

DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL 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 VOCATIONAL 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 VOCATIONAL 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

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

Clifton B. Belcher

Clifton B. Belcher, Director  
Division of Vocational Education

William S. Price, Jr.

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

APPROVED

A. Craig Gibbs

A. Craig Gibbs, State Superintendent  
Department of Public Instruction

Patric Dorsey

Patric Dorsey, Secretary  
Department of Cultural Resources

June 1, 1987

DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION

Records Retention and Disposition Schedule

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DIVISION OF VOCATIONAL EDUCATION

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DIVISION OF VOCATIONAL EDUCATION

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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.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
AGRICULTURAL EDUCATION**

**ITEM 1345. CONSULTANTS' PROGRAM FILE.**

Official copies of records concerning each agricultural education program (e.g., forestry, landscape horticulture, livestock, etc.) administered by consultants. File includes correspondence, reports, contests, listings of contacts, program descriptions, teaching materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 1346. CONSULTANT'S FUTURE FARMERS OF AMERICA (FFA) FILE.**

Official copies of records concerning statewide administration of FFA programs. File concerns awards, district rallies, FFA camps, and other subjects. File includes correspondence, reports, publications, and other related records.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment to the State Records Center after 2 additional years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 1347. VETERANS' FARM COOPERATIVE TRAINING PROGRAM (VFCTP) FILE.**

Official copies of records concerning divisional administration of VFCTP, which provides technical agricultural education for veterans who are farmers. File includes monthly reports which list veterans receiving training, course calendars, course descriptions, attendance listings, correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment to the State Records Center after 2 additional years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 1349. FUTURE FARMERS OF AMERICA (FFA) ANNUAL REPORTS FILE.**

Official copies of annual reports submitted by North Carolina FFA to the national FFA headquarters. File includes annual summary of contest award members.

DISPOSITION INSTRUCTIONS: Transfer annual reports 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. Destroy in office remaining records when reference value ends.

**ITEM 3774. FUTURE FARMERS OF AMERICA (FFA) CAMPS FILE.**

Official copies of records concerning summer camp held for FFA students. File concerns programs and activities, property and equipment, expenditures, camp operations, and other subjects. File includes correspondence, reports, personnel listings, attendance rosters, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center in 5-year increments to be microfilmed for permanent preservation and returned. Transfer paper records to the State Records Center when agency need ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF PUBLIC INSTRUCTION  
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DIVISION OF VOCATIONAL EDUCATION  
AGRICULTURAL EDUCATION**

**ITEM 3775. TOM BROWN CAMP FILE.**

Official copies of records concerning Future Farmers of America (FFA) administration of the Tom Brown Camp in Barnardsville, North Carolina. (Camp was purchased for the Civilian Conservation Corps (CCC) approximately 1935 and operated until approximately 1978.) File includes correspondence from congressmen and other officials, reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. 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 22141. CONSULTANT'S LOCAL EDUCATION AGENCY (LEA) FILE.**

Official copies of each Agricultural Education consultant's correspondence with LEA personnel concerning agricultural education programs and activities.

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

**ITEM 22144. AGRICULTURAL EDUCATION CURRICULUM FILE.**

Reference copies of curriculum guides and descriptions written by unit for agricultural education courses.

DISPOSITION INSTRUCTIONS: Transfer 5 copies of each publication when received to the Documents Section, North Carolina State Library. Retain 1 copy of each publication in office permanently. Destroy in office remaining copies when reference value ends.

**ITEM 22146. FUTURE FARMERS OF AMERICA (FFA) AGRICULTURE TEACHERS DIRECTORIES FILE.**

Reference copies of directories listing teachers of agriculture courses throughout the state.

DISPOSITION INSTRUCTIONS: Retain 1 copy of each directory in office permanently. Destroy in office other copies when superseded or obsolete.

**ITEM 22147. NORTH CAROLINA FUTURE FARMERS OF AMERICA (FFA) FOUNDATION FILE.**

Official copies of records concerning the North Carolina FFA Foundation, which sponsors FFA camps and awards. File includes invoices, audit reports, receipts, listings of prospective donors, correspondence, and other related records.

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

**ITEM 22148. FUTURE FARMERS OF AMERICA (FFA) SCHOLARSHIPS FILE.**

Official copies of records concerning FFA scholarships awarded to state members of the FFA. File includes correspondence with award sponsors and other related records.

