

DEPARTMENT OF PUBLIC INSTRUCTION
STATE SUPERINTENDENT
FINANCIAL AND BUSINESS SERVICES
SCHOOL BUSINESS DIVISION
SCHOOL FINANCIAL REPORTING

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.

The Department of Public Instruction and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Public Instruction agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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

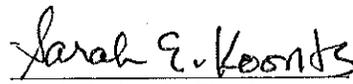
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

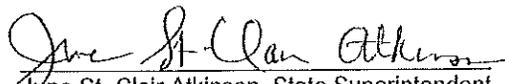


Alexis Schauss, Director
School Business Division

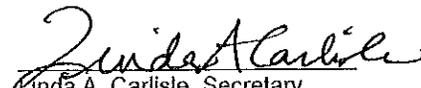


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



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



Linda A. Carlisle, Secretary
Department of Cultural Resources

November 30, 2012

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ITEM 980. N.C. HIGH SCHOOL GRADUATE REPORTS (ELECTRONIC) FILE.

Electronic reports concerning annual N.C. High School Graduates prepared by the department. Reports consist of the List of N.C. High School Graduates and N.C. High School Graduate Intentions. File also includes the User Data Element document used to interpret the reports. Reports are generated from the department's NCWISE database.

DISPOSITION INSTRUCTIONS: Transfer annually to the State Records Center upon certification by the State Board of Education for the immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer.