

DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES  
DIVISION OF HUMAN RESOURCE MANAGEMENT  
TEACHER EDUCATION SECTION

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 to Assistant State Superintendent for Financial and Personnel Services, Division of Human Resource Management. 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 March 8, 1991. 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

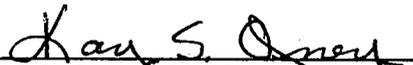
TEACHER EDUCATION SECTION

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. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

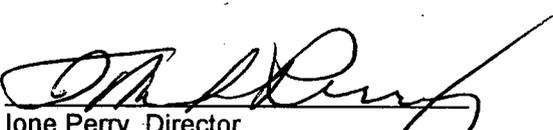
TEACHER EDUCATION SECTION

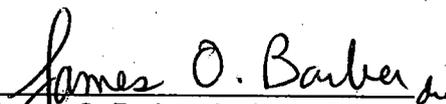
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

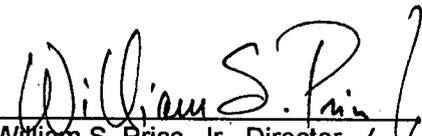
APPROVAL RECOMMENDED

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

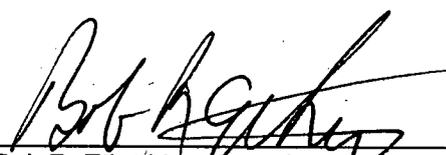
  
Wayne Dillon, Chief Consultant  
Teacher Education Section

  
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

**DEPARTMENT OF PUBLIC INSTRUCTION  
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DIVISION OF HUMAN RESOURCE MANAGEMENT  
TEACHER EDUCATION SECTION  
ADMINISTRATION**

**ITEM 1397. TEACHER OF THE YEAR FILE.**

Records concerning the department's Teacher of the Year Award. File includes correspondence, log of recipients, reference copies of news articles, national guidelines for selection, listings submitted from regional centers of Teacher of the Year candidates, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office logs of awarded recipients permanently. Destroy in office guidelines when superseded or obsolete. Transfer correspondence to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer microfilmed records (1969-1975) stored in the Department of Cultural Resources security vault immediately to the custody of the Archives. Destroy in office remaining records after 2 years.

**ITEM 29679. LEGISLATIVE FILE.**

Legislative bills and other legislative information concerning the section, except for the Strengthening Teacher Education Program.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 29684. STATE BOARD OF EDUCATION FILE.**

Records concerning State Board of Education actions regarding College Program Approval, the Initial Certification Program (ICP), and the Strengthening Teacher Education Program (STEP). File includes information regarding committee appointments, adoption procedures of new and/or revised guidelines, and state standards.

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 31813. TEACHER EDUCATION SECTION DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning the Prospective Teacher Scholarship Loan Program, the Teacher Assistance Scholarship Loan Program, and the Robert C. Byrd Scholarship Program. Names and addresses of prospective teachers, employment histories, dates of application, names and addresses of scholarship loan recipients, social security numbers, grade averages, educational histories, and other related data are entered into this electronic database. (Electronic database is maintained by the Division of Management Information Services.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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TEACHER EDUCATION SECTION  
COLLEGE PROGRAM APPROVAL**

**ITEM 3930. STATE EVALUATION COMMITTEE ON TEACHER EDUCATION MINUTES FILE.**

Official minutes of the State Evaluation Committee on Teacher Education.

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.

