

DEPARTMENT OF COMMUNITY COLLEGES
STUDENT DEVELOPMENT SERVICES

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

STUDENT DEVELOPMENT SERVICES

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.**

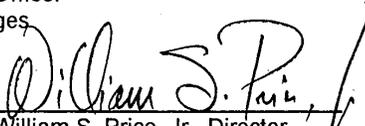
STUDENT DEVELOPMENT SERVICES

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 This schedule is to remain in effect until superseded.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


Janice Kennedy-Sloan, Vice President
Student Development Services


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

APPROVED


Robert W. Scott, President
Department of Community Colleges


Patric Dorsey, Secretary
Department of Cultural Resources

November 10, 1992

DWM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

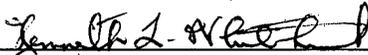
DEPARTMENT OF COMMUNITY COLLEGES
STUDENT DEVELOPMENT SERVICES
VICE PRESIDENT

Amend the records retention and disposition schedule approved November 10, 1992 by
revising Item 3954 as shown on substitute page dated July 14, 2003.

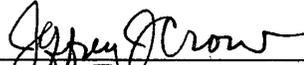
APPROVAL RECOMMENDED



Deborah Ward, Chief Records Officer
Department of Community Colleges



Kenneth Whitehurst, Director
Student Development Services



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



H. Martin Lancaster, President
Department of Community Colleges

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 14, 2003

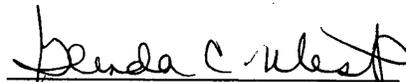
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

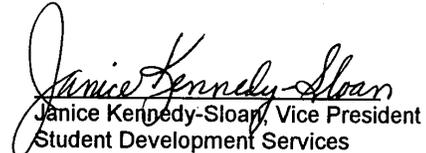
DEPARTMENT OF COMMUNITY COLLEGES
STUDENT DEVELOPMENT SERVICES
STUDENT ACCESS AND EQUITY

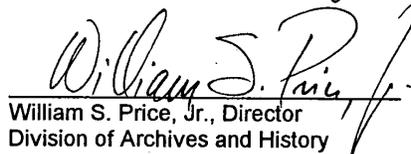
Amend the records retention and disposition schedule approved November 10, 1992, by adding Items 35197 and 35198 as shown on substitute page dated March 17, 1993.

APPROVAL RECOMMENDED

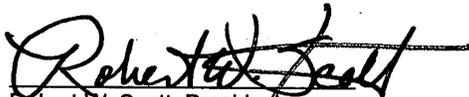

Glenda C. West, Chief Records Officer
Department of Community Colleges


Morris Johnson, Director
Student Access and Equity


Janice Kennedy-Sloan, Vice President
Student Development Services


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

APPROVED


Robert W. Scott, President
Department of Community Colleges


Betty Ray McCain, Secretary
Department of Cultural Resources

March 17, 1993

DWM

DEPARTMENT OF COMMUNITY COLLEGES
STUDENT DEVELOPMENT SERVICES

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

STUDENT DEVELOPMENT SERVICES

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.**

STUDENT DEVELOPMENT SERVICES

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

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

Janice Kennedy-Sloan
Janice Kennedy-Sloan, Vice President
Student Development Services

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

APPROVED

Robert W. Scott
Robert W. Scott, President
Department of Community Colleges

Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

November 10, 1992

DWM

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.

**DEPARTMENT OF COMMUNITY COLLEGES
STUDENT DEVELOPMENT SERVICES
ENROLLMENT MANAGEMENT**

ITEM 33537. ACADEMIC STANDARDS FILE.

Records concerning academic standards and requirements at community colleges. File includes admissions standards; surveys for placement tests, orientation, and advisement; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office admissions standards when superseded or obsolete. Destroy in office remaining records when administrative value ends.

ITEM 33538. ENROLLMENT MANAGEMENT REFERENCE FILE.

