

DEPARTMENT OF PUBLIC INSTRUCTION
SUPPORT SERVICES AREA
DIVISION OF SUPPORT PROGRAMS

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

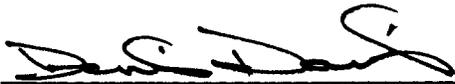
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agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

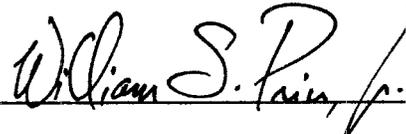
APPROVAL RECOMMENDED



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

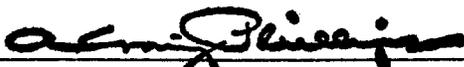


Dennis Davis, Director
Division of Support Programs



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

May 4, 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

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Item 1422. NATIONAL DEFENSE STUDENT LOAN PROJECT FILE. Official copies of data concerning administration of federally-funded National Defense Student Loan projects. File includes correspondence, statistical reports, listings of eligible and ineligible LEAs, "Federal Register," and other related data.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment after 1 additional year to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 1424. INDOCHINESE REFUGEE PROJECT FILE. Official copies of data concerning programs for the education of Indochinese refugee children. File includes approval notifications, memorandums to LEAs regarding expenditures, applications for grants, certifications, program descriptions, and other related data.

DISPOSITION INSTRUCTIONS: Break file into 3-year segments. Transfer each segment after 1 additional year to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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Compensatory Education Section

Item 1415. LOCAL EDUCATION AGENCY (LEA) CORRESPONDENCE FILE. Sectional correspondence with each local education agency (LEA) and regional office concerning educational programs for educationally-deprived children. File includes minutes of meetings, regulations and guidelines, project descriptions, and other related data.

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 1416. STATE GOVERNMENT FILE. Official copies of data concerning sectional dealings with other sections, divisions, and agencies within state government. File concerns programs, staff development, meetings, publications, regional office operations, competency testing, and other subjects. File includes correspondence, memorandums, minutes of meetings, conference materials, reports, and other related data.

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 1417. U.S. OFFICE OF EDUCATION (USOE) FILE. Official copies of data concerning sectional dealings with USOE concerning federally-funded educational programs for educationally-deprived children. File concerns grant awards, legislation, specific programs, conferences, audits, and other subjects. File includes correspondence, records of allocations, monitoring reports, studies, position statements, program descriptions, and other related data.

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.

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Item 1418. SECTION HISTORICAL FILE. Official copies of data concerning the history of the Compensatory Education Section, which was formed in 1965. File includes audit reports, terminated program descriptions, management studies, legislation, correspondence, budget reports, census data, and other related information.

DISPOSITION INSTRUCTIONS: Break file into 10-year segments. Transfer each segment to the State Records Center after 2 additional years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 1419. NUMBERED MEMORANDUMS NOTEBOOK FILE. Master copies of numbered memorandums sent by division to LEAs and sectional staff. (Memorandums concern sectional administration of compensatory education programs.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after file 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 1421. LEA PROJECT FILE. Official copies of data concerning sectional projects for the education of educationally-deprived children in each local education agency (LEA). File includes project proposals, applications, budget amendments, monitoring reports, correspondence, and other related data.

DISPOSITION INSTRUCTIONS: Break file into 3-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 19953. AUDIT REPORT FILE. Official copies of state audit reports of local education agency (LEA) compensatory education project expenditures. File includes sectional acknowledgement of receipt of audit report, as well as data relating to any exceptions to LEA projects.

DISPOSITION INSTRUCTIONS: Transfer to appropriate portion of LEA Project File after 1 year.

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Item 19954. EVALUATION REPORT FILE. Official copies of completed project evaluation reports for the Compensatory Education Section, which provide educational services for educationally-deprived children. File also includes related correspondence.

DISPOSITION INSTRUCTIONS: Transfer to appropriate portion of LEA Project File after 1 year.

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Dropout Prevention Section

Item 3855. STATE PLANS FILE. Official copies of data concerning dropout prevention projects in each local education agency (LEA). File includes or concerns the project, checksheets, correspondence, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when released from all audits. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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Migrant Education Section

Item 1470. SECTION CORRESPONDENCE FILE. Official copies of data concerning the organization and daily operation of the Migrant Education Section. File specifically concerns programs, funding, personnel, audits, equipment, insurance, meetings, travel, and other related matters. File includes correspondence, memorandums, 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 1471. ANNUAL EVALUATION REPORT FILE. Official copies of statistical data contained in the published sectional annual evaluation report of migrant education projects. File includes reports, working papers, and master copy of each report.

DISPOSITION INSTRUCTIONS: Transfer to appropriate portion of Regular School Term Migrant Education Project File after 1 year.

Item 1472. REGULAR SCHOOL TERM MIGRANT EDUCATION PROJECTS FILE. Official copies of data concerning federally-funded educational projects for the children of migrants in the state during regular school term. File includes correspondence, memorandums, program evaluation reports, budgetary information, application forms, and other related data.

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 1473. SUMMER MIGRANT EDUCATION PROJECTS FILE. Official copies of data concerning federally-funded educational projects for the children of summer migrants. File includes correspondence, monitoring reports, program evaluation reports, memorandums, information, application forms, and other related data.

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 19244. AUDIT REPORTS FILE. Official copies of completed divisional audits by federal government. (File is considered confidential by federal government.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.