

DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN

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 all the public records of the

DIVISION FOR EXCEPTIONAL CHILDREN

are listed herein and that they 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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

DIVISION FOR EXCEPTIONAL CHILDREN

agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



William W. Peek, Chief Records Officer
Department of Public Instruction



E. Lowell Harris, Director
Division for Exceptional Children

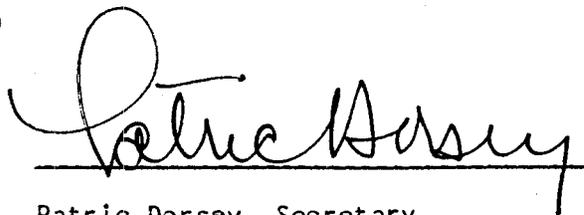


William S. Price, Jr., Director
Division of Archives and History

APPROVED



A. Craig Phillips, State Superintendent
Department of Public Instruction



Patric Dorsey, Secretary
Department of Cultural Resources

July 17, 1987

**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.**

JH

**DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
ASSISTANT DIRECTOR'S OFFICE/FEDERAL AND ADMINISTRATIVE SERVICES
TITLE VI-B**

ITEM 3818. HEADCOUNT FILE.

Original and printout copies of headcount reports submitted to division by each local education agency (LEA). Information includes numbers of exceptional children by handicap and condition receiving services, children identified but not receiving services, and children suspected of needing services. (File is basis of funding for federal Title VI-B programs.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center original copies of reports (source documents) after 8 years. 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 computer printouts when administrative value ends.

**DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
ASSISTANT DIRECTOR'S OFFICE/PROGRAM DEVELOPMENT SERVICES
EMOTIONALLY HANDICAPPED PROGRAMS**

ITEM 20335. UNIT VOCATIONAL EDUCATION FILE.

Reference copies of data concerning the vocational education of the emotionally handicapped.
File includes correspondence, program reports, publications, workshop and conference materials, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 3 year(s).

**DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
ASSISTANT DIRECTOR'S OFFICE/PROGRAM DEVELOPMENT SERVICES
GIFTED AND TALENTED PROGRAMS**

ITEM 20342. UNIT CORRESPONDENCE AND REFERENCE FILE.

Official copies of unit correspondence and reference data concerning the education of gifted and talented students. File concerns legislation, child development centers, conferences, staff development, accreditation, and other subjects. File includes correspondence, routine reports, regulations and guidelines, program descriptions, legislation, evaluations, publications, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20343. ADMINISTRATIVE UNITS FILE.

Official copies of data concerning divisional dealings with each local education agency (LEA) in regard to the education of gifted and talented children. File includes correspondence, memorandums, routine reports, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
ASSISTANT DIRECTOR'S OFFICE/PROGRAM DEVELOPMENT SERVICES
LEARNING DISABILITY PROGRAMS**

ITEM 1460. LOCAL EDUCATION AGENCY (LEA) CORRESPONDENCE FILE.

Official copies of data concerning the administration of learning disability programs in each LEA. File includes correspondence, reports, budgetary data, program descriptions, and other related information.

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.

**DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
ASSISTANT DIRECTOR'S OFFICE/PROGRAM DEVELOPMENT SERVICES
MENTALLY/PHYSICALLY HANDICAPPED PROGRAMS**

ITEM 3827. DEAF/BLIND EDUCATIONAL CENTERS CORRESPONDENCE FILE.

Official copies of divisional correspondence with educational centers for deaf/blind children and youths. File concerns educational programs, budgets, and other matters relating to education of deaf/blind children and youths. File includes reports of educational activities of each center.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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 20321. UNIT CORRESPONDENCE FILE.

Official copies of correspondence between unit and local education agency (LEA) personnel concerning the education of mentally/physically handicapped children.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20323. DEAF/BLIND CHILDREN AND YOUTHS (ACTIVE) FILE.

Official copies of data verifying individual children and youths as being deaf and blind and therefore eligible for deaf/blind educational programs. File includes completed certification forms and related medical data for each child or youth. (File is considered confidential in accordance with Public Law 94-142.)

DISPOSITION INSTRUCTIONS: Transfer to Deaf/Blind Children and Youths (Inactive) File when child or youth reaches age of 21.

ITEM 20324. DEAF/BLIND CHILDREN AND YOUTHS (INACTIVE) FILE.

Official copies of data concerning children and youths formerly enrolled in programs for the deaf/blind. (File is considered confidential in accordance with Public Law 94-142.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 20326. MENTALLY/PHYSICALLY HANDICAPPED TESTING FILE.

Reference copies of tests used to determine degrees of mental and physical handicaps; utilized in workshops for staff development of LEA personnel.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete but within 10 years.

ITEM 20327. SPECIAL STUDY INSTITUTES FOR MENTALLY/PHYSICALLY HANDICAPPED FILE.

Reference copies of data concerning special study institutes conducted by section for staff development of local education agency (LEA) personnel. File includes correspondence, certification of credits, participant listings, programs, handout materials, agendas, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative and reference values end but within 6 years.

ITEM 20328. SPEECH IMPROVEMENT REFERENCE FILE.

Reference copies of data concerning speech improvement and other related subjects. File includes working papers, publications, and reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 15 year(s).

**DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
ASSISTANT DIRECTOR'S OFFICE
FEDERAL AND ADMINISTRATIVE SERVICES**

ITEM 3833. DIVISIONAL STATISTICS FILE.

