

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE STATE SUPERINTENDANT FOR ACADEMIC SERVICES AND INSTRUCTIONAL SUPPORT
FEDERAL PROGRAM MONITORING AND SUPPORT SERVICES DIVISION
FEDERAL PROGRAM MONITORING SECTION

Program Records Retention and Disposition Schedule

The Program 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

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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.

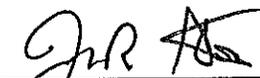
The Department of Public Instruction and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Public Instruction agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

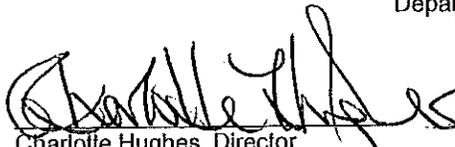
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Jack Stone, Acting Chief Records Officer
Department of Public Instruction

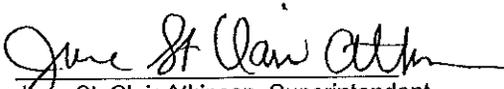


Charlotte Hughes, Director
Federal Program Monitoring and Support Division

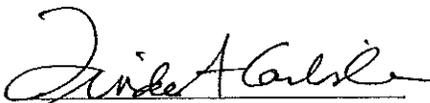


David Brook, Director
Division of Historical Resources

APPROVED



June St. Clair Atkinson, Superintendent
Department of Public Instruction



Linda A. Carlisle, Secretary
Department of Cultural Resources

September 5, 2011

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**DEPARTMENT OF PUBLIC INSTRUCTION
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SUPPORT
FEDERAL PROGRAM MONITORING AND SUPPORT SERVICES DIVISION
FEDERAL PROGRAM MONITORING SECTION**

ITEM 49811. 21ST CENTURY COMMUNITY LEARNING CENTER GRANTEES FILE.

Records in paper and electronic formats, including e-mail, concerning grants awarded under the federally-funded 21st Century Community Learning Center program. File includes requests for proposal, grant proposals, acceptance letters, rubrics, budget records, monitoring reports, compliance documents, profiles, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 5 years after grant ends if no litigation, claim, audit, or 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.

ITEM 49812. 21ST CENTURY COMMUNITY LEARNING CENTER UNFUNDED GRANTEES FILE.

Records in paper and electronic formats, including e-mail, concerning unfunded proposals for grants under the federally-funded 21st Century Community Learning Center program. File includes grant proposals, unfunded (rejection) letters, rubrics, and correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years if no litigation, claim, audit, or 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.

ITEM 49813. 21ST CENTURY COMMUNITY LEARNING CENTER SUMMER GRANTEES FILE.

Records in paper and electronic formats, including e-mail, concerning proposals for summer grants under the federally-funded 21st Century Community Learning Center program. File includes requests for proposal, grant proposals, acceptance letters, rubrics, budget records, monitoring reports, compliance documents, profiles, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 5 years after grant ends if no litigation, claim, audit, or 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.

ITEM 49814. 21ST CENTURY COMMUNITY LEARNING CENTER SUMMER UNFUNDED GRANTEES FILE.

Records in paper and electronic formats, including e-mail, concerning unfunded proposals for summer grants under the federally-funded 21st Century Community Learning Center program. File includes grant proposals, unfunded (rejection) letters, rubrics, and correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years if no litigation, claim, audit, or 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.