

DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
DIRECTOR'S OFFICE

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects an organizational name change from Assistant State Superintendent for Program Services, Division of Exceptional Children's Services, Director's Office to Associate Superintendent for Instructional and Accountability Services, Exceptional Children Division, Director's Office. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated June 7, 1991. 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. Public records including machine readable records not listed in the schedule 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 This schedule is to remain in effect until superseded.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


James E. Bell, Chief Records Officer
Department of Public Instruction


E. Lowell Harris, Director
Exceptional Children Division


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Bob R. Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

July 8, 1996

HFH

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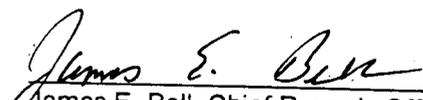
DIRECTOR'S OFFICE

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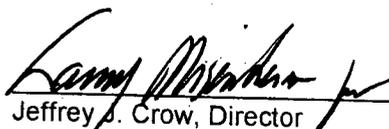
DIRECTOR'S OFFICE

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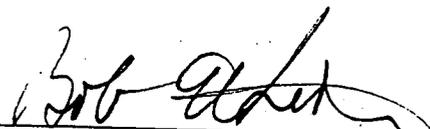
APPROVAL RECOMMENDED

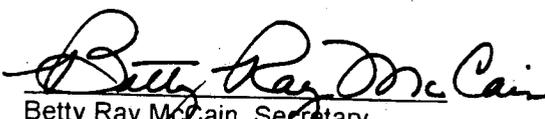

James E. Bell, Chief Records Officer
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Bob R. Etheridge, State Superintendent
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

July 8, 1996

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ITEM 1432. LOCAL EDUCATION AGENCY (LEA) CORRESPONDENCE FILE.

Correspondence with each local education agency concerning the administration of programs for the education of exceptional children.

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 1433. CORRESPONDENCE (ADMINISTRATIVE) FILE.

Administrative and management correspondence written and/or received by the office concerning the administration and historical development of the division. File concerns meetings, budgets, program information, and other subjects. File includes director's correspondence, copies of cooperative agreements, division organizational charts, Leadership Planning Team information 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 1438. U.S. DEPARTMENT OF EDUCATION CORRESPONDENCE FILE.

Reference copies of records concerning policies, budgets, and federal programs. File includes administrative correspondence, monitoring visit reports, newsletters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 1439. OTHER STATES CORRESPONDENCE (REFERENCE) FILE.

Divisional correspondence and memorandums to and from educational agencies of other states concerning the education of exceptional children. File includes reference copies of publications, newsletters, and announcements of meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 1441. FEDERAL PROGRAMS FILE.

Records concerning the divisional administration of federal programs for the education of exceptional children. File includes correspondence, program descriptions, approved grants, program reports, reference copies of budgetary records, 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 1445. LEGISLATION (REFERENCE) FILE.

Reference copies of records concerning state legislation affecting divisional operations. File includes correspondence, legislative bills introduced and ratified, legislative reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 1446. EXCEPTIONAL CHILDREN ANNUAL CONFERENCE FILE.

Records concerning the annual divisional conference for educators of exceptional children. File includes correspondence, reports, invitations, budgetary data, program information, and other related records. File also includes registration forms.

DISPOSITION INSTRUCTIONS: Destroy in office registration forms after 1 year. Transfer remaining records to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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ITEM 1447. SOUTH ATLANTIC REGIONAL DEAF/BLIND CENTER (SARD/BC) FILE.

Records concerning the administration of SARD/BC, a federally-funded program for the education of the deaf and blind in a five-state area. File includes correspondence, memorandums, reports, copies of grants, budgetary data, program descriptions, 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 1450. COUNCIL ON EDUCATIONAL SERVICES FOR EXCEPTIONAL CHILDREN (CESEC) FILE.

Records concerning the CESEC, a federally and state-funded council established in 1974 to advise the State Board of Education on issues relating to programs for exceptional children. File includes correspondence, guidelines, bylaws, reference copies of expense accounts, reports, 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 1452. MIDSOUTH REGIONAL RESOURCE CENTER (MSRRC) REFERENCE FILE.

Reference copies of records concerning the MSRRC, a federally-funded center located at the University of Kentucky which provides technical assistance to state education agencies. File includes correspondence, reports, budgetary information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 1454. GOVERNOR'S SCHOOL HISTORY FILE.

Records concerning each session of the Governor's School of North Carolina, a six-week summer residential program for gifted and talented rising junior and senior high school students. (Program began in 1963 and is conducted in Winston-Salem (Governor's School West) and since 1978, Laurinburg (Governor's School East).) File includes correspondence, reports, faculty listings, drafts of yearbooks, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 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 3817. CIVIL ACTION 3050 FILE.

Reference copies of records concerning Civil Action Suit Number 3050, a lawsuit brought against the Department of Public Instruction on July 31, 1978 by the Association for Retarded Citizens. (Lawsuit demanded departmental educational programs for mentally-retarded adults.) File includes correspondence, court reports, reference copies of expense accounts, information concerning meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19383. SUPERINTENDENTS' NUMBERED MEMORANDUMS FILE.

Numbered memorandums in notebooks from the director of Division of Exceptional Children's Services to superintendents of local education agencies (LEAs). Information concerns departmental policies and procedures, publications, and other related matters.

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.

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ITEM 19392. DUE PROCESS HEARINGS (REFERENCE) FILE.

Reference copies of records concerning appeals of hearings to determine the placement of exceptional children in learning institutions. File includes copies of appeals, declaratory rulings from the Office of the Attorney General, and other related records. (File does not contain names of exceptional children.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 31960. COUNCIL ON EDUCATIONAL SERVICES FOR EXCEPTIONAL CHILDREN (CESEC) COMMITTEE MINUTES FILE.

Official minutes of the Council on Educational Services for Exceptional Children (CESES) Committee.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.