

DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES
DIVISION OF INDIAN EDUCATION

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

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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

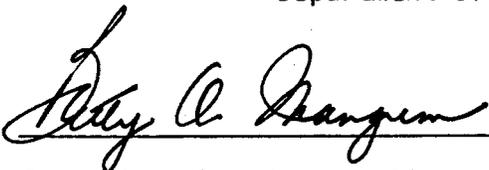
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agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

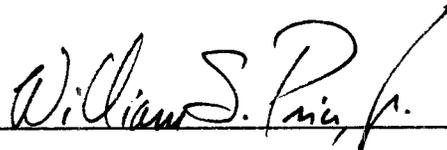
APPROVAL RECOMMENDED



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



Betty Oxendine Mangum, Director
Division of Indian Education

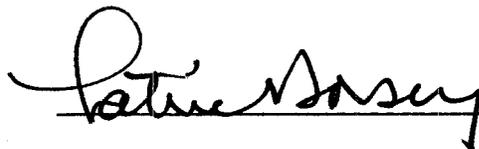


William S. Price, Jr., Director
Division of Archives and History

APPROVED



A. Craig Phillips, Superintendent
Department of Public Instruction



Patrice Dorsey, Secretary
Department of Cultural Resources

May 8, 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 of Indian Education

Item 1469. TITLE IV CORRESPONDENCE FILE. Official copies of divisional correspondence with the U.S. Office of Indian Education concerning the divisional administration of federal Title IV programs for Indian education. File also includes reports, publications, and other related data.

DISPOSITION INSTRUCTIONS: Break file into 2-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.

Item 3803. DIRECTOR'S CORRESPONDENCE FILE. Official copies of correspondence between Division of Indian Education and the Department of Public Education, other agencies, each local education agency (LEA), and the public. (Correspondence concerns Indian educational programs throughout the state.)

DISPOSITION INSTRUCTIONS: Break file into 2-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.

Item 3804. TRIBAL INFORMATION FILE. Official copies of data concerning Indian tribal centers in North Carolina. File concerns Lumbee Regional Development Asssociation; Metrolina Native American Association, Inc.; N.C. Consortium on Indian Education; N.C. Indian Commission; and Waccamaw-Siouan Development Association. File includes reports and publications.

DISPOSITION INSTRUCTIONS: Break file into 2-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.

Item 19978. LOCAL EDUCATION AGENCY (LEA) FILE. Official copies of divisional correspondence with local education agencies (LEAs) concerning Indian education. File also may include Title IV reports and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.