

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M700104	SCHEDULE # 001	PAGE # 1 OF 10
DEPARTMENT: School District and Charter School		AGENCY REPRESENTATIVE:		
DIVISION:		TITLE:		
BUREAU: Facilities		PHONE #:		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
<i>David F. Corso</i>		10-15-09	<i>Karl J. Niederer</i>	01-14-2010

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0001-0000	Use of School Facilities/Operate Summer Schools File Copy kept by the Office of the Executive County Superintendent of Schools.			
0001-0001	Use of School Facilities/Operate Summer Schools File - With Fee	7 yrs		Destroy
0001-0002	Use of School Facilities/Operate Summer Schools File- Without Fee	3 yrs		Destroy
0002-0000	Asbestos File (Copy) Contains: Application for State Aid: School Act for Asbestos, Project Completion Report: Asbestos Nonpublic, Project Completion Report: State School Aid Act for Asbestos, Asbestos Removal Contract, Asbestos Summer Removal Program Survey, Asbestos Status Report, evaluations and reports, and supporting documentation. Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	75 yrs		Destroy
0003-0000	Construction File In compliance with facilities efficiency standards and the Facilities and Financing Act (PL 2000, c. 72), the Long-Range Facility Plan (LRFP) as established by the Department of Education (DOE), the Department of Community Affairs (DCA), the New Jersey Economic Development Authority (EDA), the New Jersey Commerce and Economic Growth Commission (NJCEGC), and the Uniform Construction Code (UCC), the file pertains to public school and private school for the handicapped facility construction and/or renovation.			
0003-0001	Construction File - Application for School Approval of Construction - Approved	Life of the structure		Destroy
0003-0002	Construction File - Application for School Approval of Construction - Denied	7 yrs		Destroy
0003-0003	Construction File - Approval Letter - Project Authorization Letter Department of Education Project Authorization Letter from the Departments of Education and Community Affairs authorizing a building project at a school or other education related facility. Copies are sent to the Department of Education and the Office of the Executive County Superintendent of Schools.	10 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0003-0004	Construction File - Approval of School Site Acquisition of Existing Buildings or Disposal/Closing Approval from the Department of Education for the acquisition or disposal of the site selected for a school building.	10 yrs		Destroy
0003-0005	Construction File - Architect's Correspondence Correspondence to/from the architect regarding building plans of structures that are built.	Life of the structure		Destroy
0003-0006	Construction File - Bids for Construction - Awarded	7 yrs after termination of contract		Destroy
0003-0007	Construction File - Bids for Construction - Not Awarded	7 yrs		Destroy
0003-0008	Construction File - Bids Summary	7 yrs		Destroy
0003-0009	Construction File - Permits File contains: applications: updates; permits for construction, building, electrical, plumbing, and fire subcodes; inspection reports; and supporting documentation.	Life of the structure		Destroy
0003-0010	Construction File - Building and Site Plans; Plan Reviews, Survey Maps; Specifications; and Architectural, Planning, and Engineering Studies Plans and specifications for: construction, land acquisition/disposal, emergency provision for offsite rental, leased buildings, and for lease purchase agreements.	Life of the structure		Destroy
0003-0011	Construction File - Change Orders Orders to change building specifications.	Life of the structure		Destroy
0003-0012	Construction File - Contractor's Affidavit and Registration (Copy) Original retained by the Local Building Official.	7 yrs		Destroy
0003-0013	Construction File - District Referendums - Facilities Legal statements regarding buildings.	Permanent		Permanent
0003-0014	Construction File - Ongoing Renovations Work papers for projected or completed renovations.	Life of the structure		Destroy
0003-0015	Construction File - Project Costs Estimate	7 yrs		Destroy
0003-0016	Construction File - Request for Specification Revision Manufacturer's of distributor's revision of original order.	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0003-0017	Construction File - Contracts/Agreements and Amendments - Awarded (Original) In compliance with the Public Schools Contract Law (PSCL) as per the Department of Community Affairs, Division of Government Services and the Department of Education, the file contains contracts, plans and specifications, bid proposals, transmittal letters for plan submission, progress/performance reports for payment request, correspondence, and supporting documentation for contracts awarded, cancelled, or never pursued for the construction of school buildings and other structures.	7 yrs after disposal of building		Destroy
0003-0018	Construction File - Contracts/Agreements and Amendments - Awarded (Copy)	3 yrs after completion of contract		Destroy
