

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR PROGRAM SERVICES
DIVISION OF STUDENT SERVICES
OFFICE OF THE DIRECTOR

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

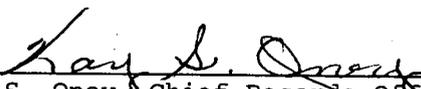
OFFICE OF THE DIRECTOR

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

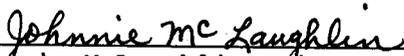
OFFICE OF THE DIRECTOR

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 This schedule is to remain in effect until superseded.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



Johnnie McLaughlin, Director
Division of Student Services

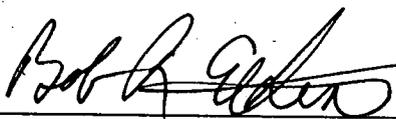


Sammie Campbell Parrish, Assistant State
Superintendent for Program Services

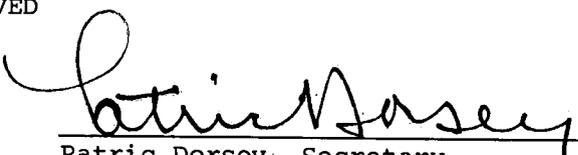


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Bob R. Etheridge, State Superintendent
Department of Public Instruction



Patric Dorsey, Secretary
Department of Cultural Resources

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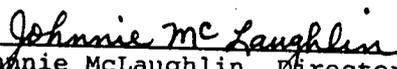
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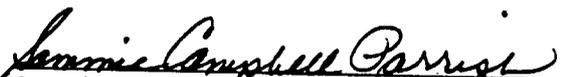
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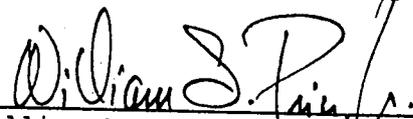
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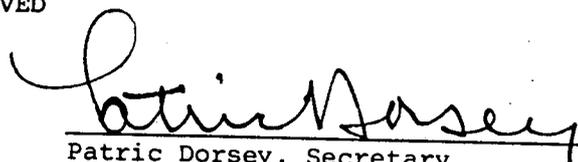

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

April 24, 1991

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR PROGRAM SERVICES
DIVISION OF STUDENT SERVICES
OFFICE OF THE DIRECTOR
DIRECTOR'S OFFICE**

ITEM 31277. LOCAL EDUCATION AGENCIES CORRESPONDENCE FILE.

Routine correspondence created and received in the office concerning each local school system within North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR PROGRAM SERVICES
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HOMELESS CHILDREN AND YOUTH PROGRAMS**

ITEM 31281. FEDERAL AND STATE MATERIALS AND REGULATIONS FILE.

Official rules and regulations for federal and state governments. File includes federal registers, public laws, and guidelines for operating and maintaining programs for the homeless.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 31282. HOMELESS CHILDREN AND YOUTH SURVEY FILE.

Survey completed by all local education agencies and selected private, non-profit organizations concerning educational needs of the homeless. Surveys include information regarding agency or institutional names and addresses, ages of youth served, total number of youth served (by county), information indicating whether the reporting agency is private or public, and other related topics.

DISPOSITION INSTRUCTIONS: Transfer to Homeless Children and Youth Survey (Electronic) File when approved by the Homeless Children and Youth Program Secretary. Destroy in office paper records 1 year after information is entered into the computer.

ITEM 31283. HOMELESS CHILDREN AND YOUTH SURVEY (ELECTRONIC) FILE.

Machine readable records concerning data compiled from all local education agencies regarding educational needs of the homeless. Surveys include information regarding agency or institutional names and addresses, ages of youth served, total number of youth served (by county), information indicating whether the reporting agency is private or public, and other related topics.

DISPOSITION INSTRUCTIONS: Erase in office when reference value ends.

ITEM 31284. HOMELESS CHILDREN AND YOUTH SURVEY (REPORTS) FILE.

Reports concerning statistical information for homeless children and youth. File includes names of educational agencies in each county, number of homeless youth attending school, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the Director's Correspondence (Administrative) File after 3 years.