

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL FACILITY SERVICES
INSURANCE SECTION

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

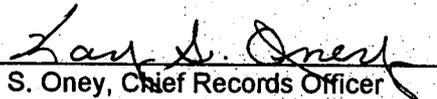
INSURANCE SECTION

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

INSURANCE SECTION

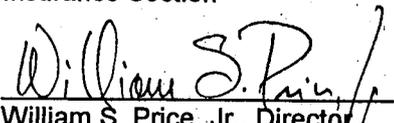
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

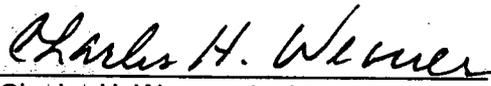
APPROVAL RECOMMENDED


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


Curtis N. Grogan, Chief Consultant
Insurance Section

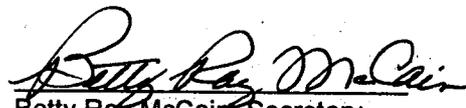

Tom O'Kelley, Director
Division of School Facility Services


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


Charles H. Weaver, Assistant State
Superintendent for Auxiliary Services

APPROVED


Bob R. Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

May 14, 1993

HFH

... 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 identification number) 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, acting through their Records Officers, are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel will then 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.

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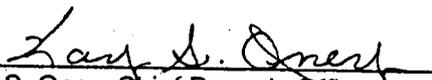
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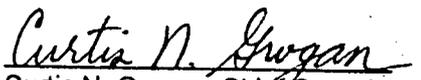
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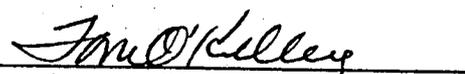
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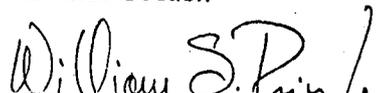
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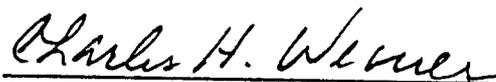
APPROVAL RECOMMENDED


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


Curtis N. Grogan, Chief Consultant
Insurance Section

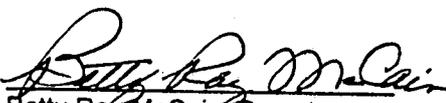

Tom O'Kelley, Director
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Bob R. Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

May 14, 1993

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.

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**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL FACILITY SERVICES
INSURANCE SECTION
ADMINISTRATIVE UNIT**

ITEM 21578. CORRESPONDENCE FILE.

Records concerning the organization and daily operation of the section, which provides fire insurance and fire inspection programs for participating local education agencies and community colleges. File includes correspondence, memorandums, contracts, reports, policies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 21586. REINSURANCE MATERIALS FILE.

Records concerning insurable school buildings of participating units which are reinsured with private companies. File includes contracts, policy information, correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office contracts and policy information 3 years after termination of agreement 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 in office remaining records when reference value ends.

ITEM 21590. POLICY AND INVOICE NUMBERS REGISTER FILE.

Policy invoices for public school property insured by section. File includes invoice numbers and dates, policy numbers, effective dates, expiration dates, amounts of policies, and amounts of premiums.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

ITEM 21597. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.

Machine readable records concerning the administration and management of the section. Electronic file includes reports, correspondence, fire and safety recommendations, and other related records. (NOTE: Source documents returned to originating personnel after being recorded on tape/floppy disk should be disposed of in originating office only in accordance with that office's records retention schedule.)

DISPOSITION INSTRUCTIONS: Return source documents to originating personnel after information is recorded on tape/floppy disk. Erase or update in office recorded information when administrative value ends.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL FACILITY SERVICES
INSURANCE SECTION
PROPERTY UNIT**

ITEM 1044. EXPIRED PROPERTY INSURANCE POLICIES FILE.

Records concerning expired property and fire insurance policies for local education agencies participating in the Public School Insurance Fund. File includes policies, amendment requests forms, correspondence, inspection reports, program reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after termination or expiration 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 1045. SURVEY REPORTS FOR PARTICIPATING UNITS FILE.

Annual divisional engineer survey reports concerning public school buildings insured by the section and utilized to determine insurance value. File includes information regarding appropriate insurance policy, construction characteristics, scaled blueprint of each building, and pertinent correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 1046. PROPERTY INSURANCE CLOSED CLAIMS FILE.

Records concerning property insurance claims investigated and settled by the section. File includes claim reports, correspondence, invoices for repairs, completed Proof of Loss payment forms, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records dated July 1976 through June 1982 currently stored in the State Records Center to the custody of the Archives 5 years from date received. Destroy records dated July 1982 through June 1984 currently stored in the State Records Center 5 years from date received. Destroy in office remaining records after 2 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 21579. NON-PARTICIPATING UNITS (COUNTY, CITY, AND INSTITUTIONS IN COMMUNITY COLLEGE SYSTEM) CORRESPONDENCE FILE.

Records concerning fire insurance inspections conducted by the section for units that do not participate in Public School Insurance Fund (PSIF). File includes correspondence, inspection reports, computer-generated program reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 21580. ACTIVE PROPERTY INSURANCE POLICIES FILE.

Records concerning fire insurance inspections and coverage by division for local education agencies participating in Public School Insurance Fund (PSIF). File includes correspondence, fire and extended fire insurance policies, inspection reports, computer-generated program reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Expired Property Insurance Policies File (Item 1044) after 1 year.

ITEM 21583. SURVEY REPORTS FOR NON-PARTICIPATING UNITS FILE.

Annual engineer survey reports concerning public school buildings not insured by section. Reports include building characteristics and drawings of buildings.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 year(s) 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 PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL FACILITY SERVICES
INSURANCE SECTION
WORKER'S COMPENSATION UNIT**

ITEM 987. UNEMPLOYMENT INSURANCE RESERVE FUND FILE.

Records concerning unemployment insurance coverage for public school employees. File includes cash receipt journals, quarterly contribution reports and attached voucher stubs, annual lists of charges by Employment Security Commission, and work schedules summarizing

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.