

Policy Code: 4700 Student Records

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review, and release of student records retained at the school. For purposes of this policy, “student records,” “student education records,” or “education records,” are those records, files, documents, and other materials that contain information directly related to the student that are maintained by the school system or by a party acting for the school system.

An employee’s failure to maintain the confidentiality of student records may result in disciplinary action, up to and including dismissal.

A. Annual Notification of Rights

The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student’s education records and the procedure for exercising this right;
2. the right to request amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading, or in violation of the student’s privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to authorized institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student’s name, address, and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school

official discloses or intends to disclose personally identifiable information to school officials without consent;

8. notification if the school system uses contractors, consultants, volunteers, or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and

9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Schools will accommodate requests to translate the notice into the primary language of a student or parent and will accommodate requests of a student or parent with a disability to provide assistance in accessing the notice.

B. Definition of Parent and Eligible Student

1. Parent

For purposes of this policy, the term “parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student are separated or divorced, both parents have the right to access the student’s records as provided in this policy, unless the school system has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes these rights. If a court order restricts either parent’s access to student records, it is the parents’ responsibility to provide a full, unedited copy to the school principal, who will place a copy in the student’s cumulative file and accommodate the terms of the order to the extent possible.

2. Eligible Student

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the system wishes to inspect and review the student’s records, he or she must provide information verifying that the student is a dependent for federal income tax purposes.

A student under age 18 may have access to student records only upon the consent of his or her parents.

C. Classification and Maintenance of Records

1. Student Education Records

The principal is the custodian of student records maintained at the school, including but not limited to a student's cumulative file.

Student education records may be separated into several categories, including, but not limited to, the following.

a. Cumulative Records

The cumulative record is the official record for each student. The cumulative record includes student identification information, such as the student's name, address (or the living situation of a student experiencing homelessness), sex, race, birthplace, and birth date; family data including the parents' names, addresses, work and home telephone numbers, and places of employment; academic work completed; grades; standardized test scores; health screenings and immunization documentation; attendance records; withdrawal and reentry records; discipline records; honors and activities; class rank; date of graduation; and follow-up records.

b. Discipline Records

Student discipline records are part of the student's official record and must be maintained and reviewed pursuant to policy 4345, Student Discipline Records. Discipline records must be expunged and forwarded pursuant to the requirements of law and the procedures of policy 4345.

c. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act and policy 3520, Special Education Programs/Rights of Students with Disabilities. Records for a student identified as a student with a disability are considered part of the student's official records and must be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access to these

restricted files will be updated as needed, and a current, dated list will be posted in the student records location.

d. Records Received from the Department of Social Services

The Department of Social Services may disclose confidential information to the school system in order to protect a juvenile from abuse or neglect. Any confidential information disclosed under these circumstances must remain confidential and may only be redisclosed for purposes directly connected with carrying out the school system's mandated educational responsibilities.

e. Juvenile Records

Juvenile records include documentation or information regarding students who are under the jurisdiction of the juvenile court. These records may be received from local law enforcement and/or other local agencies authorized to share information concerning juveniles in accordance with [G.S. 7B-3100](#). These records also may include notice from the sheriff to the school system that a student has been required to register with the sheriff because the student has been found to be a danger to the community under [G.S. Chapter 14, Part 4](#). Such documents must not be a part of a student's official records but must be maintained by the principal in a safe, locked storage area that is separate from the student's other records. The principal shall not make a copy of such documents under any circumstances.

Juvenile records will be used only to protect the safety of or to improve the educational opportunities for the student or others. The principal may share juvenile records with individuals who have (a) direct guidance, teaching, or supervisory responsibility for the student and (b) a specific need to know in order to protect the safety of the student and others. Persons provided access to juvenile records must indicate in writing that they have read the document(s) and agree to maintain confidentiality of the records.

The principal or designee must destroy juvenile documents if he or she receives notification that a court no longer has jurisdiction over the student or if the court grants the student's petition for expunction of the records. The principal or designee shall destroy all other information received from an examination of juvenile records when he or she finds that the information is no longer needed to protect the safety of or to improve the educational opportunities for the student or others. If the student graduates, withdraws from school, transfers to another school, is suspended for the remainder of the school year, or is expelled, the principal shall return all documents not destroyed to the juvenile court

counselor. If the student is transferring, the principal shall provide the juvenile court counselor with the name and address of the school to which the student is transferring.