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

**ITEM 22152. FUTURE FARMERS OF AMERICA (FFA) ROSTERS FILE.**

Official copies of records concerning FFA membership rosters for each school participating in the FFA program. File includes listings of receipts for membership dues and related

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
AGRICULTURAL EDUCATION**

**ITEM 22153. FUTURE FARMERS OF AMERICA (FFA) FINANCIAL REPORTS FILE.**

Official copies of financial reports concerning FFA camps and associations. File includes audit reports and tax exemption reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22154. FUTURE FARMERS OF AMERICA (FFA) PROFICIENCY AWARD FILE.**

Official copies of records concerning national FFA awards to FFA members throughout the state. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
ASSOCIATE DIRECTOR, PROGRAM DEVELOPMENT**

**ITEM 22265. LOCAL EDUCATION AGENCY (LEA) FILE.**

Reference copies of records concerning section dealings with each LEA. File includes annual applications for federal and state funds and program review information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 2 year(s).

**ITEM 22267. SPECIAL PROJECTS FILE.**

Official copies of records concerning the Basic Education Program. File includes or concerns basic and vocational skills, accountability reports, extended school day programs, publications, rules and regulations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22268. TEXTBOOKS FILE.**

Official copies of records concerning textbook adoptions for the next five years. File includes State Board of Education rules and regulations regarding textbook adoptions.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22269. UNITED STATES OFFICE OF EDUCATION (USOE) FILE.**

Official copies of information received from the U.S. Office of Education. File includes correspondence, reports, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22272. CERTIFICATION FILE.**

Official copies of certification matters concerning Vocational Education Certification requirements. File includes schedules, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22273. ENROLLMENT AND FOLLOW UP FILE.**

Official copies of enrollment data and follow-up information that have been received from local school administrative units.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22274. ADMINISTRATION FILE.**

Official copies of records concerning program development planning and implementation of all Vocational Education programs. File includes names and addresses of other staff members and correspondence from other areas.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22275. CURRICULUM FILE.**

Official copies of records concerning curriculum in Vocational Education. File includes text information reports, sample lessons, course descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22276. RESOURCES FILE.**

Official copies of records related to all available resources in Vocation Education. File includes correspondence, reports, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
ASSOCIATE DIRECTOR, PROGRAM DEVELOPMENT**

**ITEM 22277. LEGISLATION FILE.**

Official copies of state and federal legislation. File lists current members of the house and  
DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 22278. PROGRAM REVIEW FILE.**

Official copies of records concerning program reviews conducted in each of the local school  
administrative units.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 22281. REGIONAL COORDINATORS FILE.**

Official copies of correspondence from regional coordinators concerning each of the eight  
program areas.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
BUSINESS AND OFFICE**

**ITEM 22167. PUBLICATIONS NOTEBOOKS FILE.**

Official copies of records concerning the development, adoption, and dissemination of unit publications ("Curriculum Development," Competency Goals and Testing," "Methods of Administration," "State Plan for Vocational Education," etc.). File includes correspondence, memorandums, descriptions and purposes of program areas, course descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete but within 10 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
BUSINESS AND OFFICE EDUCATION**

**ITEM 1350. TEACHER CERTIFICATION FILE.**

Official copies of records concerning the certification of business education teachers. File includes applications and related correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after cycle completed. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 3436. FUTURE BUSINESS LEADERS OF AMERICA (FBLA) HISTORY FILE.**

Official copies of records concerning the organization and operations of FBLA in the state. File includes listings of officers and members, pertinent State Board of Education resolutions, financial reports, FBLA publications, newspaper clippings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 22157. UNIT ADMINISTRATIVE FILE.**

Official copies of records concerning the administration of Business and Office Education. File concerns budgets, unit expenditures for supplies and other expenses, travel, Appalachian Regional Commission, community colleges, and other subjects. File includes correspondence, memorandums, reports, requests for reimbursement of travel and related expenses, itineraries, purchase requests, requisitions, minutes of meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 22158. OPERATING AND PROGRAM FILE.**

Official copies of records concerning business education programs administered by unit. File concerns curriculums, textbooks, equipment, sex equity, Business and Office Advisory Committee, and other subjects. File includes course descriptions and other teaching materials, minutes of meetings, project descriptions, training plans, teacher directories, program reviews, committee membership listings, maps, course enrollment information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 4 year(s).

