

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR ACADEMIC SERVICES AND INSTRUCTIONAL SUPPORT
FEDERAL PROGRAM MONITORING AND SUPPORT SERVICES DIVISION
SUPPORT SERVICES 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

SUPPORT SERVICES 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.

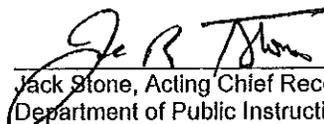
The Department of Public Instruction and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further 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.

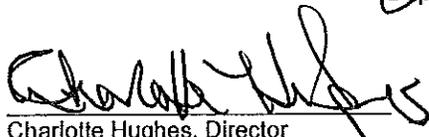
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 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

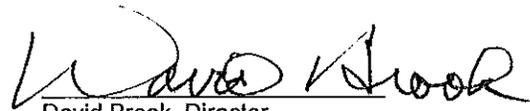
SUPPORT SERVICES SECTION

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.

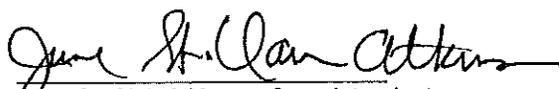
APPROVAL RECOMMENDED

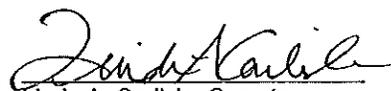

Jack Stone, Acting Chief Records Officer
Department of Public Instruction


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

July 14, 2011

RLI

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

ITEM 49785. VERIFICATION FORMS FILE.

Records in paper and electronic formats, including e-mail, concerning forms completed by local education agencies (LEAs) which furnish end-of-year totals for disciplinary actions, including suspensions and crimes. File includes completed forms 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 ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 1 year.

ITEM 49786. CONSOLIDATED DATA REPORT FILE.

Annual report to the Joint Legislative Education Oversight Committee in paper and electronic formats covering suspensions and expulsions, school crime and violence data, dropout events and rates, and Alternative Learning Program enrollment data. File includes disciplinary data, survey dropout data, report to the Joint Legislative Education Oversight Committee, annual study of suspensions and expulsions, school crime and violence data, dropout events and rates.

DISPOSITION INSTRUCTIONS: Retain paper copy of report in office permanently.

ITEM 49787. SAFE SCHOOL PLAN FILE.

Records in paper and electronic formats, including e-mail, concerning comprehensive safe school plans and other related data submitted every 3 years from local education agencies (LEAs). File includes plans, completed rubrics, school codes of conduct, 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 49788. ALTERNATIVE LEARNING PROGRAM FILE.

Records in paper and electronic formats, including e-mail, concerning state-mandated guidelines for and other data and information about alternative learning programs. File includes new program/school requests, monitoring reports, school/program profiles, directories of LEAs and associated programs and contacts, legislative reports, standards, 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. Transfer paper and electronic records to the State Records Center after 5 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records, including e-mail, will be transferred immediately to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.