

# STATE OF NEW JERSEY



## Education-Field Services/County & Regional-County Vocational-Technical School

**S341602-003**



Prepared by:  
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609-292-8711

Records Retention and Disposition Schedule		Agency: S341602	Schedule: 003	Page #:1 of 38
<b>Department:</b>	Education-Field Services/County & Regional-County Vocational-Technical School	<b>Agency Representative:</b>		
		<b>Title:</b>		
		<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>

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		
0001-0000	Accident Reports (Employee)						7 Years	7 Years	Destroy	
0002-0000	Adult Basic Skills Contract and Attachments (G020030689) (G020030686) (05G004) (G0200386) --- Title also given as: Fiscal Report Section 309 (310) Title VI P.L. 93-380, Special Projects and Teacher Training. A copy is sent to the Department of Education.						7 yrs after termination of entitlement	7 yrs after termination of entitlement	Destroy	
0003-0000	Affirmative Action File --- File of goals toward fulfilling federal and state affirmative action requirements and guidelines. A copy is sent to the office of the County Superintendent of Schools.						3 Years	3 Years	Destroy	
0004-0000	Annual Report of Persons Employed in School Aide Positions (M010030689) (M010030688) (M010030686) (12D010) (M01000385) (Copy) --- Original is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0005-0000	Annual Report Of Violence And Vandalism (Chapter 163, Laws Of 1982) (M010040691) (M010040688) (12A003) (M01000485) (Copy) --- Original is sent to the office of the County Superintendent of Schools.					P	1 Years	1 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		
0006-0000	Annual Review of Progress in Implementing Affirmative Action Plans (M260020689) (M260020687) (Copy) --- Original is sent to the Department of Education.						3 Years	3 Years	Destroy	
0007-0000	Application For Approval Of Change In Secondary School Program (M010070690) (M01000485) (M010070686) (Copy) --- Title also given as: Application for Approval of Proposed Changes in Secondary School Program - CI-1070 (M010070686) (M0100485) An application to amend a school's curriculum outline. Original is sent to the office of the County Superintendent of Schools.					P	5 Years	5 Years	Destroy	
0008-0000	Application For Approval To Operate Public Summer Schools (M010010689) (M010010686) (12D001) (M01000185) (Copy) --- Original is sent to the office of the County Superintendent of Schools.					P	1 Years	1 Years	Destroy	
0009-0000	Application for Approval of School Aide Positions (M010020691) (M010020688) (12D009) (M01000286) (Copy) --- Title also given as: Application for Approved and Annual Report of Auxiliary School Personnel Original is sent to the office of the County Superintendent of Schools.						5 Years	5 Years	Destroy	
0010-0000	Application for Employment - Unsuccessful --- Successful candidate's application is filed in his employee file.						3 Years	3 Years	Destroy	
0011-0000	Board Member - Affidavit & Oath NJDE A-36						5 yrs after termination of office	5 yrs after termination of office	Destroy	
0012-0000	Board Members - Report to County Superintendent (NJDE A-12) (Copy) --- Original is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:3 of 38	
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		
0013-0000	Bulletins and Announcements (Non-Employment)						Periodic review	Periodic review	Destroy	
0014-0000	Burglary and Break-In Report --- Contains: items missing, quantity, date of purchase and value.						7 Years	7 Years	Destroy	
0015-0000	Bylaws and Policies Books --- Book of bylaws and policies of educational and related issues. A copy is sent to the office of the County Superintendent of Schools.			X			Permanent	Permanent	Permanent	
0016-0000	Chief Administrative Officer's Subject Files --- Subject files of a Principal or Chief Administrative Officer dealing with all aspects of their offices. Includes correspondence, minutes, and reports concerning: agency policy, procedures, organization, programs, fiscal or personnel matters.			X		P	4 yrs after completion of term of office	4 yrs after completion of term of office	Archival Review	
0017-0000	Class List						1 Years	1 Years	Destroy	
0018-0000	Class Schedule (Master File - Curriculum)			X		P	20 Years	20 Years	Archival Review	
0019-0000	Computer System Documentation --- Informational file detailing the creation, implementation, and maintenance of a data processing system and its supporting hardware and software. May contain but is not limited to the following: record, file and printout format; flowcharts; decision tables and trees; program instructions; coding sheets; operating instructions; source and object programs compilations; system test data; system documentation; Job Control Language (JCL); HIPO charts; and supporting documentation.					P	1 yr after system is either superseded or discontinued	1 yr after system is either superseded or discontinued	Destroy	
0020-0000	Contracts --- Includes: adult education, extracurricular, general, and union.						7 yrs after termination of contract	7 yrs after termination of contract	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		
0021-0000	Correspondence						3 Years	3 Years	Destroy	
0022-0000	Criminal History and Review File (Copy) --- Original is sent to the Department of Education. Copies may be kept by the County Superintendent, the contractor, and the employee. In accordance with <u>N.J.S.A. 18A:6-7.1-4</u> , the file may contain but is not limited to the following: Applicant Authorization and Certification - Professional and Nonprofessional Employee (C070010691), Applicant Authorization and Certification - School Bus Driver (C070040691), District/Contractor Employee Roster (C070030689), Employee Roster-Professional and Nonprofessional (C070060691), Fingerprint Card Verification Notice, Fingerprint Cards (New Jersey State Police and the Federal Bureau of Investigation), transmittal Form-Professional and Nonprofessional employee (C070020691), and Transmittal Form-School Bus Driver (C070050691).						1 yr from approval or disqualification	1 yr from approval or disqualification	Destroy	
