



RECORDS RETENTION AND IMAGING

POLICY

In accordance with the best practices defined by the North Carolina Community College System's Records Retention and Disposition Schedule, Brunswick Community College shall adhere to Item 45546.

PROCEDURES

The following are guidelines for records retention and permanent imaging:

1. For **admitted students**, all records (application for enrollment, high school and post-secondary transcripts, test score reports, etc.) will be submitted for imaging and retained permanently upon admission to the college, whether or not the student ever enrolls in courses.
2. For **applicants**, hard copies of all records will be held in Student Services for a period of one academic year (i.e. upon the start of the fall semester, applicant records from the previous fall semester are destroyed). The applications for enrollment, academic credentials, and any other items associated with the applicant record will be destroyed after this time, and the electronic applicant record and information in Colleague will be purged. No record shall be imaged for permanent retention for any student whom is not admitted to the college.
3. For **non-applicants**, hard copies of all records will be held in Student Services for a period of one year (i.e. upon the start of August, applicant records from the previous August are destroyed). The academic credentials and any other items associated with the individual record will be destroyed after this time, and the electronic prospect record and information in Colleague will be purged. No record shall be imaged for permanent retention for any student whom did not apply nor was admitted to the college.