitive, communications, emotional, deaf/blindness, orthopedic injury, special learning, visual impairment, brain injury, social maladjusted, multiple disabled, pre-school classification, and other health classifications. File contains but is not limited to: student placements; referrals; background data; examinations; evaluations; work papers from the audiologist, social worker, psychologist, learning consultant, physician, speech therapist, physical therapist, occupational therapist, neuromedical therapist; additional outside medical evaluations; consultations; annual review worksheet; report cards (copy); parent notification documents; parental consents, pupil record access sign-in sheet; telephone conversation log; record of information sent from the pupil file (copy); educational assessments; and Individualized Education Program (IEP)			
0009-0001	Child Study Services File - With Medicaid Assistance (Original and Copy)	7 yrs after graduation		Destroy
0009-0002	Child Study Services File - Without Medicaid Assistance (Original and Copy)	5 yrs after graduation		Destroy
0009-0003	Child Study Services File - IEP and Supporting Evaluations With Medicaid Assistance (Original and Copy)	7 yrs after completion of the activity		Destroy
0009-0004	Child Study Services File - IEP and Supporting Evaluations Without Medicaid Assistance (Original and Copy)	5 yrs after completion of the activity		Destroy
0009-0005	Child Study Services File - Parental Consent - With Medicaid Assistance	7 yrs after graduation		Destroy
0009-0006	Child Study Services File - Parental Consent - Without Medicaid Assistance	5 yrs after graduation		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 5 OF 11
---	----------------------------	--------------------------	--------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0009-0007	Child Study Services File - Special Education Medicaid Initiative (SEMI) - Compliance Agreement File contains but is not limited to: SEMI Compliance Agreement, SEMI Coordinator Manual, Related Service Provider Manual, Related Service Documentation Form, Transportation Trip Log, Parental Consent, Data Sharing Agreement, specialized transportation documents; provider qualifications, licensure, and certifications; physician authorizations for nursing services, decision authorizations, and student IEP (copy).	7 yrs from date of service		Destroy
0009-0008	Notification to Parent/Adult Pupil of Availability of Copy Student Record (NJAC 6A:32-7.8(c))	5 yrs after final notification		Destroy
0010-0000	Children Living in Institutions for Neglected or Delinquent Children (Copy) Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	7 yrs		Destroy
0011-0000	Clinical Supervision Workshop Papers Work papers for workshops where students are taught and observed in a clinical setting.	5 yrs after completion of workshop		Destroy
0012-0000	Core Curriculum Content Standards File (Electronic and Hardcopy) Academic curriculum providing a thorough and efficient education in the areas of: workplace readiness skills, visual and performing arts, language and arts literacy, mathematics, science, health and physical education, world languages, and social studies.			
0012-0001	Core Curriculum Content Standards File - Course Add/Drop Card Original information contained in the Curriculum File.	1 yr		Destroy
0012-0002	Core Curriculum Content Standards File - Curriculum Bulletin and Course Outline File Contained within this file are copies of course outlines and curriculum bulletins for every course offered in the school district.	1 yr		Destroy
0012-0003	Core Curriculum Content Standards File - Curriculum Consultant's Reports The findings for new programs from a curriculum consultant.	7 yrs		Destroy
0012-0004	Core Curriculum Content Standards File - Curriculum Guide/Outline for Pre-School, Elementary, Middle, and Senior Instructional guidelines for every course, at every grade and academic level, offered within a school district. May be used in litigation to defend a student receiving a thorough and efficient education.	20 yrs after update		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 6 OF 11
---	----------------------------	--------------------------	---------------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0012-0005	Core Curriculum Content Standards File - Core Curriculum Content Standards/Thorough and Efficient Standards/Whole School Reform Standards for Pre-School, Elementary, Middle, and Senior Academic and workplace readiness areas of instruction adopted for all public school districts. May be used in litigation to defend a student receiving a thorough and efficient education.	20 yrs after update		Destroy
0013-0000	Secondary School Course Offerings (Electronic and Hardcopy)	5 yrs		Destroy
0014-0000	Faculty Records File- Plan Books, Grade Books, Final Exam Books, Daily Class Schedule, and Daily Student Schedule (Electronic and Hardcopy)	3 yrs		Destroy
0015-0000	Grade Reporting Input Form (Electronic and Hardcopy) Used to input grades online.	3 mos after input and verification		Destroy
0016-0000	Home Instruction File Students receiving home instruction. File contains: Home Instruction Roster; Home Instruction Request, Application, Approval, and Termination papers; name, address, grade and level; academic subject; and the days and times a student receives home instruction.	5 yrs after graduation		Destroy
