RECORDS RETENTION AND DISPOSITION SCHEDULE
AMENDMENT AND NAME CHANGE

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
SCHOOL SUPPORT DIVISION

Amend the records retention and disposition schedule approved May 21, 1993 by changing the disposition instructions for Items 1253, 1255, and 3867 as shown on substitute pages dated August 21, 1998.

IN ADDITION, an organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from the

ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL FACILITY SERVICES

to the

ASSOCIATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
SCHOOL SUPPORT DIVISION

The texts of only items 1253, 1255, and 3867 have changed, as indicated above. No new items have been added, no items have been deleted, and no other changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated May 21, 1993.

APPROVAL RECOMMENDED

James Bell, Chief Records Officer
Department of Public Instruction

Ben Matthews, Director
School Support Division

James O. Barber, Associate Superintendent
Financial and Personnel Services

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Michael E. Ward, State Superintendent
Department of Public Instruction

Betty Ray McCain, Secretary
Department of Cultural Resources

August 21, 1998

LLBH

ABOUT THIS RECORDS RETENTION AND DISPOSITION SCHEDULE

This records disposition schedule lists the records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group (following the identification number) and instructions for their legal disposition (following the words "DISPOSITION INSTRUCTIONS"). Records should never be arbitrarily destroyed on the basis of personal opinion but only on the basis of a firm schedule. The disposition instructions contained herein provide that schedule and the legal procedures for records management activities in your agency.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of the General Statutes of North Carolina. Compliance with the disposition instructions listed herein will help ensure conformity with these laws and that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 500. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially superseded.

Supervisors or other responsible office personnel, acting through their Records Officers, are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel will then 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: amendment or update 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 questions, please contact
Laura L. B. Hensey, Records Management Analyst
Records Services Branch,
Archives and Records Section, Division of Archives and History
215 North Blount Street
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ELECTRONIC MAIL AS A PUBLIC RECORD IN NORTH CAROLINA
Guidelines for Its Retention, Disposition, and Destruction

Department of Cultural Resources
Division of Archives and History

The Division of Archives and History assumes that every state agency or other political unit in the state of North Carolina sends and receives electronic mail ("e-mail") or will shortly have the capability of doing so. E-mail (unless it is personal in nature) contains information of value concerning, or evidence of, the administration, management, operations, activities, and business of an office. Like paper records---such as the memoranda, correspondence, reports, and the hundreds of other types of records received traditionally, for example, through interoffice or U.S. mail or other avenues---e-mail has administrative, legal, reference, and/or archival values. *The content of electronic mail is a public record* (according to G.S. 121.8 and 132.1) *and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources.* This regulation, along with a current records retention and disposition schedule, is intended to provide for that guidance.

Accordingly, agencies and their offices which use e-mail should normally retain or destroy e-mail by following the provisions of a current, valid records retention and disposition schedule listing the records maintained by a particular office, filing e-mail (whether in paper or electronic format) within existing records series on their schedules and handling it according to the disposition instructions assigned to each such records series. Because of the characteristics of the medium, however, electronic mail also possesses a dual identity. E-mail is also used to transmit and receive messages which may have reference or administrative value but which are simultaneously of an ephemeral, temporary, or transient nature. As such, e-mail of this kind functions in some ways like telephone calls or telephone messages. Such messages remain public records but may be treated as having a reference or administrative value which ends when the user no longer needs the information such a record contains. E-mail of ephemeral or rapidly diminishing value may be erased or destroyed when the user has determined that its reference value has ended.

