

DEPARTMENT OF PUBLIC INSTRUCTION  
DEPUTY STATE SUPERINTENDENT  
ALCOHOL AND DRUG DEFENSE PROGRAM

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 all the public records of the

ALCOHOL AND DRUG DEFENSE PROGRAM

are listed herein and that they 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 this schedule are not authorized to be destroyed.** The

ALCOHOL AND DRUG DEFENSE PROGRAM

agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

William W. Peek

William W. Peek, Chief Records Officer  
Department of Public Instruction

Steve Hicks

Steve Hicks, Director  
Alcohol and Drug Defense Program

William S. Price, Jr.

William S. Price, Jr., Director  
Division of Archives and History

APPROVED

A. Craig Phillips

A. Craig Phillips, State Superintendent  
Department of Public Instruction

Patric Dorsey

Patric Dorsey, Secretary  
Department of Cultural Resources

June 15, 1987

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June 15, 1987

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.

DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
ARCHIVES AND RECORDS SECTION  
GOVERNMENT RECORDS BRANCH

**Memorandum**

**DATE:** October 10, 2000

**FROM:** Laura L. B. Hensey *LHB*  
Records Services Branch

**RE:** Department of Public Instruction schedules

This records retention and disposition schedule was reprinted to provide a SCHEDS printout that includes item numbers. This secondary printout is a convenience copy only and may be discarded when the schedule is updated or discontinued.

The SCHEDS printout may not match exactly the original schedule which follows it. Many of the missing items were moved to schedules dated between 1990 and 1997. Others were removed during the item inventory which brought the schedules into compliance with the *General Schedule for State Agency Records* in October, 2000.

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**DEPARTMENT OF PUBLIC INSTRUCTION  
DEPUTY STATE SUPERINTENDENT  
ALCOHOL AND DRUG DEFENSE PROGRAM**

**ITEM 19237. FEDERAL AND STATE AGENCIES FILE.**

Official copies of correspondence among Federal and State agencies including Department of Public Instruction (DPI) divisions. File includes correspondence used to promote, compare, and implement alcohol and drug education.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.