

### **Disposition of Academic Records for Proprietary Schools**

In the event that a private proprietary, church-supported, or other non-public school or college should cease to operate, the State Archives of North Carolina may act as the repository for that school's records with prior approval from the State Archives registrar. The registrar may be contacted during the application process for proprietary schools with the University of North Carolina Board Of Governors.

The following information will be required at the time of request:

- the name and address of the school in question;
- complete contact information for the person to whom such an approval letter be addressed;
- complete contact information of the person making the request, if different from above.

Questions regarding this process should be directed to the registrar of State Archives.

William H. Brown, Registrar  
State Archives of North Carolina  
4614 Mail Service Center  
Raleigh, NC 27699-4614  
919-807-7309  
[William.h.brown@ncdcr.gov](mailto:William.h.brown@ncdcr.gov)

If you need to transfer academic records from a defunct proprietary, church-supported, or other non-public school or college that had operated in North Carolina, please contact the organization records archivist:

Gwen Thomas Mays, C.A.  
Organization Records Archivist  
State Archives of North Carolina  
4614 Mail Service Center  
Raleigh, NC 27699-4614  
919-807-7315  
[Gwen.mays@ncdcr.gov](mailto:Gwen.mays@ncdcr.gov)