

## Disposition of Academic Records for Proprietary Schools

In the event that a private proprietary, church-supported, or other non-public post-secondary 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@dncr.nc.gov](mailto:william.h.brown@dncr.nc.gov)

The State Archives of North Carolina has custody of the academic records of certain defunct North Carolina post-secondary schools and colleges. If a closed school is part of a larger corporate body or institution that is still in business, the academic records of the closed school should be transferred to that governing institution. Only if the entire organization is permanently going out of business can the academic records be transferred to the State Archives.

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

Elizabeth Bates, Organization Records Archivist  
State Archives of North Carolina  
4614 Mail Service Center  
Raleigh, NC 27699-4614  
919-814-6855  
[elizabeth.bates@dncr.nc.gov](mailto:elizabeth.bates@dncr.nc.gov)