DEPARTMENT OF COMMUNITY COLLEGES
ADMINISTRATION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

ADMINISTRATION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

ADMINISTRATION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Glenda C. West, Chief Records Officer
Department of Community Colleges

J. Parker Chesson, Jr., Executive Vice President
and Chief Operating Officer
Department of Community Colleges

William S. Price, Jr., Director
Division of Archives and History

APPROVED

Robert W. Scott, System President
Department of Community Colleges

Betty Ray McCain, Secretary
Department of Cultural Resources

September 21, 1994

This schedule was modified to
comply with the provisions of the
*General Schedule for State Agency Records,*
effective October 1, 2000
Remaining items retain the
original date shown below.

DWM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF COMMUNITY COLLEGES
ADMINISTRATION
PERSONNEL SERVICES

Amend the records retention and disposition schedule approved September 21, 1994 by revising Item 19777 as shown on substitute page dated November 3, 2003.

APPROVAL RECOMMENDED

Sandra Hall, Chief Records Officer
Department of Community Colleges

Fred Williams, Executive Vice-President
and Chief Operating Officer
Department of Community Colleges

Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED

H. Martin Lancaster, President
Department of Community Colleges

Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 3, 2003

LDR

## DEPARTMENT OF COMMUNITY COLLEGES
## ADMINISTRATION
## ASSISTANT TO THE PRESIDENT FOR LEGAL AFFAIRS

**ITEM 19797. ADMINISTRATIVE CODE FILE.**
Records concerning changes to administrative procedures for the Department of Community Colleges. File includes correspondence, hearing officers' reports, reference copies of approved rules, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 19798. LEGAL AFFAIRS DEPARTMENTAL FILE.**
Records concerning legal affairs of community colleges and the department. File includes reference copies of contracts and lawsuits, correspondence, lease agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office lease agreements and contracts 1 year after termination of agreement/contract 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. Destroy in office remaining records after 2 years.

**ITEM 19799. LEGAL AFFAIRS INSTITUTIONAL CORRESPONDENCE FILE.**
Correspondence to and from various community colleges concerning legal interpretations.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 19800. LEGAL AFFAIRS REFERENCE FILE.**
Records concerning the Department of Community Colleges' legal affairs. File includes reference copies of copyright laws and vocational education acts, state personnel manuals, accounting procedures manuals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 19801. INSTITUTIONAL EMPLOYMENT AND DISMISSAL POLICIES FILE.**
Current employment and dismissal policies for each community college. File also includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office policies when superseded or obsolete. Destroy in office remaining records after 5 years.

**ITEM 19802. LEGISLATIVE REFERENCE FILE.**
Records concerning legislation affecting community colleges throughout the state. File includes reference copies of proposed and ratified bills, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

## DEPARTMENT OF COMMUNITY COLLEGES
## ADMINISTRATION
## ASSISTANTS TO THE PRESIDENT FOR STATE AND FEDERAL GOVERNMENTAL AFFAIRS

**ITEM 19794. STATE GENERAL ADMINISTRATION FILE.**
Records concerning state governmental affairs. File includes general, state legislative, institutional, and departmental correspondence; newsletters; bill status reports; bills and resolutions; and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

**ITEM 19795. FEDERAL GENERAL ADMINISTRATION FILE.**
Records concerning federal governmental affairs. File includes general, departmental, institutional, and congressional correspondence; newsletters; reference copies of sectional budget reports; and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

**ITEM 19796. NORTH CAROLINA LEGISLATIVE NOTEBOOKS FILE.**
Reference copies of all Institute of Government bulletins, weekly legislative reports, and legislative summary reports.

DISPOSITION INSTRUCTIONS: Transfer legislative summary reports to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

## DEPARTMENT OF COMMUNITY COLLEGES
## ADMINISTRATION
## ASSOCIATE EXECUTIVE VICE PRESIDENT

**ITEM 3809. CORRESPONDENCE (ADMINISTRATIVE) FILE.**
Correspondence to and from the office concerning task forces, associations and organizations, special projects, and other related subjects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 6 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 3811. MINUTES FOR PROPRIETARY SCHOOLS ADVISORY COMMITTEE FILE.**
Reference copies of minutes of meetings of the Proprietary Schools Advisory Committee, which advises the State Board of Community Colleges in matters concerning the licensing of proprietary business, trade, and correspondence schools. (The Proprietary Schools Advisory Committee meets periodically with the Policy Committee of the State Board of Community Colleges. Documentation of decisions of the committee may be found in minutes of meetings of the Policy Committee of the State Board of Community Colleges.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17068. PROPRIETARY BUSINESS, TRADE, AND CORRESPONDENCE SCHOOLS LICENSING FILE.**
Records concerning the state's licensing of proprietary business, trade, and correspondence schools. File includes applications; letters of approval; correspondence; annual reports providing schedule, course, and enrollment information; and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 17069. AGENDA ITEMS FILE.**
Records concerning actions taken by the State Board of Community Colleges to license or relicense proprietary business, trade, and correspondence schools. File includes listings of schools considered by the board, decisions by the board, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17070. ACCREDITING ASSOCIATIONS REFERENCE FILE.**
Records concerning national associations for the accreditation of proprietary business, trade, and correspondence schools. File includes newsletters, conference announcements, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17071. VOCATIONAL SCHOOLS SUBJECT FILE.**
Reference copies of records concerning vocational education. File includes studies of vocational areas, information bulletins, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 17072. OTHER STATES LICENSING REFERENCE FILE.**
Records concerning the licensing of proprietary business, trade, and correspondence schools in other states. File includes publications, correspondence, licensing procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

