

## Records Retention Schedule - Research and Planning

### Office: Institutional Research

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Format/Notes
RP-IR01-01	C270110/0005-0001	Reports - Paper Copy	These include reports submitted to the various Federal and State Agencies, Middle State Commission, Council of County College etc	IR	Permanent	2 years	Permanent	
RP-IR01-02	C270110/0005-0001	Reports - Scanned Copy	These include reports submitted to the various Federal and State Agencies, Middle State Commission, Council of County College etc	IR	Permanent	Permanent	NA	PDF; Started Scanning Dec 2010
RP-IR02-01	C270110/0004-0001	Publications - Paper Copy	Includes but not limited to Fact book, Data Book, Fact Sheets	IR	Permanent	2 years	Permanent	Retain 5 print copies
RP-IR02-02	C270110/0004-0001	Publications - Scanned Copy	Includes but not limited to Fact book, Data Book, Fact Sheets	IR	Permanent	Permanent	NA	PDF
RP-IR03-01	NA	Internal Data Requests	These includes records generated as part of request received from The President;s Office, VP's Office or the various Departments	IR	3 Years	3 years	NA	Paper/ Electronic
RP-IR04-01	C270110/0002-0001	Gradutae Follow-up Survey Response - Paper		IR	1 year;	1 year	NA	
RP-IR04-02	C270110/0002-0001	Gradutae Follow-up Survey Response - Scanned Copy		IR	Permanent	Permanent	NA	PDF/ SPSS Files
RP-IR05-02	C270110/0006-0000	External Surveys	Includes but not limited to Security and Campus Crime Survey; Equity & Athletics Survey	IR	1 year	1 year	NA	Paper
FO-AP02-02	NA	Payment Requests	These are copies and include Invoices / Expense Reports; Originals are sent to Accounts Payable	AP	1 year	1 year	NA	Paper
HR-HR03-02	C270206/0118-0002	Timesheets	These are monthly reports generated from datatel. The final June 30th reort is sent to HR fro Record keeping	HR	1 year	1 year	NA	Paper
HR-HR04-02	C270206/0109-0002	Request for Timeoff / Leave Requests	These are copies; Originals are sent to Human Resources	HR	1 year	1 year	NA	Paper

### Office: Center for Instituional Effectiveness

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Format/Notes
RP-CIE01-01	NA	Startegic Plan - Final Approved Copy	Final Approved Copy	CIE	Permanent	Permanent	NA	Electronic
RP-CIE01-02	NA	Startegic Plan - Final Working Papers		CIE	Life of the Plan	Life of the plan	NA	Electronic/Paper
RP-CIE02-02	NA	Assessment Records		CIE	Permanent	?	?	Electronic/Paper