

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL SERVICES
OFFICE OF THE DIRECTOR

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

OFFICE OF THE DIRECTOR

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

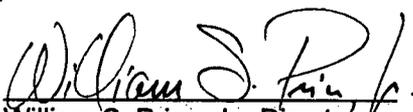
OFFICE OF THE DIRECTOR

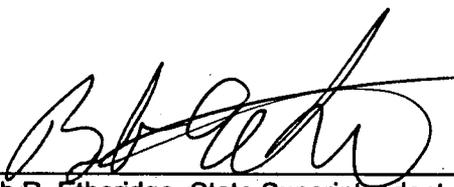
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


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


Dwight Pearson, Director
Division of School Services


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


APPROVED
Bob R. Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

April 23, 1993

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

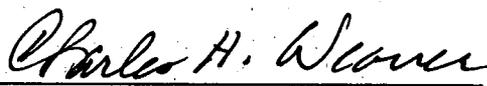
Department of Public Instruction
Assistant State Superintendent for Auxiliary Services
Division of School Services
Office of the Director

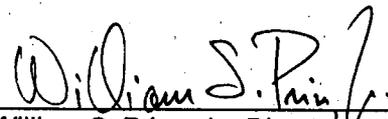
Amend the records retention and disposition schedule approved April 23, 1993 by changing the disposition instructions of Items 1308, 19922, 21322, 21323, 21330, 21331, 34085, 34086, 34088, and 34089 as shown on substitute pages dated December 30, 1994.

APPROVAL RECOMMENDED

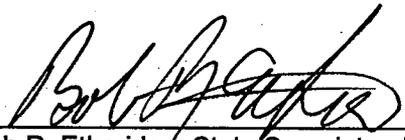

Kay S. Oney, Chief Records Officer
Department of Public Instruction


Dwight Pearson, Director
Division of School Services


Charles H. Weaver, Assistant State
Superintendent for Auxiliary Services


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

APPROVED


Bob R. Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

December 30, 1994

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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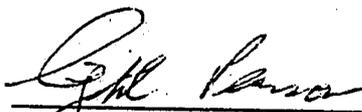
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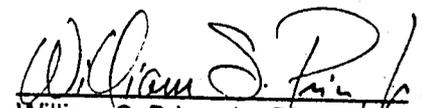
OFFICE OF THE DIRECTOR

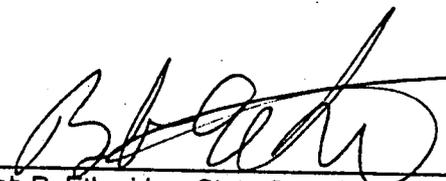
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APPROVAL RECOMMENDED


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


Dwight Pearson, Director
Division of School Services


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


APPROVED
Bob R. Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

April 23, 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 SERVICES
OFFICE OF THE DIRECTOR
ADMINISTRATIVE UNIT**

ITEM 19914. LOCAL EDUCATION AGENCIES (LEAS) FILE.

Records concerning local education agencies (LEAs). File includes correspondence, memorandums, and reports concerning individual LEA offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19917. STATE BOARD OF EDUCATION FILE.

Working files concerning the State Board of Education. File includes reference copies of minutes and agendas.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19918. DEPARTMENT OF PUBLIC INSTRUCTION (REFERENCE) FILE.

Reference copies of records received from the various divisions of the department. File includes correspondence, press releases, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19919. STATE AGENCIES FILE.

Correspondence received from other state agencies. File includes guidelines and memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19921. SECTIONS FILE.

Reference copies of records concerning the administration of the division. File concerns subjects such as budgets, legislation, federal policies, relations with other departments and state agencies. File includes correspondence, reports, memorandums, news releases, newspaper and magazine clippings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19924. EXECUTIVE SUMMARY NOTEBOOK FILE.

Official copies of executive summaries contained in notebooks and summarizing weekly activities of Support Services.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19927. LEGISLATIVE (REFERENCE) FILE.

Reference copies of records concerning proposed and approved legislation affecting the department. File includes bills, amendments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 34087. LEGISLATIVE FILE.

Reference copies of General Statutes concerning the department.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 34841. SCHOOL BUS SAFETY TASK FORCE FILE.

Records concerning the School Bus Safety Task Force. File includes agendas, correspondence, minutes, and final reports.

DISPOSITION INSTRUCTIONS: Item discontinued. 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.

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ITEM 34842. TASK FORCES (REFERENCE) FILE.

Reference copies of records concerning various task forces. File includes correspondence, agendas, handouts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL SERVICES
OFFICE OF THE DIRECTOR
STUDENT SAFETY UNIT**

ITEM 1297. ADMINISTRATIVE UNITS FILE.

Records concerning driver education programs conducted within each local education agency (LEA). File includes correspondence, operations plans, requests for certificates of completion, and other related records. (Separated as to public and non-public schools.)

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 1304. SPORTS MEDICINE ADMINISTRATIVE FILE.

Records concerning the organization and daily administration of the Sports Medicine Program. File concerns agency and divisional activities, procedures and guidelines, and other subjects. File includes correspondence with local education agencies (LEAs) administrators, athletic personnel, and local physicians concerning sports medicine in each LEA. File also includes

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 1305. COMMITTEE ON THE MEDICAL ASPECTS OF SPORTS (COMAS) FILE.

Records concerning COMAS, a North Carolina Medical Society committee which deals with sports medicine in the state. File includes correspondence, minutes of meetings, committee recommendations, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 1306. STATE SUPERINTENDENT'S SPORTS MEDICINE ADVISORY COMMISSION (SSSMAC) FILE.

Records concerning SSSMAC, which advises Student Safety Unit. File includes minutes and agendas of meetings, overviews, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 1307. CORRESPONDENCE FILE.

Records concerning the organization and daily operations of the unit. File concerns intradepartmental matters, athletics programs within schools and colleges, legislation affecting section operations, and other subjects. File includes correspondence, memorandums, reports, publications, reference copies of State Board of Education minutes, 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 21299. ADULT DRIVER EDUCATION FILE.

Records concerning departmental driver education programs conducted within commercial schools, technical institutes, and community colleges. File includes correspondence, operations plans, and other related records.

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.

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STUDENT SAFETY UNIT**

ITEM 21300. DRIVER EDUCATION CORRESPONDENCE FILE.

Correspondence from state agencies, out-of-state agencies, the general public, and other individuals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 21301. CAR TRANSACTIONS FILE.

Records concerning state-owned vehicles utilized by unit for driver education programs throughout the state. File includes purchase information, location reports, maintenance reports, and other records relating to the purchase, utilization, maintenance, and disposition of each vehicle. (Vehicle title is maintained in user school or organization.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after disposal of vehicle.

ITEM 21304. LEGISLATIVE CORRESPONDENCE FILE.

Correspondence to and from state legislators concerning driver education programs.

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 34082. STUDENT SAFETY HISTORICAL DEVELOPMENT REPORT FILE.

Report concerning the historical development and organization of the unit. Report includes goals, functions, and descriptions of programs administered by the unit.

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 35393. DRIVER'S EDUCATION RULES AND REGULATIONS FILE.

Rules and regulations concerning the department's administration of the driver's education program.

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