

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION  
DIVISION OF YOUTH DEVELOPMENT  
EDUCATIONAL SERVICES SECTION

Records Retention and Disposition Schedule

The Program 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

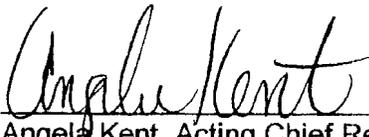
**EDUCATIONAL SERVICES SECTION**

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 electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

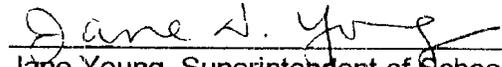
**EDUCATIONAL SERVICES SECTION**

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 This schedule is to remain in effect until superseded.

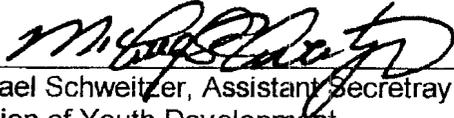
**APPROVAL RECOMMENDED**



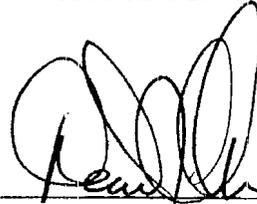
Angela Kent, Acting Chief Records Officer  
Department of Juvenile Justice and  
Delinquency Prevention



Jane Young, Superintendent of Schools  
Educational Services

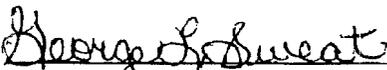


Michael Schweitzer, Assistant Secretary  
Division of Youth Development



David J. Olson, Director  
Division of Historical Resources

**APPROVED**



George L. Sweat, Secretary  
Department of Juvenile Justice and  
Delinquency Prevention



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

Department of Juvenile Justice and Delinquency Prevention  
Education Services Section

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

**ORGANIZATIONAL NAME CHANGE**

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from the **Department of Juvenile Justice and Delinquency Prevention – Division of Youth Development – Educational Services Section** to **Department of Juvenile Justice and Delinquency Prevention - Education Services Section**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated **March 14, 2003**. 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

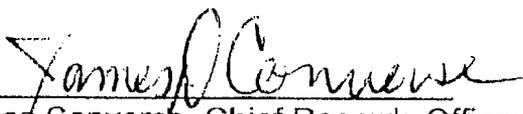
**EDUCATION SERVICES SECTION**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

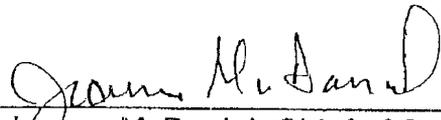
**EDUCATION SERVICES SECTION**

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.

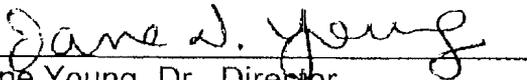
**APPROVAL RECOMMENDED**



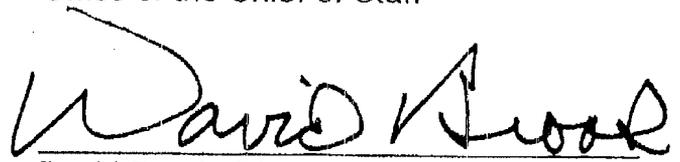
James Converse, Chief Records Officer  
Department of Juvenile Justice  
and Delinquency Prevention



Joanne McDaniel, Chief of Staff  
Office of the Chief of Staff

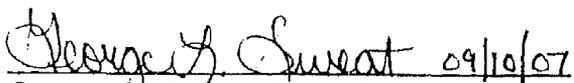


Jane Young, Dr., Director  
Education Division

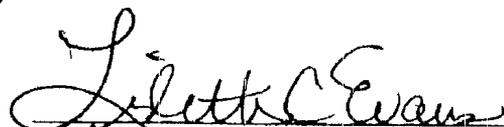


David Brook, Director  
Division of Historical Resources

**APPROVED**

 09/10/07

George L. Sweat, Secretary  
Department of Juvenile Justice  
Delinquency Prevention



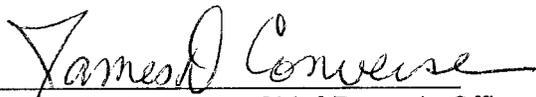
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

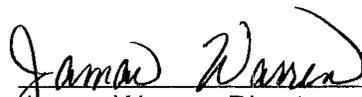
**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION  
DIVISION OF YOUTH DEVELOPMENT, EDUCATION SERVICES SECTION**

