

**DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR PERSONNEL SERVICES  
DIVISION OF LOCAL EDUCATION AGENCY PERSONNEL SERVICES  
STAFF DEVELOPMENT SECTION**

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. 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

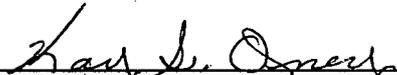
**STAFF DEVELOPMENT SECTION**

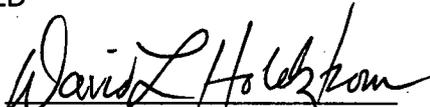
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

**STAFF DEVELOPMENT SECTION**

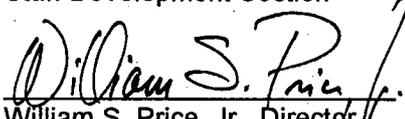
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

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

  
\_\_\_\_\_  
David L. Holdzkom, Chief Consultant  
Staff Development Section

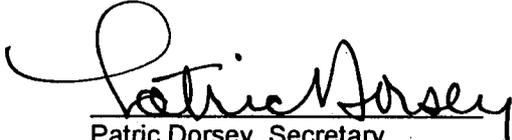
  
\_\_\_\_\_  
Robert D. Boyd, Director  
Division of LEA Personnel Services

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

  
\_\_\_\_\_  
John L. Kinlaw, Assistant State Superintendent  
Personnel Services

APPROVED

  
\_\_\_\_\_  
Bob R. Etheridge, State Superintendent  
Department of Public Instruction

  
\_\_\_\_\_  
Patric Dorsey, Secretary  
Department of Cultural Resources

December 11, 1992

HFH

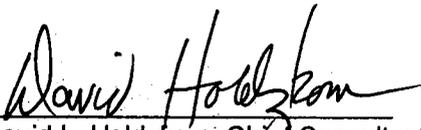
RECORDS RETENTION AND DISPOSITION SCHEDULE

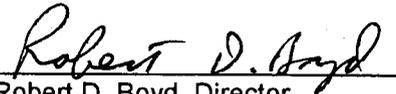
DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR PERSONNEL SERVICES  
DIVISION OF LOCAL EDUCATION AGENCIES PERSONNEL SERVICES  
STAFF DEVELOPMENT SECTION

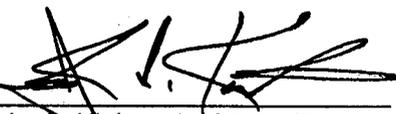
Amend the records retention and disposition schedule approved December 11, 1992 by adding Item 31512 as shown on substitute page dated December 18, 1992.

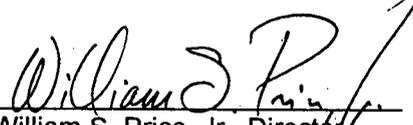
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Department of Public Instruction

  
David L. Holdzkorn, Chief Consultant  
Staff Development Section

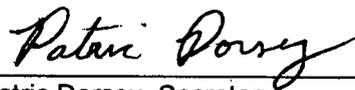
  
Robert D. Boyd, Director  
Division of LEA Personnel Services

  
John L. Kinlaw, Assistant State  
Superintendent for Personnel Services

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

APPROVED

  
Bob R. Etheridge, Secretary  
Department of Public Instruction

  
Patric Dorsey, Secretary  
Department of Cultural Resources

December 18, 1992

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DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR PERSONNEL SERVICES  
DIVISION OF LOCAL EDUCATION AGENCY PERSONNEL SERVICES  
STAFF DEVELOPMENT SECTION

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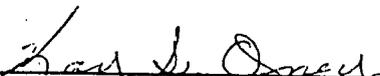
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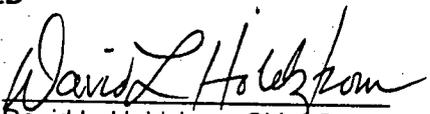
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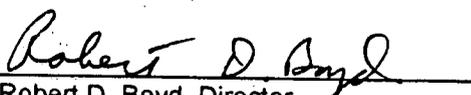
STAFF DEVELOPMENT SECTION

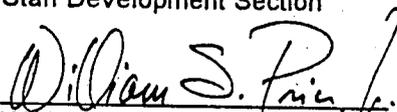
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Department of Public Instruction

