

DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES

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

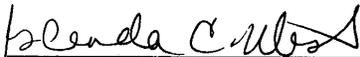
PROGRAM SERVICES

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

PROGRAM SERVICES

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 This schedule is to remain in effect until superseded.

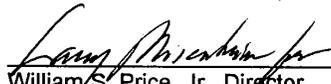
APPROVAL RECOMMENDED



Glenda C. West, Chief Records Officer
Department of Community Colleges



James G. Wingate, Vice President
Program Services



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

APPROVED



Robert W. Scott, President
Department of Community Colleges



Betty Ray McCain, Secretary
Department of Cultural Resources

December 3, 1993

DWM

DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES

Records Retention and Disposition Schedule

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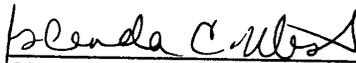
PROGRAM SERVICES

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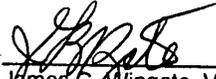
PROGRAM SERVICES

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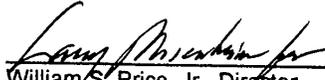
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Glenda C. West, Chief Records Officer
Department of Community Colleges

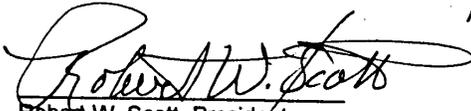


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December 3, 1993

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.

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**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
BASIC SKILLS
ADULT BASIC EDUCATION**

ITEM 622. ADULT BASIC EDUCATION (ABE) REPORTS FILE.

Reports listing results and financial statuses of ABE programs at community colleges, student enrollment totals, and other related information. Performance summaries, student enrollment figures, budget totals, and other related data are entered into Adult Basic Education (ABE) Reports Database (Electronic) File (Item 33670) and routinely updated.

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 3541. ADULT BASIC EDUCATION TASK FORCE FILE.

Records concerning the Adult Basic Education Task Force. File includes meeting minutes and agendas; guidelines for, and revisions to, the three-year plan (guidelines which the Task Force follows for a three-year period); 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 19831. COMPENSATORY EDUCATION PROGRAM OF STUDY FILE.

Records concerning compensatory education programs at community colleges. File includes coordinators' guides, policies and procedures, grant applications, reference copies of audit reports, program proposals, correspondence, 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 21481. SPECIAL PROJECTS FILE.

Records concerning adult education projects at community colleges. File includes project proposals, budget reports, correspondence, 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 21482. INSTITUTIONAL CORRESPONDENCE FILE.

Correspondence to and from various community colleges concerning budget-related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 21486. ADULT BASIC EDUCATION (ABE) REPORTS WORKING FILE.

Reports submitted by community colleges listing results and financial statuses of ABE programs, student enrollment totals, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after completion of final ABE report.

ITEM 21488. LITERACY FILE.

Records concerning literacy. File includes state plans, synopses of literacy programs at community colleges, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 21489. BASIC SKILLS CORRESPONDENCE FILE.

Correspondence to the office requesting information concerning programs of Basic Skills.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
BASIC SKILLS
ADULT BASIC EDUCATION**

ITEM 33670. ADULT BASIC EDUCATION (ABE) REPORTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning ABE. Performance summaries, student enrollment figures, budget totals, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 33671. NUMBERED MEMORANDUMS FILE.

Reference copies of memorandums sent to institutions in the community college system. (Official copies maintained in the Office of the Executive Vice President.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
BASIC SKILLS
ADULT HIGH SCHOOL PROGRAMS**

ITEM 623. COMPLETED INDIVIDUAL GENERAL EDUCATIONAL DEVELOPMENT (GED) FILE.

Records concerning individuals who have completed all GED requirements. File includes applications for admission to high school equivalency examinations and microfilm of applications. Students' names, social security numbers, addresses, test scores, and other related data are entered into General Educational Development Information System Database (Electronic) File (Item 33676) and routinely updated. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Surplus Property Office to be destroyed by shredding 6 months after information is entered into General Educational Development Information System Database (Electronic) File (Item 33676) and completion of quality control procedures. Destroy all microfilm after 30 years.

ITEM 624. INCOMPLETE INDIVIDUAL GENERAL EDUCATIONAL DEVELOPMENT (GED) FILE.

Records concerning individuals who have partially completed all GED requirements. File includes applications for admission to high school equivalency examinations. Students' names, social security numbers, addresses, test scores, and other related data are entered into General Educational Development Information System Database (Electronic) File (Item 33676) and routinely updated. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Surplus Property Office after 5 years to be destroyed by shredding.

