

Records and Information Management for School District and Charter School Business Administrators September 23, 2026– Webinar

10:00am–12:00 pm Webinar Timetable - \$50 per person

Approved by DCA - CMFO 2 CEUs - Office Management & Ancillary Subjects

Approved by DCA - CCFO 2 CEUs - Office Management & Ancillary Subjects

Approved by DCA - RMC - 2 CEUs - Records

Approved by DCA - QPA - 2 CEUs - Office Administrative/General Duties

Approved for CPA, RMA, PA - 2 CPEs - Management

School District and Charter School Business Administrators as the Records Custodian must now join the evolution to have compliant and defensible record keeping systems that include hardcopy merged with Cloud Platforms, AI, Digital, and Electronic Records – only too often with limited resources. In the midst of all of this, they must also comply with the new Public Notice Law Revisions of 2026 and its impact on record keeping and OPRA.

NJ School District and Charter School Business Administrators must maintain, secure, and manage school records in compliance with N.J.A.C. 6A:32 (School District Operations), State Records Committee (SRC) adopted retention and disposal schedules and the Open Public Records Act (OPRA). Key duties as the Records Custodian, include ensuring student record confidentiality (FERPA/IDEA), securing financial/personnel files, and following the Records Retention Schedules and submitting Artemis-generated Records Disposal Requests in compliance with the Division of Revenue and Enterprise Services (DORES) – Records Management Services (RMS).

Key Record Keeping Responsibilities

- **Records Management:** The Business Administrator typically serves as the Records Custodian, responsible for implementing security, retention, and authorizing Artemis disposal requests.
- **Student Records (N.J.A.C. 6A:32-7):** Business Administrators must maintain, secure, and regulate access to mandated and permitted student records, including specialized, health histories, and special education records.
- **Financial & Personnel Records:** Strict documentation of financial transactions, payroll, and employee records must be kept for seven (7) years, according to NJ employer guidelines.
- **Records Retention Schedules:** Business Administrators as the Records Custodian must adhere to State Records Committee (SRC) adopted records retention schedules for the retention and destruction of records, such as special education monitoring files and general school documents.
- **Artemis-generated Records Disposal Requests:** Business Administrators as the Records Custodian, must authorize Artemis-generated records disposal requests for public records, including special education monitoring files and general school documents.

OPRA Compliance: Records Custodians must be accessible to the public, with proper procedures to handle requests, following the Government Records Council (GRC) guidelines.

Presenter: Karen A. Perry, Administrative Analyst

NJ Department of the Treasury

Division of Revenue and Enterprise Services Records

Management Services

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Just send your check with the application form!
You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.



Michael F. Conti, Program Coordinator

17 Hathaway Place, Glen Ridge, NJ 07028