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I. GENERAL POLICY

The College will retain and destroy records in accordance with this Policy and the approved Record Retention and Disposition Schedule ("Schedule") for community colleges adopted by the North Carolina Department of Natural and Cultural Resources and the North Carolina Community Colleges System Office.

This Policy deals with general College records. For more specific information regarding personnel and student records and clarification regarding electronic records, see:

- Policy 3.3.1 - Personnel Files,
- Policy 5.4.3 - Students Records - FERPA, and
- Policy 7.2.1 - Electronic Records Retention.

II. NORTH CAROLINA PUBLIC RECORDS ACT

Unless otherwise exempt by law, all records made or received regarding the transaction of public business are public records pursuant to the North Carolina Public Records Act, as defined by the North Carolina Public Records Act, N.C.G.S. § 132-1 et seq. The nature of a record is determined by its content, not the device on or location in which it resides. Records of public business on personal devices are still considered public records and are subject to the North Carolina Public Records Act. Further, records regarding personal or other matters not made or received regarding the transaction of public business are not considered public records, though they may become so through other means.

Records may not be deleted or otherwise disposed of except in accordance with the Schedule, and the content of the record determines its retention requirement.

III. PUBLIC RECORDS OFFICER & RECORDS CUSTODIANS

- **Public Records Officer** - The designated individual at the College responsible for responding to requests for public records.

- **Public Records Custodian** - An individual who is legally responsible for the preservation, disposition, and management of a certain public record. Employees are custodians of their own records. Departments may also have a designated custodian over departmental records.

IV. SPECIAL CIRCUMSTANCES

Requests for information relating to personnel records, whether publicly available or not, should be directed to the Director of Human Resources. Requests for information relating to student records, whether publicly available or not, should be directed to the Registrar.

V. LITIGATION HOLD

A litigation hold is a directive not to destroy records which might be relevant to a pending or imminent legal proceeding. In the case of a litigation hold, the normal retention procedure for all related records shall be suspended as necessary.

VI. RECORD DISPOSITION

Records may only be disposed of in accordance with the Schedule. Prior to the disposition of any record or record group after the applicable retention period, the records custodian will create and maintain a destruction log.

VII. PROCEDURES

The President shall designate an individual to be the Public Records Officer and shall develop procedures consistent with this Policy for the preservation, disposition, management, and release of public records upon appropriate request.

REFERENCES

Statutory References	N.C.G.S. §§ 121-5, 132-1 et seq.
Regulatory References	None
Relevant Guidance	*Records Retention & Disposition Schedule: Colleges in the North Carolina Community College System* (2021)
Policy Manual Cross-References	Referenced by: ● Policy 2.2.2 - Protection and Care of College Property Referencing:

	• Policy 3.3.1 - Personnel Files • Policy 5.4.3 - Students Records - FERPA • Policy 7.2.1 - Electronic Records Retention

POLICY HISTORY

February 10, 2026	Adopted.