

DEPARTMENT OF PUBLIC INSTRUCTION
DEPUTY STATE SUPERINTENDENT
MANAGEMENT SERVICES

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

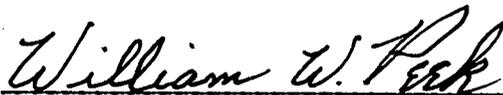
MANAGEMENT SERVICES

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.**

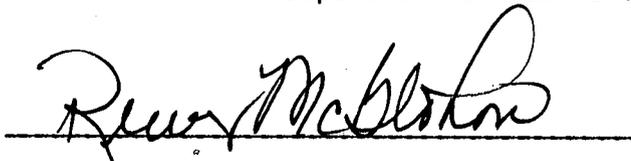
MANAGEMENT SERVICES

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, Chief Records Officer
Department of Public Instruction



Reeves McGlohon
Deputy State Superintendent

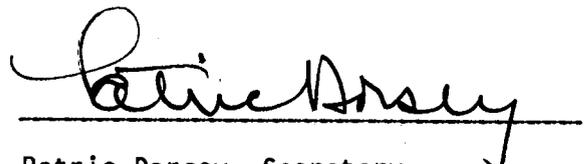


William S. Price, Jr., Director
Division of Archives and History

APPROVED



A. Craig Phillip, State Superintendent
Department of Public Instruction



Patric Dorsey, Secretary
Department of Cultural Resources

June 15, 1987

Memorandum

DATE: October 10, 2000

FROM: Laura L. B. Hensey *LBH*
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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William W. Peek

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

Reeves McGlohon

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William S. Price, Jr.

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APPROVED

A. Craig Phillip

A. Craig Phillip, State Superintendent
Department of Public Instruction

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

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 PUBLIC INSTRUCTION
DEPUTY STATE SUPERINTENDENT
MANAGEMENT SERVICES**

ITEM 1229. ADMINISTRATIVE FILE.

Official copies of records concerning the administrative duties and responsibilities of the Deputy State Superintendent. File concerns budgets, personnel policies, internship programs, and various administrative details. File includes correspondence, memorandums, reports, minutes and agendas for executive staff meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office personnel policies when superseded or obsolete. 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.