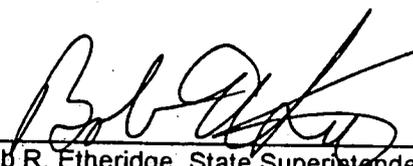
  
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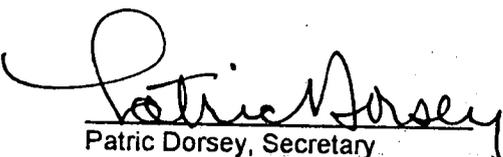
  
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John L. Kinlaw, Assistant State Superintendent  
Personnel Services

APPROVED

  
Bob R. Etheridge, State Superintendent  
Department of Public Instruction

  
Patric Dorsey, Secretary  
Department of Cultural Resources

December 11, 1992

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 PERSONNEL SERVICES  
DIVISION OF LOCAL EDUCATION AGENCY PERSONNEL SERVICES  
STAFF DEVELOPMENT SECTION  
STAFF DEVELOPMENT UNIT**

**ITEM 3905. SEMINARS FILE.**

Official copies of records concerning divisional NCLIP seminars to provide staff development training to public school administrators. File includes correspondence, reports, participant listings, completed travel reimbursement forms, samples of handout materials, site information, and other related records.

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

**ITEM 3926. CORRESPONDENCE FILE.**

Official copies of correspondence by the Director of Staff Development/N.C. Leadership Institute for Administrators sent to agency personnel, other state agencies, local education agencies (LEAs), colleges and universities, and other related records. File concerns teacher education programs, meetings, staff development, and other related matters.

DISPOSITION INSTRUCTIONS: Break file into 2-year segments. Transfer each segment to the State Records Center after 1 additional year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 3929. NORTH CAROLINA LEADERSHIP INSTITUTE FOR PRINCIPALS (NCLIP) ADMINISTRATIVE FILE.**

Official copies of records concerning the administration of NCLIP. File contains information relating to budgets, office management, supplies and materials, committees, and other subjects and includes correspondence, reports, memorandums, schedules, news releases, cost analyses, 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 destroyed.

**ITEM 19580. STAFF DEVELOPMENT CORRESPONDENCE FILE.**

Official copies of divisional correspondence sent to state agencies, individuals, colleges and universities, and organizations concerning staff development.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 19581. STAFF DEVELOPMENT CORRESPONDENCE TO REGIONAL CENTERS FILE.**

Official copies of correspondence sent to regional education centers concerning staff development meetings, programs, conferences, and other related matters. File includes memorandums, newsletters, calendars of events, minutes of committee meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 19582. STAFF DEVELOPMENT LOCAL EDUCATION AGENCY (LEA) FILE.**

Official copies of correspondence to and from LEAs concerning staff development programs and related matters. File includes annual financial report from each LEA and completed staff development evaluation summary report received for each staff development project conducted by LEA.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**ITEM 19586. STATE-ARRANGED ENCUMBRANCES FILE.**

Official copies of encumbrance requests received from other divisions of Department of Public Instruction and regional education centers. (Requests are made for departmental funds for staff development projects (courses, workshops, etc.)) Information includes budget and accounting data, project descriptions, and names of project coordinators.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 19587. PRIOR APPROVALS OF CERTIFICATION FILE.**

Official copies of records concerning approvals of certification credit to be awarded for departmental staff development courses and workshops. File includes program descriptions.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Retain use copy of microfilm in agency permanently. Transfer security copy of microfilm to off-site location for permanent storage. Destroy in office paper records after microfilm has been verified and quality control procedures completed.

**ITEM 19595. HUMAN RESOURCES FILE.**

Official copies of listings of available personnel with expertise to provide staff development training for public school administrators. File includes correspondence, personal references, biographical information, records of workshop participation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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STAFF DEVELOPMENT SECTION  
ASSESSMENT CENTER**

**ITEM 31512. EXERCISE REPORTS AND ASSESSMENT REPORTS FILE.**

Reports concerning performance evaluations of individuals participating in staff development training exercises for candidates trying to become school principals. File includes final assessment reports of each participant's performance. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.) Amended 12-18-92

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.