

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL FACILITY SERVICES
DIRECTOR'S OFFICE

Records Retention and Disposition Schedule

The 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

DIRECTOR'S OFFICE

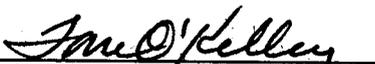
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

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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 This schedule is to remain in effect until superseded.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


D. Thomas O'Kelley, Director
Division of School Facility Services


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


Charles Weaver, Assistant State Superintendent
for Auxiliary Services


APPROVED
Bob R. Etheridge, Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

... ABOUT THIS RECORDS DISPOSITION SCHEDULE ...

This records disposition schedule lists the records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group (following the word "Item...") and instructions for their legal disposition (following the words "DISPOSITION INSTRUCTIONS"). Records should never be arbitrarily destroyed on the basis of personal opinion but only on the basis of a firm schedule. The disposition instructions contained herein provide that schedule and the legal procedures for records management activities in your agency.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of General Statutes of North Carolina. Compliance with the disposition instructions listed herein will ensure conformity with the law and will ensure that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 500. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially superseded.

Supervisors or other responsible office personnel are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel then will amend this schedule in order to ensure that it remains complete and accurate and is in compliance with federal and state laws and regulations.

The Records Services Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing schedules; supply and delivery of boxes, tape, and labels for records scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is no charge for these services.

For information or assistance, call 919-733-3540.

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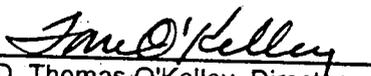
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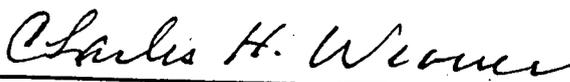
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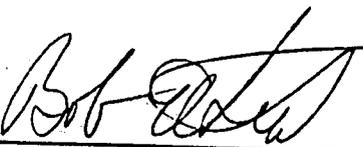
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4-30-93

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.

HFH

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ITEM 35386. BUDGETARY FILE.

Reference copies of records concerning the division's budgets. File includes monthly budget reports, invoices, purchase orders, budget transfer forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35387. CONFERENCES AND WORKSHOPS FILE.

Reference copies of records concerning conferences and workshops conducted or attended by division personnel. File includes agendas, handouts, questionnaires, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 35388. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE.

Routine correspondence written and/or received by the office concerning staff announcements, car and hotel reservations, state credit card purchases, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 35389. DIRECTOR'S CORRESPONDENCE FILE.

Administrative and management correspondence written to and/or received from Chief Consultants, Assistant State Superintendents, or the State Superintendent.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 35390. MINUTES FILE.

Reference copies of minutes received from various committees and boards.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 35391. SPECIAL REPORTS FILE.

Reference copies of special reports compiled by sections within the division. Reports include special activities, status reports of on-going projects in each section, and other related reports. (Original reports are located at section level.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35392. TRAVEL REIMBURSEMENTS FILE.

Reference copies of travel reimbursement forms concerning travel-related expenses.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.