



## **ACADEMIC RECORDS RETENTION AND DISPOSITION**

### **POLICY**

Brunswick Community College follows the North Carolina Community College system guidelines, approved by the Department of Natural and Cultural Resources in accordance with G.S. 121-5(c) and G.S. 132-8, for the retention and disposition of academic records including electronic records. The maintenance and disposal of records, as determined by content, is the responsibility of the legal custodian of the records.

At any time, the college may be obligated to produce requested records, even if said records are maintained electronically for the purpose of audit, litigation, or public records request. The college may scan hard copy records and store the record's image electronically for easy record retrieval purposes. Only said records may be destroyed in accordance with the retention and disposition schedule and earlier if the quality assurance and storage of electronic records have been confirmed.

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### **PROCEDURE**

The Office of Records and Enrollment Services is the custodian for Curriculum records and the Director of Internal Auditing and Records is the custodian for Continuing Education and Workforce Development records.

#### Curriculum Records

1. All curriculum records are stored in the Office of Registrar, Student Affairs Vault, or held electronically on the college's file storage system. The following are guidelines for curriculum records storage, retention, and disposition: Upon a student's admission to the college, all admissions records (application for enrollment, high school and post-secondary transcripts, test score reports, etc.) are imaged and retained in the student's permanent electronic folder, whether or not the student ever enrolls in courses. The hard copy admission records are retained for a period of 5 years after the student graduates or separates from the college.
2. For applicants, hard copies of all records are held in the Office of Records & Enrollment Management 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applicant record are destroyed after this time, and the electronic applicant record and information in Colleague are withdrawn. No record is imaged for permanent retention for any student whom is not admitted to the college.
3. For non-applicants, hard copies of all records are held in the Office of Records & Enrollment Management for a period of one year (i.e. upon the start of Fall semester, applicant records from the previous Fall semester are destroyed). The academic credentials and any other items associated with the individual record are destroyed after this time, and the electronic prospect record and information in Colleague is withdrawn.

No record is imaged for permanent retention for any student whom did not apply or was not admitted to the college.

### Continuing Education, Economic & Workforce Development

All records pertaining to Continuing Education, Economic & Workforce Development are stored in the Office of Continuing Education, Economic & Workforce Development. The following are guidelines for continuing education records storage, retention, and disposition:

1. Records associated with continuing education courses are held for a period of 5 years. Records include class rosters, registration, attendance information, grades, and other related course records, some of which are used to report the Institution Class Report to the North Carolina Community College System office. All items associated with the records are destroyed after this time.
2. Records associated with continuing education class registration are maintained for a period of 1 year. Records are destroyed after 1 year or 1 year following a System Office audit, whichever is later. Files include completed registration forms; records listing student information; dates, titles, locations, and instructors of classes.
3. Records concerning completed student work for instructor-generated assessments and credentials are retained and destroyed according to any retention requirements of the applicable licensing or credentialing agency, i.e. DOJ, NC Board of Cosmetic Arts, NCOEMS, OSFM, NC Division of Health Regulation, NC Pharmacy Technician Certification Board, and American Society of Phlebotomy Technician.
4. Records concerning applications and funding records for the New Industry Training and Customized Training programs are maintained and destroyed after 1 year or 1 year following a System Office audit, whichever is later.
5. Records concerning eligibility for services through WIOA (Workforce Innovation and Opportunity Act) funding are destroyed after 3 years. File includes eligibility requirements, guidelines, procedures, and other related records.
6. Records associated with the adult high school program are retained permanently. Files include attendance, transcripts, and other related records. Records concerning applications for the High School Equivalency (GED®) test include applications, test results, and other related records. As of June 1, 2014, High School Equivalency (GED®) testing, transcripts, verifications, and diplomas from 2002 to the present are maintained by state-appointed 3rd party organizations. Since June 1, 2014, all high school equivalency Test Center records after destroyed after 2 years.

*Approved by the Brunswick Community College Board of Trustees*  
June 28, 2013

*Policy and Procedure Revised by the Brunswick Community College Board of Trustees*  
September 21, 2023