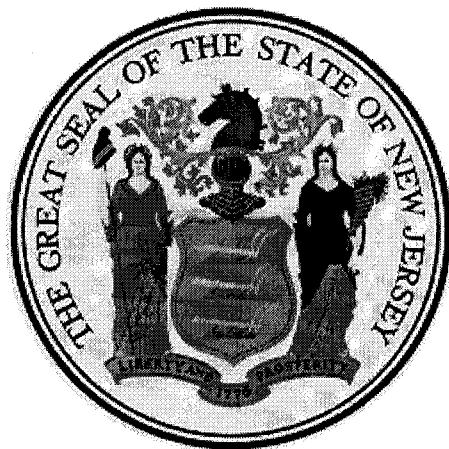


# State of New Jersey



## School District Records Retention Schedule

### Obsolete Records

Forms used from  
1984 to 1992  
M700203-999

Forms Used From 1984-1992

C06100586	School Facilities Data	1
D01000385	Annual Child Nutrition Programs Survey Report/Annual Child Nutrition Program Survey Report and Application for Severe Needs	1
D02000785	Rate Reimbursement Additional State School Building Aid (Chapter 74, Laws of 1978 as Amended)/Additional State School Building Aid - Investments of Proceeds from Bond Sale	1
D03000785	Transmittal Form for Nonpublic School Pupils Identified as Eligible for Services Under Chapters 192-193/Transmittal Form Estimating Number of Nonpublic School Pupils Requiring Services Under 192-193	1
D03013686	Impact Aid	2
D04000185	Financial Report of the Treasurer of School Monies	2
D070040685	District Transportation Supervisor's Application for Approval	2
D070080686	Pupil Transportation Safety Survey	2
G020020686	Annual Financial Statement for ABE and HSE/Annual Fiscal Report	2
G02000586	Title VI, PL 93-380, Adult Education Program; Annual Fiscal Report for Adult Basic Education and High School Equivalency	3
G02000686	Adult Basic Skills Program Student Record/Adult Basic Skills Program Enrollment Report	3
G02000786	Annual Financial Statement: Adult Literacy Program	3
G020050686	Adult Basic Skills Program Student Record/Adult Basic Skills Program Enrollment Report	3
G020060686	Annual Financial Statement for State Adult Literacy Programs Annual Fiscal Report State	3
G020070686	Adult Education Skills Pre-application	3
G020080689	Adult Basic Skills Application	4
H03000184	Application Review Checklist	4
H07000286	Migrant Student Information/Health Referral Report/LHA Application Under Part B, P.L. 94-142	4
J030010686	Application for Approval of Private Agency to Provide Services to Nonpublic Schools Pupils Application and Report: Federal Assistance for the Education of Handicapped; Application for Approval of Private Agency	4
J04000285	Special Review Assessment Profile	5
J040060686	Effective Schools Demonstration Program Application and Guidelines	5
J060010686	Grant Program Application and Guidelines to Reduce Student Disruption in Schools	5

K010010686	Mainstreaming Practices Survey	5
K02000285	Special Education Census/Handicapped Children Census/Special Education Handicapped Children Census K02000985 Survey of Speech Correction Services	5
K02000985	Survey of Speech Corrections Services	6
K030010686	Programs for Handicapped Adults Survey	6
K060106086	Request for Proposal for Preschool Handicapped Resource System	6
L02000585	Policies and Procedures Governing the Vocational Education Application Process (P.L. 94-482)	6
L020006087	Vocational Education Completer/Leaver Information	6
L030010686	Vocational Education Placement Awards Program	6
M10070690	Application for Approval to Change a Secondary Education Program	6
M26000185	Equal Education Opportunity School Desegregation Status Report	6
M26010687	Summary of Students Directly Benefitted by Approved School Desegregation Plan Activities	6
W10010686	Summary Report of New Teachers Hired to Fill Vacancies	7

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700203  
 SCHEDULE NUMBER: 999  
 PAGE NUMBER: 1 OF 7

