DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
STATISTICAL RESEARCH AND DATA CENTER

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

STATISTICAL RESEARCH AND DATA CENTER

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

STATISTICAL RESEARCH AND DATA CENTER

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 This schedule is to remain in effect until superseded.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

M. Engin Konanc, Chief Consultant
Statistical Research and Data Center

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

November 29, 1993

HFH

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
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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.

HFH

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
STATISTICAL RESEARCH AND DATA CENTER
ADMINISTRATION

ITEM 981. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) REPORTS FILE.
Biennial reports (EEO-5) required by Equal Employment Opportunity Commission providing breakdowns of selected public school employees by race and sex for selected local education agencies (LEAs).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 20385. CORRESPONDENCE FILE.
Correspondence written and/or received by the office concerning the collection of data, distribution of data, data requests, school number assignments, duplicating orders, and other related subjects.

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 20386. FORMS HISTORY (MASTER) FILE.
Masterforms used by the center.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 35704. SUMMER SCHOOL PROGRAM (ELECTRONIC) FILE.
Machine readable records concerning funded personnel, instructional time and number of sites, and number of students enrolled and promoted in summer school. Electronic file includes names of local education agencies, unit numbers, names of summer school coordinators, number of funded personnel, number of students enrolled in the summer school program, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when administrative value ends.

ITEM 35705. SUMMER SCHOOL PROGRAMS (PRINTOUTS) FILE.
Computer printouts concerning funded personnel, instructional time and number of sites and number of students enrolled and promoted in summer school. Printouts include names of local education agencies, unit numbers, number of funded personnel, number of students enrolled in the summer school program, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
STATISTICAL RESEARCH AND DATA CENTER
FINANCIAL DATA UNIT

ITEM 20395. PUBLIC SCHOOLS ANNUAL FINANCIAL REPORTS FORMS FILE.
Annual financial reports forms concerning each local education agency within the state. Forms include local education agency identification numbers; budget codes; local, state, and federal revenue and expenditure amounts; and other related data. Local education agencies identification numbers, budget codes, revenue and expenditure amounts, and other related data are entered into Financial Database (Electronic) File (Item 35690) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35690. FINANCIAL DATABASE (ELECTRONIC) FILE.
Machine readable records concerning annual financial reports for local education agencies (LEAs). Electronic file includes LEA identification numbers; budget codes; local, state, and federal revenue source and expenditure amounts; and other related data. (File is maintained by the Division of Management Information Services.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 35691. FINANCIAL REPORTS (PRINTOUTS) FILE.
Computer printouts concerning local education agencies' sources of revenues and expenditures. Printouts include names of local education agencies, amounts of revenues, amounts of expenditures, budget and program codes, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
STATISTICAL RESEARCH AND DATA CENTER
PUPIL ACCOUNTING UNIT

ITEM 20396. PRINCIPALS' MONTHLY REPORT FORMS FILE.

Completed monthly report forms received from principals, exempt from Uniform Education Reporting System (UERS), concerning enrollment and withdrawal statistics of students attending public schools in North Carolina. Forms include names and addresses of schools, names of local education agencies, schools' identification numbers, number of students enrolled by grade, number of student withdrawals by grade, number of days in school month, and other related data. Schools' identification numbers, beginning and ending dates of school months, number of students attending school by grade, number of student withdrawals by grade, and other related information are entered into Pupil's Accounting Database (Electronic) File (Item 35702) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35699. PUPIL'S ACCOUNTING REPORTS (PRINTOUTS) FILE.

Computer printouts concerning monthly reporting of student enrollment and types of enrollment (average daily memberships and average daily attendance) by schools. Printouts include each school's identification number, number of students enrolled by grade, number of student withdrawals by grade, and other related data. (Some reports are arranged only by local education agency.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35702. PUPILS' ACCOUNTING DATABASE (ELECTRONIC) FILE.

Machine readable records concerning monthly reporting of student enrollment and withdrawals for each school within North Carolina. Electronic file includes student enrollment figures by grade, number of student withdrawals by grade, attendance figures by grade, and other related data. (Electronic file is maintained by the Division of Management Information Services.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 35978. LOCAL EDUCATION AGENCIES PUPIL ACCOUNTING BY RACE FINAL ENROLLMENT (PRINTOUTS) FILE.

Computer printouts concerning final enrollment data of students and arranged by grade and by race for each local education agency. Printouts include each local education agency's identification number and name. (Printouts are available from school years 1939-1964.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for the Archives. Microfilmed paper records will be returned to agency. Destroy in office microfilmed paper records when reference value ends.

ITEM 35979. LOCAL EDUCATION AGENCIES PUPIL ACCOUNTING AVERAGE DAILY ATTENDANCE BY RACE (PRINTOUTS) FILE.

