

Department of Public Instruction
Associate Superintendent for Instructional and Accountability Services
Exceptional Children Division
Special Programs Section

Records Retention and Disposition Schedule

The 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

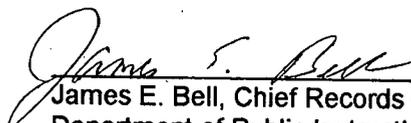
Special Programs Section

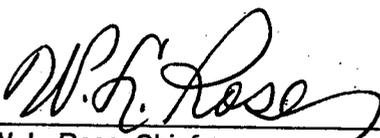
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

Special Programs Section

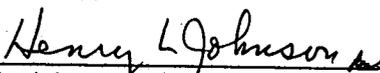
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

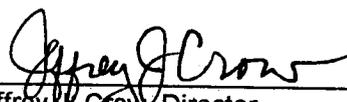
APPROVAL RECOMMENDED


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


W. L. Rose, Chief
Special Programs Section

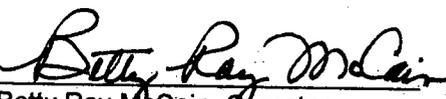

E. Lowell Harris, Director
Exceptional Children Division


Henry L. Johnson, Associate Superintendent
for Instructional and Accountability Services


Jeffrey J. Crow, Director
Division of Archives and History


Bob R. Etheridge, State Superintendent
Department of Public Instruction

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

April 5, 1996

HFH

Department of Public Instruction
Associate Superintendent for Instructional and Accountability Services
Exceptional Children Division
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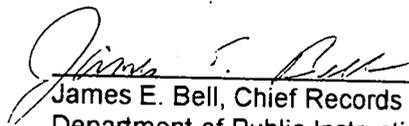
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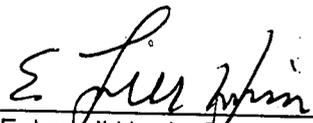
Special Programs Section

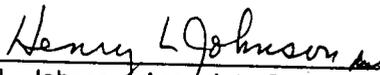
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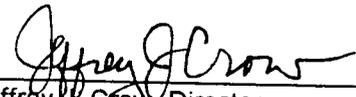
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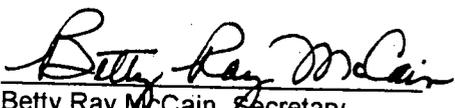

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

April 5, 1996

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
SPECIAL PROGRAMS SECTION
ADMINISTRATIVE UNIT**

ITEM 1440. EQUAL EDUCATION OPPORTUNITIES PLANS FILE.

Equal Education Opportunity Plans for each local education agency (LEA) which documents the education of exceptional children at the local level. Plans include information regarding numbers of children placed in exceptional children programs, numbers of teachers servicing exceptional children, types of classrooms utilized for exceptional children, and expenses incurred for the education of exceptional children. (Extracted data is sent to Office of Special Education.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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 20262. STATE AID EXCEPTIONAL CHILDREN FUND FILE.

Section correspondence with each local education agency (LEA) concerning funding of programs for the education of exceptional children.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20264. DIVISION ORGANIZATION FILE.

Reference copies of records concerning current divisional organization. File includes organizational charts, printout listings of staff, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 20268. STATE BOARD OF EDUCATION FILE.

Reference copies of records concerning materials presented by division to the State Board of Education. File includes reports submitted to the board for review and approval, correspondence regarding mandates from the General Assembly and memberships on councils and committees, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20269. STATE BOARD OF EDUCATION APPROVED MATERIALS FILE.

Records contained in notebooks concerning materials presented to and approved by the State Board of Education. File includes procedures, state plans, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
SPECIAL PROGRAMS SECTION
PERSONNEL DEVELOPMENT UNIT**

ITEM 1464. FEDERAL PROJECTS FILE.

Records concerning the administration of federally-funded projects (Midsouth Regional Resource Center and VI-D Project) that provide direction, services, and staff development to administrators, teachers, and parents who deal with exceptional children. File includes correspondence regarding requests for information, staff development reports, project descriptions, grants, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to State Records Center after 2 years or when project is terminated, whichever occurs first. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3539. VERY SPECIAL ARTS PROGRAM FILE.

