



**Rowan College
of South Jersey**

Policy: 2011
Title: **RECORDS RETENTION AND DISPOSITION**
Area: General Administration
Approved: 07/01/19
Revised: 01/14/20

The College will retain and dispose records in accordance with the New Jersey Division of Archives and Records Management's guidelines for community colleges.

The President will approve administrative procedures associated with these guidelines.

References:

Rowan College of South Jersey Administrative Procedure, *2011 Records Retention and Disposition*

Rowan College of South Jersey Board of Trustees Policy Manual, *2003 Open Public Access to Records*

NJ Division of Archives and Records Management,
<https://www.nj.gov/treasury/revenue/rms/pdf/c270000.pdf>

NJ Administrative Code, Title 15:3, Records Retention

Policy: 2011 Records Retention