

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTH CARE FACILITIES
EDUCATION PROGRAM SERVICES

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

EDUCATION PROGRAM SERVICES

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of Health and Human Services and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." The Department of Health and Human Services hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records.

The Department of Health and Human Services and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Health and Human Services agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The Department of Health and Human Services agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Monica Hughes, Chief Records Officer
Department of Health and Human Services



Kathy Blankenship, Assistant Superintendent
Health Care Facility Schools
Education Program Services



J. Luckey Welsh Jr., Director
Division of State Operated Health Care Facilities
Department of Health and Human Services



Sarah E. Koonts, Director
Division of Archives and Records



Dr. Ardona Wos, Secretary
Department of Health and Human Services

APPROVED



Susan W. Kluttz, Secretary
Department of Cultural Resources

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved July 1, 1997, by adding Item 50480, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



B. Monica Hughes
Chief Records Officer



Dale C. Armstrong, Director
Division of State Operated Healthcare
Facilities



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Aldona Z. Wos, M.D., Secretary
Department of Health and Human Services



Susan W. Kluttz, Secretary
Department of Cultural Resources

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
BUSINESS OFFICE**

ITEM 49459. OFFICE CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, concerning non-cleared check voucher correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy e-mail after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 49460. GRANTS AND SPECIAL PROJECT REPORTS FILE

Records in paper and electronic formats, including e-mail, concerning special projects and various grant records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, audit, negotiation, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
CHILDREN WITH DISABILITIES**

ITEM 49387. CHILDREN WITH DISABILITIES FILE

Records in paper and electronic formats, including e-mail, concerning children with disabilities who are in educational programs. File includes achievement results; intelligence, eligibility, and physical test results; medical reports if the student is physically or mentally impaired; individual education plans (IEP's) and forms; multidisciplinary team reports; and screening, placement, referral, parental consent and notification forms, and correspondence. (Note: The parent, guardian, surrogate parent, or eligible student must be notified prior to destruction of personally identifiable information so copies of records can be provided if desired. Information must also be destroyed at the request of parents if no longer needed to provide educational services to the child.) (Comply with applicable provisions of G.S. 115C-114 and 115C-402 regarding confidentiality and expungement of records of students with special needs.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years after student leaves the education program for children with disabilities if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 49388. RULES AND REGULATIONS FILE

Rules governing programs and services for children with special needs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 49389. PLANS OF OPERATIONS FILE

Records in paper and electronic formats of operating plans for children with disabilities.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years. Destroy e-mail after 5 years.

ITEM 49390. TEXTBOOKS AND EQUIPMENT FILE

Records in paper and electronic formats of inventories of textbooks and special equipment needed for students participating in education programs for children with disabilities.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years. Destroy e-mail after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
PERSONNEL**

ITEM 1700. PERSONNEL FILE

Records concerning school employees (but not employees of the main office). File includes applications for employment, personnel section forms, staff certifications, withholding reports, increment or change in basic salary forms, reference letters, notifications of reclassification, personal histories, and other related information. (Note: Personnel records for employees of the Governor Morehead School, North Carolina School for the Deaf, and Eastern North Carolina School for the Deaf who terminated employment after June 1, 2011 are in the custody of the Department of Public Instruction, Education Services for the Deaf and Blind, Personnel File (Item 50094)) (Comply with applicable provisions of G.S.126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 49462. CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of correspondence received from or sent to agency human resources offices and other state government offices.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records (excluding e-mail) after 4 years. Destroy e-mail after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
SCHOOLS, PROGRAMS, AND CENTRAL OFFICE**

ITEM 49419. STUDENT AND STAFF REPORTS FILE

Reports concerning vacancies, suspensions, transfers, and enrollment of students. (Comply with applicable provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of state agencies and the Individuals with Disabilities Education Act regarding students with disabilities.)