0023-0000	Deeds and Easements - School Board Property Acquisitions						7 yrs after disposal of property	7 yrs after disposal of property	Destroy	
0024-0000	Delivery Slips --- Includes receiving reports and warehouse item receiving card.						3 Years	3 Years	Destroy	
0025-0000	Doctor's Excuse for Absence-Employee						3 Years	3 Years	Destroy	
0026-0000	Drug Free Schools and Communities Act Application for Financial Aid (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						7 Years	7 Years	Destroy	
0027-0000	Emergency Information Card - Employee						2 yrs after update	2 yrs after update	Destroy	

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Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:5 of 38	
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		
0028-0000	Employee Attendance Records						3 Years	3 Years	Destroy	
0029-0000	Employee File: Professional, Substitute Teacher, And Non-Professional DESCRIPTON CONTINUED ON 0029-0001 --- May include but is not limited to the following: vacation request, leave of absence request, medical history, payroll notices, personnel update, summer sabbatical, summer program, summer teaching program, extra duty pay, home instructor, teacher observations, evaluation performance reports, oath of allegiance, offer of employment, (cont'd in 0029-0001)					P	6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0029-0001	Employee File: Professional, Substitute Teacher,* --- DESCRIPTION CONTINUED FROM 0029-0000 acceptance, or rejection of offered employment, salary notification, application of employment, application for extracurricular activities, performance objectives, employment contracts, and union agreement contracts. Full title: Employee File: Professional, Substitute Teacher, and Non-Professional									
0030-0000	Evaluation File - Professional --- Contains evaluations of teachers, principals, and vice principals employed by the school district.						6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0031-0000	Financial Reports - Annual						7 Years	7 Years	Destroy	
0032-0000	Fire Drill Card (NJDE A-18)						As updated	As updated	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		
0033-0000	Grant Application File (Copy) --- Contains copies of applications and supporting paperwork for the following grant programs: English as a Second Language (ESL), Title I, Title II, Block, Refugee/Immigrant, Chapter 192-193/Nonpublic School Program, Vocational Education, Adult Basic Education, General Education Development, English for the Foreign Born, Vocational, and similar grant programs and revenue statements. The originals are sent to the Department of Education and copies are sent to the office of the County Superintendent of Schools.									
0033-0001	Grant Application File - Approved						7 yrs after termination of grant	7 yrs after termination of grant	Destroy	
0033-0002	Grant Application File - Denied						5 Years	3 Years	Destroy	
0034-0000	Grant Reports File --- This file contains reports generated from various grant programs. Contains: Expenditure Report, Final Grant Report, Financial Interim Report, NJDE Third Party Contract Grant Report, and Supplemental Financial Information Backup Sheet NJDE 076004.						7 yrs after termination of grant	7 yrs after termination of grant	Destroy	
0035-0000	Grievance File --- Records of employees's dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps, I, II, and III settlements, which set precedent or policy, are deemed necessary for future reference.									
0035-0001	Grievance File - Policy Establishing Settlements (Original)			X			Permanent	Permanent	Archives	
0035-0002	Grievance File - Policy Establishing Settlements (Record Copy)						3 yrs after final settlement	3 yrs 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		
0035-0003	Grievance File - Policy Establishing Settlements (Informational Copies)					P	Periodic review	Periodic review	Destroy	
0035-0004	Grievance File - Routine Settlements (Additional Copies)						Periodic review	Periodic review	Destroy	
0035-0005	Grievance File - Routine Settlements (Originals)						3 yrs after final settlement	3 yrs after final settlement	Destroy	
0036-0000	Health Benefits Files --- Contain: health program reference material, billing, and employee deductions notices for the various provider programs.						7 Years	7 Years	Destroy	
0037-0000	Job Vacancy Notices						3 Years	3 Years	Destroy	
0038-0000	Master Plan --- The academic plan for the school system, updated every five years. Copies are sent to the Department of Education and the office of the County Superintendent of Schools.			X			Permanent	Permanent	Permanent	
0039-0000	Minutes and Agendas									
0039-0001	Minutes and Agendas (Original)			X			Permanent	Permanent	Permanent	
0039-0002	Minutes and Agendas - Rough Draft and Notes						When final minutes are approved by the School Board	When final minutes are approved by the School Board	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:8 of 38	
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		
0040-0000	Official Public Notice in Compliance with Open Public Meeting Act						3 Years	3 Years	Destroy	
0041-0000	Policy Statements --- A copy is sent to the office of the County Superintendent of Schools.			X			Permanent	Permanent	Permanent	
0042-0000	Public Employees Occupational Safety and Health Act (P.E.O.S.H.A.) File (Record Copy) --- Contains the Annual Occupational Injuries and Illnesses Survey and supporting documentation. Maintained in accordance with <u>N.J.A.C. 12:110</u> , Subchapters and <u>N.J.S.A. 34:6A-2S</u> et seq.. Original maintained by the Department of Labor.						6 Years	6 Years	Destroy	
0043-0000	"Public School Education Act" Annual Plan --- Projected five-year plan of a school's curriculum and academic objectives. May be updated within the five-year time period, if so, a new plan is produced. Copies are sent to the Department of Education and office of the County Superintendent of Schools.						10 Years	10 Years	Destroy	
