

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C270103	901	1 OF 2
DEPARTMENT DIVISION County Community College BUREAU Academic Affairs Adult Learning Center		AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
			<i>Carol Johnson</i>	7/17/91
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0001-0000	Adult Basic Education Annual Financial Statement (Original) Copy resides within the Department of Education, the Division of Adult Education.	Permanent		Archives
0002-0000	Adult Basic Skills Programs - Staff Record (Copy)	3 yrs		Destroy
0003-0000	Adult Basic Skills Programs - Student Record (Copy)	3 yrs		Destroy
0004-0000	Adult Learning Center Teacher Evaluation	6 yrs after termination of employment		Destroy
0005-0000	Adult Literacy and High School Equivalency Annual Financial Statement Copy is retained by the Department of Education.	10 yrs		Archival review
0006-0000	Adult Special Program in Reading Experiences Tutor Training Program File contains instructional aids for tutors.	As updated		Destroy
0007-0000	Annual Inventory Report (Copy) Original is retained by the Department of Education.	3 yrs		Destroy
0008-0000	Staff, Student, and Tutor Sign-In Sheet	1 yr		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0009-0000	<p>Student Record</p> <p>Contains: Individual Education Plan, Slosson and in-house designed tests, homework samples, and supporting documentation (separate from Cumulative Student Record).</p>	<p>2 yrs after graduation or termination from college</p>		<p>Destroy</p>