



**New Jersey Institute of Technology
University Policies and Procedures**

Date of Issue: July, 2016

Subject: Records Retention Policy

POLICY STATEMENT

This policy addresses the proper retention and management of NJIT's records, as defined below, in accordance with N.J.S.A. Title 47 (Public Records) and N.J.A.C. 15:3 et seq (Records Retention) and other related statutes, including FERPA, HIPAA and OPRA. The State Division of Archives and Records Management require all public entities to preserve their records and prohibits their destruction except in accordance with its [Schedule for Four Year Colleges](#). The following guidelines will promote the efficient identification and administration of records for proper storage or disposal, elimination of accidental destruction of records, and reduction of the unnecessary storage of records.

This policy applies to all university departments, offices, administrators, faculty and staff. All NJIT employees responsible for the creation, maintenance, receipt, storage, or use of university records must familiarize themselves with this policy and the record retention schedule(s) pertinent to the records within their purview.

DEFINITION OF UNIVERSITY RECORD

University records for the purposes of this policy are defined as any record created, produced, executed or received by any university department, office or employee in the course of institutional activity. NJIT records may include papers, correspondence, books, plans, microfilm, maps, photographs, sound and moving image recordings, and other documentary materials.

University records may also be created or stored through non-tangible electronic means; such records may encompass both analog and digital information formats. Electronic records may include but not be limited to emails, text messages, word processing documents, digital photographs, video recordings, formatted data, databases, and records existing in a university computing cloud.

Regardless of format or creation, all university records are considered property of NJIT. The retention schedule for university records is attached to this policy for guidance purposes. No document list or schedule can be exhaustive and any determination regarding the

identification, storage, retention, or disposal of any record not identified on the schedule must be made in consultation with the Custodian of Records.

ADMINISTRATION OF RECORDS POLICY

The General Counsel, or his/her designee, shall be responsible for the administration of this policy. Under the Office of General Counsel's direction, all department heads and supervisors are responsible for ensuring that university records in his/her unit are stored or disposed of in a manner consistent with this policy.

All requests for the disposal of university records shall be made in writing to the Custodian of Records and must include the proposed method of disposal. No records shall be destroyed or disposed until the Custodian of Records has approved the request in accordance with law. Additionally, the Custodian of Records may determine that certain university records may not be disposed of, even where the retention period has been reached, because the disposal of the records may violate contractual obligations, the records are related to current or potential litigation or investigation/audit, and/or the records have significant or historical value to NJIT.

In the cases of current or potential litigation, NJIT is under a legal obligation to preserve all records related to the litigation. The Office of General Counsel will issue a litigation hold letter to the relevant employees directing them to preserve all related evidence within their control. Any litigation hold will override record retention schedules or disposal requests. Employees who have been notified of a litigation hold may not alter or destroy any record that falls within the scope of the litigation hold.

Records containing research or information related to protected health information are also subject to HIPAA regulations. Protected health information means individually identifiable health information that relates to the past, present or future health or condition of an individual, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual and identifies or could reasonably be used to identify the individual. Protected health information excludes individually identifiable health information found in (a) education records covered by FERPA and (b) employment records held by a covered entity in its role as an employer.

MANAGEMENT OF RECORDS

All university records must be properly maintained during their retention period via means that ensure their accessibility, security, and protection from damage, theft or destruction. Records that are considered unnecessary for current university use may be stored with an authorized vendor for offsite storage. While records must be made easily retrievable for examination or use by appropriate employees, measures should be taken to protect confidential information, including personally sensitive and/or protected health information, from unauthorized access. Confidential information includes records that contain an individual's name together with personal identifying information such as his/her social security number, financial account, credit card, or password. Confidential information should be safeguarded and secured at all times.

The unauthorized access, destruction, removal, alteration or use of university records by any NJIT employee is prohibited; any such act may be subject to employment discipline.

DISPOSAL OF RECORDS

After records have been approved for disposal, employees must adhere by proper methods of destruction to prevent inadvertent disclosure. Records in paper or traditional media format should be shredded on campus or destroyed by an authorized records recycling/disposal vendor and the remains must be disposed of in its entirety. NJIT's Office of Information Services and Technology will oversee the disposal, deletion or purging of records contained on electronic devices, media, or equipment.

UPDATES

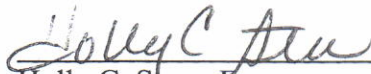
The Office of the General Counsel will periodically review the requirements for records management and retention, per state and/or federal law, and this policy may be updated accordingly.

