



MEMORANDUM

DATE: April 3, 2001
TO: Presidents
FROM: Bill Cole
SUBJECT: Records Retention and Disposition Schedule

Attached is the updated Community College System Public Records Retention and Disposition Schedule. This document was last updated in 1986. A committee of community college personnel and System Office staff have been working on the revisions for some time. I hope you find the document useful. Please share this information as appropriate. The document can also be located on our web-site at www.ncccs.cc.nc.us under General Information, specifically Publications. Please contact me at 919/733-7051, extension 405, or you may e-mail me at coleb@ncccs.cc.nc.us, if you have questions.

Attachment

c: H. Martin Lancaster
Steve C. Scott
System Vice Presidents
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Records Retention and Disposition Schedule Committee
Chief Instructional Officers
Business Managers
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