

Bergen Community College
Board of Trustees
Section GADM

Policy # GADM: 006-001: 2018

Effective Date:

Responsible Official:
Chief Information Officer

Records Retention Policy

Reason for Policy: Records created, received or maintained by Bergen Community College contain information essential to the College's mission, long-term goals and on-going operations. It is our responsibility to effectively maintain and manage these records and ensure continued preservation.

Entities Affected by this Policy: Faculty and staff

Policy Statement:

The Document & Records Management Department is responsible for establishing and maintaining all policies and procedures regarding the storage, retrieval, retention, destruction, distribution, control, protection and use of all official records.

The College retains its records in accordance with the following retention schedule published by the Division of Revenue and Enterprise Services – Records Management Services (RMS).

County Community Colleges Records Retention Schedule
Effective Date: 7/17/1991, 9/25/1997, & 10/21/2004
Schedule #: C270000-901+

After a specified period, official records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records and information management guidelines and procedures. Compliance with this policy is mandatory. No records should be destroyed without the requisite signed destruction authorization from RMS.

BCC Retention Schedule

The Document & Records Management department will create and maintain the BCC Records Retention Schedule available at: <http://www.bergen.edu/recordsmanagementservices>.

The BCC Retention Schedule will list all official records for each department on campus along with the prescribed period of authorized retention. An “Official Owner” will be listed for each record identifying the department responsible for maintaining the record through its life. The schedule may be revised periodically to include newly created records series, to change retention periods, or to delete a records series no longer applicable. Appropriate approval procedures as prescribed by the RMS will be followed before the revisions become effective.

Destruction of BCC Records

The Document & Records Management department will work with departments for their records disposal needs. Destruction of records will follow the Division of Revenue and Enterprise Services – Records Management Services procedures as outlined in the New Jersey Administrative Code N.J.A.C. 25:3-2.2(a).

Scanning/Imaging of Records at BCC

New Jersey law allows public agencies to treat scanned records as official copies provided the imaging process and the imaging system have been certified by the state. BCC’s imaging system was certified by the state in September 2007 thereby allowing BCC to scan records and treat the image as official copy if desired.

The Document & Records Management department will oversee all records imaging programs at BCC to ensure compliance with the certification requirements. All departments should contact the Records Management department for initiating any records imaging projects.

Procedures:

Related Documents/Policies:

Policy History: (adopted/amended)