

DEPARTMENT OF PUBLIC INSTRUCTION
PERSONNEL SERVICES
DEPUTY ASSISTANT STATE SUPERINTENDENT

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

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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

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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

Roger A. Schurrer

Roger Schurrer, Deputy Assistant
State Superintendent
Personnel Services

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

July 22, 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
PERSONNEL SERVICES
ASSISTANT STATE SUPERINTENDENT'S OFFICE**

ITEM 1391. PERSONNEL SERVICE ADMINISTRATIVE FILE.

Official copies of records concerning the administration of Personnel Services. File concerns accreditation, public hearings, budgets, councils and committees, legislation, supplies, and other subjects. File includes correspondence, routine reports, regulations and guidelines, evaluations, salary schedules, purchase orders and invoices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 1392. ASSISTANT STATE SUPERINTENDENT'S CORRESPONDENCE FILE.

Official copies of correspondence between the Assistant State Superintendent for Personnel Services and other divisions and areas within the Department of Public Education.

DISPOSITION INSTRUCTIONS: Break file into 2-year segments. Transfer each segment to the State Records Center after 1 additional year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19508. ADMINISTRATIVE UNITS FILE.

Official copies of correspondence and memorandums to and from administrative units throughout the state concerning personnel relations and problems.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 19509. STATE BOARD OF EDUCATION (SBE) FILE.

Official copies of records concerning personnel relations submitted to the SBE for approval or action. File includes agendas and reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.