

Essex County College

College Regulation

REG 2-15 COLLEGE FILES

Purpose:

To ensure the proper maintenance, storage, and destruction of all College files.

Application:

1. All College Files are the property of the College.
2. All Area Heads shall receive the current State of New Jersey Records Retention and Disposition Schedule and act accordingly in establishing procedures and guidelines consistent with the appropriate law regarding the maintenance and destruction of College files.
3. No files, including, but not limited to electronic files and e-mails will be destroyed without the approval of the Area Head or designee.
4. Any employee, who removes, destroys or utilizes College files for personal projects, absent specific written authorization from an appropriate administrator, will be subject to disciplinary action up to and including termination.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 18A: 64A-12(o); N.J.S.A. 47:3-8.1 et al.</i>
Regulation History: App. 8/93, Rev. 10/01, 7/11, 3/17	Attachment(s):