



POLICY

Files and Records – Review, Retention and Retirement

Policy Administrator: Director of Risk Management and Environmental/Health/Safety

Authority: N.J.S.A. 47: 3-15 et. seq.

Effective Date: June 28, 1976; July 15, 2010; February 16, 2011

Index Cross-References:

Policy File Number: VI-92

Approved By: Board of Trustees

POLICY:

- A. The files of the University should contain only those materials that are of immediate or continuing importance to the effective operation of the unit possessing the file.
- B. Files and records should be purged frequently and at least annually. Those materials judged as suitable for the archival collection should be transferred to the library by the Office of Record. (See Attachment 1.) Materials retained beyond its period of usefulness occupy valuable file space and contribute to fire hazard risks.
- C. Any policy or procedure developed for University-wide use must conform to the applicable provisions of Destruction of Public Records Law, Chapter 410, Public Laws of 1953 (N.J.S.A. 47:3-15 et. seq.).
- D. Four sections or categories of files are authorized. These are:
 - 1. Current or Active File. This section of the files is the major repository for the current fiscal year. (July 1 through to the next August 31). It contains those items of correspondence, reports, records, and publications produced or received during the current period and retained as being essential to the effective functioning of the unit. At the end of the fiscal year the active

Attachment 1

Subject Area or Materials	Office of Record
Admission Data	Admissions Office
Academic Working Papers	Academic Affairs
Accreditation Materials	President's Office
Affirmative Action Reports	Affirmative Action & Ethical Standards
Alumni	Alumni Relations
Architect's Reports	Facilities Planning & Construction
Arts & Humanities Programs	Arts & Humanities
ARGO	Library
Athletics & Recreation	Athletics & Recreation
Attorney-General Correspondence	General Counsel/President's Office
Audits (Financial)	Accounting
Auxiliary Services	Administration & Finance
Board of Trustees	President's Office
Bond Issues	Administration & Finance
Budget	Administration & Finance
Calendar (Academic)	Student Records and Registration
Calendar of Events	Events Services
Capital Improvement Programs	Facilities Planning & Construction
Campus Activities	Events Services
Career Planning	Career Center
Collective Bargaining	President's Office
University Cabinet	President's Office
University Store	Administration & Finance
Community Services	Service Learning Program
Computer Programming & Data Processing	Computer Services
Continuing Education	Continuing Studies
Contracts (Legal)	Administration & Finance Staff Counsel
Data Processing	Computer Services

Educational Facilities Authority	Administration & Finance
EOF Reports/Newsletters	Student Affairs
Equipment Inventory	Purchasing/Accounting
Evaluation of Personnel	Human Resources
Faculty Items	Deans of the Faculties or Academic Affairs
Financial Aid - Students	Financial Aid
Financial Records & Trans.	Accounting
Food Service	Administration & Finance
General Studies Programs	General Studies
Grants	Grants Office
Institutional Goals	President's Office
Institutional Planning	President's Office
Library Programs & Holdings	Library
Lease Agreements	Administration & Finance
Master Planning Materials	President's Office
Master Schedules	Student Records & Registration
Middle States Association	President's Office
Natural Sciences & Mathematics	Natural Sciences & Mathematics
N.J. Dept. of Higher Education	President's Office
News Releases and Clippings	Office of External Affairs
Personnel Items	Human Resources
Policy Matters	President's Office
Policy Manual	Administration & Finance
Preceptor Program	Academic Advising
President's Memoranda & Reports	President's Office
Procedures Manual	Administration & Finance
Professional Studies Programs	Academic Affairs
Property Acquisitions	Administration & Finance
Prospectus of University	President's Office
Purchases	Purchasing Office
Recruitment of Personnel	Human Resources
Safety and Security	Campus Police

Self-Study
Social & Behavioral Sciences
Stockton Foundation
Student Activities & Publications
Student Grades & Records
Tenure Plan
Trustees (Decisions & Materials)
Utility Records
Vending

President's Office
Social & Behavioral Sciences
University Foundation
Student Development
Student Records & Registration
President's Office
President's Office
Plant Management
Administration & Finance

Approval History:

	Date
Board of Trustees	2/16/11