

DEPARTMENT OF PUBLIC EDUCATION
CONTROLLER'S OFFICE
DIVISION OF MANAGEMENT INFORMATION SYSTEMS

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that all the public records of the

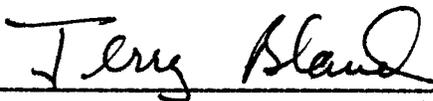
DIVISION OF MANAGEMENT INFORMATION SYSTEMS

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

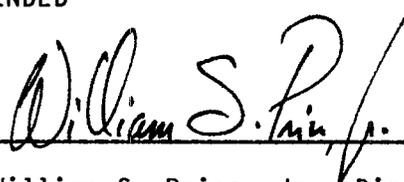
DIVISION OF MANAGEMENT INFORMATION SYSTEMS

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

APPROVAL RECOMMENDED

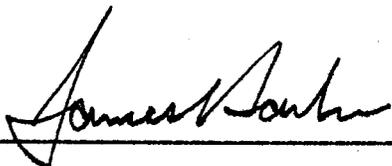


Jerry Bland, Director
Division of Management Information
Systems

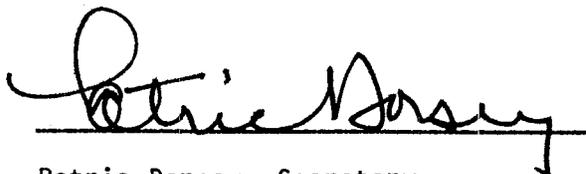


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James O. Barber, Controller
Controller's Office
Department of Public Education



Patric Dorsey, Secretary
Department of Cultural Resources

August 29, 1986

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.

**DEPARTMENT OF PUBLIC EDUCATION
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ITEM 3960. DIVISIONAL CORRESPONDENCE FILE.

Official and reference copies of data concerning the organization and daily operation of division. Information includes correspondence, memorandums, and other data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF PUBLIC EDUCATION
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FIELD SERVICES**

ITEM 20526. LEA CORRESPONDENCE FILE.

Official copies of correspondence between LEAs and Field Services concerning specific LEA data processing systems. Information concerns purchases, program updates, installation problems, and other subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 20527. FIELD SERVICES CORRESPONDENCE FILE.

Official copies of information concerning data processing at the local level. Information concerns data processing purchasing bids and contracts, data processing systems evaluations, and other subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 20528. COMPUTER PROGRAM SOURCE LISTINGS FILE.

Computer printout listings of all data processing maintained by division for LEAs. Information includes source and program codes.

DISPOSITION INSTRUCTIONS: Review annually. Destroy records in office of no continuing reference value.

**DEPARTMENT OF PUBLIC EDUCATION
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OPERATIONS**

ITEM 20529. JOB BOOKS FILE.

Official copies of data concerning documentation for data processing programs run by division. Information includes name of system, tape file number, dates created and destroyed, code number of each tape, and date each tape was run.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 20530. JOB CONTROL LANGUAGE (JCL) FILE.

Official copies of 3-1/4 x 7-1/2 cards providing machine-coded instructions for computer use of data files. Information includes program name, job code number, and other data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 20531. TAPE MANAGEMENT SYSTEM (TMS) FILE.

Computer printout file generated by SCC listing departmental data processing programs run by SCC. Information includes tape number, file number, name of job, date created, time processed, and expiration date.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 20532. PURCHASE ORDER FILE.

Official and references copies of purchase orders for divisional equipment. Each purchase order lists vendor name and number, date, and other data. File also includes lease and maintenance orders for equipment that is leased.

DISPOSITION INSTRUCTIONS: Send record copy to Division of Accounting after 1 year. Destroy other copies in office when purchase order is paid.

ITEM 20533. STATE PUBLIC SCHOOL FUND STATE LEVEL CONTROL REPORT FILE.

Reference copies of daily computer printouts listing total allotments and expenditures to date for each LEA budget code.

DISPOSITION INSTRUCTIONS: Destroy records in office after 1 fiscal year.

**DEPARTMENT OF PUBLIC EDUCATION
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SYSTEMS DEVELOPMENT**

ITEM 20503. SYSTEMS DEVELOPMENT FILE.

Reference copies of data concerning data processing systems development operations. Information includes correspondence, reference manuals, application development notes and working papers, and other data of a general nature.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 20504. SYSTEMS DOCUMENTATION FILE.

Official copies of data concerning the documentation for each data processing program operated by division. Information includes formulas, processing data, coding information, schedules, and other data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 20505. SYSTEMS CORRESPONDENCE FILE.