ITEM 21709. ADULT HIGH SCHOOL PROGRAMS REFERENCE FILE.

Records maintained by the office for reference purposes. File includes newsletters, correspondence, reference copies of departmental and divisional reports, listings of General Educational Development (GED) examiners, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21710. INSTITUTIONAL FOLDERS FILE.

Records concerning community colleges which serve as test centers for General Educational Development (GED) examinations. File includes applications to establish the community college as a test center, reference copies of contracts between community colleges and the GED Testing Service in Washington, D.C., correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office applications and contracts when superseded or obsolete. Destroy in office remaining records after 4 years.

ITEM 21714. NON-MAILABLE CERTIFICATES FILE.

General Educational Development (GED) diplomas which have been mailed and returned to the Department of Community Colleges.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 33672. ADULT HIGH SCHOOL PROGRAMS FILE.

Records concerning adult high school programs at community colleges. File includes quarterly reports submitted by the community colleges listing total number of students completing adult high school coursework, agreements of affiliation between community colleges and county school systems, 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.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
BASIC SKILLS
ADULT HIGH SCHOOL PROGRAMS**

ITEM 33673. ESSAY SCORES PRINTOUTS FILE.

Computer printouts listing General Educational Development (GED) essay score distributions, total scores for each test center, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to appropriate test center when generated.

ITEM 33674. ESSAY SCORE REPORTS FILE.

Records concerning essay scores for General Educational Development (GED) examinations. File includes reports listing essay scores, forms verifying the accuracy of each report, and other related records. Billing dates, test center and test sheet identification numbers, essay scores, and other related data are entered into Essay Score Reports Database (Electronic) File (Item 33675) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

ITEM 33675. ESSAY SCORE REPORTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning essay scores for General Educational Development (GED) examinations. Billing dates, test center and test sheet identification numbers, essay scores, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 33676. GENERAL EDUCATIONAL DEVELOPMENT INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE.

Machine readable records concerning individuals who have successfully completed General Educational Development (GED) examinations. Students' names, social security numbers, addresses, test scores, and other related data are entered into this electronic file in order to generate GED diplomas. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 33677. HISTORY FILE.

Records concerning the development of General Educational Development (GED) and adult high school programs in North Carolina. File includes correspondence, reference copies of obsolete GED diplomas, listings of test centers, newsletters, 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 33680. TEST CENTERS PRINTOUTS FILE.

Monthly computer printouts listing names and social security numbers of students receiving General Educational Development (GED) diplomas, diploma numbers, and other related information. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to appropriate test center when generated.

ITEM 33681. YEARLY ACTIVITIES PRINTOUTS FILE.

Annual computer printouts listing students' names, social security numbers, test scores, test centers attended, and other related information. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
BUSINESS AND INDUSTRY SERVICES
FOCUSED INDUSTRIAL TRAINING**

ITEM 33683. COLLEGES FILE.

Records concerning colleges in the community college system and their industrial training programs. File includes transmittal letters, reference copies of colleges' annual reports, reference copies of proposed budgets, evaluation forms, outlines of basic industrial training programs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer evaluation forms and outlines to the State Records Center after 5 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 remaining records when reference value ends.

ITEM 33684. COMPANIES FILE.

Records concerning companies given training by community colleges. File includes correspondence, coordinators' notes, contact and training reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after company becomes inactive.

ITEM 33685. IN-PLANT TRAINING FILE.

Records concerning in-plant training courses offered by community colleges. File includes notifications of training courses, applications to offer in-plant training courses, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 33687. SPECIAL PROJECTS FILE.

Records concerning special projects in which Focused Industrial Training is involved. File includes correspondence, conference plans, grant proposals, requests for industrial business-related information from the General Assembly, 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.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
BUSINESS AND INDUSTRY SERVICES
NEW AND EXPANDING INDUSTRIES**

ITEM 590. COMPANIES FILE.

Records concerning companies. File includes correspondence concerning training programs, training proposals, initial contact reports, and other related records.

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

ITEM 19810. GENERAL CORRESPONDENCE FILE.

Interoffice memorandums concerning programs and activities of the department.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33688. ALLOTMENTS FILE.

Records concerning the allotment of funds to community colleges for business or industry training projects. File includes funds action requests, project profiles, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after released from all audits.

ITEM 33694. NEW AND EXPANDING INDUSTRIES ANNUAL REPORTS FILE.

