

NORTH CAROLINA EDUCATION STANDARDS AND ACCOUNTABILITY COMMISSION

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

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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

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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 This schedule is to remain in effect until superseded.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



Mary Ann Therin, Staff Consultant
North Carolina Education Standards
and Accountability Commission



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Dr. Samuel H. Houston, Executive Director
North Carolina Education Standards
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Betty Ray McCain, Secretary
Department of Cultural Resources

June 30, 1998

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ITEM 41533. ADMINISTRATIVE FILE.

Records concerning routine administration of the Commission. File includes correspondence, rosters, telephone logs, and other related records.

DISPOSITION INSTRUCTIONS: Commission abolished. Destroy in office immediately.

ITEM 41534. ANNUAL REPORTS FILE.

Annual reports of the Commission to the Governor and State Board of Education. Reports include findings and recommendations of the Commission.

DISPOSITION INSTRUCTIONS: Commission abolished. Transfer 1 copy of each report to the Archives immediately. Transfer 2 or more copies of each report to the State Documents Clearinghouse, North Carolina State Library immediately. Transfer remaining records to the State Board of Education, Committee on Standards and Accountability immediately.

ITEM 41535. APPLICATIONS FOR EMPLOYMENT FILE.

Completed applications for employment with resumes and other supporting documentation. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Commission abolished. Transfer applications and other records for individuals hired to appropriate personnel file immediately. Transfer remaining records to the State Board of Education, Committee on Standards and Accountability

ITEM 41536. BIOGRAPHICAL FILE.

Records concerning biographical information on Commission members. File includes biographies, resumes, and other related records.

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

ITEM 41537. CONTRACT FILE.

Reference copies of records concerning contracts with corporations and individuals for specific services. File includes contracts, evaluations, agreements, travel, and other related records.

DISPOSITION INSTRUCTIONS: Commission abolished. Transfer to the State Records Center immediately. Records will be held in the State Records Center for 1 year and then destroyed, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, records will be destroyed in the State Records Center 5 years after completion of action and resolution of issues involved.

ITEM 41538. EXTERNAL PUBLICATIONS FILE.

Records concerning education standardization published by outside entities. File includes reports from organizations and other state governments.

DISPOSITION INSTRUCTIONS: Commission abolished. Destroy in office immediately.

ITEM 41539. LEGISLATIVE CORRESPONDENCE FILE.

Records concerning correspondence between commission members and state legislators and the Governor. File includes conflict of interest rulings.

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

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ITEM 41540. MEETING MATERIALS FILE.

Records concerning meetings and hearings of the Commission. File includes agendas, minutes, handouts, travel records, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Commission abolished. Destroy in office travel records immediately. Transfer remaining records to the State Records Center immediately. Records will be held for agency for 5 additional years and then transferred to the custody of the Archives.

ITEM 41541. NEXT CENTURY ASSESSMENT FOR NORTH CAROLINA (NCANC) FILE.

Records concerning a pilot project in performance based assessments of public schools. File includes travel records, training materials, correspondence, rosters of meeting attendees, and other related records.

DISPOSITION INSTRUCTIONS: Commission abolished. Destroy in office travel records immediately. Transfer remaining records to the Committee on Standards and Accountability immediately.

ITEM 41542. PERSONNEL FILE.

Individual personnel files for each commission employee. File contains applications, employment histories, leave information, performance evaluations, disciplinary actions and termination information. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Commission abolished. Transfer to the State Records Center for permanent storage immediately.

ITEM 41543. PUBLIC HEARINGS FILE.

Records concerning public hearings held by the Commission. File includes transcripts, position papers submitted to the board, travel, and other related records.

DISPOSITION INSTRUCTIONS: Commission abolished. Destroy in office travel records immediately. Transfer remaining records to the State Records Center immediately. Records will be held in agency for 5 additional years and then transferred to the custody of the Archives.

ITEM 41544. STAFF CORRESPONDENCE FILE.

Records concerning correspondence written and received by Commission staff. File includes correspondence from the public written to other government officials which was forwarded to the Commission. (Comply with applicable provisions of G.S. 115C-402 and 20 USCA 1232g regarding confidentiality of education records.)

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