Records concerning the Very Special Arts Program for the handicapped. File includes grant proposals for local education agencies (LEAs) and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
SPECIAL PROGRAMS SECTION
POLICY, MONITORING, AND REGIONAL SERVICES**

ITEM 1466. TEACHERS' APPLICATIONS FOR TUITION FILE.

Public school teachers' applications for federal Title VI-D funds for staff development training. File also includes section notices of award or rejection.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 20349. UNIVERSITY GRANT PROPOSALS FILE.

Reference copies of records concerning federal grant proposals for funding to be used by colleges and universities regarding staff development training for exceptional children teachers. File includes division recommendations and grant proposals.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
SPECIAL PROGRAMS SECTION
PRE-SCHOOL HANDICAPPED UNIT**

ITEM 31472. FEDERAL PRE-SCHOOL GRANTS PROJECTS FILE.

Records concerning pre-school grants for projects involving the education of handicapped children in each local education agency in accordance with Public Law 99-457. File includes project proposals, revisions, correspondence, and other related records. (File is arranged by each local education agency.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 31473. FEDERAL PRE-SCHOOL GRANTS REFERENCE FILE.

Records concerning the section's administration of federal pre-school grants in accordance with Public Law 99-457. File includes project proposals, performance reports, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 38494. PRE-SCHOOL HISTORICAL FILE.

Records concerning the historical development of pre-school programs in all local education agencies throughout North Carolina. File includes fact sheets describing local education agencies' (LEA) participation, funding, number of children served in each county, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
SPECIAL PROGRAMS SECTION
SPECIAL PROJECTS UNIT**

**ITEM 1465. EDUCATION CONSOLIDATION IMPROVEMENT ACT (ECIA) CHAPTER I
HANDICAPPED FILE.**

Records concerning the federal funding of programs for the education of exceptional children. File includes headcount data listings, project applications, federal regulations and guidelines, end-of-year reports, and related correspondence. (Headcount data includes listings of exceptional children and is therefore confidential in accordance with Public Law 94-142. Records cannot be opened to the public until names of exceptional children are concealed.)

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 3828. DEVELOPMENTAL DAY CONTRACTS FILE.

Records concerning section contracts with developmental day care centers for the education of severely and/or multihandicapped children. File includes contracts, applications for funding, correspondence, and listings of exceptional children. (Comply with applicable provisions of Public Law 94-142 regarding confidentiality of records. Records cannot be opened to the public until names of exceptional children are concealed.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 3829. COMMUNITY RESIDENTIAL CENTER CONTRACTS FILE.

Records concerning section contracts with community residential centers for the education of severely handicapped children who reside at each of the eight residential centers: Carobell Children's Homes, Incorporated, Hubert; Hilltop Home, Raleigh; Holy Angels, Incorporated, Belmont; Horizons Residential Care Center, Rural Hall; Howell's Child Care Centers (Main Office), LaGrange; Irene Wortham Residential Center, Asheville; Piedmont Residential Development Center, Concord; and the Tammy Lynn Center, Raleigh. File includes contracts, monthly headcounts for billing purposes, summaries of education plans for children under contract, and related correspondence. (File includes records concerning individual children and is therefore confidential in accordance with Public Law 94-142. Records cannot be opened to the public until names of exceptional children are concealed.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 31475. OUT OF DISTRICT PROJECTS FILE.

Records concerning exceptional children who have been placed out of their legal residence to other local education agencies, in-state private agencies, and out-of-state schools in order to receive special educational services administered by the section. File includes applications, invoices, correspondence, and other related records. (File includes names and evaluations of exceptional children and is therefore confidential in accordance with Public Law 94-142. Records cannot be opened to the public until names of exceptional children are destroyed.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
SPECIAL PROGRAMS SECTION
SPECIAL PROJECTS UNIT**

ITEM 31477. YEARLY UPDATES FOR SPECIAL PROJECTS FILE.

Reports concerning yearly updates of developmental day programs, group home programs, out of district placement programs, and community residential centers programs for handicapped children. Reports include information regarding the number of children served, program expenditures, types of children served, and other related information.

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 37980. GROUP HOMES FILE.

