

Procedure for Destruction of Records for College Documents

1. Records Eligible for Destruction:

- College Units must conduct annual audits of College records to identify documents (including electronic records) that have met their retention period and are eligible for destruction pursuant to the [New Jersey Record Retention Schedule](#) (Retention Schedule). Destruction of records outside of the Unit's annual audit must also comply with the Retention Schedule.
- In conducting the annual audit, the Unit shall review the Retention Schedule to determine whether the document is one that is identified by the Retention Schedule as a public record. All public records must be maintained in a private manner to ensure proper handling throughout the destruction process.
- Records that are identified by the Retention Schedule as eligible for destruction must be approved for destruction by submission of the TCNJ Record Destruction Request [Form](#). If the record category is not included on the Retention Schedule, contact the Privacy Office. The Privacy Office will determine if a retention schedule is applicable.
- Upon receipt of the Record Destruction Form, the Privacy Office will request authorization from the State to destroy the public record(s) through the Artemis system. Artemis is an online records retention and disposition management system utilized for all New Jersey state, county, municipal, and educational agencies.
- Upon receipt of a response from the State, the Privacy Office will instruct the requestor on next steps.

2. Secure Document Storage:

- Prior to destruction, store eligible records securely to prevent unauthorized access or loss.
- Ensure records are stored in designated areas with restricted access.

3. Execute Document Destruction:

- Upon receiving approval from the Privacy Office, records may be destroyed by using the destruction method determined by the Privacy Office.
- Ensure compliance with security protocols and privacy regulations throughout the destruction process.
- Records may only be destroyed after the requestor has received approval from the Privacy Office.

4. Legal and Compliance Oversight:

- Consult with the Privacy Office to ensure compliance with all applicable laws, regulations, and industry standards throughout the record destruction process.