

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M700101	SCHEDULE # 001	PAGE # 1 OF 24
DEPARTMENT: School District and Charter School		AGENCY REPRESENTATIVE:		
DIVISION: Administration		TITLE:		
BUREAU:		PHONE #:		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
<i>David F. Corso</i>		10-15-09	<i>Karl J. Niederer</i>	01-14-2010

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

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 2 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	GENERAL ADMINISTRATIVE			
0001-0000	Agendas and Minutes – Board of Education and General Meetings File contains but is not limited to the following: Minutes, Agendas, Resolutions, Report of the Custodian of School Monies, Report of the Treasurer, Report of the Secretary, additional financial reports, and supporting documentation.			
0001-0001	Agendas and Minutes (Original)	Permanent		Permanent
0001-0002	Agendas and Minutes (Copy)	1 yr		Destroy
0001-0003	Agendas and Minutes – Rough Notes	45 days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer		Destroy
0002-0000	Compulsory Education Law Notification/Complaint of Violation Notification to parents they are in violation of the Compulsory Education Law and their children must return to school.	3 yrs		Destroy
0003-0000	Correspondence (Hardcopy and Electronic) - Administration, Faculty, and Student <u>Hardcopy and Email</u> : The email backup system data and the subject-specific correspondence should be retained as long as its associated record series to ensure accessibility as per the Open Public Records Act (OPRA) and the Federal Rules of Civil Procedure with hardcopy generated as needed.			
0003-0001	Correspondence (Hardcopy and Electronic) General - External	3 yrs		Destroy
0003-0002	Correspondence (Hardcopy and Electronic) General - Internal	1 yr		Destroy
0003-0003	Correspondence (Hardcopy and Electronic) - Policy – Non-Statutory/Non-Regulatory	25 yrs		Archival review
0300-0004	Correspondence (Hardcopy and Electronic) - Email Backup System	3 yrs after system is either superseded or discontinued		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 3 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0003-0005	Correspondence (Hardcopy and Electronic) – Routine Request for Information – Not Related to the Open Public Records Act (OPRA) (Administration, Faculty, and Student)	Periodic review		Destroy
0004-0000	Electronic Register Contains: Department of Education generated documents which includes: monthly summaries, annual reports, labels, and supporting documentation.	7 yrs		Destroy
0005-0000	Election File			
0005-0001	Election File – Election Forms File pertaining to school board elections. Contains: Annual School Election (Copy), Report of Absentee Votes, Summary of Results for School Election (Copy), Tally Sheets, Notice of Election, Budget Advertisement, Canvass of Votes, Regular and Irregular Ballots, Absentee for Military and Civilian Personnel, Poll Lists, Petition for School Board Election, and correspondence. Originals are sent to the County Board of Elections and copies to the Office of the Municipal Clerk.	1 yr		Destroy
0005-0002	Election File – Bonding Election Report, Certificate, and Voting Authority	5 yrs		Destroy
0006-0000	Legal Notices File			
0006-0001	Legal Notices File – Publisher’s Affidavits	10 yrs		Destroy
0006-0002	Legal Notices File - Official Public Meeting Notice	3 yrs		Destroy
0006-0003	Legal Notices File - Legal Notice in Newspaper	7 yrs		Destroy
0007-0000	Library Accession Records	Permanent		Permanent
0008-0000	Public Employee Occupational Safety and Health Act (PEOSHA) File (Copy) Contains the Annual Occupational Injuries and Illnesses Survey and supporting documentation. Maintained in accordance with NJAC 12:110, Subchapter 5 and NJSA 34:6A-24-28 et seq. Original is kept by the Department of Labor and Workforce Development.			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 4 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0008-0001	Public Employee Occupational Safety and Health Act (PEOSHA) File (Copy)	6 yrs		Destroy
0008-0002	Public Employees Occupational Safety and Health Act File (PEOSHA) (Additional Copy)	3 yrs		Destroy
0009-0000	Recordings of School Board Meetings (Audio and Video)	45 days or until summary or verbatim transcripts have been approved as minutes, whichever is longer		Erase
0010-0000	School Ethics Commission File			
0010-0001	School Ethics Commission File - Financial, Personal, and Relative Disclosure Statement and Mandatory Training Certificate (Copy) Annual submission from school officials to the Executive County Superintendent. Original is kept by the Executive County Superintendent of Schools and a copy by the School Ethics Commission.	6 yrs		Destroy
0010-0002	School Ethics Commission File - Conflict of Interest Questionnaire (Copy) Original maintained by the School Ethics Commission.	6 yrs		Destroy
0010-0003	Request for Approval for Attendance at Events - State Ethics Commission (NJAC 19:61- 6)	6 yrs		Destroy
0011-0000	School Board Members - Report to Executive County Superintendent	1 yr		Destroy
0012-0000	Subject File - Administrative and General			
0012-0001	Subject File - Administrative Subject file of a Superintendent, Business Administrator, and Principal pertaining to the administrative aspects of their offices including policy, procedure, organization, programs, fiscal, and personnel matters. File includes: correspondence, minutes (copy), reports, speeches, and supporting documentation.	4 yrs		Destroy
0012-0002	Subject File - General	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 5 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0013-0000	Worker and Community Right to Know Act File (Copy) File is maintained in accordance with the Worker and Community Right to Know Act, L. 1983, C. 315, N.J.S.A. 34: 5A-1 et seq. Original is kept by the Department of Health and Senior Services. Copies are kept by the Department of Environmental Protection, the County Health Department, the County Clerk, and the Local Government Fire and Police Departments. File contains but is not limited to the following: Hazardous Substance Fact Sheet, Hazardous Substance Training Data, Material Safety Data Sheet (MSDS), and Right to Know Survey/Inventory.	30 yrs		Destroy
0014-0000	Consultant File File reflecting the findings of a professional consultant hired by a school district. File may contain but is not limited to: work-papers; financial documents; needs analysis, studies documents; surveys; questionnaires; statistics; correspondence; and preliminary, interim, and final reports.			
