

DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF SOCIAL STUDIES

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 SOCIAL STUDIES

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

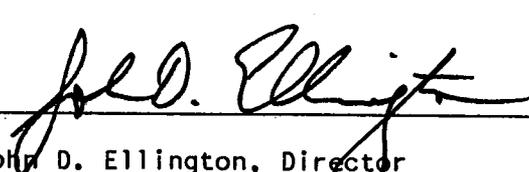
DIVISION OF SOCIAL STUDIES

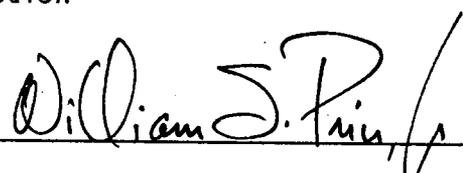
agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

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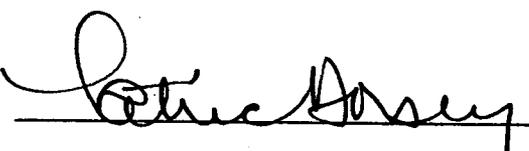
William W. Peek, Chief Records Officer  
Department of Public Instruction

  
John D. Ellington, Director  
Division of Social Studies

  
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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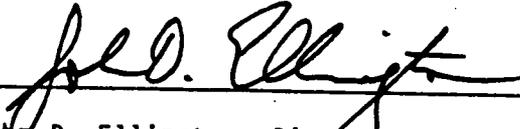
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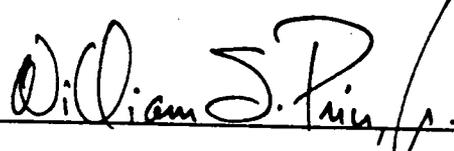
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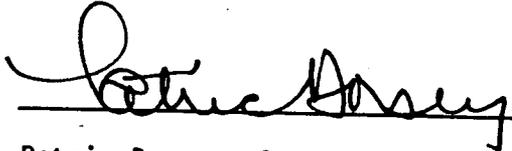
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June 3, 1987

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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**ITEM 1319. LOCAL EDUCATION AGENCY (LEA) FILE.**

Official copies of records concerning divisional dealings with each LEA. File includes correspondence, school evaluation reports, special project materials, and local program activity reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 1320. PLANS AND PLANNING FILE.**

Official copies of records concerning projected divisional activities. File includes plans which list objectives and strategies, as well as reports of social studies activities for each previous year.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 1321. CITIZENSHIP EDUCATION FILE.**

Official copies of records concerning citizenship education. File concerns projects, advisory committees, publications, programs, workshops, and associations. File includes correspondence, project proposals and reports, implementation procedures, proposed budgets, activity reports, and listings of workshop participants.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 1322. ECONOMICS FILE.**

Official copies of records concerning economics, the free enterprise system, and consumer education. File includes correspondence, project proposals, reports, implementation procedures, proposed budgets, publications, and in-service materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 1323. GEOGRAPHY FILE.**

Official copies of records concerning geography projects, energy conservation, and environmental education. File includes correspondence, project proposals, reports, implementation procedures, proposed budgets, and in-service materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 1324. HISTORY FILE.**

Official copies of records concerning North Carolina history, the North Carolina Division of Archives and History, advanced placement in United States history, and Tar Heel Junior Historian projects. File includes correspondence, reports, project proposals, proposed budgets, workshop materials, society resolutions, program and project implementation plans, and information regarding local historical activities and sites.

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 1325. INTERNATIONAL EDUCATION FILE.**

Official copies of records concerning international social studies projects and programs. File includes correspondence, reports, project proposals and schedules, information concerning foundations and federal grants, workshop materials, reference data concerning various regions of the world, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 1326. TEXTBOOKS FILE.**

Official copies of records concerning social studies textbooks utilized in public schools. File includes course overviews, evaluation criteria, listings of textbook submissions and adopted texts, data concerning textbook substitutions, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after adoption expires.

**ITEM 21382. COLLEGES AND UNIVERSITIES FILE.**

Official copies of records concerning divisional dealings with various colleges and universities. File concerns workshops, summer institutes, publications, and other matters relating to social studies and includes correspondence, reports, publications, workshop materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 21392. AGENCIES FILE.**

Official copies of records concerning divisional dealings with federal, interstate, and intrastate education agencies. File includes notifications of changes in programs that affect divisional operations, conference materials, programs, and publications announcements.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 21393. ASSESSMENT FILE.**

Official copies of divisional tests given public school students in grades 3, 6, and 9 for assessment of social studies knowledge. File includes evaluation reports of performance for each grade level.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 21399. PUBLISHERS FILE.**

Official copies of correspondence to and from textbook publishers. File includes a reference copy of current publications catalog from each publishing house.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative and reference values end.

**ITEM 21400. PROGRAM INFORMATION FILE.**

Official copies of records relating to divisional social studies programs. Programs concern Indians, population control, psychology, religions, traffic safety, and other subjects. File includes accreditation rules, social studies bibliographies, program regulations and guidelines, and information concerning in-service workshops and curriculum development.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 21401. PROJECTS FILE.**

Official copies of records concerning divisional special projects. File includes project proposals, proposed budgets, implementation schedules and plans, contracts, reports of expenditures, activity reports, and listings of participants.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 21404. HANDOUTS FILE.**

Security copies of social studies handouts provided to LEAs and interested individuals.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 21410. NORTH CAROLINA CLOSE UP FILE.**

Official copies of records concerning the North Carolina Close Up Program, which enables high school students throughout the state to visit Raleigh and to learn about state government. File includes correspondence, evaluation forms, program descriptions, enrollment and participation information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.