



Rowan College of South Jersey

Administrative Procedure: 2011

RECORDS RETENTION AND DISPOSITION

In order to adhere to state guidelines and College policy for the maintenance and disposal of public records, each division will annually review the store of records for which it is responsible and retain or dispose of them as described below based on the state's Record Retention Schedule for County Community Colleges ("manual").

Whenever possible, where financial resources permit, records will be maintained and/or reduced to electronic format.

The only records that may be disposed of (recycled or shredded) by the individual offices are those records listed in the manual as "periodic review", "as update", or "one year or less". The final disposition of stored documents, those records moved to the College's archives, rests with the College's Records Manager/Custodian of Government Records in the President's office – Gloucester Campus.

Guidelines for Storage

1. All stored records are to be placed in boxes with handles. The box dimensions are not to exceed 12" wide by 10" high and 16 "deep, typically called "Banker's boxes". Boxes exceeding these dimensions will **not** be accepted for storage in the College's archives.
2. Banker boxes should not be taped or sealed closed.
3. The front of each box is to be clearly marked as follows:
 - a. Name of the record series (as indicated in the manual);
 - b. Inclusive dates of the records; and
 - c. Disposition date

Please refer to the manual for retention periods. Individuals should not assume the disposition date. Retention periods range from "periodic review" to "permanent".

Vice presidents and executive directors are responsible for records in their division/departments, but will not be held liable for the disposition of public records when done pursuant to the provisions of the act cited below.

Area: General Administration
Approved: 07/01/19, 01/14/20
Revised: 03/08/22

President's Authorization: Frank Keating

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *2011 Records Retention*

Chapter 410, Laws of 1953 A "Destruction of Public Records Act (1953)"

NJ Administrative Code, Title 15:3, Records Retention