

DEPARTMENT OF PUBLIC INSTRUCTION  
REGIONAL EDUCATION CENTERS

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



Reeves McGlohon,  
Deputy State Superintendent

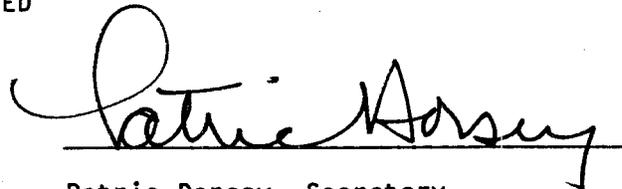


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



A. Craig Phillips, Superintendent  
Department of Public Instruction



Patric Dorsey, Secretary  
Department of Cultural Resources

April 30, 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.

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**ITEM 1247. REGIONAL CENTER ADMINISTRATIVE FILE.**

Original and duplicate copies of records concerning the administration of regional center. File concerns each local education agency (LEA) within the jurisdiction of regional center, divisional programs, Superintendents Council activities, and other matters. File includes correspondence, minutes of meetings, operational procedures, regulations and guidelines, reports, and other related data.

DISPOSITION INSTRUCTIONS: Transfer minutes of Superintendents Council meetings to the State Records Center after 3 years. 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 administrative value ends but within 10 years.

**ITEM 19199. ECONOMIC EDUCATION (SOCIAL STUDIES) FILE.**

Original and duplicate copies of records concerning the regional administration of social studies programs. File includes correspondence, workshop expense information, and other related reference and administrative data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 19200. ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) TITLE I FILE.**

Original and duplicate copies of records concerning the regional administration of ESEA Title I programs for the education of deprived children in the areas of reading and mathematics. File includes project descriptions and amendments, monitoring reports, fiscal audit reports, correspondence, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 19201. COMMUNICATIONS SKILLS (LANGUAGE) FILE.**

Original and duplicate copies of records concerning the regional administration of programs for the development of language skills. File includes correspondence, project descriptions, annual plans, expenditure reports, monthly activity reports, information regarding workshops, requests for reimbursement of travel and related expenses, and other related data.

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

**ITEM 19202. COMMUNICATIONS SKILLS (READING) FILE.**

Original and duplicate copies of records concerning the regional administration of programs for the development of reading skills. File includes correspondence, project descriptions, annual plans, expenditure reports, information regarding workshops, monthly activity reports, requests for reimbursement for travel and related expenses, and other related data.

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

**ITEM 19204. REGIONAL SERVICES AND DISSEMINATION PROJECTS FILE.**

Reference copies of descriptions of educational projects that have been tried and proven in North Carolina or other states that may possibly be applicable to local education agency (LEAs) within the region. (If applicable, the LEA may apply for a federally-funded grant through Division of Development.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 19206. VOLUNTEER SPECIALISTS FILE.**

Original and duplicate copies of records concerning regional administration of local volunteer programs. File includes correspondence, reports, workshop presentations, publications, listings of volunteer coordinators for each local education agency (LEA), and other administrative and reference data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative and reference values end but within 5 years.

**ITEM 19207. VOCATIONAL EDUCATION FILE.**

Original and duplicate copies of records concerning the regional administration of vocational education programs. File includes local plans for each local education agency (LEA) vocational education project with related budgetary data, correspondence with each LEA and Department of Public Instruction agencies concerning vocational education, program reviews, employment data, teacher certification and related data, student enrollment and follow-up data, LEA civil rights compliance information, and other related data.

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

**ITEM 19208. TRADE AND INDUSTRIAL EDUCATION FILE.**

Original and duplicate copies of correspondence and other related data concerning the regional administration of trade and industrial educational programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 19209. EXCEPTIONAL CHILDREN FILE.**

Original and duplicate copies of records concerning the regional administration of programs for the education of exceptional children. File includes interagency agreements, legislation, regulations and guidelines, annual plans, budgetary information, minutes of meetings, reports, correspondence, purchase orders, and other office administrative data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative or reference values end.

**ITEM 19210. CHILD NUTRITION FILE.**

Original and duplicate copies of records concerning the regional administration of programs for child nutrition. Programs concern school lunches, special milk, summer feeding, and child care. File includes correspondence, reports, workshop materials, administrative unit evaluations, program plans, contracts and agreements, and other related administrative and reference information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative or reference values end.

**ITEM 19211. RESEARCH AND DEVELOPMENT ADMINISTRATIVE FILE.**

Original and duplicate copies of records concerning the administration of research and development activities. File includes correspondence, memorandums, minutes of meetings, reports, conference and workshop materials, budgetary information, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 19212. RESEARCH AND DEVELOPMENT TESTING FILE.**

Original and duplicate copies of records concerning the regional administration of annual and competency tests. File includes copies of tests, test results by local education agency (LEA), correspondence, reports, norm tables, directions for administration of tests, data concerning acquisition of tests from companies, and other related information. (Copies of tests are confidential in accordance with departmental policy and must be securely stored.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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**ITEM 19214. REGIONAL MATHEMATICS FILE.**

Original and duplicate copies of records concerning the regional administration of mathematics programs. File includes correspondence, reports, publications, budgetary information, program descriptions, workshop materials, accreditation information, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.