**ITEM 22159. SPECIAL PROJECTS FILE.**

Official copies of records concerning special workshops or training regarding community education, community resources, and other special subjects. File includes correspondence, reports, and workshop materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22160. LOCAL EDUCATION AGENCY (LEA) FILE.**

Official copies of records concerning unit dealings with each LEA. File primarily concerns business education programs, and chartering of local youth chapters. File includes correspondence, reports, personnel listings, and staff recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22161. EDUCATIONAL REGIONS FILE.**

Official copies of records regarding unit dealings with each of the eight educational regions throughout the state. File concerns activities, courses, and staff development and includes correspondence, memorandums, and teacher directories.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
BUSINESS AND OFFICE EDUCATION**

**ITEM 22169. CONSULTANTS' CORRESPONDENCE NOTEBOOK FILE.**

Official copies of correspondence to and from each consultant regarding business education.  
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22171. PROGRAM REVIEWS NOTEBOOK FILE.**

Official copies of program reviews and recommendations by each unit consultant.  
DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

**ITEM 22172. FUTURE BUSINESS LEADERS OF AMERICA (FBLA) FILE.**

Official copies of records concerning the state FBLA organization. File includes correspondence, memorandums, listings of officers, financial reports, State Board of Education minutes, audit reports, state leadership conference information, data concerning the national FBLA office, and other related records.

DISPOSITION INSTRUCTIONS: Transfer pertinent material to FBLA History File after 1 year.  
Destroy in office remaining records after 2 years.

**ITEM 22173. FUTURE BUSINESS LEADERS OF AMERICA (FBLA) LEADERSHIP DEVELOPMENT FILE.**

Official copies of records concerning FBLA leadership development and activities involving other youth organizations. File concerns leadership conferences, workshops, Phi Beta Lambda collegiate organization, and other subjects. File includes correspondence, reports, memorandums, leadership conference scripts, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 4 year(s).

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
DEPUTY DIRECTOR'S OFFICE**

**ITEM 1342. SECTION CORRESPONDENCE FILE.**

Official copies of section correspondence with the public, Advisory Council, and U.S. Department of Education.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 22135. SPECIAL PROJECTS FILE.**

Official copies of records concerning apprenticeship projects used to provide statewide direction to secondary vocational education in apprenticeship programs. File includes information regarding military and business/industry apprenticeship programs used to provide leadership for collaborative efforts between business/industry and secondary vocational education with the government.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 22138. BUSINESS AND INDUSTRY FILE.**

Official copies of records concerning divisional activities relating to business and industrial education. File includes correspondence, reports, publications, and other related records.

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

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
DIRECTOR'S OFFICE**

**ITEM 1330. U.S. DEPARTMENT OF EDUCATION CORRESPONDENCE FILE.**

Official copies of divisional correspondence with the U.S. Department of Education. File includes policies and directives.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment to the State Records Center after 2 additional years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 3903. VOCATIONAL EDUCATION COMMITTEE FILE.**

Official copies of records concerning the Vocational Education Committee of the State Board of Education (SBE). File includes policies, annual plans, progress reports, contracts, and all other materials regarding vocational education that have been presented to the SBE.

DISPOSITION INSTRUCTIONS: Break file into 5-year segments. Transfer each segment to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 22129. LEGISLATION FILE.**

Reference copies of state and federal legislation affecting divisional policies and operations.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
HOME ECONOMICS EDUCATION**

**ITEM 3386. FUTURE HOMEMAKERS OF AMERICA (FHA) HISTORICAL FILE.**

Official copies of records concerning the history of FHA in the state. File concerns FHA programs, budgets, national meetings, FHA camps, state and national officers, student clubs and affiliations, annual and state conventions, and other subjects. File includes correspondence, reports, publications, newspaper clippings, listings of officers and advisors, audit reports, and other related records.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment to the State Records Center after 2 additional years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 3387. FUTURE HOMEMAKERS OF AMERICA (FHA) PHOTOGRAPHS FILE.**

Reference copies of photographs of state FHA conventions, rallies, personalities, and other activities.

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 3769. TEACHER LISTINGS FILE.**

Reference copies of annual listings of teachers of home economics courses taught throughout the state.

DISPOSITION INSTRUCTIONS: Transfer periodically to the State Records Center to be microfilmed. The State Records Center will destroy originals after microfilming and retain microfilm for agency permanently.

