

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M700105	SCHEDULE # 001	PAGE # 1 OF 18
DEPARTMENT: School District and Charter School		AGENCY REPRESENTATIVE:		
DIVISION:		TITLE:		
BUREAU: Financial		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>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>NOTE:</u> Double-Entry Bookkeeping and Generally Accepted Accounting Procedures (GAAP) Accounting School districts and charter schools are directed to maintain a fiscal accounting system that is in compliance with generally accepted accounting principles, which include double-entry bookkeeping, in compliance with the Department of Education and Government Accounting and Financial Reporting Standards. (NJSA 18A:4-14) (NJAC 6A:23-2, 2.1, 2.2)			
0001-0000	Annual Internal Control Vulnerability Assessment - New Jersey Department of the Treasury (Copy) Annual self-assessment performance audit questionnaire pertaining to status of a district's system of internal accounting and administrative controls in areas such as security, personnel, finance, and administration. File contains the Annual Internal Control Statement (copy) and agency-generated supporting documentation. Original is kept by the Department of the Treasury, Office of Management and Budget.	3 yrs		Destroy
0002-0000	Annual Financial File (Copy) Contains annual financial statements, statistical reports, and ratio information for the following programs: Special Education, Evening Schools for the Foreign Born, annual financial and statistical reports, High School Equivalency, State Adult Literacy, and Adult Basic Education. 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
003-0000	Audit Reports Copies are sent to the Department of Education, Office of Fiscal Accountability and Compliance and the Office of the Executive County Superintendent of Schools.			
0003-0001	Audit Reports (Electronic or Hardcopy)	Permanent		Permanent
0003-0002	Audit Reports - Internal Controls and Private (NJAC 6A:23A-6)	7 yrs		Destroy
0003-0003	Audit Reports - Summary, Worksheets, and Management Reports	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0003-0004	Audit Reports - Vendor	7 yrs		Destroy
0004-0000	Banking File			
0004-0001	Banking File - Bank Books, Deposit Slips, Cashier Stub, Statements, and Reconciliations	7 yrs		Destroy
0004-0002	Banking File - Financial Loan Documents	7 yrs after final payment		Destroy
0004-0003	Banking File - Application to Borrow Due to Delay in State Aid Payments (Copy) Document allowing a school district to borrow money due to a delay in receiving state funding. Original maintained by the Department of Education.	7 yrs		Destroy
0005-0000	Bid File - Awarded and Not Awarded (Excluding Construction) File contain: purchase orders proposal, procurement and service contract questionnaire, bids received, inventory/supply allocation sheet, proposal form, bonds, correspondence, list of requirements, specifications, supporting paperwork, recaps, request for proposal, and a checklist of received bids. The final summary and awarded bid information are incorporated into the School Board Minutes.	7 yrs		Destroy
0006-0000	Open and Closed Billing File File contains initial billing statements and notice, follow-up notice(s), and closed billing statements.	7 yrs		Destroy
0007-0000	Bond File/Lease Purchase Agreements File Bond regulations as established by the Department of Education (NJSA 18A: 20-4.2) and the Department of Community Affairs (NJAC 5:30-2.10).			
