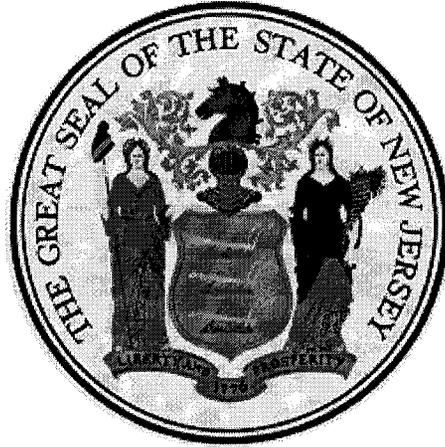


State of New Jersey



School District Records Retention Schedule

Obsolete Records

Forms used form
1976 to 1984
M700202-999

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700202
 SCHEDULE NUMBER: 999
 PAGE NUMBER: 1 OF 50

DEPARTMENT: SCHOOL DISTRICT
 DIVISION: OBSOLETE
 BUREAU: 1976 - 1984
 AGENCY REPRESENTATIVE: (AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE: _____ DATE: _____
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: _____ DATE: _____

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	01B001 OF Intent to File an Annual Plan to the Commissioner of Education and the State Board of Education Under Chapter 74		Permanent		Permanent
0002-0000	02A001 ESEA Title IV, Part B and C Application A copy is sent to the office of the County Superintendent of Schools.		7 yrs after termination of grant		Destroy
0002-0001	ESEA Title IV, Part B and C Application - Approved		3 yrs		Destroy
0002-0002	ESEA Title IV, Part B and C Application - Denied		10 yrs		Destroy
0003-0000	02B001 Summary Report - School Facilities Master Plan				

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700202 SCHEDULE NUMBER 999 PAGE NUMBER 2 OF 50

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0004-0000	02C001 Application for State Financial Aid A copy is sent to the office of the County Superintendent of Schools.			
0004-0001	Application for State Financial Aid - Approved	7 yrs		Destroy
0004-0002	Application for State Financial Aid - Denied	3 yrs		Destroy
0005-0000	02C002 Estimated Cost of Pupil Transportation and Transportation Aid for the Current Year	7 yrs		Destroy
0006-0000	02C004 Request for Payment of Transportation Aid Pupil Enrolled in a Remote Non-Profit Private School (B-7T) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0007-0000	02C006 Transportation Aid Summary for Private Schools	7 yrs		Destroy
0008-0000	02C007 Detail and Justification of District Expenditure Approved Transportation Personnel	7 yrs		Destroy
0009-0000	02C009 Preliminary School Bus Accident Report A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0010-0000	02C010 Driver and Vehicle Report Form A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0011-0000	02C011 Bus Route Report Form (T-2) A copy is sent to the office of the County Superintendent of Schools.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700202
 SCHEDULE NUMBER: 999
 PAGE NUMBER: 3 OF 50

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0012-0000	02C012 High School Driver Education Survey		3 yrs after completion		Destroy
0013-0000	02D001 Annual Program Report for Adult Education, Title VI, P.L. 93-380		7 yrs after termination of grant		Destroy
0014-0000	02D002 Annual Fiscal Report - Adult Education Program A copy is sent to the office of the County Superintendent of Schools.		Permanent		Permanent
0015-0000	02D003 Adult Education Estimates		7 yrs		Destroy
0016-0000	02D004 Annual Fiscal Report - Adult Education Program Special Projects and Teacher Training		Permanent		Permanent
0017-0000	02D005 Inventory of Equipment Purchased		7 yrs		Destroy
0018-0000	02D006 Inventory of Equipment Purchased Special Projects and Teacher Training		7 yrs		Destroy
0019-0000	02D007 Monthly Program Report: Title VI P.L. 93-380 Adult Education Program		7 yrs after termination of grant		Destroy
0020-0000	02D008 Annual Report of Participants Served and Staff Employed Special Projects and Teacher Training		7 yrs after termination of grant		Destroy
0021-0000	02D009 Annual Report of Participants Served and Staff Employed Title X, Economic Development Program		7 yrs after termination of grant		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0022-0000	02D010 Annual Program Report for Adult Indo-Chinese Refugee Education Program	7 yrs after termination of grant		Destroy
0023-0000	02D011 Monthly Program Report: Adult Indo-Chinese Refugee Education Program	7 yrs after termination of grant		Destroy
0024-0000	02D011 Utilization of Public Law 89-513 Funds	7 yrs		Destroy
0025-0000	02D012 Annual Fiscal Report: Adult Indo-Chinese Refugee Education Program FY _____	7 yrs		Destroy
0026-0000	02D013 High School Equivalency Student List	3 yrs		Destroy
0027-0000	02D014 Maintenance of Effort Agreement for the Evening Schools for Foreign-Born Residents Program	7 yrs after termination of agreement		Destroy
0028-0000	02D015 Financial Report FY _____ ABE-Adult Literacy	7 yrs after termination of grant		Destroy
0029-0000	02D016 High School Completion Financial Statement For FY _____	7 yrs after termination of grant		Destroy
0030-0000	02D017 Monthly Statistical Report of High School Equivalency Enrollment	3 yrs		Destroy
0031-0000	02D018 Annual Report of Community Adult Education Programs Title also given as: Financial Statement for FY _____ (18A:50-7 Supervisor of Adult Education)	7 yrs after termination of grant		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700202 SCHEDULE NUMBER: 999 PAGE NUMBER: 5 OF 50