0003-0019	Construction File - Contracts/Agreements and Amendments - Cancelled (Original)	3 yrs after submission		Destroy
0003-0020	Construction File - Contracts/Agreements and Amendments - Voided (Original)	3 yrs after voidance		Destroy
0003-0021	Construction File - Contracts/Agreements and Amendments - Performance and Progress Reports for Request for Payment	7yrs		Destroy
0003-0022	Construction File - Contracts/Agreements and Amendments - Public Buildings, Capital Improvement for Real Property	7 yrs after disposal of building		Destroy
0003-0023	Construction File - Project Schedule	7 yrs after completion of project		Destroy
0003-0024	Construction File - Plan Review File File contains but not limited to: Approval to Secure Plan Review From Municipal Government, Agreement to Perform Plan Review, and Educational Adequacy Review. Copies are maintained by the Department of Education and the Municipal Building Official.	7 yrs after disposal of building		Destroy
0003-0025	Construction File - Application for Approval of Temporary Instructional Space (Copy) Contains: application, renewal, extension, and supporting documentation. Original is maintained by the Department of Education and a copy by the Office of the Executive County Superintendent of Education.	7 yrs after disposal of building		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0003-0026	Construction File - Temporary Instructional Area Facility Construction Approval Letter (Copy) Letter from the Department of Education authorizing a building project at a school or other education related facility. Original is kept by the Department of Education.	7 yrs after disposal of building		Destroy
0003-0027	Construction File - Emergency Provisions for Accommodations of School Pupils in Offsite, Rented, or Leased Buildings File (Copy) File contains but is not limited to: Certificate of Occupancy, Fire and Health Inspections reports, and supporting documentation. The original is maintained by the Department of Education and copies are maintained by the local government Building and Engineering Departments, and the Office of the Executive County Superintendent of Schools.	7 yrs after disposal of building		Destroy
0003-0028	Construction File - Lease Purchase Agreement File (Copy) File contains but is not limited to: Application to Lease/Purchase Facilities; Application for Refinancing; Application for Defeasance; title insurance; bid requests; bond issue documents; state, county, and local approval and endorsement letters; prospectus; copies of School Board resolutions and minutes; credit ratings; payment schedules; and supporting documentation.	7 yrs after disposal of building		Destroy
0004-0000	Deeds and Easements File	Permanent		Permanent
0005-0000	Equipment File			
0005-0001	Equipment File - Annual Inventory	3 yrs		Destroy
0005-0002	Equipment File - Equipment Disposal Forms	3 yrs after disposal		Destroy
0005-0003	Equipment File - Equipment Repair Order	1 yrs after audit		Destroy
0005-0004	Equipment File - Annual Equipment/Supply Report	1 yr		Destroy
0005-0005	Equipment File - Material Inventories of Surplus	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0006-0000	Facilities Daily Operations File File pertaining to the daily operations of a school district's facilities management office. File contains but is not limited to the following.			
0006-0001	Facilities Daily Operations File - Delivery Slips	3 yrs		Destroy
0006-0002	Facilities Daily Operations File - Printing Requests	3 yrs		Destroy
0006-0003	Facilities Daily Operations File - School Schedule, School Usage Schedule, Use of School Facilities	3 yrs		Destroy
0006-0004	Facilities Daily Operations File - Work Schedules - Maintenance	1 yr after work completed		Destroy
0007-0000	Inspection Reports	7 yrs		Destroy
0008-0000	Certificate of Fire Code Status An annual certificate issued by the Fire Marshal, stating that an agency is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)	7 yrs after final payment and compliance with recommendations		Destroy
0009-0000	Long-Range Facilities Plans (LRFPs) In compliance with the New Jersey Educational Facilities Construction and Financing Act (PL 2000, c. 72), the New Jersey School Construction Initiative (NJSCI), and the Uniform Construction Code (UCC), the plan is reviewed every five years for compliance with facilities efficiency standards. Also known as the Master Plan (Facilities) and the Comprehensive Maintenance Plan.	10 yrs		Destroy
0010-0000	Property Record Contains: school name and number, monies paid, site of construction, and type of construction.	7 yrs		Destroy
0011-0000	Rental Agreements Includes correspondence and leases.	7 yrs after expiration of lease		Destroy
0012-0000	School District Boundary File	3 yrs after update		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0013-0000	School-Owned Vehicle File (Copy) Documentation pertaining to various school district-owned vehicles including school buses. Original is sent to the Office of the Executive County Superintendent of Schools and a copy is sent to the Department of Education.			
