DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR ACCOUNTABILITY SERVICES
DIVISION OF INFORMATION RESOURCE MANAGEMENT
STUDENT INFORMATION MANAGEMENT SYSTEM SECTION

Records Retention and Disposition Schedule

Section Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. **This Records Retention and Disposition Schedule reflects a section name change from Assistant State Superintendent for Financial Services, Division of School Business Services, Student Information Management Section to Assistant State Superintendent for Accountability Services, Division of Information Resource Management, Student Information Management System Section.** No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule **dated May 29, 1992.** 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

STUDENT INFORMATION MANAGEMENT SYSTEM SECTION

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 N.C. 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. 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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

STUDENT INFORMATION MANAGEMENT SYSTEM SECTION

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 This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Kay S. Oney, Chief Records Officer
Department of Public Instruction

Bob Bellamy, Acting Director
Division of Information Resource Management

William S. Price, Jr., Director
Division of Archives and History

Suzanne E. Triplett, Assistant State
Superintendent for Accountability Services

APPROVED

Bob R. Etheridge, Superintendent
Department of Public Instruction

Betty Ray McCain, Secretary
Department of Cultural Resources

May 24, 1994

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

Department of Public Instruction
Assistant State Superintendent for Accountability Services
Division of Information Resource Management
Student Information Management System Section

Amend the records retention and disposition schedule approved May 24, 1994 by changing the disposition instructions of Items 20365, 20366, 20370, 20371, 20372, 33011, 33012, 33206, 33207, 33210, 33423, and 33424 as shown on substitute pages dated January 17, 1995.

APPROVAL RECOMMENDED

Kay S. Oney, Chief Records Officer
Department of Public Instruction

Martha Kincheloe, Project Manager
Student Information Management
System Section

Bob Bellamy, Acting Director
Division of Information Resource
Management

William S. Price, Jr., Director
Division of Archives and History

Suzanne E. Triplett, Assistant State Superintendent
for Accountability Services

APPROVED

Bob R. Etheridge, State Superintendent
Department of Public Instruction

Betty Ray McCain, Secretary
Department of Cultural Resources

January 17, 1995

HFH

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR ACCOUNTABILITY SERVICES
DIVISION OF INFORMATION RESOURCE MANAGEMENT
STUDENT INFORMATION MANAGEMENT SYSTEM SECTION

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STUDENT INFORMATION MANAGEMENT SYSTEM SECTION

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Suzanne E. Triplett, Assistant State
Superintendent for Accountability Services

APPROVED

Bob R. Etheridge, Superintendent
Department of Public Instruction

Betty Ray McCain, Secretary
Department of Cultural Resources

This schedule was modified to comply with the provisions of the *General Schedule for State Agency Records*, effective October 1, 2000
Remaining items retain the original date shown below.

May 24, 1994

HFH

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR ACCOUNTABILITY SERVICES
DIVISION OF INFORMATION RESOURCE MANAGEMENT
STUDENT INFORMATION MANAGEMENT SYSTEM SECTION

ITEM 20364. LOCAL EDUCATION AGENCIES (LEAS) CORRESPONDENCE FILE.
Correspondence between Student Information Management Section and local education agencies throughout the state. Correspondence concerns allotments, budgets, local educational programs, and other subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20365. STUDIES FILE.
Records concerning state education studies prepared by Division of School Business Services. Studies concern teacher allotments, class size, and budget estimates. File includes correspondence, statistical findings, and other related records. Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Financial and Personnel Services, Division of School Business Services, School Budgets Section.

ITEM 20366. CLASS SIZE FILE.
Records concerning class overloads throughout the state. File includes requests from local superintendents for additional teachers or permission to exceed authorized class loads. File also includes approval or disapproval forms authorized by the Assistant State Superintendent for Financial Services. Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Financial and Personnel Services, Division of School Business Services, School Budgets Section.

ITEM 20370. STUDENT ACCOUNTING SURVEY REPORTS AND CORRESPONDENCE AUDIT FILE.
Survey reports from supervisors verifying student enrollment in state public schools. File also includes correspondence. Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Financial and Personnel Services, Division of School Business Services, School Budgets Section.

