

**NJState Archives and Records Management
Retention & Disposition Policies, Sorted by Retention**

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10	Computer Sysetms Documentation	1 year after system is superceded or discontinued	destroy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

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No.	TypeDocument	Retention	Disposition
38	AffirmativeActionComplaintCaseFile	3yearsafter settlement	destroy
39	PerformanceAssessment(copies)	3yearsafter termination of employment	destroy
40	WorkplaceHealthSurveyFile	3 yearsafter update	destroy
41	Changeof GradeRequests	4years	destroy
42	ClassRecordBook	4 years	destroy
43	IncompleteGradeForm	4years	destroy
44	LeaveRequests	6years	destroy
45	EmployeePerformanceRecords	6yearsafter termination of empl.	destroy
46	CourseEvaluations	6yearsafter termination of employee	destroy
47	Facultyevaluations	6yearsafter termination of employee	destroy
48	Facultyprofile	6 yearsafter termination of employee	destroy
49	TeachingObservationReport	6yearsafter termination of employee	destroy
50	DisciplinaryActions	6yearsafter termination of employment	destroy
51	IndividualEmployeefiles (original)	6yearsafter termination of employment	destroy
52	Bidfiles	7years	destroy
53	BudgetPlanningdocuments	7years	destroy
54	BudgetRequests	7years	destroy
55	ClassifiedEmployeeSTimesheets	7years	destroy
56	Copier/Faxrecords	7years	destroy
57	Duplication/CopieFile	7years	destroy
58	FinancialSystemsPrintouts	7years	destroy
59	Grantsdocumentation(approved)	7years	destroy
60	Invoices	7years	destroy
61	Missinginvoicesreports	7years	destroy
62	PettyCashReceipts	7years	destroy
63	PurchaseOrders& Requisitions	7years	destroy
64	Requestsfor goodsand services	7years	destroy
65	StolenPropertyReport	7years	destroy
66	StoreroomRequisitions	7years	destroy
67	StudentEmployee/WorkStudyTimeSheet	7years	destroy
68	SupplementaBudgetRequests	7years	destroy
69	TelephoneServiceAgreement	7years	destroy
70	Travelfiles (RequestAuthorization,Expenses)	7years	destroy
71	TravelVouchersand documentation	7years	destroy
72	Work StudyTime/signinSheet	7years	destroy
73	Contractsfor goodsand services	7yearsafter completionof contract	destroy
74	ProofandClaimfor DisabilityBenefits(Copy)	7yearsafter settlement	archive