0017-0000	Public - Private Partnership for Pre-Schools - License Licensure file for the establishment of a pre-school under the mutual agreement of the Departments of Education and Community Affairs.	7 yrs after expiration of license		Destroy
0018-0000	Special Education File			
0018-0001	Special Education File - Special Education Due Process Case Hearing File (Copy) Contains: Case decision, memos, and documents pertaining to the case. Original hearing documents are kept by the Department of Education and a copy is kept by the Office of the Executive County Superintendent of Schools.	5 yrs		Destroy
0018-0002	Special Education File - Special Education End-of-Year Report (Copy), Workpapers, and Statistical Data Original hearing documents are kept by the Department of Education and a copy is kept by the Office of the Executive County Superintendent of Schools.	5 yrs		Destroy
0018-0003	New Jersey State Interdepartmental Application for Early Intervention Program Funding (Copy) Original is sent to the Department of Education.	5 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 7 OF 11
---	----------------------------	--------------------------	---------------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0018-0004	Special Education File - Student Placement File Public and Nonpublic School (Electronic and Hardcopy) File contains but is not limited to: Request for Consent of the Commissioner of Education for Initial Placement in an Unapproved Nonpublic School in Accordance With P.L. 1989, Chapter 152 (Copy), Request/Approval, Special Education Notification of Placement File - In and Out of District, and Request/Notification of Placement/New Placement/Home Instruction pupil name, school district, classification, placement date, approval date, tuition, and public or nonpublic school name.	100 yrs		Destroy
0018-0005	Special Education File - Special Education Plan: Annual Report of Statistical Data	7 yrs		Destroy
0018-0006	Special Education File - Special Education Plan: Educational Program Operated by State Agencies	5 yrs		Destroy
0018-0007	Special Education File - Special Education Plan and Revisions	5 yrs		Destroy
0018-0008	Special Education File - Special Education Test Protocols Contains: Special Education test protocols, teacher interview, student observation and performance, and supporting documentation from each discipline in the Child Study Team.	5 yrs after graduation		Destroy
0018-0009	Special Education File - Learning Resource Center File (LRC) (Copy) Educational resource center for use by schools and parents providing training, information services, materials circulation, technical assistance, consultation services and production services. The LRCs are funded by and operated through the Special Education Division, Department of Education. File may contain but is not limited to: contracts for service, vouchers, invoices, and supporting documentation. Original documents are kept by the Department of Education and copies by LRCs.	7 yrs		Destroy
0018-0010	Special Education File - Special Education Request for Approval to Add/Eliminate/Change a Class (Copy) Original is kept by Office of the Executive County Superintendent of Schools.	5 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 8 OF 11
---	----------------------------	--------------------------	---------------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0018-0011	Special Education File - Special Education Request for Approval Exceptions for Class Age Range or Size (Copy) Request for an exception in the age range and/or class size per class room for instructional purposes. Original is kept by the Department of Education and a copy by the Office of the executive County superintendent of Schools.	5 yrs		Destroy
0018-0012	Special Education File - Special Education Annual Data Report (Copy) (Hardcopy or Electronic) Title also given as: Annual Plan for the Education of all Handicapped Children; Special Education Plan. Data includes student enrollment, staffing, nonpublic school placement, and Limited English Proficiency. Original is kept by the Department of Education.	5 yrs		Destroy
0018-0013	Special Education File - Special Education Program Monitoring File/Special Education Improvement Plan or Corrective Action Plan (CAP) Not Required 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, and pupil statistics. A copy is kept by the Department of Education.	5 yrs		Destroy
0018-0014	Special Education File - Special Education Program Monitoring File/Special Education Improvement Plan or Corrective Action Plan (CAP) Required 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.	5 yrs after compliance		Destroy
0019-0000	Special Review Assessment (SRA) File			
0019-0001	Special Review Assessment File - SRA (Copy) Academic skill levels standards in the areas of Language Arts and Mathematics from Elementary through Middle and Senior levels. Original is sent to the Office of the Executive County Superintendent of Schools.	5 yrs		Destroy
0019-0002	Special Review Assessment (SRA) File - SRA Guidelines (Copy) Guidelines originating from the Department of Education.	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 9 OF 11
