

## Records Retention Guidelines

Instructional program records are to be on file until released by audit and in accordance with the records retention guidelines published in the *Public Records and Retention and Disposition Schedule for Institutions in the Community College System*. Periodic review of these guidelines is encouraged in order to ensure compliance with the management of program records. For more information, please refer to:

[http://www.ah.dcr.state.nc.us/sections/archives/rec/schedules/colleges/NCCCS-Colleges8\\_02.pdf](http://www.ah.dcr.state.nc.us/sections/archives/rec/schedules/colleges/NCCCS-Colleges8_02.pdf)

- **Adult High School Diploma Course Records File.** Attendance and transcript records for students enrolled in adult high school programs.
  - **DISPOSITION INSTRUCTIONS:** *Maintain on file until released by audit or until after all quality procedures have been completed.*
  
- **Applications for High School Equivalency Certificate File.** Records concerning applicants for the General Equivalency Diploma (GED) test. Files includes completed applications, test results, and other related records.
  - **DISPOSITION INSTRUCTIONS:** *Transfer electronically test score 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 the office applications and remaining records resulting in incompleteness or failures after 5 years of inactivity.*
  
- **Class Rosters File.** Attendance roster for each continuing education class offered by the college.
  - **DISPOSITION INSTRUCTIONS:** *Maintain on file until released by audit, claim, litigation or other official action.*
  
- **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.
  - **DISPOSITION INSTRUCTIONS:** *Transfer electronically the completed HRD reporting forms to the Community college System Office on a semester basis. Destroy in office remaining records 5 years after individual terminates participation in the program.*
  
- **New Industry Training Program File.** Reference copies of applications and funding records for the New Industry Training Program.
  - **DISPOSITION INSTRUCTIONS:** *Maintain on file until released by audit.*

- **Student Registration File.** Records concerning extension classes attended by students. Files includes completed registration forms, records listing student information, dates, titles, locations and instructors of classes; and other related records.
  - **DISPOSITION INSTRUCTIONS:** *Maintain on file until released by audit, claim, litigation or other official action.*
  
- **Student Registration File.** Records concerning extension classes attended by students. Files includes completed registration forms; records listing student information, dates, titles, locations and instructors of classes, and other related records.
  - **DISPOSITION INSTRUCTIONS:** *Maintain on file until released by audit.*
  
- **Student Transcripts File.** Official listings of grades, hours of attendance, and continuing education credits (CEUs) earned by each student.
  - **DISPOSITION OF INSTRUCTIONS:** *Maintain on file until released by audit.*
  
- **Curriculum Subject File.** Records concerning curriculums at the college. Files 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:** *Maintain on file until released by audit or after 5 years.*
  
- **Enrollment and Grade File.** Instructors' lists of student attendance and grades.
  - **DISPOSITION INSTRUCTIONS:** *Maintain on file until released by audit or after 3 years.*
  
- **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.
  - **DISPOSITION INSTRUCTIONS:** *Maintain on file until released by audit or after 3 years.*