2. Records Not Considered Student Education Records (Sole Possession, Employment, and Law Enforcement Records)

Student education records do not include, and release of information under this policy does not apply to:

- a. records made by teachers, counselors, and administrators that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- b. employment records of student employees if those records relate exclusively to the student in his or her capacity as an employee and are not made available for any other use; and

D. Records of Students Participating in the North Carolina Address Confidentiality Program

Students or parents enrolled in the North Carolina Address Confidentiality Program (NCACP) must provide a valid NCACP authorization card to the school principal if they wish to keep their home address confidential. The school system will maintain a confidential record of the actual home address for admission and assignment purposes only and will not release that address except as provided by law. With the exception of such specially-maintained records, student records will include the substitute address and not the actual home address of any students or parents for whom a valid NCACP authorization card is on file.

When transferring the record of a student participating in the North Carolina Address Confidentiality Program to a school outside of the system, the transferring school may send the files to the Address Confidentiality Program participant (parent or guardian) via the substitute address provided by the Address Confidentiality Program.

E. Records of Missing Children

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of the disappearance of a child who is currently or was previously enrolled in the school, school officials shall flag the record of that child. If the missing child's record is requested by another school system, the principal shall provide notice of the request to the superintendent and the agency that notified the school that the child was missing. The principal shall provide the agency with a copy of any written request for information concerning the missing child's student education record.

Any information received indicating that a student transferring into the system is a missing child must be reported promptly to the superintendent and the North Carolina Center for Missing Persons.

F. Records of Military Children

School administrators shall comply with any regulations pertaining to the records of military children developed by the Interstate Commission on Educational Opportunity for Military Children.

In addition, children of military families, as defined by policy 4050, Children of Military Families, are entitled to the following.

2. For Students Leaving the School System

In the event that official education records cannot be released to the parents of military children who are transferring away from the school system, the custodian of records shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission.

When a request for a student's official record is received from the student's new school, school officials shall process and furnish the official records to the student's new school within 10 days or within such time as is reasonably determined by the Interstate Commission.

3. For Students Enrolling in the School System

Upon receiving an unofficial education record from the student's previous school, school administrators shall enroll the student and place him or her in classes as quickly as possible based on the information in the unofficial records, pending validation by the official records.

Simultaneous with the enrollment and conditional placement of the student, school administrators shall request the student's official record from his or her previous school.

G. Review, Release of Records to Parent or Eligible Student

1. Review by Parent or Eligible Student

A parent or eligible student may access the student's education records upon proper request. The principal or other authorized personnel of the student's school shall schedule an appointment as soon as possible but no later than 45 days after the request by the parent or eligible student. The parent or eligible student may formally review the student's complete

education records only in the presence of the principal or designee. Parents or eligible students who are unable to physically inspect student records at the school may contact Central Records to request copies of those records. School personnel shall not destroy any education records if there is an outstanding request to inspect or review the records.

2. Release to Parent or Eligible Student

Upon request of a parent or eligible student, the school district will provide a copy of the student's cumulative file.

H. Amendment to Student Records

A parent or eligible student has the right under this policy to challenge an item in the student education record believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights, but not to challenge a grade, opinion, or substantive decision. Challenges shall be processed as follows:

1. Requesting an Amendment

The parent or eligible student shall make a request for an amendment in writing to the principal. The request shall identify the information in the student's record that is claimed to be inaccurate, misleading, or in violation of the student's privacy rights; the basis for the request; and the proposed change to the record. The principal shall examine a request to amend a student record item and respond in writing within (10) days to the person who challenges the item unless the principal notifies the parent or eligible student that additional time is needed to review the request. If the principal determines that the record is inaccurate, misleading, or in violation of the student's privacy rights, he or she shall inform the parent or student in writing through the procedure set forth below.

The word "days" as used in this policy means days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the request.

2. Hearing to Challenge Content of Student Record

A parent or eligible student must make a request in writing to the superintendent for a hearing within fifteen (15) days from receipt of the principal's written decision. The Superintendent may appoint as the Superintendent's designee a Hearing Officer. The Hearing Officer shall not have a direct interest in the outcome of the hearing. Within a reasonable period of time after the request for a hearing, the Hearing Officer shall inform the parent or eligible student of the date, place, and time of the hearing.

