

GOVERNANCE & OPERATIONS

FILE CODE: GO/3570e

BUSINESS OPERATIONS
ASSOCIATION RECORDS

<u>NJSBA RETENTION SCHEDULE</u>		
Record series/ Page Number	Record	Years of Retention
Financial Records		
p. 1	Invoices	7
p. 2	Cash Receipts	7
p. 5	Payment vouchers	7
p.7	Budget transfers	7
p. 7	Journal Vouchers	7
8	Travel Authorizations, Requests, vouchers	7
10	Expenditure Modification (EM) Usage: to modify recorded expenditures. Formerly known as Disbursement/Journal	7
10	Manual Warrant (Usage: to request and record a manual check.)	7
p. 12	Bank Records Bank Statement Check File Check File - Cancelled Checks, Voided Checks, Bounced Checks, and Lost Check References Check File - Check Register Contains: reconciliation sheet, outstanding check lists, and copies of issued, received checks. Check File - Check Stub Deposit Slip (Bank) Bank Books Cashier Stubs	7
p.13	Books of Account Journal - Daily Cash Book of original entry, recording cash revenue and expense in a chronological order. Ledger - Subsidiary Daily transactions that are verified against the controlling accounts in the General Ledger.	

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p.13	Ledger - General Ledger and Closed Ledger. Central control of open and closed accounts.	
Budget Records		
p. 14	Budget Appropriation Handbook Indicates the amount of funds allocated for a department's daily operations during a fiscal year.	7
p.14	Budget Appropriation Handbook - Departmental Copy	1
p. 14	Budget Planning Documents - Departmental, Annually prepared planning documents	3 years
15	Budget Request - Departmental (Copy) Departmental Work papers	3
Record series/ Page Number	Record	Years of Retention
Other Financial Records		
16	Contracts and Amendments File Includes: plans and specifications, bid proposals, progress/ performance reports for request for payment, correspondence, and supporting documentation.	7 years after completion of contract
16	Contracts and Amendments File (Copies)	3 years after completion
17	Grants	7 years after termination of grant
17	Insurance Files	7 years after termination of policy
Payroll Files		
18	Payroll Register	Permanent
18	Payroll Reports	7 years
18	Payroll Reports (Copies)	3 years

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18	Payroll Signature Sheet File Sheets identifying employees that have received payroll checks.	3 years
19	Open and Closed Billing File File contains initial billing statements and notice, follow-up notice(s), and closed billing statements.	7 years
Telephone Records File		
20	Monthly toll listing	3 years
Personnel Records		
28	Employee Address List	Retain as updated
28	Federal and State Withholding Tax File (Copy) Employee state and federal withholding tax documentation. Original documents maintained by the Internal Revenue Service.	7 years after termination
29	Individual Employee File File includes information pertaining to permanent and provisional full-time, part-time, and summer employees. File may contain but is not limited to the following: New Hire Request, Separation Request, Position Classification Questionnaire, Request for Employment Disability Leave/Return, Preliminary and Final Notices and Appeal of Disciplinary, Action Application for Reemployment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer Data Processing Request for Correction of Social Security Number, Notice of Name Change, Salary Adjustment Request, Correspondence.	6 years after termination
29	Individual Employee File Copy	3 years after termination
Record series/ Page Number	Record	Years of Retention

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30	Job Applicant Files - Persons Not Hired, Includes resumes, applications, etc. of persons not hired for employment	3 years
30	Leave Request - Disability, Administrative, Sick, Vacation, Maternity	7 years
30	Leave Request -Copies	3 years
30	Employee Service Record	60 yrs after termination of employment or age 85, whichever is sooner
31	Disciplinary Actions (Copy)	6 years after termination of employment
32	Request For Disability Leave/Return	6 years after termination
33	Time Records-Attendance records	7 yrs
34 35	Financial Disclosure Statement Conflict of Interest Questionnaire	1 yr
35	Health Care Provider Program File	6 yrs after termination
General Administrative Records		
45	Administrative Subject File Correspondence, memoranda, publications, reports, bulletins, and other information received by NJSBA and alphabetically filed by subject.	3 years
45	Agency-Sponsored Conferences - Printed Matter Intended for Distribution to the Public (Master)	Permanent
45	Agency-Sponsored Conferences - Printed Matter Intended for Distribution to the Public (Copies)	Destroy after periodic review
45	Agency-Sponsored Conferences - Correspondence and Work papers	3 yrs

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45	Agency Testimony Records of testimony given by representatives of state agencies at public hearings, meetings, trials, and other official proceedings.	10 years
45	Certified Mail Receipt	3 yrs
45	Correspondence – External Per DARM includes phone logs	3 years
45	Correspondence - Internal - Administrative	1 year
45	Correspondence - Policy - Non Statutory/Non Regulatory	25 years
46	Informational Survey Agency-sponsored statistical study used to gain information for the routine operation of business.	Periodic review keep as needed.
Record series/ Page Number	Record	Years of Retention
46	Inventory File Itemized list of equipment and supplies	3 years
47	Minutes (Original)	Permanent
47	News Release (Original)	Permanent
47	Official Notice of an Open Public Meeting (Copy) Original retained by the Office of the Secretary of State.	3 years
47	Organization Chart (Original)	Permanent
47	Photographs and Slides	Permanent
48	Records Removal and Destruction Order (Original) Request and Authorization for Records Disposal	Permanent
48	Visitor Sign-In Sheet	3 yrs
48	Reference Files	Update/destroy as needed

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49	Consultant File - Final Report	permanent
49	Consultant File - Contract	7 yrs after termination
49	Consultant File - Financial Documents	7 yrs
49	Consultant File - Work papers and Support File	3 yrs
50	Legal Cases	20 years after case is closed
50	Changes/Additions to a New Jersey Administrative Code Draft (Copy) Background materials, comments, approved and disapproved changes/additions, and supporting documentation for pre-proposals and proposals to revise Administrative Code.	3 years
52	Hearings/Meetings - Audio/Video Recording	80 days or until either summary or verbatim transcript have been approved as minutes, whichever is longer
52	Hearings/Meetings - Transcripts (Original)	Permanent
53	Policy Statement (Original)	Permanent
55	Agency Annual Report	Permanent
Record series/ Page Number	Record	Years of Retention
Reports and Publications		
55	Agency Monthly report	1 yr

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

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55	Agency-Generated News1etter	Permanent
56	Agency-Generated Publication	Permanent
56	Agency-Generated Statistical Report (Original and Copy)	3 yrs
Agency Internet File		
59	Web Usage Log	30 days
59	Transaction/Click Through Log Log tracking the number of times an agency's website is accessed from outside the agency.	30 days
59	Agency Website Creation and Update File	30 days after website is discontinued

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