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0032-0000	02D019 Community Adult Education Application		7 yrs after termination of grant		Destroy
0033-0000	02D020 Community Education Survey		3 yrs		Destroy
0034-0000	02D021 Adult Indo-China Refugee Education Program Participant Registration Form		7 yrs after termination of grant		Destroy
0035-0000	02E001 Emergency Preparedness Education Reporting Form		2 yrs		Destroy
0036-0000	02F001 Application for Certification		5 yrs		Destroy
0037-0000	02F001 Schedule "A" - Child Nutrition Programs (02G001)		1 yr		Destroy
0038-0000	02F002 Non-Food Assistance Application (02G002)		7 yrs		Destroy
0039-0000	02F002 Statement of Supervised Experiment in an New Jersey School (02G002)		3 yrs		Destroy
0040-0000	02F003 Renewal of Emergency or Provisional Certificate (02G003)		5 yrs		Destroy
0041-0000	02G003 Survey Report: School Lunch Title also given as: School Lunch Survey Report (02F003)		3 yrs		Destroy
0042-0000	03A001 Application for Program Development				
0042-0001	Application for Program Development - Approved		7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	M700202	SCHEDULE NUMBER	999	PAGE NUMBER	6 OF 50
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0042-0002	Application for Program Development - Denied			Destroy
0043-0000	03B001 Financial Report-Part B, Title VI P.L. 94-142 A copy is sent to the office of the County Superintendent of Schools.		7 yrs	Destroy
0044-0000	03C001 General Application for Federal Funds Title also given as: Annual Report of Educational Statistics, Minimum Basis Skills		7 yrs after termination of grant	Destroy
0045-0000	03C001 Report of Resident Enrollment Statistics for School Year Ending June 30th (A-4a) (03C013) Title also given as Report of Resident Enrollment Statistics A copy is sent to the office of the County Superintendent of Schools.		7 yrs	Destroy
0046-0000	03C002 Minimum Basic Skills Class, School and District Interpretation Reports A copy is sent to the office of the County Superintendent of Schools.		10 yrs	Destroy
0047-0000	03C002 School Summary Reports Math and Reading Title also given as: Report of Obligations and Requests for Additional Funds ESEA Title II		7 yrs after termination of grant	Destroy
0048-0000	03C003 Budget Request for State Aid		7 yrs	Destroy
0049-0000	03C004 Budget Statement Certification (03C006) A copy is sent to the office of the County Superintendent of Schools.		7 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0050-0000	03C005 Application for State Financial Aid (SA-1) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0050-0001	Application for State Financial Aid - Approved	7 yrs		Destroy
0050-0002	Application for State Financial Aid - Denied	3 yrs		Destroy
0051-0000	03C007 Report of Non-Public Pupils on Roll as of the Last Day of September	7 yrs		Destroy
0052-0000	03C008 Principal's Summary Card (A-38)	10 yrs		Destroy
0053-0000	03C009 Attendance Record Card (A-2)	1 yr, if information is transferred to Cumulative Student Record		Destroy
0054-0000	03C010 Record of Home Instruction Time (A-2b) Title also given as: Record of Individual Instruction	7 yrs		Destroy
0055-0000	03C011 Reimbursement for School Law Enforcement Officers A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0056-0000	03C012 Report of Pupils Living on Non-taxable State-Owned Property A copy is given to the office of the County Superintendent of Schools.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
M700202

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY RECORDS CENTER

DISPOSITION

0057-0000	03C014 Application for Approval to Employ Public School Law Enforcement Officers A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0057-0001	Application for Approval to Employ Public School Law Enforcement Officers - Approved	3 yrs		Destroy
0057-0002	Application for Approval to Employ Public School Law Enforcement Officers - Denied	7 yrs		Destroy
0058-0000	03C015 Project Completion Report for Non-Public New Jersey Textbook Law	7 yrs		Destroy
0059-0000	03C016 Additional State School Building Aid Enclosure 4 & 4a A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0060-0000	03C017 Additional State School Building Aid Enclosure 3 A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0061-0000	03C018 Additional State School Building Aid Enclosure 1 & 2 A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0062-0000	03C019 Educational Capital Projects	7 yrs		Destroy
0063-0000	03C020 Report of Contractor's Performance	7 yrs after disposal of building		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700202	SCHEDULE NUMBER 999	PAGE NUMBER 9 OF 50
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0064-0000	03C021 Quarterly Funding Report-Disbursements and Estimated Requirements Title III	7 yrs		Destroy
0065-0000	03C022 Child Care Feeding Reimbursement Voucher	7 yrs		Destroy
0066-0000	03C023 Reimbursement Voucher; School Lunch, Breakfast and Special Milk Programs	7 yrs		Destroy
0067-0000	03C024 Preliminary and Final Financial Report - ESEA Title II A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0068-0000	03C025 Cash Request for Month/Day/Year - Title I P.L. 89-10	7 yrs		Destroy
0069-0000	03C026 Preliminary and Final Financial Report - Title I ESEA Title also given as: ESEA Title I and IVC Preliminary and Final Financial Report A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0070-0000	03C027 Quarterly Disbursement and Estimated Requirements of Federal Funds - ESEA	7 yrs		Destroy
0071-0000	03C028 Reimbursement to State of New Jersey - Chapter 192 P.L. 1966 (Pension and Social Security - Federally Funded Programs)	7 yrs		Destroy
0072-0000	03C029 Request for Payment of Budgeted Debt Service and Capital Outlay State Support A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0073-0000	03C030 Application to the Commissioner of Education and the State Board of Education for Qualified Bonds	7 yrs after bond maturity or cancellation		Destroy
0074-0000	3C031 Title IV-B, ESEA P.L. 93-380, Preliminary and Final Financial Report for the School Year Ending _____	7 yrs		Destroy
0075-0000	03C032 Budget CAP Worksheet A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0076-0000	03C033 Cap Review Application (104-B) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0076-0001	Cap Review Application - Approved	7 yrs		Destroy
0076-0002	Cap Review Application - Denied	3 yrs		Destroy
0077-0000	03C033 Cap Review Fact Sheet (104-A)(03C032) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0078-0000	03C034 Application for School Assistance in Federally Affected Areas (RSF-3)			
0078-0001	Application for School Assistance in Federally Affected Areas - Approved	7 yrs		Destroy
0078-0002	Application for School Assistance in Federally Affected Areas - Denied	3 yrs		Destroy
0079-0000	03C035 Application for School Assistance in Federally Affected Areas (RSF-1)	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700202 SCHEDULE NUMBER 999 PAGE NUMBER 11 OF 50

RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0079-0001	Application for School Assistance in Federally Affected Areas - Approved	7 yrs		Destroy
0079-0002	Application for School Assistance in Federally Affected Areas - Denied	3 yrs		Destroy
0080-0000	03C036 Chapter 177 and Chapter 10 - Temporary Notes Loan Bonds	7 yrs after bond maturity or cancellation		Destroy
0081-0000	03C037 School Register	Permanent		Permanent
0082-0000	03C038 Certification of Appropriation for WSAREPT A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0083-0000	03D001 Financial Report of Custodian of School Monies A copy is sent to the office of the County Superintendent of Schools.	Permanent		Permanent
0084-0000	03D002 Annual Financial Report (A4-1) Title also given as: Annual Financial and Statistical Report of the Board of Education of the School District A 4-1; Annual Financial and Statistical Report (06D005) (06D009)	7 yrs		Destroy
0085-0000	03D003 Plan for Allocating Indirect Costs to Federal Projects Funded in Local School Districts Title also given as: Application and Instruction for Indirect Cost Rate	7 yrs		Destroy
0086-0000	03D004 Annual Special Education Financial Statistical Report (A-4-2) Title also given as: Special Education Report of Board (A-4-2) (06D004)	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700202 SCHEDULE NUMBER 999 PAGE NUMBER 12 OF 50

RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0087-0000	03D005 School District Budget Statement - Program Budget Title also given as: School District Budget Statement (Traditional) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0088-0000	03D006 School District Budget Statement Title also given as: School District Budget Statement (Program)	7 yrs		Destroy
0089-0000	03D007 Detailed Budget (B-100) (03D008) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0090-0000	03D009 Annual Financial and Statistical Report Program (A-4-1) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0091-0000	03D010 Improvement Program Description to Budget	7 yrs		Destroy
0092-0000	03E006 Selected Program Enrollment A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0093-0000	03E008 Update Sheet for 1977-78 Education Directory	1 yr		Destroy
0094-0000	03F001 Child Care Food Program Reimbursement	7 yrs		Destroy
0095-0000	03G001 Guidelines for Final Evaluation	5 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0096-0000	03G004 Violence and Vandalism Incident Report Title also given as: Violence, Vandalism and Drug Abuse Incident Report A copy is sent to the office of the County Superintendent of Schools.	5 yrs		Destroy
0097-0000	03G009 Anchor Study-Anchoring the Minimum Basic Skills Test to Most Frequently Used Commercial Tests in New Jersey	5 yrs		Destroy
0098-0000	05A001 Communication Strategy Questionnaire	3 yrs		Destroy
0099-0000	05A002 Application for Funds Authorized Under Chapter 212, Laws of 1975 State Compensatory Education Research and Development (05A004)	7 yrs		Destroy
0099-0001	Application for Funds Authorized Under Chapter 212, Laws of 1975 State Compensatory Education Research and Development - Approved	7 yrs		Destroy
0099-0002	Application for Funds Authorized Under Chapter 212, Laws of 1975 State Compensatory Education Research and Development - Denied	3 yrs		Destroy
0100-0000	05A003 State Compensatory Education Project Application (05A005) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0100-0001	State Compensatory Education Project Application - Approved	7 yrs		Destroy
0100-0002	State Compensatory Education Project Application - Denied	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0101-0000	05A004 Supplemental, Instruction, Identification and Classification Survey School-Age Pregnancies (05A002)	7 yrs		Destroy
0102-0000	05A005 State Compensatory Education Research and Development Application	7 yrs		Destroy
0102-0001	State Compensatory Education Research and Development Application - Approved	7 yrs		Destroy
0102-0002	State Compensatory Education Research and Development Application - Denied	3 yrs		Destroy
0103-0000	05B001 National Survey of Individualized Education Program	3 yrs		Destroy
0104-0000	05B001 Package: Supplemental, Instruction, Identification and Classification Survey, School - Age Pregnancies Title also given as: Mini Grant Proposal Application Package (05B004)	7 yrs after termination of grant		Destroy
0105-0000	05B002 Special Education Job Market Survey	3 yrs		Destroy
0106-0000	05B003 Notice of Classification and Exclusion of Handicapped Children	5 yrs after graduation or termination from school system		Destroy
0106-0001	Notice of Classification and Exclusion of Handicapped Children (Original)			Destroy
0106-0002	Notice of Classification and Exclusion of Handicapped Children (Copies)	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700202 SCHEDULE NUMBER 999 PAGE NUMBER 15 OF 50

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0107-0000	05B003 Report of Non-Public School Pupils Expected to Require Services under NJSA 18A:46A-1 et seq. and NJSA 18A:46-6,8, 19.1 et seq. for the Period 9/1/78 - 6/30/79 Title also given as: No. Non-Public School Pupils to Receive Auxiliary Service Estimate Cost of Exam/Class/Speech Correction A copy is sent to the office of the County Superintendent of Schools.		7 yrs		Destroy
0108-0000	05B004 Child Study Team Identification and Classification Survey (05B001) A copy is sent to the office of the County Superintendent of Schools.		7 yrs		Destroy
0109-00000	05B006 Final Report on Expenditures - Pre-School Project of the Handicapped Title also given as: Final Report on Expenditures Pre-School Project for Handicapped		7 yrs		Destroy
0110-0000	05B006 Handicapped Children Receiving Special Education and Related Services (05B010, 05B020, 05D009)		7 yrs		Destroy
0111-0000	05B007 Mini Grants for In-Service Programs		7 yrs after termination of grant		Destroy
0112-0000	05B008 Guidelines for Approval of Private School for the Handicapped		Periodic review		Destroy
0113-0000	05B008 Private School Budget Form		7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0114-0000	05B009 Private Clinics Title also given as: Private Clinics, Approval; Community Clinic Approval	7 yrs after expiration of approval		Destroy
0115-0000	05B011 Application for Funds for Transportation Provided to Non-Public School Pupils Eligible for Services Under NJS A 18A:46 A-1 et seq. and NJS A 18A:46-6, 8, 19-1 et seq. During the Period September 1, 1978 thru June 30, 1979	7 yrs		Destroy
0116-0000	05B011 Non-Public School Data Card	3 yrs		Destroy
0117-0000	05B013 Annual Immunization Status Report	3 yrs		Destroy
0118-0000	05B016 Transmittal Form Estimating Number of Non-Public School Pupils Expected to Require Services A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0119-0000	05B017 Report on Number of Non-Public School Pupils Expected to Require Auxiliary Services A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0120-0000	05B018 Report Estimating Number of Non-Public School Pupils Expected to Require Services	7 yrs		Destroy
0121-0000	05B024 Renewal Application for Residential Placement of Handicapped Children	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700202
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0122-0000	05B025 Monthly Notification Report of Time Extension Granted for Evaluations Exceeding 60 Days	3 YRS		Destroy
0123-0000	05C002 Application for State Assistance Under Bilingual Program Pilot Funds			Destroy
0123-0001	Application for State Assistance Under Bilingual Program Pilot Funds - Approved	7 yrs after termination of grant		Destroy
0123-0002	Application for State Assistance Under Bilingual Program Pilot Funds - Denied	3 YRS		Destroy
0124-0000	05C004 Bilingual Program Plan Update A copy is sent to the office of County Superintendent of Schools.	5 YRS		Destroy
0125-0000	05C004 Survey of Teachers Language Skills	5 YRS		Destroy
0126-0000	05C007 Bilingual Impact Data Record	5 YRS		Destroy
0127-0000	05C008 Supplemental English Instruction in Districts Serving Fewer than 10 Limited English Proficiency Pupils	7 YRS		Destroy
0128-0000	05C008 Supplemental English Instruction Districts Serving Fewer Than 10 Limited English Proficiency Pupils (05D008)	7 YRS		Destroy
0129-0000	05C016 Adult Basic Skills Pre Application	7 YRS after termination of grant		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY
 RETAIN IN
 RECORDS CENTER

DISPOSITION

0130-0000	05D001 Application for Federal Assistance, Title I ESEA, P.L. 89-10 as Amended "Addendum 6 is a final report of the Year September 1 through August 30 A copy is sent to the office of the County Superintendent of Schools.			
0130-0001	Application for Federal Assistance, Title I ESEA, P.L. 89-10 as Amended "Addendum 6 is a final report of the Year September 1 through August 30 - Approved	7 yrs after termination of grant		Destroy
0130-0002	Application for Federal Assistance, Title I ESEA, P.L. 89-10 as Amended "Addendum 6 is a final report of the Year September 1 through August 30 - Denied	3 yrs		Destroy
0131-0000	05D001 Bilingual Education Needs Assessment Summary	7 yrs		Destroy
0132-0000	05D002 Application for State Assistance Under Bilingual Program Pilot Funds			
0132-0001	Application for State Assistance Under Bilingual Program Pilot Funds - Approved	7 yrs after termination of grant		Destroy
0132-0002	Application for State Assistance Under Bilingual Program Pilot Funds - Denied	3 yrs		Destroy
0133-0000	05D002 ESEA, Title I Comparability Report A copy is sent to the office of the County Superintendent of Schools.	7 yrs after termination of grant		Destroy
0134-0000	05D003 Bilingual Education Program Plan	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700202 SCHEDULE NUMBER 999 PAGE NUMBER 19 OF 50

RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0135-0000	05D003 Carry-Over Funds, Title I, ESEA A copy is sent to the office of the County Superintendent of Schools.	7 yrs after termination of grant		Destroy
0136-0000	05D004 Package: Supplemental Instruction and Classification Survey, School-Age Pregnancies	3 yrs		Destroy
0137-0000	05D005 Application Title I Revised Budget for Final Allocation Including Summer Program Application			
0137-0001	Application Title I Revised Budget for Final Allocation Including Summer Program - Approved	7 yrs after termination of grant		Destroy
0137-0002	Application Title I Revised Budget for Final Allocation Including Summer Program - Denied	3 yrs		Destroy
0138-0000	05D005 Special Education Job Market Survey	3 yrs		Destroy
0139-0000	05D005 State Compensatory Education Research and Development Proposal Application			
0139-0001	State Compensatory Education Research and Development Proposal Application - Approved	7 yrs after termination of grant		Destroy
0139-0002	State Compensatory Education Research and Development Proposal Application - Denied	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY RECORDS CENTER

DISPOSITION

0140-0000	05D006 Application for Placement of a Handicapped Pupil in an Educational Program Other Than a Public School A copy is sent to the office of the County Superintendent of Schools.	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0140-0001	Application for Placement of a Handicapped Pupil in an Educational Program Other Than a Public School (Original)			Destroy
0140-0002	Application for Placement of a Handicapped Pupil in an Educational Program Other Than a Public School (Copies)	7 yrs		Destroy
0141-0000	05D006 Part B - Project Summary ESEA Title I	7 yrs after termination of grant		Destroy
0142-0000	05D007 Migrant Student Enrollment	10 yrs		Destroy
0143-0000	05D007 1977-78 Special Education Classes and Resource Room Approved Notice	3 yrs		Destroy
0144-0000	05D008 Federal Impact Aid Funds for School Year 1977-78 P.L. 81-874 as Amended by P.L. 93-380 (05C008)	7 yrs		Destroy
0145-0000	05D008 Kindergarten Needs Assessment - Selection Process (05D004)	7 yrs after termination of grant		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY RETAIN IN RECORDS CENTER DISPOSITION

0146-0000	05D010 Annual Improvement Budget-Basic Skills-Remedial Preventive - Compensatory Education	7 YRS		Destroy
0147-0000	05D010 Application for Federal Assistance, Title I ESEA P.L. 89-10 As Amended			
0147-0001	Application for Federal Assistance, Title I ESEA P.L. 89-10 As Amended - Approved	7 yrs after termination of grant		Destroy
0147-0002	Application for Federal Assistance, Title I ESEA P.L. 89-10 As Amended - Denied	3 YRS		Destroy
0148-0000	05D012 Title I Comparability Report DE Forms (4524-A) Title also given as: ESEA Title I Comparability Report	7 yrs after termination of grant		Destroy
0149-0000	05D014 Application for Revised Budget for Final Allocation Including Summer Application			
0149-0001	Application for Revised Budget for Final Allocation Including Summer Application - Approved	7 YRS		Destroy
0149-0002	Application for Revised Budget for Final Allocation Including Summer Application - Denied	3 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0150-0000	05D014 Application for Use of Reallocated FY81 ESEA Title I Funds in School Year 1981-82				Destroy
0150-0001	05D014 Application for Use of Reallocated FY81 ESEA Title I Funds in School Year 1981-82 - Approved		7 yrs after termination of grant		Destroy
0150-0002	05D014 Application for Use of Reallocated FY81 ESEA Title I Funds in School Year 1981-82 - Denied		3 yrs		Destroy
0151-0000	05D015 Application for ESEA Title I - Part B Funds Title also given as: Part B - Project Summary ESEA Title I A copy is sent to the office of the County Superintendent of Schools.		7 yrs after termination of grant		Destroy
0151-0001	Application for ESEA Title I - Part B Funds Title also given as: Part B - Project Summary ESEA Title I - Approved		3 yrs		Destroy
0151-0002	Application for ESEA Title I - Part B Funds Title also given as: Part B - Project Summary ESEA Title I - Denied		2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0152-0000	05D017 Migrant Student Identification				Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0153-0000	05D018 Migrant On-site Verification		3 YRS		Destroy
0154-0000	05D019 Final Report on Expenditures Pre-School Projects for the Handicapped		7 YRS		Destroy
0155-0000	05D020 Assessment of Teacher Training Need in Bilingual/Bicultural and English as a Second Language		3 yrs		Destroy
0156-0000	05D021 Child Abuse/Neglect Form (05B021)		2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0156-0001	Child Abuse/Neglect Form (Original)				
0156-0002	Child Abuse/Neglect Form (Copies)		3 yrs		Destroy
0157-0000	05D022 Application for Special Education Tuition-Aid				
0157-0001	Application for Special Education Tuition-Aid - Approved		7 yrs after termination of grant		Destroy
0157-0002	Application for Special Education Tuition-Aid - Denied		3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY RETAIN IN RECORDS CENTER DISPOSITION

0158-0000	05D024 Monthly Notification Report (Time Extensions Beyond 60 Days)	3 YRS		Destroy
0159-0000	05E001 Application for Early Adolescent Reading Improvement Program (EARP)	7 YRS after termination of grant		Destroy
0159-0001	Application for Early Adolescent Reading Improvement Program (EARP) - Approved	3 YRS		Destroy
0159-0002	Application for Early Adolescent Reading Improvement Program (EARP) - Denied	7 YRS		Destroy
0160-0000	05E001 LEA Right to Read Progress Report	7 YRS		Destroy
0161-0000	05E002 A Criteria of Excellence	7 YRS		Destroy
0162-0000	05E002 Mini Grant District Final Report	7 YRS after termination of grant		Destroy
0163-0000	05E002 Summer School Report	7 YRS		Destroy
0164-0000	05E003 Mini Grant (Faculty) Applicant Final Report	7 YRS after termination of grant		Destroy
0165-0000	05E004 Community Resource Survey	3 YRS		Destroy
0166-0000	05E005 Guidelines and Application for Nutrition Education and Training Program Net Grants 1979			