DISPOSITION INSTRUCTIONS: Destroy in office vacancy, suspensions, and transfer reports after 6 months. Destroy in office enrollment reports after 2 years.

ITEM 49420. EDUCATION PROGRAM SERVICES CORRESPONDENCE AND MEMORANDUMS FILE

Records in paper and electronic formats, including e-mail, of correspondence and internal memorandums concerning Education Program Services.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

ITEM 49421. STATISTICAL REPORTS FILE

Monthly statistical reports concerning the operation of the schools.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 49422. HUMAN RESOURCES CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of correspondence and memorandums written by the human resources manager. File also includes correspondence sent and received from other departments and agency human resources offices.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records (excluding e-mail) after 4 years. Destroy e-mail after 5 years.

ITEM 49423. TRANSITORY CORRESPONDENCE FILE

Records in paper and electronic records, including e-mail, of reference copies of school directors' routine outgoing correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records (excluding e-mail) after 1 year. Destroy e-mail after 5 years.

ITEM 49424. SCHOOL HISTORY FILE

Scrapbook collection of news articles and historical data concerning the schools' achievements.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 49425. SCHOOL ADMINISTRATOR'S FILE

Records in paper and electronic formats, including e-mail, used to administer the principal's office. File includes or concerns schools visited by the principal, workshops attended by the principal, book and equipment inventories, student addresses, correspondence, donations, school reports prepared by the principal, and sales and use tax reports. (Comply with applicable provisions of 20 USC 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
SCHOOLS, PROGRAMS, AND CENTRAL OFFICE**

ITEM 49426. CURRICULUM FILE

Records in paper and electronic formats concerning the establishment of course requirements in the various areas of study such as vocational and technical programs, English, foreign languages, mathematics, social studies, fine and performing arts, and healthful living. File includes approved instructional resources, objectives, methods of evaluation, handbooks, curriculum course guides, assessment guides, and testing guides.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records (excluding e-mail) when superseded or obsolete. Destroy e-mail after 5 years.

ITEM 49427. EXCEPTIONAL CHILDREN'S HEADCOUNT REPORTS FILE

Records in paper and electronic formats of annual reports listing statistics concerning exceptional children. (Reports are used as a basis for federal funding and individualized student funding.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records (excluding e-mail) after 3 years. Destroy e-mail after 5 years.

ITEM 49428. FIELD TRIP AUTHORIZATION FILE

Records concerning the approval or disapproval for students to leave school on field trips. File includes dates of trips, purpose of trips, trip destinations, itineraries, and other related information. File also includes parental consent forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 49429. PARENT CONFERENCE FILE

Records in paper and electronic formats, including e-mail, concerning conferences between parents, teachers, and/or other school officials. File includes correspondence, parent conference forms outlining reasons for conference, actions taken, and other related records. (Comply with applicable provisions of 20 USC 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 11 years.

ITEM 49430. REGIONAL ARTICULATION PLACEMENT FILE

Records in paper and electronic formats used to report a student's completion of course work, which could be used for credit at an area college or university. File includes students' names, addresses, phone numbers, social security numbers, schools attended, descriptions of courses, final grades, and other related records. (Comply with applicable provisions of 34 CFR 361.49 regarding confidentiality of personal records in the possession of state agencies and 20 USC 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 2 years after students graduate or age out of the programs (excluding e-mail). Destroy e-mail after 5 years.

ITEM 49431. STUDENT ACTIVITY REPORTS FILE

Records in paper and electronic formats of annual reports concerning students and their classroom assignments, classroom settings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years (excluding e-mail). Destroy e-mail after 5 years.

ITEM 49432. SCHOOL ACTIVITY REPORTS FILE

Records in paper and electronic formats of reports and lists prepared by various programs. File includes school activity reports, principals', administrators', and teachers' monthly reports.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year (excluding e-mail). Destroy e-mail after 5 years.