Official and reference copies of data concerning teacher certification, energy, textbooks, and other subjects related to education within the state. Information includes documentation for data processing listings, reference data for data processing programs, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 20506. SPECIAL REQUESTS FILE.

Official copies of data concerning special requests for information concerning teacher certification, energy, textbooks, and other subjects stored in data processing form by division. Information includes correspondence and specifications for various programs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 5 year(s).

ITEM 20507. FILE DESCRIPTION FILE.

Official copies of data concerning descriptions of modules of current divisional data processing programs. Information includes background data that is incorporated into programs when programs are created or changed. File also includes listings of all programs currently utilizing background data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 20508. PROFESSIONAL PERSONNEL ACTIVITY REPORTS FILE.

Official copies of data concerning annual activity reports for professional educational personnel throughout the state. Information is in both hard copy and magnetic tape form and includes class schedules and demographic information regarding each teacher. (Portions of information contained in file are published in "North Carolina Public School Statistical Profile.")

DISPOSITION INSTRUCTIONS: Destroy hard copy in office after 1 year. Duplicate end-of-year magnetic tape. Send duplicate to the State Records Center. Tape will be held for agency in the State Records Center 15 additional years and then returned to agency to be erased. Erase in office agency copy after 5 years. (Agency representative will recopy tapes in State Records Center periodically.)

ITEM 20509. ENERGY CONSERVATION SYSTEMS FILE.

Division of Plant Operations magnetic tape file providing data concerning energy consumption in each school building within the public school system. Information includes building characteristics on one tape and actual monthly consumption statistics on another tape.

DISPOSITION INSTRUCTIONS: Erase in office building characteristics tape when agency need ends. Transfer consumption statistics tape to the State Records Center after 1 year. Tape will be held for agency in the State Records Center 10 additional years and then returned to the agency to be erased. (Agency representative will recopy tapes in State Records Center periodically.)

**DEPARTMENT OF PUBLIC EDUCATION
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SYSTEMS DEVELOPMENT**

ITEM 20510. TEACHER CERTIFICATION SYSTEMS FILE.

Department of Public Instruction (Division of Teacher Education Standards and Certifications) magnetic tape file providing data concerning teacher certifications within the state. Information includes demographic and other background information for each teacher; separated into active and inactive categories.

DISPOSITION INSTRUCTIONS: Update periodically. Duplicate end-of-year tape and transfer duplicate copy to the State Records Center. Tape will be held for agency in the State Records Center 20 additional years and then returned to the agency to be erased. Erase in office agency tape when administrative value ends. (Agency representative will recopy tapes in State Records Center periodically.)

ITEM 20511. SCHOLARSHIP LOAN SYSTEMS FILE.

Department of Public Instruction (Division of Teacher Education Standards and Certifications) magnetic tape file providing data concerning state loans to prospective teachers throughout the state. Information includes ledger entries showing current financial status of each participant, including separate listings of closed accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 20512. LOCAL EDUCATIONAL AGENCY (LEA) FINANCIAL REPORTS SYSTEMS FILE.

Division of Management Information Systems magnetic tape file providing yearly receipts and expenditures of public school funds by each LEA within the state. Information includes data relating to expenditures per pupil within each LEA.

DISPOSITION INSTRUCTIONS: Retain in agency a minimum of 5 years, then erase when administrative value ends.

ITEM 20513. 408-A PROFESSIONAL PERSONNEL FILE.

Division of Auditing magnetic tape file listing professional educational personnel within the state for each year; utilized for budgetary and administrative reference purposes. Information includes name of each local educational agency; name, identification, and status of each teacher; budget code for salary; and other data.

DISPOSITION INSTRUCTIONS: Update periodically. Duplicate end-of-year tape and transfer to the State Records Center. Tape will be held for agency in the State Records Center 20 additional years and then returned to the agency to be erased. Erase in office agency tape when administrative value ends. (Agency representative will recopy tapes in State Records Center periodically.)

ITEM 20514. ST 106 SCHOOL HEADERS FILE.

Division of Statistics magnetic tape file providing name and number of each local educational agency and public school within the state and the number of state, federal, vocational, and local teachers employed by each school. File is utilized for budgetary and auditing calculations. (Information contained in file is published in "North Carolina Education Directory.")

