

## Records Retention Schedule - Ciarco Learning Center

Office: Ciarco Learning Center

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
CLC-HR01-01	0107-0000	Employee File – Full Time Employees	Includes: Application for Employment; Tax Forms; Reference Checks; Transcripts; Degrees; Performance Assessments;	HR	Termination + 6 years	Termination + 2 years	4 years	
CLC-HR02-01	0107-0000	Part-time Instrcutor File - Non Credit Courses	Includes: Application for Employment; Tax Forms; Reference Checks; Transcripts; Degrees; I-9s	CLC	Termination + 6 years	Termination + 2 years	4 years	
CLC-HR03-01	0118-0001	Time Records – Original for both Part-time and full time Employees/ Instructors		CLC	6 years	2 years	4 years	Does not include the monthly time activity report.
CLC-HR04-01	0118-0001	Monthly Time Activity Report		CLC	1 year			The Year End report is sent to HR.
CLC-HR04-01	0109-0001	Leave Requests – Original		CLC	6 years	2 years	4 years	
CLC-GT01-01	CE270204/0001-0001	Grant Records - Approved Grants	Program File for Grant proposal and implementation. Includes correspondence; Grant approval form; RFP; associated contracts; Grant debit/credit statement; other supporting documentation	CLC	Termination of Grant + 7 years	Termination of Grant + 2 years	5 years	
CLC-GT02-01	CE270204/0001-0001	Grant Records - Denied Grants	Program File for Grant proposal and implementation. Includes correspondence; Grant rejection form; other supporting documentation	CLC	3 years	3 years		
CLC-AR01-01	C270202/0001-0000	Session Folders	Includes cash receipts, Journal entries, Web Cashier records	CLC	7 years	2 years	5 years	
CLC-GA02-01	C270203/0011-0000	Bank Statements/ Merchant Statements	Includes Monthly statement from the bank and the credit card vendors	CLC	7 years	2 years	5 years	
CLC-GA03-01	C270203/0033-0006	Bank Reports	Includes Monthly reports received from the bank such as but not limited to Outstanding, Paid Item, Stopped and Cancelled etc.	CLC	7 years	2 years	5 years	
CLC-GA04-01	C270203/0033-0000	Periodic Datatel Reports	Includes Outstanding, Reversal, Reconciled etc	CLC	7 years	2 years	5 years	
CLC-GA05-01	C270203/0032-0000	Reconciliations	Includes Statement Copy, Copy of GL, Copy of Journal Entries, Cash flow, copy of returned check etc.	CLC	7 years	2 years	5 years	
CLC-GA06-01	C270203/0024-0000	Rental of Facilities	Includes Copy of Contract, Copy of Check; Schedules; BCC Invoice	CLC	7 years after final payment	2 years after final payment	5 years	
CLC-ST01-01	C271013/0003-0002	Lab (Placement) Files		CLC	3 years			
CLC-ST02-01		Consent Forms for Students		CLC	Permanent			
CLC-ST03-01	C270105/0004-0000	Student Registraion File	Includes Student Registration Form, Demographic Sheet; intent to withdraw from a course; and other relevant documentation	CLC	Graduation/ termination + 3 years	Graduation/ termination + 1 years	2 years	