

**PUBLIC SCHOOL FORUM OF NORTH CAROLINA
NORTH CAROLINA TEACHING FELLOWS COMMISSION**

Program 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

NORTH CAROLINA TEACHING FELLOWS COMMISSION

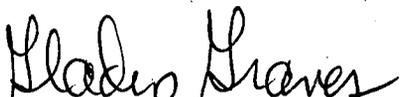
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

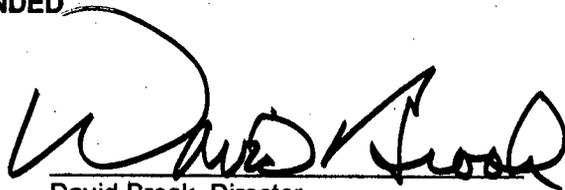
NORTH CAROLINA TEACHING FELLOWS COMMISSION

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 This schedule is to remain in effect until superseded.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



Gladys Graves, Director
Teaching Fellows Commission



David Brook, Director
Division of Historical Resources

APPROVED



John Dornah, President/Executive Director
Public School Forum of North Carolina



Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 27, 2007

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**PUBLIC SCHOOL FORUM OF NORTH CAROLINA
NORTH CAROLINA TEACHING FELLOWS COMMISSION**

ITEM 8281. NORTH CAROLINA TEACHING FELLOWS REJECTED APPLICATIONS FILE.

Records in paper and electronic formats of non-selected applicants for teaching fellowship scholarships. File includes rejected applications, correspondence, and other related records. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 1 year after the beginning of the terms applied for by applicants 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 8282. NORTH CAROLINA TEACHING FELLOWS FILE.

Records in paper and electronic formats concerning applicants who were awarded teaching fellows scholarships. File includes application packets, promissory notes, correspondence, and other related records. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years after loan has been repaid if no litigation, audit, claim, 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. Destroy records currently being held for agency in the State Records Center 5 years from date of record.