0014-0001	Consultant File - Final Report	Permanent		Permanent
0014-0002	Consultant File - Contract	7 yrs after termination of contract		Destroy
0014-0003	Consultant File - Financial Documents	7 yrs		Destroy
0014-0004	Consultant File - Work papers and Support File	3 yrs		Destroy
0015-0000	Records Retention and Disposition File - Division of Archives and Records Management (DARM)			
0015-0001	Records Retention and Disposition File - Records Retention Schedule (Copy) Original retained by the Department of State, Division of Archives and Records Management.	As updated		Destroy
0015-0002	Records Retention and Disposition File - Request and Authorization for Records Disposal (Copy) Original retained by the Department of State, Division of Archives and Records Management.	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 6 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0015-0003	Records Retention and Disposition File – Microfilm/Microfiche Certification Submitted With Request and Authorization for Records Disposal (Copy) Original retained by the Department of State, Division of Archives and Records Management.	Permanent		Permanent
0015-0004	Records Retention and Disposition File – Imaging Certification Submitted With Request and Authorization for Records Disposal (Copy) Original retained by the Department of State, Division of Archives and Records Management.	Permanent		Permanent
0016-0000	Open Public Records Act (OPRA) File Open public records access file contains but is not limited to: OPRA Information Request Form, correspondence, and email (hardcopy printouts), response documents (copy), and relevant supporting documentation. (PL 2001, c404)			
0016-0001	Open Public Records Act (OPRA) File – Request Form With Fee	7 yrs		Destroy
0016-0002	Open Public Records Act (OPRA) File – Request Form Without Fee	3 yrs		Destroy
0016-0003	Open Public Records Act (OPRA) File – OPRA Complaint to the Government Records Council (GRC), Department of Community Affairs (Copy) Contains: Denial of Access Complaint (copy), Records Custodian Statement of Information (copy), OPRA Request (copy), correspondence and email (hardcopy printout), and supporting documentation.	3 yrs after resolution		Destroy
0017-0000	Calendar and Meeting Schedules	3 yrs		Destroy
0018-0000	Certified Mail Receipt	3 yrs		Destroy
0019-0000	Hand-Deliver Receipt			
0019-0001	Hand-Deliver Receipt (Original)	1 yr		Destroy
0019-0002	Hand-Deliver Receipt (Copy)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 7 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0020-0000	Informational Survey – General District statistical study used to gain information for the routine operation of business.	Periodic review		Destroy
0021-0000	News Release Information issued by state agencies for publication or broadcast.			
0021-0001	News Release (Original)	Permanent		Archives
0021-0002	News Release (Copy)	Periodic review		Destroy
0022-0000	Organization Chart			
0022-0001	Organization Chart (Original)	Permanent		Archives
0022-0002	Organization Chart (Copy)	As updated		Destroy
0023-0000	Photographs and Slides	Permanent		Archives
0024-0000	Visitor Security Sign-In Sheet and Monitoring File	3 yrs		Destroy
0025-0000	Reference File	Periodic review		Destroy
0026-0000	Reference Material Request	Periodic review		Destroy
0027-0000	Incoming Mail Log	3 yrs		Destroy
0028-0000	Disaster Prevention and Recovery/Business Continuity Plans In the event of a disaster, contingency plans that identify essential personnel, equipment, and alternate space – if closing a facility is deemed necessary – in order to resume daily operations and mitigate the consequences of such an event.			