0007-0001	Bond File - Application to the Commissioner of Education and the State Board of Education and or Local Finance Board (Copy) Original is sent to the Department of Education and or Local Finance Board and a copy is sent to the Office of the Executive County Superintendent of Schools.	7 yrs after bond maturity/lease purchase agreement or cancellation		Destroy
0007-0002	Bond File - Bonds and Coupons/Lease Payments File contains Performance, Surety, bond statements, bid, labor and materials, stubs, other bond issues, and supporting documentation.	7 yrs after bond maturity/lease purchase agreement or cancellation		Destroy
0007-0003	Bond File - Bond Referendums - Approved	7 yrs after bond maturity or cancellation		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0007-0004	Bond File - Bond Referendums - Denied	7 yrs		Destroy
0007-0005	Bond File - Bond Register	Permanent		Permanent
0007-0006	Bond File - State Bonding Procedures This file contains the state's established procedures for bonding in reference to filing for a grant.	7 yrs after update		Destroy
0007-0007	Bond File - Bond Insurance	7 yrs after bond maturity or cancellation		Destroy
0008-0000	Books of Account			
0008-0001	Books of Account - Routine and Non-Routine Reconciliations Record of routine cash transactions, receipts, account summaries, and balances.	7 yrs		Destroy
0008-0002	Books of Account - Daily Revenue and Expense Journal/Ledger Book recording daily revenues and expenses in chronological order.	7 yrs		Destroy
0008-0003	Books of Account - General Journal/Ledger A central listing of all open and closed activities for an account within a particular time period.	Permanent		Permanent
0008-0004	Books of Account - Subsidiary Journal/Ledger A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/Journal.	7 yrs		Destroy
0008-0005	Books of Account - Expenses for Visiting Non-Employees Journal/Ledger Book recording expenses incurred for visiting non-employees, such as meals and refreshments. (NJAC 6A:23A-5)	7 yrs		Destroy
0009-0000	Budget File (Hardcopy and Electronic)			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0009-0001	Budget Planning File - Budget Printouts, Statements Advertised, Work papers, Planning Documents, and Sets Supporting documentation of the annual budget, file may include: previous budget data, current budget planning documents, work papers, budget requests, budget debt service data, comprehensive maintenance plans, budget certification, and state aid budget allocation notices. Original retained by the Department of Education and copy is sent to the Office of the Executive County Superintendent of Schools.	7 yrs		Destroy
0009-0002	Annual Adopted Budget	Permanent		Permanent
0009-0003	Annual Written Request for Payment of Budgeted Debt Services and Capital State Support/Debt Service Report (Copy) Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	3 yrs		Destroy
0009-0004	Budget Appropriations and Transfers Contains: programs numbers and titles and appropriated amounts for previous, current and upcoming school year.	7 yrs		Destroy
0009-0005	Budget Guidelines Publication - General and Program Oriented A copy is sent to the Office of the County Superintendent of School.	As updated		Destroy
0009-0006	Generally Accepted Accounting Procedures (GAAP) Budget Statement Certification and Cost Report (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
0009-0007	Expenditures Contains: warrants issued, warrant number, current expense, capital outlay, debt service, and total.	7 yrs		Destroy
0009-0008	Project Expenditure Report	7 yrs		Destroy
0009-0009	Report of School Budget and District Taxes (A-4f) (Copy) (Electronic and Hardcopy) Original maintained by the Office of the Executive County Superintendent of Schools and copies by the Department of Education and the Municipal Tax Assessor.	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0010-0000	Cash Payables and Receivables File			
0010-0001	Cash Receivables Contains: totals, current expense, Capital Outlay, Debt Service, and Capital Reserve.	7 yrs		Destroy
0010-0002	Cash Register Tapes Used for account verifications	7 yrs		Destroy
0010-0003	Daily Cash Record Sheets	7 yrs		Destroy
0010-0004	Cash Receipts - Posted	7 yrs		Destroy
0010-0005	Cash Payables Contains: description, total, current expense, and supporting documentation.	7 yrs		Destroy
0010-0006	Trial Balances	7 yrs after audit		Destroy
0011-0000	Check File			
0011-0001	Check File - Checks Contains: Cancelled, bounced, and voided checks; lost check references; and check stubs.	7 yrs		Destroy
0011-0002	Check File - Check Register Contains: reconciliation sheet, outstanding checklists, and copies of issued/received checks.	7 yrs		Destroy
