

DEPARTMENT OF PUBLIC INSTRUCTION  
PERSONNEL SERVICES  
PERSONNEL RELATIONS

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

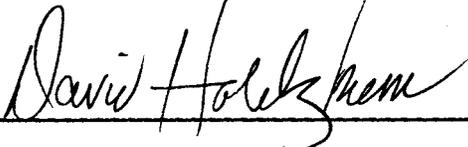
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agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



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



David Holdzkom, Director  
Personnel Relations

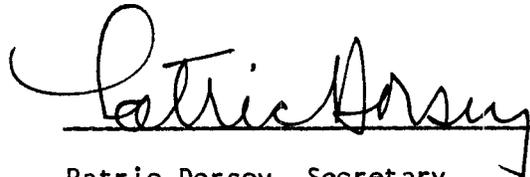


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



A. Craig Phillips, State Superintendent  
Department of Public Instruction



Patric Dorsey, Secretary  
Department of Cultural Resources

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

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**ITEM 19514. PROFESSIONAL REVIEW COMMITTEE FILE.**

Official copies of records concerning hearings of the Professional Review Committee, which reviews proposed suspension, dismissal, and demotion of public school officials and employees. File includes requests for hearings, correspondence concerning hearings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 19515. PROFESSIONAL REVIEW COMMITTEE HEARINGS FILE.**

Official copies of records contained in notebooks concerning meetings of the Professional Review Committee. File concerns dates and locations of hearings, listings of committee members, expenses, nominations for appointment to committee, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 19516. LOCAL EDUCATION AGENCY (LEA) FILE.**

Reference copies of records concerning divisional dealings with each LEA throughout the state. File includes personnel practices studies, policy handbooks, salary studies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 19518. PERSONNEL COMMISSION FOR PUBLIC SCHOOL EMPLOYEES (PCPSE) FILE.**

Official copies of records concerning the divisional administration of the PCPSE, which represents state public school employees to the State Board of Education, General Assembly, and others. File concerns expense accounts, salaries, leave, meetings, travel, budgets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 19521. PERFORMANCE STANDARDS AND CRITERIA FOR PROFESSIONAL SCHOOL PERSONNEL (PSCPSP) PROGRAM FILE.**

Official copies of records concerning the PSCPSP Program, a program for principals' and teachers' performance appraisal training administered by division. File includes correspondence, standards and criteria, budgetary data, workshop information, job descriptions for public school teachers and administrators, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.