Computer printouts concerning final average daily attendance of students and arranged by grade and by race for each local education agency. Printouts include each local education agency's identification number and name. (Printouts are available for school years 1939-1964.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for the Archives. Microfilmed paper records will be returned to agency. Destroy in office microfilmed paper records when reference value ends.

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
STATISTICAL RESEARCH AND DATA CENTER
PUPIL ACCOUNTING UNIT

ITEM 35980. LOCAL EDUCATION AGENCIES PUPIL ACCOUNTING AVERAGE DAILY MEMBERSHIPS BY RACE (PRINTOUTS) FILE.

Computer printouts concerning final average daily memberships of students and arranged by grade and by race for each local education agency. Printouts include each local education agency's identification number and name. (Printouts are available for school years 1939-1964.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for the Archives. Microfilmed paper records will be returned to agency. Destroy in office microfilmed paper records when reference value ends.

ITEM 36123. LOCAL EDUCATION AGENCIES PUPIL ACCOUNTING AVERAGE DAILY ATTENDANCE BY GRADE (PRINTOUTS) FILE.

Computer printouts concerning final average daily attendance of students and arranged by grade for each local education agency. Printouts include each local education agency's identification number and name. (Printouts are available for school years 1965-1975.)

DISPOSITION INSTRUCTIONS: Transfer 1 computer printout to the State Records Center immediately to be microfilmed for the Archives. Destroy microfilmed paper records after quality control procedures completed. Destroy in office remaining printouts when administrative value ends.

ITEM 36124. LOCAL EDUCATION AGENCIES PUPIL ACCOUNTING AVERAGE DAILY MEMBERSHIPS BY GRADE (PRINTOUTS) FILE.

Computer printouts concerning final average daily memberships of students and arranged by grade for each local education agency. Printouts include each local education agency's identification number and name. (Printouts are available for school years 1965-1975.)

DISPOSITION INSTRUCTIONS: Transfer 1 computer printout to the State Records Center immediately to be microfilmed for the Archives. Destroy microfilmed paper records after quality control procedures completed. Destroy in office remaining printouts when administrative value ends.

ITEM 36125. LOCAL EDUCATION AGENCIES PUPIL ACCOUNTING FINAL ENROLLMENT BY GRADE (PRINTOUTS) FILE.

Computer printouts concerning final enrollment data of students and arranged by grade for each local education agency. Printouts include each local education agency's identification number and name. (Printouts are available for school years 1965-1975.)

DISPOSITION INSTRUCTIONS: Transfer 1 computer printout to the State Records Center immediately to be microfilmed for the Archives. Destroy microfilmed paper records after quality control procedures completed. Destroy in office remaining printouts when administrative value ends.

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
STATISTICAL RESEARCH AND DATA CENTER
STATISTICAL ANALYSIS UNIT

ITEM 20389. SUPERINTENDENTS' SALARIES REPORTS FILE.

Reports produced annually concerning superintendents' salaries for each local education agency. Reports include annual base salaries, amounts of local salary supplements, total amounts of salaries for all superintendents, annual cost of 101% ruling, and other related data.

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 20397. SUMMER SCHOOL PROGRAM REPORTS FORMS (SS-400) FILE.

Forms completed by each local education agency concerning number of funded personnel, instructional time and number of sites, and enrollment and promotions of summer school programs. Forms include names of local education agencies, enrollment data for each course offered during the summer, number of staff members, hours of instruction each day, brief course descriptions, and other related data. Names of local education agencies, unit number, number of funded personnel, number or students enrolled in the summer school program, and other related data are entered into Summer School Program (Electronic) File (Item 35704) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 20399. LOCAL SALARY SUPPLEMENT FORMS (SS-300) FILE.

Completed forms received from superintendents identifying the amounts of locally paid money to the salary of a position over and above the state salary schedule. Forms include names of schools, names of contact persons, assignment classifications, number of positions, number of positions receiving funding supplement, minimum and maximum amounts of annual supplements, and total amounts of annual supplements. Names of schools, assignment classifications, number of positions receiving funding supplements, and other related data are entered into Local Salary Supplements Database (Electronic) File (Item 35692) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20402. PUPILS IN MEMBERSHIP BY RACE AND SEX FORMS (SS-100) FILE.

Completed forms concerning pupils enrolled in public schools throughout North Carolina by grade, ethnic origin, and sex. Forms include school identification numbers, names of schools, names of contact persons, telephone numbers, and numbers of males and females enrolled according to race. School identification numbers, names of schools, name of contact persons, numbers of males and females enrolled, and other related data are entered into Pupils in Membership by Race and Sex Database (Electronic) File (Item 35703) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20403. PUBLIC SCHOOL SYSTEM FULL-TIME PERSONNEL FORMS (SS-200) FILE.