**ITEM 3931. COLLEGE TEAM REPORTS (NOTEBOOKS) FILE.**

Completed reports of evaluation team visits to each institution of higher learning that conducts teacher education programs. (Visits are conducted in order to evaluate programs and determine whether teacher certifications may be awarded to individuals completing programs.) Reports contain information concerning programs at colleges or universities, information concerning evaluation team visits, and recommendations of the State Evaluation Committee on Teacher Education.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 19549. STATE EVALUATION COMMITTEE ON TEACHER EDUCATION (REFERENCE) FILE.**

Reference copies of records concerning the State Evaluation Committee on Teacher Education, which reviews reports of evaluation team visits and makes recommendations regarding certification to the State Board of Education. File includes correspondence, notifications of meetings, current lists of committee members, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 19551. COLLEGE SELF-STUDIES REPORTS FILE.**

Reports submitted to section by each college or university that implements certification preparation programs for teacher education. Reports include information regarding course descriptions, enrollment records, and responses to state standards.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 19554. PENDING COLLEGE VISITS FILE.**

Records concerning pending team visits to colleges and universities. (Visits are conducted in order to evaluate and certify teacher education programs.) File includes listings of prospective team members from various colleges and universities and from department, as well as correspondence, agendas, and other related records.

DISPOSITION INSTRUCTIONS: Transfer team listings, writing assignments, agendas, and correspondence to College Reports Administrative File when visits are completed. Destroy in office remaining records when administrative value ends.

**ITEM 19555. COLLEGE REPORTS ADMINISTRATIVE FILE.**

Records concerning team visits to each college and university in the state that conducts a teacher education program. File includes correspondence, listings of visiting committee members, agendas, expense reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after college team report is compiled.

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TEACHER EDUCATION SECTION  
INITIAL CERTIFICATION PROGRAM**

**ITEM 29687. CERTIFICATE RENEWAL CREDIT FILE.**

Records concerning certificate renewal credits earned by participants in staff development activities presented or sponsored by the Initial Certification Program.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after completion of staff development activities and 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 29688. CORRESPONDENCE (ADMINISTRATIVE) FILE.**

Administrative and management correspondence and memorandums written and/or received by the office concerning the administration and/or historical development of the program. File includes statistical information regarding this program.

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 29689. LITIGATION AND HEARING (NOTEBOOKS) FILE.**

Records concerning individuals who have filed case hearings regarding their denial of continuing certification. File includes correspondence, evaluations, observational comments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after case is closed.

**ITEM 29690. PLANS FILE.**

Official plans adopted by the State Board of Education for each local education agency (LEA) and non-public institutions regarding new teachers, student services personnel, school administrators, and curriculum/instruction specialists during their first two years of employment. File includes annual updates and revisions.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 31339. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE.**

Routine correspondence and memorandums created and/or received in the office concerning day-to-day operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES  
DIVISION OF HUMAN RESOURCE MANAGEMENT  
TEACHER EDUCATION SECTION  
PROSPECTIVE TEACHER SCHOLARSHIP LOAN PROGRAM**

**ITEM 31821. ALTERNATES FILE.**

Applications concerning high school and college students who have been selected as alternate recipients of prospective teacher scholarship loans. Applications include names and addresses of students, employment histories, names of references, academic histories, and other related

DISPOSITION INSTRUCTIONS: Transfer appropriate applications to Recipients File (Item 31827) if funding is authorized. Transfer remaining applications to Non-Recipients File (Item 31824) if funding is not allocated.

**ITEM 31822. APPLICANTS FILE.**

Applications received from high school and college students regarding educational scholarship loans. Applications include names and addresses of students, employment histories, names of references, academic histories, and other related records. Names and addresses of students employment histories, dates of applications, and other related data are entered into Teacher Education Section, Administration, Teacher Education Section Database (Electronic) File (Item 31813) and are routinely updated.

DISPOSITION INSTRUCTIONS: Transfer applications and related records for those students selected to receive scholarship loans to Recipients File (Item 31827) after the evaluation process is completed. Transfer applications and related records for students who are selected as alternates to Alternates File (Item 31821) after the evaluation process is completed. Transfer applications and related records for non-selected students to Non-Recipients File (Item 31824) after evaluation process is completed.

**ITEM 31824. NON-RECIPIENTS FILE.**

Applications concerning high school and college students who did not receive a scholarship loan. File includes applications for individuals not selected and applications not processed because they were received after the deadline. File also includes correspondence and other related records regarding individuals who declined to receive scholarship loans.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.