Annual reports listing activities of New and Expanding Industries, total expenditures for training projects, companies given training by community colleges, and other related information.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each report 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. Destroy in office remaining copies when reference value ends.

ITEM 33696. PROSPECTS FILE.

Records concerning contacts with prospective companies. File includes correspondence, contact reports, purposes and results of meetings, and other related records.

DISPOSITION INSTRUCTIONS: 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.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
BUSINESS AND INDUSTRY SERVICES
SMALL BUSINESSES**

ITEM 33699. ADVISORY COMMITTEES FILE.

Records concerning advisory committees with which Small Businesses is involved. File includes correspondence, listings of committees, rosters of members, committee plans, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 33701. BUSINESS PLANS FILE.

Business plans for community colleges listing goals, expectations, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 33702. DEPARTMENTAL CORRESPONDENCE FILE.

Correspondence to and from other divisions within the Department of Community Colleges. File also includes reference copies of numbered memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 33703. EVALUATION MODELS FILE.

Records concerning the evaluation of small business centers at community colleges. File includes guidelines, rosters of evaluation team members, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33704. GUIDELINES FILE.

Guidelines for the administration and operation of small business centers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 33705. LEGISLATIVE UPDATE FILE.

Reports submitted to the General Assembly listing the status of small business centers, activities of the centers, and other related information.

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 33707. SMALL BUSINESSES REFERENCE FILE.

Records maintained by the Small Businesses Unit for reference purposes. File includes calendars of events, listings of small business consultants, listings of directors of small business centers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33708. SMALL BUSINESS CENTERS FILE.

Records concerning small business centers at community colleges. File includes applications to establish a small business center, correspondence, project proposals and reviews, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after small business center becomes inactive. 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 COMMUNITY COLLEGES
PROGRAM SERVICES
EMPLOYMENT READINESS SECTION
FEDERAL VOCATIONAL EDUCATIONAL SERVICES
ADMINISTRATION**

ITEM 20427. STATE AND INSTITUTIONAL PLANS FILE.

Plans submitted to the federal government outlining the disbursement of funds for North Carolina's and individual community college's vocational education programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 20428. HANDOUTS FILE.

Vocational Education handouts. Handouts include vocational education handbooks, federal rules and regulations, and State Advisory Council Committee pamphlets.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 20429. FEDERAL VOCATIONAL EDUCATIONAL SERVICES REFERENCE FILE.

Records maintained by Federal Vocational Educational Services for reference purposes. File includes correspondence, reference copies of reports generated by other divisions within the department, conference announcements, reference copies of committee meeting minutes, reference copies of purchase orders and requests for reimbursement of travel expenses, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office reference copies of purchase orders and requests for reimbursement of travel expenses after 1 year. Destroy in office remaining records when reference value ends.

ITEM 33709. GRANTS FILE.

Records concerning community colleges which wish to receive federal grant monies for vocational education programs. File includes grant proposals, reference copies of community colleges' budgets, progress reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
EMPLOYMENT READINESS SECTION
FEDERAL VOCATIONAL EDUCATIONAL SERVICES
METHODS OF ADMINISTRATION (MOA) VOCATIONAL EDUCATION**

ITEM 3705. OFFICE OF CIVIL RIGHTS FILE.

Records concerning community colleges' compliance with civil rights legislation. File includes desegregation survey forms, reports forwarded to the Office of Civil Rights, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 3706. SECTION 504 OF THE VOCATIONAL REHABILITATION ACT OF 1973 FILE.

Records concerning compliance with section 504 of the Vocational Rehabilitation Act of 1973. File includes reference copies of laws, pamphlets, brochures, rules and regulations, and other related records. (Section 504 of the Vocational Rehabilitation Act of 1973 states, "No otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.")

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 3707. METHODS OF ADMINISTRATION (MOA) FILE.

Records concerning methods of administration for community colleges. File includes correspondence, plans, analyses of MOA's, on-site review guides, MOA civil rights guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 20551. AGE DISCRIMINATION FILE.

Reference copies of laws concerning age discrimination. File also includes brochures, rules and regulations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 20553. STATE PLAN FILE.

Records concerning the state compliance plan, phase II. File includes compliance plans, correspondence to and from community colleges, and other related records. (Phase II of the State Compliance Plan concerns civil rights legislation enacted as a result of the Adams desegregation suit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 20557. CORRESPONDENCE FILE.

Correspondence to and from community colleges concerning upcoming visits by department staff and follow-up visits.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 20559. ASSURANCE OF COMPLIANCE FILE.