Records concerning exceptional children who are placed in a group home or similar facility that becomes the responsibility of the local board of education where the facility is located. File includes local education agencies (LEA) applications, names of exceptional children, and other related records. (Comply with applicable provisions of Public Law 94-142 regarding confidentiality of these records. Records cannot be opened to the public until names of exceptional children are destroyed.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 37981. PRE-SCHOOL DEVELOPMENTAL DAY CONTRACTS FILE.

Records concerning section contracts with developmental day care centers for the education of pre-school handicapped children (ages 3-4). File includes contracts, applications for funding allocations, names of exceptional children, and related correspondence. (Comply with applicable provisions of Public Law 94-142 regarding confidentiality of these records. Records cannot be opened to the public until names of exceptional children are destroyed.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
SPECIAL PROGRAMS SECTION
TECHNOLOGY AND DATA UNIT**

ITEM 31478. END-OF-YEAR APPLICATIONS FILE.

Applications concerning public agencies who received federal funding in accordance with Public Law 94-142 to provide education and related services to handicapped children. Applications include information regarding the number of children served during a school year, types and number of personnel employed, summary of sources for funding, number of personnel needed but not employed, statistical summaries, program expenditures, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office completed applications 3 years after information has been entered electronically into End-of-Year Tables Database (Electronic) File (Item 31479) and quality control procedures have been verified.

ITEM 31479. END-OF-YEAR TABLES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning public agencies that have received federal funding in accordance to Public Law 94-142 to provide education and related services to handicapped children served in these agencies. Electronic file includes information regarding the number of children served during a school year, program expenditures, sources of funding, statistical summaries, and other related information.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each magnetic disk to an offsite location for security storage. Agency representative will update disks routinely. Erase in office after 1 year and when information is updated or superseded.

ITEM 31480. END-OF-YEAR ACTIVITY REPORTS (PRINTOUTS) FILE.

Annual reports concerning statewide special program activities. Reports include information regarding the number of handicapped children served by the program, types and number of personnel employed, summaries of sources for funding, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL AND ACCOUNTABILITY SERVICES
EXCEPTIONAL CHILDREN DIVISION
SPECIAL PROGRAMS SECTION
TITLE VI-B**

ITEM 1457. INDIVIDUAL DISABILITIES EDUCATION ACT (TITLE VI-B) PROJECTS FILE.

Records concerning federally-funded Title VI-B projects for education of handicapped children. File includes project proposals, revisions, annual reports, and related correspondence. (File is arranged by each local education agency (LEA).)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer records currently stored in the State Records Center to the custody of the Archives immediately.

ITEM 20283. INDIVIDUAL DISABILITIES EDUCATION ACT (TITLE VI-B) REPORTS FILE.

Reports concerning section administration of federal Title VI-B projects. Subjects include other federal projects and plans (Title I and Title VI-D), organizations, and other related topics. Reports include state plans and amendments, project proposals, narrative performance reports, publications, 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 38495. EXCEPTIONAL CHILDREN END-OF-YEAR REPORT DATABASE (ELECTRONIC) FILE.

Machine readable records concerning results of completed survey reports received from each local education agency (LEA) and state operated programs regarding exceptional children data. Electronic file includes names and unit identification number of LEAs, number and category of children served, number of teachers, number and type of personnel employed, and other related data. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office when superseded or obsolete.

ITEM 38496. LOCAL EDUCATION AGENCY YEARLY SURVEY REPORTS FILE.

Completed survey reports received from each local education agency (LEA) and state operated programs concerning exceptional children data. Reports include names and unit identification number of LEAs, number and category of children served, number of teachers, number and type of personnel employed, and other related information. Names and unit number of LEAs, amounts of expenditures by funding source, number and types of teachers employed, number and type of related personnel employed, and other related data are entered into Exceptional Children End-of-Year Report Database (Electronic) File (Item 38495) by December 31 of each fiscal year.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 38497. STATE SUMMARY OF END-OF-YEAR DATA REPORT FILE.

End-of-year report concerning state summaries of exceptional children data. Reports include name and unit identification number of each local education agency, amounts of expenditures from all funding sources, total number and type of personnel employed, category and number of exceptional children served, and other related information.

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.