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0166-0001	Guidelines and Application for Nutrition Education and Training Program Net Grants 1979 - Approved		7 yrs after termination of grant		Destroy
0166-0002	Guidelines and Application for Nutrition Education and Training Program Net Grants 1979 - Denied		3 yrs		Destroy
0167-0000	05E007 Application for Approval of Public and Non-Public Summer Schools A copy is sent to the office of the County Superintendent of Schools.		7 yrs after termination of grant		Destroy
0167-0001	Application for Approval of Public and Non-Public Summer Schools - Approved		7 yrs after termination of grant		Destroy
0167-0002	Application for Approval of Public and Non-Public Summer Schools - Denied		3 yrs		Destroy
0168-0000	05F001 Educational Improvement Central Survey		3 yrs		Destroy
0169-0000	05F001 EIC Inventory of Priorities		3 yrs		Destroy
0170-0000	05G006 Adult Basic Skills Enrollment Report		5 yrs		Destroy
0171-0000	05G006 Inventory of Equipment Purchased, Title VI. PL 93-380, Adult Education Special Project and Teacher Training		7 yrs after termination of grant		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0172-0000	05G007 A.B.E. Quarterly Report, Title VI, P.L. 93-380	7 yrs after termination of grant		Destroy
0173-0000	05G007 Adult Basic Skills Program Enrollment Report	5 yrs		Destroy
0174-0000	05G010 Financial Statement for Fiscal Year, 1979	Permanent		Permanent
0175-0000	05G011 Monthly Statistical Report of High School Equivalency Enrollment	3 yrs		Destroy
0176-0000	05G011 Quarterly Statistical Report of High School Equivalency Enrollment	10 yrs		Destroy
0177-0000	05G014 Community/Adult Education Application - Addendum			
0177-0001	Community/Adult Education Application/ Addendum - Approved	7 yrs after termination of grant		Destroy
0177-0002	Community/Adult Education Application/ Addendum - Denied	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700202
 SCHEDULE NUMBER: 999
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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY RETAIN IN RECORDS CENTER DISPOSITION

0178-0000	05G016 Adult Basic Skills Pre-Application Title also given as: Adult Education Skills Pre Application A copy is sent to the office of the County Superintendent of Schools.				
0178-0001	Adult Basic Skills Pre-Application - Approved	7 yrs after termination of grant			Destroy
0178-0002	Adult Basic Skills Pre-Application - Denied	3 yrs			Destroy
0179-0000	05G016 Adult High School Approval Information	7 yrs			Destroy
0180-0000	05G017 "J8" Account Status Report	7 yrs after termination of grant			Destroy
0181-0000	05H001 ESEA Title IV-B Project Application	7 yrs after termination of grant			Destroy
0181-0001	ESEA Title IV-B Project Application - Approved	7 yrs after termination of grant			Destroy
0181-0002	ESEA Title IV-B Project Application - Denied	3 yrs			Destroy
0182-0000	06A002 Thorough and Efficient Cost Analysis	7 yrs			Destroy
0183-0000	06B001 Minimum Basic Skills Tests - Field Test	5 yrs			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0184-0000	06B001 Summary Report - School Facilities Master Plan		10 yrs		Destroy
0185-0000	06B001 Utilization of State Test Results (Survey)		3 yrs after completion		Destroy
0186-0000	06B002 Basic Skill Test Instrument - Grade 4		10 yrs		Destroy
0187-0000	06B002 Minimum Basic Skills Tests, Grades 3, 6, 9, and 11		10 yrs		Destroy
0188-0000	06B003 Basic Skill Test Instrument - Grade 7		10 yrs		Destroy
0189-0000	06B003 Survey of National Testing Programs Utilized in New Jersey School Districts		3 yrs		Destroy
0190-0000	06B004 Basic Skill Test Instrument - Grade 10		10 yrs		Destroy
0191-0000	06B004 Nutrition Education Needs Assessment		7 yrs after termination of grant		Destroy
0192-0000	06B005 Basic Skill Test Instrument - Grade 12		10 yrs		Destroy
0193-0000	06B006 Thorough and Efficient Management Plan 1976-77		Permanent		Permanent
0194-0000	06B007 Basic Skills Management Plan 1976-77		Permanent		Permanent
0195-0000	06B008 EAP Test Result Interpretation		Permanent		Permanent
0196-0000	06B009 Checklist for December 1, 1976 Thorough and Efficient and Basic Skills Reporting Forms		3 yrs		Destroy
0197-0000	06B010 Minimum Basic Skills Program: Letter of Assurance		Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0198-0000	06B011 Survey of Topics to be considered for the New Jersey Minimum Basic Skills Tests - Reading and Math, Grades 3, 6, 9 and 11		3 yrs after completion		Destroy
0199-0000	06C001 Profile of High School Seniors: A Longitudinal Study		10 yrs		Destroy
0200-0000	06C002 Application Private School Transportation A copy is sent to the office of the County Superintendent of Schools.				Destroy
0200-0001	Application Private School Transportation - Approved		7 yrs		Destroy
0200-0002	Application Private School Transportation - Denied		3 yrs		Destroy
0201-0000	06C004 Request for Payment of Transportation Aid Pupil Enrolled in a Remote Nonprofit Private School A copy is sent to the office of the County Superintendent of Schools.		7 yrs		Destroy
0202-0000	06C006 Transportation Aid Summary for Private Schools A copy is sent to the office of the County Superintendent of Schools.		7 yrs		Destroy
0203-0000	06C008 District Transportation Supervisors Application for Approval		7 yrs		Destroy
0203-0001	District Transportation Supervisors Application for Approval - Approved		7 yrs		Destroy
0203-0002	District Transportation Supervisors Application for Approval - Denied		3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY RECORDS CENTER

DISPOSITION

0204-0000	06C008 Report Estimating Number of Non-Public School Pupils Requiring Services Under 192-193 A copy is sent to the office of the County Superintendent of Schools. (02C008)	7 YRS		Destroy
0205-0000	06C009 Private School Transportation Summary	7 YRS		Destroy
0206-0000	06C009 Report of School Budget and District Taxes for the School Year 1979-80 to be Raised in 1979 A copy is sent to the office of the County Superintendent of Schools.	7 YRS		Destroy
0207-0000	06C010 Record of Home Instruction Time	7 YRS		Destroy
0208-0000	06C012 Preliminary Application to Commissioner and State Board of Education To Determine Eligibility for Entitlement - Additional State School Building Aid	7 YRS		Destroy
0208-0001	Preliminary Application to Commissioner and State Board of Education To Determine Eligibility for Entitlement-Additional State School Building Aid - Approved	7 YRS		Destroy
0208-0002	Preliminary Application to Commissioner and State Board of Education To Determine Eligibility for Entitlement - Additional State School Building Aid - Denied	3 YRS		Destroy
0209-0000	06C017 School District Budget Statement (P.O.B.) A copy is sent to the office of the County Superintendent of Schools.	7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY RETAIN IN RECORDS CENTER DISPOSITION