During the hearing, each party may make a brief oral presentation of no more than fifteen (15) minutes to summarize his or her position. The parent or eligible student may present evidence relating to the issue that the contested student record is inaccurate, misleading, or in violation of the student's privacy rights. The parent or eligible student may be assisted or represented at their own expense by one or more individuals of his or her choice at the hearing, including an attorney.

Within twenty days from the hearing, unless additional time is needed to review the evidence, the hearing officer shall issue a written decision based solely on the basis of the evidence presented at the hearing. The decision shall summarize the evidence, state the reasons for the decision, and be delivered to all parties. If the decision is in favor of the parent or eligible student, the record shall be amended accordingly. If the decision is that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student and therefore the record will not be amended, the parent or eligible student shall be informed of the right to appeal the decision to the Board as set forth below and the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school system. If such a statement is submitted, it shall be maintained with the challenged item in the student's record and released with the challenged item whenever it is released.

3. Appeal to the Board of Education

If the parent or eligible student disagrees with the decision of the Hearing Officer, he or she may submit a written appeal to the Board of Education within ten (10) days. Appeals to the Board should be submitted in writing to the Superintendent, who will forward the information to the Board Chair.

- a. Upon receipt of the appeal, the Board Chair shall appoint a panel of not less than two members of the Board to hear and decide the appeal.
- b. The panel shall make reasonable efforts to meet and consider the appeal within twenty (20) days after the chairperson refers the appeal to the panel. Notice of the appeal hearing will be given to the parties.
- c. The panel shall review the appeal on the record unless it determines that additional information may be presented. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties. Each party may make a brief oral presentation of no more than fifteen (15) minutes to summarize their position. The panel has the authority to ask questions, extend time limits, exclude extraneous or duplicative information, and otherwise maintain an

efficient and fair appeal hearing. The hearing will be recorded and shall be held in closed session.

d. At the conclusion of the hearing, the Board panel will deliberate in private to determine whether the education record(s) in question are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

e. The Board panel will provide a final written decision within twenty (20) days of the Board appeal hearing unless the panel determines that additional time is needed for further review. The decision of the Board panel shall be final.

f. If the final decision is that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student and therefore the record will not be amended, the parent or eligible student shall be informed of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the Board. If such a statement is submitted, it shall be maintained with the challenged item in the student's record and released with the challenged item whenever it is released.

I. Release or Disclosure of Records to Others

Before releasing or disclosing student education records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

1. Release/Disclosure with Parental Consent

School officials shall obtain written permission from a parent or eligible student before releasing or disclosing student records that contain personally identifiable information, except in circumstances where the school system is authorized by law to release the records without such permission. The written permission must specify the records to be released, the purpose of the release, and the party(ies) to whom they are to be released.

If a parent or eligible student refuses to consent to the release of student records, the school system may disclose, in response to a request for records, that the parent or eligible student has not consented to release the records.

2. Release/Disclosure without Parental Consent

School system officials shall promptly release student records when a student transfers to another school. The records custodian may release or disclose records with personally identifiable information without parental permission to the extent permitted by law, including to other school officials who have a legitimate educational interest in the records.

When personally identifiable information from a student's record is released or disclosed without prior written consent of the parent or eligible student, the party to whom the information is released must agree not to disclose the information to any other party without the prior consent of the parent or eligible student. This restriction does not apply to the release of directory information, release of information to parents of non-eligible students, release of information to parents of dependent students, or release of information in accordance with a court order or subpoena.

Information may be released in the following circumstances without prior written consent:

- a. To officials within the school system who have a legitimate educational need to review the student's records. A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school security, and school resource officers); a school board member; or a person or company with whom the school system has contracted to perform a special task that would otherwise be performed by an employee (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. To officials of other schools and school systems in which the student has enrolled or intends to enroll, provided that the parent or eligible student receive notice of the disclosure, either through the annual notice provided in the parent/student handbook or through specific individual notice. The school system shall give the parent or eligible student, upon request, (i) a copy of the record that was disclosed and/or (ii) an opportunity to challenge the contents of the record.
- c. To federal government representatives and state and local educational authorities, for the purposes of auditing, evaluating, enforcing or complying with federal or state-supported educational programs.
- d. In connection with a student's application for or receipt of financial aid, if the information is necessary to (i) determine eligibility for the aid;

