

DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF MATHEMATICS

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 MATHEMATICS

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 MATHEMATICS

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

*Robert R. Jones*

Robert R. Jones, Director  
Division of Mathematics

*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

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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  
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DIVISION OF MATHEMATICS**

**ITEM 3723. ACCREDITATION FILE.**

Official copies of records concerning the accreditation in the area of mathematics for each LEA throughout the state. File includes an accreditation level listing for each LEA; standards for elementary, junior high, and high school levels; 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 3724. CURRICULUM FILE.**

Official copies of records concerning the Curriculum Study Committee and requests for mathematics curriculum materials.

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 3725. COMPETENCY AND ANNUAL TESTING FILE.**

Official copies of records concerning the mathematical portion of the North Carolina Competency Testing Program. File includes correspondence, guidelines for testing, and other related records.

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 3726. GOVERNOR'S SCHOOL FILE.**

Official copies of records concerning departmental dealings with the Governor's School East and West in Laurinburg and Winston-Salem, respectively. File includes correspondence and related data concerning mathematics programs in both schools.

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 3727. NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS (NCSSM) FILE.**

Official copies of records concerning the NCSSM in Durham. File includes correspondence, information regarding the dedication of the school and participation of NCSSM students in the math contests, and proposals and recommendations concerning the establishment of the

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 3728. MATH TEACHER STUDY FILE.**

Official copies of records concerning the Math Teacher Study, an N.C. State University research study of the statewide shortage of math teachers and proposals for eliminating or reducing the shortage. File includes correspondence, copies of pertinent speeches, progress reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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**ITEM 3729. INTERAGENCY TASK FORCE ON METRICATION FILE.**

Official copies of records concerning divisional participation in the effort to convert to the metric system of measurement. File includes correspondence with members of Governor's Task Force and U.S. Metric Board, as well as other related materials.

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 21336. LOCAL EDUCATION AGENCY (LEA) CORRESPONDENCE FILE.**

Official copies of correspondence with each LEA concerning mathematics programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 21337. DIVISIONAL INFORMATION FILE.**

Official copies of records concerning subjects pertinent to divisional operations. Subjects include Administrative Procedures Act survey, budgets, basic skills program, career information, chisanbop (counting on fingers), math clubs, and other matters. File includes correspondence, memorandums, reports, and general reference materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 21339. SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS) FILE.**

Official copies of records concerning departmental dealings with SACS, which accredits various schools throughout the South. File includes correspondence, reports, guidelines, policies and procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 21341. ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) FILE.**

Official copies of records concerning federal ESEA programs. File includes annual reports, allotment information, and other related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 21343. REMEDIATION FILE.**

Official copies of records concerning remedial instructions for high school students who have failed math competency tests. File includes correspondence, program guidelines, workshop materials and information, annual reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 21344. GIFTED AND TALENTED STUDENTS FILE.**

Official copies of records concerning departmental programs for North Carolina students who are gifted and talented in the field of mathematics. File includes correspondence, workshop information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 21346. MATH CONTESTS FILE.**

Official copies of records concerning math contests for high school students conducted throughout the state each year. File includes correspondence, copies of tests, photographs of winners, and other information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**ITEM 21352. ADVANCED PLACEMENT MATHEMATICS FILE.**

Official copies of records concerning advanced mathematics programs throughout the state. File includes published articles, advanced mathematics workshops materials, college board testing information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 21353. COLLEGES AND UNIVERSITIES FILE.**

Official copies of records concerning teacher training institutes conducted throughout the state. File includes correspondence with math contact person on faculty of institution and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 21354. COMPUTERS FILE.**

Official copies of records concerning the training of teachers throughout the state in the use of microcomputers. File includes correspondence to and from instructional computing coordinator, information regarding teacher training workshops, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 21355. CALCULATORS FILE.**

Official copies of records concerning the training of teachers throughout the state in the use of calculators. File includes workshop presentations and other material related to the use of calculators.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 21356. TEXTBOOK ADOPTION FILE.**

Official copies of records concerning the adoption of mathematics textbooks in schools throughout the state. File includes correspondence with publishers, annotations to books chosen, and information concerning textbook promotional workshops.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.