DEPARTMENT OF COMMUNITY COLLEGES
ADMINISTRATION
ASSOCIATE EXECUTIVE VICE PRESIDENT

**ITEM 17073. OUT-OF-STATE VOCATIONAL AND CORRESPONDENCE SCHOOLS FILE.**
Records concerning out-of-state vocational and correspondence schools which attempt to enroll students residing in North Carolina. File includes correspondence, brochures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 33404. PROPRIETARY BUSINESS, TRADE, AND CORRESPONDENCE SCHOOLS NONLICENSING FILE.**
Records concerning the state's nonlicensing of proprietary business, trade, and correspondence schools. File includes applications; letters of denial; correspondence; annual reports providing schedule, course, and enrollment information; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 36496. CORRESPONDENCE (ROUTINE) FILE.**
Correspondence to and from the office concerning requests for information, upcoming engagements and projects, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

## DEPARTMENT OF COMMUNITY COLLEGES
## ADMINISTRATION
## OFFICE OF THE PRESIDENT AND EXECUTIVE VICE PRESIDENT

**ITEM 584. GENERAL ADMINISTRATION FILE.**
Records concerning daily operations of the President's and the Executive Vice President's office. File includes correspondence to and from advisory committees and associations, records concerning development of policies and procedures, descriptions of budgetary needs, reference copies of meeting minutes, reference copies of legislative bills affecting community colleges, implementation plans for the department's 1989 reorganization, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 585. INSTITUTIONS FILE.**
Correspondence to and from each community college. File also includes project proposals and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 19781. DIVISION CORRESPONDENCE FILE.**
Correspondence to and from each division of the Department of Community Colleges.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 19785. DEPARTMENT OF COMMUNITY COLLEGES' ADMINISTRATIVE GROUP MINUTES FILE.**
Official minutes of meetings of the Department of Community Colleges' Administrative Group.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 19787. PRESIDENT'S ENGAGEMENTS FILE.**
Records concerning engagements attended by the System President. File includes invitations to state and national speaking and non-speaking engagements, invitations accepted and declined, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 20555. INSTITUTIONAL FILE.**
Official copies of information concerning institutions.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office when reference value ends.

**ITEM 20556. FEDERAL COMPLIANCE INSTITUTIONAL FILE.**
Official copies of federal compliance information concerning the institutions. File includes affirmative action plans, correspondence, brochures, and forms.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 33405. NUMBERED MEMORANDUMS FILE.**
Official copies of memorandums sent to institutions in the community college system.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMUNITY COLLEGES**
**ADMINISTRATION**
**PERSONNEL SERVICES**

**ITEM 19777. PERSONNEL FILE.**
Records concerning departmental personnel. File includes applications, resumes, personnel action forms, employment verifications, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 11-3-03]

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 20558. VACANCY LISTINGS FILE.**
Listings of vacancies at community colleges.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

## DEPARTMENT OF COMMUNITY COLLEGES
## ADMINISTRATION
## PLANNING AND RESEARCH

**ITEM 617. ANNUAL VOCATIONAL EDUCATION FEDERAL REPORTS FILE.**
Official copies of vocational education annual reports concerning student enrollment. File includes or concerns completions and leavers follow-up, and staff information submitted to the U.S. Office of Education in Washington, D.C.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Program Services, Employment Readiness Section, Federal Vocational Education Services, Administration immediately.

**ITEM 20405. INSTITUTIONAL FILE.**
Records concerning planning at various community colleges. File includes correspondence, Presidents' reports, effectiveness studies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 20406. LONG-RANGE PLANS FILE.**
Records concerning long-range plans for the various community colleges and the Community College System Planning Committee. File includes proposals for development and membership, meeting announcements, correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 20408. RESEARCH PROJECTS OPERATION FILE.**
Records concerning research projects in progress. File includes surveys, research plans, project reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when research project is completed and when reference value ends, whichever occurs later.

