

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR PERSONNEL SERVICES
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION 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

CERTIFICATION SECTION

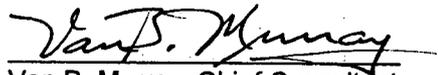
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

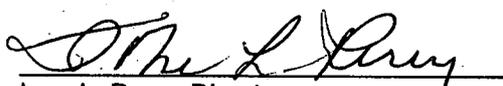
CERTIFICATION SECTION

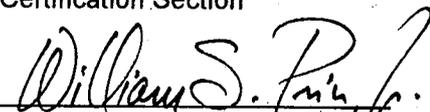
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


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


Van B. Murray, Chief Consultant
Certification Section

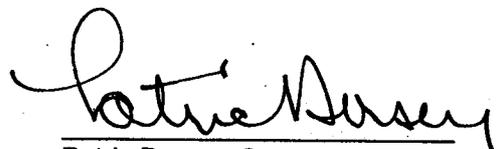

Ione L. Perry, Director
Division of Teacher Education Services


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

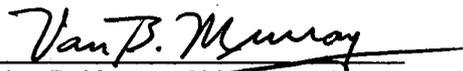
RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT OF PUBLIC INSTRUCTION
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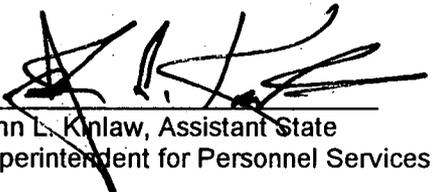
Amend the records retention and disposition schedule approved December 11, 1992 by changing the disposition instructions of Item 19534 as shown on substitute page dated December 17, 1992.

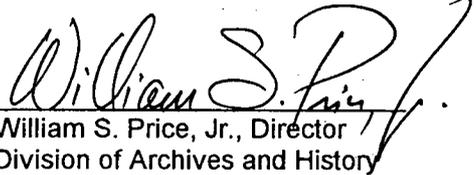
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Kay S. Oney, Chief Records Officer
Department of Public Instruction

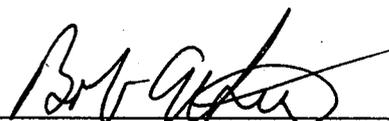

Van B. Murray, Chief Consultant
Certification Section

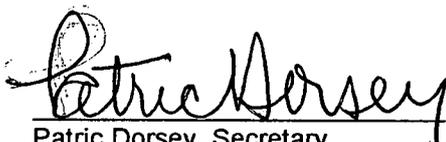

Ione L. Perry, Director
Division of Teacher Education Services


John L. Knlaw, Assistant State
Superintendent for Personnel Services


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

APPROVED


Bob R. Etheridge, Secretary
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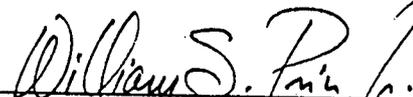
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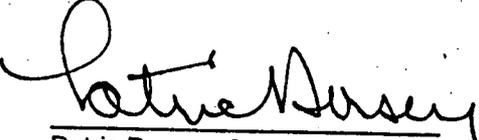

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Bob R. Etheridge, State Superintendent
Department of Public Instruction


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.

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION
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ITEM 1395. DIRECTOR'S CORRESPONDENCE FILE.

Official copies of correspondence of the Director of Division of Certification.

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

ITEM 19525. NORTH CAROLINA ADVISORY COUNCIL ON TEACHER EDUCATION MEMBERSHIP FILE.

Official copies of records concerning membership listings of the North Carolina Advisory Council on Teacher Education.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 19529. PUBLIC SCHOOL LAWS RECODIFICATION COMMITTEE NOTEBOOK FILE.

Reference copy of proposed revised draft of "Public School Laws" (submitted to the 1981 General Assembly).

DISPOSITION INSTRUCTIONS: Destroy in office when "Public School Laws" is revised.

ITEM 19533. TEACHER CERTIFICATION FILE.

Official copies of records concerning the certification of each teacher in North Carolina. File includes applications, recommendations from colleges and universities, transcripts, verifications of teaching experience, test scores, and pertinent correspondence.

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 19534. NATIONAL TEACHERS EXAMINATIONS (NTE) FILE.

Official copies of records concerning teachers' examinations administered by the Educational Testing Service (ETS). File concerns staff development, NTE Council activities, lawsuits arising from test results, and other related subjects. File includes regulations, policies and procedures, correspondence, program reports, and other related records. Amended 12-17-92

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19535. EDUCATIONAL TESTING SERVICE (ETS) CORRESPONDENCE FILE.

Official copies of divisional correspondence with ETS concerning teachers' examinations administered by ETS. File concerns administration of tests and requests for verification of testing results.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 19536. CERTIFICATIONS OF OTHER STATES FILE.

Official copies of listings of teacher education programs in other states that have been approved by those states. File includes pertinent correspondence. (Division may issue North Carolina certification to graduates of approved programs.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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ITEM 19537. RECIPROCITY CERTIFICATIONS FILE.

Official copies of records concerning teaching certifications granted by other states that are recognized by Department of Public Instruction. File includes correspondence, reciprocity contracts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19538. CERTIFICATION PROCESSING FEES FILE.

Official copies of records concerning fees collected by division for the processing of teacher certification. File includes correspondence concerning checks returned from banks for insufficient funds, daily deposit slips, listings of payees, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19539. REVOKED CERTIFICATES FILE.

Official copies of records concerning teaching certificates revoked by division. File includes notices of revocation, requests to the State Board of Education for action, notices sent to other states, and records concerning any legal actions.

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.