0044-0000	Record Card of Employment --- This card is a brief employment history for professional and nonprofessional employees.						70 Years	70 Years	Destroy	
0045-0000	Recordings (Audio/Video) Of Meetings Of Public Officials					P	80 days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer	80 days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer	Erase	
0046-0000	Report - Accumulated Holidays and Sick Days						1 Years	1 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		
0047-0000	Report of Certificated Staff Employed Full-Time and Part-Time (C070030689) (C070030686) (03E003) (C06100386) (Copy) --- Title also given as: Report of Certificated Staff Employed; and Certificated and Non-Certificated Staff. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						10 Years	10 Years	Destroy	
0048-0000	Report of the Custodian of School Monies (NJDE A-149)			X			Permanent	Permanent	Permanent	
0049-0000	Report Of Non-Certificated Support Services Personnel Employed By New Jersey Public Schools Districts (C070060689) (C070060686) (03E007) (C06100686) (Copy) --- Title also given as: Non-Certified Staff Report; Non-Public Schools Having High Concentration of Students from Low Income Families. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.					P	10 Years	10 Years	Destroy	
0050-0000	Report of the Secretary of the School Board (NJDE A-148)			X			Permanent	Permanent	Permanent	
0051-0000	Reports									
0051-0001	Annual (Agency of Origin - Original)			X			Permanent	Permanent	Permanent	
0051-0002	School Board of Education Committee Reports --- Retained with School Board Minutes.			X			Permanent	Permanent	Permanent	
0051-0003	Daily						1 Years	1 Years	Destroy	
0051-0004	Miscellaneous, Monthly, Quarterly and Semiannual						3 Years	3 Years	Destroy	
0052-0000	Request and Authorization for Records Disposal			X			Permanent	Permanent	Permanent	
0053-0000	Request for Time Off						1 Years	1 Years	Destroy	
0054-0000	Resolutions of Board of Education			X			Permanent	Permanent	Permanent	

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Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:10 of 38	
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		
0055-0000	Salary Notification Letter (Copy) --- Letter is notification of personnel salary status.						3 Years	3 Years	Destroy	
0056-0000	State Aid Report (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 County Superintendent of Schools.						3 Years	3 Years	Destroy	
0057-0000	Subject Files						3 Years	3 Years	Destroy	
0058-0000	Superintendent and Staff Performance Evaluations (Copy) --- Contains evaluations of the Superintendent of Schools and the professional and nonprofessional staff. The record copies are kept in the individual personnel folders.						3 Years	3 Years	Destroy	
0059-0000	Teacher Observation Report						6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0060-0000	Trip and Conference Requests						7 Years	7 Years	Destroy	
0061-0000	Violence, Vandalism, and Substance Abuse Incident Report (M010050691) (M010050688) (M01000585)						7 Years	7 Years	Destroy	
0062-0000	Work Schedules						3 Years	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		
0063-0000	<p>Worker and Community Right to Know Act File (Record Copy)</p> <p>---</p> <p>This file is maintained in accordance with the Worker and Community Right to Know Act, L. 1983, c.315, <u>N.J.S.A.</u> 34:5A-1 et seq.. Originals are kept by the Department of Health. Copies are kept by the Department of Environmental Protection, the county health department, the county clerk, and local fire and police departments. File contains, but is not limited to the following: Hazardous Substance Fact Sheet, hazardous Substance Training Data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.</p>						30 Years	30 Years	Destroy	
0100-0000	<p>Census Cards</p> <p>---</p> <p>Statistical data of population and enrollment counts for school district.</p>						10 Years	10 Years	Destroy	
0101-0000	<p>Consolidated Enrollment Report: Current School Enrollment Data (C060010689) (C070010689) (C070010686) (03E001) (C06100186) (Copy)</p> <p>---</p> <p>Title also given as: Enrollment Information. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>						10 Years	10 Years	Destroy	
0102-0000	<p>Consolidated Enrollment Report: Consolidated Enrollment Report: Out of School Suspensions, Dropouts, and Expulsions (C060020689) (C070020689) (C090020686) (03E002) (C06100286) (Copy)</p> <p>---</p> <p>Title also given as: Consolidated Enrollment Report: Dropout Information-Suspension and Expulsion; and Dropout Information. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>						10 Years	10 Years	Destroy	
0103-0000	<p>Pupil Enrollment File</p> <p>---</p> <p>Contains various statistics and reports for pupil enrollment. Information is used to update yearly state funding reports and for other enrollment reports.</p>						7 Years	7 Years	Destroy	
0104-0000	<p>Registers - Attendance Record Card (NJDE A-2)</p>						1 Years	1 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		
0105-0000	Registers - Principal Card (Salmon) (NJDE A-38)						1 Years	1 Years	Destroy	
0106-0000	School Registers --- Statistical data pertaining to school-wide and individual classroom student enrollment.									
0106-0001	Central - Information Transferred to Pupil File/Student Record - Cumulative						3 Years	3 Years	Destroy	
0106-0002	Central - Information Not Transferred To Pupil File/Student Record - Cumulative.			X		P	Permanent	Permanent	Permanent	
0106-0003	Classroom - Information Transferred to Pupil File/Student Record - Cumulative						1 Years	1 Years	Destroy	
0106-0004	Classroom - Information Not Transferred to Pupil File/Student Record - Cumulative.			X			Permanent	Permanent	Permanent	
0200-0000	Cafeteria, Agreement - School Nutrition Program						7 yrs after termination of agreement	7 yrs after termination of agreement	Destroy	