(ii) determine the amount of the aid; (iii) determine the conditions of the aid; or (iv) enforce the terms and conditions of the aid.

e. To representatives of the juvenile justice system for students under juvenile court jurisdiction, prior to adjudication, when the release of records concerns the system's ability to effectively serve the student whose records are released.

f. To organizations conducting educational studies, provided the purpose of the study is to develop, validate or administer predictive tests, to administer student aid programs, or to improve instruction. The study must be conducted in such a way that there is no personal identification of parents and students to individuals outside the organization conducting the study. In addition, student record information must be destroyed when no longer needed for purposes of the study.

g. To accrediting organizations, to the extent necessary to allow them to carry out their accrediting functions.

h. To parents of an eligible student, if the student is classified as a dependent of the parent for income tax purposes.

i. To persons acting under a court order or lawfully-issued subpoena. Before releasing records under this provision, the principal should attempt to verify that the subpoena is lawful. The principal or his or her designee must make a reasonable effort to notify the parent or eligible student of the request for release prior to release of the records under this exception.

j. To the court, without a court order or subpoena, when a parent or eligible student initiates legal action against the school system or when the school system initiates legal action against a parent or eligible student. In such circumstances, the school system may disclose to the court the student's education records that are relevant for the school system to proceed as a plaintiff or defend itself.

k. To appropriate persons in connection with an emergency, if the release of the information is necessary to protect the health or safety of the student or other persons.

l. Directory information, in accordance with Section I.4.a, below.

m. To military recruiters and institutions of higher education, in accordance with section I.4.e below, provided the parent has not opted out as previously described in section A.6.

n. To a contractor, consultant, volunteer, or other party to whom the school system has outsourced institutional services or functions, but only to the extent authorized by law.

The superintendent shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those education records in which they have legitimate educational interests.

3. Sharing Information Among Agencies

A standing order issued August 24, 2000, by the Chief District Court Judge of the Tenth Judicial District (Wake County) names the agencies which may share with one another information that is relevant to any case in which a petition has been filed alleging that a juvenile is abused, neglected, dependent, undisciplined, or delinquent pursuant to [Chapter 7B of the North Carolina General Statutes](#). The agencies named in the standing order are the Wake County Public School System, Wake County Human Services, the Wake County District Attorney's office; all local law enforcement agencies in Wake County; the North Carolina Department of Juvenile Justice and Delinquency Prevention; the Office of Guardian Ad Litem Services of the Administrative Office of the Court; and all local agencies receiving funding through the local Juvenile Crime Prevention Council. Information may be shared among these agencies only for the limited purpose of providing protection of the juvenile and others or to improve the educational opportunities of the juvenile, and only for so long as the juvenile remains subject to the jurisdiction of the juvenile court. Confidential student information may be shared with other local, state, or federal agencies or in other circumstances only as expressly allowed by law.

4. Release of Directory Information

Permission of the parent or eligible student is not required for the release of information that is designated as directory information provided that the parent or eligible student has not opted out of such disclosures in writing and such disclosures are otherwise consistent with this policy. Disclosures of directory information may be made only to the categories of persons or organizations and for the purposes set out below.

a. The Board designates the following student record information as directory information that may be disclosed without parental consent to (1) official representatives of law enforcement; (2) official representatives of Wake County Health and Human Services; and (3) authorized third parties for purposes of administering student award and honor programs:

(1) name;

- (2) address;
- (3) telephone listing;
- (4) date and place of birth;
- (5) dates of attendance (in years, semesters, or other academic periods);
- (6) grade level;
- (7) diplomas (including graduation awards and honors earned);
and
- (8) most recent previous school or education institution attended by the student.

b. The Board further designates the following student record information as directory information that may be disclosed without parental consent in official school or district-sponsored publications such as yearbooks; awards or honors programs; athletic, music, or drama programs; and team rosters for athletic teams and other competitive interscholastic clubs:

- (1) name;
- (2) photograph;
- (3) age (in years);
- (4) participation in officially recognized activities and sports;
- (5) height and weight of members of athletic teams;
- (6) official honors or awards received;
- (7) grade level; and
- (8) most recent previous school or education institution attended by the student.