Reference copies of laws concerning Title VI and Section 504 of the Civil Rights Act. File also includes rules and regulations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
EMPLOYMENT READINESS SECTION
FEDERAL VOCATIONAL EDUCATIONAL SERVICES
SEX EQUITY**

ITEM 3708. TITLE IX (SEX EQUITY) FILE.

Reference copies of Title IX (sex equity) laws. File also includes program plans, management evaluation reviews, correspondence, 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 33710. CHILD CARE PROJECTS FILE.

Records concerning child care curriculum projects at community colleges. File includes project proposals and grant requests, requests for budget revisions, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 33711. CHILD CARE REFERENCE FILE.

Records concerning child care which are maintained by the office for reference purposes. File includes reference copies of laws, rules and regulations, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33712. CORRESPONDENCE FILE.

Correspondence to and from Sex Equity and community colleges concerning upcoming meetings and visits by staff.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 33713. SEX EQUITY PROJECTS FILE.

Records concerning sex equity curriculum projects at community colleges. File includes project proposals and grant requests, requests for budget revisions, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 33714. SEX EQUITY REFERENCE FILE.

Records concerning child care which are maintained by the office for reference purposes. File includes reference copies of laws, rules and regulations, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
EMPLOYMENT READINESS SECTION
HUMAN RESOURCES DEVELOPMENT PROGRAMS**

ITEM 21542. HUMAN RESOURCES DEVELOPMENT PROGRAMS STUDENT DATA FILE.

Records concerning students registered in human resources development programs. File includes Entry Profiles, Student Exit Data, and Post Training Follow-Up Reports. Students' social security numbers, birthdates, program completion dates, numbers of weeks employed, amounts of wages received, and other related data are entered into Human Resources Development (HRD) History Database (Electronic) File (Item 33715) and routinely updated. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Surplus Property Office 2 years after information is entered into the Human Resources Development (HRD) History Database (Electronic) File (Item 33715) to be destroyed by shredding.

ITEM 21543. HUMAN RESOURCES DEVELOPMENT PROGRAMS FILE.

Records concerning human resources development programs. File includes correspondence, performance summary reports, allotment requests, newspaper clippings, a history of Human Resources Development Programs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office fiscal records after 3 years and when released from all audits, whichever occurs later. Transfer history of Human Resources Development Programs and correspondence 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. Destroy in office remaining records after 3 years.

ITEM 21544. INSTITUTIONS FILE.

Program evaluations and reports from community colleges concerning human resources development programs. Evaluations and reports list findings and recommendations of program staffing, funding, and training, and other related information.

DISPOSITION INSTRUCTIONS: 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 33715. HUMAN RESOURCES DEVELOPMENT (HRD) HISTORY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning students registered in human resources development programs. Students' social security numbers, birthdates, program completion dates, numbers of weeks employed, amounts of wages received, and other related data are entered into this electronic file. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 33716. STATE LEGALIZATION IMPACT ASSISTANCE PROGRAM (SLIAG) FILE.

Records concerning the SLIAG, which provides legal aliens with educational training. File includes correspondence, grant contracts, allotment requests, budget approval letters, and other related records.

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.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
EMPLOYMENT READINESS SECTION
HUMAN RESOURCES DEVELOPMENT PROGRAMS**

**ITEM 33717. STATE LEGALIZATION IMPACT ASSISTANCE PROGRAM (SLIAG) PROJECTS
FILE.**

Records concerning specific SLIAG projects at community colleges. File includes monthly funding requests, funding proposals, monthly enrollment reports, and other related records.

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.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
EMPLOYMENT READINESS SECTION
JOB TRAINING PARTNERSHIP ACT (JTPA) BRANCH**

ITEM 19849. BALANCE OF STATE (BOS) REGION PLANS FILE.

Official and reference copies of information and correspondence concerning respective regional planners for institutions.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 19851. JOB TRAINING PARTNERSHIP ACT (JTPA) PROJECTS EQUIPMENT INFORMATION FILE.

Correspondence concerning the purchase or rental of equipment for JTPA projects. File also includes approvals from the JTPA Branch to purchase or rent equipment.

DISPOSITION INSTRUCTIONS: Destroy in office correspondence when reference value ends. Destroy in office remaining records 3 years after released from all audits.

ITEM 19852. JOB TRAINING PARTNERSHIP ACT (JTPA) PROJECTS FILE.

Records concerning JTPA projects at community colleges. File includes project operating plans, requests for modification, cooperative agreements, budget requests, correspondence to and from the Division of Employment and Training, contracts, quarterly and annual reports, and other related records.