0201-0000	Application - Free or Reduced Price Meals or Free Milk									
0201-0001	Free or Reduced Price Meals or Free Milk - Approved						7 yrs after termination of application	7 yrs after termination of application	Destroy	
0201-0002	Free or Reduced Price Meals or Free Milk - Denied						3 Years	3 Years	Destroy	
0202-0000	Food Handling Establishment License						3 Years	3 Years	Destroy	
0203-0000	Sanitary Inspection Report (F-38) --- A copy is sent to the County Department of Health.						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:13 of 38	
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		
0204-0000	Sanitary Inspection Report Certificate						3 Years	3 Years	Destroy	
0205-0000	School Lunch File --- Contains: reports, audits, menus, program policies, and correspondence.						7 Years	7 Years	Destroy	
0300-0000	Application for Approval of School Construction (R-102)									
0300-0001	Application for Approval of School Construction - Approved						7 Years	7 Years	Destroy	
0300-0002	Application for Approval of School Construction - Denied						3 Years	3 Years	Destroy	
0301-0000	Approval Letter --- Letter from the Department of Education authorizing a building project at a school or other education related facility. Copies are sent to the Department of Education and the office of the County Superintendent of Schools.						7 yrs after disposal of building	7 yrs after disposal of building	Destroy	
0302-0000	Approval of School Site --- Approval from the Department of Education for the use of the site selected for a school building.						7 yrs after disposal of building	7 yrs after disposal of building	Destroy	
0303-0000	Architect's Correspondence --- Correspondence to/from the architect regarding building plans of structures that are being built or renovated.			X		P	7 yrs after disposal of building	7 yrs after disposal of building	Archival Review	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:14 of 38	
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		
0304-0000	Asbestos Management Plan File --- In accordance with <u>N.J.A.C. 8:58-9.2(a)</u> , and <u>8:58-9.4(a)</u> , this file may contain but is not limited to the following: Asbestos Hazard Evaluation Report, correspondence, release of information forms, deferral request, inspection and evaluation reports, Notice of Non-Compliance, Plan to Inform, operations and maintenance activities, reinspection plan, chain of command list, chain of custody for sample analysis, program coursework, program participant credentials, laboratory results certification, and management plans.					P	30 yrs after building is destroyed	30 yrs after building is destroyed	Destroy	
0305-0000	Bids for Construction						7 yrs after termination of contract	7 yrs after termination of contract	Destroy	
0306-0000	Building Permits Files --- Contains: applications, inspection reports, and supporting paperwork.						7 yrs after disposal of building	7 yrs after disposal of building	Destroy	
0307-0000	Building Plans And Specifications			X		P	7 yrs after disposal of building	7 yrs after disposal of building	Archival Review	
0308-0000	Change Order Blank (R-101)						6 Years	6 Years	Destroy	
0309-0000	Change Orders --- Orders to change building specifications.						7 yrs after disposal of building	7 yrs after disposal of building	Destroy	
0310-0000	Contractor's Affidavit (C-101)						7 Years	7 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:15 of 38	
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		
0311-0000	Contracts - Construction --- Contains: contracts, and supporting documentation for the construction of buildings and other structures.						7 yrs after disposal of building	7 yrs after disposal of building	Destroy	
0312-0000	Equipment Repair Order --- Contains: machine type, repairs needed, vendor names, repair costs, date, and purchase order number.						7 Years	7 Years	Destroy	
0313-0000	Final Plan Approval (BF-101) (Facility Plan)						7 Years	7 Years	Destroy	
0314-0000	Inspection Reports									
0314-0001	Monthly and Daily Inspection Reports						3 Years	3 Years	Destroy	
0314-0002	General Inspection Reports						7 Years	7 Years	Destroy	
0315-0000	Ongoing Renovations --- Workpapers for projected or completed renovations.						7 yrs after disposal of building	7 yrs after disposal of building	Destroy	
0316-0000	Request for County Superintendent Approval Purchase or Lease of School Vehicles (N.J.S.A. 18A:58-7) (D070100689) (Copy) --- Original is sent to the office of the County Superintendent of Schools and a copy is sent to the Department of Education.						1 Years	1 Years	Destroy	
0317-0000	Special Education Transportation Report --- This report states the mileage and amounts paid for busing special education students.						7 Years	7 Years	Destroy	
0318-0000	Summary of Bids (B-1874) (Copy)						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:16 of 38	
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		
0319-0000	Transportation Contract (C-212)						7 yrs after termination of contract	7 yrs after termination of contract	Destroy	
0320-0000	Transportation Contract Renewal (C-213)						7 yrs after termination of contract	7 yrs after termination of contract	Destroy	
0400-0000	Application for Part B, P.L. 94-142: Support Grants (K020110687) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.									
0400-0001	Application for Part B, P.L. 94-142: Support Grants - Approved						5 Years after termination of grant	3 Years after termination of grant	Destroy	
0400-0002	Application for Part B, P.L. 94-142: Support Grants - Denied						5 Years	3 Years	Destroy	
0401-0000	Application for Vocational Education Funds (P.L. 98-524) (L020040689) (L020040686) (07G004) (L02000485) (Copy) --- Title also given as: Application for Federal Vocational Education Funds (P.L. 94-482); Application for Educational Amendment, P.L. 94-482 Program Funds. Original is sent to the Department of Education.									