c. The Board further designates the following information as directory information that may, at the discretion of the Communications Department, be released to the media in response to specific inquiries to confirm or deny facts that may be subject to public reporting when the Communications Department determines that release of such

information is in the best interests of the school system and is not likely to compromise student safety or disrupt the educational environment:

i. name;

ii. grade level; and

iii. most recent previous school or education institution attended by the student.

d. The Board further designates the following information as directory information that may be disclosed upon request exclusively to other students enrolled in the same online/virtual class who ask to review an audio or video recording of particular online/virtual class session for instructional purposes:

i. name, to the extent it is referenced during the audio or video recording;

ii. any photograph or pictorial representation of the student used in the online/virtual class session;

iii. any audio or video recording of the student participating in the online/virtual class session; and

iv. any online chats or other recorded communications among all participants in the online/virtual class.

Notes:

1. For practical reasons, opting out of disclosures of this directory information may limit the extent to which students will be able to participate in virtual/online classes.
2. To protect the privacy of other students, students and parents are not permitted to make their own recordings of online/virtual class sessions.

e. Except as expressly provided by this policy, personally identifiable information about students contained in official student records shall not be considered directory information and shall be disclosed only as authorized or required by the Family Educational Rights and Privacy Act (FERPA), [20 U.S.C. 1232g](#), and other applicable law. In particular, the telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program and information or the living situation of a student experiencing homelessness are not considered directory information.

f. As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information is designated directory information by the school system. **In addition, secondary school students' email addresses (which will be the email addresses provided by the school, if available) must be provided to military recruiters upon request.** Students or their parents, however, may request that the student's name, address, **email address**, and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made. In addition, directory information shall be made available to military recruiters for the purpose of informing students of educational and career opportunities available in the military to the same extent that such information is made available to persons or organizations that inform students of occupational or educational options.

g. All requests for directory information must be submitted to the superintendent or designee for approval. The superintendent is authorized to establish regulations regarding the release of directory information.

5. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act. The rights of parents and eligible students concerning a student's special education records are explained in the Handbook on Parents' Rights and in the North Carolina Procedures Governing Programs and Services for Children with Disabilities.

6. Disclosure of De-Identified Information

Education records may, at the discretion of school officials, be released without consent of the parent or eligible student if all personally identifiable information has been removed. Personally identifiable information includes both direct and indirect identifiers that, alone or in combination, would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Unless specifically permitted by law, records that have been de-identified must not be released without the consent of the parent or eligible student if school officials reasonably believe that the person requesting the information knows the identity of the student to whom the education record relates

J. Withholding Records

School system administrators shall not withhold records upon a valid request by a parent, eligible student, or school to which the student is transferring for any reason, including in order to collect fines assessed to the parent or student.

K. Record of Access and Disclosure

The principal or designee shall maintain a record in each student's file indicating all persons who have requested or received personally identifiable information from a student's record and the legitimate reason(s) for requesting or obtaining the information. This requirement does not apply to requests by or disclosure to parents, eligible students, school officials, parties seeking directory information, a party seeking or receiving the records under a court order or subpoena that prohibits disclosure, or those individuals with written parental consent.

L. Destruction of Student Records

School officials shall only destroy student records in accordance with state and federal law and the *Records Retention and Disposition Schedule for Local Education Agencies*. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

M. Longitudinal Data System

School system administrators will comply with the data requirements and implementation schedule for the North Carolina Longitudinal Data System (NCLDS) and will transfer designated student record data to the system in accordance with the NCLDS data security and safeguarding plan and all other requirements of state law, provided that doing so does not conflict with the requirements of FERPA.

Legal References: Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#), [h](#), [34 C.F.R. pt. 99](#); Individuals with Disabilities Education Act, [20 U.S.C. 1411](#) *et seq.*; Elementary and Secondary Education Act, [20 U.S.C. 7908](#); McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431](#) *et seq.*; [10 U.S.C. 503\(c\)\(1\)](#); [G.S. 7B-302](#), [-3100](#); [14-208.29](#); [115C-47\(26\)](#), [-109.3](#), [-402](#), [-403](#), [-407.5](#); [116E-6](#); *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources (1999), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules#localschedules>

<https://archives.ncdcr.gov/documents/local-education-agencies-schedule>; *General Records Schedule for Local Government Agencies*, N.C. Department of Natural and Cultural Resources (2019), available at

<https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government>

Adopted: January 16, 2018

Revised: January 7, 2020

Revised: September 15, 2020

Wake County Board of Education