Agencies and offices need, however, to pay particular attention to the sometimes complex requirements for the retention of e-mail for longer periods of time, *i.e.* e-mail of more than transient value. E-mail in this category may be retained in electronic or paper form (the latter may in some cases be the only means of providing for archival retention, for example through microfilming of paper copies), but must be retained for as long as the period specified in a valid records schedule. If retained in paper form, the copies must retain transmission and receipt data. If electronic mail is retained in electronic form, office administrators need to insure that their electronic environment (client server, mainframe computer in or outside their agency, or office personal computer) assures the retention of e-mail for the required period of time. Office administrators may need to contact relevant personnel at SIPS (State Information Processing Services), at their own agency computer systems unit, or any other personnel who operate computer units or systems immediately or remotely, to insure that such systems process e-mail in accordance with records retention schedules and provide for backups, disaster recovery, physical and electronic security, and the general integrity of the system, its components, and the records it generates and maintains. Office administrators may also need to assure that office filing systems adequately provide for the proper classification of electronic files (including e-mail) in the same manner as currently provided for paper-based files.

Office administrators, department or unit heads, and all other state employees who use e-mail should regularly and consistently retain or delete e-mail in accord with the records series and disposition instructions, and other instructions, provided above. Retention of e-mail or any other records, whether in electronic or paper format, for longer than provided in a valid records retention and disposition schedule leads to inefficiency and waste and may subject the affected unit to legal vulnerabilities.

RECORDS RETENTION AND DISPOSITION SCHEDULE
AMENDMENT AND NAME CHANGE

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
SCHOOL SUPPORT DIVISION

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ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES
DIVISION OF SCHOOL FACILITY SERVICES

to the

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SCHOOL SUPPORT DIVISION

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APPROVAL RECOMMENDED

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Department of Public Instruction

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APPROVED

Michael E. Ward, State Superintendent
Department of Public Instruction

Betty Ray McCain, Secretary
Department of Cultural Resources

August 21, 1998

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.

LLBH

ABOUT THIS RECORDS RETENTION AND DISPOSITION SCHEDULE

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DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
SCHOOL SUPPORT DIVISION
SCHOOL PLANNING SECTION
ADMINISTRATIVE UNIT

ITEM 1248. CHIEF CONSULTANT'S CORRESPONDENCE FILE.

Correspondence to and from the Chief Consultant to the division director concerning the organization and daily operation of section. File includes memorandums, reference copies of reports, reference copies of Attorney General's opinions, reference copies of State Board of Education (SBE) minutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 1252. SCHOOL SURVEY REPORTS AND PUBLICATIONS FILE.

Published school survey reports of all schools within each local education agency (LEA). Reports include information concerning recommendations of Survey Committee, divisional recommendations, reference copies of county maps showing locations of schools, building evaluations, and other related records. File also includes other published publications of the section.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the agency's Education Information Center to be forwarded to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Transfer 1 copy of each publication to the State Records Center annually. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain in office 1 copy of each publication permanently. Destroy in office remaining copies and related records when reference value ends.

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
SCHOOL SUPPORT DIVISION
SCHOOL PLANNING SECTION
ARCHITECTURE AND ENGINEERING UNIT

ITEM 1253. SPECIFICATIONS FILE.

Reference copies of specifications concerning proposed construction, renovations, and alterations to public schools. Specifications include details of construction materials, quantities of materials needed, names of construction projects, and other related information. Amended 8-21-98

DISPOSITION INSTRUCTIONS: Destroy in office when plans are approved.

ITEM 1255. SCHOOL BLUEPRINTS AND PLANS FILE.

Blueprints and drawings of school buildings to be constructed or modified. Amended 8-21-98

DISPOSITION INSTRUCTIONS: Return blueprints to school 2 years after project is received. Destroy unclaimed plans 6 months after being offered to school. Destroy paper records currently held in the State Records Center after 1 year. Retain microfilm and aperture cards currently held in the State Records Center and in the State Archives permanently.

ITEM 19179. BUILDING PLAN REVIEW NOTEBOOKS FILE.

Records concerning building blueprint reviews compiled from information submitted to the section from each local education agency (LEA). File includes listings of planned construction areas (e.g., library, stadium, classrooms, etc.).

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after completion of construction.

ITEM 19189. SCHOOL BLUEPRINTS AND PLANS MICROFILM FILE.