**ITEM 20409. COMPLETED RESEARCH PROJECTS FILE.**
Published results of research projects.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Retain in office 1 copy of each publication permanently. Transfer 1 copy of each publication to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining copies when reference value ends.

**ITEM 20416. STATE BOARD OF COMMUNITY COLLEGES INFORMATION FILE.**
Reference copies of correspondence to and from the State Board of Community Colleges. File also includes reference copies of minutes of State Board of Community Colleges meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 20419. STATE BOARD OF EDUCATION POLICY MANUAL MATERIALS FILE.**
Official and reference copies of information concerning the State Board of Education Policy Manual.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMUNITY COLLEGES**
**ADMINISTRATION**
**PLANNING AND RESEARCH**

**ITEM 20422. LEGISLATIVE FILE.**
Records concerning legislative issues. File includes legislative studies and surveys, reference copies of laws pertaining to community colleges, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 33411. EDUCATIONAL BLUEPRINTS FILE.**
Annual plans for educational excellence which are submitted by the various community colleges. Plans list goals and objectives, planning procedures, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

## DEPARTMENT OF COMMUNITY COLLEGES
## ADMINISTRATION
## PROGRAM (FTE) AUDITS

**ITEM 19750. FULL-TIME EQUIVALENT (FTE) CORRESPONDENCE FILE.**
Correspondence concerning the Full-Time Equivalent (FTE) Program. (The FTE program concerns formula distribution of state funds to the colleges based on the number of full-time equivalent students.)

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

**ITEM 19752. AUDIT REPORTS FILE.**
Audit reports for the Full-Time Equivalent (FTE) Program. File also includes work papers.

DISPOSITION INSTRUCTIONS: Transfer work papers to the State Records Center after 1 year. Records will be held for agency in the State Records Center 10 additional years and then destroyed. Retain in office 1 copy of each audit report permanently. Destroy in office remaining reports when reference value ends.

**DEPARTMENT OF COMMUNITY COLLEGES**
**ADMINISTRATION**
**PUBLIC AFFAIRS**

**ITEM 19806. PUBLICATIONS FILE.**
Publications produced by Public Affairs. File also includes progress reports, newsletters, news releases, photographs, printed speeches, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**ITEM 19807. DIVISIONS FILE.**
Records concerning activities of divisions within the Department of Community Colleges. File includes memorandums, reference copies of executive summaries, newspaper clippings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 19808. INSTITUTIONS FILE.**
Records concerning activities of institutions within the community college system. File includes memorandums, reference copies of executive summaries, newspaper clippings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

## DEPARTMENT OF COMMUNITY COLLEGES
## ADMINISTRATION
## SPECIAL ASSISTANT TO THE PRESIDENT

**ITEM 3524. STATE BOARD OF COMMUNITY COLLEGES MINUTES FILE.**
Official minutes of meetings of the State Board of Community Colleges. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**ITEM 19788. BOARD OF TRUSTEES' MINUTES FILE.**
Reference copies of minutes of meetings of the Board of Trustees of each community college.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 19789. STATE BOARD OF COMMUNITY COLLEGES FILE.**
Records concerning the State Board of Community Colleges. File includes reference copies of meeting minutes, agendas, correspondence, reference copies of contracts approved by the board, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 19792. ADMINISTRATIVE FILE.**
Official and reference copies of records concerning office operations. File includes directives, policies and procedures, correspondence to and from the Community College Foundation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer official copies of records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

**ITEM 33415. AUDIO TAPES FILE.**
Audio recordings of meetings of the State Board of Community Colleges.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 33416. SPECIAL ASSISTANT TO THE PRESIDENT'S REFERENCE FILE.**
Records concerning subjects of interest to the Assistant. File includes publications concerning education and community colleges, pamphlets, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the Department of Community Colleges' library when reference value ends.

**ITEM 33417. STATE BOARD OF COMMUNITY COLLEGES MEMBERS' HISTORY FILE.**
Records concerning past and present members of the board. File includes biographical sketches, reference copies of each member's oath of office, and other related records. Board members' names and addresses, terms of office, occupations, and other related data are entered into State Board of Community Colleges Members' History (Electronic) File (Item 33418) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after member leaves the board. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMUNITY COLLEGES**
**ADMINISTRATION**
**SPECIAL ASSISTANT TO THE PRESIDENT**

**ITEM 33418. STATE BOARD OF COMMUNITY COLLEGES MEMBERS' HISTORY (ELECTRONIC) FILE.**

Machine readable records concerning past and present members of the board. Board members' names and addresses, terms of office, occupations, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

**ITEM 36676. COMMISSION ON THE FUTURE FILE.**

Records concerning the Commission on the Future. File includes correspondence, recommendations of the Commission, listings of members, resolutions, and other related

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.