

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

Records Retention and Disposition Schedule

Section Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a section name change from Grants and Assistance Section to School Improvements Section. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated February 25, 1992. 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

SCHOOL IMPROVEMENTS SECTION

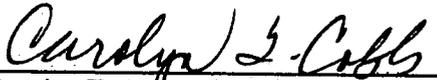
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

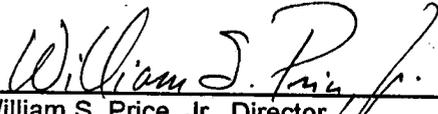
SCHOOL IMPROVEMENTS SECTION

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 This schedule is to remain in effect until superseded.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

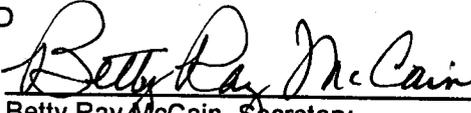

Kay S. Oney, Chief Records Officer
Department of Public Instruction


Carolyn T. Cobb, Director
Division of Development Services


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


Bob R. Etheridge, Superintendent
Department of Public Instruction

APPROVED

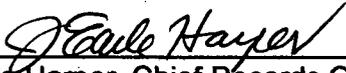

Betty Ray McCain, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

Amend the records retention and disposition schedule approved April 30, 1993 by amending the Item 33302 as shown on substitute pages dated November 3, 2003.

APPROVAL RECOMMENDED



Dr. Earle Harper, Chief Records Officer
Department of Public Instruction

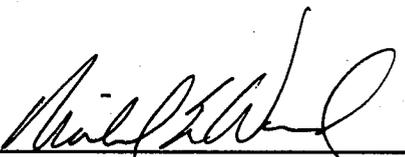


Marvin Pittman, Director
School Improvement



Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED



Dr. Michael E. Ward, Superintendent
Department of Public Instruction



Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 3, 2003

LRM

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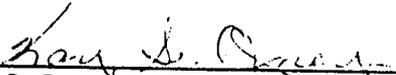
SCHOOL IMPROVEMENTS SECTION

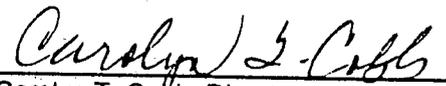
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SCHOOL IMPROVEMENTS SECTION

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

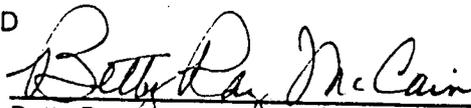

Kay S. Oney, Chief Records Officer
Department of Public Instruction


Carolyn T. Cobb, Director
Division of Development Services


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


Bob R. Etheridge, Superintendent
Department of Public Instruction

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

4-30-93

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 1399. ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) ADVISORY COMMITTEE FILE.

Records concerning the ESEA Advisory Committee. File includes correspondence, annual reports, evaluations of Chapter 2 programs, and travel expenses logs. (ESEA formerly was Education Consolidation Improvement Act (ECIA) Chapter 2.)

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.

ITEM 3815. ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) CHAPTER 2 FUNDED COMPETITIVE GRANTS PROJECT FILE.

Local education agency (LEA) proposals and applications for competitive grants that were approved and funded by the State Board of Education. File includes proposals, reference copies of notifications of approval, reference copies of budget forms, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after termination of project. Records will be held for agency in the State Records Center 5 additional years and until released from all audits, whichever occurs later, and then transferred to the custody of the Archives.

ITEM 3882. ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) CHAPTER 2 FILE.

Local education agency (LEA) applications for formula funding that were approved by Division of Development Services. File includes applications, approvals, reference copies of budget forms, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after end of 3-year funding cycle. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19970. GRANT AWARDS NOTIFICATIONS NOTEBOOK FILE.

U.S. Department of Education grant award notifications for grants awarded to the N.C. Department of Public Instruction. Notification information includes descriptions of grant type, amounts of funds allocated for specific programs, and names of grant recipients who received a notification.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33063. ALCOHOL AND DRUG DEFENSE SURVEY REPORT FORMS FILE.

Survey forms completed by youths concerning substance abuse and Acquired Immune Deficiency Syndrome (AIDS).

DISPOSITION INSTRUCTIONS: Destroy in office after final reports are compiled.

ITEM 33064. NORTH CAROLINA STATE CLEARINGHOUSE NOTEBOOK LOG FILE.

Log listing materials received from the State Clearinghouse for distribution within the Department of Public Instruction.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33302. ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) CHAPTER 2 ADVISORY COMMITTEE MINUTES FILE.

Official minutes of the committee. Amended 11-3-03.

DISPOSITION INSTRUCTIONS: Transfer official copy of minutes to the State Records Center after 1 year for immediate transfer to the custody of the Archives. Transfer records currently held in the State Records Center to the custody of the Archives immediately.