



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 17, 2008

Memorandum

To: Career Start HRD Coordinators, Directors and Case Managers
From: Diane Steinbeiser and Jan Hastings, Career Start Program Coordinators
Subject: Career Start Records Retention Schedule

The North Carolina Department of Health and Human Services, the North Carolina Community College System, and the Employment Security Commission of North Carolina work together to operate the employment and training program called Career Start. As such, the three agencies must cooperate together to abide by all federal and state mandates regarding maintenance and retention of student/client records.

Federal guidelines stipulate that all records must be retained for a minimum of five years and until all audits are completed by the Department of Health and Human Services Controller's office. This means that community colleges must keep Career Start records for the minimum of five years from the most recent receipt of a Registration or Deregistration on NCSES-2624 and until the Department of Health and Human Services Controller's office releases said records for purging.

Please inform Career Start staff of these regulations and make arrangements to ensure that all Career Start records, active and inactive, are securely maintained.

DS/JH

c: Select College Presidents
Select Continuing Education Administrators

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