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.

ITEM 19855. JOB TRAINING PARTNERSHIP ACT (JTPA) BRANCH REFERENCE FILE.

Records maintained by the JTPA Branch for reference purposes. File includes correspondence, meeting announcements and agendas, requests for reimbursement of travel expenses, reference copies of reports from other divisions within the department, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office requests for reimbursement of travel expenses when released from all audits. Destroy in office remaining records when reference value ends.

ITEM 19856. JOB TRAINING PARTNERSHIP ACT (JTPA) SUBJECT FILE.

Official copies of information concerning JTPA. File includes or concerns annual/quarterly reports, budget information, requests for proposals, contracts, correspondence/information pertaining to State Board meetings, State Job Training Coordinating Council, and various committees and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer quarterly and annual reports, budget records, requests for proposals, and contracts to Job Training Partnership Act (JTPA) Projects File (Item 19852) after 3 years and when released from all audits, whichever occurs later. Transfer remaining records to Job Training Partnership Act (JTPA) Branch Reference File (Item 19855) after 3 years and when released from all audits, whichever occurs later.

ITEM 19857. FIELD MONITORING FILE.

Records concerning community colleges' compliance with Job Training Partnership Act (JTPA) rules and regulations. File includes monitoring review guides, findings and recommendations, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after released from all audits.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
EMPLOYMENT READINESS SECTION
JOB TRAINING PARTNERSHIP ACT (JTPA) BRANCH**

ITEM 19858. LOCAL SDAS/LROS/COGS/FILE.

Official copies of information concerning Service Delivery Areas, Lead Regional Organizations, and Councils of Government. File includes information pertaining to field visits and meetings.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Job Training Partnership Act (JTPA) Projects File (Item 19852) after 3 years and when released from all audits, whichever occurs later.

ITEM 33718. JOB TRAINING PARTNERSHIP ACT (JTPA) PARTICIPANTS FILE.

Records concerning participants in JTPA programs at community colleges. File includes JTPA applications, JTPA project enrollment notices, JTPA project separation notices, and JTPA participant termination notices. Students' names and social security numbers, barriers to employment, enrollment dates, separation dates, students' termination status, and other related data are entered into Job Training Partnership Act (JTPA) Participants Database (Electronic) File (Item 33719) and routinely updated. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when released from all audits. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 33719. JOB TRAINING PARTNERSHIP ACT (JTPA) PARTICIPANTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning participants in JTPA programs at community colleges. Students' names and social security numbers, barriers to employment, enrollment dates, separation dates, students' termination status, and other related data are entered into this electronic file. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROFESSIONAL DEVELOPMENT**

ITEM 20457. PROFESSIONAL DEVELOPMENT REFERENCE FILE.

Records maintained by Professional Development for reference purposes. File includes correspondence, budget regulations, budget status reports, reference copies of purchase requisitions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 20458. PROFESSIONAL DEVELOPMENT INFORMATION FILE.

Records concerning the functions and operations of Professional Development. File includes goals and objectives, role statements, professional development plans, and other related

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 20462. PROJECTS FILE.

Records concerning professional training projects at community colleges. File includes project proposals, reference copies of training agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20465. COLLEGES FILE.

Records concerning community colleges which have conducted professional development programs. File includes correspondence, training modules, program evaluations, staff development plans, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
AGRICULTURAL AND NATURAL RESOURCES OCCUPATIONS**

ITEM 19909. CURRICULUM STANDARDS FILE.

Records concerning proposed standards for agricultural and natural resources programs. File includes listings of curriculum codes and titles, listings of job opportunities, vocational/technical course requirements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 19910. AGRICULTURAL AND NATURAL RESOURCES OCCUPATIONS FILE.

Records concerning agricultural and natural resources occupations. File includes curriculum research statistics, correspondence, advisory committee reports, course outlines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 19911. AGRICULTURAL AND NATURAL RESOURCES OCCUPATIONS REFERENCE FILE.

Records maintained by Agricultural and Natural Resources Occupations for reference purposes. File includes bulletins, newsletters, reference copies of speeches, correspondence, reference copies of reports generated by other divisions within the department, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19947. NATIONAL POSTSECONDARY AGRICULTURAL STUDENT ORGANIZATION (NPASO)/NORTH CAROLINA POSTSECONDARY AGRICULTURAL STUDENT ORGANIZATION (NCPASO) FILE.

