

DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF ARTS 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

DIVISION OF ARTS 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

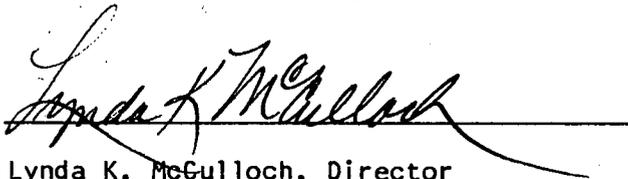
DIVISION OF ARTS EDUCATION

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.

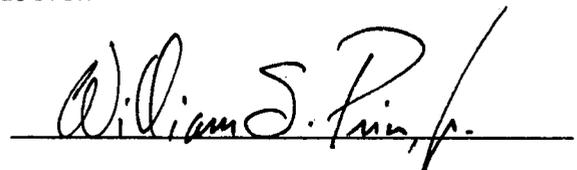
APPROVAL RECOMMENDED



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

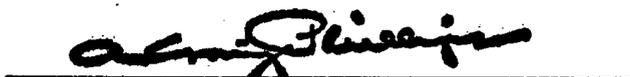


Lynda K. McCulloch, Director  
Division of Arts Education

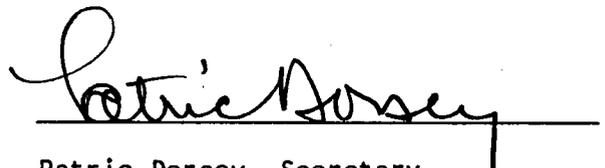


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



A. Craig Phillips, State Superintendent  
Department of Public Instruction



Patric Dorsey, Secretary  
Department of Cultural Resources

June 3, 1987

JH

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APPROVAL RECOMMENDED

*William W. Peek*

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

*Lynda K. McCulloch*

Lynda K. McCulloch, Director  
Division of Arts Education

*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

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.

JH

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF ARTS EDUCATION**

**ITEM 1257. DIRECTOR'S CORRESPONDENCE FILE.**

Official copies of correspondence of the director and consultants of division with other divisions, state agencies, and private businesses. File includes letters, memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Break Director's file into 2-year segments. Transfer each segment after 1 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. Destroy in office remaining records when administrative value ends but within 3 years.

**ITEM 3454. EDWIN GILL THEATRE PROJECT FILE.**

Official copies of documents concerning a \$149,000.00 line item appropriation from the General Assembly for the Edwin Gill Theatre Project. File contains information concerning bids, selection of touring companies, evaluations of companies, evaluations of schools, scheduling of tours, and other related information.

DISPOSITION INSTRUCTIONS: Break file into 2-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 3760. DIVISION ADMINISTRATIVE FILE.**

Official copies of records concerning the administration of the Division of Arts Education. File includes or concerns calendars, travel accommodations, division inventories of office furniture and equipment, personnel files, textbook adoption materials, staff meeting information, legislative information, division plans of action, projections on staffing, and historical overviews of the division.

DISPOSITION INSTRUCTIONS: Transfer staff meeting information, legislative information, division plans of action, projections on staffing, and historical overviews to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer personnel records to the agency personnel office 1 year after employee terminates service. Agency personnel office will incorporate records into official file and destroy duplicate material. Destroy in office remaining records when administrative value ends but within 5 years.

**ITEM 3762. SPECIAL PROJECTS FILE.**

Official copies of records concerning the numerous proposals for special projects, grants, workshops, and staff development activities sponsored by the Division of Arts Education. File includes correspondence, budget information, statistical information, 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 21231. LOCAL EDUCATION AGENCYS' (LEA) FILE.**

Official copies of records concerning the accreditation of LEAs and their respective arts education accreditation components. File includes correspondence, reports, program descriptions, visitation notes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 6 year(s).

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**ITEM 21233. INTERAGENCY/PRIVATE FOUNDATIONS FILE.**

Official copies of correspondence between the Division of Arts Education and the Department of Public Instruction/Education and other selected agencies within state government. File includes memorandums, letters, newsletters, and other related materials. File also includes correspondence between the Division of Arts Education and related private foundations, professional associations, and other offices.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 3 year(s).