

DEPARTMENT OF PUBLIC INSTRUCTION
PERSONNEL SERVICES
DIVISION OF TEACHER 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

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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

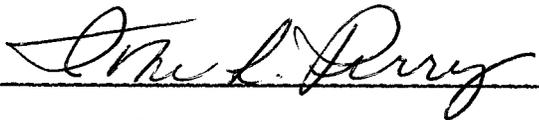
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agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

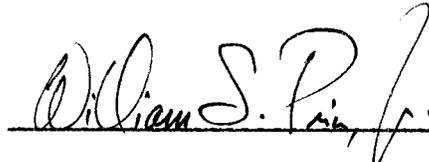
APPROVAL RECOMMENDED



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



Ione L. Perry, Director
Division of Teacher Education

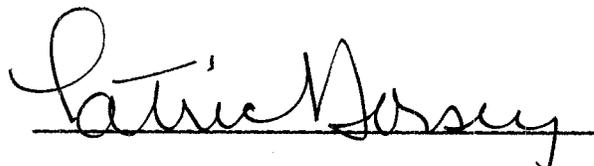


William S. Price, Jr., Director
Division of Archives and History

APPROVED



A. Craig Phillips, State Superintendent
Department of Public Instruction



Patric Dorsey, Secretary
Department of Cultural Resources

July 22, 1987

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**DEPARTMENT OF PUBLIC INSTRUCTION
PERSONNEL SERVICES
TEACHER EDUCATION
TEACHER RECRUITMENT**

ITEM 3933. PERSONNEL COMMISSION FOR PUBLIC SCHOOL EMPLOYEES (PCPSE) MINUTES FILE.

Official copies of minutes of meetings of the PCPSE.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center to be microfilmed for security and returned. Transfer 1 official copy of future minutes to the State Records Center. Transfer original minutes 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.

ITEM 19574. 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 matters.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.