

**DEPARTMENT OF PUBLIC INSTRUCTION
STATE BOARD OF EDUCATION
NORTH CAROLINA PROFESSIONAL TEACHING STANDARDS COMMISSION**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program 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 the records of the

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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. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

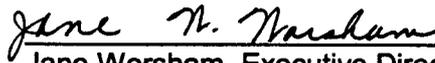
NORTH CAROLINA PROFESSIONAL TEACHING STANDARDS COMMISSION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Dr. Earle Harper, Chief Records Officer
Department of Public Instruction



Jane Worsham, Executive Director
State Board of Education



Eleanor Goettee, Executive Director
North Carolina Professional Teaching Standards
Commission



Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED



Dr. Michael Ward, State Superintendent
Department of Public Instruction



Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 15, 2003

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Item 47009. Minutes File. Minutes in paper and electronic formats of the N.C. Professional Teaching Standards Commission. File includes minutes, agendas, and supporting documentation. File also includes audio tapes.

DISPOSITION INSTRUCTIONS: Destroy audio tapes in office after official copy of minutes has been approved. Transfer official copy to the State Records Center after 1 year for immediate transfer to the custody of the Archives. Destroy remaining paper and electronic copies of minutes in office when reference value ends.

Item 47010. Membership File. Records concerning members who serve on the N.C. Professional Teaching Standards Commission. File includes biographical summaries and rosters of members.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 47011. Reports File. Reports and recommendations issued to the State Board of Education by the N.C. Professional Teaching Standards Commission regarding various topics being studied by the N.C. Professional Teaching Standards Commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 47012. Survey File. Records in paper and electronic formats concerning surveys conducted by the N.C. Professional Teaching Standards Commission.

DISPOSITION INSTRUCTIONS: Destroy individual paper surveys when reference value ends. Transfer electronic records of survey results when tallied to the State Records Center for immediate transfer to the custody of the Archives.

Item 47013. Reference File. Reports and publications from other departments in State government and from other states.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 47014. Website File. Electronic records concerning the N.C. Professional Teaching Standards' presence on the World Wide Web (WWW). File includes contact information, forms, instructions, and other related information.

DISPOSITION INSTRUCTIONS: Transfer electronic copy of website pages to State Records Center after major changes or updates are made for immediate transfer to the custody of the Archives.