Correspondence concerning the National Postsecondary Agricultural Student Organization and the North Carolina Postsecondary Agricultural Student Organization. File also includes listings of agricultural club activities, conference and meeting announcements, membership listings, news releases, and other related records.

DISPOSITION INSTRUCTIONS: 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.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
BUSINESS OCCUPATIONS**

ITEM 19897. BUSINESS LICENSING/CERTIFICATION PROGRAMS FILE.

Records concerning Insurance, Notary Public, and Real Estate curriculums developed at community colleges. File includes correspondence, continuing education rules, reference copies of performance reports, reference copies of course outlines, and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence 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. Destroy in office remaining records when administrative value ends.

ITEM 19899. COLLEGES FILE.

Records concerning community colleges which offer or wish to offer business occupations curriculums. File includes correspondence, course descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 19900. BUSINESS COURSES FILE.

Records concerning specific business curriculums. File includes curriculum studies and results, course outlines, 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 19903. PROJECTS FILE.

Records concerning business-related projects with which Business Occupations is involved. File includes project proposals and revisions, project goals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 33722. BUSINESS OCCUPATIONS CONFERENCES FILE.

Records concerning business-related conferences. File includes publications and handouts, correspondence, practice exercise worksheets, registration forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33723. CORRESPONDENCE FILE.

Correspondence to and from Department of Community Colleges personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
CONSTRUCTION, ELECTRICAL/ELECTRONICS, AND APPRENTICESHIP PROGRAMS**

ITEM 19875. INSTRUCTIONAL MATERIALS FILE.

Records concerning construction, electrical/electronics, and apprenticeship curriculums developed at community colleges. File includes curriculum guides, competency-based manuals, course outlines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
DIRECTOR'S OFFICE**

ITEM 19871. APPLICATIONS FOR VOCATIONAL AND TECHNICAL CURRICULUMS FILE.

Applications submitted by community colleges which wish to offer vocational and technical curriculums. File also includes correspondence, course evaluations, curriculum checklists, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after termination of curriculum.

ITEM 19872. PROGRAM DEVELOPMENT SERVICES REFERENCE FILE.

Records maintained by Program Development Services for reference purposes. File includes reference copies of reports generated by other divisions within the department, bulletins, newsletters, reference copies of speeches, internal memorandums, reference copies of House and Senate bills, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19873. CURRICULUM TERMINATIONS FILE.

Notices received from community colleges outlining the termination of a specific curriculum.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19874. WORK EXPERIENCE AND CLINICAL PRACTICE FILE.

Records concerning work experience and clinical practice curriculums at community colleges. File includes completed forms listing available courses, hours needed to complete the curriculum, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19879. GRANT REQUESTS FILE.

Records concerning grants for updating curriculums. File includes reference copies of grant requests, correspondence, reference copies of grant proposals, reports concerning the curriculum, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Curriculum Improvement Projects File (Item 33729) in Program Development Services, General Education.

ITEM 19880. SPECIAL REPORTS AND STUDIES FILE.

Special reports and studies listing curriculums at community colleges which need adding or updating.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 19881. COMMUNITY COLLEGE CONFERENCES FILE.

Records concerning instructors' conferences at community colleges. File includes agendas, registration forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 33738. CURRICULUM COMPLIANCE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the review of curriculums. Approval dates, dates of receipt, names of processing coordinators, and other related data are entered into this electronic file. (Electronic database systems are maintained by Finance and Administrative Support, Information Services, IBM Branch.)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
DIRECTOR'S OFFICE**

ITEM 33967. CURRICULUM STANDARDS FILE.

Standards for each curriculum offered by community colleges.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
GENERAL EDUCATION**

ITEM 28320. COMMUNITY COLLEGES SUBJECT FILE.

Official copies of information concerning art and design, energy, and educational occupations within the community college system. File includes or concerns educational requirements, purchase orders, minutes, reports, travel reimbursement information, grant procedures, contract information, and other related documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records concerning art and design occupations programs to Art and Design Occupations Programs File (Item 28321) immediately. Transfer records concerning educational occupations programs to Educational Occupations Programs File (Item 28322) immediately. Destroy in office purchase orders and travel reimbursements when released from all audits. Destroy in office remaining records immediately.

ITEM 28321. ART AND DESIGN OCCUPATIONS PROGRAMS FILE.

Records concerning consultations on the development of curriculum or instructional materials in art and design curriculums at community colleges. File includes listings of course materials, guidelines, workshop and meeting announcements, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 28322. EDUCATIONAL OCCUPATIONS PROGRAMS FILE.