0011-0003	Check File - Employee Payroll Check and Direct Deposit Distribution and Verification Sheet Used for identifying employees that received payroll checks or direct deposit receipts. (NJAC 6A:23A-5)	7 yrs		Destroy
0011-0004	Check File - Imaged Deposited Checks Electronic file of imaged revenue checks that were deposited by a district into the bank.	Periodic review		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0004-0004	Check 21 File (Electronic Image) File pertaining to checks that were deposited by a district into a bank and were subsequently imaged by the bank, with the scanned image serving as the source. File may contain but is not limited to: scanned checks (hardcopy), reports, correspondence, and supporting documentation.	7 yrs		Destroy
0012-0000	Contracts - General and Open-end (Excluding Construction and/or Transportation) Includes but not limited to: General, Adult Education, GED, Interdistrict School Choice, Preschool Education, Demonstrable Effective, Public and Private Schools for the Disabled, Sending/Receiving, Extracurricular, Tuition, Testing, Union-related, and Vendor. (NJAC 6A:23A-21.1)			
0012-0001	Contracts and Amendments - General - Awarded (Original) Signed originals and support material.	7 yrs after completion of contract		Destroy
0012-0002	Contracts and Amendments - General - Awarded (Copy)	3 yrs after completion of contract		Destroy
0012-0003	Contracts and Amendments - Open-end - Awarded (Original) Signed originals and support material.	7 yrs after final completion of contract		Destroy
0012-0004	Contracts and Amendments - Open-end - Awarded (Copy)	3 yrs after final completion of contract		Destroy
0012-0005	Contracts and Amendments - General and Open-end - Cancelled	3 yrs after submission		Destroy
0012-0006	Contracts and Amendments - General and Open-end - Voided	3 yrs after voidance		Destroy
0013-0000	Employee Education Credit Payment/Tuition Reimbursement	7 yrs		Destroy
0014-0000	Employee Deduction File - Health Benefits, Union Dues, State and Federal Tax, Tax Shelter, Annuities, Credit Union, and Pension.			
0014-0001	Employee Deduction File - Certification TPAF and PES Programs Listed in this file are the names and salary deductions for employees certified into the TPAF or PERS retirement program.	6 yrs after termination of employment		Destroy
0014-0002	Employee Deduction File - Charitable Donations Report Report of employee's wage deductions for charitable organizations.	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0014-0003	Employee Deduction File - Organization and Union Dues Deduction Authorization	7 yrs		Destroy
0014-0004	Employee Deduction File - Federal and State Income Tax - W2, W4, and NJW4 This file contains year-to-date lists of monthly federal and state deductions per employee.	7 yrs		Destroy
0014-0005	Employee Deduction File - Pension Applications/TPAF and PES Contained here are employee's enrollment applications for the teachers' pension program. Also contained are correspondence, pension reports, and lists of employees borrowing or withdrawing money from the pension system.	6 yrs after termination of employment or final payment, whichever is longer		Destroy
0014-0006	Employee Deduction File - Reimbursement to State of New Jersey TPAF and Social Security Federally Funded Programs (Copy) (Electronic and Hardcopy) 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
0014-0007	Employee Deduction File - Social Security Quarterly Reports (941)	7 yrs		Destroy
0014-0008	Employee Deduction File - TPAF and PES Report File This file contains: printouts, correspondence and quarterly reports of employees name, pension program numbers and deductions, enrollments and loan applications for the PES programs.	7 yrs		Destroy
0014-0009	Employee Deduction File - Unemployment Claims and Reports File includes forms to verify against earnings to determine compensation eligibility, and status reports regarding the claim.	7 yrs		Destroy
0014-0010	Employee Deduction File - Union Dues Printout This printout lists the employee names, social security numbers, and amount paid towards union dues.	7 yrs		Destroy
0014-0011	Employee Deduction File - Employee Health Benefits and Prescription Deductions Report	7 yrs		Destroy
0014-0012	Employee Deduction File - Credit Union			
0014-0013	Employee Deduction File - Credit Union Application	7 yrs after termination from program		Destroy
0014-0014	Employee Deduction File - Credit Union Dues Deduction	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0014-0015	Employee Deduction File - Credit Union Tax Shelter Annuities, Deferred Compensation, and Retirement Application	7 yrs after termination from program		Destroy
