

A stylized, colorful illustration of a landscape. The background features wavy, layered bands of blue and white, suggesting a sky or water. In the foreground, there are rolling green hills with a brown path. On the left, there is a green tree, a purple flower, and an orange flower. A small red bird is flying in the sky, leaving a white trail.

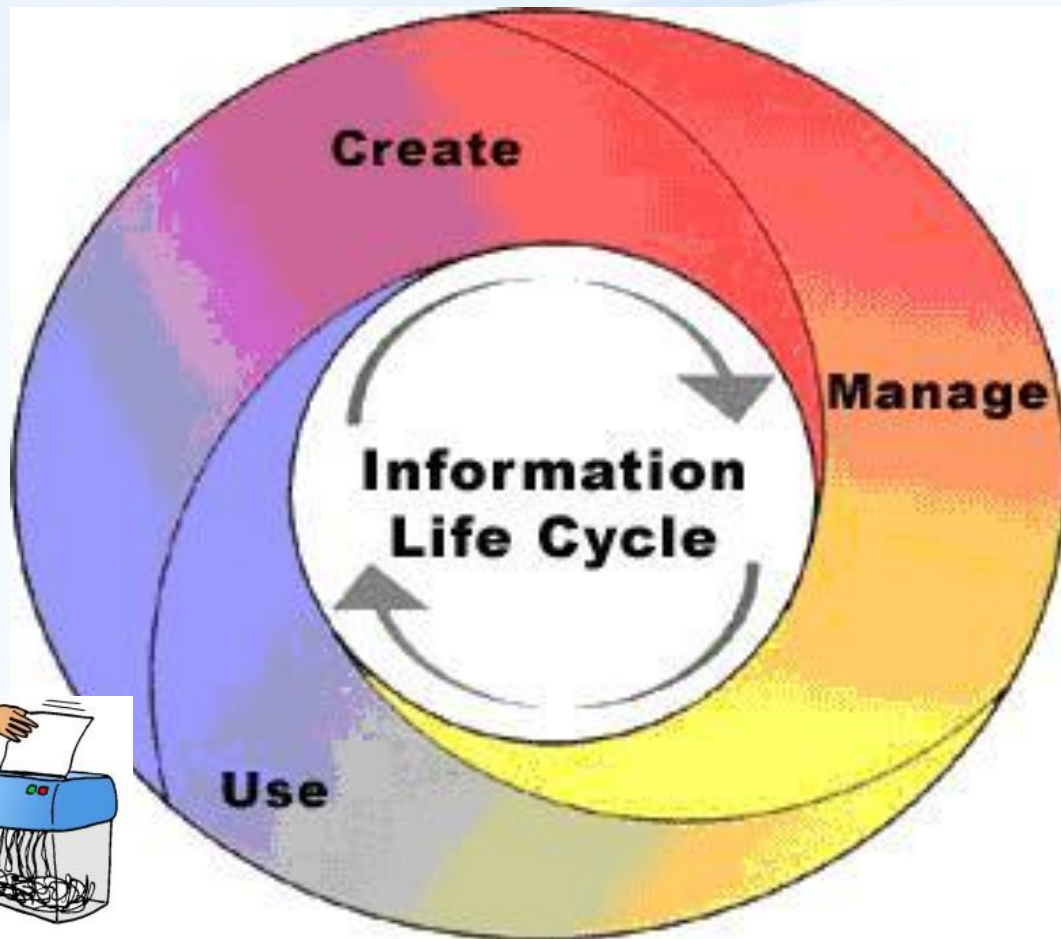
# Records Retention & Disposition Schedule

Requirements of:  
U.S. Dept. of Ed &  
NC Community College System

Presented March 25, 2021

# Welcome

- This workshop will be presented in two-parts.
- **Dr. Susan Peck from College of The Albemarle (COA) and NC3ADL Easter Region Vice Present** – brief overview of the Retention & Disposition Schedule requirements
- **Andy Braden, a Solutions Engineer with Open LMS** – step-by-step demonstration of how to move and manage backup files in your Open LMS using SFTP and how to enable and configure an automatic connection to an Amazon Simple Storage Service (S3) bucket



- **Retention** specifically refers to the period of time a document is required to be kept.
- At the end of the retention period, the document becomes eligible for disposition.
- The term "**Disposition**" includes both actions of destruction and the transfer of records to an appointed archive for permanent preservation.



