

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR RESEARCH AND DEVELOPMENT SERVICES
DIVISION OF DEVELOPMENT SERVICES
DIRECTOR'S OFFICE

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

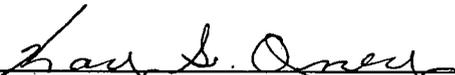
DIRECTOR'S OFFICE

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.

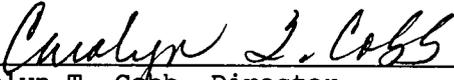
DIRECTOR'S OFFICE

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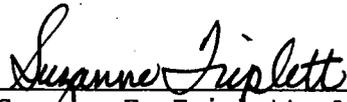
APPROVAL RECOMMENDED



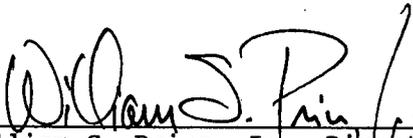
Kay S. Oney, Chief Records Officer
Department of Public Instruction



Carolyn T. Cobb, Director
Division of Development Services

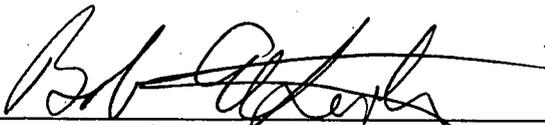


Suzanne E. Triplett, Assistant State
Superintendent, Research and
Development Services



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

September 16, 1992

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 word "Item...") 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 are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel then will 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.

For information or assistance, call 919-733-3540.

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR RESEARCH AND DEVELOPMENT
DIVISION OF DEVELOPMENT SERVICES
DEVELOPMENT SECTION

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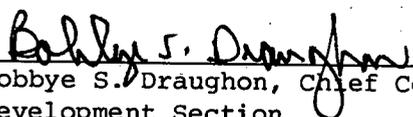
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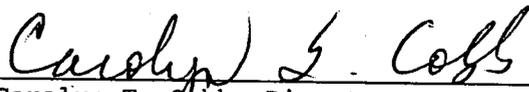
APPROVAL RECOMMENDED



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



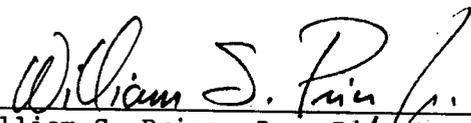
Bobbye S. Draughon, Chief Consultant
Development Section



Carolyn T. Cobb, Director
Division of Development Services



Suzanne E. Triplett, Assistant State
Superintendent for Research and
Development Services



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



Bob R. Etheridge, State Superintendent
Department of Public Instruction

APPROVED



Patric Dorsey, Secretary
Department of Cultural Resources

September 11, 1992

HFH

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR RESEARCH AND DEVELOPMENT SERVICES
DIVISION OF DEVELOPMENT SERVICES
DIRECTOR'S OFFICE

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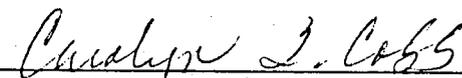
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APPROVAL RECOMMENDED



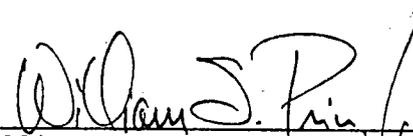
Kay S. Oney, Chief Records Officer
Department of Public Instruction



Carolyn T. Cobb, Director
Division of Development Services

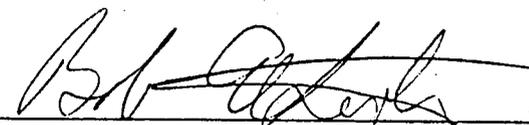


Suzanne E. Triplett, Assistant State
Superintendent, Research and
Development Services



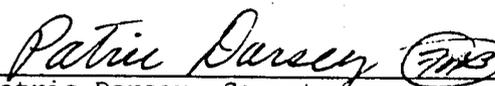
William S. Price, Jr., Director
Division of Archives and History

**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.**



Bob R. Etheridge, State Superintendent
Department of Public Instruction

APPROVED



Patric Dorsey, Secretary
Department of Cultural Resources

September 16, 1992

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR RESEARCH AND DEVELOPMENT SERVICES
DIVISION OF DEVELOPMENT SERVICES
DIRECTOR'S OFFICE**

ITEM 32429. ANNUAL PLANS, GOALS, AND OBJECTIVES FILE.

Plans, goals, and objectives established for each section within the division.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 32436. EVALUATIONS AND REVIEWS FILE.

Evaluations and reviews of various projects for the Task Force on Secondary Education and the State Education Policy Seminars (SEPS) committees.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 32439. LEGISLATION FILE.

Legislative bills and other legislative information concerning the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 32443. TASK FORCE ON SECONDARY EDUCATION FINAL REPORTS FILE.

Final reports concerning findings and evaluations regarding the academic performance of high school students in North Carolina. Reports include summaries of findings, recommendations, evaluations, and other related topics.

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.