0014-0015	Employee Deduction File - Credit Union Tax Shelter Annuities Deferred Compensation, and Retirement Deduction Report	7 yrs		Destroy
0014-0016	Employee Deduction File - Tax Shelter Annuities, Deferred Compensation, and Retirement Application	7 yrs after termination from program		Destroy
0014-0017	Employee Deduction File - Tax Shelter Annuities, Deferred Compensation, and Retirement Deduction Report	7 yrs		Destroy
0015-0000	Financial Status File	7 yrs		
0015-0001	Debt Statements - Annual and Supplemental Debt	Permanent		Permanent
0015-0002	General Control Contains: contractual orders and adjustments, totals, current expense, capital outlay and debt service.	7 yrs		Destroy
0015-0003	Revenue, Expenditure, and Expenditure Modification/Disbursement Statements	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0016-0000	Grant/Entitlement/Scholarship/Recognition File (Copy) - Federal, State, and Local Grants Financial and program documents regarding Federal, State, and Local grant; entitlement; and recognition programs. File contains but is not limited to: Applications; Expenditure Report; Economic Development Authority (EDA) (school facilities related) and Department of Education (DOE) Contract Grant Reports and Supplemental Financial Information Backup Sheet; settlement paperwork; quarterly reports; notice of project approval; application for Carry-Over funds; program summary; revenue verification notices; revenue statements; supporting inventories; statistics; financial documents; notice of allocation; district initial, interim, and final reports; and supporting documentation for school, teacher, and student grant, entitlement, scholarship, and recognition programs including but not limited to: Carl D. Perkins Vocational Education, Preschool Education Program, Carry Over, Education Consolidation and Improvement Act (ECIA), English as a Second Language (ESL), Chapter I, Title II, Block, Refugee/Immigrant, No Child Left Behind (NCLB), Vocational Education, Special Education, Child Nutrition, Library Services, Migrant, NJ State Teacher of the Year, Gifted and Talented, Adult Basic Education, General Education Development, English for the Foreign Born, Support Grants, PL 94-142, Flow Through Grants, Emergency Immigrant Education Assistance, Technology, Refugee Children, Education for Economic Security Act, Mentor Training, Governor's Teacher Recognition, Nonpublic School Grants/Chapter 192/193, Food Biosecurity, Hazard Analysis and Critical Control Point (HACCP) Food Safety, Individuals with Disabilities Education Improvement Act (IDEIA), and the American Recovery and Reinvestment Act (ARRA)/Recovery Act. The originals are sent to the Department of Education and the Economic Development Authority and copies are sent to the Office of the Executive County Superintendent of Schools.			
0016-0001	Grant/Entitlement/Recognition File - Approved (Original)	7 yrs after termination of grant or receipt of award		Destroy
0016-0002	Grant/Entitlement/Recognition File - Approved (Copy)	3 yrs after termination of grant or receipt of award		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0016-0003	Grant/Entitlement/Recognition File - Denied/Withdrawn	3 yrs		Destroy
0017-0000	Insurance File - Workers Compensation, Auto, General Liability, Health, NJ Family Care, and HIPPA			
0017-0001	Insurance File - Health Insurance Deduction File	6 yrs after termination of employment		Destroy
0017-0002	Insurance File - Insurance Claim File	7 yrs		Destroy
0017-0003	Insurance File - Insurance Policy File This file contains policies and related papers.	7 yrs after expiration of policy		Destroy
0017-0004	Insurance File - Workers Compensation File Contains: insurance policies, disability benefits, liability due, notices of payment demand, workers compensation claims, copies of checks, appeals, and related correspondence.	7 yrs after termination of compensation		Destroy
0017-0005	Insurance File - Health Insurance Portability and Accountability Act (HIPAA) of 1996 File pertaining to the privacy policies to safeguard school district employee medical information. File may contain but is not limited to: Notice of Privacy Policies Overview Letter, Notice of Privacy Policies Brochure, Participant Authorization Form, Privacy and Security Policy Guidelines, Access Request, Amendment Request, Accountability Report, Confidential Communication Request, Complaint, and supporting documentation.	7 yrs		Destroy
0018-0000	Fixed Assets and Inventory File File of durable, nonexpendable, or permanent material assets (does not include consumable or expendable items) including equipment, furniture, and supplies which are or have been candidates for surplus property within a district.			