Records concerning consultations on the development of curriculums or instructional materials in educational curriculums at community colleges. File includes descriptions of curriculums, guidelines, listings of resource materials, curriculum outlines, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 28323. ENERGY-RELATED PROGRAMS FILE.

Official copies of information concerning energy-related programs. File includes or concerns periodicals, newsletters, energy-technological information, energy grants, audiovisual materials, energy information, and other related documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 33728. CHILD CARE OCCUPATIONS PROGRAMS FILE.

Records concerning child care curriculums offered by community colleges. File includes surveys of working conditions, reference copies of project reports, rules and regulations, curriculum applications and reviews, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 33729. CURRICULUM IMPROVEMENT PROJECTS FILE.

Records concerning the management of curriculum improvement projects. File includes grant proposals, agreements, reference copies of project reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after completion of project and when released from all audits, whichever occurs later. 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 COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
GENERAL EDUCATION**

ITEM 33731. FACULTY AND STAFF DEVELOPMENT FILE.

Records concerning the professional development of faculty and staff at community colleges. File includes workshop announcements and evaluations, listings of program areas to be developed, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 33735. PROGRAM REVIEWS FILE.

Reviews of curriculum programs at community colleges.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 35772. COLLEGE TRANSFER FILE.

Records concerning the application process for community colleges to add or change curriculums. File includes conference announcements, procedures, listings of curriculums being added or changed, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35773. CURRICULUMS/PROGRAM AREAS FILE.

Records concerning the development of curriculums/program areas at community colleges. File includes curriculum development procedures, curriculum planning and design outlines, workshop announcements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35774. ENGLISH AS A SECOND LANGUAGE FILE.

Records concerning consultations on the instructional design of English as a Second Language curriculums at community colleges. File includes tests, curriculum outlines, and other related records.

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 35775. FIRST START FILE.

Records concerning courses offered to health and child care educators under the First Start project. File includes project proposals, course materials and evaluations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35776. MATHEMATICS AND SCIENCES FILE.

Records concerning the standardization of titles of mathematics and science courses and instructional design of courses. File includes instructional goals for curriculums based on instructors' job tasks, committee meeting announcements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
HEALTH PROGRAMS OCCUPATIONS**

ITEM 19791. ASSOCIATE DEGREE IN NURSE EDUCATION FILE.

Records concerning the Associate Degree in Nurse Education program. File includes applications for approval to establish a program of Associate Degree in Nurse Education, contractual agreements between community colleges and health care facilities, equipment lists, evaluation reports from the Board of Nursing, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 19884. PROGRAM STATISTICS AND EXAMINATION SCORES FILE.

Records concerning students' success in nursing and allied health programs. File includes listings of enrollment statistics and examination scores.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 19885. HEALTH PROGRAMS OCCUPATIONS REFERENCE FILE.

Records maintained by Health Programs Occupations for reference purposes. File includes reference copies of reports, correspondence, administrative memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19887. MISCELLANEOUS FILE.

Official copies of records and materials concerning general-office operations. File includes travel requests, reimbursement records, committee cost forms, general-agency information, consultant's contracts, and other related documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Health Programs Occupations Reference File (Item 19885) immediately.

ITEM 19888. ALLIED HEALTH PROGRAMS FILE.

Records concerning allied health programs. File includes applications for approval to establish allied health programs, contractual agreements between community colleges and health care facilities, equipment lists, correspondence, evaluation reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 19890. CURRICULUM ESSENTIALS FILE.

Records concerning the review of Health Programs curriculums. File includes reference copies of laws, regulations, and accreditation standards concerning the approval of Health Programs curriculums. File also includes approvals from the State Board of Community Colleges to start a Health Program curriculum. Approval dates, dates of receipt, names of processing coordinators, and other related data are entered into Curriculum Compliance Database (Electronic) File (Item 33738) and routinely updated.

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.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
HEALTH PROGRAMS OCCUPATIONS**

ITEM 19892. PRACTICAL NURSE EDUCATION FILE.

Records concerning Practical Nurse Education programs. File includes applications for approval to establish a program of Practical Nurse Education, contractual agreements between community colleges and health care facilities, equipment lists, evaluation reports from the Board of Nursing, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 19894. ALLIED HEALTH COMPETENCY-BASED EDUCATION PROJECTS FILE.

Records concerning the formulation of competency-based manuals for allied health education programs. File includes course outlines, reference copies of curriculum standards, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 19895. ADVISORY COMMITTEE ON HEALTH PROGRAMS AND MINUTES FILE.

