

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF SCHOOL BUSINESS SERVICES
SCHOOL BUDGETS 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 a section name change from Assistant State Superintendent for Financial Services, Division of School Business Services, School Budgets Section to Assistant State Superintendent for Financial and Personnel Services, Division of School Business Services, School Budgets Section. 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 May 28, 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

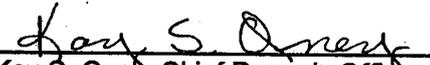
SCHOOL BUDGETS SECTION

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

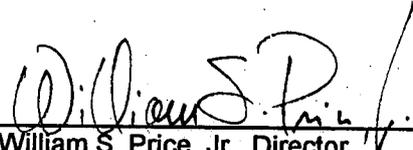
SCHOOL BUDGETS SECTION

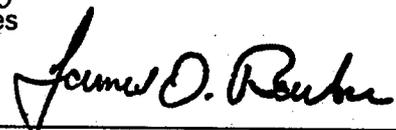
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

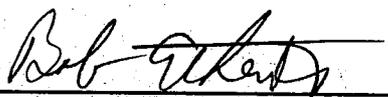

Kay S. Oney, Chief Records Officer
Department of Public Instruction


Lou B. Thompson, Director
Division of School Business Services


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


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

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
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DIVISION OF SCHOOL BUSINESS SERVICES
SCHOOL BUDGETS SECTION

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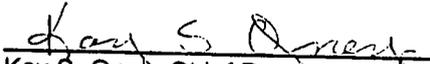
SCHOOL BUDGETS SECTION

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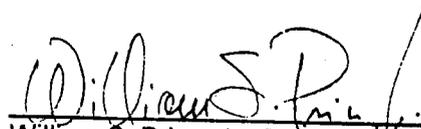
SCHOOL BUDGETS SECTION

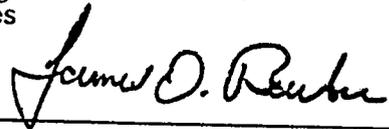
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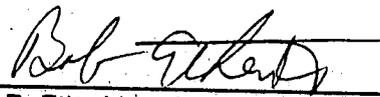

Kay S. Oney, Chief Records Officer
Department of Public Instruction

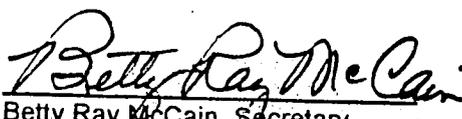

Lou B. Thompson, Director
Division of School Business Services


William S. Price, Jr., Director
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James O. Barber, Assistant State Superintendent
for Financial and Personnel Services

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.

May 26, 1994

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF SCHOOL BUSINESS SERVICES
SCHOOL BUDGETS SECTION
ADMINISTRATION**

ITEM 3637. JOB TRAINING PARTNERSHIP ACT (JTPA) CONTRACTS FILE.

Official copies of JTPA contracts administered by the division.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center

ITEM 3798. PROJECTS FILE.

Records concerning specific projects which the section has developed. File includes requests from the private sector, Office of the State Budget, General Assembly, and the State Board of Education on project development costs, analysis, and verification of various projects within the department.

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.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF SCHOOL BUSINESS SERVICES
SCHOOL BUDGETS SECTION
ALLOTMENTS BRANCH**

ITEM 3799. ALLOTMENTS/STATE PUBLIC SCHOOL FUND FILE.

Records concerning allotments for local education agencies (LEAs). File includes correspondence, memorandums, allotment system procedures, allotment adjustment forms, projections, allotment summary forms, and other related records. LEAs' identification numbers, number of positions allocated, number of months positions are allocated, amounts allocated, and other related data are entered into Allotments Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35485) and routinely updated.

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 35485. DUN AND BRADSTREET SYSTEM (DBS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning state and federal allotments to local education agencies (LEAs) in North Carolina. Local education agencies' (LEAs') identification numbers and names, numbers of positions allocated, number of months positions are allocated, amounts allocated, and other related data are entered into this electronic file. (Electronic database is maintained by Division of Management Information Services.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 35486. RECONCILIATION REPORTS (PRINTOUTS) FILE.

Computer printout reports concerning reconciliation of state and federal allotments to local education agencies (LEAs) in North Carolina. Printouts include LEAs' identification numbers, names of LEAs, position description allotted, number of months allotted, amounts allotted, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year reports after 1 year. Destroy in office remaining reports when superseded or obsolete.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF SCHOOL BUSINESS SERVICES
SCHOOL BUDGETS SECTION
BUDGET BRANCH**

ITEM 1025. MIGRANTS BUDGETS FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 1 funds for Program Report Code 51 (Migrants) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 3977. EDUCATION FOR HANDICAPPED ACT (EHA) TITLE VI-B BUDGETS FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from EHA Title VI-B for Program Report Code 60. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy all records stored in the State Records Center 5 years from date records created. Transfer subsequent records to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3979. REFUGEE TRANSITIONAL FILE.