0028-0001	Disaster Prevention and Recovery/Business Continuity Plans (Original)	3 yrs after update		Destroy
0028-0002	Disaster Prevention and Recovery/Business Continuity Plans (Copy)	As updated		Destroy
0029-0000	Americans With Disabilities Act (ADA) Transition Plan and Self-Evaluation Plan *Microfilming recommended.	65 yrs*		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 8 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0030-0000	Fall Survey File (Copy) - Certified and Non-Certified			
0030-0001	Fall Survey File - Certified Staff Data (Copy) File contains but is not limited to the following: Certificated Staff Status Report and Report of Non-Certificated Support Services. Original is sent to the Department of Education and copy is sent to the Office of the Executive County Superintendent of Schools. <u>Note:</u> Data may also be part of the School Report Card.	5 yrs		Destroy
0030-0002	Fall Survey File - Non-Certified, Student, and Program Data (Copy) File contains but is not limited to the following: Consolidated Graduate Report: Follow-up of High School Graduate, Personnel Employed by New Jersey Public School Districts, Nonpublic Schools Having High Concentrations of Students from Low Income Families, Annual Report of Persons Employed in School Aide Positions. Original is sent to the Department of Education and copy is sent to the Office of the Executive County Superintendent of Schools. <u>Note:</u> Data may also be part of the School Report Card.	5 yrs		Destroy
00031-0000	Bylaws and Policies Books - Approved This is a book of bylaws and policies of educational and related issues.	Permanent		Permanent
0032-0000	Code of Conduct for Disciplinary Action - Publication The Code of Conduct Report and its work papers.	As updated		Destroy
0033-0000	Policy and Advisory Statements - Administrative	Permanent		Permanent
0034-0000	Referendums	Permanent		Permanent
0035-0000	Resolutions of the School Board	Permanent		Permanent
0036-0000	District Three Year Comprehensive Equity Plan Comprehensive evaluation of a school district's goals toward fulfilling federal and state equity, affirmative action, and civil rights requirements and guidelines. A copy is kept by the Office of the Executive County Superintendent of Schools and the Department of Education.	7 yrs		Destroy
0037-0000	District Three Year Technology Plan Comprehensive plan detailing a school district's implementation of technology throughout the district. A copy is kept by the Department of Education.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 9 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0038-0000	County Technology Plan – School Districts County-wide committee report to the Department of Education of goals for the technology in the county’s local school districts. File also includes an inventory of the hardware and software in use. A copy is kept by Department of Education.	7 yrs		Destroy
0039-0000	Equivalency and Waiver Applications (Copy) Request from a school district to the Department of Education to use alternative means to meet the Department’s Administrative Code educational program requirements. File includes application, supporting documentation, and approval or denial letter from the Department of Education. Approvals a valid for three years. Original maintained by the Department of Education.	5 yrs		Destroy
0040-0000	Application for Best Practices/Star Schools (Copy) Annual application submitted for consideration to the Department of Education for recognition of exemplary programs. Original maintained by the Department of Education.	3 yrs		Destroy
0041-0000	Governor’s School for Gifted/Exceptional Students (Copy) The file contains reference copies of memos, correspondence, work papers, and student application (copy) and evaluation forms for the Governor’s School program. Original is maintained by the associated college.	3 yrs		Destroy
0042-0000	Governor’s Teacher Recognition Program (Copy) File pertaining to the annual county-nominated teacher recognition program. File contains the nomination documents and selection panel documents. Original is kept by the Office of the Executive County Superintendent of Schools.	7 yrs		Destroy
0043-0000	NJ State Teacher of the Year Program (Copy) Annual county-nominated teacher recognition program. Original nonselected applicant files are maintained by the school district and the original selected applicant file is maintained by the Department of Education.	3 yrs		Destroy
0044-0000	Annual Report – Charter Schools Copies are sent to the Department of Education, the State Board of Education, and the Office of the Executive County Superintendent of Schools.	Permanent		Permanent
0045-0000	Code of Ethics			
0045-0001	Code of Ethics (Original)	Permanent		Archives
0045-0002	Code of Ethics (Copy)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 10 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0046-0000	General Operating Procedures Rules and regulations developed by a school district for the general operation of business.			
0046-0001	General Operating Procedures (Original)	Permanent		Archival review
0046-0002	General Operating Procedures (Copy)	Periodic review		Destroy
0047-0000	Hearings - Formal Policy			
0047-0001	Hearings - Stenotype Transcription	1 yr after printing of transcript		Destroy
0047-0002	Hearings - Real Time Transcription	1 yr after printing of transcript		Destroy
0047-0003	Hearings - Computer-Assisted Transcription	1 yr after printing of transcript		Destroy
0047-0004	Hearings - Audio/Video Recording	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer		Erase
0047-0005	Hearings - Transcripts (Original)	Permanent		Archival review
0047-0006	Hearings - Transcripts (Copy)	Periodic review		Destroy
0048-0000	Policy Statement - Federal, State, and District			
0048-0001	Policy Statement (Original)	Permanent		Archival review
0048-0002	Policy Statement (Copy)	Periodic review		Destroy
0049-0000	Litigation File (NJSA 2A:14-5)	20 yrs after final action		Destroy
0050-0000	Testimony Testimony documents of representatives of a school district at public hearings, public meetings, trials, and other official proceedings.	10 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 11 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0051-0000	Application to Establish a Charter School and Renewal (Copy) Original maintained by the Department of Education and a copy by the Office of the Executive County Superintendent of Schools.			
