



## **Rowan College of South Jersey**

Administrative Procedure: 2011

### **RECORDS RETENTION AND DISPOSITION**

In compliance with the New Jersey Public Records Law, Title 47, and the College's policy for the retention, maintenance, and disposal of its public records, each division/department will annually review the store of records for which it is responsible and retain or dispose of them as per the *County Community College Record Retention Schedule* as promulgated by the New Jersey Department of the Treasury, Division of Revenue and Enterprise Services (DORES) - Records Management Services (RMS). Upon expiration of the associated records retention periods, a *Request and Authorization for Records Disposal* will be created and submitted through DORES-RMS' online public records disposal system, Artemis.

Whenever possible, where financial resources permit, records will be converted to electronic format as per the NJ DORES-RMS Image Processing System Certification regulations.

The College's public records are under the jurisdiction of the College's Records Manager/Custodian of Public Records in the President's office – Gloucester Campus.

Vice presidents, associate vice presidents, and executive directors are responsible for overseeing the retention and disposition of the public records in their division/departments, and for ensuring the disposition of public records pursuant to the *County Community College Record Retention Schedule* and provisions of the act cited below. Individuals should not assume the disposition date as the retention periods range from "Periodic Review" to "Permanent".

#### *Guidelines for Storage*

1. All stored records are to be placed in boxes with handles. The box dimensions are not to exceed 12" wide by 10" high and 16 "deep, typically called "Banker's boxes". Boxes exceeding these dimensions will **not** be accepted for storage in the College's archives.
2. Banker boxes should not be taped or sealed closed.

3. The front of each box is to be clearly marked as follows:
  - a. Name of the record series (see Records Retention Schedule);
  - b. Inclusive dates of the records (Beginning and End Month and Year Dates);
  - c. Retention Period (see Records Retention Schedule); and
  - d. Disposition Date (as calculated based on the Retention Period End Date)

Area: General Administration  
Approved: 07/01/19, 01/14/20, 03/08/22  
Revised: 07/09/25

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned over a solid black horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *2011 Records Retention*

Chapter 410, Laws of 1953 A "Destruction of Public Records Act (1953)"

NJ Administrative Code, Title 15:3, Records Retention