DEPARTMENT OF PUBLIC INSTRUCTION
INSTRUCTIONAL SERVICES
DIVISION OF COMMUNICATIONS SKILLS

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 COMMUNICATIONS SKILLS

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 COMMUNICATIONS SKILLS

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

Charles H. Rivers

Charles H. Rivers, Director
Division of Communications Skills

William S. Price, Jr.

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

APPROVED

A. Craig Phillips, State Superintendent
Department of Public Instruction

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

June 1, 1987

JH

DEPARTMENT OF PUBLIC INSTRUCTION
INSTRUCTIONAL SERVICES
DIVISION OF COMMUNICATIONS SKILLS

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June 1, 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 COMMUNICATIONS SKILLS
DIRECTOR'S OFFICE

ITEM 3714. DIRECTOR'S CORRESPONDENCE FILE.

Official copies of correspondence of the Director of Communications Skills, primarily concerning budgets, administrative procedures, meetings with administrators from each local education agency (LEA), regional staff meetings, and other matters. File includes correspondence with public concerning division programs.

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 3715. ASSISTANT DIRECTOR'S CORRESPONDENCE FILE.

Official copies of correspondence by the Assistant Director of Communications Skills, primarily concerning budgets, regional staff meetings, staff procedures, meetings with administrators from each LEA, and other matters.

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 3717. TEXTBOOK ADOPTION FILE.

Official copies of records concerning the adoption of textbooks concerning literature and other communications skills. File includes program overviews, check lists, criteria, publishers' descriptions, pertinent reports from the State Board of Education, and correspondence.

DISPOSITION INSTRUCTIONS: Break file into 2-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 3718. PROGRAM CURRICULUM FILE.

Official copies of records concerning subjects pertinent to divisional programs. Subjects include remediation, certification, competency testing, foreign language curriculum studies, and other matters. File includes correspondence, reports, program descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Break file into 2-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 21253. STATE ACCREDITATION FILE.

Official copies of minutes of State Accreditation Committee meetings. File includes reports of committee, and records of LEAs approved and being approved for State Accreditation and guidelines for each curriculum area.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

DEPARTMENT OF PUBLIC INSTRUCTION
INSTRUCTIONAL SERVICES
DIVISION OF COMMUNICATIONS SKILLS
FOREIGN LANGUAGE SECTION

ITEM 3720. INDOCHINESE REFUGEE FILE.
Official copies of records concerning the teaching of English to Indochinese refugees. File includes correspondence, reports, publications and newspaper clippings, teaching plans, education guides, program courses, bilingual education grants, and other related records.

DISPOSITION INSTRUCTIONS: Break file into 5-year segments. Transfer each segment after 3 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 3721. ENGLISH AS A SECOND LANGUAGE FILE.
Official copies of records concerning bilingual education programs conducted by division. File concerns testing, different cultures, curriculums, programs and teaching techniques, Triangle International Language Center, workshops, and other subjects. File includes correspondence, reports, program descriptions, newsletters, and textbook and film listings.

DISPOSITION INSTRUCTIONS: Break file into 5-year segments. Transfer each segment after 3 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 21267. CONSULTANTS' CORRESPONDENCE FILE.
Official copies of correspondence by section foreign language consultants with each Local Education Agency (LEA), primarily concerning workshops, staff visits, state accreditation preparation, on-site visits, follow-up reports, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 21275. RESOURCE INFORMATION FILE.
Reference copies of records concerning resource personnel and facilities available for foreign language programs within the state. File includes listings of personnel with accompanying biographical data and skills, descriptions and locations of training facilities, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 21276. TEXTBOOKS FILE.
Official copies of records concerning foreign language textbooks utilized in public schools throughout the state. File includes evaluations, descriptions, listings of approved textbooks, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21277. TESTING FILE.
Official copies of records concerning evaluation testing of foreign language teachers. File includes testing instructions, test results, copies of standardized tests, reports on competency testing, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 21278. LEGISLATION FILE.
Reference copies of data concerning legislation pertinent to section operations.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

DEPARTMENT OF PUBLIC INSTRUCTION
INSTRUCTIONAL SERVICES
DIVISION OF COMMUNICATIONS SKILLS
LANGUAGE ARTS SECTION

ITEM 3719. TEXTBOOK ADOPTIONS FILE.
Official copies of records concerning divisional adoption of English language arts textbooks. File includes criteria and checklists.

DISPOSITION INSTRUCTIONS: Break file into 2-year segments. Transfer each segment after 3 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 21259. LOCAL EDUCATION AGENCY (LEA) FILE.
Official copies of records concerning section dealings with each LEA. File includes correspondence, visitation notes and reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 21260. LANGUAGE ARTS PROGRAM FILE.
Reference copies of records concerning divisional language arts programs. File includes research articles, workshop materials, textbook annotations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 5 year(s).

ITEM 21261. CONSULTANT FILE.
Official copies of records concerning the field activities of each English language arts consultant. File includes correspondence, field service reports, master copies of workshop materials, and expense information.

DISPOSITION INSTRUCTIONS: Destroy in office master copies of workshop materials when superseded or obsolete. Destroy in office remaining records after 2 years.

DEPARTMENT OF PUBLIC INSTRUCTION
INSTRUCTIONAL SERVICES
DIVISION OF COMMUNICATIONS SKILLS
READING SECTION

ITEM 21255. INSTRUCTIONAL TELEVISION (ITV) FILE.

Official copies of records concerning educational programs for public television. File includes program guides, information concerning meetings of ITV Committee, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.