0051-0001	Application to Establish a Charter School and Renewal (Copy) - Approved	7 yrs		Destroy
0051-0002	Application to Establish a Charter School and Renewal (Copy) - Denied	3 yrs		Destroy
0052-0000	School Reorganization File A file pertaining to a school's reorganization and/or regionalization. File contains but is not limited to: feasibility study, Reorganization Notification, Reorganization Plan, Resolution, and supporting documentation. Copies are maintained by the Department of Education and the Office of the Executive County Superintendent of Schools.	Permanent		Permanent
0053-0000	Middle States Association of Colleges and Schools Accreditation - Commissions on Elementary and Secondary Schools (Public and NonPublic) Middle States Accreditation is applied for by and issued to an individual Elementary, Middle, or Secondary Public or Nonpublic School to improve their foundations for student and organizational performance in the areas of: Philosophy/Mission, Governance/Leadership, School Improvement Planning, Finance, Facility, and School Climate/Organization. These areas are addressed in two major accreditation tracts: Accreditation for Growth (AFG) and Reflections on Standards of Quality (Reflections). After the initial accreditation, follow-up evaluations are performed in a ten (10) year cycle. File contains but is not limited to the following: Middle States Accreditation Approval Report, district academic program review/self evaluations, follow-up evaluations, correspondence, and supporting documentation. <u>NOTE:</u> Middle States Accreditation applies schools and colleges in New Jersey, New York, Pennsylvania, Delaware, Maryland, and the District of Columbia.	Permanent		Permanent
0054-0000	Public Relations File File pertaining to Department of Education regulations for school district public relations policies. Contains: policies, news release, publications, and supporting documentation. (NJAC 6A:23A-5)			
0054-0001	Public Relations File (Original)	Permanent		Permanent
0054-0002	Public Relations File (Copy)	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 12 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	PERSONNEL			
0100-0000	Affirmative Action/District Three Year Comprehensive Equity Plan A comprehensive evaluation of a school district's goals toward fulfilling federal and state equity, affirmative action, and civil rights requirements and guidelines. File contains but is not limited to: Affirmative Action Plan, Annual Report on Multi Year Equality in Education, Annual Review of Progress in Implementing Affirmative Action Plans, Resolution of Equal Educational Opportunity, Affirmative Action statistical reports, and supporting documentation. A copy is sent to the Office of the Executive County Superintendent of Schools and a copy is kept by the Department of Education.	3 yrs		Destroy
0101-0000	Application for Employment – Persons Not Hired	3 yrs		Destroy
0102-0000	Application to Hire Athletic Coach Holding Substitute Credentials <u>Note:</u> Approved application maintained in the Employee File.			
0102-0001	Application to Hire Athletic Coach Holding Substitute Credentials – Approved	6 yrs after termination of employment		Destroy
0102-0002	Application to Hire Athletic Coach Holding Substitute Credentials – Denied	3 yrs		Destroy
0103-0000	Civil Rights Compliance (Copy) Statement of school district compliance. Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	1 yr		Destroy
0104-0000	Emergency Information Card – Full Time and Part Time Employees	As updated		Destroy
0105-0000	Multiple Worksite Report – US and NJ Departments of Labor Statistical tally of the number of employees employed and the wages paid per school and per district.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 13 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0106-0000	Employee File – Full and Part Time Employee file for Administration, Teachers, Student Interns, Student Teachers, Substitute Teachers (Credentialed), Professional, Paraprofessional, Support Staff, and Student Workers. File contains but is not limited to the following: title; position(s); salary; length of service; date and reason of separation; pension; Provisional Teacher data; Certificates (Administrative, Instructional, and Educational); Professional Growth/Improvement Plan; Mentoring, Mandated Training, Notice of Non Re-Employment; Request Before District Board of Education for Reinstatement; District Board of Education Re-Employment Decision; individual professional development plan; employee assurance statement; resume; references; transcripts; certifications; assessments; internships; performance report; continuing education; vacation request; leave of absence request; report of accumulated time; medical history; payroll notices; personnel update; summer sabbatical; summer teaching program; extra duty pay; home instructor; teacher observations; performance evaluation reports; oath of allegiance; offer of employment; acceptance or rejection of offered employment; salary notification; application of employment; application for extracurricular activities; performance objectives; employment and union agreement contracts; pension program information; employee check sheet; attendance; promotional data; teaching certification (copy); application to hire athletic coach holding substitute certification training; health care provider program enrollment/change of status card; college student intern affiliation agreement, and supporting documentation.	6 yrs after termination of employment provided Employment History Record Card maintained; otherwise 80 yrs		Destroy
0107-0000	Annual American Red Cross/YWCA Certificates - Swimming Instructor Copy is kept by the Office of the Executive County Superintendent of Schools.	3 yrs after renewal		Destroy
0108-0000	Employment History Record Card – Full and Part Time Staff	80 yrs		Destroy