ITEM 20371. EXCEPTIONAL CHILDREN HEADCOUNT FILE.
Forms submitted by local education agencies (LEAs) requesting funding for exceptional children programs. Programs included are Chapter 1, 2, 3, 4, 5, 6, 7, Elementary and Secondary Education Act (ESEA) Chapter I Handicapped, Education Handicapped Act Title IIB, Registry of Blind, State Adjusted, and Willie M. Headcount. Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Instructional Services, Exceptional Children Support Team, Policy Monitoring and Headcount Audit Section.

ITEM 20494. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE.
Routine correspondence and memorandums written and/or received by the section.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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STUDENT INFORMATION MANAGEMENT SYSTEM SECTION

ITEM 33011. EMERGENCY CLOSING OF INDIVIDUAL SCHOOLS FILE.
Requests submitted by local education agencies to the State Board of Education asking that waivers be granted permitting schools facing emergency closure to be relieved of satisfying their statutory obligations of offering a full year of public instruction. Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Financial and Personnel Services, Division of School Business Services, School Budgets Section.

ITEM 33012. PER CAPITA DISTRIBUTION OF LOCAL FUNDS FILE.
Records concerning the distribution of local funds to each local education agency (LEA). File includes correspondence to county commissioners in multi-LEA counties and includes computer printouts used in determining the basis for per capita distribution of local funds to each local education agency. (Printouts list name and unit number of each LEA, average daily membership (ADM) allotment data for current fiscal year, percentage of local funds distributed to each LEA, and other related data.) Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Financial and Personnel Services, Division of School Business Services, School Budgets Section.

ITEM 33206. AVERAGE DAILY MEMBERSHIP (ADM) AUDIT FINDINGS FILE.
Correspondence written to each local education agency (LEA) informing them of their audit findings. File also includes computer printouts and audit survey forms concerning each LEA's official audit. Name of each local education agency, name of each school, number of homerooms audited, dates of audit, and other related data are entered into Excel Spreadsheet Average Daily Membership (ADM) Audits Database (Electronic) File (Item 33423) and routinely updated. Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Financial and Personnel Services, Division of School Business Services, School Budgets Section.

ITEM 33207. EXCEPTIONAL CHILDREN HEADCOUNT AUDIT FINDINGS FILE.
Computer printout reports and audit survey forms concerning each local education agency's (LEAs) audit. File also includes correspondence written to each LEA to summarize audit findings and to authorize funding of various programs for exceptional children. Name of local education agency, date audit performed, allotment data, and other related data are entered into Excel Spreadsheet Exceptional Children Headcount Audits Database (Electronic) File (Item 33424) and routinely updated. Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Instructional Services, Exceptional Children Support Team, Policy Monitoring and Headcount Audit Section.

ITEM 33208. REQUISITIONS FILE.
Reference copies of requisitions concerning section purchases.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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ITEM 33210. END-OF-YEAR REPORTS FILE.

End-of-year summary reports produced by the section concerning school closings due to hazardous weather conditions, natural disaster, or other emergencies as regulated by G.S. 115C-84(c). Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Financial and Personnel Services, Division of School Business Services, School Budgets Section.

ITEM 33423. EXCEL SPREADSHEET AVERAGE DAILY MEMBERSHIP (ADM) AUDITS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning average daily attendance statistics of students in each local education agency. Names of local education agencies, names of individual schools, dates of audits, number of homerooms audited, and other related data are entered into this electronic file. Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Financial and Personnel Services, Division of School Business Services, School Budgets Section.

ITEM 33424. EXCEL SPREADSHEET EXCEPTIONAL CHILDREN HEADCOUNT AUDITS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning audit findings involving exceptional children within local education agencies (LEAs). Names of local education agencies, dates of audits, amounts of funds allocated to LEAs for administering exceptional children programs, and other related data are entered into this electronic file. Amended 1-17-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Assistant State Superintendent for Instructional Services, Exceptional Children Support Team, Office of the Director, Administration.