Records maintained by Enrollment Management for reference purposes. File includes correspondence; memorandums; reference copies of meeting minutes; reference copies of reports generated by other divisions within the department; reference copies of travel authorizations, purchase requests, and requests for reimbursement of travel expenses; workshop manuals, announcements, and outlines; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33539. LEGISLATIVE ACTIVITIES FILE.

Correspondence to community colleges concerning the implementation of education-related laws. DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 33540. MARKETING FILE.

Records concerning the marketing of community colleges. File includes community and institutional profiles, enrollment studies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 33541. CAREER DEVELOPMENT FILE.

Records concerning the involvement of Enrollment Management and community colleges with State Occupational Information Coordinating Committee (SOICC) and National Occupational Information Coordinating Committee (NOICC) career development projects. File includes publications, evaluation reports of career development projects, workshop evaluations and participant lists, correspondence, guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 33542. ADMISSIONS, REGISTRATION, AND STUDENT RECORDS FILE.

Records concerning the admission and registration of students and the maintenance of permanent student records. File includes correspondence, guidelines, project reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMUNITY COLLEGES
STUDENT DEVELOPMENT SERVICES
STUDENT ACCESS AND EQUITY**

ITEM 33543. AMERICANS WITH DISABILITIES IN COMMUNITY COLLEGES FILE.

Records concerning workshops given to community colleges which inform staffs about students with disabilities, disabilities in general, and other related subjects. File includes presentation outlines, reference copies of the "Americans with Disabilities Act of 1990," and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 33545. FEDERAL REGISTER FILE.

Federal regulations concerning people with disabilities, employment opportunities for people with disabilities, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 33546. PROPOSALS FILE.

Proposals submitted to the State Board of Community Colleges for community colleges to sponsor displaced, underserved, or underskilled populations in educational programs. Proposals list program criteria, guidelines, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 35198. TRENDS IN STUDENT ACCESS AND EQUITY FILE.

Records concerning past, present, and projected enrollments of special populations. File includes publications, computer printouts listing enrollments based on demographic characteristics, and other related records. Amended 3-17-93

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF COMMUNITY COLLEGES
STUDENT DEVELOPMENT SERVICES
STUDENT PROGRESS**

ITEM 19828. ADULT LITERACY INITIATIVE FILE.

Records concerning adult literacy programs at community colleges. File includes evaluations of literacy programs, labor force estimates, conference agendas, newsletters, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. 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 33547. ANNUAL LITERACY DATA REPORTS FILE.

State and federal reports listing population group and sex of participants in literacy programs (by program), number of participants by program and progress, status of participants upon entry into program, and other related information.

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 33548. ANNUAL LITERACY DEMOGRAPHIC PRINTOUTS FILE.

Computer printouts listing participants in literacy programs by program (Adult Basic Education, Adult High School, English as a Second Language, General Educational Development, or Compensatory Education), by educational functioning level, by population group, and by sex.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33550. STUDENT PROGRESS MONITORING SYSTEM FILE.

Records concerning the coalition to develop a student progress monitoring system. File includes requests for proposals, synopses of other states' programs, conference outlines and agendas, participant lists, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 33551. LITERACY DUPLICATED/UNDUPLICATED HEADCOUNT PRINTOUTS FILE.

Computer printouts listing numbers of students in literacy programs (Adult Basic Education, Adult High School, English as a Second Language, General Educational Development, or Compensatory Education) at each community college by race, sex, employment status, and class attendance status.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 34884. LITERACY EDUCATION INFORMATION SYSTEM (LEIS) FILE.

Records concerning the development and implementation of the LEIS. File includes correspondence, listings of committee members, reference copies of meeting minutes, conference and workshop handouts, progress reports, 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 34885. STATISTICAL RESEARCH FILE.

Statistical reports listing student enrollments at community colleges, student enrollments in literacy programs, and other related information.

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
STUDENT DEVELOPMENT SERVICES
STUDENT SUPPORT SERVICES**

ITEM 21748. STATE RESIDENCE COMMITTEE FILE.

Records concerning state residency and the State Residence Committee. File includes committee minutes, organizational manuals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21749. STATE RESIDENCE COMMITTEE CASE FILE.