0018-0001	Fixed Assets and Inventory File - Surplus Including Obsolete Items	7 yrs after audit		Destroy
0018-0002	Fixed Assets and Inventory File - Excess Property Notice	7 yrs after audit		Destroy
0018-0003	Fixed Assets and Inventory File - Stock Items	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0018-0004	Fixed Assets and Inventory File – Fixed Assets/Furniture/Equipment	7 yrs		Destroy
0019-0000	Invoices	7 yrs		Destroy
0020-0000	New Jersey State Department Reports			
0020-0001	New Jersey Department of Labor and Workforce Development Report This monthly report to the Department of Labor and Workforce Development lists the employees paid on a weekly basis.	7 yrs		Destroy
0020-0002	New Jersey State Tax Report This statistical report lists number of employees and current wages.	7 yrs		Destroy
0020-0003	New Jersey State’s Quarterly Report of Wages Paid	7 yrs		Destroy
0020-0004	Transmittal of Social Security Contributions Copy is sent to the Department of Education.	7 yrs		Destroy
0021-0000	Nonpublic School File (Copy) File pertaining to public school funds and services provided to nonpublic schools especially in the areas of technology, nursing, transportation, and textbooks. Contains: Nonpublic School Enrollment Report, Nonpublic Textbook Law Project Completion Report, Number of Nonpublic School Pupils Identified as Eligible to Receive Auxiliary Services, Application for Auxiliary Services, Request for School Funding Under Chapter 192/193, Project Completion Report: Nonpublic Student Services Report, Request for Additional Funding, Project Completion Report: Nonpublic Nursing Services, State Aid Entitlement Notice, Expenditure Reports, Nonpublic School Technology Initiative, Auxiliary Services: Chapter 192 Impact of Increased Costs. 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
0022-0000	Paid Bills/Monthly Receipt and List This is a monthly report of monies owed and bills paid.	7 yrs		Destroy
0023-0000	Open and Closed Billing File File contains initial billing statements and notice, follow-up notice(s), and closed billing statements.	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0024-0000	Payroll Records File			
0024-0001	Payroll Records and Reports File Includes: payroll summaries, payroll stubs, overtime slips, payroll trial balances, payroll printouts, payroll/personnel notices, summer payment plan, agency payroll accounts, and payroll reports including: distribution by account, noncontracted pay lists, payroll deduction summaries and register, base pay and extra compensation, deduction registers, direct deposits, posted payroll, check register, social security, TPAF, PERS, State and Federal Income Tax deduction, and health insurance.	7 yrs		Destroy
0024-0002	Payroll Register - Master	60 yrs		Destroy
0024-0003	Payroll Register - Quarterly and Monthly	7 yrs		Destroy
0024-0004	Payroll Register - Agency-Generated Reports	7 yrs		Destroy
0024-0004	Elementary, Middle, and Secondary Education Payroll and Work papers The schedule of professional and nonprofessional salaries and their supporting work papers.	7 yrs		Destroy
0025-0000	Petty Cash Fund	7 yrs		Destroy
0026-0000	Purchasing File - Single and Joint Purchases File pertaining to single and/or joint purchasing financial documents for the school district.			