0013-0001	School-Owned Vehicle File - Gasoline/Oil Transactions File Contains usage and refund records	7 yrs		Destroy
0013-0002	School-Owned Vehicle File - Boundary and Mileage File Correspondence from individual schools, stating the facts about parking and mileage within transportation route boundaries.	7 yrs		Destroy
0013-0003	School-Owned Vehicle File - Fine Reports	7 yrs		Destroy
0013-0004	School-Owned Vehicle File - Purchase or Lease File File contains but is not limited to the following: Request for County Superintendent Approval Purchase of Lease of School Vehicles (NJSA 18A:58-7) (Copy) and Request for County Superintendent Approval Sale or Retirement or School Vehicles (NJSA 18A:58-7). (Copy)	7 yrs		Destroy
0013-0005	School-Owned Vehicle File - Preliminary School Bus Accident Report (Copy) Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	20 yrs		Destroy
0013-0006	School-Owned Vehicle File - Accident Report	20 yrs		Destroy
0013-0007	School-Owned Vehicle File - School Bus Incident Report of Student Behavior on School Bus	7 yrs		Destroy
0013-0008	School-Owned Vehicle File - Assignment Log	7 yrs after final entry		Destroy
0013-0009	School-Owned Vehicle File - Maintenance/Repair Order	7 yrs		Destroy
0013-0010	School-Owned Vehicle File - Usage/Daily Condition Report Report dealing with the activities of state-owned motor vehicles.	7 yrs after disposal of vehicle		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
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0013-0011	School-Owned Vehicle File - School Bus File File pertaining to information about a school-owned school bus. File contains: School-Owned School Bus Report, Purchase Orders, Gas Requisitions, Driver Payrolls, and Vehicle Repair Reports.	7 yrs		Destroy
0013-0012	School-Owned Vehicle File - School Bus Evacuation Drill (NJAC 6A:27-11.2(a))	3 yrs		Destroy
0013-0013	School-Owned Vehicle File - Annual School Bus Driver Abstract Report and Driver Certification Roster File (Copy) A Motor Vehicle Commission- or insurance company- issued report of a school bus driver's driving history and school bus driver certification. Original maintained by the Motor Vehicle Commission.	3 yrs		Destroy
0013-0014	School-Owned Vehicle File - School Bus Inspection Report - Motor Vehicle Commission and Local School District (Copy) Annual report of school bus safety inspections issued by the Motor Vehicle Commission and/or the local school district. Original maintained by the Motor Vehicle Commission.	3 yrs		Destroy
0014-0000	Temporary Facilities Instructional Area File (Copy) Contains: application, renewal, extension, and supporting documentation. Original is kept by the Office of the Executive County Superintendent of Schools and a copy is kept by Department of Education.	7 yrs		Destroy
0015-0000	Transportation File - In District, Out of District, Charter, and Nonpublic			
0015-0001	Transportation File (Copy) Contains: contracts, agreements, amendments, applications, Interim and Final Reports, Application for Jointures/Charter School/Private School Transportation, Charter School/Private School Transportation Summary, Request for Payment of Transportation Aid, Request for Payment of Transportation Aid: Pupil Enrolled in a Remote Nonprofit Private School Out-of-State, Student Transportation Route Report, District Report of Transported Resident Students (DRTRS) (also known as Student Transportation Route Report; Student Transportation Route Report Summary), Interdistrict School Choice, and Special Education Transportation Report. Original is sent to the Department of Education and a copy is sent to the Office of the Executive County Superintendent of Schools.	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