Official copies of statistical data concerning exceptional children. (Data is compiled by division in response to specific requests from General Assembly and state agencies.)

DISPOSITION INSTRUCTIONS: Break file into 5-year segments. Transfer each segment to the State Records Center after 1 additional year. 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
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
ASSISTANT DIRECTOR'S OFFICE
POLICY, PERSONNEL DEVELOPMENT AND REGIONAL SERVICES**

ITEM 3538. STATE HEARING REVIEW CASES FILE.

Official copies of data concerning appeals cases dealing with the public education of children with special education needs. File includes transcripts of hearings, exhibits, and decisions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after case is closed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 20346. CORRESPONDENCE FILE.

Official copies of data concerning section dealings with each local education agency (LEA) in each region of the state. File includes contact reports, correspondence, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 20351. LOCAL EDUCATION AGENCY (LEA) MONITORING FILE.

Official copies of data concerning the section monitoring of LEAs for compliance with federal and state regulations and guidelines for the education of exceptional children. File includes correspondence regarding each consultant's visit, reports of findings, assignments and schedules, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20352. RIGHT TO EDUCATION (PERSON) FILE.

Official copies of inquiries and complaints received from individuals concerning children with special education needs. File includes information sheets and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 5 year(s).

ITEM 20353. RIGHT TO EDUCATION (LOCAL EDUCATION AGENCY) FILE.

Official copies of data concerning cross-referenced listings of individuals residing in each local education agency who make inquiries and complaints concerning the education of children with special education needs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 5 year(s).

ITEM 20354. SURROGATE PARENTS FILE.

Official copies of data concerning surrogate parents for exceptional children. File includes correspondence, registry of volunteers, workshop presentations, and other related data. (As mandated by federal law, exceptional children without an available parent or legal guardian must be represented in legal matters by a surrogate parent.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative and legal values end.

ITEM 20355. HEARING OFFICERS' TRAINING FILE.

Official copies of data concerning the divisional training of hearing officers appointed at the local education agency (LEA) level to hear cases concerning public school programs for children with special education needs. File includes publications, lists of current hearing officers, and training materials.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete but within 3 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
ASSISTANT DIRECTOR'S OFFICE
PROGRAM DEVELOPMENT SERVICES**

ITEM 1459. EXCEPTIONAL CHILDREN PROGRAM DEVELOPMENT FILE.

Official copies of data concerning divisional development of programs for the education of exceptional children. File includes correspondence, grant proposals, program reviews, reports, guidelines and directives, publications, budgets, and other related data. (Separated by category of exceptionality.)

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 20308. SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS) VISITATION FILE.

Official copies of data concerning staff participation on SACS committees visiting each local education agency (LEA) in order to evaluate the LEA's services for exceptional children. File includes correspondence, self-study reports, schedules, maps, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20309. AMERICAN SPEECH AND HEARING ASSOCIATION (ASHA) FILE.

Official copies of data concerning the Assistant Director's dealings with ASHA, a national scientific and professional society concerned with human communication behavior and disorders. File includes reports, correspondence, program descriptions, publications, and other

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
DIRECTOR'S OFFICE**

ITEM 1428. INTERAGENCY SERVICES SECTION FILE.

Official copies of data concerning the administration of Interagency Services Section. File concerns parent education, developmental day centers, competency testing, the inquiry and grievance system, and other subjects. File includes correspondence, routine reports, and memorandums.

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 1429. PERSONNEL DEVELOPMENT AND REGIONAL SERVICES SECTION FILE.

Official copies of data concerning the administration of Personnel Development and Regional Services Section/Regional Education Centers. File includes correspondence, memorandums, routine reports, newsletters, and other related data.

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 1430. PROGRAM DEVELOPMENT SERVICES SECTION FILE.

Official copies of data concerning the administration of Program Development. File includes correspondence, memorandums, routine reports, and other related data.

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 1435. HOSPITALS AND INSTITUTIONS CORRESPONDENCE FILE.

Official copies of divisional correspondence with state and private hospitals and institutions concerning the education of exceptional children by those hospitals and institutions. File includes program descriptions, reports, budgetary information, guidelines and procedures, and other related data.

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 1442. PROGRAM AND STANDARDS REPORTS FILE.

Official copies of reports concerning divisional program and standards reviews of state and federally-funded programs for the education of exceptional children. (Reports determine compliance of local education agencies with state and federal regulations.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after inspection cycle is completed and reference 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 1443. PROGRAM AND STANDARDS REVIEW WORKING FILE.

Official copies of data concerning the compilation of program and standards reports. File includes student record inspection forms, preliminary reports, travel information, local education agency (LEA) policies and procedures, and federal project descriptions. (File includes names of exceptional children and is therefore confidential in accordance with Public Law 94-142.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION FOR EXCEPTIONAL CHILDREN
DIRECTOR'S OFFICE**

ITEM 1456. GOVERNOR'S SCHOOL ATTENDANCE FILE.

Official copies of listings concerning students from different school units attending each session of the Governor's School of North Carolina.

DISPOSITION INSTRUCTIONS: Transfer in 2-year segments to the State Records Center to be microfilmed for permanent preservation. The State Records Center will send copy of film to agency and will destroy originals after microfilming.

ITEM 19394. GOVERNOR'S SCHOOL NOMINATION FILE.

Official copies of data concerning nominations (applications) to attend the Governor's School of North Carolina. Each nomination includes student's name, address, achievement/aptitude test scores, grade point average, evaluation sheet, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.