



1224 West Owens Avenue – PO Box 7128
Phone: 701.255.4127 – Fax: 701.258.7992
E-mail: rebecca.duben@ndsba.org – Web: ndsbmcp.org

North Dakota School of Business Managers Certification Program
Course Registration Form – Second Year Students
Records Management and Retention

Student Name: _____

Student Email: _____

School District: _____

Check all courses in which you plan to enroll and calculate the total below. Please make check payable to the North Dakota School Business Manager Certification Program.

Course*	Cost
<input type="checkbox"/> Record Management and Retention (2 credits)	\$100
<input type="checkbox"/> I have a credit to apply	(\$)
TOTAL:	\$ _____

Course costs are as follows:

Cost per credit hour = \$50

All course fees are due **prior to the course start date** unless students make alternative arrangements.

Mail completed form and payment to **North Dakota School Business Manager Certification Program, P.O. Box 7128, Bismarck, ND 58507-7128.**

***Record management and retention (2 hours):**

A review of state law on open and closed records and the process for responding to open records requests. Covers statutory retention deadlines for records common to school districts and an overview of retention and storage safeguards. Course also provides guidance on record destruction requirements under law.