

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR PROGRAM SERVICES
DIVISION OF VOCATIONAL AND TECHNICAL EDUCATION SERVICES
BUSINESS, MARKETING, HOME, AND HEALTH CARE EDUCATION SECTION
MARKETING EDUCATION BRANCH**

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

MARKETING EDUCATION BRANCH

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

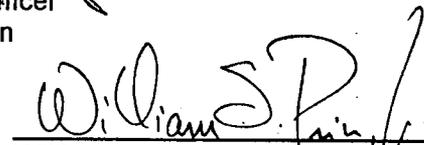
MARKETING EDUCATION BRANCH

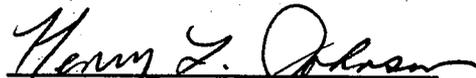
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

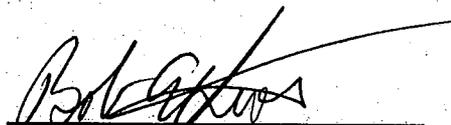

Kay S. Oney, Chief Records Officer
Department of Public Instruction


June S. Atkinson, Director
Division of Vocational and Technical
Educational Services


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


Henry L. Johnson, Assistant State
Superintendent for Program Services

APPROVED


Bob Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

May 12, 1993

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 ensure conformity with the law and will ensure 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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MARKETING EDUCATION BRANCH

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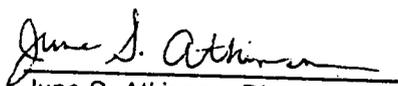
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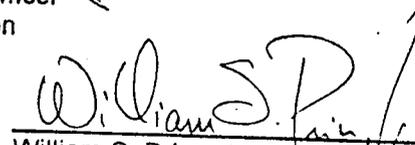
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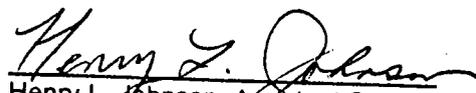
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Kay S. Oney, Chief Records Officer
Department of Public Instruction

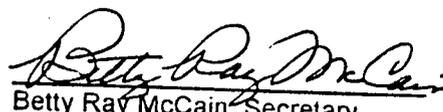

June S. Atkinson, Director
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Betty Ray McCain, Secretary
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May 12, 1993

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

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BUSINESS, MARKETING, HOME, AND HEALTH CARE EDUCATION SECTION
MARKETING EDUCATION BRANCH/ADMINISTRATIVE UNIT**

ITEM 22234. LOCAL EDUCATION AGENCY (LEA) CORRESPONDENCE FILE.

Unit correspondence with each LEA concerning marketing education programs and courses. File also includes school visitation reports, vocational course offerings lists, assessments of program, audit review reports, and other related records.

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 22235. COLLEGES AND UNIVERSITIES CORRESPONDENCE FILE.

Unit correspondence with in-state and out-of-state colleges and universities concerning marketing education. File includes reference copies of reports prepared by various universities and/or colleges.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22236. CURRICULUM FILE.

Records concerning marketing education curriculum materials. File includes reference copies of contracts, correspondence, course descriptions, curriculum guides, reference copies of budgetary records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office course descriptions and curriculum guides when superseded or obsolete. Destroy in office contracts 2 years after termination 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. Destroy in office remaining records after 5 years.

ITEM 22238. MARKETING EDUCATION RESOURCES CENTER FILE.

Reference copies of records concerning education courses used in teaching principles of marketing. File includes curriculum guides, reference copies of minutes, correspondence, and other related records. (Curriculum guides are recommended by the branch to teachers and are requested from the Marketing Education Resources Center in Ohio.)

DISPOSITION INSTRUCTIONS: Destroy in office curriculum guides when superseded or obsolete. Destroy in office remaining records when reference value ends.

ITEM 22242. CURRENT TEACHER/COORDINATOR FILE.

Official copies of records concerning each teacher for marketing education in the state. File includes correspondence, qualification forms, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 34077. NATIONAL COUNCIL FOR MARKETING EDUCATION MINUTES FILE.

Minutes of the National Council for Marketing Education. File also includes bylaws, articles of agreement, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

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MARKETING EDUCATION BRANCH/ADMINISTRATIVE UNIT**

ITEM 34078. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE.

Correspondence written to and/or received from the division director, chief consultants, assistant state superintendents, and the State Superintendent describing activities of the branch.

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 transferred to the custody of the Archives.

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MARKETING EDUCATION BRANCH/ASSOCIATION OF MARKETING EDUCATION
STUDENTS UNIT**

ITEM 22245. COMPETITIVE EVENTS (MASTERS) FILE.

Records concerning competitive events developed and administered by unit for state members of Association of Marketing Education Students. File includes masters of tests, evaluations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 22246. DISTRICT CORRESPONDENCE (REFERENCE) FILE.

Reference copies of correspondence received from participating teachers in each district concerning Association of Marketing Education Students organizations in each district of the

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 22250. AWARDS FILE.

Records concerning Association of Marketing Education Students organization awards for high school students. File includes trophy orders, listings of award recipients, and other related records.

DISPOSITION INSTRUCTIONS: Transfer master lists of award recipients to the State Records Center when reference 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. Destroy in office remaining records when reference value ends.

ITEM 22251. STATE OFFICERS FILE.

Records concerning staff development for state and district officers for Association of Marketing Education Students organizations. File includes copies of correspondence and publications sent to officers and master listings of state officers.

DISPOSITION INSTRUCTIONS: Transfer master lists of officers to the State Records Center when reference 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. Destroy in office remaining records when reference value ends.

ITEM 22252. COMPETITIVE EVENTS (ACTIVITIES) FILE.

Records concerning Association of Marketing Education Students competitive events for high school students. File includes descriptions of contests, correspondence with sponsors, 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.