**ITEM 3776. UNIT CORRESPONDENCE FILE.**

Official copies of correspondence received by or generated by Home Economics Education. File includes minutes of staff meetings for unit, section, division, and department.

DISPOSITION INSTRUCTIONS: Transfer records from every 5th year (beginning with 1980) 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 staff meetings minutes when reference value ends.

**ITEM 22185. PROFESSIONAL PERSONNEL ACTIVITY REPORT (PPAR) FILE.**

Printout copies of PPARs, which provide data concerning professional activities of each home economics teacher in the state. Information includes schedules, courses taught, course enrollment, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 22186. CURRICULUM FILE.**

Official copies of records concerning home economics curriculums (food services, child care services, family life, advanced homemaking, etc.). File includes curriculum guides, revision materials, proposals, teaching techniques, slides and other presentation materials, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office 1 copy of each curriculum guide permanently. Destroy in office remaining records when superseded or obsolete.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
HOME ECONOMICS EDUCATION**

**ITEM 22187. SUMMER CONFERENCE FILE.**

Official copies of records concerning unit participation in divisional summer conferences. File includes correspondence, proposals, certifications of credit, programs, attendance listings, registration forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete but within 5 years.

**ITEM 22188. INSTRUCTIONAL MATERIALS FILE.**

Reference copies of pamphlets, brochures, and catalogs received from companies producing home economics-related materials.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete but within 5 years.

**ITEM 22191. UNIVERSITIES FILE.**

Official copies of records concerning unit dealings with colleges and universities that teach home economics courses. File includes correspondence and publications.

DISPOSITION INSTRUCTIONS: Destroy in office publications when superseded or obsolete. Destroy in office remaining records after 1 year.

**ITEM 22192. TEACHER EDUCATION AND CERTIFICATION FILE.**

Official copies of records concerning certification of home economics teachers throughout the state. File includes regulations and guidelines, teacher listings, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office 1 copy of each set of regulations permanently. Destroy in office remaining records when superseded or obsolete.

**ITEM 22194. HOME ECONOMICS HISTORY FILE.**

Reference copies of records concerning home economics-related subjects (certification, personalities, study guides, etc.). File includes program descriptions, reports, publications, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22195. CONSULTANTS' ADMINISTRATIVE FILE.**

Official copies of records concerning the professional activities of each home economics consultant. File includes correspondence, reports, financial records, publications, travel information, recommendations, and other related records.

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

**ITEM 22198. CONSULTANTS' CURRICULUM NOTEBOOK FILE.**

Official copies of records concerning home economic curriculums taught in public schools. File includes curriculum descriptions, examples of curriculum activities, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete but within 10 years.

**ITEM 22199. FUTURE HOMEMAKERS OF AMERICA (FHA) STATE PROJECTS FILE.**

Official copies of records concerning section administration of FHA programs in schools throughout the state. File includes memorandums, reports, publications, legislative data, evaluations, project descriptions, regulations and guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
HOME ECONOMICS EDUCATION**

**ITEM 22200. FUTURE HOMEMAKERS OF AMERICA (FHA) REFERENCE FILE.**

Reference copies of records concerning FHA-related subjects. File includes publications, reports, programs, handbooks, and other related materials.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete but within 10 years.

**ITEM 22201. FUTURE HOMEMAKERS OF AMERICA (FHA) AFFILIATIONS FILE.**

Official copies of records concerning FHA affiliations throughout the state. File includes remittance forms, memorandums, and information concerning the shipment of publications to each chapter.

DISPOSITION INSTRUCTIONS: Retain in office 1 copy permanently. Destroy in office remaining records after 1 year.

**ITEM 22202. FUTURE HOMEMAKERS OF AMERICA (FHA) DISTRICT FILE.**

Official copies of records concerning the administration of FHA programs in each district. File concerns district rallies, finances, state and district officers, policies, advisor responsibilities, and other subjects. File includes correspondence, reports, publications, membership and officer listings, district financial records, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office 1 copy of each financial report and listing of district officers permanently. Destroy in office remaining records after 1 year.

**ITEM 22203. FUTURE HOMEMAKERS OF AMERICA (FHA) NATIONAL OFFICE FILE.**

Reference copies of records concerning state participation in the national FHA organization. File concerns state candidates for national office, national membership, national committee members, and other related subjects. File includes correspondence, listings of officers, and other related records.

