

OFFICIAL RECORDS - PRESERVATION

The New Hanover County Board of Education (Board) is required by the Public Records Law to maintain and preserve its official business records, which include those records defined by law as “public records” as well as educational records of each student. “Public Records” include all documents, including but not limited to papers, photographs, recordings, electronic records, emails and text messages, regardless of physical form or characteristics, which are made or received by a New Hanover County Schools employee or Board Member in connection with the transaction of New Hanover County Schools business. Educational records of students include all information that is directly related to a New Hanover County Schools student.

Official business records of the New Hanover County Schools include electronic records sent or received by New Hanover County Schools employees or Board Members on their personal devices or using their personal accounts, if they otherwise meet the definition of official business record contained in this Policy.

The official business records of the New Hanover County Schools must be preserved and maintained. They may only be destroyed in accordance with the records retention and disposition schedule of the North Carolina Department of Cultural Resources applicable to local school boards.

Not all official business records of the New Hanover County Schools are open to public inspection. Records that are confidential shall be withheld from public inspections required by law.

The Superintendent is authorized to create administrative procedures for the preservation of the official business records of the New Hanover County Schools, consistent with applicable law.

LEGAL REF: Public Records Law, NCGS §132-1 *et. seq.*;
NCGS §115C-402; 20 USC 1232g

CROSS REF: Policy 9020 Access to Public Records

Adopted: 09/01/15
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