DEPARTMENT: SCHOOL DISTRICT  
 DIVISION: OBSOLETE  
 BUREAU: 1984 - 1992

AGENCY REPRESENTATIVE TITLE: (AREA CODE) TELEPHONE NUMBER

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

AGENCY REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	<p>C06100586 School Facilities Data (03E005)                      A copy is sent to the office of the County Superintendent of Schools.</p>		7 YRS		Destroy
0002-0000	<p>D01000385 Annual Child Nutrition Programs Survey Report (06F003)                      Title also given as: Annual Child Nutrition Program Survey Report and Application for Severe Needs Rate Reimbursement</p>		3 YRS		Destroy
0003-0000	<p>D02000785 Additional State School Building Aid (Chapter 74, Laws of 1978 as Amended) (06C019)                      Title also given as: Additional State School Building Aid - Investments of Proceeds from Bond Sale                      A copy is sent to the office of the County Superintendent of Schools.</p>		7 YRS		Destroy

If a form has been assigned more than one number, the most recent number appears before the title and all previous numbers appear after the title. All numbers are cross-referenced. Title variations are given when a substantive change is made in the title and more than one title variation is separated by a semicolon. If two entirely different forms have been assigned the same number, two entries are used.

FORMS USED FROM 1984-1992

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700203  
 SCHEDULE NUMBER: 999  
 PAGE NUMBER: 2 OF 7

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

RECORDS CENTER

DISPOSITION

0004-0000	D03000785 Transmittal Form for Non-Public School Pupils Identified as Eligible for Services Under Chapters 192-193 (06C012) Title also given as: Transmittal Form Estimating Number of Non-Public School Pupils Requiring Services under 192-193 A copy is sent to the office of the County Superintendent of Schools.	7 yrs	7 yrs after termination of grant	Destroy
0005-0000	D030130686 Impact Aid (06C034) (D03001385)	Permanent	Permanent	Destroy
0006-0000	D04000185 Financial Report of the Treasurer of School Monies Title also given as: Financial Report of the Treasurer of School Moneys (06D001) A copy is sent to the office of the County Superintendent of Schools.	Permanent	Permanent	Permanent
0007-0000	D070040685 District Transportation Supervisor's Application for Approval (06E010) (D07000485)	7 yrs after termination of grant	Destroy	Destroy
0007-0001	District Transportation Supervisor's Application for Approval - Approved	3 yrs	Destroy	Destroy
0007-0002	District Transportation Supervisor's Application for Approval - Denied	3 yrs	Destroy	Destroy
0008-0000	D070080686 Pupil Transportation Safety Survey	3 yrs	Destroy	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700203  
 SCHEDULE NUMBER: 999  
 PAGE NUMBER: 3 OF 7

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

0009-0000	G020020686 Annual Financial Statement for Adult Basic Education and High School Equivalency (05G002) (Copy) Title also given as: Annual Fiscal Report, Title VI, PL 93-380, Adult Education Program; Annual Fiscal Report for Adult Basic Education and High School Equivalency Original is sent to the Department of Education and a copy is sent to the office of County Superintendent of Schools.	3 yrs		Destroy
0010-0000	G020050686 Adult Basic Skills Program Student Record/Enrollment Report Title also given as: Adult Basic Skills Program Enrollment Report (05G007) (G02000586) (G02000686) (G020070686)	Permanent		Permanent
0011-0000	G020060686 Annual Financial Statement for State Adult Literacy Programs (05G009) (G02000686) (Copy) Title also given as: Annual Fiscal Report, State Adult Literacy Program Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	3 yrs		Destroy
0012-0000	G020070686 Adult Education Skills Pre-Application (05G016) (G02000786)	7 yrs after termination of grant		Destroy
0012-0001	Adult Education Skills Pre-Application - Approved	3 yrs		Destroy
0012-0002	Adult Education Skills Pre-Application - Denied	3 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER  
M700203

