

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF HUMAN RESOURCE MANAGEMENT
OFFICE OF THE DIRECTOR

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 an organizational name change from Assistant State Superintendent for Personnel Services, Division of Teacher Education Services, Office of the Director to Assistant State Superintendent for Financial and Personnel Services, Division of Human Resource Management, Office of the Director. 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 April 30, 1993. 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

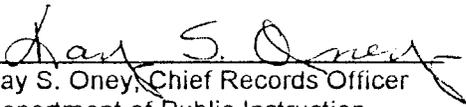
OFFICE OF THE DIRECTOR

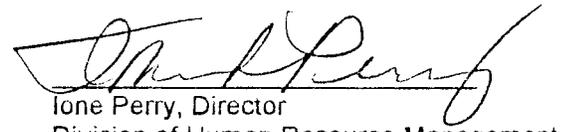
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

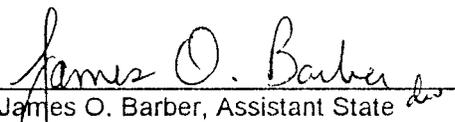
OFFICE OF THE DIRECTOR

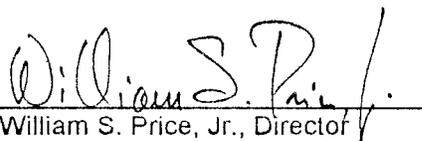
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

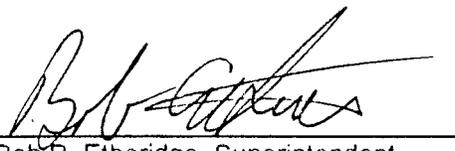

Kay S. Oney, Chief Records Officer
Department of Public Instruction


Ione Perry, Director
Division of Human Resource Management


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

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.

... 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.

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DIVISION OF HUMAN RESOURCE MANAGEMENT
OFFICE OF THE DIRECTOR
DIRECTOR'S OFFICE**

ITEM 33216. PERFORMANCE/EXCEPTION SUMMARY REPORTS FILE.

Computer printout reports received daily from Certification Section concerning certifications of education administrators in all local education agencies (LEAs). Printouts include names of applicants, social security numbers, summary of documentation received by the Certification Section, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 33218. DIRECTOR'S CORRESPONDENCE (ADMINISTRATIVE) FILE.

Administrative and management correspondence written and/or received from State Superintendent, Assistant State Superintendents, cabinet members, local education agencies' administrators, and institutions of higher education administrators by the office concerning the administration of the division.

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 33219. DIVISION ORGANIZATION FILE.

Records concerning the organization and historical development of the division. File includes organizational charts, mission statements, 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 33224. JOINT COMMITTEE ON TEACHER EDUCATION MINUTES FILE.

Official minutes of the Joint Committee on Teacher Education. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

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OFFICE OF THE DIRECTOR
NORTH CAROLINA PROFESSIONAL PRACTICES COMMISSION**

ITEM 30593. CORRESPONDENCE AND MEMORANDUMS (ADMINISTRATIVE) FILE.

Administrative and management correspondence written and/or received by office concerning appointments of commission members, establishment of commission directives, and other assignments. (This agency has been disbanded and records transferred to the North Carolina Professional Teaching Standards Commission.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

ITEM 30596. MEMBERSHIP FILE.

Records concerning members who serve on the N.C. Professional Practices Commission. File includes membership applications, biographical summaries, and rosters of current members. (This agency has been disbanded and records transferred to the North Carolina Professional Teaching Standards Commission.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

ITEM 30597. MINUTES FILE.

Minutes of the N.C. Professional Practices Commission. (This is an essential agency record.) (This agency has been disbanded and records transferred to the North Carolina Professional Teaching Standards Commission.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

ITEM 30600. REPORTS FILE.

Reports and recommendations issued by the N.C. Professional Practices Commission regarding various topics being studied by the N.C. Professional Practices Commission. (This agency has been disbanded and records transferred to the North Carolina Professional Teaching Standards Commission.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.