

**NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS
REGISTRAR'S OFFICE**

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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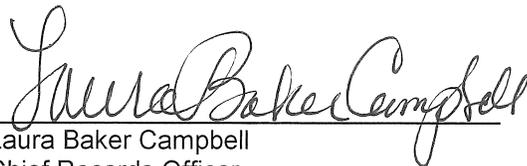
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The North Carolina School of Science and Mathematics and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*reference value ends.*" The North Carolina School of Science and Mathematics hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records.

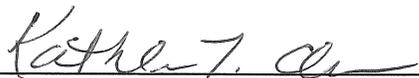
The North Carolina School of Science and Mathematics and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The North Carolina School of Science and Mathematics agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function. Public records including electronic records not listed in this schedule or in the *University of North Carolina General Records Retention and Disposition Schedule* are not authorized to be destroyed.

The North Carolina School of Science and Mathematics agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Laura Baker Campbell
Chief Records Officer



Kathleen T. Allen
Registrar



Sarah E. Koontz, Director
Division of Archives and Records

APPROVED



Todd Roberts, Chancellor
North Carolina School of Science and
Mathematics



Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

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ITEM 48396. GRADE LISTINGS FILE

Records concerning submission of student grades for each course. File includes final grade rolls and other related records. (Comply with applicable provisions of 20 U.S.C. § 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

ITEM 35036. STUDENT RECORDS FILE

Records concerning individual students. File includes academic records, including but not limited to academic support plans, report cards, grade change forms, grade listings, special study option forms, dismissals, official registrar correspondence, evaluations, demographic data updates, grades and credits from prior schools, test score reports, and other related records. (Comply with applicable provisions of 20 U.S.C. § 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 6 years paper copies of scanned records. Retain electronic records in office permanently.

ITEM 48397. STUDENT TRANSCRIPT FILE

Records concerning official student transcript in various formats, including paper, microfilm (1982-1990), scanned PDF, and database. File also includes immunization records. (Comply with applicable provisions of 20 U.S.C. § 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently (as per G.S. § 115C-402).