

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
GRAPHICS AND TECHNOLOGICAL SERVICES 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

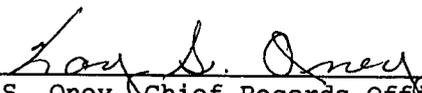
GRAPHICS AND TECHNOLOGICAL SERVICES SECTION

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.

GRAPHICS AND TECHNOLOGICAL SERVICES 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 This schedule is to remain in effect until superseded.

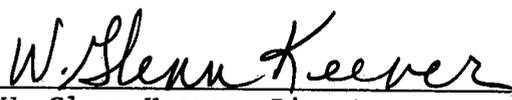
APPROVAL RECOMMENDED



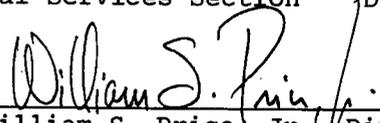
Kay S. Oney, Chief Records Officer
Department of Public Instruction



William D. Lovin, Chief Consultant
Graphics and Technological Services Section

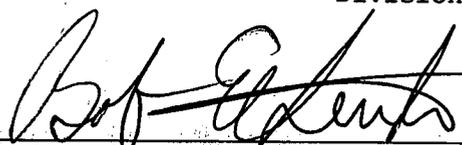


W. Glenn Keever, Director
Division of Communication Services

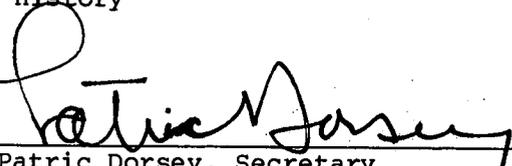


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Bob R. Etheridge, State Superintendent
Department of Public Instruction



Patric Dorsey, Secretary
Department of Cultural Resources

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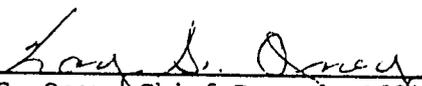
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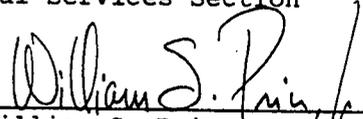
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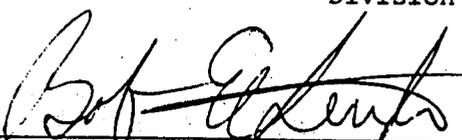


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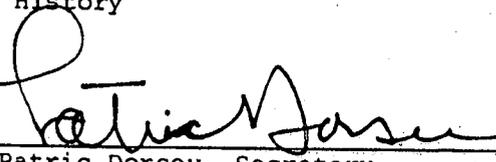


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

August 7, 1992

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 word "Item...") 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 are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel then will 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.

For information or assistance, call 919-733-3540.

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ITEM 3872. MEDIA PROGRAMS FILE.

Media programs produced by the section. File includes 16mm films, videotapes, sound/slide presentations, audiotapes, scripts, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 20356. ARTISTS' SAMPLES FILE.

Samples of art utilized by section artists.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 20358. INTERNAL BILLING FILE.

Reference copies of invoices for services provided by the section for the department and other state agencies. File also includes pre-batch printout reports that include names of clients, descriptions of services rendered, amounts charged for services rendered, and other related data.

Names of clients, descriptions of services rendered, billing dates, amounts charged to clients, invoice numbers, budget codes, and other related data are entered into Media Production Services Tracking System (Electronic) File (Item 33585) immediately upon receipt from clients.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20359. MASTER ARTWORK FILE.

Artwork produced by the section for the department and other state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 33585. MEDIA PRODUCTION SERVICES TRACKING SYSTEM (ELECTRONIC) FILE.

Machine readable records concerning billing of media production services for the department and other agencies. Billing dates, amounts charged to clients, names of clients, invoice numbers, budget codes, and other related data are entered into this electronic file. (Electronic file is maintained by State Information Processing Services.)

DISPOSITION INSTRUCTIONS: Download electronic data onto Disaster Backup Disks weekly and transfer disks to Internal Operations, Division of Management Information Services, Data Control Section for electronic transmission to State Information Processing Services.