

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
ASSISTANT STATE SUPERINTENDENT'S OFFICE

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a name change from Assistant State Superintendent for Financial Services, Assistant State Superintendent's Office to Assistant State Superintendent for Financial and Personnel Services, Assistant State Superintendent's Office. 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 February 28, 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

ASSISTANT STATE SUPERINTENDENT'S OFFICE

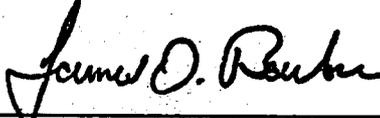
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

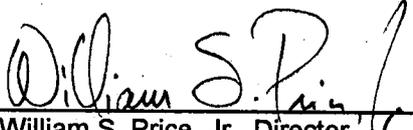
ASSISTANT STATE SUPERINTENDENT'S OFFICE

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 This schedule is to remain in effect until superseded.

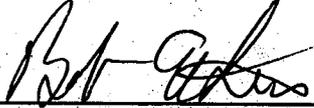
APPROVAL RECOMMENDED

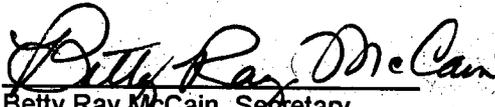

Kay S. Oney, Chief Records Officer
Department of Public Instruction


James O. Barber, Assistant State Superintendent
for Financial and Personnel Services


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

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 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 help ensure conformity with these laws and 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.

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
ASSISTANT STATE SUPERINTENDENT'S OFFICE

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a name change from Assistant State Superintendent for Financial Services, Assistant State Superintendent's Office to Assistant State Superintendent for Financial and Personnel Services, Assistant State Superintendent's Office. 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 February 28, 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

ASSISTANT STATE SUPERINTENDENT'S OFFICE

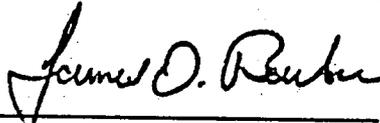
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

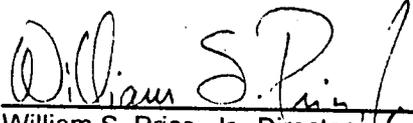
ASSISTANT STATE SUPERINTENDENT'S OFFICE

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

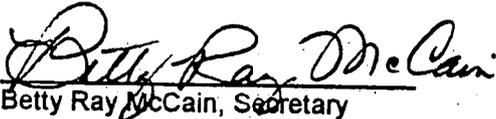

Kay S. Oney, Chief Records Officer
Department of Public Instruction


James O. Barber, Assistant State Superintendent
for Financial and Personnel Services


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

APPROVED


Bob R. Etheridge, Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

May 26, 1994

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

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
ASSISTANT STATE SUPERINTENDENT'S OFFICE**

ITEM 3684. MANAGEMENT AND PROGRAMS FILE.

Records concerning the management, operations, and programs of the Office of the Assistant State Superintendent for Financial Services. File includes correspondence, reports, 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 3937. SCHOOL FINANCE PROJECT FILE.

Records concerning annual funding allocations approved by the General Assembly and tested in eight local education agencies. File includes correspondence, local education agency (LEA) applications, annual reports, waiver request forms, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 20536. LEGISLATIVE FILE.

Records concerning legislative actions and proposals submitted by the agency. File includes correspondence, committee records, and proposed and ratified legislation.

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 20538. ORGANIZATIONAL CHARTS FILE.

Organizational charts of the Financial Services area of the department.

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 20542. READING FILE.

Reference copies of all outgoing correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 20543. FINANCIAL SERVICES/PUBLIC SCHOOLS CORRESPONDENCE FILE.

Correspondence prepared by the Assistant State Superintendent for Financial Services and sent to all school administrative units. (File is arranged numerically.)

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 20544. WORD PROCESSING ADMINISTRATIVE (ELECTRONIC) FILE.

Machine readable records concerning the administration and management of the office.

DISPOSITION INSTRUCTIONS: Erase and/or update in office word processing tapes and disks when administrative value ends.

ITEM 33114. BUILDING SPECIFICATIONS FILE.

Reference copies of records concerning building maintenance. File includes correspondence, building specifications, and building maintenance reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
ASSISTANT STATE SUPERINTENDENT'S OFFICE**

ITEM 33116. DONATIONS AND SOLICITATIONS FILE.

Records concerning donations and/or solicitations for various organizations. File includes listings of participating organizations, guidelines, logs of amounts raised, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.