

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC 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 the records of the

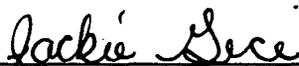
**DIVISION OF NON-PUBLIC EDUCATION**

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

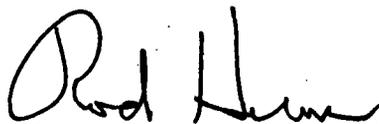
**DIVISION OF NON-PUBLIC EDUCATION**

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 This schedule is to remain in effect until superseded.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



Rod W. Helder, Director  
Division of Non-Public Education



Jeffrey D. Crow, Director  
Division of Archives and History

**APPROVED**



Katie G. Dorsett, Secretary  
Department of Administration



Betty Ray McCain, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

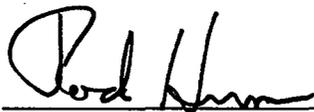
DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
HOME SCHOOLS UNIT

Amend the program records retention and disposition schedule approved September 29, 2000 and amended approved January 31, 2005 and July 22, 2005 by amending items 36333, 36335, 36338 and 37797 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Brenda LaPorte, Chief Records Officer  
Department of Administration



Rod Helder, Director  
Division of Non-Public Education



David Brook, Director  
Division of Historical Resources

APPROVED



Britt Cobb, Secretary  
Department of Administration



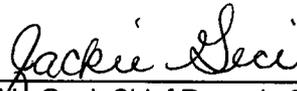
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

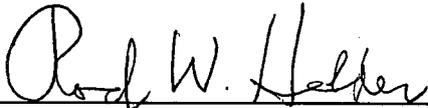
DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
HOME SCHOOLS UNIT

Amend the records retention and disposition schedule approved September 29, 2000 by changing the disposition instructions for Items 36333 as shown on substitute pages dated July 22, 2005.

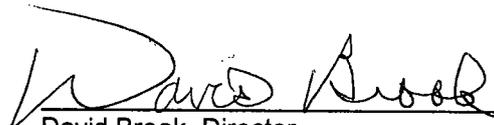
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer  
Department of Administration

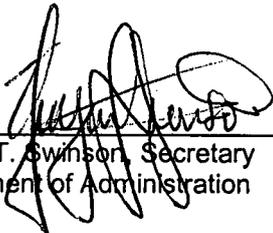


Rod W. Helder, Director  
Division of Non-Public Education

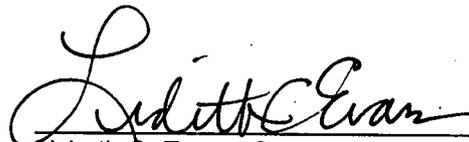


David Brook, Director  
Division of Historical Resources

APPROVED



Gwynn T. Swinson, Secretary  
Department of Administration



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

July 22, 2005

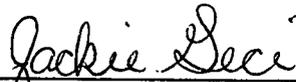
JCG

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

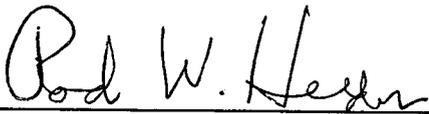
DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
HOME SCHOOLS UNIT

Amend the records retention and disposition schedule approved September 29, 2000 by changing the disposition instructions for Items 36335 and 36338 as shown on substitute pages dated January 31, 2005.

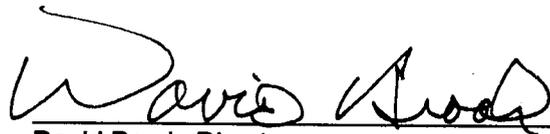
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer  
Department of Administration

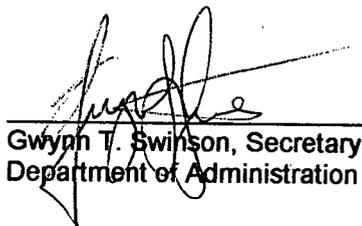


Rod W. Helder, Director  
Division of Non-Public Education



David Brook, Director  
Division of Historical Resources

APPROVED



Gwynn T. Swinson, Secretary  
Department of Administration



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION

Records Retention and Disposition Schedule

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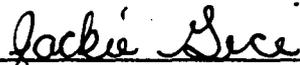
DIVISION OF NON-PUBLIC EDUCATION

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

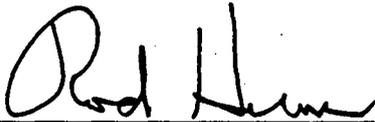
DIVISION OF NON-PUBLIC EDUCATION

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



Rod W. Helder, Director  
Division of Non-Public Education



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.

