

Records Retention Schedule - Academic Services

Office: Divisional Dean / Departmental Offices

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage (In Office)	Inactive Storage (Offsite *)	Disposition	Notes
AS-DD01-01	C270206/0107-0004	Faculty Files / Adjunct Files (Divisional Copies)	Includes Course Evaluations; Classroom Observations; Record of Activities Annual/ Semi-Annual Performance Report; Other personnel related correspondence;	Divisional Office	Termination + 3 years	Termination + 1 year	2 years	Shred	These are copies; Original are held by HR / Evening Office
AS-DD02-01	C270106/0023-0000 & C270106/0014-0000	Attendance & Grade Roster	Includes Grade Computation	Academic Departments	3 years	1 year	2 years	Shred	
AS-DD03-01	C270107/0003-0001	General Course Syllabus		Academic Departments	Permanent	2 years	Permanent	Move to Offsite Storage	Litsed as 'Course Outline' by NJDARM
AS-DD04-01	C270108/0004-0000	Course Outline	Prepared by Individual Instructors	Academic Departments	1 year	1 year	N/A	Shred	Litsed as 'Course Syllabus' by NJDARM
AS-DD05-01	NA	Graded Materials		Academic Departments / Instructor	1 year	1 year	N/A	Shred	
AS-DD06-01	C270303/0004-0001	Criminal History Background Checks (Health Profession Students)		Divisional Office	Last Date of Attendance + 7 years	Last Date of Attendance + 3 years	4 years	Shred	
AS-DD08-01	C270201/0026-0001	Advisory Board Meeting Minutes		Divisional Office	Permanent	5 years	Permanent	Move to Offsite Storage	
AS-DD09-01	NA	Student Complaint/ Grievance Records	Includes Complaints filed by students and any supporting documentation thereof.	Divisional Office	Resolution of Complaint + 3 years	Resolution of Complaint + 3 years	N/A	Shred	
FO-AP02-03	C270203/0072-0002	Travel Reimbursement Requests - Copies	Includes all Travel Reimbursement requests along with supporting documents - Invoices, Receipts.	Academic Departments	3 years	3 years	None	Shred	Original is maintained by Accounts Payable.
AS-DD10-01	C270101/0002-0000	Academic Program/ Course Files	Includes information related to the creation or modification of a course	Divisional Office	5 years after Program Discontinued	1 years after Program Discontinued	4 years	Shred	
AS-DD11-01	C270206/0107-0004	Original Faculty Promotion Application		Academic Vice President	Termination + 7 years	3 years	Termination + 7 years	Shred	This code is for applications prior to 2010. All future applications should be incorporated into the Employee's Personnel File kept in HR

* Arranged by the Office of Records Management