0210-0000	06C020 Additional State School Building Aid, Chapter 74, Laws of 1978 Permanent Bonds (Series A) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0211-0000	06C020 Additional State School Building Aid Enclosure 3 A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0212-0000	06C025 ESEA Title I Monthly Cash Request Title also given as: Title I Cash Request Monthly	7 yrs		Destroy
0213-0000	06C030 Chapter 177, Chapter 10, Temporary Notes, Loan Bonds	7 yrs after bond maturity or cancellation		Destroy
0214-0000	06C034 Application for School Assistance in Federally Affected Areas	7 yrs		Destroy
0214-0001	Application for School Assistance in Federally Affected Areas - Approved	7 yrs		Destroy
0214-0002	Application for School Assistance in Federally Affected Areas - Denied	3 yrs		Destroy
0215-0000	06C039 ESEA Title IV-C Financial and Program Report. Title also given as: ESEA Title IV C Preliminary and Final Financial Report	7 yrs after termination of grant		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0216-0000	06C041 Non-Public Student Exam Classification and Corrective Speech Homebound Project Report Title also given as: Non-Public Student Classification and Corrective Services Project Completion Report Year Ended 6/30/81	7 YRS		Destroy
0217-0000	06C042 Non-Public Student Home and Supplemental Instruction Report for the Year Ended 6/30/81	7 YRS		Destroy
0218-0000	06C044 District Budget Statement Certification A copy is sent to the office of the County Superintendent of Schools.	7 YRS		Destroy
0219-0000	06C045 Report of Expenditures - State Compensatory Education Funds	7 YRS		Destroy
0220-0000	06D002 Annual Financial Report	7 YRS		Destroy
0221-0000	06E001 District Owned Vehicle Report	7 YRS		Destroy
0222-0000	06E002 District Lease Vehicle Report	7 yrs after termination of lease		Destroy
0223-0000	06E005 Driver Special License Report	3 YRS		Destroy
0224-0000	06E007 Transportation Personnel Expenditure Report	7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY RECORDS CENTER

DISPOSITION

0225-0000	06E008 Direct Operational Cost Report Title also given as: Student Transportation Direct Operational Cost Report	7 yrs		Destroy
0226-0000	06E009 Estimated Cost of Pupil Transportation and Transportation Aid Title also given as: Estimated District-Wide Program Cost Report (B2-T) A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0227-0000	06E012 Transportation Aid Summary For Private Schools (B5-T) Title also given as: Transportation Aid Summary for Private Schools and Common Carriers; Transportation Summary for Common Carriers Pursuant to Chapter 212, Laws of 1975	7 yrs		Destroy
0228-0000	06F001 Child Care Food Program Reimbursement Voucher	7 yrs		Destroy
0229-0000	06F002 Schedule A Child Nutrition Programs	7 yrs after termination of grant		Destroy
0230-0000	06F002 Statistical Information Required Annually of All Title IV-C Projects	7 yrs		Destroy
0231-0000	06F004 Equipment Funding Application	7 yrs		Destroy
0231-0001	Equipment Funding Application - Approved	7 yrs		Destroy
0231-0002	Equipment Funding Application - Denied	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	M700202	SCHEDULE NUMBER	999	PAGE NUMBER	34 OF 50
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0232-0000	06F004 Food Service Equipment Assistance			Destroy
0233-0000	06F006 Child Care Food Project Reimbursement Voucher			Destroy
0234-0000	07B001 Work-study Program Report Title also given as: Quarterly Report - Work Study Program; Work Study Program Monthly Report	7 YRS		Destroy
0235-0000	07B002 Survey of Educationally Disadvantaged /Identifying the Educationally Disadvantaged	3 YRS		Destroy
0236-0000	07B003 Vocational Guidance and Counseling Annual Report	7 YRS		Destroy
0237-0000	07B004 Introduction to Vocations Mid-Year Evaluation Report	3 YRS		Destroy
0238-0000	07B005 Industrial Arts Annual Statistical Report Title also given as: Industrial Arts Annual Statistical Report for School Year Ending June, 1977 ; End of Year Special Needs Annual Report (07B002) (07B003) A copy is sent to the office of the County Superintendent of Schools.	7 YRS		Destroy
0239-0000	07B006 Career Development Project Report	3 YRS		Destroy
0240-0000	07B007 T4C Annual Data Report Title also given as: (T4C) Annual Data Report (Technology for Children)	7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M700202
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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY **RETAIN IN** RECORDS CENTER DISPOSITION

0241-0000 07B008 Introduction to Vocations Curriculum
 Needs Survey
 Title also given as: Consumer Education Needs Survey 3 YRS 2 YRS after graduation or termination from school system or age 20, whichever is longer Destroy

0242-0000 07C001 Agriculture/Agribusiness/Natural Resources Course and Enrollment Form 2 YRS after graduation or termination from school system or age 20, whichever is longer Destroy

0243-0000 07C001 End of Year Report of Occupational Programs 7 YRS Destroy

0244-0000 07C002 Agriculture/Agribusiness/Natural Resources Teacher Data 3 YRS Destroy

0245-0000 07C002 Request for Registration (Cooperative Industrial Education Apprenticeship) 2 YRS after graduation or termination from school system or age 20, whichever is longer Destroy

0246-0000 07C003 Placement of Program Completed Vocational Education
 Title also given as: Distributive Education Beginning of Year Report 3 YRS Destroy

0247-0000 07C004 Final Report of Distributive Education Students 7 YRS Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0248-0000	07C005 Annual Health Occupations Education Statistical and Descriptive Report - FY 1975-76		7 yrs		Destroy
0249-0000	07C006 Annual Narrative and Statistical Report for Home Economics Education		7 yrs		Destroy
0250-0000	07C008 Cooperative Education One and Five Year Follow-up Survey		5 yrs after completion		Destroy
0251-0000	07C008 Program Improvement Evaluation Questionnaire		3 yrs after completion		Destroy
0252-0000	07C009 Standard Cooperative Education Student Accident Report Form		6 yrs after resolution of claim		Destroy
0253-0000	07C010 Cooperative Home Economic Students Title also given as: End of the Year Cooperative Education Annual Report and Attached Special Needs Data Form		3 yrs		Destroy
0254-0000	07C011 Temporary Alternate Plan		3 yrs		Destroy
0255-0000	07C013 Monthly Report - National Guard Cooperative Industrial Education Program		3 yrs		Destroy
0256-0000	07C014 FFA Chapter Information Title also given as: FFA Officers For School Year _____		2 yrs		Destroy
0257-0000	07C015 New Jersey VICA Leadership Conference Registration Form		3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0258-0000	07C015 Student Exemption Report Title also given as: Special 16-17 Year Old Exemption	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0259-0000	07C016 Special Adult Exemption Report	3 yrs		Destroy
0260-0000	07D003 Application for Financial Aid for New Construction and/or Remodeling Projects for Area Vocational Technical-School Facilities	7 yrs		Destroy
0261-0000	07D004 CETA Financial Report	7 yrs		Destroy
0262-0000	07D005 Monthly Fiscal Report (CETA)	7 yrs		Destroy
0263-0000	07D006 Vocational Education Equipment Inventories	3 yrs		Destroy
0264-0000	07E001 Vocational Needs Assessment Title also given as: Career Development Program Priority Survey	5 yrs		Destroy
0265-0000	07E002 Guidelines for Submission of Application for Proposals for Implementation and Continuation of Career Education Grants	3 yrs		Destroy
0266-0000	07F003 Adult Vocational Education Enrollments	7 yrs		Destroy
0267-0000	07F003 Application for Special Programs Under Supplemental Vocational Education CETA Grants Title also given as: Pre-Qualification Assessment and Application for Designation as a Local Area Vocational School District			

