

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR INSTRUCTIONAL SERVICES
MEDIA AND TECHNOLOGY SUPPORT TEAM

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 Program Services, Division of Media and Technology Services to Assistant State Superintendent for Instructional Services, Media and Technology Support Team. 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

MEDIA AND TECHNOLOGY SUPPORT TEAM

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

MEDIA AND TECHNOLOGY SUPPORT TEAM

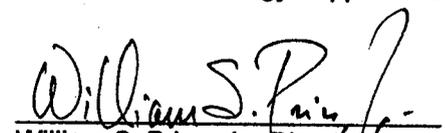
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


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


Elsie Brumback, Director
Media and Technology Support Team


Henry Johnson, Assistant State
Superintendent for Instructional 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

January 6, 1995

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 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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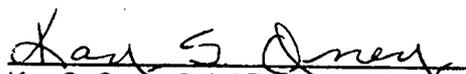
MEDIA AND TECHNOLOGY SUPPORT TEAM

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MEDIA AND TECHNOLOGY SUPPORT TEAM

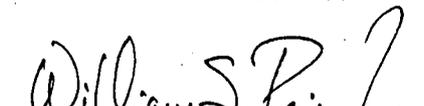
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APPROVAL RECOMMENDED


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

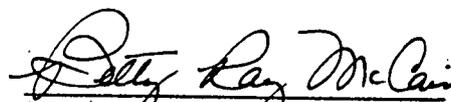

Elsie Brumback, Director
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Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

January 6, 1995

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 INSTRUCTIONAL SERVICES
MEDIA AND TECHNOLOGY SUPPORT TEAM
COMPUTER SERVICES SECTION**

ITEM 29113. COMPUTER COMPETENCIES AND CERTIFICATION (077,079, LEVEL 1) FILE.

Correspondence and other related records concerning the development of computer competencies. File includes lists of individuals who have become certified. File also includes application packets pending review.

DISPOSITION INSTRUCTIONS: Return application packet to individual teacher when review is completed and recommendation for certification is sent to the Division of Certification. Destroy in office remaining records when administrative value ends.

ITEM 29114. COMPUTER STUDENT STANDARDS/COMPETENCIES FILE.

Records concerning the development of computer student standards and competencies. File includes correspondence, copy of standards, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29121. GOALS AND OBJECTIVES FILE.

Office goals and objectives.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29122. HISTORY FILE.

Records concerning history of the organization and its employees.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 29127. PROJECTS FILE.

Correspondence, drafts, proposals, and other materials related to active or proposed projects.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29132. SCHOOL SYSTEM COMPUTER TEACHER BUY FILE.

Completed forms from school systems authorizing purchases of computer equipment for teachers and other designated individuals. File includes lists of purchasers.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 29133. SCHOOL SYSTEM COMPUTER/TECHNOLOGY PLANS FILE.

Plans submitted by school systems concerning their requests for computer literacy funding from the legislature.

DISPOSITION INSTRUCTIONS: Destroy in office school year plans (1984-1987) when released from all audits. Destroy in office remaining plans when superseded or obsolete.

ITEM 29134. STATE CONTRACT REVIEW FILE.

Recommendations concerning the K-12 section of state microcomputer contract #250-15. File includes review schedules and bid materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 8 years.

ITEM 29135. STAFF DEVELOPMENT CREDIT FILE.

Records concerning staff development for continuing education units, offered by section employees, for educators. File includes agendas, handout materials, credit forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years or when released from staff development regulations established by the agency, whichever occurs later.

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COMPUTER SERVICES SECTION**

ITEM 29137. TITLE II FUND FILE.

Records concerning all Computer Services Section projects funded by the Title II Fund. File includes project applications and project evaluations, information regarding project expenditures, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years or when released from all Title II regulations, whichever occurs later.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR INSTRUCTIONAL SERVICES
MEDIA AND TECHNOLOGY SUPPORT TEAM
DISTANCE LEARNING SYSTEMS/SCHOOL TELEVISION SERVICES SECTION**

ITEM 1377. FILMS PRODUCTION FILE.