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

**ITEM 22204. FUTURE HOMEMAKERS OF AMERICA (FHA) NATIONAL MEETING FILE.**

Official copies of records concerning FHA national meetings. File includes programs, financial records, newsletters and other publications, applications from state members, listings of delegates, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office 1 copy of financial records and national convention program material permanently. Destroy in office remaining records after 5 years.

**ITEM 22205. FUTURE HOMEMAKERS OF AMERICA (FHA) STATE CONVENTION FILE.**

Official copies of records concerning state FHA conventions. File includes correspondence, reports, applications, programs, expense reports, minutes of meetings, listings of speakers, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of program after 1 year to Future Homemakers of America (FHA) Historical File. Destroy in office minutes when reference value ends. Destroy in office remaining records after 5 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
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HOME ECONOMICS EDUCATION**

**ITEM 22209. FUTURE HOMEMAKERS OF AMERICA (FHA) AUDIT RECORDS FILE.**

Official copies of financial records concerning FHA-related expenditures that have been audited. File includes audit reports, requisitions, purchase orders, vouchers, receipts, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of audit report to Future Homemakers of America (FHA) Historical File after 1 year. Destroy in office remaining records 2 years after released from all audits.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
PLANNING AND DEVELOPMENT SECTION**

**ITEM 22257. PLANNING AND DEVELOPMENT CORRESPONDENCE FILE.**

Official copies of correspondence concerning administrative services performed by division. File concerns pending divisional operations, personnel, funding, budgets, and other related matters.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22260. SCHOLARSHIPS FILE.**

Official copies of correspondence, applications, scoring sheets, and other information concerning the Prospective Vocational Teacher and Clyde A. Erwin Scholarships.

DISPOSITION INSTRUCTIONS: Destroy in office non-recipient applications after 2 years.  
Destroy in office remaining records after 5 years.

**ITEM 22261. AWARDS PROGRAMS FILE.**

Official copies of correspondence, application forms, and other information concerning the submitting of nominations for several awards programs (state and national).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 22263. STATE FAIR FILE.**

Official copies of budget information, general correspondence, and other detailed data concerning the planning and implementation of the State Fair exhibit.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
PROGRAM IMPROVEMENT**

**ITEM 1336. NORTH CAROLINA STATE PLAN FOR VOCATIONAL EDUCATION FILE.**

Official copies of records concerning the divisional compilation of the North Carolina State Plan for Vocational Education. File includes reports of public hearings, committee reports and minutes, correspondence, working papers, master copies of plans, and other related records.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment to the State Records Center after 2 additional years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 1337. ANNUAL APPLICATION FOR STATE/FEDERAL FUNDING FILE.**

Official copies of applications for state and/or federal funding that have been received from local education agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 1338. COASTAL PLAINS REGIONAL COMMISSION (CPRC) CONSTRUCTION GRANTS FILE.**

Official copies of records concerning construction grants for vocational education program facilities within the boundaries of the CPRC. File includes authorizations of intended use of each building and division inspection reports for compliance. (Division monitors use of facilities to ensure that buildings are utilized only for vocational education as required by law.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 1339. APPALACHIAN REGIONAL COMMISSION (ARC) CONSTRUCTION GRANTS FILE.**

Records concerning construction grants for vocational education program facilities within the boundaries of the ARC. (Division monitors use of facilities to ensure that buildings are utilized only for vocational education as required by law.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 3780. FEDERAL VOCATIONAL EDUCATION STUDENT ENROLLMENT AND FOLLOW-UP REPORTS FILE.**

Printout copies of data concerning student enrollment (primarily in grades 7-12) for vocational education courses.

DISPOSITION INSTRUCTIONS: Transfer statewide data to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 3781. ACCOUNTABILITY REPORT FILE.**

Official copies of accountability reports of vocational education programs submitted by division to the U.S. Department of Education. File concerns certifications, comparisons of goals and accomplishments, funding information, evaluations of programs, and recommendations. File includes draft and final copies of reports and all working papers.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
PROGRAM IMPROVEMENT**

**ITEM 22283. SECTION CORRESPONDENCE FILE.**

Official copies of intradivisional correspondence and memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22285. PLANNING ASSISTANTS' CORRESPONDENCE FILE.**

Official copies of correspondence and memorandums received from Public Education personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 22286. PERSONNEL DEVELOPMENT ADMINISTRATIVE FILE.**

Official copies of records concerning the administration of personnel development activities. File includes bound and loose copies of correspondence, memorandums, reports, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22287. PERSONNEL DEVELOPMENT REFERENCE FILE.**

Reference copies of records concerning subjects pertinent to personnel development operations. File concerns facilities for meetings, workshop presentations, teacher in-service needs, staff training and other subjects. File includes reports, studies, publications, and other related records.

