

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 910: Continuing Education Records Retention

## Continuing Education Student Records

1. The College Information System (CIS) stores official information for students who have attended the institution since 1986. Contents of the CIS are backed up daily by the IT Department.
2. Images of continuing education attendance records prior to 1986 are maintained electronically.
3. Images for transcript documents will be written to optical disk (TIF format) that will be stored in an off-site facility. Off-site archives will be updated annually.
4. Employees who are granted access to continuing education records receive FERPA training as part of the New Employee Orientation. Each employee is assigned a unique login to the CIS, so modifications to academic records can be traced to the operators. Access to the system is specific to the position held by the employee. The IT Department will generate a list to be verified and then facilitate a bi-annual audit of computer access privileges.

## General Equivalency Diploma (GED) Testing Records

1. Test scores for all students successfully completing the GED are transferred electronically to the North Carolina Community College System Office.
2. The Chief GED Examiner is responsible for maintaining all GED testing records.

## Certification and Accreditation Records

1. Certified or accredited programs are evaluated by entities outside of the North Carolina Community College System.
2. Department directors are responsible for maintaining records in accordance with the requirements of the certifying or accrediting entity.

## Definitions:

Continuing Education: All non-credit programs offered at the College.

Pursuant to Board Procedure, Chapter 900, Policy 910, this procedure must be used for maintaining all continuing education student records.

Owner: Economic and Workforce Development/Continuing Education

Updated: August 5, 2013