

**NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS
OFFICE OF THE CHANCELLOR**

Program Records Retention and Disposition Schedule

The Program 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

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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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

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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 This schedule is to remain in effect until superseded.

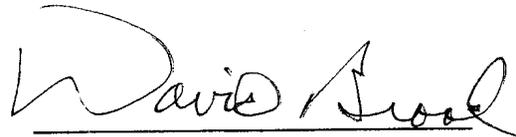
APPROVAL RECOMMENDED



Glenda Cruise, Chief Records Officer

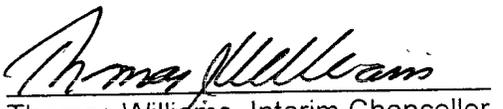


Natasha Nazareth-Phelps
General Counsel



David Brook, Director
Division of Historical Resources

APPROVED



Thomas Williams, Interim Chancellor
North Carolina School of Science and
Mathematics



Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 47634. ADMISSIONS APPEALS FILE.

Records in paper and electronic formats, including e-mail, concerning appeals made to the Chancellor by applicants who are denied admission. File includes information by the applicants, decision letters, correspondence and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records, including e-mail, 3 years after end of application period 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 47635. GRADE APPEALS FILE.

Records in paper and electronic formats concerning student and faculty appeals to the President and/or the Board of Trustees to change course grades. File includes information by the students, faculty information, decision letters, correspondence and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends 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 47636. DISCIPLINARY APPEALS FILE.

Records in paper and electronic formats, including e-mail, concerning appeals to the Chancellor for disciplinary actions taken against students. File includes the appeal by the student, student information, faculty information, decision letters, correspondence and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer records of the appeal and final decision to Litigation and Appeals File, Office of General Counsel (Item 47624), upon graduation or separation if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the Office of General Counsel after completion of action and resolution of issues involved. Destroy in office remaining paper and electronic records 3 years after graduation or separation.

ITEM 47637. EDUCATIONAL ADVISORY COUNCIL (EAC) MINUTES FILE.

Official minutes in paper and electronic formats of meetings of the various committees of the Educational Advisory Council. File includes agendas and other pre-meeting materials.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Retain in office paper records permanently. Destroy in office electronic records after approval of minutes.

ITEM 47638. BOARD OF TRUSTEES EXECUTIVE COMMITTEE MINUTES FILE.

Official minutes in paper and electronic formats of meetings of the various committees of the Board of Trustees. File includes agendas and other pre-meeting materials. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Retain in office paper records permanently. Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Destroy in office electronic records after approval of minutes.

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ITEM 47639. BOARD OF TRUSTEES (QUARTERLY) MINUTES FILE.

Official minutes in paper and electronic formats of meetings of the Board of Trustees. File includes agendas and other pre-meeting materials. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Retain in office paper records permanently. Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Destroy in office electronic records after approval of minutes.

ITEM 47640. OATHS OF OFFICE FILE.

Oaths of office taken by trustees of the school. File includes trustees' appointment letters, resumes and other related records.

DISPOSITION INSTRUCTIONS: Retain oaths in office permanently. Destroy in office remaining records when reference value ends.

ITEM 47652. SUBJECT FILE.

Reference copies of documents concerning various school matters. (Comply with applicable provisions of G.S. 126-22 et seq. and 20 USCA 1232g regarding confidentiality of personnel and student records. Portions of file may contain other restricted information.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends 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 47743. CHANCELLOR'S CORRESPONDENCE FILE.

Records in paper and electronic formats, including e-mail, concerning policymaking and implementation of special projects or programs. File includes correspondence, memoranda, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Transfer paper records to the School Archives for permanent retention when reference value ends. Destroy electronic records when reference value ends.

ITEM 49256. MAJOR INITIATIVES FILE.

Records in paper and electronic formats, including e-mail, concerning major initiatives and growth of the school. File includes correspondence, master plans for school expansion projects, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Transfer paper records to the School Archives for permanent retention when reference value ends. Destroy electronic records when reference value ends.