0109-0000	Accident Reports – Employee Contained here are record copies of employee accident reports, claims, and related correspondence.	7 yrs after final settlement		Destroy
0110-0000	Grievance File Records of employees’ dissatisfaction with working conditions beyond their control, but which may be subject to remedy by a supervisor.			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 14 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0110-0001	Grievance File - Settlements - Policy (Original)	Permanent		Permanent
0110-0002	Grievance File - Settlements - Policy (Copy)	3 yrs after final settlement		Archives
0110-0003	Grievance File - Settlements - Routine (Original)	3 yrs after final settlement		Destroy
0110-0004	Grievance File - Settlements - Routine (Copy)	1 yr after final settlement		Destroy
0111-0000	Health Care Provider Program Information File	3 yrs after termination of program participation		Destroy
0112-0000	Job Vacancy Notice	3 yrs		Destroy
0113-0000	Confidential Medical File - Employee File contains employee medical documentation including but not limited to: physical fitness assessment, health history, past illness and/or injury, current health problems, medications, allergies, immunizations, height and weight, drug testing; blood pressure, pulse and respiratory rate, vision and hearing screening, and Mantoux test. Microfilming recommended. (NJAC 6A:32-6.3) (CFR 1910.1018).	40 yrs after termination of employment		Destroy
0114-0000	Credentialed Substitute Teacher List File listing the credentialed substitute teachers employed by the district.	3 yrs		Destroy
0115-0000	Time Records File (Electronic and Hardcopy)			
0115-0001	Time Records File - Request for Time Off - Disability, Administrative, Sick, Vacation, Maternity, and Family Leave (Original) Copy retained by the employee.	7 yrs		Destroy
0115-0002	Time Records File - Application for Extended Work Hours	7 yrs		Destroy
0115-0003	Time Records File - Overtime Records	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 15 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0115-0004	Time Records File - Time Cards/Sheets	7 yrs		Destroy
0115-0005	Time Records File - Trip and Conference Requests	7 yrs		Destroy
0115-0006	Time Records File - Request for a Substitute Teacher Due to Absence	7 yrs		Destroy
0116-0000	Americans with Disabilities Act (ADA) Transition Plan and Self Evaluation Plan	65 yrs		Destroy
0117-0000	Health Insurance Portability and Accountability Act (HIPAA) of 1996 File pertaining to the privacy policies to safeguard school district employee medical information. File 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
0118-0000	District Wide Mentoring Plan - New Teachers District quality induction program for newly hired teaching staff. File contains: mentoring goals, needs assessment, mentor selection criteria, action plan, approval letters and supporting documentation. Copy is kept by the Office of the Executive County Superintendent of Schools.	6 yrs after termination of employment		Destroy
0119-0000	Professional Staff Development Plan - Teachers Teaching professional staff educational advancement plan and objectives. File contains: professional development goals, development opportunities, needs assessment, correspondence, development plan approval/revisions, and supporting documentation. Copy is kept by the Office of the Executive County Superintendent of Schools.	6 yrs after termination of employment		Destroy
0120-0000	Annual Report of Persons Employed in School Aide Positions Copy is kept by the Office of the Executive County Superintendent of Schools.	3 yrs		Destroy
0121-0000	Application for Approval of School Aide Positions (Copy) Title also given as: Application for Approved and Annual Report of Auxiliary School Personnel. Original is kept by the Office of the Executive County Superintendent of Schools.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 16 OF 24
---	----------------------------	--------------------------	----------------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0122-0000	Seniority List: Date of Hire List of each employee and their date of hire, used to determine seniority for a staff promotion.	3 yrs		Destroy
0123-0000	Contract Review Checklist - School Superintendent, School Assistant Superintendent, and Business Administrator File contains contract (copy) and checklist, approval/disapproval to renew contract letter - Office of the Executive County Superintendent of Schools, and supporting documentation. Copy maintained by the Office of the Executive County Superintendent of Schools.	7 yrs		Destroy
0124-0000	Collective Bargaining Agreement Negotiation File - District-Wide Contracts File contains but is not limited to: contract (copy), negotiation notes, research data, correspondence, proposals and counterproposals, salary guides, minutes (copy), sidebar agreement, memorandum of agreement, union data, and supporting documentation.	7 yrs after termination of agreement		Destroy
0125-0000	Highly Qualified Teacher Plan - Faculty Educational Specialization Compliance Continuing education and specialization in compliance with Federal and State teaching certification.	7 yrs after qualification or remediation		Destroy
	MONITORING			
0150-0000	Quality Assurance Annual Report (QAAR) (Copy) File Also referred to as: Public School Education Act Plan, Chapter 212 Annual Plan, School Monitoring Annual Plan, and Thorough and Efficient Education Annual Plan. Annual report of district's implementation of School-level Plan, achievement of performance level objectives, Pupil Performance Objectives, condition of educational facilities and status of mandated programs. File also contains: Comprehensive Maintenance Plan, Class Schedule; District Priorities Report; Elementary, Middle, Junior, and Senior High School Master Plan Evaluations; review checklists; and approval letters. Original is kept by the Office of the Executive County Superintendent of Schools and a copy by the Department of Education.			