Records concerning cases involving students claiming state residence. File includes appeals to the State Residence Committee, reference copies of decisions by the Committee, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 21750. VOCATIONAL TECHNICAL STUDENT LOAN FUND FILE.

Records concerning students who have applied to receive financial assistance through the Vocational Student Loan Fund. File includes payment histories, correspondence, loan authorizations, cash receipts journals, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of loan 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 33553. NATIONAL BOARD OF CERTIFIED COUNSELORS FILE.

Records concerning the certification of students' counselors at community colleges. File includes completed forms listing credit hours received by counselors for attending certification/recertification workshops.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 33554. SCHOLARSHIPS FILE.

Records concerning students at community colleges who receive scholarships. File includes correspondence from community colleges listing students' names, social security numbers, curriculums studied, and other related information. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMUNITY COLLEGES
STUDENT DEVELOPMENT SERVICES
VICE PRESIDENT**

ITEM 3184. SPECIAL PROJECTS FILE.

Records concerning projects with which Student Development Services is involved. File includes supporting correspondence, proposed project plans, student follow-up project reports, and other related records. (Formerly part of Administrative File, Item 19823.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 3185. SPEECHES FILE.

Speeches concerning student development and education topics, community colleges in general, and other related subjects.

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 3542. REORGANIZATION FILE.

Reference copies of records concerning the 1989 reorganization of the Department of Community Colleges. File includes mission statements, proposed organizational charts, implementation plans, and other related records. (Official copies maintained in the office of the Executive Vice President.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 3544. NUMBERED MEMORANDUMS FILE.

Reference copies of memorandums sent to institutions in the community college system. (Official copies maintained in the office of the Executive Vice President.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 3545. TASK FORCE ON STUDENT SERVICES FILE.

Official documents concerning or including agenda, surveys, minutes, mission and objective, and reference manual.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 3954. PUBLIC INFORMATION FILE.

File includes reference copies of speeches; publications received by the division concerning illiteracy, Board of Trustees activities, adult education, and other related subjects; and other related records. (Formerly part of Administrative File, Item 19823.) Amended 07-14-03.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency records. Destroy all records currently stored in the State Records Center immediately.

ITEM 19823. ADMINISTRATIVE FILE.

Records concerning the administration, management, and operation of Student Development Services, Enrollment Management, Student Access and Equity, Student Progress, and Student Support Services. File includes directives; policies and procedures; correspondence, committee reports, and task force reports from each section of the division; goals and objectives; 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 3 additional years and then destroyed.

**DEPARTMENT OF COMMUNITY COLLEGES
STUDENT DEVELOPMENT SERVICES
VICE PRESIDENT**

ITEM 19824. COLLEGES FILE.

Records concerning institutions in the community college system. File includes student-personnel procedure studies, instructor handbooks, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19827. MINUTES FILE.

Reference copies of minutes of meetings of Divisional Directors, the Department of Community Colleges' Administrative Group, (formerly Executive Council), and the State Board of Community Colleges. (Official copies of minutes maintained in the Office of the President.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19833. VICE PRESIDENT'S REFERENCE FILE.

Records concerning activities performed by sections of the division and community colleges. File includes reports produced by various community colleges, program component records, and other related records. (File is maintained for the Vice President for Student Development Services as a quick-reference guide.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19834. GENERAL ASSEMBLY FILE.

Records concerning activities of the General Assembly. File includes reference copies of proposed and ratified legislation, legislative reports concerning education topics, Senate calendars, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33005. OTHER DIVISIONS FILE.

Records concerning activities of other divisions in the Department of Community Colleges. File includes correspondence, reference copies of minutes of division directors meetings, long-range planning records, 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 5 additional years and then transferred to the custody of the Archives.

ITEM 33009. STATE BOARD OF COMMUNITY COLLEGES FILE.

Records concerning the State Board of Community Colleges. File includes reference copies of project plans, reference copies of reports generated by the Board, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.