

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
COMMUNITY SCHOOLS SECTION

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 the records of the

COMMUNITY SCHOOLS SECTION

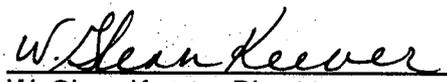
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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 machine readable records not listed in this schedule are not authorized to be destroyed. The

COMMUNITY SCHOOLS SECTION

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 This schedule is to remain in effect until superseded.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

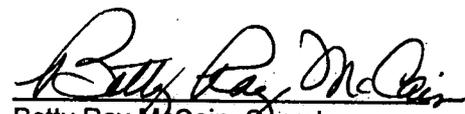

Kay S. Oney, Chief Records Officer
Department of Public Instruction


W. Glenn Keever, Director
Division of Communication Services


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

APPROVED


Bob R. Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

August 13, 1993

HFH

... ABOUT THIS RECORDS DISPOSITION SCHEDULE ...

This records disposition schedule lists the records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group (following the identification number) and instructions for their legal disposition (following the words "DISPOSITION INSTRUCTIONS"). Records should never be arbitrarily destroyed on the basis of personal opinion but only on the basis of a firm schedule. The disposition instructions contained herein provide that schedule and the legal procedures for records management activities in your agency.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of General Statutes of North Carolina. Compliance with the disposition instructions listed herein will ensure conformity with the law and will ensure that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 500. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially superseded.

Supervisors or other responsible office personnel, acting through their Records Officers, are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel will then amend this schedule in order to ensure that it remains complete and accurate and is in compliance with federal and state laws and regulations.

The Records Services Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing schedules; supply and delivery of boxes, tape, and labels for records scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is no charge for these services.

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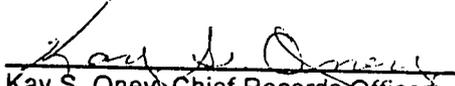
COMMUNITY SCHOOLS SECTION

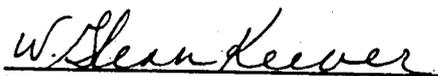
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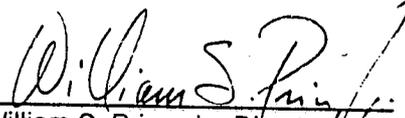
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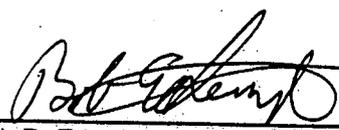
APPROVAL RECOMMENDED

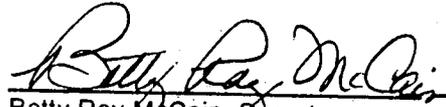

Kay S. Oney, Chief Records Officer
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Bob R. Etheridge, State Superintendent
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Betty Ray McCain, Secretary
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August 13, 1993

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.

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
COMMUNITY SCHOOLS SECTION
ADMINISTRATION**

ITEM 1244. LOCAL EDUCATION AGENCY (LEA) CORRESPONDENCE FILE.

Section correspondence written to and received from each local education agency concerning the administration of section programs.

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 19156. APPLICATIONS FOR FEDERAL ASSISTANCE FILE.

Record copies of divisional applications for federal funds to administer community schools programs. Information includes financial data, project approvals, assurances, program narratives, plans for project administration and implementation, and project evaluations.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19157. MID-ATLANTIC CENTER FOR COMMUNITY EDUCATION (MACCE) FILE.

Reference copies of records concerning MACCE, which organizes and provides information concerning community education throughout the nation and arranges for workshops and other training for local program directors, volunteers, and other individuals. File includes project descriptions, program proposals, program evaluations and reviews, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 19159. MOTT STATISTICAL REPORTS FILE.

Reports received from the Mott Foundation concerning grant expenditures by each local education agency.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 35720. GRANTS FILE.

Grants concerning funding for various section programs. File includes applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer approved grants, applications, and related correspondence to the State Records Center 2 years after grant is expended or when released from all audits, whichever occurs later. 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 rejected applications and related correspondence after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
COMMUNITY SCHOOLS SECTION
BEFORE/AFTER SCHOOL AND SUMMER CHILD CARE PROGRAM**

ITEM 35725. ANNUAL REQUESTS FOR CERTIFICATION AND APPROVAL TO RECEIVE PURCHASE OF CARE (POC) FUNDS (FORMS) FILE.

Completed forms submitted by each school system requesting purchase of care funding for the Before/After School and Summer Child Care Program. Information includes adult to child ratio, descriptions of outdoor play areas, descriptions of indoor and outdoor learning activities available to students, superintendent's signature, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 35727. CORRESPONDENCE FILE.

Correspondence received from various local education agencies requesting information concerning the Before/After School and Summer Child Care Program.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
COMMUNITY SCHOOLS SECTION
BUSINESS PARTNERSHIPS PROGRAM**

ITEM 35730. CORRESPONDENCE FILE.

Correspondence received from various local education agencies requesting information concerning the Business Partnerships Program.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
COMMUNITY SCHOOLS SECTION
PARENTAL INVOLVEMENT PROGRAM**

ITEM 35733. CORRESPONDENCE FILE.

Correspondence received from various local education agencies requesting information concerning the Parental Involvement Program.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.