0150-0001	Quality Assurance Annual Report (QAAR) File - Final Report	Permanent		Permanent
0150-0002	Quality Assurance Annual Report (QAAR) File - Supporting Documentation	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 17 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0151-0000	NJ Quality Single Accountability Continuum (NJQSAC) and Monitoring Report File A district performance review conducted in a three (3) year cycle by the Executive County Superintendent of Schools that assesses the district's status in the areas of instruction and program, fiscal, operations, personnel and governance. File contains but is not limited to the following: District Performance Review worksheets (copy), rating determinations; NJQSAC Improvement Plan; and other supportive documentation. The file may also include the Report of the Treasurer and the Report of the Secretary. Note: Previously known as Evaluation of a Local School District/Monitoring Report.			
0151-0001	NJ Quality Single Accountability Continuum (NJQSAC) - Monitoring Final Report	Permanent		Permanent
0151-0002	NJ Quality Single Accountability Continuum (NJQSAC) - Supporting Documentation	7 yrs after compliance		Destroy
0152-0000	Internal Evaluation and Action Plan (Copy) - Department of Education and the Office of the Executive County Superintendent of Schools Self-study report and rating generated as a result of either the Department of Education or the Executive County Superintendent's monitoring process. Used as a guideline for adherence to curriculum, facilities, and finance operational standards. Original is sent to the Office of the Executive County Superintendent of Schools.	Permanent		Permanent
0153-0000	Internal Control Vulnerability Assessment - Department of the Treasury (Copy) Self-assessment questionnaire pertaining to status of division's/unit's system of internal accounting and administrative controls in areas such as security, personnel, finance, and administration. Original is kept by the Department of Education and a copy by the Office of the Executive County Superintendent of Schools and the Department of the Treasury.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 18 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0154-0000	Special Education Program Monitoring File File pertaining to the monitoring of a school district's special education program and services to determine compliance or noncompliance with state and federal requirements. Contains: monitoring reports, work papers, self-assessment documents, annual surveys, census statistics, booklets, correspondence, pupil statistics, Special Education Improvement Plan(s) and/or Corrective Action Plan(s) (CAP). A copy is kept by the Department of Education and the Office of the Executive County Superintendent of Schools.			
0154-0001	Special Education Program Monitoring - No Special Education Improvement Plan or Corrective Action Plan (CAP) Required	5 yrs		Destroy
0154-0002	Special Education Program Monitoring - Special Education Improvement Plan or Corrective Action Plan (CAP) Required	5 yrs after compliance		Destroy
0155-0000	School Level Plan - Pupil Performance Objectives and Statement of Assurance	7 yrs		Destroy
0156-0000	State-Operated/Overseen School District - Evaluation Report Self evaluation report pertaining to the efficiencies and inefficiencies (and the methods to correct inefficiencies) in the areas of security, personnel, finance, administration, and facility for a state-operated/overseen school.	7 yrs		Destroy
0157-0000	Mandatory Plan for School District Consolidation/Reorganization (Copy) Study to ascertain the feasibility and cost-effectiveness of school districts consolidating. File contains research data, recommendations, feasibility study, final report, statistics, and supporting documentation. Original maintained by the Office of the Executive County Superintendent of Schools. (NJAC 6A:23A-2.5)	Permanent		Permanent
0158-0000	School Report Card Annual statistical report of a projected one-year plan of a school's academic objectives and performance including the School Report Card, Evaluation, and Worksheets. Copies are kept by the Department of Education and the Office of the Executive County Superintendent of Schools. <u>Note</u> : Support data obtained from the Fall Survey.	7 yrs		Destroy
0159-0000	District Three Year Technology Plan Comprehensive plan detailing a school district's implementation of technology throughout the district. A copy is kept by the Department of Education.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 19 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0160-0000	County Technology Plan County-wide committee report to the Department of Education of goals for the technology in the county's local school districts. File also includes an inventory of the hardware and software in use. A copy is kept by Department of Education.	7 yrs		Destroy
0161-0000	Nonpublic School Technology Initiative Program A program authorizing aid to be paid to school districts for technology throughout the nonpublic school. The program includes administrators, information technology staff, teachers, and school library media personnel. A copy is kept by the Department of Education.	7 yrs		Destroy
	REPORTS AND PUBLICATIONS			
0200-0000	School - Generated Publications (Master) Contains: school-based newsletters and newspapers, publications, yearbooks, photographs, and faculty and student handbooks.	Permanent		Permanent