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EDUCATION PROGRAM SERVICES
SCHOOLS, PROGRAMS, AND CENTRAL OFFICE**

ITEM 49434. STUDENT HANDBOOK FILE

Records in paper and electronic formats of handbooks supplied to students at the beginning of each school year. File includes attendance and school policies and procedures, graduation requirements, disciplinary policies and procedures, academic policies, and general school, division, and department rules and regulations.

DISPOSITION INSTRUCTIONS: Retain in office 1 copy of paper handouts permanently. Transfer 10 or more paper copies (as required) of each publication to the State Documents Clearinghouse, State Library of North Carolina, when received from printer, in accordance with G.S. 125-11.8 (b). Destroy in office remaining paper copies and related records when reference value ends. Destroy in office paper and electronic records after 1 year.

ITEM 49435. TEACHER LESSON PLAN FILE

Records in paper and electronic formats used by teachers for the classes or subjects they are instructing. File includes worksheets, discussion notes, problem-solving materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or Obsolete (excluding e-mail). Destroy e-mail after 5 years.

ITEM 49436. TEACHER SCHEDULING FILE

Records in paper and electronic formats of reports documenting teachers' course schedules and timetables. File includes teacher timetable reports, room timetable reports, course load by teacher reports, teacher directives, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year (excluding e-mail). Destroy e-mail after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
STUDENT HEALTH**

ITEM 49437. INJURY REPORTS FILE

Records in paper and electronic formats concerning medical attention provided to students by school officials. File includes injury report forms. (Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records and 42 USC 1320d-2(d)(2) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when student reaches 29 years of age and has not received services within the last 10 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 49438. PERMANENT HEALTH RECORD CARDS FILE

Cards that provide information on a student's medical history and status while in a school or program. File includes immunization information, vision and hearing screening results, health status including chronic illness, seizures, allergies, special health considerations, and narrative notes entered by nurses or other school or program officials. (Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records and 42 USC 1320d-2(d)(2) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Transfer to Student Records, Inactive Student Records File (Item 49439) when student terminates enrollment.

ITEM 49882. HEALTH ENTERPRISE ACCOUNTS RECEIVABLE TRACKING SYSTEM (HEARTS) DATABASE (ELECTRONIC) FILE

Electronic records concerning patient information in all division facilities. Electronic file includes billing information, admissions/discharges, clients' treatments, medications administered, clients' emergency information, and other related data. Data is entered daily into the database from the schools' business and medical offices. (Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records, G.S. 122C-24, and 42 USC 1320d-2(d)(2) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 11 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
STUDENT RECORDS**

ITEM 49439. INACTIVE STUDENTS RECORDS FILE

Inactive school student records. File includes social/academic records, cumulative records, and various health records. (Comply with applicable provisions of 34 CFR 361.49 regarding the confidentiality of personal records in the possession of the Division of State Operated Healthcare Facilities' schools, programs, and central office and 20 USC 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 25 years to be imaged. Agency will be responsible for cost of microfilm production. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Paper records will be destroyed in the State Records Center after imaging.

ITEM 49440. STUDENT INFORMATION FILE

Records from elementary through high school concerning each student enrolled in the Division of State Operated Healthcare Facilities' schools. (Comply with applicable provisions of 34 CFR 361.49 regarding the confidentiality of personal information in the possession of the Division of State Operated Healthcare Facilities and 20 USC 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 7 years after student terminates enrollment to be imaged. Agency will be responsible for cost of microfilm production. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Paper records will be destroyed in the State Records Center after imaging.

ITEM 49441. ACTIVE STUDENTS RECORDS FILE

Records in paper and electronic formats, including e-mail, concerning active school student records. File includes admission records, medical records, correspondence, evaluations, and various other social and academic records. (Comply with applicable provisions of 34 CFR 361.49 regarding the confidentiality of personal records in the possession of the Division of State Operated Healthcare Facilities and 20 USC 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Students Records File (Item 49439) when student terminates enrollment.