Records concerning budgets and amendments for various federal projects involving refugee children funding. File includes correspondence, amendment request forms, authorization forms used to alter invalid codes, approved budget forms, and other related records. Program report codes, program names, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 4123. JOB TRAINING PARTNERSHIP ACT (JTPA) FILE.

Budget request forms received from local education agencies (LEAs) for federal funding for job placement and dropout prevention programs for Program Report Codes 45 and 55. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

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ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
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SCHOOL BUDGETS SECTION
BUDGET BRANCH**

ITEM 33040. COMMUNITY SCHOOLS (STATE) BUDGET FILE.

Budget request forms received from local education agencies (LEAs) concerning Elementary and Secondary Education Act (ESEA) federal funding of Program Report Code 36 (Community Schools) state projects. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 33041. DRUG FREE SCHOOLS AND COMMUNITIES ACT BUDGET FILE.

Budget request forms received from local education agencies (LEAs) concerning Elementary and Secondary Education Act (ESEA) federal funding of Program Report Code 48 (Drug Free Schools and Communities) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 33042. DWIGHT D. EISENHOWER MATHEMATICS AND SCIENCE ACT BUDGET FILE.

Budget request forms received from local education agencies (LEAs) concerning Elementary and Secondary Education Act (ESEA) federal funding of Program Report Code 67 (Dwight D. Eisenhower Mathematics and Science Act) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 33043. EDUCATION FOR HANDICAPPED ACT (EHA) PRESCHOOL GRANT BUDGET FILE.

Budget request forms received from local education agencies (LEAs) concerning Elementary and Secondary Education Act (ESEA) federal funding of Program Report Code 49 (EHA Preschool Grants) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

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ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF SCHOOL BUSINESS SERVICES
SCHOOL BUDGETS SECTION
BUDGET BRANCH**

ITEM 33044. REMOVAL OF ARCHITECTURAL BARRIERS BUDGET FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 1 funds for Program Report Code 54 (Removal of Architectural Barriers) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 35487. BASIC PROGRAMS FILE.

Budget requests forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 1 funds for Program Report Code 50 (Basic Programs) budgets. File includes narrative descriptions of the program, correspondence, mobile class room inventories, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 35488. BUDGET BALANCE RECONCILIATION REPORTS (PRINTOUTS) FILE.

Reference copies of computer printouts concerning balancing of federal and state budgets for each local education agency (LEA). Printouts include account codes, amounts of expenditures, source codes, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year reports after 1 year. Destroy in office remaining reports when superseded or obsolete.

ITEM 35489. CAPITAL EXPENSES FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 1 funds for Program Report Code 25 (Capital Expenses) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

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SCHOOL BUDGETS SECTION
BUDGET BRANCH**

ITEM 35490. COMPETITIVE GRANTS FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 2 funds for Program Report Code 42 (Competitive Grants) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 35491. DUN AND BRADSTREET SYSTEM (DBS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning federal budgets to local education agencies (LEAs) in North Carolina. Local education agencies' (LEAs) identification numbers, account codes, transaction codes, approved budget amounts, and other related data are entered into this electronic file. (Electronic database is maintained by Division of Management Information Services.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 35492. EARLY EDUCATION PROGRAM FOR CHILDREN AND FAMILY FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 2 funds for Program Report Code 46 (Early Education Program for Children and Family) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 35493. EDUCATION FOR HANDICAPPED ACT (EHA) TITLE VI-C (DEAF/BLIND) FILE.

Budget request forms and contracts received from non-local and local education agencies requesting federal funding from EHA Title VI-C Deaf/Blind funds. File includes contracts (VI-C1), expenditure reports, budget forms, and other related records.

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 destroyed.

ITEM 35494. EDUCATION FOR HANDICAPPED ACT (EHA) TITLE VII-B (HOMELESS ASSISTANCE) FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from EHA Title VII-B funds for Program Report Code 26 (Homeless Assistance) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
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SCHOOL BUDGETS SECTION
BUDGET BRANCH**

ITEM 35495. EVEN START PROGRAM FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 1 funds for Program Report Code 65 (Even Start Program) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 35496. FORMULA GRANTS FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 2 funds for Program Report Code 59 (Formula Grants) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 35497. HANDICAPPED PROGRAM FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 1 funds for Program Report Code 52 (Handicapped) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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 destroyed.

ITEM 35498. PROGRAM IMPROVEMENTS FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 1 funds for Program Report Code 24 (Program Improvements) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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BUDGET BRANCH**

ITEM 35499. STRENGTHEN PERFORMANCE FOR STATE ACCREDITATION FILE.

Budget request forms received from local education agencies (LEAs) for federal funding from Elementary and Secondary Education Act Chapter 2 funds for Program Report Code 47 (Strengthen Performance for State Accreditation) budgets. File includes narrative descriptions of the program, correspondence, amendment request forms, amendment forms, budget forms, and other related records. Program report code numbers, program names, local education agencies unit numbers, account codes, approved budget amounts, and other related data are entered into Budget Branch, Dun and Bradstreet System (DBS) Database (Electronic) File (Item 35491) and routinely updated.

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