0401-0001	Applicaiton for Vocational Education Funds (P.L. 98-524) - Approved						5 Years after termination of grant	3 Years after termination of grant	Destroy	
0401-0002	Application for Vocational Education Funds (P.L. 98-524) - Denied						5 Years	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		
0402-0000	Cooperative Vocational Education Training Establishment Report (L050010688) (07C007) (L05000185) (Copy) --- Title also given as: Training Establishment Report. Original is sent to the Department of Education.						3 Years	3 Years	Destroy	
0403-0000	County Goals/Needs Statement - Vocational Educational			X		P	20 Years	20 Years	Archival Review	
0404-0000	Course Study Guides --- Instruction guidelines for every course, at every grade and academic level, offered within a school district.			X		P	10 Years	10 Years	Archival Review	
0405-0000	Course of Study Master Plan --- Major guidelines for academic courses and their objectives.			X			Permanent	Permanent	Permanent	
0406-0000	Curriculum File --- Contains copies of all course syllabi and their varying academic proficiency tracks.			X		P	10 Years	10 Years	Archival Review	
0407-0000	Elementary and Secondary Education Chapter 2 Block Grant Program Guidelines and Applications (C030010688) (C030010686) (12A001) (C0300186) (Copy) --- Title also given as: LEA Chapter 2 Block Grant Application Public and Nonpublic. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						5 Years	5 Years	Destroy	
0408-0000	Evaluation System Manual: Carl D. Perkins Vocational Education Act, P.L. 98-524 (L020100687) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						5 Years	5 Years	Destroy	
0409-0000	Plan and Roll Books (Faculty)						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:18 of 38	
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		
0410-0000	Policies and Procedures Governing the Vocational Application Process (Publication)						7 yrs after update	7 yrs after update	Destroy	
0411-0000	Project Expenditure Report (L020030689) (L020030687) (07D002) (L02000485) (Copy) --- Title also given as: Vocational Financial Report; Project Fiscal Accounting Report. Original is sent to the Department of Education.						3 Years	3 Years	Destroy	
0412-0000	Report of Local Expenditures for Vocational Education (L020020687) (07D001) (L02000287) (Copy) --- Title also given as: Report of Local Expenditures for Vocational Education Program Supported Entirely by the Local Board of Education. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0413-0000	Secondary School Course Offerings (C060080689) (C070080689) (C070080686) (03E010) (C06100886) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						10 Years	10 Years	Destroy	
0414-0000	Special Education End of Year Report (K020040686) (05B004) (K02000486) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						5 Years	3 Years	Destroy	
0415-0000	Special Education Plan: Annual Report of Statistical Data (K020070689) (K020070688) (05B022) (K02000785) (Copy) --- Title also given as: Annual Plan for the Education of all Handicapped Children: Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						5 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:19 of 38	
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		
0416-0000	Special Education Plan: Educational Program Operated by State Agencies (K020220689) (Copy) --- Original is sent to the Department of Education.						5 Years	3 Years	Destroy	
0417-0000	Special Education Plan: Three Year Plan (K020210689) (Copy) --- Original is sent to the office of the County Superintendent of Schools and a copy is sent to the Department of Education.						5 Years	3 Years	Destroy	
0418-0000	Special Exemption for Cooperative Education Students (L050020688) (07C017) (L05000285) (Copy) --- Original is sent to the Department of Education.						3 Years	3 Years	Destroy	
0419-0000	Vocational Education Course/Program/ Activity Accident Report (L070010687) (07D007) (L07000187) --- Title also given as: Vocational Education Accident Report Form. A copy is sent to the Department of Education.						10 Years	10 Years	Destroy	
0420-0000	Vocational Education Follow-Up Questionnaire (L020090690) (L020090687) (Copy) --- Post graduation career follow-up questionnaire. Original is sent to the Department of Education.						1 Years	1 Years	Destroy	
0421-0000	Vocational Education Student Information (Adult) (L020080688) (Copy) --- Original is sent to the Department of Education.						3 Years	3 Years	Destroy	
0422-0000	Vocational Education Student Information (Secondary) (L020070688) (L020070687) (07G010) (Copy) --- Original is sent to the Department of Education.						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:20 of 38	
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		
0423-0000	Testing File (Copy) --- Contains: Application for Basic Skills Improvement Program ECIA Chapter 1, Certificate for Jointly Operated Basic Skills Improvement Programs, Consolidated Program Evaluation Summary for Basic Skills Improvement Programs, Incentives: for Basic Skills Improvement, Minimum Basic Skills and High School Proficiency Test Results (HSPT), and supporting documentation for Basic Skills, HSPT, and other testing programs. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						5 Years	5 Years	Destroy	
0500-0000	Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (2 and 2A) (D020220691) (D020210688) (06C019) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0501-0000	Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (4 and 4A) (D020220691) (D020220688) (06C019) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0502-0000	Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (Permanent Bonds) (D020230691) (D020230688) (06C019) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 yr after bond maturity or cancellation	1 yr after bond maturity or cancellation	Destroy	
0503-0000	Annual Budget Statement Books --- These books are the financial history of the school district.			X			Permanent	Permanent	Permanent	
0504-0000	Annual Financial Statement for Supervisor of Adult Education (G030050686) (05G015) (G0300586) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						3 Years	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		
0505-0000	<p>Annual Financial and Statistical Report (A4-1) (D020010689) (D020010686) (06D005) (D02000185) (Copy)</p> <p>---</p> <p>Title also given as: Annual Financial and Statistical Report (A4-1 &amp; 2). Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>						3 Years	3 Years	Destroy	
0506-0000	<p>Annual Inventory of Equipment Purchased Under Provisions of Adult Education Act, P.L. 91-230 (6020040689) (G020040686) (05G005) (Copy)</p> <p>---</p> <p>Title also given as: Inventory of Equipment Purchased for Instructional Programs Under Sec. 310; Inventory of Equipment Purchased, Title VI, P.L. 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 the County Superintendent of Schools.</p>						3 Years	3 Years	Destroy	
0507-0000	<p>Annual Report: Ratio Information (D020100689) (D020100687) (D020100686) (06C043) (D02001085) (Copy)</p> <p>---</p> <p>Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>						2 Years	2 Years	Destroy	
0508-0000	<p>Annual Special Education Financial and Statistical Report (A4-2) (D020020689) (D020020686) (06D005) (D02000285) (Copy)</p> <p>---</p> <p>Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>						2 Years	2 Years	Destroy	
0509-0000	<p>Annual Written Request for Payment of Budgeted Debt Services and Capital State Support (D020080689) (D020080686) (06C029) (D02000885) (Copy)</p> <p>---</p> <p>Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.</p>						1 Years	1 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:22 of 38	
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		
0510-0000	Application and Instructions for Indirect Cost Rates for Federally Funded Projects (D030020689) (D030020686) (06C003) (D03000286) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						3 yrs after expiration of rate	3 yrs after expiration of rate	Destroy	
0511-0000	Application for State School Aid: Chapter 212, Laws of 1975, As Amended (D020030689) (D020030686) (06C005) (D02000385) (Copy) --- Title also given as: Application for State School Aid. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						10 Years	10 Years	Destroy	
0512-0000	Audit Reports --- Copies are sent to the Department of Education and the office of the County Superintendent of Schools.									