0201-0000	Reports File			
0201-0001	Reports File - Annual (Agency of Origin)	Permanent		Permanent
0201-0002	Reports File - Board of Education Committee Reports - Not Recorded In Minutes	Permanent		Permanent
0201-0003	Reports File - Semiannual, Quarterly, and Monthly	3 yrs		Destroy
0201-0004	Reports File - Daily	1 yr		Destroy
0201-0005	Reports File - Priority Reports - District-Wide	10 yrs		Destroy
	IMAGE PROCESSING AND CERTIFICATION			
0250-0000	Image Processing System - Scanner Operator Log Manual or computer-generated logs of documents scanned into an image processing system, recording identity of scanner operator, scanner, time, date, and document(s) scanned. Maintained as hardcopy or microfilm.	Retain for the retention period of the associated records		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 20 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0251-0000	Image Processing System - Audit Reports Manual or computer-generated report of audit(s) of contents and functions of an image processing system. An external copy to be maintained as hardcopy or microfilm.	7 yrs		Destroy
0252-0000	Image Processing System - Initial Certification or System Revocation Agency image processing system initial certification or revocation, as granted by the State Records Committee. File contains: initial certification, evaluation, application (copy), correspondence, revocation notification, and supporting documentation. A copy is maintained by the Division of Archives and Records Management, Department of State.	Permanent		Permanent
0253-0000	Image Processing System - Annual Review Agency image processing annual review, as specified by the State Records Committee upon initial certification. File contains: annual review, correspondence, and supporting documentation. A copy is maintained permanently by the Division of Archives and Records Management, Department of State.	As updated		Destroy
0254-0000	Image Processing System - Quality Control/Error Inspection Log A log denoting an error(s) detected in either a random or routine quality control inspection of a scanned document batch.	Upon remediation and verification		Destroy
0255-0000	Batching Information Data Sheet Form can be used when there are questions about a bill. Includes: agency identification information, record series information, batching data, and estimated time of completion.	Upon completion of batch		Destroy
0256-0000	District Three Year Technology Plan Comprehensive plan detailing a school district's implementation of technology throughout the district. A copy is kept by the Department of Education.	7 yrs		Destroy
0257-0000	County Technology Plan County-wide committee report to the Department of Education of goals for the technology in the county's local school districts. File also includes an inventory of the hardware and software in use. A copy is kept by Department of Education.	7 yrs		Destroy
0258-0000	Nonpublic School Technology Initiative Program A program authorizing aid to be paid to school districts for technology throughout the nonpublic school. The program includes administrators, information technology staff, teachers, and school library media personnel. A copy is kept by the Department of Education.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 21 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	SECURITY: Child and Youth Protection			
0300-0000	<p>Criminal History and Review/Employment Background Investigation File (Copy) The file may contain but is not limited to the following: Criminal History and Review, Transmittal for Non-Criminal Employment Check, Application Request for Emergent Hiring, Application Request for Emergent Hiring Pending Completion of Criminal History Check, Resolutions for Emergent Hires (Copy), Emergent Hires Form, Applicant Authorization and Certification - Professional and Nonprofessional Employee, Applicant Authorization and Certification - School Bus Driver, District/Contractor Employee Roster, Employee Roster - Professional and Nonprofessional, Fingerprint Card Verification Notice, Fingerprint Receipts (New Jersey State Police and the Federal Bureau of Investigation), additional supporting identity management and biometric identification (fingerprint, iris, and facial recognition), Transmittal - Professional and Nonprofessional Employee, Transmittal - School Bus Driver, Verification of Issuance of Approval Letter, Disqualification Letter, and supporting documentation. Original is kept by the Department of Education and a copy is kept by the contractor and the employee. (NJSA 18A: 6-7.4)</p> <p><u>*NOTE:</u> Due to its confidential nature, this file should remain separate from and not cross-referenced with the Employee File/Jacket.</p>	3 yrs from qualification or disqualification		Destroy
0301-0000	Megan's Law Notifications from County Prosecutor Letter from the Office of the County Prosecutor to the school district, notifying them of potential sex offenders residing within the district boundaries.	75 yrs		Destroy