Master copies of 16mm films produced by division for use in public and private schools throughout the state. Films concern various aspects of curriculum and staff development for teachers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 3711. CAROLINA CAROUSEL FILMS FILE.

Films produced by division for use in fourth grade of public and private schools. Films concern North Carolina customs, geography, and history. (Masters are located in Allied Film Laboratory in Detroit, Michigan.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 3873. SCHOOL TELEVISION (REFERENCE) FILE.

Records concerning section scheduling of school television series. File includes copies of contracts concerning broadcast rights, teacher's guide for instructional television programs, acquisition of broadcast rights, and correspondence. File also includes school television statistics listing grade levels, numbers of programs, lengths of programs, re-record rights, listing of cast members, names of producing agencies, expiration dates of series, numbers of users, per user costs, and rankings of school television series being used in North Carolina by number of students.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 3874. PROJECTS FILE.

Records concerning ongoing telecommunications projects. File includes correspondence, project descriptions, 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 20215. CORRESPONDENCE AND MEMORANDUMS FILE.

Correspondence and memorandums to and from consultants, specialists, and the division director. File includes correspondence from colleges and universities, technical institutes, out-of-state sources, and viewers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20216. SCHOOL TELEVISION UTILIZATION ANNUAL PLANNING (REFERENCE) FILE.

Reference information concerning annual plans and service reports regarding school television programs utilized by local education agencies (LEAs). File includes information regarding the section's budgets.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20218. STAFF DEVELOPMENT FUNDING FILE.

Correspondence concerning staff development, budget requests, outlines of staff development activities, rate and fee schedules, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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MEDIA AND TECHNOLOGY SUPPORT TEAM
DISTANCE LEARNING SYSTEMS/SCHOOL TELEVISION SERVICES SECTION**

ITEM 20228. BROADCAST COMMUNICATIONS AGENCIES FILE.

Correspondence from the different television networks concerning instructional television workshops, teacher guides, re-record rights for instructional television programs, programs that can be recorded off the air, programs offered, promotional materials, and other correspondence concerning telecommunications. File includes newsletters, reports, articles, information bulletins, press releases, and reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20230. DIVISION FILE.

Interagency correspondence received by section. File also includes memorandums and publications.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 20231. INSTRUCTIONAL TELEVISION FILE.

Records concerning television reception, distribution, and critical viewing skills. File includes feedback reports, workshop information, and program scripts.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20232. MEDIA EDUCATION FILE.

Correspondence promoting instructional television awareness projects and schedules of promotional spot announcements. File includes technical assistance agreements between Division of Educational Media, individual schools, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after termination of agreement/contract 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 20233. MID-YEAR SCHOOL TELEVISION SURVEYS AND REPORTS FILE.

Annual reports concerning school television series utilized by each local education agency (LEA). File includes completed school television utilization forms and surveys for the Mid-Year School Television Survey, which evaluates the use of school television series made available by the Department of Public Instruction. File also includes statistical information regarding program utilization and school television catalogs.

DISPOSITION INSTRUCTIONS: Transfer reports and school television catalogs to the State Records Center annually. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining copies after 10 years. Destroy in office surveys and forms after 2 years. Destroy in office statistical information after 5 years.

ITEM 20234. OTHER STATE AGENCIES FILE.

Correspondence and newsletters received from other state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 20236. PRODUCTION AGENCIES (REFERENCE) FILE.

Reference copies of information concerning section dealings with television production agencies. File includes contracts concerning broadcast rights of instructional television programs, requisitions for acquisition of broadcast rights, and copies of teacher's guides for instructional television programs. File also includes newsletters, catalogs, certification of erasure of videotapes for programs which no longer have broadcast rights, and general correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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MEDIA AND TECHNOLOGY SUPPORT TEAM
DISTANCE LEARNING SYSTEMS/SCHOOL TELEVISION SERVICES SECTION**

ITEM 20241. SPECIAL PROGRAMS FILE.