September 29, 2000

KLS

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
ADMINISTRATIVE UNIT**

**ITEM 36257. AGENDAS FILE.**

Agendas used for division staff meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36259. ANNUAL MAILINGS FILE.**

Masters for items included in the annual fall mailing to all schools. Masters include memorandums, correspondence, reminders, and other related records from the division regarding the fall mailing. File also includes annual report forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36262. AUDIO TAPES FILE.**

Reference copies of audio tapes containing speeches, discussions, broadcasts, and other related recordings regarding issues related to topics of non-public education. (Tapes are received from other agencies or from the private sector.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36272. CORRESPONDENCE AND MEMORANDUMS (OFFICE ADMINISTRATION) FILE.**

Correspondence and memorandums created and received in the office concerning requests for information, questions regarding division policies or procedures, and issues/concerns pertaining to the non-public school community.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 36273. GOVERNOR'S ADVISORY COMMITTEE ON NON-PUBLIC EDUCATION MINUTES FILE.**

Records concerning the Governor's Advisory Committee on Non-Public Education. File includes minutes, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center when administrative 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 36275. GRAPHICS AND DESIGN FILE.**

Records used to prepare and design publications. File includes art clippings, design ideas for future publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 36276. HARDWARE SELECTION FILE.**

Reference copies of records concerning selection of computer equipment. File includes literature from vendors, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36280. LAWS (GENERAL STATUTES) FILE.**

Reference copies of the General Statutes of State of North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 36282. LEGISLATIVE ANALYSES FILE.**

Analyses concerning bills introduced in the North Carolina General Assembly concerning education.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
ADMINISTRATIVE UNIT**

**ITEM 36283. LEGISLATIVE BILLS (REFERENCE) FILE.**

Reference copies of bills introduced in the North Carolina General Assembly.  
DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 36284. LEGISLATIVE BULLETINS FILE.**

Reference copies of the Daily Bulletin--Actions By The North Carolina General Assembly published by the UNC Institute of Government.  
DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 36285. LETTER MASTERS FILE.**

Letters used to answer requests for information, complaints, or questions. File also includes letters relating to the process of acknowledging receipt of notice of intents, inspections and monitoring of schools, termination of schools, and other school monitoring-related matters.  
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 36291. MANAGEMENT STUDIES FILE.**

Management studies conducted by division administrators concerning the improvement of the division's operating efficiency.  
DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 36293. MANUSCRIPTS (MASTERS) FILE.**

Manuscripts for publication produced by the division.  
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 36294. MAPS FILE.**

Reference copies of maps of the State of North Carolina, other states, and North Carolina counties and cities which are used by office staff in travel.  
DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 36299. ORGANIZATION CHARTS FILE.**

Charts indicating administrative lines of responsibility.  
DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when 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 36317. COMPUTER PROGRAM DESIGN SPECIFICATION FILE.**

Guidelines used to design the division's computer program to generate statistical results based on input data keyed into the division's database.  
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 36325. VIDEO TAPES FILE.**

Video tapes relating to non-public education information and issues received from other agencies or from private sources. Video taped subjects include conventions, workshop speakers, panel discussions, and other related subjects.  
DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
ADMINISTRATIVE UNIT**

**ITEM 36326. ADMINISTRATIVE (ELECTRONIC) FILE.**

Electronic records concerning the administration and management of the office. Electronic files on hard drives and magnetic disks include correspondence, mailing lists, reports, brochures, publications, form letters, and other related records. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update monthly. Erase/destroy in office backup records when reference value ends. Destroy in office remaining records when administrative value ends.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
CONVENTIONAL SCHOOL UNIT**

**ITEM 36327. CLOSED CONVENTIONAL SCHOOLS FILE.**

Records concerning conventional school closings. File includes initial notice of intent, correspondence or notes received from or sent to schools, school brochures, school termination notices, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when 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 36328. CONVENTIONAL SCHOOL INSPECTION RECORDS FILE.**

Records concerning inspections of non-public schools that enroll students usually from three or more families/households. File includes listing of the names and addresses of schools, school telephone numbers, names of owners and chief administrators, numbers of professional staff members, and enrollment information by grade levels and sex. File also includes check list of the various private conventional school statutory requirements, dates of inspection visits by division representative, directions to schools, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 36329. CONVENTIONAL SCHOOL STUDENT TEST SCORES FILE.**

Nationally standardized test results voluntarily submitted by conventional schools when requested by the division. File includes the names of schools involved and test scores for individual students by name. File also includes test score results for all schools that participated in the N.C. Annual Testing Program. (All originals are kept by schools.) (Comply with applicable provisions of G.S. 115(c)-174.13 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36330. N.C. DIRECTORY OF NON-PUBLIC SCHOOLS FILE.**

Directory published annually listing all legal conventional non-public elementary and high schools in North Carolina. Directory lists by county the names and addresses of schools, telephone numbers, enrollment data, and other related information.

DISPOSITION INSTRUCTIONS: Transfer 10 or more (as required) of each publication to the State Documents Clearinghouse, State Library of North Carolina, when received from printer, in accordance with G.S. 125-11.8(b). Destroy in office remaining copies and related records when reference value ends.

