

## Records Retention and Disposition

BOARD POLICY: A-32  
ADOPTED: January 10, 2000  
Revised: November 05, 2001

### I. General Policy Statement

The Haywood County Board of Education recognizes the extreme importance of maintaining accurate records and files generated by the various operations of the Haywood County Consolidated School System.

### II. Regulations

- A. To ensure compliance with North Carolina General Statutes 121 and 132 which define the retention requirements for public records, the Board of Education hereby adopts the Records Retention and Disposition Schedule published February 1999 along with future updates to this schedule. This will be the official guide for Haywood County Consolidated Schools personnel to use in administering, preserving and disposing of school records.
- B. The superintendent and/or designee(s) are responsible for maintaining records and disposing of records according to federal, state and local guidelines listed in the manual named in II A.