Records concerning divisional scheduling of special television programs. File includes broadcast logs, recording orders, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 20243. SCHOOL TELEVISION PREVIEWS FILE.

Records concerning section previews of proposed school television programs. File includes preview program scripts, work orders, and broadcast logs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 20244. SCHOOL TELEVISION VIDEOTAPE FILE.

Official copies of a videotape file containing programs broadcasted over the UNC Public Television network.

DISPOSITION INSTRUCTIONS: Destroy in office when departmental contract rights expire.

ITEM 20245. TELECOMMUNICATIONS FILE.

Records concerning telecommunications development (e.g., cable television, video discs, computers, video duplication, etc.). File includes correspondence, publications, catalogs, workshop and conference handouts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 20249. LOCAL EDUCATION AGENCY (LEA) CORRESPONDENCE FILE.

Correspondence between section and each LEA concerning media services provided the LEA.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20250. AUDIOVISUAL EQUIPMENT ADVISORY COMMITTEE (AEAC) REPORTS FILE.

Reports providing suggestions to the State Division of Purchase and Contract regarding the purchase of audiovisual equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20253. MEDIA EQUIPMENT CARDS FILE.

Cards listing information concerning the circulation of section media equipment to departmental personnel.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21291. FILM CIRCULATIONS CARDS FILE.

Cards providing information regarding the circulation of division films to public schools, institutions of higher learning, and other agencies or institutions.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 27208. DIRECT INSTRUCTION REGISTRATION FILE.

Registration records for courses taken by students using distance learning technologies that are contracted through the state. (File is used to determine how many programs need to be purchased for participating LEAs.)

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

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DISTANCE LEARNING SYSTEMS/SCHOOL TELEVISION SERVICES SECTION**

ITEM 27209. SATELLITE VENDORS FILE.

Records concerning programming produced and transmitted by the North Carolina Distance Learning by Satellite Network using various hardware configurations to schools throughout North Carolina. File includes reference copies of contracts and correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 27211. TELECONFERENCE FILE.

Records concerning production components used by the North Carolina Distance Learning by Satellite Network for teleconferencing. File includes scripts, copyright permissions, talent releases, 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.

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MEDIA AND TECHNOLOGY SUPPORT TEAM
MEDIA EVALUATION AND INFORMATION SERVICES SECTION
EDUCATION INFORMATION CENTER**

ITEM 19401. CARD CATALOG FILE.

Cards providing bibliographical data for each item in the book collection and other print resources. (Cards are interfiled by subject, title, and author.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19402. COMPUTER SEARCHES FILE.

Printouts produced by computer searches for information requested by departmental personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19403. COMPUTER SEARCHES INDEX CARD FILE.

Cards providing the code number of each computer search.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19408. SHELF LIST CARD FILE.

Cards providing bibliographical data for each item in the book collection. (Cards are utilized for inventory purposes.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 29245. CIRCULATION PLUS FILE.

Machine readable records concerning materials circulation. System utilizes floppy disks for automatic backup.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

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MEDIA AND TECHNOLOGY SUPPORT TEAM
MEDIA EVALUATION AND INFORMATION SERVICES SECTION
MEDIA EVALUATION CENTER**

ITEM 19411. CORRESPONDENCE AND MEMORANDUMS FILE.

Correspondence, memorandums, and other related records written and/or received by section from other state agencies, regional education centers, local education agencies (LEAs), nonpublic schools, colleges and universities, other educational agencies, and individuals.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19412. PUBLISHERS AND PRODUCERS CORRESPONDENCE FILE.

Correspondence and memorandums written and/or received by the section from publishers and producers.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19415. AUDIO-VISUAL MEDIA MATERIALS FILE.

Forms submitted by publishers and producers requesting evaluation of their audio-visual materials for use in N.C. public schools. File includes information sheets describing the media evaluation program. File also includes packing slips.