Reference copies of microfilm prints on aperture cards of blueprints and drawings of school buildings to be constructed or modified. (Microfilm is requested by division from State Records Center when needed.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
SCHOOL SUPPORT DIVISION
SCHOOL PLANNING SECTION
CENTRAL FILES UNIT

ITEM 1249. LOCAL EDUCATION AGENCIES (LEAS) FOLDERS FILE.

Records concerning each public school in the state. File includes project and school correspondence regarding school projects and building specifications, project and school specification approval sheets, construction project proposals, inspection reports, statistical reports, and other related records. (File is arranged by individual schools within each LEA.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 15 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 35581. CLOSED SCHOOLS FILE.

Records concerning public schools now closed. File includes correspondence, inspection reports, statistical reports, and other related records. (File contains complete histories of

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after school is sold or demolished. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 35582. LONG-RANGE SCHOOL PLANS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning proposed school construction projects. Electronic database includes names of local education agencies (LEAs), names of individual construction projects, capital outlay projected costs, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when administrative value ends.

ITEM 35583. LONG-RANGE SCHOOL PLANS (PRINTOUTS) FILE.

Computer printouts concerning proposed school construction projects. Printouts include names of local education agencies (LEAs), capital outlay projected costs, names of construction projects, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
SCHOOL SUPPORT DIVISION
SCHOOL PLANNING SECTION
EDUCATION UNIT

ITEM 19192. CONSULTANTS' CORRESPONDENCE FILE.
Reference copies of correspondence concerning administrative duties of each section

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 35584. CORRESPONDENCE FILE.
Reference copies of administrative and management correspondence written to and received by the section's architects and engineers for approval of school construction or building additions.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35585. STATISTICAL REPORTS FILE.
Reference copies of statistical reports submitted to the State Board of Education quarterly. Reports include number of plans received for review, number of schools built, number of deviations requested by architects for schools, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
SCHOOL SUPPORT DIVISION
SCHOOL PLANNING SECTION
GRAPHICS UNIT

ITEM 3867. SCHOOL PHOTOGRAPHS FILE.

Glossy photographs and slides of various public schools. Amended 8-21-98

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 19191. COUNTY MAPS FILE.

Maps of each local education agency (LEA) showing locations of each public school.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
SCHOOL SUPPORT DIVISION
SCHOOL PLANNING SECTION
RESEARCH UNIT

ITEM 1250. LOCAL EDUCATION AGENCIES (LEAS) LONG-RANGE SCHOOL PLANNING FOLDERS FILE.

Records concerning proposed school construction projects. File includes completed copies of individual school data worksheets, and long-range plan forms. Names of local education agencies, names of construction projects estimated costs for construction and other related data are entered into the Central Files Unit, Long-Range School Plans Database (Electronic) File (Item 35582) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 1254. SCHOOL PROPERTY INVENTORIES BOOKS FILE.

Inventories of school property for each local education agency (LEA). File includes floor plans and reference copies of maps showing locations of each school.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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 3866. PUPIL POPULATION PROJECTIONS (PRINTOUTS) FILE.

Computer printouts provided by State Superintendent, Division of Communication Services, Statistical Research and Data Center concerning projected pupil membership for each local education agency (LEA) based upon previous five years' average daily membership. Projections include previous attendance statistics and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 19178. COMPUTERIZED PROPERTY ACCOUNTING (PRINTOUTS) FILE.

Computer printouts provided by State Superintendent, Division of Communication Services, Statistical Research and Data Center concerning inventories of school property for each local education agency (LEA). Printouts list statistical information for each school including total number of floors, total number of classrooms, types of heating fuels, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 19182. PUPIL POPULATION MEMBERSHIP (PRINTOUTS) FILE.

Computer printouts provided by State Superintendent, Division of Communication Services, Statistical Research and Data Center concerning average daily pupil membership for each public school in the state utilized to formulate individual school population projections. (Information is listed by school and by grade.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19193. RESEARCH ANALYSTS' (REFERENCE) FILE.

Reference copies of records concerning school construction and the financing of school construction. File concerns school systems mergers, population projections, budgets, past and present bond issues, and other related subjects. File includes publications, reports, studies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.