

Kean University Office of Human Resources Records Retention Policy & Procedures

1. Opening Statement

In accordance with the guidelines established by the State of New Jersey Department of Treasury, Division of Revenue and Enterprise Services – Records Management Services, this document provides a standardized course of action for the retention and destruction of all University records.

2. Reason/Purpose for Policy

The policy has been established to ensure that all University offices are in compliance with the records retention schedule established by the State of New Jersey. Files should be reviewed frequently and at least annually so that records past their required retention period can be properly destroyed. This process is necessary in order to ensure there is sufficient space for the proper storage of records that are of imminent and continued importance for the operation of the University.

3. Policy Applies to

The policy applies to all Kean University offices that create and maintain government records.

4. Related Documents

- State of New Jersey Retention Schedule for Four Year Colleges and Universities
- Request and Authorization for Records Disposal Form Instructions (Attachment)

5. Contact

Custodian of Records, Office of Human Resources

6. The Policy

All Kean University Offices must adhere to the State of New Jersey Four Year Colleges and Universities retention schedule in order to determine the appropriate time, if any, for the disposal of records. The schedule can be located at: <http://nj.gov/state/darm/pdf/s510000.pdf>

7. Procedure for Records Disposal

When a record is identified as being ready for disposal, the following process must be completed prior to its destruction:

1. Obtain a “Request and Authorization for Records Disposal” from the Office of Human Resources. To view a sample form, please see attached or visit: <http://nj.gov/state/darm/pdf/DisposalForm09.pdf>
2. Complete all required information and return the form to the Office of Human Resources, with attention to the Custodian of Records. Upon review and approval from the Custodian, the form will be sent to the NJ State Department of Archives and Records Management for authorization.
3. Upon receipt of a response from the State of New Jersey, the Custodian will notify the designated contact for the office of record to advise whether their request has been approved or denied.
4. With approval from the state, proceed with the destruction of records in accordance with the method indicated on the approval form. If appropriate, shredding services may be coordinated with the Office of Purchasing.