

DEPARTMENT OF ADMINISTRATION
NORTH CAROLINA SCIENCE AND MATHEMATICS ALLIANCE

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

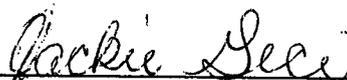
NORTH CAROLINA SCIENCE AND MATHEMATICS ALLIANCE

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

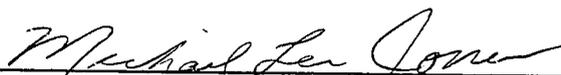
NORTH CAROLINA SCIENCE AND MATHEMATICS ALLIANCE

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 This schedule is to remain in effect until superseded.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



Jackie Geci, Chief Records Officer
Department of Administration



Michael L. Jones, Assistant Director
North Carolina Science and Mathematics Alliance



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Katie G. Dorsett, Secretary
Department of Administration 1-11-99



Betty Ray McCain, Secretary
Department of Cultural Resources

**DEPARTMENT OF ADMINISTRATION
NORTH CAROLINA SCIENCE AND MATHEMATICS ALLIANCE**

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

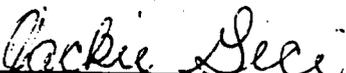
NORTH CAROLINA SCIENCE AND MATHEMATICS ALLIANCE

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

NORTH CAROLINA SCIENCE AND MATHEMATICS ALLIANCE

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



Jackie Geci, Chief Records Officer
Department of Administration

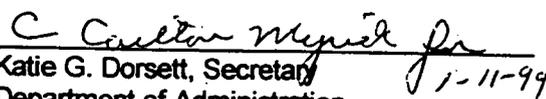


Michael L. Jones, Assistant Director
North Carolina Science and Mathematics Alliance

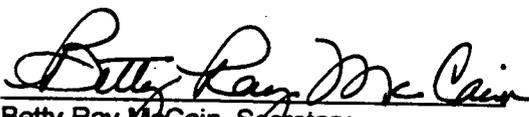


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Katie G. Dorsett, Secretary
Department of Administration



Betty Ray McCain, Secretary
Department of Cultural Resources

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.

December 15, 1998

KLS

**DEPARTMENT OF ADMINISTRATION
NORTH CAROLINA SCIENCE AND MATHEMATICS ALLIANCE**

ITEM 41925. ALLIANCE PARTNERSHIP FILE.

Records concerning activities related to the Alliance Regional Partnership located throughout North Carolina. File includes reports, programs information, meetings, expenditures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 41928. EDUCATIONAL REACH FOR TECHNOLOGICAL LITERACY (ERTL) FEDERAL GRANTS FILE.

Records concerning the federal grants program for the ERTL. File includes administrative documents, reports, correspondence, budget documents, and other related records.

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 41931. MINUTES FILE.

Official minutes of meeting of the North Carolina Science and Mathematics Alliance. (This is an essential record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records microfilmed.

ITEM 41932. NATIONAL SCIENCE FOUNDATION GRANT FILE.

Records concerning the operation and function of National Science Foundation Statewide Systemic Initiative grants program. File includes correspondence regarding grant proposals and programs, guidelines, policies and procedures, financial reports, proposal applications, and other related records.

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 41935. SCHOOL TECHNICAL PROJECT FILE.

Records concerning the administrative functions of the school technical project. File includes project descriptions, project reports, names of participants, support personnel, and other related records. (This is a pilot technology project.)

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.