**ITEM 36331. MASTERS FOR CONVENTIONAL SCHOOL INFORMATION PACKET FILE.**

Masters used in producing information packets for individuals planning to establish a conventional school. Packet includes Notices of Intent to Operate a School in North Carolina forms, reference copies of lists of current high school graduation requirements for public schools, reference copies of freshman admission requirements to the UNC system, reference copies of compulsory attendance regulations from the State Board of Education, reference copies of non-public school General Statutes and requirements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
CONVENTIONAL SCHOOL UNIT**

**ITEM 36332. NON-PUBLIC SCHOOL ANNUAL REPORTS FILE.**

Reports voluntarily submitted by conventional schools when requested by the division. Reports include school names and addresses, school telephone numbers, names of owners and chief administrators of schools, types of schools, enrollment information by grade levels and sex, number of professional staff, directions to schools, answers to questions designed to determine whether the statutory requirements for conventional schools are being met, signatures of chief administrators, and dates when reports were submitted to the division.

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 38547. OPEN CONVENTIONAL SCHOOLS FILE.**

Records concerning conventional schools currently operating in North Carolina. File includes initial notices of intent, correspondence (or notes) received from or sent to schools, school brochures, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Closed Conventional Schools File (Item 36327) immediately after receiving school termination notice.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
HOME SCHOOLS UNIT**

**ITEM 36333. CLOSED HOME SCHOOLS FILE.**

Records concerning closed home schools. File includes initial notice of intent to operate, copies of correspondence (or notes) received from or sent to schools, school termination notices, and other related records. [Amended 08-02-07]

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after school is closed.

**ITEM 36334. HOME SCHOOL REPORTS FILE.**

Postal cards voluntarily submitted by home schools when requested by the division. Reports include names and addresses of schools, school telephone numbers, names of chief administrators, enrollment information by age and sex, answers to questions designed to determine whether the statutory requirements for home schools are being met, signatures of chief administrators, and dates when reports were submitted to the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36335. HOME SCHOOL ATTENDANCE RECORDS FILE.**

Reference copies of attendance records completed by home schools and voluntarily submitted when requested by the division. File includes information regarding location of each school, school names, students' names, dates on which academic instruction and educational activities were conducted, signatures of chief administrators, and dates when reports were submitted to the division. (Original records are maintained at the school.) [Amended 08-02-07]

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 36336. HOME SCHOOL INSPECTION RECORDS FILE.**

Home school inspection records completed by division representative during a school visit/conference meeting. File includes names and addresses of schools, school telephone numbers, names of chief administrators, enrollment information by age and sex, information indicating whether or not the school is a two-household school, number of providers, check list of the various home school statutory requirements, directions to schools, dates of inspection visits by division representatives, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36337. HOME SCHOOL STANDARDIZED TEST REPORTS FILE.**

Reports voluntarily completed by home schools' administrators and voluntarily submitted when requested by the division. Reports include names and addresses of schools, school telephone numbers, age and sex of each student, names and dates of tests administered, names and addresses of test administrators and scorers, information indicating whether or not the test manufacturers test time limitations and directions were strictly followed, questions relating to the testing location, dates indicating when reports were submitted, and signatures of the chief administrator.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36338. HOME SCHOOL STUDENT TEST SCORES FILE.**

Reference copies of nationally standardized test results voluntarily submitted by schools when requested by the division. File includes the names of schools involved and test scores for individual students by student names. (Original records are maintained at the school.) (Comply with applicable provisions of G.S.115(c)-174.13 regarding confidentiality of records.) [Amended 08-02-07]

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF NON-PUBLIC EDUCATION  
HOME SCHOOLS UNIT**

**ITEM 36339. MASTERS FOR HOME SCHOOL INFORMATION PACKET FILE.**

Masters used in producing information packets given to individuals planning to establish a home school. Packets include Notices of Intent to Operate a School in North Carolina forms, reference copies of policies and procedures used in the registering and monitoring of such schools, reference copies of legal requirements for operating a home school, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 37797. HOME SCHOOL INSPECTION BY MAIL PROGRAM FORMS FILE.**

Postal cards voluntarily submitted by home schools when requested by the division. Cards include names and addresses of schools, names and telephone numbers of chief administrators of each school, enrollment data, answers to questions designed to determine whether the statutory requirements for home schools are being met, signed agreements from schools indicating they will voluntarily mail attendance records and nationally standardized test results for enrolled student(s) to the division by June 30 each year, and other related records. [Amended 08-02-07]

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 38548. OPEN HOME SCHOOLS FILE.**

Records concerning home schools currently operating in North Carolina. File includes initial notices of intent to operate, copies of correspondence (or notes) received from or sent to schools, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Closed Home Schools File (Item 36333) immediately after receiving school termination notice.