

DEPARTMENT OF PUBLIC INSTRUCTION
STATE BOARD OF EDUCATION
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

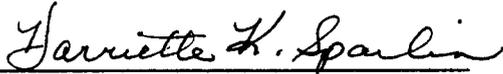
STATE BOARD OF EDUCATION

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

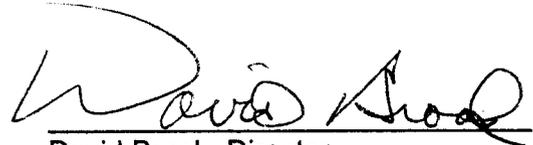
STATE BOARD OF EDUCATION

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 This schedule is to remain in effect until superseded.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



Harriette K. Sparlin, Chief Records Officer
Department of Public Instruction

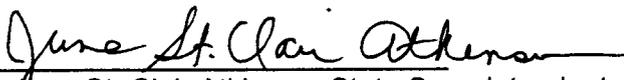


David Brook, Director
Division of Historical Resources

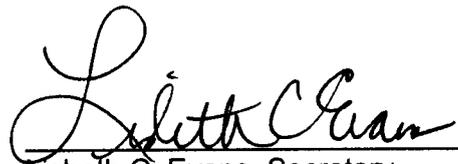


Jane Worsham, Executive Director
State Board of Education

APPROVED



Dr. June St. Clair Atkinson, State Superintendent
Department of Public Instruction



Lisbeth C. Evans, Secretary
Department of Cultural Resources

September 28, 2005

CSB

**DEPARTMENT OF PUBLIC INSTRUCTION
STATE BOARD OF EDUCATION**

Item 1073. State Board of Education Minutes File. Records in paper and electronic format concerning monthly meetings of the State Board of Education. File includes minutes, supporting documents, and audio tapes of meetings.

DISPOSITION INSTRUCTIONS: Transfer minutes (ca. 1989-1999) currently stored in the State Records Center to the immediate custody of the Archives. Transfer immediately to the State Records Center all official, signed paper minutes that predate web postings. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. For minutes posted to the web, transfer annually to the State Records Center the official, signed paper minutes and one copy of the supporting materials. Print supporting materials in electronic form and interfile with related paper records. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy electronic versions of minutes in office when administrative value ends after official, signed minutes have been transferred to the State Records Center. Destroy audiotapes in office when administrative value ends and after official copy of minutes has been approved. Destroy reference copies of minutes in paper form in office when administrative value ends.

Item 3934. State Board of Education File. File includes copy of legislation establishing board, rules, policies and procedures, correspondence, contracts, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years, or when administrative value ends, whichever is later.

Item 3935. State Board of Education Planning File. Records in paper and electronic form concerning the scheduling of issues to be discussed by the State Board of Education. File includes correspondence, follow-up reports, position papers, schedules, agendas, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to State Board of Education Minutes File (Item 1073).

Item 3936. Basic Education Plan File. Correspondence in paper and electronic form concerning the Basic Education Plan. File includes or concerns the Advisory Committee, Steering Committee, local education agencies (LEAs), administrative staff, minutes of committees, and other related matters.

DISPOSITION INSTRUCTIONS: Print and interfile records in electronic form with related paper records. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF PUBLIC INSTRUCTION
STATE BOARD OF EDUCATION**

Item 47529. Chairman's Correspondence File. Correspondence in paper and electronic form to or from the Chair of the State Board of Education.

DISPOSITION INSTRUCTIONS: Print records in electronic form and interfile with related paper records. Transfer paper records to the State Records Center when administrative value ends or after 10 years, whichever is longer. Records will be held for agency in the State records Center 5 additional years and then transferred to the custody of the Archives.

Item 47530. License Revocation File. Records concerning requests to revoke teacher licenses. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: When administrative value ends transfer to the Department of Public Instruction's licensure office.

Item 47531. Public Hearings File. Records concerning public hearings held by the State Board of Education to address changes to DPI's administrative code.

DISPOSITION INSTRUCTIONS: Post changes to administrative procedures on to the agency's website and maintain a paper file of changes made to DPI's administrative procedures. Transfer paper records to the State Records Center after 10 years. Records will be held for agency for 5 additional years and then transferred to the custody of the Archives.

Item 47532. State Board of Education (Electronic) Web Page File. Electronic records posted on the board's website including board meeting agendas and minutes; the policy manual; lists of advisory councils, committees, and boards that advise the State Board of Education; legislative reports and tracking of legislation; legal information; public hearings; presentations given by the senior staff of the Dept. of Public Instruction; and schedules of upcoming meetings.

DISPOSITION INSTRUCTIONS: Update routinely. Retain in office permanently.

Item 47533. State Board of Education Subject File. File contains an alphabetical arrangement of subjects of interest to the State Board of Education.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value 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 47534. General Subject File. File contains an alphabetical arrangement of subjects of interest to the support staff of the State Board of Education.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.