ITEM 49442. CUMULATIVE PLANS FILE

Records in paper and electronic formats, including e-mail, of individual education plans concerning each student. File includes academic information, report cards, and Scholastic Aptitude Test, competence, and achievement testing results. (Comply with applicable provisions of 34 CFR 361.49 regarding the confidentiality of personal records in the possession of the Division of State Operated Healthcare Facilities.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Students Records File (Item 49439) when student terminates enrollment.

ITEM 49443. EXAMINATION AND TESTING REPORTS FILE

Records concerning the administering of local or state standardized examinations and tests that measure students' performance at level of acquired knowledge. File includes all testing materials and student-completed answer forms. (Comply with applicable provisions of G.S. 115C-174.13 regarding the confidentiality of records containing identifiable scores of individual students.)

DISPOSITION INSTRUCTIONS: Destroy in office student-completed answer forms for all tests containing responses and modified versions 6 months after the return of students' test scores. Testing coordinators should contact the Division of State Operated Healthcare Facilities, Accountability Director for the procedures for recycling and destroying remaining test materials.

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DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
STUDENT RECORDS**

ITEM 49444. GRADE REPORTS FILE

Records in paper and electronic formats concerning the administration of a standardized examination. File includes class record sheets, summary goal reports, individualized and class roster reports, and other related records. (Comply with applicable provisions of G.S. 115C-174.13 regarding the confidentiality of records containing identifiable scores of individual students.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 3 years after test scores are posted to the individual student's North Carolina cumulative record.

ITEM 49445. NORTH CAROLINA CUMULATIVE RECORDS FILE

Records in paper and electronic formats, including e-mail, of cumulative records of students' pre-school, elementary, and secondary educational career should follow the child to their Local Education Agency (LEA). File includes personal and family information; health and immunization records; attendance reports; standardized test dates and results; pre-school, elementary, middle, and high school inserts or grade sheets; copies of birth certificates; and drivers' education certificates. File also includes photographs; correspondence to and from parents or legal guardians and school personnel; and court order documents such as dates of birth and name change verifications; and references to dates of separation due to graduation, withdrawal, or expulsion. (Comply with applicable provisions of G.S. 115C-402 regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer records to Inactive Students File (Item 49439) when student terminates enrollment.

ITEM 49446. STANDARD AND INDIVIDUALIZED ACTION PLANS FILE

Records concerning plans for students with life threatening and/or chronic health conditions that describe procedures to be performed by school or program staff on the student throughout the year. (Plan should be attached to each student's permanent health record card while in use. Note on permanent health card when plan is discontinued.) (Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records and 42 USC 1320d-2(d)(2) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 49447. STUDENT ABSENTEE REPORTS FILE

Records in paper and electronic formats of daily, weekly, and monthly reports or bulletins listing names of students absent from school the previous day, reason for the absence, and whether the absence is excused or unexcused. File includes each student's name, gender, homeroom number, teacher's name, and reason for absence. File also includes each student's social security number or exceptional children's identification number. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year (excluding e-mail). Destroy e-mail after 5 years.

ITEM 49448. STUDENT ATTENDANCE (SCHOOL) FILE

Records in paper and electronic formats concerning each student's daily, weekly, monthly, and yearly school attendance. File includes individual pupil reports compiled from students' classroom attendance records. File also includes each student's name, address, school, homeroom assignment, gender, race, birth date, and total number of absences by day. (Records may be maintained in addition to a student's cumulative record.) (Comply with applicable provisions of 20 USC 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 1 year (excluding e-mail) after appropriate information has been posted to each student's cumulative record in PowerSchool. Destroy e-mail after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
STUDENT RECORDS**

ITEM 49449. STUDENT CLASS WORK FILE

Records concerning material used in the classrooms by teachers and students. File includes non-standardized test material, term papers, completed homework assignments, assignment books, notebooks, and other related records. (Comply with applicable provisions of 20 USC 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year (excluding e-mail). Destroy e-mail after 5 years.

