

DEPARTMENT OF STATE TREASURER
STATE ADVISORY COUNCIL ON VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION

Records Retention and Disposition Schedule

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

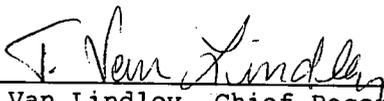
STATE ADVISORY COUNCIL ON VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.**

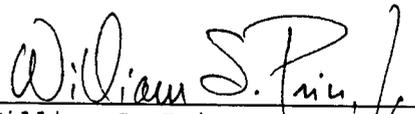
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

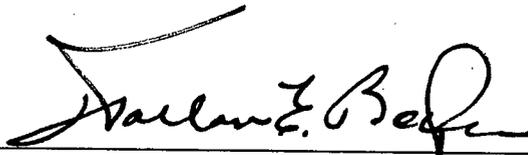


T. Van Lindley, Chief Records Officer
Department of State Treasurer



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

APPROVED



Harlan E. Boyles, State Treasurer
Department of State Treasurer



Betty Ray McCain, Secretary
Department of Cultural Resources

... ABOUT THIS RECORDS DISPOSITION SCHEDULE ...

This records disposition schedule lists the records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group (following the identification number) and instructions for their legal disposition (following the words "DISPOSITION INSTRUCTIONS"). Records should never be arbitrarily destroyed on the basis of personal opinion but only on the basis of a firm schedule. The disposition instructions contained herein provide that schedule and the legal procedures for records management activities in your agency.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of General Statutes of North Carolina. Compliance with the disposition instructions listed herein will help ensure conformity with these laws and that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 500. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially superseded.

Supervisors or other responsible office personnel, acting through their Records Officers, are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel will then amend this schedule in order to ensure that it remains complete and accurate and is in compliance with federal and state laws and regulations.

The Records Services Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing schedules; supply and delivery of boxes, tape, and labels for records scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is no charge for these services.

This schedule was prepared by:

John Hicks, Records Management Analyst I
Division of Archives and History
Archives and Records Section, Records Services Branch
215 North Blount Street
733-3540

Please contact Mr. Hicks about any questions regarding this schedule.

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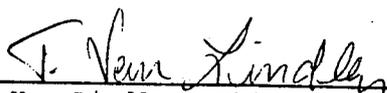
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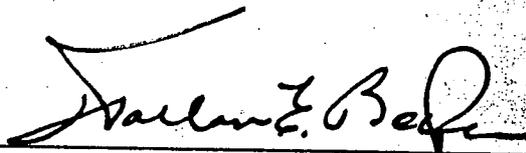


T. Van Lindley, Chief Records Officer
Department of State Treasurer



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

APPROVED



Harlan E. Boyles, State Treasurer
Department of State Treasurer



Betty Ray McCain, Secretary
Department of Cultural Resources

November 12, 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.

JH

**DEPARTMENT OF STATE TREASURER
STATE ADVISORY COUNCIL ON VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION**

ITEM 3439. CORRESPONDENCE FILE.

Correspondence concerning council activities, management, and administration.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20799. ANNUAL REPORTS FILE.

Publications documenting council activities.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20800. CHRONOLOGICAL FILE.

Reference copies of all outgoing correspondence prepared by the council staff.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20801. CONFERENCE AND WORKSHOP FILE.

Records concerning workshops attended by the council staff.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20802. MINUTES FILE.

Official minutes of council meetings. File includes all supporting documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20803. FORUM FILE.

Correspondence and publications used for the council's annual public hearing.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20806. COMPOSITIONS FILE.

Articles, dissertations, position papers, speeches, and statements by the staff, council members, and others.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20810. BIOGRAPHICAL FILE.

Biographical information concerning council members.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20811. PERSONNEL FILE.

Records concerning the service history of council staff members. File includes applications, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

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ITEM 20812. ORIGINAL PUBLICATIONS FILE.

Publications produced by the council.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20813. SUBJECT FILE.

Records concerning various vocational education-related topics of interest to the council staff.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20814. STATE ADVISORY COUNCILS FILE.

Reference copies of reports received from advisory councils of other states.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20816. STATE BOARD OF EDUCATION (SBE) FILE.

Reference copies of agendas and supporting documents for each SBE meeting.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 20817. STATE BOARD OF COMMUNITY COLLEGES (SBCC) FILE.

Reference copies of agendas and supporting documents for each SBCC meeting.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 31308. LEAVE RECORDS FILE.

Records concerning employees' vacation and sick leave.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.

ITEM 31314. PERFORMANCE MANAGEMENT SYSTEM (PMS) FILE.

Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Office of the Governor, Governor's Commission on Workforce Preparedness.