

## NJ State Archives and Records Management

### Retention & Disposition Policies, Sorted by Retention

No.	Type Document	Retention	Disposition
1	Data Entry Requests	6 months after order was satisfied	destroy
2	Job Requests	6 months after order was satisfied	destroy
3	Administrator's Self-evaluation	1 year	destroy
4	Computer Systems Console listings	1 year	destroy
5	Correspondence — Internal, Administrative	1 year	destroy
6	Hand Deliver Receipt	1 year	destroy
7	User Problem Data Sheet (?)	1 year	destroy
8	Weekly reports	1 year	destroy
9	Work Order Request	1 year after order was satisfied	destroy
10	Computer Sysetms Documentation	1 year after system is superceded or discontinued	destroy
11	Background info and comments on administrative code changes	3 years	archive
12	Budget Reports	3 years	destroy
13	Campus-wide monthly phone service	3 years	destroy
14	Certified Mail Receipt	3 years	destroy
15	Correspondence - External	3 years	destroy
16	Department-generated statistical reports	3 years	destroy
17	Extra Staff Request Form	3 years	destroy
18	Grants documentation (denied)	3 years	destroy
19	Inspection Reports	3 years	destroy
20	Internal Transaction Memos	3 years	destroy
21	Inventories	3 years	destroy
22	Job Applications, resumes, etc (not hired)	3 years	destroy
23	Job Specifications	3 years	destroy
24	Operation Run Books	3 years	destroy
25	Reallocation of funds	3 years	destroy
26	Requests for telephone service	3 years	destroy
27	State, Federal, Private Grant files (denied)	3 years	destroy
28	Subject files	3 years	destroy
29	Supply inventory	3 years	destroy
30	System Stat Reports	3 years	destroy
31	Visitor Sign in sheet	3 years	destroy
32	Vouchers	3 years	destroy
33	Monthly reports (Originals)	3 years (1 for copies)	destroy
34	Correspondence —Request for information	3 years after final action	destroy
35	Disciplinary Actions (management records)	3 years after final action	destroy
36	Reclassification Request	3 years after final decision	destroy
37	OPRA requests	3 years after resolution	destroy

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38	Affirmative Action Complaint Case File	3 years after settlement	destroy
39	Performance Assessments (copies)	3 years after termination of employment	destroy
40	Workplace Health Survey File	3 years after update	destroy
41	Change of Grade Requests	4 years	destroy
42	Class Record Book	4 years	destroy
43	Incomplete Grade Form	4 years	destroy
44	Leave Requests	6 years	destroy
45	Employee Performance Records	6 years after termination of empl.	destroy
46	Course Evaluations	6 years after termination of employee	destroy
47	Faculty evaluations	6 years after termination of employee	destroy
48	Faculty profile	6 years after termination of employee	destroy
49	Teaching Observation Report	6 years after termination of employee	destroy
50	Disciplinary Actions	6 years after termination of employment	destroy
51	Individual Employee files (original)	6 years after termination of employment	destroy
52	Bid files	7 years	destroy
53	Budget Planning documents	7 years	destroy
54	Budget Requests	7 years	destroy
55	Classified Employees Timesheets	7 years	destroy
56	Copier/Fax records	7 years	destroy
57	Duplication/Copier File	7 years	destroy
58	Financial Systems Printouts	7 years	destroy
59	Grants documentation (approved)	7 years	destroy
60	Invoices	7 years	destroy
61	Missing invoices reports	7 years	destroy
62	Petty Cash Receipts	7 years	destroy
63	Purchase Orders & Requisitions	7 years	destroy
64	Requests for goods and services	7 years	destroy
65	Stolen Property Report	7 years	destroy
66	Storeroom Requisitions	7 years	destroy
67	Student Employee/Work-Study Time Sheet	7 years	destroy
68	Supplemental Budget Requests	7 years	destroy
69	Telephone Service Agreement	7 years	destroy
70	Travel files (Request, Authorization, Expenses)	7 years	destroy
71	Travel Vouchers and documentation	7 years	destroy
72	Work-Study Time/signin Sheet	7 years	destroy
73	Contracts for goods and services	7 years after completion of contract	destroy
74	Proof and Claim for Disability Benefits (Copy)	7 years after settlement	archive

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75	State, Federal, Private Grant files (approved)	7 years after termination of grant	destroy
76	Incident report - no arrest	7 years from date of crime	destroy
77	Department Testimony	10 years	destroy
78	Course Syllabus	As updated	destroy
79	Department Objectives	As updated	purge
80	Employee Address List	As updated	purge
81	General reference materials	Periodic Review	purge
82	Instructional Reference Materials	Periodic Review	destroy
83	Annual Reports	Permanent	archive
84	Correspondence — Policy	Permanent	archive
85	Course Outlines (Master)	permanent	archive
86	Department -generated newsletters	Permanent	archive
87	Department-generated publications	Permanent	archive
88	Goals & Objectives	Permanent	archive
89	Grievance Records	Permanent	archive
90	Homicide, sudden and accidental death	Permanent	archive
91	Law Cases	Permanent	archive
92	Minutes	Permanent	archive
93	Policies & Procedures	Permanent	archive
94	Policy Statement (Original)	Permanent	archive
95	Records Retention and Disposition Schedule	Permanent	archive
96	Systems Procedures manual	Permanent	archive
97	Transcript of formal policy hearings	Permanent	archive
98	General Operating Procedures	Permanent, as updated with periodic review	archive
99	Organization Charts	Permanent, as updated with periodic review	archive
100	Reference File	Permanent, as updated with periodic review	purge
101	Telecomm Informational materials	Permanent, as updated with periodic review	destroy
102	Telephone Terms and Conditions	Permanent, as updated with periodic review	destroy
103	Vendor Directory	Permanent, as updated with periodic review	purge
104	Vendor Master List	Permanent, as updated with periodic review	purge