

DEPARTMENT OF PUBLIC INSTRUCTION  
PERSONNEL SERVICES  
STAFF DEVELOPMENT/N.C. LEADERSHIP INSTITUTE FOR ADMINISTRATORS

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

STAFF DEVELOPMENT/N.C. LEADERSHIP INSTITUTE FOR ADMINISTRATORS

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

STAFF DEVELOPMENT/N.C. LEADERSHIP INSTITUTE FOR ADMINISTRATORS

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

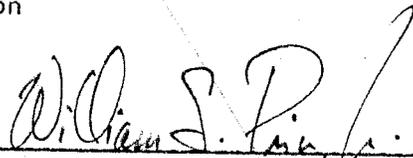
ARCHIVES AND HISTORY COPY

William W. Peek

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

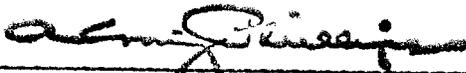


Lee Grier, Director  
Staff Development/N.C. Leadership  
Institute for Administrators

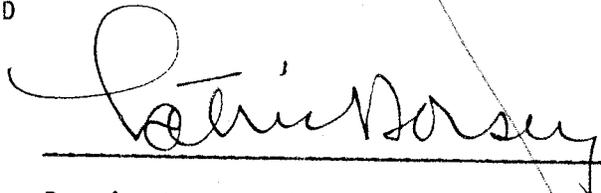


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



A. Craig Phillips, State Superintendent  
Department of Public Instruction



Patric Dorsey, Secretary  
Department of Cultural Resources

July 22, 1987

JH

**DEPARTMENT OF PUBLIC INSTRUCTION  
PERSONNEL SERVICES  
STAFF DEVELOPMENT/N.C. LEADERSHIP INSTITUTE FOR ADMINISTRATORS**

**ITEM 19588. DIVISIONAL REPORTS FILE.**

Official copies of divisional reports and publications. File includes duplicating requests and other related data.

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