# U.S. Department of Education

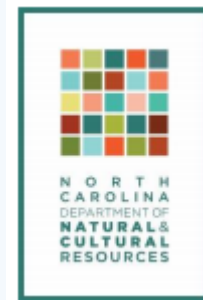
- Institutions must ensure meets all applicable requirements set by accrediting agencies and States
- State Retention & Disposition cannot be less stringent than Federal, but can be more.
- Focus is on NCCCS' Retention & Disposition – dated 2021
- U.S. Dept of Ed - <https://www2.ed.gov/notices/records-management/index.html>



U.S. Department of Education

# Records Retention & Disposition Schedule

- Created For Colleges in the North Carolina Community College System (NCCCS)
- And Issued by: North Carolina Department of Natural and Cultural Resources Division of Archives and Records Government Records Section dated 2021



ConEd

Curriculum

<https://archives.ncdcr.gov/government/retention-schedules/university-schedules/colleges-north-carolina-community-college>

# NCCCS – Section 3 – Continuing Education

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3	CLASS REPORTS FILE Records concerning each continuing education class of instruction offered by the college and the student hours generated. File includes rosters, registration and attendance information, grade books, and other related records. (Note: Some of this information is reported to the System Office in the Institution Class Report.)	<b>Destroy in office after 5 years.</b>	Confidentiality: 20 USC § 1232g
4	EXAMINATIONS, TESTS, AND COURSEWORK FILE Records concerning completed student work for instructor-generated assessments. See also EXAMINATIONS (MASTER COPIES) FILE, page 23, item 5	<ul style="list-style-type: none"> <li>a) Destroy in office according to any retention <b>requirements by the applicable licensing or credentialing agency.</b></li> <li>b) Destroy in office remaining records <b>1 year after completion of course for uncontested grade results.</b></li> <li>c) If challenged, destroy in office after resolution of challenge.</li> </ul>	Confidentiality: 20 USC § 1232g
5	EXAMINATIONS (MASTER COPIES) FILE Master copies of examinations administered during the school year. Does not include test scores. See also EXAMINATIONS, TESTS, AND COURSEWORK FILE, page 23, item 4	<ul style="list-style-type: none"> <li>a) Destroy in office according to any <b>retention requirements by the applicable licensing or credentialing agency.</b></li> <li>b) Destroy in office remaining records after 1 year</li> </ul>	

# NCCCS – Section 4 – Curriculum and Student Services Records

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5	CLASS REPORTS FILE Records concerning each class of instruction and the student hours generated. File includes rosters, registration and attendance information, grade books, and other related records. (Note: Some of this information is reported to the System Office in the Institution Class Report.)	<b>Destroy in office after 5 years.</b>	Confidentiality: 20 USC § 1232g
12	EXAMINATIONS, TESTS, TERM PAPERS, AND HOMEWORK FILE Records concerning completed student work for instructor-generated assessments. See also EXAMINATIONS (MASTER COPIES) FILE, page 28, item 13	<ul style="list-style-type: none"> <li>a) <b>Destroy in office 1 year after completion of course for uncontested grade results.</b></li> <li>b) If challenged, destroy in office after resolution of challenge.</li> </ul>	Confidentiality: 20 USC § 1232g
13	EXAMINATIONS (MASTER COPIES) FILE Master copies of examinations administered during the school year. Does not include test scores. See also EXAMINATIONS, TESTS, TERM PAPERS, AND HOMEWORK FILE, page 28, item 12.	Destroy in office after 1 year.	

Records Retention & Disposition Schedule – Colleges in the NCCCS Issued by:

North Carolina Department of Natural and Cultural Resources Division of Archives and Records Government Records Section

Posted February 1, 2021



# North Carolina Community College System Records Retention & Disposition Schedule

- Excerpt:
  - If a college chooses to retain records longer than required in the disposition instructions, this practice should be documented in internal agency procedures. In all cases, colleges must maintain logs documenting destructions
- And
  - For all records with a specified retention period, colleges must maintain a destructions log as part of the Records Management File.
- Excerpt from the 2021 Executive Summary:
  - According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your college is obligated to obtain the State Archives of North Carolina's permission to destroy any record, no matter how insignificant.

Records Retention & Disposition Schedule – Colleges in the NCCCS Issued by:  
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*QUESTION: Computer storage is cheap. Can I just keep my computer records permanently?*

- ANSWER - The best practice is to destroy all records that have met their retention requirements, regardless of format.

*QUESTION: Am I required to tell anyone about the destruction?*

- ANSWER - We recommend that you report your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.



*Now herrres....Andy!*