0302-0000	<p>Memorandum of Agreement Between Education and Law Enforcement Officials and Annual Updates An annual agreement between the school district and local police department that addresses standards, procedures, principles and policies with regard to law enforcement activities on school grounds and the reporting of offenses by school officials to law enforcement. Originals also kept by the Office of the Executive County Superintendent of Schools, the Local Police Department, and the Office of the County Prosecutor.</p>	3 yrs after renewal of agreement		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 22 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0303-0000	Department of Children and Families, Institutional Abuse Investigation Unit - Investigation Memos to School Districts Letter from the Department of Children and Families of findings of alleged abuse of a student by a school employee.	6 yrs after termination of employment		Destroy
0304-0000	Violence, Vandalism, and Substance Abuse File (Electronic and Hardcopy)			
0304-0001	Violence, Vandalism, and Substance Abuse File - Violence, Vandalism, and Substance Abuse File Incident Report* - Statistical Data Only (Copy) Original maintained by the Department of Education. *NOTE: A Student Incident Report kept in the Mandated Student Record and on file with the Local Police Department, is to be retained for 100 years.	7 yrs		Destroy
0304-0002	Violence, Vandalism, and Substance Abuse File - Data and Report File (Copy) A cumulative report file that contains but is not limited to: Annual Report of Violence, Vandalism, and Substance Abuse Board Minutes (Copy); Transcripts of Public Meetings (Copy); Department of Education Program Verification Letter; Violence, Vandalism, and Substance Abuse Statistical Report; Monthly Report of Violence, Vandalism, and Substance Abuse PL 1982, c. 163); Annual Report of Violence, Vandalism, and Substance Abuse (PL 1982, c. 163); and supporting documentation.	7 yrs		Destroy
0305-0000	Child Find Follow-Up (Copy) For security purposes, document that verifies students' enrollment and attendance in school in the event of an incident. Original is maintained by the Office of the Executive County Superintendent of Schools.	3 yrs		Destroy
0306-0000	School Surveillance Tapes - Inside and Outside of School - Routine, No Event <u>Note:</u> In the event of a Criminal Act or Homicide, the Surveillance Tapes would be maintained by the Local Police Department.	31 days		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 23 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0307-0000	School Safety and Security Plan/Crisis and Emergency Management Plan - District Wide (Electronic and Hardcopy) File pertaining to the school security initiatives and emergency/crisis management plans to be instituted to enhance school security and in the event of a school crisis or emergency. File includes but is not limited to: safety manuals, safety policies and procedures, bomb threat response, non-fire evacuation, active shooter response, lock down procedures, School Safety and Vulnerability Checklist, and supporting documentation. Documentation originates from the NJ State Police and the Department of Education.			
0307-0001	School Safety and Security Plan/Crisis and Emergency Management Plan - District Wide (Original)	3 yrs after update		Destroy
0307-0002	School Safety and Security Plan/Crisis and Emergency Management Plan - District Wide (Copy)	As updated		Destroy
0308-0000	Emergency Evacuation Plan - District Wide			
0308-0001	Emergency Evacuation Plan - District Wide (Original)	3 yrs after update		Destroy
0308-0002	Emergency Evacuation Plan - District Wide (Copy)	As updated		Destroy
0309-0000	Keeping Our Kids Safe Program A program that provides requirements for the development and implementation of comprehensive plans, procedures and mechanisms that provide for school safety and security	7 yrs		Destroy
0310-0000	Gang Awareness Training for School Administrators - Department of Education and Office of the County Prosecutor (NJSA 52:17B-4.7)	6 yrs after termination of employment		Destroy
0311-0000	School Security Incident Report - Statistical Only (Copy) (Electronic and Hardcopy) A time sensitive report of incidents occurring in a school district, such as a bomb threat, intruder invasion, lock down, school evacuation, school shooter, fire, gang activities, student or staff arrest, health-related, internet site, sexual misconduct, missing student, and vehicle accident. A nonpersonal-identifying, general statistical data collected by a school district for submission to the Department of Education. File contains but is not limited to: statistical data, correspondence, and supporting documentation. Original maintained by the Department of Education.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M700101	SCHEDULE # 001	PAGE # 24 OF 24
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0312-0000	School Security Incident Report – Actual Incident (Copy) (Electronic and Hardcopy) A time sensitive report of incidents occurring in a school district, such as a bomb threat, intruder invasion, lock down, school evacuation, school shooter, fire, gang activities, student or staff arrest, health-related, internet site, sexual misconduct, missing student, and vehicle accident. File contains but is not limited to: statistical data, incident report, law enforcement correspondence, and supporting documentation. Original maintained by the Local Police Department.			
0312-0001	School Security Incident Report – Criminal	7 yrs		Destroy
0312-0002	School Security Incident Report – Homicide	Permanent		Permanent