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

**ITEM 22288. PERSONNEL DEVELOPMENT FUNDING FILE.**

Official copies of records concerning the funding of personnel development of vocational education personnel throughout the state. File includes correspondence, reports, budgetary information, plans, regulations and guidelines, and other related records.

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

**ITEM 22289. STAFF/PERSONNEL DEVELOPMENT FILE.**

Official copies of records concerning staff development activities in workshops conducted by unit.

File includes correspondence, reports, programs, sample materials, incumbent/fiscal information, professional service agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
PROGRAM OPERATIONS SECTION**

**ITEM 18447. MANAGEMENT EVALUATION REVIEW FOR COMPLIANCE/QUALITY (MERC) REVIEW FILE.**

Records concerning sex equity consultant's performance of duties specifically mandated by the Federal Register. File concerns workshops and other training activities conducted and performed by consultants and includes correspondence, reports, guidelines and regulations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 18454. APPLICATIONS FOR BASIC AND VOCATIONAL SKILLS PROGRAM FILE.**

Records concerning programs and budgets submitted by local school administrative units.

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

**ITEM 18457. VOCATIONAL STAFF ASSIGNMENTS FOR SPECIAL PROJECTS, MONTHS OF EMPLOYMENT, AND SPECIAL-FUNDED VOCATIONAL EDUCATION PROGRAMS FOR TEACHER AIDES AND OFFICE PERSONNEL NOTEBOOKS FILE.**

Forms providing information concerning teachers, teacher aides and office personnel names, social security numbers, unit and school numbers, budget codes, fund sources, program areas, pay levels, percentages, position numbers, position letters, and other related subjects from local education agencies. (Amended 12-15-88)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for the Archives. Paper records will be destroyed in the State Records Center after microfilming. One copy of the microfilm will be sent to the agency. Destroy microfilm in agency when administrative value ends.

**ITEM 18460. PROFESSIONAL PERSONNEL ACTIVITY REPORT NOTEBOOK FILE.**

Vocational education teacher data which includes employee names, school names, sources of funds, grade levels, subject codes, numbers of students, and other related material from local school administrative units. (This report is separated by local school administrative unit and program areas.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency and another copy of microfilm transferred to the custody of the Archives. Destroy microfilm in agency when administrative value ends.

**ITEM 18461. SPECIAL REQUESTS FILE.**

Special data requests from division personnel concerning professional personnel activity reports (PPARs) and vocational staff assignments.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 2 year(s).

**ITEM 18462. PROFESSIONAL PERSONNEL ACTIVITY REPORT (PPAR) FILE.**

Correspondence to various local school administrative units. File includes PPAR handbooks, code sheets for current and prior years, and other related material.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 2 year(s).

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
PROGRAM OPERATIONS/PRE-TECHNICAL PROGRAMS**

**ITEM 22323. PRE-TECHNICAL EDUCATION TEACHER CERTIFICATION FILE.**

Official copies of records concerning provisional certifications of teachers for the Principles of Technology program. File includes staff development workshop materials, reports, correspondence, questionnaires, certification lists, and other related records.

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

**ITEM 22324. PRE-TECHNICAL EDUCATION ADMINISTRATIVE FILE.**

Official copies of records concerning the administration of education programs for the Principles of Technology program. File concerns teacher competencies, workshops, curriculum, and conferences. File includes correspondence, curriculum materials, reports, publications, memorandums, yearly plans, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
PROGRAM OPERATIONS/SPECIAL PROGRAMS**

**ITEM 22319. DISADVANTAGED/HANDICAPPED PROGRAM DESCRIPTIONS FILE.**

Reference copies of records concerning programs for the education of the disadvantaged/handicapped. File includes reports, publications, and other reference material.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 22320. DISADVANTAGED/HANDICAPPED TEACHER CERTIFICATION FILE.**

Official copies of records concerning provisional certifications of teachers for education programs for the disadvantaged/handicapped. File includes staff development workshop materials, reports, correspondence, questionnaires, certification lists, and other related records.

