## NJ State Archives and Records Management Retention & Disposition Policies, Sorted by Retention

2	Data Entry Requests	6 months after order was satisfied	destroy
	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
	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10	Computer Sysetms Documentation	1 year after system is superceded or discontinued	destroy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	Affirmative Action Complaint CaseFile	3yearsafter settlement	destroy
39	PerformanceAssessment(copies)	3yearsafter termination of employment	destroy
40	WorkplaceHealthSurveyFile	3 yearsafter update	destroy
41	Change 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	Facultyevaulations	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
	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/Faxecords	7years	destroy
57	Duplication/Copie File	7years	destroy
58	FinanciaSystem&rintouts	7years	destroy
59	Grantsdocumentation(approved)	7years	destroy
60	Invoices	7years	destroy
61	Missinginvoicesreports	7years	destroy
62	Petty CashReceipts	7years	destroy
63	Purchas@rders& Requisitions	7years	destroy
64	Requestsor 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)	<b>ÿ</b> ears	destroy
71	TravelVouchersand documentation	7years	destroy
72	Work StudyTime/signinSheet	7years	destroy
73	Contracts or goods and services	Tyearsafter completion of contract	destroy
74	Proof and Claimfor DisabilityBenefits(Copy)	7yearsafter settlement	archive

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75 State, Federal, Private Grant files (approved)	7 years after termination of grant	destroy
76 Incident report no		