DISPOSITION INSTRUCTIONS: Enter submittal form information into the Audiovisual Receiving Database File when received from publishers or producers. Enter submittal form information into the Shipping Database File after evaluation process is completed. Destroy in office information sheets when superseded or obsolete. Destroy in office remaining records when administrative value ends.

ITEM 19416. SPECIAL PROJECTS FILE.

Records concerning special projects administered by section. File includes correspondence, evaluations, project descriptions and reviews, participant listings, copies of each publication produced by the section, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19424. DUPLICATING FILE.

Photocopies of original publications prepared by the section and submitted for duplication. File includes procedures for requesting duplicating services and operating manuals for using computer software.

DISPOSITION INSTRUCTIONS: Destroy in office photocopies after 5 years. Destroy in office remaining records when superseded or obsolete.

ITEM 19426. NEGATIVES FILE.

Negatives used in the printing of section publications. File includes negatives used in producing advisory lists of printed materials, audio-visual materials, computer courseware materials, and various forms used by the section.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19431. COMPANY REGISTRATION NOTEBOOK FILE.

Letters received from publishers and producers of educational media that register companies in departmental media review program.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19432. COURSEWARE RECEIVING DATABASE FILE.

Machine readable records concerning computer courseware received by section. File includes information regarding the publishers, computer compatibility for specific courseware, and other related data.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

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MEDIA EVALUATION AND INFORMATION SERVICES SECTION
MEDIA EVALUATION CENTER**

ITEM 19433. SHIPPING DATABASE FILE.

Machine readable records concerning all types of materials returned to producers and publishers by the section. File includes names of material, dates of shipment by producer, dates received, and other related data.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 19434. AUDIO-VISUAL RECEIVING DATABASE FILE.

Machine readable records concerning audio-visual materials received in the section. File includes information regarding the publisher, type of media, copyright date, and other related data.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 19435. REJECTED MEDIA MATERIALS FILE.

Records concerning media materials rejected for use in the state's public schools. File includes consultant's explanation why selected materials were rejected by the state.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19436. DIRECTORY CARDS FILE.

Cards listing each company participating in the media review program. File includes address listings, telephone numbers, and names of contact people from participating companies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29676. COMPUTER COURSEWARE FILE.

Forms submitted by publishers and producers requesting evaluation of their educational software for use in N.C. public schools. File includes information sheets describing the media evaluation program and evaluation process. File also includes evaluation/review forms and packing slips.

DISPOSITION INSTRUCTIONS: Enter submittal form information into the Courseware Receiving Database File when received from publishers or producers. Enter submittal form information into the Shipping Database File after evaluation process is completed. Destroy in office information sheets when superseded or obsolete. Destroy in office remaining records when administrative value ends.

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MEDIA AND TECHNOLOGY SUPPORT TEAM
OFFICE OF THE DIRECTOR
ADMINISTRATION**

ITEM 19295. OTHER STATE AGENCIES FILE.

Correspondence, memorandums, and other related records concerning other state agencies. File includes information regarding resource sharing, cooperative projects, boards in which divisional director participates, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19297. PUBLISHERS AND PRODUCERS FILE.

Correspondence concerning the registration of commercial companies which publish and produce library media materials to participate in divisional materials review program.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19301. STATISTICAL DATA FILE.

Statistical data concerning or affecting Media and Technology Services. File includes statistical reports, utilization surveys, annual plans, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 31243. ORGANIZATIONAL CHARTS FILE.

Charts indicating administrative lines of responsibility.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR INSTRUCTIONAL SERVICES
MEDIA AND TECHNOLOGY SUPPORT TEAM
OFFICE OF THE DIRECTOR
SCHOOL MEDIA PROGRAMS**

ITEM 1378. LOCAL EDUCATION AGENCY (LEA) FILE.