Amend the program records retention and disposition schedule approved September 24, 2007 by amending items 2247 and 46751 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

**APPROVAL RECOMMENDED**



James D. Converse, Chief Records Officer  
Department of Juvenile Justice and  
Delinquency Prevention



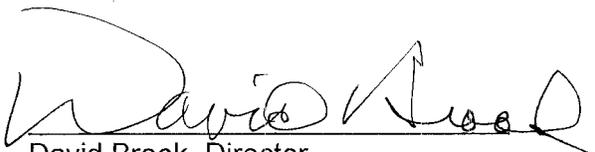
Jamae Warren, Director  
Program Services Division



Dr. Joe Sutton, Superintendent  
Education Services



Dr. Martin Pharr, Deputy Secretary



David Brook, Director  
Division of Historical Resources

**APPROVED**



Linda W. Hayes, Secretary  
Department of Juvenile Justice and  
Delinquency Prevention



Linda A. Carlisle, Secretary  
Department of Cultural Resources

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION  
DIVISION OF YOUTH DEVELOPMENT  
EDUCATION SERVICES SECTION**

**ITEM 2247. STUDENT EDUCATIONAL FILE.**

Records concerning students' academic and vocational enrollment in school. Each folder includes student transcript, grades, prior notices and consent forms, correspondence, and other related records. (Education Services Section personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center.) (Comply with applicable provisions of G.S. 7B-3100, G.S. 115C-404, and Federal Family Education Records Privacy Act (FERPA) (20 USC 1232g) regarding the confidentiality of juvenile and student records.)

**DISPOSITION INSTRUCTIONS:** Transfer copy of student's transcript to Division of Youth Development, Youth Academy Admissions Final Discharge Juvenile File (Item 2229) upon student's release. Transfer records to the State Records Center to be microfilmed when juvenile turns 18 years old except for violent offenders whose commitments have been extended to 19 or 21 years old. Agency will be responsible for cost of microfilm production. After the completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Paper records will be destroyed in the State Records Center after imaging. Microfilm may be purchased by the agency at the time of film creation.

**ITEM 46749. EXCEPTIONAL CHILDREN'S PROGRAM OPERATIONAL FILE..**

Records concerning exceptional students program operations. File includes Title IV-B grant applications, end-of-year reports, budgetary records, federal regulations, contracts, and other related records. (Comply with applicable provisions of G.S. 115C-402, G.S. 115C 404, and Federal Family Education Records Privacy Act (FERPA) (20 USC 1232g) regarding confidentiality of student records.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 46750. EDUCATION PERSONNEL LICENSURE FILE..**

Records in paper and electronic formats concerning teachers' licenses. File includes correspondence, probationary contracts, career status letters, copies of licenses, renewal credits, and other related records. (Comply with applicable provisions of G.S. 115C-402, G.S. 115C 404, and Federal Family Education Records Privacy Act (FERPA) (20 USC 1232g) regarding confidentiality of student records.)

**DISPOSITION INSTRUCTIONS:** Destroy in office paper records upon issuance of new license or resignation of employee if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Update electronic data when superseded or obsolete.

**ITEM 46751. EXCEPTIONAL CHILDREN'S PROGRAM STUDENT FILE..**

Records in paper and electronic formats concerning students enrolled in the exceptional children's program. File includes Exceptional Children (EC) referral forms, evaluations, eligibility/exit documentation, progress reports, student grades, and other related records. (Educational Services personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center.) (Comply with applicable provisions of G.S. 115C-402, G.S. 115C 404, and Federal Family Education Records Privacy Act (FERPA) (20 USC 1232g) regarding the confidentiality of student records.)

**DISPOSITION INSTRUCTIONS:** Print electronic records and interfile with related paper records. Destroy in office the electronic version of records which were printed and filed when reference value ends. Transfer records to the State Records Center to be microfilmed when juvenile turns 18 years old except for violent offenders whose commitments have been extended to 19 or 21 years old. Agency will be responsible for cost of microfilm production. After the completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Paper records will be destroyed in the State Records Center after imaging. Microfilm may be purchased By the agency at the time of film creation.

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION  
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EDUCATION SERVICES SECTION**

**ITEM 46752. INITIAL LICENSURE PROGRAM FILE..**

Records concerning initially licensed teachers. File includes performance appraisals, correspondence, documentation on teacher observations, biographical data sheets, and other related records. (Comply with applicable provision of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (File concerns teachers who have taught less than 4 years.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.