

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT
RESEARCH AND TESTING SERVICES

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 all the public records of the

RESEARCH AND TESTING SERVICES

are listed herein and that they 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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

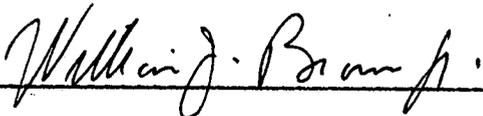
RESEARCH AND TESTING SERVICES

agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

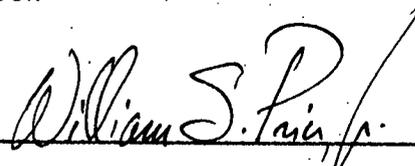
APPROVAL RECOMMENDED



William W. Peek, Chief Records Officer
Department of Public Instruction



William J. Brown, Jr.
Assistant State Superintendent
Research and Testing Services

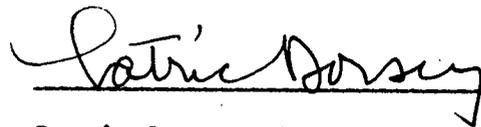


William S. Price, Jr., Director
Division of Archives and History

APPROVED



A. Craig Phillips, State Superintendent
Department of Public Instruction



Patric Dorsey, Secretary
Department of Cultural Resources

July 10, 1987

JH

Memorandum

DATE: October 10, 2000
FROM: Laura L. B. Hensey *LBH*
Records Services Branch
RE: Department of Public Instruction schedules

This records retention and disposition schedule was reprinted to provide a SCHEDS printout that includes item numbers. This secondary printout is a convenience copy only and may be discarded when the schedule is updated or discontinued.

The SCHEDS printout may not match exactly the original schedule which follows it. Many of the missing items were moved to schedules dated between 1990 and 1997. Others were removed during the item inventory which brought the schedules into compliance with the *General Schedule for State Agency Records* in October, 2000.

Street address:
215 N. Blount St.
Raleigh, NC 27601

Email: lhensey@ncsl.dcr.state.nc.us
Fax: 919.715.3627
Phone: 919.733.3540

Mailing address:
4615 Mail Service Center
Raleigh, NC 27699-4615

. . . ABOUT THIS RECORDS DISPOSITION SCHEDULE . . .

This records disposition schedule lists all records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records in your office, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group of records (following the word "Item..") and instructions for the legal disposition of these records (following the words "DISPOSITION INSTRUCTIONS"). Records must never be arbitrarily destroyed on the basis of individual opinion that they have no value. Only the disposition instructions in this records disposition schedule may be used to legally dispose of agency records.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of General Statutes of North Carolina. Failure to comply with the disposition instructions in this schedule is in violation of these laws and increases the state's liability to frivolous litigation. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 1100. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially amended.

Supervisors or other office personnel are responsible for notifying 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; revision or amendment 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
RESEARCH AND TESTING SERVICES

Records Retention and Disposition Schedule

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RESEARCH AND TESTING SERVICES

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RESEARCH AND TESTING SERVICES

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APPROVAL RECOMMENDED

William W. Peek

William W. Peek, Chief Records Officer
Department of Public Instruction

William J. Brown, Jr.

William J. Brown, Jr.
Assistant State Superintendent
Research and Testing Services

William S. Price, Jr.

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

APPROVED

A. Craig Phillips

A. Craig Phillips, State Superintendent
Department of Public Instruction

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

July 10, 1987

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.

JH

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**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT
RESEARCH AND TESTING SERVICES
ACCREDITATION**

ITEM 3947. NON-PUBLIC SCHOOLS ACCREDITATION FILE.

Official copies of records concerning State Board of Education accreditation or non-accreditation of non-public schools in the state. File includes same information as Administrative Unit Accreditation File.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center records concerning official action and notification related to past local units accreditation when administrative value ends. Records will be held for agency in the State Records 5 additional years and then destroyed.

ITEM 3950. STATE BOARD OF EDUCATION ACCREDITATION FILE.

Official copies of records concerning accreditation submitted to the State Board of Education by division for action or approval. File includes agendas, minutes of meetings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

ITEM 19273. ADMINISTRATIVE UNIT ACCREDITATION FILE.

Official copies of records concerning the State Board of Education (SBE) accreditation or non-accreditation of each public school administrative unit. File includes correspondence, reports, proposals, evaluations and plans, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office documentation of prior accreditations 1 year after local administrative units are re-accredited.

ITEM 19275. COMPREHENSIVE EDUCATION PLANS NOTEBOOK FILE.

Official copies of comprehensive plans for public education submitted to division by administrative units. File includes mission statement, continuing objectives, information concerning priority areas, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when local administrative units are re-accredited.

ITEM 19276. ACCREDITATION CORRESPONDENCE FILE.