SCHEDULE NUMBER  
999

PAGE NUMBER  
4 OF 7

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

RECORDS CENTER

DISPOSITION

0013-0000	G020080689 Adult Basic Skills Application A copy is sent to the office of the County Superintendent of Schools.			
0013-0001	Adult Education Basic Skills Application - Approved	7 yrs after termination of grant		Destroy
0013-0002	Adult Education Basic Skills Application - Denied	3 yrs		Destroy
0014-000	H03000184 Application Review Checklist	7 yrs		Destroy
0015-0000	H07000286 Migrant Student Information/Health Referral Report (05D023) (H07000289) Title also given as: LEA Application Under Part B, P.L. 94 - 142	3 yrs		Destroy
0016-0000	J030010686 Application for Approval of Private Agency to Provide Services to Non-Public Schools Pupils (05B005) (J03000185) Title also given as: Application and Report: Federal Assistance for the Education of Handicapped; Application for Approval of Private Agency			
0016-0001	Application for Approval of Private Agency to Provide Services to Non-Public Schools Pupils - Approved	7 yrs after termination of grant		Destroy
0016-0002	Application for Approval of Private Agency to Provide Services to Non-Public Schools Pupils - Denied	3 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700203 SCHEDULE NUMBER 999 PAGE NUMBER 5 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0017-0000	J04000285 Special Review Assessment Profile A copy is sent to the office of the County Superintendent of Schools.		7 YRS		Destroy
0018-0000	J040060686 Effective Schools Demonstration Program Application and Guidelines				
0018-0001	Effective Schools Demonstration Program Application and Guidelines - Approved		7 yrs after termination of grant		Destroy
0018-0002	Effective Schools Demonstration Program Application and Guidelines - Denied		3 YRS		Destroy
0019-0000	J060010686 Grant Program Application and Guidelines to Reduce Student Disruption in Schools				
0019-0001	Grant Program Application and Guidelines to Reduce Student Disruption in Schools - Approved		7 yrs after termination of grant		Destroy
0019-0002	Grant Program Application and Guidelines to Reduce Student Disruption in Schools - Denied		3 YRS		Destroy
0020-0000	K010010686 Mainstreaming Practices Survey		3 YRS		Destroy
0021-0000	K02000285 Special Education Census (05B004, 05B007, 05D008) Title also given as: Handicapped Children Census; Special Education Handicapped Children Census A copy is sent to the office of the County Superintendent of Schools.		10 YRS		Destroy



# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700203  
 SCHEDULE NUMBER: 999  
 PAGE NUMBER: 6 OF 7

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

0022-0000	K02000985 Survey of Speech Correction Services (05B026)	3 yrs		Destroy
0023-0000	K030010686 Programs for Handicapped Adults Survey	3 yrs		Destroy
0024-0000	K060010686 Request for Proposal for Preschool Handicapped Resource System (05B027) (K06000186)	7 yrs after termination of grant		Destroy
0025-0000	L02000585 Policies and Procedures Governing the Vocational Education Application Process (P.L. 94-482) (07G005)	Periodic review, if funded 3 yrs		Destroy
0026-0000	L020060687 Vocation Education Completer/Leaver Information (07G009)(L02000687)	3 yrs		Destroy
0027-0000	L030010686 Vocational Education Placement Awards Program	3 yrs		Destroy
0028-0000	M010070690 Application for Approval to Change a Secondary Education Program (Copy) Original is sent to the Department of Education and a copy is sent to the Office of the County Superintendent of Schools.	7 yrs		Destroy
0029-0000	M26000185 Equal Education Opportunity School Desegregation Status Report (05D015)(05D025)	3 yrs		Destroy
0030-0000	M26010687 Summary of Students Directly Benefitted by Approved School Desegregation Plan Activities (Copy) Original is sent to the Department of Education.	1 yr		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER  
M700203

SCHEDULE NUMBER  
999

PAGE NUMBER  
7 OF 7

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0031-0000

W10010686 Summary Report of New Teachers Hired to Fill Vacancies  
A copy is sent to the office of the County Superintendent of Schools.

7 yrs

Destroy