DEPARTMENT OF PUBLIC INSTRUCTION
INSTRUCTIONAL SERVICES
ASSISTANT STATE SUPERINTENDENT'S OFFICE

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

ASSISTANT STATE SUPERINTENDENT'S OFFICE

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

ASSISTANT STATE SUPERINTENDENT'S OFFICE

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

Joseph B. Webb

Joseph B. Webb
Assistant State Superintendent
Instructional Services

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 3, 1987

JH

DEPARTMENT OF PUBLIC INSTRUCTION
INSTRUCTIONAL SERVICES
ASSISTANT STATE SUPERINTENDENT'S OFFICE

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APPROVAL RECOMMENDED

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.

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INSTRUCTIONAL SERVICES
ASSISTANT STATE SUPERINTENDENT'S OFFICE
ASSISTANT STATE SUPERINTENDENT

ITEM 1262. ASSOCIATIONS, COMMITTEES, AND COUNCILS FILE.
Official copies of records concerning Instructional Services activities, particularly activities involving associations, committees, and councils. File includes correspondence, reports, minutes, grant applications, grant approvals, and announcements of workshops and

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment after 1 additional year to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 1263. INSTRUCTIONAL SERVICES CORRESPONDENCE FILE.
Official copies of correspondence and memorandums concerning Instructional Services operations. File includes public correspondence referred from Office of State Superintendent, announcements of meetings and conferences, budget information, rule and regulation changes, and other subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 1264. DEPARTMENTAL FILE.
Official copies of records concerning departmental activities, particularly those involving Instructional Services. File includes correspondence, State Board of Education meeting agendas and minutes, and announcements of activities and changes in programs. File also contains reports and program proposals from LEAs within each regional education center.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment after 2 additional years to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 1265. LOCAL EDUCATION AGENCY (LEA) FILE.
Official copies of records concerning LEA activities involving Instructional Services. File includes correspondence, activity reports, special fund proposals, and materials relating to school board decisions.

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.

ITEM 1266. PLANS AND PLANNING FILE.
Official copies of records concerning projected and previous activities of Instructional Services. File includes annual plans and summaries and reports of trends for the entire Department of Public Education; utilized for developing departmental budgets.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment after 2 additional years to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 1269. ACCREDITATION FILE.
Reference copies of reports concerning State and Southern Association accreditation activities by Instructional Services staff members. File includes current listing of accredited schools, procedures for accreditation preparation, and other data pertinent to school accreditation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years and when procedures are superseded with revisions.

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ITEM 1270. AGENCIES FILE.

Official copies of correspondence concerning Instructional Services, federal, state, local agencies, and programs relating to the operation of public schools.

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 1271. GRADUATION REQUIREMENTS FILE.

Official copies of records concerning graduation requirements for LEAs throughout the state. File includes correspondence, minutes, reports, and other materials generated by an advisory council which studied possible revision of graduation requirements; public hearing reports to the State Board of Education; notification correspondence to LEAs and the public; and copies of adopted requirements.

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 3618. LEGISLATIVE COMMITTEES FILE.

Official copies of records created and accumulated incident to legislative actions creating, changing, or affecting Instructional Services programs.

DISPOSITION INSTRUCTIONS: Break file into 5-year segments. Transfer each segment after 5 additional years to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3668. PROGRAM INFORMATION FILE.

Official and reference copies of records concerning Instructional Services programs and other programs with Instructional Services staff involvement pertaining to public schools within the state. File includes correspondence, proposals, reports, manuscripts, and instructional materials.

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 3669. REMEDIATION FILE.

Official copies of correspondence concerning the availablity of funds and departmental personnel assistance provided students having difficulty with the competency testing program. File includes a basic plan for remediation and periodic reports to the State Board of Education.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment after 2 additional years to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3670. SPECIAL PROJECTS FILE.

Official and reference copies of records generated by special projects with which DPE is directly or indirectly involved. File includes project proposals, budgets, and other related materials.

DISPOSITION INSTRUCTIONS: Transfer official copies to the State Records Center after 10 years. Records will be held for the agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office reference copies after 5 years.

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ITEM 3671. TESTING FILE.

Official copies of records concerning the testing of students throughout the state. File includes record copies of legislative mandates for an annual testing of grades 1, 2, 3, 6, and 9 and a competency testing program for all 11th grade students; statistical data providing test results; copies of tests; commission meeting membership listings and reports; miscellaneous testing materials; and pertinent correspondence.

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.

ITEM 3672. SPEECH FILE.

Official copies of speeches delivered by the Assistant Superintendent of Instructional Services. File includes reference and resource materials utilized in the preparation of speeches.

DISPOSITION INSTRUCTIONS: Transfer speeches 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. Destroy in office reference and resource materials when reference value ends.

ITEM 3784. BASIC EDUCATION PROGRAM FILE.

Official copies of records concerning Instructional Services' activities in the many facets of the Basic Education Program. File includes various committee reports, summary of activities, guidelines for the different components of the program, and Instructional Services' contributions to all efforts of the program.

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 19364. COLLEGES AND UNIVERSITIES FILE.

Official copies of records concerning Instructional Services activities involving colleges and universities. File includes correspondence, announcements of summer institutes, notifications of program changes, special grants, requests for assistance from Instructional Services, and other records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 19373. COMPETENCY-BASED CURRICULUM (TEACHER HANDBOOK) FILE.

Official copies of records concerning the Basic Education Plan that mandated the revision of the state suggested curriculum for all grade levels and subjects specified by the plan. File includes or concerns legislation, development of handbook, staff development activities, printing, and distribution.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 19381. COMPUTER/AUTOMATION FILE.

Official copies of records concerning computer/automation system. File includes or concerns instruction material, procedures, certification of teachers, and abilities in computer.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

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ITEM 19382. MATH/SCIENCE THRUST FILE.

Official and reference copies of records concerning a major thrust to develop a master plan to offer incentives to recruit teachers in the math and science field. File includes or concerns legislation appropriation data, recognition programs, special allotment and extended employment requests and plans, model programs information, and private foundation and business and industry contributions.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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ITEM 1274. DEPUTY ASSISTANT SUPERINTENDENT'S REFERENCE FILE.
Official copies of records concerning subjects pertinent to the Deputy Assistant Superintendent's Office. Subjects include competency testing, budgets, high school dropouts, legislation, dual enrollment, and remediation. File includes correspondence, memorandums, reports, guidelines and regulations, and other related records.

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 19506. BUDGET FILE.
Official copies of records concerning Instructional Services budgets. File includes current operating budgets (travel and all other line items), biennium budget requests, budget transfers, and other related budgetary materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19507. STAFF TRAVEL FILE.
Duplicate copies of Form 18AA-417 for reimbursement of travel and other expenses for the Deputy Assistant Superintendent.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.