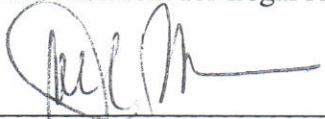
NJIT RECORDS SCHEDULE

Record Description	Retention Period (Years)
1099 Forms	Permanent
Accounts Payable Ledgers	Current Year + 7
Accounts Payable Records	Current Year + 7
Accounts Receivables	Current Year + 7
Accreditation Records	Permanent
ADA/Section 504 (Student)	2 years following graduation
ADA/Section 504 (Employee)	Permanent
Admission Records	3 years after graduation, date of last attendance, or admission decision
Alumni records	Permanent
Annual Budget	Permanent
Annual Financial Statements	Permanent
Annuity Gift Agreements	Permanent
Athletic Trainer Records	5 years after graduation
Bank – canceled checks	Current Year + 7
Bank statements and reconciliations	Current Year +7
Board of Trustees' records	Permanent
Bond indentures	Permanent
Bylaws	Permanent
Campus Security Act	7 years
Certificate of Incorporation	Permanent
Claims (after settlement)	10 years
Contracts and agreements	8 years after end of contract period
Copyrights and Trademark Office of Registration and Records	Permanent
Course Catalog	Permanent
Deeds and easements	Permanent
Deferment Roster (Student Loans)	Current Year + 7
Delinquent Roster (Student Loans)	Current Year + 7
Disability and Sick Benefits Records	Permanent
Employee Benefit Plans	5 years after term of program
Employee Health/Medical Records	30 years
Employment contracts (expired)	8 years
Expense Reports (Accounts Payable)	Current Year +7
Facilities Master Plan	Permanent
Faculty File (Full Time and Adjunct)	6 years after end of employment
Financial Aid Records	3 years from time created/1 year after repayment
Fire Inspection Reports	7 years
Gift Record Receipts	7 years
Grant Documents	See Grants and Contracts Record Retention Policy No. 12-7 for OMB Circular A-110 requirements
I-9	3 years after date of hire or 1 year after term
Insurance Policies	10 years
Insurance Reports	6 years
Investigation Reports	Permanent
Job Applications	3 years
Job Descriptions	5 years
Labor Agreements	Permanent
Licenses, Patents, Trademarks	Permanent


Logs of Occupational Injury/Illness	5 years
Middle States Association Accreditation File	Permanent
Mortgages, notes and leases (including expired)	Permanent
NCAA Records – General	10 years
NCAA Records – Students	5 years after graduation
OPRA Records	3 years after resolution
Organizational charts	Permanent
Payroll records – Time Reports, Deduction Reports, Pay Periods, Pay Records, Payroll Register	Current Year + 7
Payroll Employee Files	Permanent
Payroll Including Pension	Permanent
Pell Grant	5 years after award year
Pension Reports	Permanent
Personnel Files	Permanent
Public Safety Complaint Dispatch Reports	5 years
Public Safety Annual Reports	Permanent
Purchase Orders	7 years
Real Property	Permanent
Retirement Records	Permanent
Safety Reports	9 years
Student Club & Organization Files	5 years
Student Discipline Records (Expulsion or Suspension)	Permanent
Student Discipline Records (General)	7 years after graduation
Student Medical Records	10 years
Student Residential Life Records	1 year after report of departure
Tax Correspondence	Permanent
Tax Records of Employee Wages	Permanent
Tax Returns and Documents	Permanent
Title IX	3 years from date of alleged discrimination
Unemployment Compensation Reports	Permanent
W-4s	Permanent
Withholding Tax Statements (W-2)	Permanent


REVIEW:

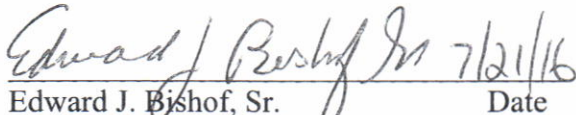
 7/18/16
Date
Holly C. Stern, Esq.
General Counsel
Vice President for Legal Affairs

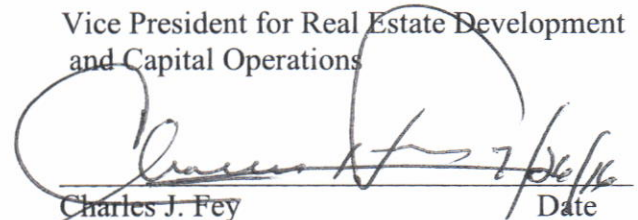
 7.18.16
Date
Joel S. Bloom
President

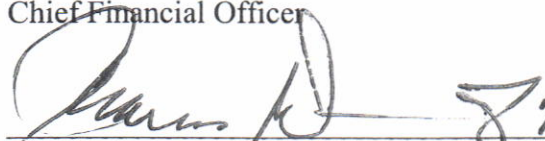
APPROVAL:


 7/22/16
Date
Fadi P. Deek
Provost and
Senior Executive Vice President

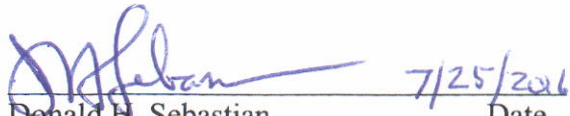
 7-26-16
Date
Andrew P. Christ
Vice President for Real Estate Development
and Capital Operations

 7/21/16
Date
Edward J. Bishof, Sr.
Senior Vice President for Finance and
Chief Financial Officer

 7/26/16
Date
Charles J. Fey
Vice President for Academic Support
and Student Affairs

 7/26/16
Date
Charles R. Dees, Jr.
Senior Vice President for University
Advancement

 7/20/16
Date
Kay Turner, Esq. SPHR
Vice President for Human Resources

 7/25/2016
Date
Donald H. Sebastian
Senior Vice President for
Technology & Business Development
President and CEO of NJII