

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

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

SPECIAL ASSISTANT SECONDARY EDUCATION

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

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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  
Department of Public Instruction

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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**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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**ITEM 1279. DEPARTMENTAL SECONDARY EDUCATION CORRESPONDENCE FILE.**

Official copies of inter-agency, intradepartmental, and Instructional Services Area division correspondence and memorandums concerning secondary education.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 3785. SPECIAL ASSISTANT-SECONDARY EDUCATION ADMINISTRATIVE/SUBJECT FILE.**

Reference copies of information concerning matters and subjects pertinent to the office of Special Assistant for Secondary Education. Subjects include or concern accreditation, Advanced Placement Program, associations and organizations, "The Basic Education Program, Competency Based Curriculum," budgets, Compensatory Education, competency testing, departmental policies, dropout statistics, extended school day, high school graduation requirements, legislation, the "Standard Course of Study," textbooks, the National Secondary School Recognition Program, and other materials related to secondary education. Files also includes correspondence, memorandums, publications, reports, guidelines, regulations, and other related data.

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 3786. REMEDIATION PROGRAM FILE.**

Official copies of records concerning state-funding of the Remediation Program to provide additional teaching to those students failing the competency testing program. File includes budgetary information, program objectives, reports, correspondence, 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.

**ITEM 3906. CURRICULUM AND INSTRUCTION RESOURCE CENTER (CIRC) ADMINISTRATIVE FILE.**

Official copies of records concerning the administration of CIRC, which coordinates instructional services information, programs, and services. File includes or concerns CIRC objectives, projects/program plans, journal articles, correspondence, and information concerning staff meetings, CIRC-related subjects, and staff development.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 22048. LOCAL EDUCATION AGENCY SECONDARY EDUCATION CORRESPONDENCE FILE.**

Official copies of in-state and out-of-state correspondence to and from the lay public, colleges and universities, and other state departments of education concerning secondary education.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 22049. IN-STATE AND OUT-OF-STATE CORRESPONDENCE FILE.**

Official copies of in-state and out-of-state correspondence to and from the lay public, colleges and universities, and other state departments of education concerning secondary education.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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**ITEM 22050. INNOVATIVE MATH/SCIENCE TEACHING POSITIONS FILE.**

Official copies of correspondence to local education agencies (LEAs) concerning funding of 100 teaching positions for innovative math, science, and computer science programs. File includes LEA responses on how positions will be used in each LEA.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 22051. EXTENDED EMPLOYMENT OF MATH/SCIENCE TEACHERS FILE.**

Official copies of correspondence to and from local education agencies (LEAs). File includes LEA applications and teachers' schedules for extended employment (6 weeks) for math/science teachers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 22052. NORTH CAROLINA SCHOLARS PROGRAM FILE.**

Official copies of correspondence to and from high schools and local education agencies (LEAs) concerning the Scholars Program. File includes or concerns scholars brochure which lists student eligibility, seals for high school diplomas, listings of scholars participating by high school, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.