0026-0001	Purchasing File - Purchase Order (Original)	7 yrs		Destroy
0026-0002	Purchasing File - Purchase Order (Copy)	3 yrs		Destroy
0026-0003	Purchasing File - Purchase Order Register and Reports	7 yrs		Destroy
0026-00004	Purchasing File - Purchase Order Vendor List	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0026-0005	Purchasing File - Purchase Order Approval for Amounts Paid in Excess (NJAC 6A:23A-6)	7 yrs		Destroy
0027-0000	Report of the Treasurer/Report of the Secretary/Debt Services/Surety Bond (Copy) Original documents are maintained as part of the original Board of Education Minutes.	20 yrs		Destroy
0028-0000	Requisition File			
0028-0001	Requisition File - General	7 yrs		Destroy
0028-0002	Requisition File - Debt Services	7 yrs		Destroy
0028-0003	Requisition File - Taxes	7 yrs		Destroy
0028-0004	Requisition File - Building and Construction	7 yrs		Destroy
0029-0000	Statement of Remittance	7 yrs		Destroy
0030-0000	Student Organizations, Activities, Before and After School Funds, School Store Includes student and school organizations and activities such as but not limited to: athletic associations, clubs, interest groups, student activity groups, before and after school activities, and student council. Contains: cancelled checks, cash receipts, vouchers, banking and interest statements, and financial reports.	7 yrs		Destroy
0031-0000	School Programs File			
0031-0001	School Program File - Application Approval Clinic or Agency	7 yrs		Destroy
0031-0002	School Program File - Application and Instructions for Indirect Cost Rates for Federally Funded Projects (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 after expiration		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0031-0003	School Program File - State School Aid (ASSA) (Copy) Application, backup data, summary worksheet, and work papers including pupil 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.	7 yrs		Destroy
0031-0004	School Program File - State Facilities Pupil Count and Assignment Report (Electronic and Hardcopy) (Copy) Original is sent to the Office of the Executive County Superintendent of Schools.	7 yrs		Destroy
0031-0005	School Program File - Pupil Enrollment Statistics For Funding Support File contains pupil enrollment statistics used for and reports for pupil enrollment. This information is used to update yearly state funding reports and for other enrollment reports.	7 yrs		Destroy
0032-0000	School Register Summary (Electronic and Hardcopy) (Copy) Original is sent to the Department of Education.	7 yrs		Destroy
0033-0000	School Supply and Equipment Requests/Proof Statement - Per Academic Year Supplies and equipment requests sent from the school for the entire year. Also enclosed is a proof statement ensuring the total is within the allotted amount.	7 yrs		Destroy
0034-0000	Procurement Statement (Hardcopy and Electronic) Statement of charges incurred for operational transactions.	7 yrs		Destroy
0035-0000	Telephone File			
0035-0001	Telephone File - Agency Report of Protested Third Party Calls	7 yrs		Destroy
0035-0002	Telephone Records File - Agency Request for Telephone Service	7 yrs after completion		Destroy
0035-0003	Telephone Records File - Monthly Toll Listing	7 yrs		Destroy
0035-0004	Telephone File - Paid Bills	7 yrs		Destroy
0036-0000	Textbook File			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0036-0001	Textbook File - Annual Inventory This is an inventory of the textbooks used by every school within the district. It contains the school name, book title, publisher, academic and grade level, price, edition, and number of books per school.	7 yrs		Destroy
0036-0002	Textbook File - Purchase/Loan Requests From Non-Public Schools Textbook orders from nonpublic school district.	7 yrs		Destroy
0036-0003	Textbook File - Textbook Sharing Program Lists of excess texts on hand or needed textbooks utilized by public and nonpublic schools.	7 yrs		Destroy
0036-0004	Textbook File - Revenue Account	7 yrs		Destroy
0037-0000	Transmittals Used to transmit appropriated and non-revenue receipts.	7 yrs		Destroy
0038-0000	Travel File Contains: travel requests, refunds, and authorizations; expense and payment vouchers; gasoline costs, authorizations, refunds, cash receipts, and supporting documentation.	7 yrs		Destroy