0512-0001	Audit Reports - State			X			Permanent	Permanent	Permanent	
0512-0002	Audit Reports - Internal						3 Years	3 Years	Destroy	
0513-0000	Bank Books						7 Years	7 Years	Destroy	
0514-0000	Bank Statements/Reconciliations						7 Years	7 Years	Destroy	
0515-0000	Bid File --- Contains: purchase order proposal, procurement and service contract questionnaire, bids received, inventory/supply allocation sheet, proposal form, bonds, correspondence, list of requirements, specifications, supporting paperwork, recaps, and a checklist of received bids. The final summary and awarded bid information are incorporated into the School Board Minutes.									

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		
0515-0001	Bid File - Approved						7 yrs after termination of contract	7 yrs after termination of contract	Destroy	
0515-0002	Bid File - Denied						7 Years	7 Years	Destroy	
0516-0000	Budget/Cap Waiver Guide (D020060688) (06C016) (D02000685) (Publication) --- Title also given as: Budget Statement Certification; School District Budget Statement (Line Item). A copy is sent to the office of the County Superintendent of Schools.						As updated	As updated	Destroy	
0517-0000	Budget File --- Contains: printouts, Statements Advertised and workpapers. A copy is sent to the office of the County Superintendent of Schools.						7 Years	7 Years	Destroy	
0518-0000	Cap Review Fact Sheet (D020160688) (06C018) (Copy) --- Title also given as: Cap Review Fact Sheet with Cap Review Procedures Guide. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0519-0000	Cash Book of Daily Balances --- Journal of original entry listing each debit and credit as it occurs in the account.						7 Years	7 Years	Destroy	
0520-0000	Cash Expenditures Worksheet (NJDE 110-b) --- Contains: account names and numbers, clearing accounts, and reserve unpaid orders.						7 Years	7 Years	Destroy	
0521-0000	Cash Receipts Worksheet (NJDE 110-a) --- Contains: totals, current expense, capital outlay, debt service, and capital reserve.						7 Years	7 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:24 of 38	
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		
0522-0000	Charitable Donations Report --- Report of employee's wage deductions for United Way, Cancer Fund, Heart Fund, etc..						7 Years	7 Years	Destroy	
0523-0000	Checks Cancelled/Voided/Lost and Check Stubs						7 Years	7 Years	Destroy	
0524-0000	Civil Rights Compliance (D11040691) (D110040688) (Copy) --- Statement of assurance that the school district is in compliance. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						3 Years	3 Years	Destroy	
0525-0000	Daily Cash Record Sheets						7 Years	7 Years	Destroy	
0526-0000	Debt Service and Capital Outlay (D0200080689) (Copy)						7 Years	7 Years	Destroy	
0527-0000	Deferred Compensation File - Termination, Disability, and Retirement --- Contains: insurance policies, disability benefits, liability due, notices of payment demand, compensation claims, copies of checks, and related correspondence.						7 yrs after termination of compensation	7 yrs after termination of compensation	Destroy	
0528-0000	Deposit Slips						7 Years	7 Years	Destroy	
0529-0000	District Budget Statement Certification (D020150688) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0530-0000	Dues Deduction Authorization						7 Years	7 Years	Destroy	
0531-0000	ECIA Chapter 1 Annual and Adjusted Financial Report (D030100689) (D030100686) (06C026) (D03001185) (Copy) --- Title also given as: ESEA Title 1 Preliminary and Fiscal Financial Report. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:25 of 38	
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		
0532-0000	ECIA Chapter 2 Financial Report (D030120689) (D030120686) (06C031) (D03001285) (Copy) --- Title also given as: ESEA Title IV B Preliminary and Fiscal Financial Report. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						3 Years	3 Years	Destroy	
0533-0000	End of Year Report: Minimum Salary State Aid (D020270689) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0534-0000	Equipment Disposal Forms						3 yrs after disposal	3 yrs after disposal	Destroy	
0535-0000	Expenditures Custodian's Manual (NJDE A-17E) --- Contains: warrants issued, warrant number, current expense, capital outlay, debt service and total.						10 Years	10 Years	Destroy	
0536-0000	Federal and State Income Tax Files --- Contain: year-to-date lists of monthly federal and state deductions per employee, and W-2 and W-4 employee withholding tax forms.						3 Years	3 Years	Destroy	
0537-0000	Financial Report, Part B (Title VI) P.L. 94-142: Education of All Handicapped Children (D030040689) (D030040686) (06C001) (D03000485) (Copy) --- Title also given as: Profile of High School Seniors: A Longitudinal Study; Compensatory Education Evaluation-Pilot Test Forms. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:26 of 38	
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		
0538-0000	Health Insurance Deduction Form						6 yrs after termination of employment	6 yrs after termination of employment	Destroy	
0539-0000	Insurance Claim Form						7 Years	7 Years	Destroy	
0540-0000	Insurance File --- Contains: policies on auto, disability, life, liability, health, student and workers' compensation, and related papers.						7 yrs after expiration of policy	7 yrs after expiration of policy	Destroy	
0541-0000	Inventory - Annual --- Inventory of equipment and supplies. A copy is sent to the office of the County Superintendent of Schools.						3 Years	3 Years	Destroy	
0542-0000	Invoices						7 Years	7 Years	Destroy	
0543-0000	Journal - Daily Cash --- Book of original entry, recording transactions in chronological order.						7 Years	7 Years	Destroy	
0544-0000	Ledger/Journal - General --- A central listing of all activities for an account within a particular time period.			X			Permanent	Permanent	Permanent	
0545-0000	Ledger/Journal - Subsidiary --- A listing of specialized accounts of daily transactions that are verified against the controlling accounts in the General Ledger/ Journal.						10 Years	10 Years	Destroy	
0546-0000	Long Range Facility Plan (D060010689) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						10 Years	10 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:27 of 38	
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		
0547-0000	New Jersey Department of Labor Report --- Monthly report to the Department of Labor listing the employees paid on a weekly basis.						7 Years	7 Years	Destroy	
0548-0000	New Jersey State Tax Report --- Statistical report listing number of employees and current wages.						7 Years	7 Years	Destroy	
0549-0000	Overtime Records						7 Years	7 Years	Destroy	
0550-0000	Paid Vouchers and Bills/Monthly Status Listing --- Monthly report of monies owed and bills paid.						7 Years	7 Years	Destroy	