ITEM 49450. STUDENT DISCIPLINE FILE

Records in paper and electronic formats, including e-mail, used to report and review adverse student behavior. File includes violent incident reports; disciplinary action plans; classroom detention notices; in-school and out-of-school suspension records; correspondence between parents and/or guardians and school personnel; supporting records describing students' behavior, facts and circumstances surrounding incidents, and actions taken by school officials and/or law enforcement officers. File also includes school violence reports and suspension reports when used as required by Directive III-V and G.S. 115C-391. (Comply with applicable provisions of 20 USC 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

ITEM 49451. STUDENT DROPOUT FILE

Records in paper and electronic formats used to track student withdrawals from school. File includes students' names, ages, race, gender, grade levels, dates of withdrawals, suspension and family data, intervention/prevention profiles, and monthly summaries of all dropouts. (Comply with applicable provisions of G.S. 115C-402 regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

ITEM 49452. STUDENT ENTRY AND WITHDRAWAL FILE

Records in paper and electronic formats of logs showing when students enter or withdraw from school. File includes student information sheets, withdrawal forms, students' names, family data, identification numbers, reasons for withdrawal or transfers, current grade levels, students' grades and absences to date, and signatures of school personnel. (Comply with applicable provisions of G.S. 115C-402 regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years (excluding e-mail). Destroy e-mail after 5 years.

ITEM 49453. STUDENT GRADE (CLASSROOM) FILE

Records in paper and electronic formats of teachers' records of individual student's grades. File includes teachers' grade books, progress reports, bubble sheets, grade reports for each nine week grading period for the school year. (Grades are used to compute semester and yearly averages for each student by subject.) (Comply with applicable provisions of 20 USC Section 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 1 year after appropriate information has been posted to students' cumulative record.

ITEM 49454. STUDENT GRADE (SCHOOL) FILE

Records in paper and electronic formats of school records showing individual student's grades. File includes listing of student grades by subject for each nine week grading period or midterm averages, students' final grades, whether promoted or held back. File also includes student report cards and marks gathering forms. (Comply with applicable provisions of 20 USC Section 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years after appropriate information has been posted to students' cumulative record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
STUDENT RECORDS**

ITEM 49455. STUDENT SCHEDULING FILE

Records in paper and electronic formats of reports documenting a student's course selection and timetables. File includes course loads, student reports, timetable reports, course selection and verification reports and slips, and student scheduling reports.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

ITEM 49456. STUDENT TRANSFER FILE

Records in paper and electronic formats concerning the transfer of students within or out of the Local Education Agency (LEA). File includes transfer forms listing students' and parents' names, addresses, grade levels, names of schools, reasons for transfers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years (excluding e-mail) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy e-mail after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 49457. POWERSCHOOL DATABASE (ELECTRONIC) FILE

Electronic records used to manage various types of student records and generate reports. Electronic file includes students' names, dates of birth, parents' names, grade level, students' academic status, attendance data, course selection and verification, academic progress information and grades, honor roll designations, exceptionalities, personal identification codes, and other related data. Data is transmitted to the central office and the Department of Public Instruction. (Comply with applicable provisions of 34 CFR 361.49 regarding the confidentiality of personal records in the possession of schools.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office student specific information when it has been posted to the student's cumulative record. Destroy in office data used to generate reports according to disposition instructions for those specific reports.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
EDUCATION PROGRAM SERVICES
TEXTBOOK RECORDS**

ITEM 49458. ROUTINE REPORTS (SCHOOL ADMINISTRATORS AND TEACHERS) FILE

Reports summarizing inventories from individual schools or the central office. File also includes invoices for books and requests from schools to order books.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES
PERSONNEL RECORDS
PSYCHIATRIC HOSPITALS**

ITEM 50480. CENTRAL REGIONAL HOSPITAL PERSONNEL JACKETS (INACTIVE) FILE

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of and access to personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.