---	----------------------------	--------------------------	---------------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0019-0003	Special Review Assessment (SRA) File - Student Profile Records documenting a student's successful completion/performance of their academic skill levels (such as, Language Arts, Science, and Mathematics) from Elementary through Middle and Senior levels.	5 yrs after graduation		Destroy
0019-0004	Student Profile Review File - High School Graduation Records verifying a student's successful completion/performance of their academic skill levels required for graduation from High School.	5 yrs after graduation		Destroy
0019-0005	Special Review Assessment (SRA) File - SRA Standards Transmittal and Approval Letter	3 yrs		Destroy
0021-0000	Application for State School Aid (ASSA) (Copy) Provides a pupil count and related statistics needed to continue receiving yearly State Aid. Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	5 yrs		Destroy
0022-0000	Standardized Commercial Test/Proficiency Assessment File Testing file for standardized tests from elementary, middle, and secondary testing levels. File contains but is not limited to the following: bids, correspondence, evaluations, orders for test materials, test samples, work papers, standard-setting nominations, NJ Registered Holistic Scoring Rubric, and test results per school and district.	7 yrs		Destroy
0023-0000	Vocational/Technical Education File			
0023-0001	Vocational/Technical Education File - Application for Vocational Education Funds and Checklist (Copy) Original is sent to the Department of Education.	7 yrs after termination of grant		Destroy
0023-0002	Vocational/Technical Education File - Evaluation System Manual: Carl D. Perkins Vocational Education Act, PL 98-524 (Copy) Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	5 yrs		Destroy
0023-0003	Vocational/Technical Education File - Policies and Procedures Governing the Vocational Application Process - Publication	7 yrs		Destroy
0023-0004	Vocational/Technical Education File - Pre-qualification Assessment and Application for Designation as a Local Area Vocational School (Copy) Original is sent to the Department of Education.	5 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 10 OF 11
---	----------------------------	--------------------------	----------------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0023-0005	Vocational/Technical Education File - Report of Local Expenditures and Project Expenditure Report for Vocational Education (Copy) Original is sent to the Department of Education.	7 yrs		Destroy
0023-0006	Vocational/Technical Education File - Follow-up Expenditure Report (Copy) Original is sent to the Department of Education.	7 yrs after submission to the Department of Education		Destroy
0023-0007	Vocational/Technical Education File - Student Information - Adult (Copy) Original is sent to the Department of Education.	5 yrs		Destroy
0023-0008	Vocational/Technical Education File - Student Information - Senior (Copy) Original is sent to the Department of Education.	5 yrs		Destroy
0023-0009	Vocational Education Course/Program/ Activity Accident Report (Copy) Original is kept by the Department of Education.	7 yrs		Destroy
0024-0000	District Three Year Technology Plan Comprehensive plan detailing a school district's implementation of technology throughout the district. Copy is kept by the Department of Education.	7 yrs		Destroy
0025-0000	Application to Operate an Alternative Education Program/School Request to operate an alternative education program or school. File contains program description, staffing, and budget information.	7 yrs		Destroy
0026-0000	Application for Best Practices/Star Schools (Copy) Annual application submitted by schools for consideration to be recognized by the Department of Education for exemplary programs. Original is kept by the Department of Education.	3 yrs		Destroy
0027-0000	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.	3 yrs		Destroy
0028-0000	Governor's Teacher Recognition Program (Copy) File pertaining to the annual county-nominated teacher recognition program. File contains the nomination documents and selection panel documents.	7 yrs		Destroy
0029-0000	NJ State Teacher of the Year Program (Copy) Annual county-nominated teacher recognition program. Original nonselected applicant files are maintained by the school district and the original selected applicant file is maintained by the Department of Education.	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700103	SCHEDULE # 001	PAGE # 11 OF 11
---	----------------------------	--------------------------	----------------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0030-0000	Pre-School File (Copy) (Electronic and Hardcopy) File contains but is not limited to: District 5 Year Pre-School Program Plan, Enrollment Projections, support services, health, nutrition, fiscal, personnel, facilities, strategies for recruitment, private providers' data, and supporting documentation. Original maintained by Department of Education and a copy by the Office of the Executive County Superintendent of Schools.	5 yrs		Destroy