0551-0000	Payroll Agency Accounts (NJDE 140) --- Contain: date, receipts, check number, disbursement, and balance.						7 Years	7 Years	Destroy	
0552-0000	Payroll File --- Contains: payroll stubs, overtime slips, payroll trial balances, payroll printouts, and payroll/personnel notices.						7 Years	7 Years	Destroy	
0553-0000	Payroll Registers									
0553-0001	Payroll Registers (Master)			X			Permanent	Permanent	Permanent	
0553-0002	Payroll Registers (Copies)						3 yrs after audit	3 yrs after audit	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		
0554-0000	Pension File - Teachers Pension and Annuity Fund --- Contains enrollment applications, certification list, correspondence, pension reports, and lists of employees borrowing or withdrawing monies from pension system.						6 yrs after termination of employment or final payment, whichever is longer	6 yrs after termination of employment or final payment, whichever is longer	Destroy	
0555-0000	Petty Cash Records						7 Years	7 Years	Destroy	
0556-0000	Preliminary School Bus Accident Report (D070030691) (D070030688) (06E006) (D07000385) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0557-0000	Program Oriented Budget/Cap Waiver Guide (D020130688) (Publication) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						As updated	As updated	Destroy	
0558-0000	Property Record (NJDE 130) --- Contains: school name and number, monies paid, site of construction, and type of construction.						7 yrs after disposal of building	7 yrs after disposal of building	Destroy	
0559-0000	"Public Law 94-142" Budget Grant Book --- This is a reference aid for the Competitive Grant and Flow-Through Funds programs. If contains: grant application samples, workpapers, budget proposals, objectives, and other materials.						7 yrs after update	7 yrs after update	Destroy	
0560-0000	Purchase Order Listing (NJDE 120)						7 Years	7 Years	Destroy	
0561-0000	Receipts-Posted						7 Years	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		
0562-0000	Receivables (NJDE A-17R) --- Contain: receipt, description, total, current expense, capital outlay, and debt service.						7 Years	7 Years	Destroy	
0563-0000	Receiving Reports - Students --- Statistical data pertaining to students in sending/receiving school districts.						7 Years	7 Years	Destroy	
0564-0000	Reimbursement to State of New Jersey TPAF and Social Security Federally Funded Program (D030110689) (D030110686) (06C028) (D03001185) (Copy) --- Title also given as: Reimbursement of TPAF & Social Security - Federally Funded Contractual Salaries to the State of New Jersey. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						3 Years	3 Years	Destroy	
0565-0000	Rental Agreements --- Includes correspondence and leases.						7 yrs after expiration of lease	7 yrs after expiration of lease	Destroy	
0566-0000	Report of School Budget and District Taxes (A-4f) --- Title also given as: Report of School Budget and District Taxes: Report of School Budget and District Taxes for the School Year ____ (A4-f) (03C004). Copies are sent to the office of the County Superintendent of Schools, County Taxation Board and Municipal Tax Assessor.						7 Years	7 Years	Destroy	
0567-0000	Request for Additional Funding Under the Provisions of Chapters 192/193 (D030140691) (D030140688) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0568-0000	Requisitions						7 Years	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		
0569-0000	School District Budget Statement (D020120688) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0570-0000	School District Program Oriented Budget Statement (D020140688) (Copy) --- Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0571-0000	School Register Summary (D020090688) (06C037) (D02000985) (Copy) --- Title also given as: School Register; New Jersey School Register. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0572-0000	Secondary Education Payroll and Workpapers --- The schedule of professional and nonprofessional salaries and supporting workpapers.						7 Years	7 Years	Destroy	
0573-0000	Social Security - Quarterly Reports						7 Years	7 Years	Destroy	
0574-0000	State Bonding Procedures --- File contains the state's established procedures for bonding in reference to grant filing.						7 yrs after update	7 yrs after update	Destroy	
0575-0000	State's Quarterly Report of Wages Paid						7 Years	7 Years	Destroy	
0576-0000	Student Organization's Accounts --- Contain: cancelled checks, cash receipts, journals, ledgers, and vouchers.						7 Years	7 Years	Destroy	
0577-0000	Telephone Bills						7 Years	7 Years	Destroy	
0578-0000	Time Cards/Sheets						7 Years	7 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:31 of 38	
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		
0579-0000	Transmittal of Social Security Contributions (D030150689) --- Copy is sent to the Department of Education.						7 Years	7 Years	Destroy	
0580-0000	Transmittals --- Used to transmit appropriated and non-revenue receipts.						3 Years	3 Years	Destroy	
0581-0000	Travel File --- Contains: travel expense voucher (NJDE A-79), gasoline costs and trip requests.						7 Years	7 Years	Destroy	
0582-0000	Trial Balances						3 Years	3 Years	Destroy	
0583-0000	Tuition for Receiving (NJDE 135-B) --- Contains: account number, number of pupils, and payment amounts.						7 Years	7 Years	Destroy	
0584-0000	Tuition for Sending NJDE (135-A) --- Contains: account number, number of pupils, and bill received.						7 Years	7 Years	Destroy	
0585-0000	Unemployment Claim --- Form BC-10 verified against earnings to determine compensation eligibility.						7 Years	7 Years	Destroy	
0586-0000	Union Dues Printout --- Printout lists the employees' names, social security number, and amount paid towards union dues.						7 Years	7 Years	Destroy	
0587-0000	Utility Bills						7 Years	7 Years	Destroy	
0600-0000	Newsletters (Master)			X			Permanent	Permanent	Permanent	
0601-0000	Newspapers (Master)			X			Permanent	Permanent	Permanent	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:32 of 38	
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		
0602-0000	News Releases (Master)			X			Permanent	Permanent	Permanent	
0603-0000	Publications (Master)			X			Permanent	Permanent	Permanent	
0604-0000	Student or Faculty Handbook (Master)			X			Permanent	Permanent	Permanent	
0605-0000	Yearbooks (Master)			X			Permanent	Permanent	Permanent	
0700-0000	Code of Conduct for Disciplinary Action --- The Code of Conduct report and its workpapers.						5 yrs after update	5 yrs after update	Destroy	