DISPOSITION INSTRUCTIONS: Update periodically. Duplicate end-of-year tape and transfer duplicate tape to the State Records Center. Tape will be held for agency in the State Records Center 20 additional years and then returned to the agency to be erased. Erase in office agency tape when administrative value ends. (Agency representative will recopy tapes in State Records Center periodically.)

**DEPARTMENT OF PUBLIC EDUCATION
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SYSTEMS DEVELOPMENT**

ITEM 20515. ANNUAL STATE PUBLIC SCHOOL FUND VOUCHER FILE.

Division of Auditing magnetic tape file containing voucher information concerning salaries of professional educational personnel within the state; utilized for salary verification and various administrative purposes.

DISPOSITION INSTRUCTIONS: Update periodically. Duplicate end-of-year tape and transfer to the State Records Center for security. Retain information on agency copy of tape permanently.

ITEM 20517. ANNUAL ADJUSTMENTS FILE.

Division of Auditing magnetic tape file containing records of refunds, transfers of funds, and stop payments of public school funds for all local educational agencies.

DISPOSITION INSTRUCTIONS: Erase tape(s) in office after 5 years.

ITEM 20518. SCHOOL PLANNING STATISTICS SYSTEMS FILE.

Department of Public Instruction magnetic tape file providing data concerning annual revenue statistics for each county; utilized for educational planning purposes. Information includes revenues received, expenditures of revenues, average daily pupil enrollment, and other data.

DISPOSITION INSTRUCTIONS: Erase tapes in office after 12 years.

ITEM 20519. VOCATIONAL EDUCATION SPECIAL PROJECTS SYSTEMS FILE.

Division of Auditing magnetic tape file providing allotment and expenditure information for each vocational education program within the state.

DISPOSITION INSTRUCTIONS: Erase tapes in office after 5 years.

ITEM 20520. PUBLIC SCHOOL FUND SYSTEMS FILE.

Division of Auditing magnetic tape file concerning public school funds for each local educational agency. Information includes allotments, expenditures, and certifications; separated by detailed and summary information for each local educational agency in the state.

DISPOSITION INSTRUCTIONS: Erase tapes in office after 5 years.

ITEM 20521. PUPIL ACCOUNTING SYSTEMS FILE.

Division of Teacher Allotment and Student Accounting magnetic tape file providing pupil accounting data for each public school. Information includes enrollments, withdrawals, memberships, and absences by grade and by school. (Information contained in file is published in "North Carolina Public Schools Statistical Profile.")

DISPOSITION INSTRUCTIONS: Update monthly. Duplicate end-of-year tape and transfer duplicate copy to the State Records Center. Tape will be held for agency in the State Records Center 20 additional years and then returned to the agency to be erased. Erase in office agency copy when administrative value ends.

ITEM 20522. SCHOOL FOOD SERVICE (CHILD CARE AND SUMMER FEEDING) SYSTEMS FILE.

Department of Public Instruction magnetic tape file providing data concerning federal reimbursement to day care facilities and summer camps for food services under the Child Care Feeding Program. Information includes unit and camp information, numbers of meals served, and cost and expense information. File also includes accounting data for actual

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 3 additional years and then returned to the agency to be erased.

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SYSTEMS DEVELOPMENT**

ITEM 20523. SCHOOL FOOD SERVICE (NATIONAL LUNCH) SYSTEMS FILE.

Department of Public Instruction magnetic tape file providing data concerning federal reimbursement to public and private secondary schools for food services under the National School Lunch Program. Information includes unit and school information, numbers of meals served, and cost and expense information. File also includes accounting data for actual reimbursements.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 3 additional years and then returned to the agency to be erased.

ITEM 20524. VOCATIONAL EDUCATION STUDENT REPORTING SYSTEMS FILE.

Department of Public Instruction magnetic tape file providing listings of students enrolled in vocational education programs throughout the state. Information includes breakdowns of students by race, sex, course, grade, and whether handicapped or disadvantaged.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then returned to the agency to be erased.

ITEM 20525. SCHOOL NAME AND ADDRESS SYSTEMS FILE.

Division of Statistics magnetic tape file providing names and addresses of schools within the state for each year. Information also includes names of principals, grade spans, school telephone numbers, and other data.

DISPOSITION INSTRUCTIONS: Update monthly. Erase end-of-year tapes in office after 5 years.

ITEM 20534. TEXTBOOKS SYSTEMS FILE.

Division of Textbooks magnetic tape file providing data concerning each textbook currently used throughout the state public school system. Information includes titles, prices, inventory listings, and other data.

DISPOSITION INSTRUCTIONS: Erase tape in office after 1 year.