

Records Retention Schedule - Administrative Services

Office: President's Office

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
AD-PO01-01	C270902/0001-0000	Board Minutes	Minutes of Board Meetings	President's Office	Permanent	Until no longer needed	Permanent	
AD-PO02-01	C270201/0037-0000	Board Resolutions	Contains Agenda, Board Actions, Reference Documents and	President's Office	Permanent	Until no longer needed	Permanent	
AD-PO03-01	C270903/0001-0000	Accreditation Records	Accreditation reports and Awards Documents	President's Office	Permanent	Until no longer needed	Permanent	
AD-PO04-01	C270903/0002-0000	Correspondence - Board Members		President's Office	5 years	5 years	None	
AD-PO05-01	C270903/0007-0000	Policies and Procedures Manual		President's Office	Permanent	Until no longer needed	Archive	
	C270201/ 0039-0001	Strategic Plans		President's Office	Permanent	Until no longer needed	Archive	
	C270201/0002-0001	Annual reports		President's Office	Permanent	Until no longer needed	Archive	
	C270903/0009-0000	Reports to DHE		President's Office	Permanent	5 years	Permanent	
AD-PO06-01	C270903/0008-0000	President Subject Files	Records pertaining to all aspects of the administration of the office. Includes but not limited to, correspondence, minutes, reports,	President's Office	4 years	4 years	None	
AD-PO07-01	C270201/901/0026-0001&2	Standing Committee Meeting Minutes	Includes: Faculty Senate Meeting Minutes, Faculty Committee minutes, Constitution Committee minutes, College wide Committee minutes and any other standing committee minutes, Audit and	President's Office / Committee Chair Person	Permanent	3 years	Permanent	
	C270101/901/0002-0000	Senate Recommendations - Curriculum		President's Office / Senate Chair	5 years from date of curriculum creation/modification	5 years from date of curriculum creation/modification	None	
AD-PO08-01	C270901/901/0002-0000	Affirmative Action Plan		President's Office / Compliance	3 years	3 years	None	

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AD-PO09-01	C270601/901/0002-0001	Commencement Records		President's Office / Student	Permanent	3 years	Permanent	
AD-PO10-01	C270203/901/0039-0001&2	Legal Invoices - Supporting Documentation		President's Office	7 years	3 years	4 years	
AD-PO11-01	?	Legal Case Records		Exec Assistant to the President	Case Closed + 20 years	Case Closed + 2 years	18 years	

Office: General Administration

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
AD-GA01-01	C270201/901/0016-0003	Correspondence - Policy	Includes Electronic Communication		Permanent	5 years	Permanent	
AD-GA02-01	C270201/901/0016-0001	Correspondence - External	Includes Electronic Communication		3 years	None	Destroy	
AD-GA03-01	C270201/901/0016-0001	Correspondence - Internal, Administrative	Includes Electronic Communication		3 years	None	Destroy	
AD-GA04-01	C270201/901/0045-0001	OPRA Records	OPRA access file includes OPRA Request Form, correspondence and response documents and relevant supporting documentation		7 years	3 years	4 years	

Office: Purchasing

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
AD-PUR01-01	C270203/0012-0000	Bid File - Denied and Approved (Excludes)	Includes RFPs	Purchasing	7 years	2 years	5 years	
AD-PUR02-01	C270203/0050-0001	Purchase Orders - Original		Purchasing	7 years	2 years	5 years	
AD-PUR02-02	C270203/0050-0001	Purchase Orders - Copy		Departments	3 years	3 years		
AD-PUR03-01	C270203/0058-0001	Quotations		Purchasing	7 years	2 years	5 years	
AD-PUR04-01	C270203/0012-0000	Bid File Construction Projects - Approved		Purchasing	Life of Construction	2 years	Life of Construction	