0701-0000	Combined Certification (NJDE A-300) --- This form replaced the following forms: Age Certificate (A-50), School Record (A-56a), Promise of Employment (A-56b), Fitness of Minor-Physician's Certificate (A-56c), Vacation Employment Certificate (A-66a), Regular Employment Certificate (A-66b) and Age Certificate for Agriculture (A-66h).						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0702-0000	Confidential Disciplinary File --- Contains: names, suspension form, correspondence, dates, grade level, schools and cause for disciplinary action for students who have been suspended from school, or who have been subject to other disciplinary procedures.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0703-0000	List of Disclosure and Transfer of Student Records --- Permission to release information about a student's records.			X			Permanent	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		
0704-0000	New Jersey Governor's School Program (Copy) --- File may contain but is not limited to the following: program application, program candidate program announcement letter and handbook, list, nomination letter, parent commitments and permissions, and supporting documentation.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0705-0000	New Jersey School of the Arts File (Copy) --- File may contain but is not limited to the following: admission notification & letters, faculty and/a principals's letter of recommendation, student narrative evaluation, scholarship letter, program enrollment and financial aid application, program registration, and confirmation, tuition contract, program reference materials, and supporting documentation.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0706-0000	Parental Permission for a School Trip						3 yrs, unless incident report is filed; if incident report is filed, 2 yrs after graduation or termination from school system or age 20, whichever is longer	3 yrs, unless incident report is filed; if incident report is filed, 2 yrs after graduation or termination from school system or age 20, whichever is longer	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		
0707-0000	Parental Permission to Stay After School						3 yrs, unless incident report is filed; if incident report is filed, 2 yrs after graduation or termination from school system or age 20, whichever is longer	3 yrs, unless incident report is filed; if incident report is filed, 2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0708-0000	Progress Report File --- Contains: report cards, progress or deficiency reports.						1 yr after information is transferred to Cumulative Student Record	1 yr after information is transferred to Cumulative Student Record	Destroy	
0709-0000	Pupil File/Student Record - Cumulative --- In accordance with <u>N.J.A.C. 6:3-2.8e</u> this file contains the following: attendance record, Health Appraisal Card, Authorization of Release of Information, date of birth, sex, classes attended, grades, residency and citizenship status, grade level completed, medical evaluation, guardians' or parents' names, address and telephone number, withdrawal report, high school discharge cards. Also includes foreign exchange student records.			X			Permanent	Permanent	Permanent	
0710-0000	School Bus Incident Report						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule			Agency: S341602			Schedule: 003		Page #:35 of 38		
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		
0711-0000	Student Name/Address Listing --- Names and addresses of all students currently or previously enrolled in the school system.						As updated	As updated	Destroy	
0712-0000	Student Time Card (G030090688)						6 Years	6 Years	Destroy	
0713-0000	Student's Personal Progress Report (G030070688)			X			Permanent	Permanent	Permanent	
0800-0000	Accident Reports (Student) --- Contains: accident and incident reports, claims, and related correspondence.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0801-0000	Administration of Medication Request --- Permission to administer medication to a student during school hours and on school trips.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0802-0000	Annual Immunization Status Report (Copy) --- Original is sent to the New Jersey Department of Health, and a copy is sent to the local health department.						3 Years	3 Years	Destroy	

Records Retention and Disposition Schedule				Agency: S341602			Schedule: 003		Page #:36 of 38	
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		
0803-0000	Annual Report of Tuberculosis Testing in Schools (Copy) --- Original is sent to the New Jersey Department of Health, and a copy is sent to the local health department and the office of the County Superintendent of Schools.						1 Years	1 Years	Destroy	
0804-0000	Annual Scoliosis Screening Report (Copy) --- Original is sent to New Jersey Department of Health, and a copy is sent to the local health department.						3 Years	3 Years	Destroy	
0805-0000	Application for Special Transportation - Temporary Medical Emergency --- Permission to transport student in the event of a medical emergency.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0806-0000	Emergency Information Card - Student --- Contains: parents' names, address, places of employment, and telephone numbers for emergency notification.						As updated	As updated	Destroy	
0807-0000	Health History and Appraisal Card (NJDE A-45C) --- Title also given as: Medical Inspection Reports and Notices, and Medical Inspection Record Card.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	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		
0808-0000	Immunizations File --- Contains: annual report, immunization exemptions, routine or follow-up immunizations, Immunizations Administration Record, Immunizations Contraindication Notice, Immunization Deficiency Notice, and Immunizations Waived/Religious Exemption.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0809-0000	Minor Illness, Injury Notification --- Notification to parents of their child's minor illness or injury.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0810-0000	School Health Services Daily Log --- Nurse's daily account of health related activities.						3 yrs after final entry	3 yrs after final entry	Destroy	
0811-0000	Scoliosis Screening Report (05B005) (Copy) --- Original is sent to the New Jersey Department of Health and a copy is sent to the local health department.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	
0812-0000	Significant Tuberculosis Reactions Report (Copy) --- Original is sent to the New Jersey Department of Health and a copy is sent to the local health department or TB control agency.						3 Years	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		
0813-0000	Student Program Adjustment Schedule --- Modification of a student's academic program due to illness or injury.						2 yrs after graduation or termination from school system or age 20, whichever is longer	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy	