

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGES IN THE COMMUNITY COLLEGE SYSTEM**

CURRICULUM AND STUDENT SERVICES RECORDS

Item 45536. ADULT HIGH SCHOOL DIPLOMA COURSE RECORDS FILE. Attendance and transcript records for students enrolled in adult high school programs. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.) Amended 09-25-03.

DISPOSITION INSTRUCTIONS: College must choose one of the following options: (A) Microfilm in agency or by outside vendor according to standards established by the N.C. Division of Historical Resources after 1 year. Destroy returned paper records in office after microfilming and after all quality checks are completed. The original copy (silver-halide) of microfilm will be stored permanently in an offsite storage location and a duplicate copy of microfilm will be retained in the office permanently. Or (B) Scan in office records onto optical disk when received. Transfer security copy to off-site location for backup storage. College representative will update routinely. Retain in office scanned images permanently. Destroy in office paper copies of scanned records after all quality control procedures have been completed. (When college replaces "old" technology, it must either retain its old technology sufficient to retrieve and print information or if a conversion is made to a new technology, the new technology must have the capability to generate a printed copy.) Or (C) Transfer transcript and attendance records when administrative value ends to the College Archives for permanent retention. Transfer a duplicate photocopy of the transcript and attendance records to an offsite location for security storage. Note: Colleges that do not have an Archives should establish an Archives program or store the records concerned in a secure, protected, environmentally stable area.

Item 45537. Applications for High School Equivalency Certificates File. Records concerning applicants for the General Equivalency Diploma (GED) test. File includes completed applications, test results, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer electronically test score data for all students who successfully complete the examination of the General Equivalency Diploma (GED) test to the Community College System Office. Retain 1 copy in college permanently. Destroy in office applications and remaining records resulting in incompleteness or failures after 5 years of inactivity.

Item 45538. Class Rosters File. Attendance records for each continuing education class offered by the college. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 45539. Extension Data Database (Electronic) File. Records in electronic format providing extension data for each student registered at the college. File also includes back-up records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer data electronically to the Community College System Office when created and after completion of quality control procedures. Transfer backup records to an off-site location for backup storage and update monthly. Retain in office backup records and remaining records permanently.

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Item 45540. Human Resources Development (HRD) File. Records concerning the state sponsored Human Resources Development (HRD) program. File includes trainee entry profiles, trainee exit data, post-training follow-up reports, and other related records. (Comply with applicable provisions of 20 USCA 1232G regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer electronically the completed HRD reporting forms to the Community Colleges System Office on a semester basis. Destroy in office remaining records 5 years after individual terminates participation in the program.

Item 45541. College's Class Reports Database (Electronic) File. Records in electronic format listing each continuing education class of instruction offered by the college and the student hours generated. (Comply with applicable provisions of 20 USCA 1232G regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer data electronically to the Community College System Office when created and after completion of quality control procedures. Transfer backup records to an off-site location for backup storage and update monthly. Retain in office backup records and remaining records permanently.

Item 45542. Job Training and Partnership Act (JTPA) Project File. Records concerning eligibility for services at a college under the Job Training and Partnership Act (JTPA) funding. File includes eligibility requirements, guidelines and procedures, and other related records. (Comply with applicable provisions of 20 USCA 1232G regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 45543. New Industry Training Program File. Reference copies of applications and funding records for the New Industry Training Program. (Official records are maintained by the Community College System Office.) (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 45544. Student Registration File. Records concerning extension classes attended by students. File includes completed registration forms; records listing student information, dates, titles, locations and instructors of classes; and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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Item 45545. STUDENT TRANSCRIPTS FILE. Official listings of grades, hours of attendance, and continuing education credits (CEUs) earned for each student. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.) Amended 09-25-03.

DISPOSITION INSTRUCTIONS: College must choose one of the following options: (A) Microfilm in agency or by outside vendor according to standards established by the N.C. Division of Historical Resources after 1 year. Destroy returned paper records in office after microfilming and after all quality checks are completed. The original copy (silver-halide) of microfilm will be stored permanently in an offsite storage location and a duplicate copy of microfilm will be retained in the office permanently. Or (B) Scan in office records onto optical disk when received. Transfer security copy to off-site location for backup storage. College representative will update routinely. Retain in office scanned images permanently. Destroy in office paper copies of scanned records after all quality control procedures have been completed. (When college replaces "old" technology, it must either retain its old technology sufficient to retrieve and print information or if a conversion is made to a new technology, the new technology must have the capability to generate a printed copy.) Or (C) Transfer official listings of grades, hours of attendance, and continuing education credits (CEUs) earned for each student when administrative value ends to the College Archives for permanent retention. Transfer a duplicate photocopy of the official listings of grades, hours of attendance, and continuing education credits (CEUs) earned for each student to an offsite location for security storage. Note: Colleges that do not have an Archives should establish an Archives program or store the records concerned in a secure, protected, environmentally stable area.

Item 45546. Applications for Admissions File. Applications for admissions submitted by individuals who wish to enroll at the college. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer accepted applications to Registrar's Office after student enrolls to be incorporated with Current Student Records File (Item 45548). Destroy in office incomplete applications and applications for students not enrolling after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 45547. Available Instructors File. Lists of available part-time instructors. File includes names and professional experience of part-time instructors.

DISPOSITION INSTRUCTIONS: Destroy in office when instructor has been inactive for 3 years.

Item 45548. Current Student Records File. Records concerning students currently enrolled. File includes applications for admission; high school, college, and other academic transcripts; medical records; aptitude and achievement test results; delinquent account records; and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer academic records to Permanent Transcript Records File (Item 45554) upon termination of enrollment or graduation. Destroy in office delinquent account records when account is settled and when released from all audits. Destroy in office remaining records 5 years after student terminates enrollment or graduates if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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Item 45549. Curriculum Subject File. Records concerning curriculums at the college. File includes academic standing lists, attendance records, dean's lists, graduation data sheets, grade distributions, class schedules, proposed developmental studies, reference copies of Board of Trustees minutes, memorandums, projection data, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 45550. Enrollment and Grade File. Instructors' lists of student attendance and grades. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 45551. Financial Aid File. Records concerning financial aid awarded to students. File includes applications, approvals, accounting records, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer pertinent information to Financial Aid office when action is taken. Destroy in office remaining records 3 years after individual terminates enrollment.

Item 45552. Grade Reports File. Lists of students' grades submitted by instructors to registrar for each class taught. File also includes instructor's copy of grade slips when lists are not made. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 45553. College's Class Reports Database (Electronic) File. Records in electronic format concerning each curriculum class of instruction and the student hours generated. File also includes backup records, rosters, and registration and attendance information. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer data electronically to the Community College System Office when created and after completion of quality control procedures. Transfer backup records to an off-site location for backup storage and update monthly. Retain in office backup records and remaining records permanently.

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Item 45554. PERMANENT TRANSCRIPT RECORDS FILE. Transcripts list courses taken, grades received, credit hours or quality points received, degrees or certificates granted, and other related data. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.) Amended 09-25-03.

DISPOSITION INSTRUCTIONS: College must choose one of the following options: (A) Microfilm in agency or by outside vendor according to standards established by the N.C. Division of Historical Resources after 1 year. Destroy returned paper records in office after microfilming and after all quality checks are completed. The original copy (silver-halide) of microfilm will be stored permanently in an offsite storage location and a duplicate copy of microfilm will be retained in the office permanently. Or (B) Scan in office records onto optical disk when received. Transfer security copy to off-site location for backup storage. College representative will update routinely. Retain in office scanned images permanently. Destroy in office paper copies of scanned records after all quality control procedures have been completed. (When college replaces "old" technology, it must either retain its old technology sufficient to retrieve and print information or if a conversion is made to a new technology, the new technology must have the capability to generate a printed copy.) Or (C) Transfer list courses taken, grades received, credit hours or quality points received, degrees or certificates granted and other related data when administrative value ends to the College Archives for permanent retention. Transfer a duplicate photocopy of list courses taken, grades received, credit hours or quality points received, degrees or certificates granted, and other related data, to an offsite location for security storage. Note: Colleges that do not have an Archives should establish an Archives program or store the records concerned in a secure, protected, environmentally stable area.

Item 45555. Semester Enrollment Summaries File. Semester and annual reports sent to the president detailing number of new students, number of classes offered, total enrollment, number of students by curriculum, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 45556. Staff Committees File. Minutes and reports from various staff committees such as Admission and Placement; Faculty Council Hours, Degrees, and Awards; Library; Personnel; Program and Development; Research; Student Activities; and Teaching and In-service Training.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45557. Student Advisement Folders File. Individual student folders containing interview forms, student test profiles, aptitude test scores, and approved schedule forms. File also includes copies of Permanent Academic Records for students experiencing quality point difficulty. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 45558. Students' Automobile Registration File. Records concerning the registration of vehicles on campus. File includes registration forms, license plate numbers, names of owners, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45559. Student Correspondence File. Correspondence with prospective students.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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Item 45560. Student Test Papers File. Master copies of examinations administered during the school year. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 45561. Veteran Student Benefits File. Qualifying records and documentary data on eligibility of student to receive veterans' benefits. (Comply with par. 1429-B of Veterans Administration Regulations, VR E Trans. Sheet 378 regarding veteran eligibility and 20-USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of enrollment and when released from all audits in accordance with Veteran Administration Regulations (currently Par. 14209-F).