Official and reference copies of correspondence concerning the accreditation program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT
RESEARCH AND TESTING SERVICES
ADMINISTRATION**

ITEM 1233. RESEARCH AND TESTING SERVICES CORRESPONDENCE FILE.

Official copies of correspondence concerning the organization and daily operation of Research and Testing Services. File concerns departmental programs, legislation, Governor's School, personnel, State Board of Education (SBE) actions, and other subjects. File includes correspondence, reports, proposals, minutes of the SBE, and other related records.

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.

ITEM 1235. FEDERAL PROGRAM FILE.

Official copies of records concerning expenditures of federal funds for education programs administered by Research and Testing Services. File includes reports, correspondence, program descriptions, 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 3678. TESTING COMMISSION MINUTES FILE.

Original copies of minutes of the Annual Testing Commission, which directs the annual reading and mathematics testing of each North Carolina student in grades 1, 2, 3, 6, 8.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Retain one copy of film in agency permanently and transfer one security copy of film to the State Records Center for security storage. Destroy in agency paper records after microfilm has been verified and quality control procedures completed.

ITEM 3940. COLLEGE BOARD FILE.

Official copies of records concerning the Scholastic Aptitude Test administered in North Carolina. File includes descriptions of test and statistical data (e.g. national average, state

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 19249. REGIONAL EDUCATION CENTERS FILE.

Reference copies of data concerning regional education center staff activities. File includes correspondence and routine reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 19254. TEST UTILIZATION MASTER FILE.

Master copies of staff development materials used to enable local education agency (LEA) personnel to better utilize test results that are generated by Annual and Competency Test Programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 19255. PERSONNEL EVALUATION FILE.

Official copies of records concerning the Personnel Evaluation Project, a project used to compile an effective evaluation rating system for public school teachers and administrators. File includes statistical data, reports, studies, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT
RESEARCH AND TESTING SERVICES
ADMINISTRATION**

ITEM 19260. COMPUTER ACCOUNTING FILE.

Official copies of records concerning data processing produced for Research and Testing Services at N.C. State University, State Computer Center, and other locations. File includes invoices and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT
RESEARCH AND TESTING SERVICES
STATEWIDE TESTING**

ITEM 1234. ANNUAL TESTING FILE.

Official copies of records concerning annual reading and mathematics tests administered since 1977 to each student in grades 6-9 throughout the state. File includes correspondence, records concerning the Annual Testing Commission, budgetary data testing standards, testing regulations and guidelines, plans and questionnaires, monitoring reports, and other related

DISPOSITION INSTRUCTIONS: Break file into 2-year segments. Transfer each segment after 1 additional year to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3677. COMPETENCY TEST FILE.

Official copies of records concerning competency testing for high school students in grades 11 and 12. (As mandated in 1977, students must pass test in order to receive a high school diploma. Students failing test are awarded a certificate of attendance.) File includes records of the Competency Testing Commission, administrative memorandums, regulations and guidelines, correspondence, contracts, legislation, research project descriptions, testing reports, and other related records.

DISPOSITION INSTRUCTIONS: Break file into 2-year segments. Transfer each segment after 1 additional year to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3943. ANNUAL TESTING MONITORING FILE.

Official copies of records concerning the monitoring of each annual test. File includes contracts and amendments to contracts, special studies, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Break file into 2-year segments. Transfer each segment after 1 additional year to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3944. COMPETENCY TEST MONITORING FILE.

Official copies of records concerning the monitoring of each competency test. File includes contracts and amendments to contracts, special studies, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Break file into 2-year segments. Transfer each segment after 1 additional year to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3945. COMPETENCY TESTING PROGRAM PRINTOUT FILE.

Printout copies of statistical data concerning competency testing scores for each year.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 1 additional year and then microfilmed for permanent preservation. Paper records will be destroyed in the State Records Center after microfilming.

ITEM 3946. ANNUAL TESTING PROGRAM PRINTOUT FILE.

Printout copies of statistical data concerning the annual testing program administered in the

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 1 additional year and then microfilmed for permanent preservation. Paper records will be destroyed in the State Records Center after microfilming.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT
RESEARCH AND TESTING SERVICES
STATEWIDE TESTING**

ITEM 19265. STATEWIDE TESTING CORRESPONDENCE FILE.

Official copies of correspondence concerning the organization and daily operation of Statewide Testing Section.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT
RESEARCH AND TESTING SERVICES
TEST DEVELOPMENT**

ITEM 3942. TEST DEVELOPMENT CORRESPONDENCE FILE.

Official copies of correspondence concerning the organization and daily operation of Test Development. File concerns departmental programs, State Board of Education (SBE) actions, and other subjects. File includes correspondence, reports, proposals, minutes of the SBE, and other related records.

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.