Kean University
Records Retention Policy & Procedures

1. **Opening Statement**
   In accordance with the guidelines established by the State of New Jersey Department of Treasury, Division of Revenue and Enterprise Services – Records Management Services, this document provides a standardized course of action for the retention and destruction of all University records.

2. **Reason/Purpose for Policy**
   The policy has been established to ensure that all University offices are in compliance with the records retention schedule established by the State of New Jersey. Files should be reviewed frequently and at least annually so that records past their required retention period can be properly destroyed. This process is necessary in order to ensure there is sufficient space for the proper storage of records that are of imminent and continued importance for the operation of the University.

3. **Policy Applies to**
   The policy applies to all Kean University offices that create and maintain government records.

4. **Related Document**
   State of New Jersey Retention Schedule for Four Year Colleges and Universities
   The schedule can be located at: www.state.nj.us/treasury/revenue/rms/pdf/s510000.pdf

5. **Contact**
   Custodian of Records, Office of University Counsel

6. **The Policy**
   All Kean University Offices must adhere to the State of New Jersey Four Year Colleges and Universities retention schedule in order to determine the appropriate time, if any, for the disposal of records.

7. **Procedure for Records Disposal**
   When a record is identified as being ready for disposal, the following process must be completed prior to its destruction:
   1. Record Disposition Requests can be made through Artemis, an online records retention and disposition management system. To obtain access to the Artemis system, please contact the Custodian of Records in the Office of University Counsel.
   2. Record Disposition Requests can be made after an Artemis User Account is established and system training is received.
   3. Enter the Record Disposition Request by entering the following in the Artemis System:
      a. Select the Retention Schedule.
      b. Select the option to sign Disposition Request electronically.
      c. Enter the Record Series (Title will auto-populate in the next field).
      d. Enter the "From" and "To" dates and verify the records meet the minimum time requirement.
      e. Select the Medium Type (i.e. paper).
      f. Enter the volume of records eligible for disposal (Drop down menu available).
      g. Select the eSign/Reroute Option to initiate electronic signature. At pop-up prompt, enter your Pin Number to initiate eSign process for next level (Custodian). The request can now be finalized by the using department.
   4. After the request is finalized, it will automatically be forwarded to Kean's Custodian of Records for completion and submitted to New Jersey's Record Management Services for final State authorization.
   5. With approval from the state, proceed with the destruction of records in accordance with the method indicated. If appropriate, shredding services may be coordinated with the Office of Procurement and Business Services.