**ITEM 31825. PROSPECTIVE TEACHER SCHOLARSHIP LOAN PRINTOUTS (REFERENCE) FILE.**

Computer printouts concerning high school and college applicants and recipients of prospective teacher scholarship loans. Printouts include names and addresses of applicants and recipients, names of colleges, information regarding applicants' grade point averages, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 31827. RECIPIENTS FILE.**

Records concerning each scholarship loan recipient who is currently enrolled in a teacher education program in the state. File includes applications, grade transcripts, correspondence, and other related records. (Comply with applicable provisions of G.S. 115C-402 regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer to the Assistant State Superintendent for Financial Services, Division of State Accounting Services, General Ledger Section, Prospective Teacher Scholarship Loans Unit, Graduate Teaching File (Item 19566) after individual discontinues receiving loan and/or extension expires.

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TEACHER EDUCATION SECTION  
PROSPECTIVE TEACHER SCHOLARSHIP LOAN PROGRAM**

**ITEM 31828. STATISTICAL SUMMARIES PACKET FILE.**

Statistical summaries concerning program's effectiveness. Summaries include number of applicants for scholarship loans, numbers of scholarship loans awarded, number of years teaching experience, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 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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ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES  
DIVISION OF HUMAN RESOURCE MANAGEMENT  
TEACHER EDUCATION SECTION  
ROBERT C. BYRD SCHOLARSHIP PROGRAM**

**ITEM 19563. IN-SCHOOL APPLICANTS (INELIGIBLE) FILE.**

Records concerning high school seniors pursuing a teaching career but were not awarded academic scholarship funding for college. File includes applications not selected and/or not processed because of incompleteness or received after deadline.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.

**ITEM 19565. IN-SCHOOL RECIPIENTS FILE.**

Records concerning recipients of academic scholarships for high school seniors pursuing a teaching career. File includes applications, recommendations, grade transcripts, correspondence, and other related records. Recipients names, social security numbers, grade averages, and other related data are entered into Teacher Education Section, Administration, Teacher Education Section Database (Electronic) File (Item 31813) and are routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office paper records 1 year after scholarship is awarded and after quality control procedures are completed.

**ITEM 31829. IN-SCHOOL LOAN RECIPIENTS (PRINTOUTS) FILE.**

Computer printouts concerning recipients of the Robert C. Byrd Scholarship. Printouts include names and addresses of recipients, names of schools attended, recipients' social security numbers, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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TEACHER EDUCATION SECTION  
STRENGTHENING TEACHER EDUCATION PROGRAM**

**ITEM 29693. GRANTS (APPROVED) FILE.**

Information concerning various types of approved grants for the program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 29694. GRANTS (PROPOSALS) FILE.**

Proposals for grants. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Transfer records concerning approved grants to Grants (Approved) File when approved. Destroy in office records concerning rejected or withdrawn grants 2 years after rejection or withdrawal.

**ITEM 29695. LEGISLATIVE FILE.**

Legislative bills and other legislative information specifically concerning this program.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES  
DIVISION OF HUMAN RESOURCE MANAGEMENT  
TEACHER EDUCATION SECTION  
TEACHER ASSISTANCE SCHOLARSHIP LOAN PROGRAM**

**ITEM 31832. RECIPIENTS (APPLICATIONS) FILE.**

Applications concerning teacher assistants awarded scholarship funding with stipulation to repay the state through teaching or cash repayment. Applications include names and addresses, names of designated colleges, employment and education histories for recipients, and other related data. Names and addresses, employment education data, and other related data regarding recipients are entered into Teacher Education Section, Administration, Teacher Education Section Database (Electronic) File and are routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.

**ITEM 31833. RECIPIENTS PROCESSING FILE.**

Records received from recipients or colleges concerning awarded scholarship funding for teacher assistants seeking teaching certification. File includes proposed curriculums, reference copies of tuition expenses, reference books and materials, transcripts, and other related records. (Comply with applicable provisions of G.S. 115C-402 regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.