Official copies of State Advisory Committee minutes. File includes reports and supporting materials for Nursing and Allied Health Programs.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 33739. VOCATIONAL PROGRAMS FILE.

Records concerning vocational and one-year degree programs at community colleges. File includes correspondence, course outlines, reference copies of curriculum standards, and other related records.

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.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
MECHANICAL AND MANUFACTURING PROGRAMS**

ITEM 33740. INSTRUCTIONAL MATERIALS FILE.

Records concerning mechanical and manufacturing curriculums at community colleges. File includes curriculum guides, competency-based manuals, course outlines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
PUBLIC SERVICE OCCUPATIONS**

ITEM 19904. CURRICULUM DEVELOPMENT FILE.

Records concerning the development of public service occupations curriculums at community colleges. File includes correspondence, curriculum descriptions, surveys for training needs, workshop announcements, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 19908. SERVICE OCCUPATIONS PROGRAMS FILE.

Records concerning specific programs within service occupations curriculums at community colleges. File includes correspondence, course outlines, curriculum models, reference copies of legislation affecting community colleges, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 33736. ENGLISH AND HUMANITIES, CRITICAL THINKING, AND MULTIMEDIA TECHNOLOGY FILE.

Records concerning English and humanities, critical thinking, and multimedia technology curriculums at community colleges and maintained for reference purposes. File includes correspondence, curriculum improvement outlines, grant procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
PROGRAM DEVELOPMENT SERVICES
TRANSPORTATION PROGRAMS**

ITEM 33742. INSTRUCTIONAL MATERIALS FILE.

Records concerning transportation curriculums at community colleges. File includes curriculum guides, competency-based manuals, course outlines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
SPECIAL PROGRAMS
CONTINUING EDUCATION AND LAW ENFORCEMENT TRAINING**

ITEM 19847. APPROVED COURSE APPLICATIONS FILE.

Approved applications for courses to be offered to immured groups.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 19848. CONTINUING EDUCATION AND LAW ENFORCEMENT TRAINING REFERENCE FILE.

Records maintained by the office for reference purposes. File includes memorandums, policies and procedures, reference copies of budget reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19868. CORRESPONDENCE FILE.

Correspondence to and from community colleges concerning upcoming meetings and visits by staff.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19870. TEACHING MANUALS FILE.

Teaching manuals for law enforcement training courses. File also includes outlines for each law enforcement training course offered by the various community colleges.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 33743. VISITING ARTISTS PROGRAM FILE.

Records concerning Visiting Artists programs at community colleges. File includes directories, program evaluations, grant requests, regional meeting announcements, and other related records. Numbers of presentations and participants, total preparation hours, and other related data are entered into Visiting Artists Program Database (Electronic) File (Item 33744) and routinely updated.

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 33744. VISITING ARTISTS PROGRAM DATABASE (ELECTRONIC) FILE.

Machine readable records concerning Visiting Artists programs at community colleges. Numbers of presentations and participants, total preparation hours, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF COMMUNITY COLLEGES
PROGRAM SERVICES
SPECIAL PROGRAMS
FIRE TRAINING SERVICES**

ITEM 19861. PART-TIME FIRE SERVICE INSTRUCTORS' FILE.

Official copies of information concerning part-time fire service instructors. File includes instructors' data records, tests, test grades, and certifications.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Department of Insurance, Safety Services Group, Fire and Rescue Services immediately.

ITEM 19865. TEACHING MANUALS FILE.

Teaching manuals for fire training courses. File also includes outlines for each fire training course offered by the various community colleges.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19866. ANNUAL REPORTS AND RELATED MATERIAL FILE.

Official copies of annual reports and related material concerning Fire Training Services. File includes or concerns course numbers, number of hours, activities of personnel, number of students and name of courses listed by each of the 58 community colleges, technical colleges, and technical institutes.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. 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 COMMUNITY COLLEGES
PROGRAM SERVICES
VICE PRESIDENT**

ITEM 19841. INSTITUTIONS FILE.

Records concerning community colleges, technical colleges, and technical institutes. File includes correspondence, brochures, catalogs, newspaper clippings, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 19842. DIVISION FILE.

Records concerning sections within the division. File includes meeting announcements, reference copies of budget reports, inter-agency memorandums, telephone logs, role statements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19843. VICE PRESIDENT'S REFERENCE FILE.

Records maintained by the office for reference purposes. File includes correspondence, reports and newsletters from organizations with which the Vice President is affiliated, conference announcements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.