0039-0000	Tuition File - In/Out District, In/Out State, Public/Nonpublic, Vocational-Technical, Post-Secondary, and County Special Services School District (CSSSD) Contains: tuition information; contract agreement; refunds; reports; expenditures; and supporting documentation for in/out of district, in/out of state, public/nonpublic, vocational-technical, post-secondary, and county special services school district; Students with Disabilities; Sending/Receiving; Adult Education; GED; School Choice; Preschool Education; Demonstrably Effective Program Aid; and other programs.	7 yrs		Destroy
0040-0000	Utility Bills - Paid	7 yrs		Destroy
0041-0000	Vendor File			
0041-0001	Vendor File - Approved Vendor List Listing of vendors whose services may be contracted by public school districts.	As updated		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0041-0002	Vendor File – Account Activity Analysis List of vendors and the purchases made or services contracted for the year per vendor.	7 yrs		Destroy
0042-0000	Voucher File			
0042-0001	Voucher File – Paid	7 yrs		Destroy
0042-0002	Voucher File – Stubs	7 yrs		Destroy
0043-0000	Notification of Temporary Aid for Needy Families Confidential statistical printout of county resident children ages 5-17, whose families receive welfare aid. Used for funding from the Chapter 1 Grant Program. Contains: age, address, and payment amount, but no student names. Information is generated by the Department of Human Services, and a copy is retained by the Department of Education.	7 yrs		Destroy
0044-0000	School Choice Aid Application File (Copy) Financial file for the inter-district school choice program. Original is maintained by the Department of Education.	7 yrs		Destroy
0045-0000	State Aid Reports File includes state financial aid for district and charter schools in the areas of but not limited to: core curriculum, standards, transportation, adult and post graduate, post-secondary, vocational, bilingual, county vocational, special education extraordinary aid, distance learning network, “demonstrably effective” programs, Preschool Education, instructional, supplemental, academic achievement, and emergency aid. 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
0046-0000	Procurement/Credit Card Statement (Hardcopy and Electronic) Statement of charges incurred by a state agency for operational transactions.	3 yrs	4 yrs	Destroy
0047-0000	Fiscal Standard Operating Procedures (SOPs) and Cost Benefits Policies (NJAC 6A:23A-6)	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0048-0000	Special Education Medicaid Initiative (SEMI) Financial File (Copy) File contains but is not limited to: Compliance Agreement, Service Provider Manual, Student Financial Eligible/Ineligible Waiver, Financial Waiver Approval or Denial Letter - Office of the Executive County Superintendent of Schools, Waiver Claim, Revenue Projection Report - Students Eligible/Ineligible for Medicaid, Financial Alternative Revenue Projection, Action Plan, budget recommendations and work papers, and supporting documentation. Original retained by the Office of the Executive County Superintendent of Schools and a copy retained by the Department of Education.	7 yrs after date of service provided		Destroy
0049-0000	Annual Account Report - Debt Services, Capital Outlay, Revenue and Expense, and Special Schools (Copy) Annual report regarding the basic Department of Education funding accounts and their basic areas: funds, revenue, expenditure, balance sheet 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
0050-0000	Internal Services and Shared Services Funds	7 yrs		Destroy
0051-0000	Lease File - Single- and Multi-year (NJAC 6A:23A-21.5)			
0051-0001	Lease File - Single- and Multi-year (Original)	7 yrs after expiration of lease		Destroy
0051-0002	Lease File - Single- and Multi-year (Copy)	3 yrs after expiration of lease		Destroy
0051-0003	Lease File - Single- and Multi-year - Cancelled	3 yrs after submission		Destroy
0051-0004	Lease File - Single- and Multi-year - Voided	3 yrs after voidance		Destroy
0052-0000	Request for Waiver of Advertising (Agency Copy) Used to forgo bid advertising in the event that there is only one supplier, and/or an immediate delivery of an item is necessary	3 yrs after termination of contract	4 yrs	Destroy