

# Essex County College College Regulation

## REG 2-9 RECORDS MANAGEMENT

### **Purpose:**

To establish guidelines designed for formulating strategies that advance efficient document management practices.

### **Application:**

1. The preparation of records for storage is the responsibility of the originating department. All material should be adequately titled and logged in the sequence desired and presented for digital imaging according to a pre-arranged schedule.
2. It is the responsibility of the user department to consult with Records Management prior to sending records to the Record Management area in order to determine the appropriate disposition of such documents. General Counsel is responsible for providing legal advice on recordkeeping requirements and for issuing and monitoring a Records Preservation/Hold Order where there is reasonable anticipation of litigation, government investigation, or audit.
3. The user department is responsible for taking all source documents to the department responsible for converting hard copy files into digital format.
4. All files must be in order by year, date, or alphabetically.
5. After source documents are scanned and verified, the disposition of documents will be determined by the Records Retention and Disposition Schedule.
6. The owner has access to their digitally imaged source documents from a desktop application system.
7. The originating department should keep a record of every file that is digitally imaged, or in any other appropriate technology format as a cross reference.

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