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

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
PROGRAM OPERATIONS: CIVIL RIGHTS/LOCAL PLANS**

**ITEM 22325. CIVIL RIGHTS ON-SITE REVIEW AND COMPLIANCE DOCUMENTS FILE.**

Official copies of material used for documentation of local school administrative units' (LSAU) compliances. File includes correspondence, guidelines, regulations, and voluntary compliance plans.

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

**ITEM 22326. LOCAL PLANS FOR VOCATIONAL EDUCATION FILE.**

Official copies of planning documents for expenditures of state and federal monies regarding all vocational programs and activities in the local school administrative units. File includes assurances, program improvement, and budget abstracts for each local school administrative

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

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
PROGRAM OPERATIONS: SEX EQUITY/COMMUNITY BASED ORGANIZATIONS**

**ITEM 22312. SEX EQUITY PROJECT APPLICATIONS FILE.**

Official and reference copies of applications concerning the Carl D. Perkins Vocational Education sex equity projects. File includes narratives, budgets, acceptance letters, and notations for each project.

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

**ITEM 22313. COMMUNITY-BASED ORGANIZATION (CBO) PROGRAM APPLICATIONS FILE.**

Reference copies of records concerning CBO programs funded through the Carl D. Perkins Vocational Education CBO. File includes applications, proposals, budgets, cooperative agreements, contracts, and acceptance letters for each program.

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

**ITEM 22314. SEX EQUITY PROJECT REVIEW FILE.**

Official copies of information concerning the review and evaluation of sex equity projects. File includes project data, project articles, reviewers check sheets, and comments.

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

**ITEM 22315. COMMUNITY-BASED ORGANIZATION (CBO) PROGRAM REVIEW FILE.**

Official copies of information concerning the review and evaluation of CBO programs. File includes program data, program articles, reviewer check sheet, and comments.

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

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
REGIONAL SERVICES SECTION**

**ITEM 22081. SECTION ADMINISTRATIVE FILE.**

Official copies of records concerning the administration of Regional Services Section. File includes or concerns correspondence, memorandums, accountability reports, management plans, minutes of meetings, legislation, schedules, regulations and guidelines, basic education program, allotments to local school administrative units, purchase requests, legislation (state and federal), administrative reviews, Standards for Approval of Vocational Education Programs, Administrator Module, Local Plan format, and other related records.

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

**ITEM 22082. REGIONAL CORRESPONDENCE FILE.**

Official copies of section correspondence with regional coordinators of each of the eight regions and local education agency (LEA) officials in each region. File concerns vocational education in each region and includes memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22083. POST-SECONDARY ARTICULATION FILE.**

Official copies of records concerning administration of Articulation Awareness Program, which is designed to improve communication between community colleges and the Department of Public Instruction. File concerns biregional conferences and workshops. File includes budgetary information, agendas, publications, and other related records.

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

**ITEM 22085. STATE BOARD OF EDUCATION (SBE) AND STATE BOARD OF COMMUNITY COLLEGES (SBCC) MINUTES, COOPERATIVE AGREEMENTS, AND COLLEGE ADVANCEMENT PROGRAM FILE.**

Reference copies of minutes of the State Board of Education.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 22088. PERSONNEL DEVELOPMENT TRAINING FILE.**

Official copies of records concerning statewide personnel development training for regional coordinators, directors, and certain teachers. File includes or concerns information/data/materials relative to workshops/conferences for teachers/administrators, performance standards, job descriptions, internships, personnel directories, and mailing lists.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning workshop participants receiving renewal credit. Destroy in office remaining records when administrative value ends.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
RESEARCH AND DEVELOPMENT UNIT**

**ITEM 3783. RESEARCH PROJECTS AND PROGRAMS FILE.**

Official copies of records concerning research projects and programs conducted by unit. File includes correspondence, reports, directories, surveys, studies, publications, contracts progress reports, project evaluations, and other related records.