Records concerning educational media and accreditation in each LEA. File includes consultant's correspondence, consultant's reports, instructional media reports, recommendations, evaluation and accreditation correspondence, requests for services from the school units, and a recapitulation of all services that consultants have provided. File also includes records for nonpublic, federal, and special schools.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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 1381. STANDARDS FILE.

Standards used in the evaluation of school libraries and media program recommendations. File includes materials concerning national, Southern Association, and other states' standards.

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 19304. ANNUAL PLANS/ACCOMPLISHMENTS FILE.

Annual plans and other materials concerning media directions, priorities, trends, and ways to improve media utilization.

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 19305. STAFF CONSULTANT'S CORRESPONDENCE FILE.

Correspondence between the staff consultant and other division personnel. File includes correspondence with colleges and universities, other divisions, and various organizations.

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 19306. ANNUAL CORRESPONDENCE FILE.

Section correspondence with other elements of the division and with various organizations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19307. COLLEGES AND UNIVERSITIES CORRESPONDENCE FILE.

Correspondence to and from institutions of higher education concerning the use of educational media materials and the educational media curriculum.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19309. DIVISION FILE.

Routine intra-agency and inter-agency memorandums announcements, organizational charts, staff listings, publications, and annual plans of operation.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 19310. DIVISION OF EDUCATIONAL MEDIA FILE.

Reference materials received and collected from the other sections of division.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
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MEDIA AND TECHNOLOGY SUPPORT TEAM
OFFICE OF THE DIRECTOR
SCHOOL MEDIA PROGRAMS**

ITEM 19317. ADVISORY LIST FILE.

Annual listings of media materials recommended by division.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 19321. LISTS FILE.

Lists prepared by the division concerning exemplary media programs and various other programs where listings are required.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 19323. PURCHASE AND CONTRACT CERTIFICATIONS FILE.

Listings of certified prices for educational media materials.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 19327. ACCREDITED LIBRARY SCHOOLS FILE.

Records concerning graduate library school programs that are accredited by the American Library Association.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19331. CERTIFICATION FILE.

Correspondence, memorandums, and guidelines concerning the requirements for certification in library science.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 19334. SCHOOL LIBRARY SERVICES IN N.C. FILE.

Statistical records concerning library services provided to local education agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19336. FEDERAL PROGRAMS FILE.

Guidelines, manuals, reports, and other information regarding federal programs relating directly to media programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 19337. LEASE-PURCHASE PLANS FILE.

Memorandums and other records concerning the criteria for the selection of educational media materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19340. MEDIA AIDES AND TECHNICIANS FILE.

Records concerning the course of study for library technicians, outlines of duties, and criteria for the training of aides and technicians.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19345. N.C. STATE LIBRARY FILE.

Reference copies of correspondence from the N.C. State Library concerning the Library Services and Construction Act. File includes information regarding the North Carolina Long-Range Program for Library Service.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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MEDIA AND TECHNOLOGY SUPPORT TEAM
OFFICE OF THE DIRECTOR
SCHOOL MEDIA PROGRAMS**

ITEM 19348. SCHOOL LIBRARY/PUBLIC LIBRARY FILE.

Records concerning the coordination of public and school library programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19349. SCHOOL LIBRARY AWARDS FILE.

Applications, correspondence, publications, and photographs concerning School Library Media Program of the Year Awards. (Program is sponsored jointly by Encyclopedia Britannica and the American Association of School Libraries.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19350. SELECTION AIDS FILE.

Records used in the selection of books, periodicals, and audiovisual materials.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 19351. SELECTION POLICIES FILE.

Policies from each local education agency concerning the selection of media materials.

DISPOSITION INSTRUCTIONS: Transfer to Local Education Agency (LEA) File when superseded.

ITEM 19353. SPECIAL PROJECTS FILE.

Correspondence, publications, reports, applications, and proposals concerning comprehensive school improvement, library training, research, and various other topics.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 31267. PUBLICATIONS FILE.

Publications produced by School Media Programs for distribution to each local education agency (LEA).

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