DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT CIRRICULUM / INSTRUCTION ACCOUNTABILITY SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
BEHAVIOR SUPPORT SERVICES

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. **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 This schedule is to remain in effect until superseded.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

Harriette Sparlin, Chief Records Officer
Department of Public Instruction

Mary Watson, Director
Division of Exceptional Children

Elise Leak, Associate Superintendent
Curriculum / Instruction and
Accountability Services

David Brook, Director
Division of Historical Resources

APPROVED

Janice O. Davis, Deputy State Superintendent
Department of Public Instruction

Lisbeth C. Evans, Secretary
Department of Cultural Resources

01/09/07

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DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR CURRICULUM / INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
BEHAVIOR SUPPORT SERVICES

ITEM 1467. SPECIAL STUDY INSTITUTES FILE. Records concerning special study institutes for the staff development of teachers of exceptional children. File includes summer institutes training packets regarding program activities and amounts of expenses incurred and credits earned. File also includes participant listings and other related records.

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 1959. WILLIE M. FUNDING DATA FILE. Records concerning funding of Willie M. Program for aggressive and assaultive children. File includes local education agency (LEA) requests for funding forms, correspondence regarding funding allocations, applications, and other related records. (Comply with applicable provisions of G.S. 115C-114, 115C-402, and 122C-52 regarding confidentiality of each individual's records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office all records dated 1999 and prior. Transfer immediately all remaining records (dated 2000 and after) to the State Records Center if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3830. WILLIE M. ADMINISTRATIVE FILE. Records concerning departmental administration of Willie M. Program for aggressive and assaultive children. File includes correspondence regarding ongoing Willie M. litigation involving other agencies, and other related records. (Comply with applicable provisions of G.S. 115C-114, 115C-402, and 122C-52 regarding confidentiality of each individual's records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office 7 years from date of records if no litigation, claim, audit, or other 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 3831. WILLIE M. PROGRAM VISITATION REPORTS (FORMS) FILE.

Completed forms concerning staff visits to day treatment and other education program from representatives from Department of Health and Human Services and Department of Public Instruction to check for compliance with Willie M. Program requirements. Forms include names of class members, dates of visits, evaluation results, and other related data. Prior to 2000, consultants entered names of children, names of local education agencies, race or ethnic group, classification of exceptionality, and other related educational information into Student Profile Database (Electronic) File (Item 39055) (database no longer actively maintained) (Comply with applicable provisions of G.S. 115C-114, 115C-402, and 122C-52 regarding confidentiality of each individual's records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Willie M. Class Members File (Item 34953).

ITEM 20284. ASSISTANT DIRECTOR'S ADMINISTRATIVE AND REFERENCE FILE.

Reference copies of records concerning associations, organizations, and committees involving Willie M. class members. File includes correspondence and memorandums concerning collaboration of Willie M. programs between state agencies, minutes, publications, workshop training materials, reviews of vocational programs, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office immediately. [Notes: There is no Assistant Director for Exception Children Division. Willie M. program class action suite ended Feb 1998. Funding continued for identified Willie M members under different names in 1999 and 2001. 5 years have passed.]

ITEM 34953. WILLIE M. CLASS MEMBERS FILE. Records concerning individual class members who are within the age limit for, or have exceeded the upper age limit for and have left the program. File includes correspondence regarding educational services, completed forms (withdrawal, suspension, expulsion), and other related records. File also includes visitation reports, correspondence, and other records formerly listed in either WILLIE M. PROGRAM VISITATION REPORTS (FORMS) FILE (Item 3831) or WILLIE M. PROGRAM LOCAL EDUCATION AGENCY (LEA) FILE (Item 34955). Names of children, birthdates, certification dates, and other related educational information from records dated prior to 2000, were formerly entered into Student Profile Database (Electronic) File (Item 39055) (database no longer actively maintained) (Comply with applicable provisions of G.S. 115C-114, 115C-402, and 122C-52 regarding confidentiality of each individual's records.)

DISPOSITION INSTRUCTIONS: Transfer immediately records for individuals who have reached age 19 by December 31, 2006 to the State Records Center if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy in office after 5 years records for individuals who reach age 19 after January 1, 2007, (i.e. age 19 + 5 years = 24 years of age) if no litigation, claim, audit, or other 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 34955. WILLIE M. PROGRAM LOCAL EDUCATION AGENCY (LEA) FILE. Records concerning Willie M. Programs in local education agencies (LEAs) throughout North Carolina. File includes correspondence regarding educational services of class members in each LEA, monitoring visitation reports, and other related records. (Comply with applicable provisions of G.S. 115C-114, 115C-402, and 122C-52 regarding confidentiality of each individual's records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Willie M. Class Members File (Item 34953).

ITEM 39055. STUDENT PROFILE DATABASE (ELECTRONIC) FILE. Records in electronic format concerning the tracking of certified Willie M. Children (database contains information from records dated prior to 2000 and is no longer actively maintained. Electronic file includes names of children, birthdates, names of local education agencies, race or ethnic groups, certification dates, classifications of exceptionality, and other related data formerly entered from WILLIE M. PROGRAM VISITATION REPORTS (FORMS) FILE (Item 3831) and WILLIE M. CLASS MEMBERS FILE (Item 34953). (Electronic file is maintained by the Information and Technology Services Division's administration of a local area network (LAN) system.)

DISPOSITION INSTRUCTIONS: Item discontinued. Erase/destroy in office once all students have reached the age of 24 and are no longer receiving educational services and if no litigation, claim, audit, or other 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 20333. UNIT ADMINISTRATIVE AND REFERENCE FILE. Official copies of administrative and reference data concerning subjects pertinent to unit operations. File includes correspondence, memorandums, routine reports, publications, program descriptions, accreditation materials, regulations and guidelines, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office valid regulations and guidelines when superseded. Destroy in office remaining records when administrative and reference values end.

ITEM 20334. LOCAL EDUCATION AGENCY (LEA) CORRESPONDENCE FILE. Official copies of unit correspondence with LEAs concerning the administration of educational programs for emotionally handicapped children.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20339. CONSULTANTS' CORRESPONDENCE FILE. Official copies of unit consultants' correspondence with local education agencies concerning the education of emotionally-handicapped children.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 47881. PROGRAM REPORT CODE 29 (PRC 29) FUNDING DATA FILE.

Records concerning funding of the PRC 29 program for aggressive and assaultive children. File includes local education agency (LEA) requests for funding forms, correspondence regarding funding allocations, applications, and other related records. (Comply with applicable provisions of G.S. 115C-114, 115C-402, and 122C-52 regarding confidentiality of each individual's records.)

DISPOSITION INSTRUCTIONS: Destroy records in office after 5 years if no litigation, claim, audit, or other 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.