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0267-0001	Application for Special Programs Under Supplemental Vocational Education CETA Grants - Approved	7 yrs		Destroy
0267-0002	Application for Special Programs Under Supplemental Vocational Education CETA Grants - Denied	3 yrs		Destroy
0268-0000	07F003 Group Apprenticeship Registration	3 yrs		Destroy
0269-0000	07F004 Application for Approval of Program and Registration of Apprentice Agreement	7 yrs after termination of grant		Destroy
0269-0001	Application for Approval of Program and Registration of Apprentice Agreement - Approved	3 yrs		Destroy
0269-0002	Application for Approval of Program and Registration of Apprentice Agreement - Denied	3 yrs		Destroy
0270-0000	07F005 Occupational Graduate Employment Report (Schools)(VA22-8723)	5 yrs		Destroy
0271-0000	07F006 Course Approval for Training Under Chapter 34, Title 38 U.S. Code SAAF 120	3 yrs		Destroy
0272-0000	07F007 Application for Approval of Course A copy is sent to the office of the County Superintendent of Schools.	7 yrs after termination of application		Destroy
0272-0001	Application for Approval of Course - Approved	7 yrs after termination of application		Destroy
0272-0002	Application for Approval of Course - Denied	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0273-0000	07F007 Financial Report for CETA/Budget Revisions	7 YRS		Destroy
0274-0000	07F008 Memorandum of Agreement	7 YRS after termination of agreement		Destroy
0275-0000	07F009 Control of CETA Inventory	7 YRS after completion		Destroy
0276-0000	07F009 Proposed Budget Revision	7 YRS		Destroy
0277-0000	07F010 Control of State Educational Agency Inventory of Equipment	3 YRS		Destroy
0278-0000	07F011 Request for Inventory Adjustment	3 YRS		Destroy
0279-0000	07F012 Control of State Educational Agency Inventory of MDTA Equipment	3 YRS		Destroy
0280-0000	07F013 Inventory of Equipment Purchased	3 YRS		Destroy
0281-0000	07F014 Confirmation of Starting Date - Class Size	3 YRS		Destroy
0282-0000	07F015 Monthly Summary Report	3 YRS		Destroy
0283-0000	07F016 Vocational School - Individual Referral Agreement	2 YRS after graduation or termination from school system or age 20, whichever is longer		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
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0284-0000	07F017 Monthly Enrollment Report (CETA)	7 yrs		Destroy
0285-0000	07F017A Enrollment Report/Payment Request/Referral Agreement	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0286-0000	07F018 College Enrollment Information for Individual Referral Applicant	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0287-0000	07F019 Enrollment Information for Individual Referral Applicant - Private Schools	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0288-0000	07F019 Supervisor's Hospital Visitation Report (SAAF - 125)	3 yrs		Destroy
0289-0000	07F020 Project Evaluation Report	3 yrs		Destroy
0290-0000	07F020 SAAF Visitation Report - Schools (SAAF - 125)	3 yrs		Destroy
0291-0000	07F021 Proposed Budget Revision	7 yrs		Destroy
0292-0000	07F021 Supervisor's Visitation Report (SAAF - 102)	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY RETAIN IN RECORDS CENTER DISPOSITION

0293-0000

07F022 Progress Report, Payment Request, Confirmation of Termination
Title also given as: Enrollment Report/Payment Request

7 YRS

Destroy

0294-0000

07F023 Application for Approval of Apprenticeship and/or OJT Programs and Terms or Agreement Under Standards of Department of Education for Veterans

7 yrs after termination

Destroy

0294-0001

Application for Approval of Apprenticeship and/or OJT Programs and Terms or Agreement Under Standards of Department of Education for Veterans
- Approved

3 yrs

Destroy

0294-0002

Application for Approval of Apprenticeship and/or OJT Programs and Terms or Agreement Under Standards of Department of Education for Veterans
- Denied

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0295-0000

07F023 Confirmation of Starting Date - Individual Referral

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0296-0000	07F024 Application for Certificate, Directors, Instructors - Private Vocational Schools Title also given as: Application for Certificate- Private Vocational Schools; Application for Certificate, Directors, Administrators, Instructors, Private Vocational Schools	7 yrs		Destroy
0296-0001	Application for Certificate, Directors, Instructors - Private Vocational Schools - Approved	7 yrs		Destroy
0296-0002	Application for Certificate, Directors, Instructors - Private Vocational Schools - Denied	3 yrs		Destroy
0297-0000	07F024 Application for Initial Approval	7 yrs after termination		Destroy
0297-0001	Application for Initial Approval - Approved	3 yrs		Destroy
0297-0002	Application for Initial Approval - Denied	3 yrs		Destroy
0298-0000	07F025 Official Application for Renewal of Approval, Private Vocational School	7 yrs		Destroy
0298-0001	Official Application for Renewal of Approval, Private Vocational School - Approved	3 yrs		Destroy
0298-0002	Official Application for Renewal of Approval, Private Vocational School - Denied	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
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0299-0000	07F026 Application for Approval of Courses Under Chapter 34 and 35 Title 38 - US Code (SAAF - 122)	7 yrs		Destroy
0299-0001	Application for Approval of Courses Under Chapter 34 and 35 Title 38 - US Code (SAAF - 122) - Approved	7 yrs		Destroy
0299-0002	Application for Approval of Courses Under Chapter 34 and 35 Title 38 - US Code (SAAF - 122) - Denied	3 yrs		Destroy
0300-0000	07F027 Initial Approval Applications			
0300-0001	Initial Approval Applications - Approved	7 yrs		Destroy
0300-0002	Initial Approval Applications - Denied	3 yrs		Destroy
0301-0000	07F028 Flight School - Commercial Pilot Certification Course (Rate Sheet) Title also given as: Flight School Rate Sheets - (SAAF 108); Flight School - Course (Rate Sheet)	5 yrs		Destroy
0302-0000	07F029 List of Available Equipment - Flight School	3 yrs		Destroy
0303-0000	07F030 Correspondence School Agents Provisional License Official Application			
0303-0001	Correspondence School Agents Provisional License Official Application - Approved	5 yrs		Destroy
0303-0002	Correspondence School Agents Provisional License Official Application - Denied	3 yrs		Destroy
0304-0000	07F031 Standard License Application Correspondence School Agent			

