

RECORDS MANAGEMENT

Reason for Policy

To establish guidelines regarding the creation, retention, and destruction of the College's public records in accordance with the Destruction of Public Records Law (1953), [N.J.S.A. 47:3-15](#) ("Public Records Law"), as well as any other applicable federal, state or local requirements.

Definitions

1. A "public record" is any paper, written or printed book, document or drawing, map or plan, photograph, microfilm, data processed or image processed document, sound-recording or similar device, or any copy thereof which has been made or is required by law to be received for filing, indexing, or reproducing by any college employee or officer, or that has been received by any such employee or officer in connection with the transaction of college business and has been retained by such recipient or its successor as evidence of its activities or because of the information contained therein.
2. "Officer" includes any member of the Board of Trustees of Mercer County Community College and the college President and Vice Presidents.
3. "Employee" means any person compensated for full or part-time employment services rendered to the College.

Policy Statement

A. The College will create and maintain complete, accurate, and high quality records. These records will be managed in an orderly manner that facilitates timely retrieval in accordance with the Public Records Law.

B. All public records at the College will be retained in accordance with all applicable laws and regulations, this policy, and procedures approved by the President.

C. College public records that contain confidential information will be maintained in a secure environment, restricting access to authorized college personnel only.

D. Except as provided for instructional materials in collective bargaining agreements or other Board policy, all college public records are the property of the College, and no employee or officer has any personal or property right to such records regardless of his or her level of responsibility or the fact that he or she may have developed or compiled them.

E. Public records maintained by the College are to be retained for the required retention time period as found in the [Records Retention and Disposition Schedule](#) issued by the New Jersey Department of State, Division of Archives and Records Management. The President shall authorize guidelines for the College that are consistent with this schedule, and shall designate an individual to serve as records management official for the College.

F. To properly dispose of college public records, prior written authorization must be obtained from the designated college official.

G. The unauthorized destruction, removal, or use of college records is prohibited.

H. The falsification or inappropriate alteration of any college public record is prohibited by the Public Records Law.

I. When records have satisfied their required period of retention and approval has been obtained from the designated college official, they may be destroyed by shredding, deleting, erasing, or by utilizing any other appropriate form of destruction that offers maximum protection to the confidential information contained in the affected records.

Approved: Board of Trustees
September 21, 2006