Completed forms received from local education agencies concerning full-time personnel. Forms include school identification numbers, activity assignment classifications, names of local education agencies, names of contact persons, sources of funding and amounts, numbers of employed males and females by ethnic origin, superintendents' signatures, names of contact persons, and other related information. School identification numbers, sources of funding and amounts, names of contact persons, and other related data are entered into Public School System Full-Time Personnel Database (Electronic) File (Item 35700) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
STATISTICAL RESEARCH AND DATA CENTER
STATISTICAL ANALYSIS UNIT

ITEM 35466. NONPROMOTION REVISION REPORT FORMS (SS-123) FILE.

Completed forms submitted by each school concerning revisions of reported nonpromotions involving students by grade. Forms include school identification numbers, names of schools, numbers of nonpromoted students who attended summer programs, numbers of nonpromotions previously reported, and total number of revised nonpromotions. School identification numbers, names of schools, numbers of nonpromoted students who attended summer programs, and other related data are entered into Nonpromotions Database (Electronic) File (Item 35696) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 35692. LOCAL SALARY SUPPLEMENTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning amounts of locally paid money to the salaries of a position over and above the state salary schedule. Electronic file includes names of schools, names of contact persons, assignment classifications, number of positions receiving funding supplements, minimum and maximum amounts of annual supplements, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when administrative value ends.

ITEM 35693. LOCAL SALARY SUPPLEMENTS (PRINTOUTS) FILE.

Computer printouts concerning salary supplements for staff positions using local funds to supplement salaries over and above the state salary schedule. Printouts include names of schools, names of contact persons, amounts of annual supplements, assignment classifications, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 35694. LOCAL SALARY SUPPLEMENTS FOR N.C. LOCAL EDUCATION AGENCIES REPORTS FILE.

Reports published annually concerning salary supplements for each school system in North Carolina. Reports include number of teacher positions and average salary supplement amounts for teachers, principals, assistant principals, band directors, high school coaches, superintendent supervisors, assistant superintendents, and associate superintendents.

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 35696. NONPROMOTIONS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning nonpromotions of students. Electronic file includes school identification numbers, names of schools, telephone numbers, number of students reported annually for nonpromotions, revised number of nonpromotions, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when administrative value ends.

ITEM 35697. NONPROMOTIONS REPORTS (PRINTOUTS) FILE.

Computer printouts concerning nonpromoted students. Printouts include names of schools, school identification numbers, number of nonpromoted students who attended summer programs, number of revised nonpromotions, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
STATISTICAL RESEARCH AND DATA CENTER
STATISTICAL ANALYSIS UNIT

ITEM 35700. PUBLIC SCHOOL SYSTEM FULL-TIME PERSONNEL DATABASE (ELECTRONIC) FILE.

Machine readable records concerning full-time personnel hired in each local education agency throughout North Carolina. Electronic file includes activity assignment classifications, sources of funding, numbers of males and females hired by each school according to ethnic origin and sex, names of contact persons at each school, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when administrative value ends.

ITEM 35701. PUBLIC SCHOOL SYSTEM FULL-TIME PERSONNEL (PRINTOUTS) FILE.

Computer printouts concerning public school system full-time employees. Printouts include school identification numbers, names of schools, names of contact persons, activity assignment classifications, sources of funding, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 35703. PUPILS IN MEMBERSHIP BY RACE AND SEX DATABASE (ELECTRONIC) FILE.

Machine readable records concerning pupils enrolled in public schools throughout North Carolina by grade, ethnic origin, and sex. Electronic file includes school identification numbers, names of school contact persons, number of males and females enrolled, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when administrative value ends.

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
DIVISION OF COMMUNICATION SERVICES
STATISTICAL RESEARCH AND DATA CENTER
SURVEY ANALYSIS UNIT

ITEM 980. N.C. HIGH SCHOOL GRADUATE SURVEY REPORTS FILE.

Reports concerning the annual N.C. High School Graduate Survey. Survey includes Intentions of Diploma Recipients (Section I), Reconciliations (Section II), and List of Diploma Recipients (Section III) compiled by local education agencies. File includes index used to identify local education agencies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 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 20400. PROFESSIONAL PERSONNEL ACTIVITIES REPORTS (FORMS) FILE.

Forms submitted by public schools exempt from the Uniform Education Reporting System (UERS) requirements. Forms include local education agencies' identification numbers, school identification numbers, teachers' names and course schedules, social security numbers, sources of funds codes, and other related information. Local education agencies' identification numbers, names of teachers, social security numbers, sources of funds codes, and other related data are entered into Student Activity Reports (SAR) Database (Electronic) File (Item 35695) immediately upon receipt and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35695. STUDENT ACTIVITY REPORTS (SAR) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning student activity reports for any local education agency professional with student contact. Electronic file includes local education agencies' identification numbers, school identification numbers, teachers' names and social security numbers, course schedules, sources of funds codes, and other related data. (File is maintained by the Division of Information Resource Management.)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.