

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

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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

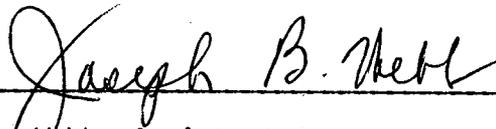
SPECIAL ASSISTANT FOR ELEMENTARY EDUCATION

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.

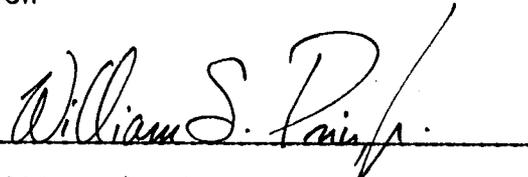
APPROVAL RECOMMENDED



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



Joseph B. Webb, Assistant State
Superintendent
Department of Public Instruction

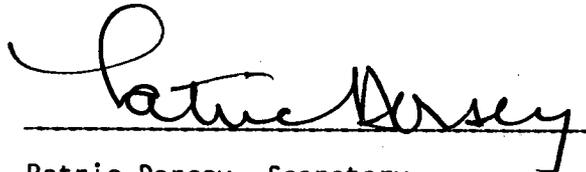


William S. Price, Jr., Director
Division of Archives and History

APPROVED



A. Craig Phillips, State Superintendent
Department of Public Instruction



Patric Dorsey, Secretary
Department of Cultural Resources

June 15, 1987

JH

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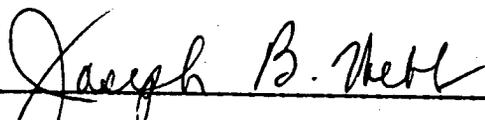
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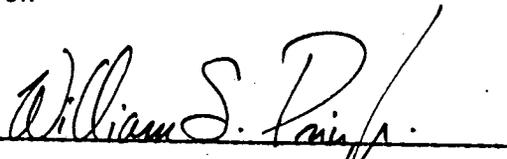
APPROVAL RECOMMENDED



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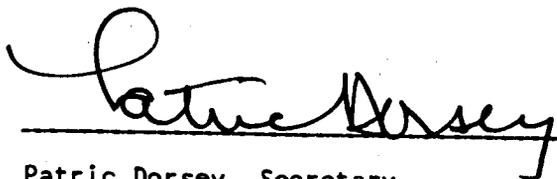


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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ITEM 3910. COMPETENCY-BASED CURRICULUM FILE.

Official copies of records concerning competency-based curriculum. File includes or concerns implementation of the curriculum, curriculum related matters, "Teacher Handbook," and the "Standard Course of Study."

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 3911. BASIC EDUCATION PLAN (BEP) GENERAL FILE.

Official copies of records concerning general subjects pertaining to the BEP and its implementation. File includes information on staff and scheduling.

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 3912. BASIC EDUCATION PLAN (BEP) SUMMER SCHOOL FILE.

Official copies of records concerning BEP summer school implementation.

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 3914. DEPENDENT CARE GRANT (LATCHKEY) FILE.

Official copies of records concerning the federal-funded dependent care grant and all pertinent areas.

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 22156. INTRADEPARTMENTAL CORRESPONDENCE FILE.

Reference copies of interagency, intradepartmental, and Instructional Services Area division correspondence and memorandums concerning meetings and workshops.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.