

Records Retention Schedule - Student Services

Office : Enrollment Services

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
SS-ES01-01	C270303/0004-0001	Admission Files - Accepted	Contains: Application; Letter of Recommendations; BCC Decision Letter; Acceptance of Offer to enter BCC; College and High School Official and Unofficial Transcripts; Reactivate Application; Request for Waiver of College App Fee	Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned eff. Spring 2007
SS-ES01-02	C270301/0001-0000 & C270303/0004-0002	Admission Files - Denied / Never Enrolled		Enrollment Services	3 years	3 years	N/A	Scanned eff. Spring 2007
SS-ES02-01	C270303/0042-0000	Request to Re-Admit		Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned eff. Spring 2007
SS-ES03-01	C270303/0005-0000	Affidavit of NJ Residency		Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned eff. Spring 2007
SS-ES04-01	C271010/0002-0000	International Student File	Affidavit of Sponsor; Copy of I-20; Copy of Passport Pages; I-539; I-94; Int'l Bank Letter; I-20 Extension Form; OPT Req Form; Transfer Recommendation; Transfer Req Form; SEVIS Information Form	Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned eff. Spring 2007
SS-ES05-01	NA	Transfer Evaluation Records	Evaluated Transcript; Permission to take Course Elsewhere; Transfer Equivalency Request Form; Transfer Eval Correspondence	Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	N/A	Scanned eff. Spring 2007
SS-ES06-01	C270303/0016-0000	Course Add/ Drop Request Form		Enrollment Services	1 year	1 year	N/A	
SS-ES07-01	C270303/0039-0000	Permission to Audit a Course		Enrollment Services	1 year	1 year	N/A	
SS-ES08-01	C270303/0034-0000	Notice of Change of Address		Enrollment Services	Until Information is transferred to Permanent Record	Until Information is transferred to Permanent Record	N/A	
SS-ES09-01	C270303/0036-0000	Notice of Name Change		Enrollment Services	Until Information is transferred to Permanent Record	Until Information is transferred to Permanent Record	N/A	
SS-ES10-01	C270303/0009-0000	Request for Change of Degree	Includes Change of Curriculum for Allied Health	Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned eff. Spring 2007
SS-ES11-01	C270303/0022-0000	Adjustment of Degree Requirements		Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned effective Fall 2007
SS-ES12-01	C270303/0022-0000	Change in Graduation Class Year		Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned eff. Spring 2007
SS-ES13-01	C270303/0045-0000 & C270303/0041-0000	Request to Release / Inspect Student Records - Student Authorization		Enrollment Services	Permanent	3 years	Permanent	
SS-ES14-01	C270303/0051-0000	Verification Letters	Letters in response to requests to verify attendance/ registration/ credits in progress	Enrollment Services	2 years	2 years	N/A	
SS-ES15-01	C270303/0008-0000	Change of Grade Request	Includes Incomplete Grade Contract	Enrollment Services	Permanent	2 Years	Permanent	Scanned eff. Spring 2007 Graduation
SS-ES16-01	C270303/0010-0000	Final Grade Roster		Enrollment Services	Permanent	3 years	Permanent	Scanned eff. Spring 2007 Graduation
SS-ES17-01	C270303/0006-0000	Application for Graduation	aka Application for Degree	Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned eff. Spring 2007 Graduation
SS-ES18-01	C270301/0005-0000	High School and College Mailing Lists		Enrollment Services	As Updated	As Updated	N/A	
SS-ES19-01	C270301/0006-0000	Weekly Admissions Reports		Enrollment Services	1 year	1 year	N/A	

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
SS-ES20-01	C270303/0043-0000	Request for Official Transcript		Enrollment Services	3 years	3 years	N/A	
SS-ES21-01	C270303/0052-0000	Veterans Files		Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	
SS-ES22-01	C270303/0007-0000	Academic Forgiveness		Enrollment Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned eff. Spring 2007
SS-ES23-01	C270303/0013-0001	College Catalog (Master Copy)		Enrollment Services	Permanent	5 years	Permanent	

Office : Student Development

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
SS-SD01-01	NA	Academic Standing Appeal		Counseling	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned effective May 2007
SS-SD02-01	NA	Application for Reinstatement		Counseling	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned effective May 2007
SS-SD03-01	C270104/0009-0000	Probation Permission to Register		Counseling	Last Date Attended + 5 years	Last Date Attended + 1 years	4 years	Scanned effective May 2007
SS-SD04-01	C270104/0009-0000	Counseling Interview Notes		Counseling	Last Date Attended + 5 years	Last Date Attended + 1 years	4 years	Scanned effective May 2007
SS-SD05-01	C270303/0035-0000	Notice of Change of Status - Withdrawal or Termination	Withdrawal from all courses/college	Counseling	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned effective May 2007

Office : Career Center

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
SS-CC01-01	C270303/0015-0000 & C271004/0001-0000	Student Work Study		Career Center	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	
SS-CC01-02	C270303/0015-0000 & C271004/0001-0000	Student Coop File		Career Center	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	
SS-CC01-03	C270303/0015-0000 & C271004/0001-0000	Student Service Learning File		Career Center	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	
SS-CC02-01	C270104/0009-0000	Student Career Counseling File		Career Center	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	

Office : Health Services

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
SS-HS01-01	C270303/0032-0000 & C271009/ 0003-0008	Medical Records - Students	Includes: Medical Form; Immunization records; Blood Reports; Nurse's notes; Information Release Authorizations; Accident Reports	Health Services	10 years or Last Date Attended + 7 years whichever is greater	Last Date Attended + 3 years	4 years	Scanned effective Spring 2008
SS-HS02-01	C271001/0006-0000	Athletic Team Player - Medical File	Eligibility Form; Health Screening Form; Doctor's Examination Report; Survey Form	Health Services	Last Date Attended + 7 years	Last Date Attended + 3 years	4 years	Scanned effective Spring 2008

Office : Office of Specialized Services

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
SS-OSS01-01	C271010/0001-0000	OSS Student File	Includes Eligibility Documentation, Evaluation Form; Eligibility Form, Agreement Form; Case Notes	OSS	Last Date Attended + 5 years	Last Date Attended + 1 year	4 years	Scanned effective Fall 2007

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
---------------	--------------	--------------------	-------------	----------------	-----------------	----------------	-----------------	-------

Office : Office of Vice President of Student Services

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
SS-VP01-01	C271012/0003-0000	Student Discipline File		VP of Student Services	Last Date Attended + 7 years	Last Date Attended + 3 year	4 years	