

DEPARTMENT OF PUBLIC INSTRUCTION
INSTRUCTIONAL SERVICES
DIVISION OF SCIENCE

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 SCIENCE

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 SCIENCE

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

Paul H. Taylor

Paul H. Taylor, Director
Division of Science

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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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.

June 3, 1987

JH

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ITEM 3763. BIOMEDICAL INTERDISCIPLINARY CURRICULUM PROJECT (BICP) FILE.

Official copies records concerning divisional participation in BICP, an educational program for students choosing careers in the field of health. File includes correspondence with superintendents of LEAs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after file is closed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3764. EVOLUTION FILE.

Reference copies of data concerning the teaching of evolution in state public schools science classes. File includes reference data utilized in preparation of official position papers and all other related materials. File also includes correspondence regarding complaints concerning the teaching of evolution in public schools and divisional staff replies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after file is closed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3766. ENERGY FILE.

Records concerning participation in the 1977-81 federally-funded energy education program implemented in conjunction with the Energy Division of the Department of Commerce. File includes correspondence, reports, budgetary records, proposals and contracts, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 3767. "EARTH SCIENCE" TELEVISION PROGRAM FILE.

Official copies of records concerning the divisional production of "Earth Science," a television program produced at North Carolina State University Television Studio during 1970 and 1971. File includes course of study, correspondence, budgetary data, lesson plans, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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 3768. INDIAN FILE.

Official copies of complaints received by division concerning scientific information regarding Indians published in state textbooks. File includes copies of divisional replies and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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.

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ITEM 21361. DIVISION CORRESPONDENCE FILE.

Official copies of records concerning the organization and daily operation of the Division of Science. File concerns administrative procedures, career education, supplies, curriculums, reading programs, solar eclipse dates, publications, industrial education, legislation affecting the teaching of science, state science supervisors, television presentations, West Virginia Youth Science Camp for outstanding science students, and other subjects. File includes correspondence, memorandums, reports, publications, television transcripts, listings of names, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21364. ADVANCED PLACEMENT COURSES FILE.

Official copies of records concerning science courses (biology, chemistry, and physics) given to advanced seniors in order to prepare them for college-level science courses. File includes correspondence, listings of participants, memorandums, brochures, pamphlets, course descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office listings of participants after 15 years. Destroy in office remaining records after 10 years.

ITEM 21365. LOCAL EDUCATION AGENCY (LEA) FILE.

Official copies of divisional correspondence with LEAs concerning science programs, laboratories, and related subjects. File also includes blueprints of school laboratories.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21366. SUPERINTENDENTS' MEMORANDUMS FILE.

Official copies of memorandums sent by division to superintendents of LEAs concerning science programs.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 10 year(s).

ITEM 21371. AVIATION/AEROSPACE SCIENCE FILE.

Official copies of records concerning divisional activities promoting aviation/aerospace science in public schools throughout the state. File includes workshop materials, proposals for teacher training, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21373. SAFETY FILE.

Official copies of records concerning safety in science, including disposal of hazardous waste materials. File includes correspondence, reports, workshop information, training/instructional materials, publications, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 15 year(s).

ITEM 21375. COLLEGES AND UNIVERSITIES FILE.

Official copies of divisional correspondence with colleges and universities. File concerns funding, participation in science programs, requests for support, and other subjects; separated as to in-state and out-of-state institutions.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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ITEM 21376. DIVISIONAL RESEARCH REPORTS AND SPEECHES FILE.

Official copies of research reports and presentations prepared and/or presented by divisional staff members.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21379. SCIENCE COURSES FILE.

Reference copies of records received from publishers concerning science courses taught throughout the state.

DISPOSITION INSTRUCTIONS: Destroy in office when information is superseded or course is terminated.