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0304-0001	Standard License Application Correspondence School Agent - Approved	5 YRS			Destroy
0304-0002	Standard License Application Correspondence School Agent - Denied	3 YRS			Destroy
0305-0000	07F032 Official Application for Renewal of Approval of New Jersey Correspondence Schools	5 YRS			Destroy
0305-0001	Official Application for Renewal of Approval of New Jersey Correspondence Schools - Approved	5 YRS			Destroy
0305-0002	Official Application for Renewal of Approval of New Jersey Correspondence Schools - Denied	3 YRS			Destroy
0306-0000	07F033 Chargeback Information for Out-of-County Post - Secondary Students	7 YRS			Destroy
0307-0000	07F039 Acceptance of Responsibility in Training Eligibles Under Chapter 35 and Veterans Under Chapter 34 Title 38 US Code - (SAAF 124) Title also given as: Application for Approval of Courses Under Chapter 34 and 35, Title 38, U.S. Code (SAAF 122); Acceptance of Responsibility in Training, CH 34 and 35, Title 38, US Code, (SAAF 122)	3 YRS			Destroy
0308-0000	07F040 Compliance Report of Proprietary Instructional Apprentices- Hip Prog. and Out Prog.	3 YRS			Destroy
0309-0000	07F041 Certifying Official Form (SAAF 180)	5 YRS			Destroy
0310-0000	07F042 Assurance of Compliance with Title VI. Civil Rights Act 1964 (VA 22-8706)	5 YRS			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	M700202	SCHEDULE NUMBER	999
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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

RECORDS CENTER

DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN	RECORDS CENTER	DISPOSITION
0311-0000	07F043 Occupational Graduate Employment Report (SAAF)	3 YRS		Destroy
0312-0000	07G001 Number of Teachers, Status of Teacher Training and Local Administrative Staff in Vocational Education	3 YRS		Destroy
0313-0000	07G002 Enrollment in Vocational Education Programs Title also given as: Enrollment in Vocational Program	7 YRS		Destroy
0314-0000	07G003 Group Apprenticeship Registration	3 YRS		Destroy
0315-0000	07G003 Placement of Program Completions in Vocational Education Programs	3 YRS		Destroy
0316-0000	07G004 Application for Education Amendment P.L. 90-576 Program Funds	3 YRS		Destroy
0317-0000	07G005 How to Submit a Proposal for P.L. 94-482 Program Improvement and Supportive Services and Special Categories	3 YRS		Destroy
0318-0000	07G005 Vocational Education; Regulations for Proposal Booklet and Form	3 YRS		Destroy
0319-0000	07G006 New Jersey Occupational Resource Center Projected Workshops 1978-79	3 YRS		Destroy
0320-0000	07G007 New Jersey Occupational Resource Center-Use of Its Services and Resources	3 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0321-0000	07G008 Program Improvement Evaluation Questionnaire		3 yrs after completion	Destroy
0322-0000	09F001 School Library/Media Inventory		3 yrs	Destroy
0323-0000	12A001 ESEA Title IV Part B and C Applications Title also given as: Project Application ESEA Title IV-B (FY '79)		7 yrs after termination of grant	Destroy
0323-0001	ESEA Title IV Part B and C Applications - Approved		3 yrs	Destroy
0323-0002	ESEA Title IV Part B and C Applications - Denied		3 yrs	Destroy
0324-0000	12A002 Annual Report Forms for July 1, 1977 Title also given as: Project Application ESEA Title IVC (FY '79)		3 yrs	Destroy
0325-0000	12C001 Fall 1976 Elementary and Secondary Civil Rights Survey		3 YRS	Destroy
0326-0000	12C002 School Construction and Racial/Ethnic Enrollment		7 YRS	Destroy
0327-0000	12C003 Checklist for Evaluating Textbooks		1 YR	Destroy
0328-0000	12C003 OS/CR 101 Survey of Elementary and Secondary School Districts-Fall 1978		3 yrs after completion	Destroy
0329-0000	12C004 Equal Employment Opportunity Report		3 YRS	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0330-0000	12C004 OS/CR 102 Survey Elementary and Secondary School Districts-Fall 1978	3 yrs after completion		Destroy
0331-0000	12D001 Application for Approval of Kindergartens (12E001-A) A copy is sent to the office of the County Superintendent of Schools.	14 yrs		Destroy
0332-0000	12D002 Application for Approval of Proposed Changes in Secondary School Program (12E002 B-V) A copy is sent to the office of the County Superintendent of Schools.	5 yrs		Destroy
0332-0001	Application for Approval of Proposed Changes in Secondary School Program - Approved	3 yrs		Destroy
0333-0000	12D003 Application for Approval of Summer School (12E003 B-V) A copy is sent to the office of the County Superintendent of Schools.	5 yrs		Destroy
0333-0001	Application for Approval of Summer School - Approved	3 yrs		Destroy
0333-0002	Application for Approval of Summer School - Denied	7 yrs		Destroy
0334-0000	12D004 Summer School Report (12E004 B-V)	10 yrs		Destroy
0335-0000	12D005 Supplemental Report of Certificated Full and Part-Time Personnel A copy is sent to the office of the County Superintendent of Schools.			

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0356-0000	12D006 Report of Personnel Vacancies		3 yrs	Destroy
0357-0000	12D007 Application for Approval of Emergency Facilities		7 yrs	Destroy
0357-0001	Application for Approval of Emergency Facilities - Approved		7 yrs	Destroy
0357-0002	Application for Approval of Emergency Facilities - Denied		3 yrs	Destroy
0358-0000	12D008 Report of Approved Substitutes		7 yrs	Destroy
0359-0000	12D011 Report of District Personnel		7 yrs	Destroy
0340-0000	12E001 Annual Report Component of the Educational Plan EPI-4		Permanent	Permanent
0341-0000	12E005B-V Supplemental Report of Certificated Personnel		7 yrs	Destroy
0342-0000	12E006B-V Report of Teacher Vacancies		3 yrs	Destroy
0343-0000	12E007B-V Application for Approved Substitutes		7 yrs	Destroy
0343-0001	Application for Approved Substitutes - Approved		7 yrs	Destroy
0343-0002	Application for Approved Substitutes - Denied		3 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0344-0000	12E0008 Report of Approved Substitutes Data	7 YRS		Destroy
0345-0000	12E009B-V Application for Approval of School Aide Position A copy is sent to the office of the County Superintendent of Schools.			
0345-0001	Application for Approval of School Aide Position - Approved	7 YRS		Destroy
0345-0002	Application for Approval of School Aide Position - Denied	3 YRS		Destroy
0346-0000	12E010B-V Annual Report of Persons Employed in School Aide Positions A copy is sent to the office of the County Superintendent of Schools.	7 YRS		Destroy
0347-0000	12E011B-V Report of School Directory Data	1 YR		Destroy
0348-0000	12E012B-V Report of Special Education Directory	1 YR		Destroy
0349-0000	12E013B-V Report of Special Pupil Transportation	7 YRS		Destroy
0350-0000	12E014B-V Report of Summer School Offerings	7 YRS		Destroy
0351-0000	12E015B-V Application for State Printed Forms A copy is sent to the office of the County Superintendent of Schools.	1 YR		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	M700202	SCHEDULE NUMBER	999	PAGE NUMBER	50 OF 50
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0352-0000	<p>12E016B-V Application for Approval of Emergency Facilities A copy is sent to the office of the County Superintendent of Schools.</p>			
0352-0001	<p>Application for Approval of Emergency Facilities - Approved</p>	7 yrs after termination of grant		Destroy
0352-0002	<p>Application for Approval of Emergency Facilities - Denied</p>	3 yrs		Destroy