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0015-0002	Transportation File - Contracts/Agreements and Amendments - Awarded (Original) File pertains to contracts regarding: Single Route, Multi-Route, Out-of-District Special Needs, Parental, School Related Activities, Multi-Year, Joint Transportation Agreements, Addendums, Renewals, and Transfer Agreements. File also includes the Student Transportation Documents Checklist (PT-1). Contains: school bus companies contracts; transfer agreement; renewal; special education, handicapped, summer, and athletic team contracts; transportation jointure (between districts); and supporting documentation. Copy is kept by the Office of the Executive County Superintendent of Schools.	7 yrs after termination of contract		Destroy
0015-0003	Transportation File - Contracts/Agreements and Amendments - Awarded (Copy) File pertains to contracts regarding: Single Route, Multi-Route, Out-of-District Special Needs, Parental, School Related Activities, Multi-Year, Joint Transportation Agreements, Addendums, Renewals, and Transfer Agreements. File also includes the Student Transportation Documents Checklist (PT-1). Copy is kept by the Office of the Executive County Superintendent of Schools.	3 yrs after completion of contract		Destroy
0015-0004	Transportation File - Contracts/Agreements and Amendments - Cancelled (Original) File pertains to contracts regarding: Single Route, Multi-Route, Out-of-District Special Needs, Parental, School Related Activities, Multi-Year, Joint Transportation Agreements, Addendums, Renewals, and Transfer Agreements. File also includes the Student Transportation Documents Checklist (PT-1). Copy is kept by the Office of the Executive County Superintendent of Schools.	3 yrs after submission		Destroy
0015-0005	Transportation File - Contracts/Agreements and Amendments - Voided (Original)	3 yrs after voidance		Destroy
0015-0006	Transportation File - Annual Transportation Agreement Agreement between County Educational Services Commission or Coordinated Student Transportation Agency and the local school district for provision of coordinated transportation services. Copy is kept by the Office of the Executive County Superintendent of Schools.	7 yrs after termination of agreement		Destroy
0015-0007	Transportation File - Personal Surety Bond or Corporate Bond for Contracts (Copy) Original is maintained by bonding source.	7 yrs after maturity or cancellation		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0016-0000	Weather Conditions Maintenance Log Maintenance log reflecting the types of safety measures that were taken during hazardous weather conditions.	7 yrs		Destroy
0017-0000	Facility Security System Reports	3 yrs after system is replaced		Destroy
0018-0000	Land Acquisition/Disposal File (Copy) File pertaining to a school district's acquisition, lease, or disposal of land. File may contain but is not limited to: sewage, water, soil, and air test results; subcode documents; wetlands, pipelines, and waterfront development records; statement of proposed/intended land use; maps; and supporting documentation. The original is maintained by the Department of Education and copies are maintained by the Department of Environmental Protection, local government Building and Engineering Departments, and the Office of the Executive County Superintendent of Schools.	30 yrs		Destroy
0019-0000	Variances	7 yrs		Destroy
0020-0000	Radon Testing File - Child Care Centers and School Facilities File contains: application, test, test results, correspondence to/from the Departments of Environmental Protection and Health and Senior Services.	75 yrs		Destroy
0021-0000	School Drinking Water Testing Routine testing of school drinking water as conducted in compliance with the Safe Drinking Water Act (NJSA 58:11-1 and NJAC 7:10).	30 yrs		Destroy
0022-0000	Integrated Pesticide Management Plan (IPM) File pertaining to the procedures to be instituted in the handling of pesticides in a school. File includes but is not limited to: safety manuals, safety policies and procedures, and supporting documentation. Documentation originates from the Departments of Education and Environmental Protection.	7 yrs after update		Destroy
0023-0000	Indoor Air Quality Test - Heating, Air Conditioning, and Indoor Air Quality	3 yrs		Destroy