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

**ITEM 22089. VOCATIONAL EDUCATION RESEARCH, CURRICULUM AND DEVELOPMENT REFERENCE FILE.**

Reference copies of research and curriculum documents for use by division and project personnel. File includes reports, research products, curriculum guides, V-Tecs publications, curriculum development references, and catalogs.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 22090. LOCAL EDUCATION AGENCY (LEA) DATA AND CORRESPONDENCE FILE.**

Official copies of correspondence between division and each LEA concerning vocational education research and development, requests for material information guides, staff development and workshop instructions and other related matters. File includes reference copies of publications, labor market data, curriculum data, program review, improvement plan, special project and correspondence.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

**ITEM 22091. UNIT ADMINISTRATIVE FILE.**

Official copies of records concerning the administration of the Research Coordinating Unit. File concerns budgets, staff development, travel, personnel, supplies, and other related subjects. File includes correspondence, memorandums, reports, publications, regulations and guidelines, itineraries, requests for reimbursement and related expenses, organizational charts, work plans, staff directories, minutes of meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22092. REQUESTS FOR PROPOSALS FILE.**

Official copies of requests for research to be conducted by division. File includes all related information. (Requests are submitted by division to various businesses and educational institutions. If interested, they submit formal proposal to division to conduct research study and/or evaluation of vocational education programs conducted by requestor.) File includes all related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
TRADE AND INDUSTRIAL EDUCATION**

**ITEM 1356. VOCATIONAL INDUSTRIAL CLUBS OF AMERICA (VICA) BUDGET FILE.**

Official copies of records concerning VICA-related budgets and expenditures. File includes purchase orders, invoices, receipts, paid bills, and other related records. (VICA is a national non-profit organization, but section handles finances of state chapter.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 1357. TRADE AND INDUSTRIAL EDUCATION PROGRAM FILE.**

Official copies of records concerning trade and industrial education programs conducted in state public schools. File includes program descriptions, correspondence, reports, memorandums, recommendations, advisory committee data, minutes of staff meetings, evaluations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 1358. TRADE AND INDUSTRIAL EDUCATION CORRESPONDENCE FILE.**

Official copies of correspondence concerning trade and industrial education programs and courses. File concerns internships, course outlines, teacher education, curriculums, meetings, program reviews, and other related matters.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 22102. VOCATIONAL INDUSTRIAL CLUBS OF AMERICA (VICA) CONTEST RULES, REGULATIONS, AND PROBLEMS FILE.**

Official copies of records concerning annual contests administered by section to members of VICA. File includes master copies of tests, rules, regulations, testing instructions, answer sheets, reports of tests administered, and other related material.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 22108. TRADE AND INDUSTRIAL EDUCATION SUBJECT FILE.**

Reference copies of records concerning subjects pertinent to trade and industry. Subjects include state plans, sex equity, State Advisory Council, research projects, safety, and other subjects. File includes publications, reports, newspaper clippings, and other related material.

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

**ITEM 22110. TRADE AND INDUSTRIAL EDUCATION CURRICLULM FILE.**

Official copies of records concerning trade and industrial education curriculums taught in state public schools. File includes correspondence, reports, publications, and other related records.

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

**ITEM 22111. TRADE AND INDUSTRIAL EDUCATION CURRICULUM DISSEMINATION FILE.**

Official copies of records concerning the dissemination of trade and industrial education curriculums to local education agencies (LEAs) throughout the state. File includes correspondence, curriculum guides, evaluation reports, listings of materials, and other related records.

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

**DEPARTMENT OF PUBLIC INSTRUCTION  
INSTRUCTIONAL SERVICES  
DIVISION OF VOCATIONAL EDUCATION  
VOCATIONAL DEVELOPMENT**

**ITEM 22115. VOCATIONAL GUIDANCE FILE.**

Official copies of records concerning vocational guidance. File includes correspondence, reports, minutes of meetings, program proposals, budgetary data, and publications.

DISPOSITION INSTRUCTIONS: Destroy in office program proposals when reference value ends. Destroy in office remaining records after 5 years.

**ITEM 22116. CONSULTANTS' ADMINISTRATIVE FILE.**

Official copies of records concerning administrative functions of each unit consultant. File includes correspondence, reports, regulations and guidelines, publications, and other related records. File also includes correspondence, reports, and other information pertaining to each local education agency (LEA).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22119. CHIEF CONSULTANT'S CORRESPONDENCE READING FILE.**

Official copies of correspondence of chief consultant and maintained in notebooks.

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

**ITEM 22123. PREVOCATIONAL EDUCATION GUIDE.**

Official copies of records concerning divisional administration of prevocational education programs throughout the state. File concerns funding, staff development, legislation, conferences, curriculums, and other pertinent subjects. File includes correspondence, reports, regulations and guidelines, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.