

CHANGE LOG FOR THE 2021 LOCAL PUBLIC SCHOOL UNIT RECORDS RETENTION AND DISPOSITION SCHEDULE

This document lists the changes that have been made during the 2021 revision to the February 19, 1999 Local Education Agencies retention and disposition schedule. First, we have renamed the schedule - it is now called the Local Public School Unit schedule to reflect the current structure of the public school system. This schedule is also intended to be used by Charter Schools to determine the retention period for records in their custody. We have also updated the formatting to mirror that of other schedules for local government agencies. All the records series included in the 1999 schedule were reviewed by Government Records Section staff as well as subject matter experts from the Department of Public Instruction and officials from the local public school units. Drafts were also posted on the Section blog “The G.S. 132 Files” (<https://ncrecords.wordpress.com/>) for review and comments.

This document has been designed to assist you with crosswalking records series listed in the 1999 schedule to the new format and identifying new records series included in this 2021 revision. While grammatical and alphabetization changes, wordsmithing, and the updating of citations are not listed in this document, substantive changes are listed in the left-hand column (Changes). In the center column (New Items) are the titles of new records series that have been added to the schedule. In the right-hand column (Discontinued Items) are records series that have been discontinued because the records are no longer created or received by local public school units (or in cases where these are listed in the same row as a series that was changed, these records have been combined into that broader records series). In addition, for your assistance the index in the 2021 Public School Unit retention schedule includes pointers when one series was subsumed into another.

Also be aware that 2019 marked the transition to a new system of scheduling records of local government agencies. Beginning March 1, 2019, a General Records Schedule for Local Government Agencies was issued and contains standards that apply across all local government agencies. Types of records included in these standards are: Administration and Management Records; Budget, Fiscal, and Payroll Records; Geographic Information Systems Records; Information Technology Records; Legal Records; Personnel Records; Public Relations Records; Risk Management Records; and Workforce Development Records. These standards are no longer published with the Local Public School Unit retention and disposition schedule. This means that 7 standards that were included in the 1999 Local Education Agency schedule (the first 6 and the final one) are now represented in the *2021 General Records Schedule: Local Government Agencies*. Records in the 1999 Standard-7, Program Operational Records, that have been subsumed into series on the General Records Retention Schedule are so noted in the “Discontinued Items” column.

If you have questions, please do not hesitate to contact a records analyst for assistance. Contact information can be found on the State Archives website at <https://archives.ncdcr.gov/government/local/analysts>.

Changes in 2021 Local Public School Units Schedule

Changes	New Items	Discontinued Items
STANDARD 10: ACADEMIC PROGRAM AND CURRICULUM RECORDS (Changed From: Educational Program Records)		
	COURSE MATRIX	VOCATIONAL EDUCATION RECORDS: ACTIVITY, CLASS, AND WORK SCHEDULES FILE
<p>CURRICULUM RECORDS Moved from Individual Schools’ and Central Office Administrative records; added permanent retention requirements to records documenting major revisions and significant changes developed or initiated by the local public school unit or education board</p>		
	<p>EDUCATIONAL PROGRAM FOLLOW-UP RECORDS Description includes any educational program</p>	VOCATIONAL EDUCATION RECORDS: STUDENT ENROLLMENT AND FOLLOW-UP RECORDS FILE
	<p>EDUCATIONAL PROGRAM RECORDS Description includes any educational program as well as general implementation records for educational programs</p>	<p>ACADEMICALLY OR INTELLECTUALLY GIFTED CHILDREN’S PROGRAMS: CLASSES AND LISTS FILE EDUCATIONAL PROGRAMS FOR CHILDREN WITH DISABILITIES: PROGRAMMATIC PLANS OF OPERATION FILE VOCATIONAL EDUCATION RECORDS: VOCATIONAL PLANS FILE</p>

Changes in 2021 Local Public School Units Schedule

Changes	New Items	Discontinued Items
<p>STANDARDIZED TEST ADMINISTRATION RECORDS Changed title from “Examination Materials File;” moved from Student Records; changed description to remove student answer documents and add additional non-student-specific records such as proctors’ guidelines and anonymized testing data; 3-year retention added for records not part of official testing material that must be returned to NCDPI</p>		<p>EXAMINATION MATERIALS FILE EXAMINATION REPORTS FILE</p>
<p>TEACHER LESSON PLANS Moved from Individual Schools’ and Central Office Administrative Records; added detail to description</p>		
		<p>DRIVER EDUCATION PROGRAMS: APPLICATION FOR APPROVAL TO TEACH DRIVER EDUCATION PROGRAM See Applications for Employment in Personnel Records standard in the Local Government General Records Schedule</p>
		<p>DRIVER EDUCATION PROGRAMS: AUTO LOAN OR LEASE AGREEMENTS FILE See Contracts, Leases, and Agreements in Legal Records standard in the Local Government General Records Schedule</p>
		<p>DRIVER EDUCATION PROGRAMS: CAR RECORDS FILE See Equipment and Vehicle Maintenance, Repair, and Inspection Records in Administration and Management Records standard in the Local Government General Records Schedule</p>

Changes in 2021 Local Public School Units Schedule

Changes	New Items	Discontinued Items
		<p>DRIVER EDUCATION PROGRAMS: MONTHLY REPORTS ON DRIVER TRAINING AND SAFETY EDUCATION FILE If records remain from when the LPSU provided this program, complete a Request for Disposal of Unscheduled Records</p>
		<p>DRIVER EDUCATION PROGRAM: PERSONAL SERVICE AND GENERAL EXPENSE AND SUMMARY VOUCHER REGISTERS FILE See Accounts Payable in Budget, Fiscal, and Payroll Records standard in the Local Government General Records Schedule</p>
		<p>DRIVER EDUCATION PROGRAMS: PROPOSED PLANS OF OPERATION AND BUDGETS FILE See Budget Requests and Working Papers in Budget, Fiscal, and Payroll Records standard in the Local Government General Records Schedule</p>
		<p>DRIVER EDUCATION PROGRAMS: STUDENT AND CLASS RECORDS FILE If records remain from when the LPSU provided this program, complete a Request for Disposal of Unscheduled Records</p>
		<p>DRIVER EDUCATION PROGRAMS: TIME SHEETS FILE If records remain from when the LPSU provided this program, complete a Request for Disposal of Unscheduled Records</p>

Changes in 2021 Local Public School Units Schedule

Changes	New Items	Discontinued Items
		<p>EDUCATIONAL PROGRAMS FOR CHILDREN WITH DISABILITIES: TEXTBOOKS AND OTHER EQUIPMENT FILE See Inventories in Administration and Management Records standard in the Local Government General Records Schedule</p>
		<p>VOCATIONAL EDUCATION RECORDS: COOPERATIVE AND PREPARATORY TRAINING FORMS See Contracts, Leases, and Agreements in Legal Records standard in the Local Government General Records Schedule</p>
		<p>VOCATIONAL EDUCATION RECORDS: INSTRUCTIONAL PERSONNEL FILE (RECORDS AND REPORTS OF) See Personnel Files (Official Copy) in Personnel Records standard in the Local Government General Records Schedule</p>
		<p>VOCATIONAL EDUCATION RECORDS: INVENTORIES OF EQUIPMENT FILE See Inventories in Administration and Management Records standard in the Local Government General Records Schedule</p>
		<p>VOCATIONAL EDUCATION RECORDS: VOCATIONAL PROGRAMS OF STUDY GUIDES FILE See Reference File in Administration and Management Records standard in the Local Government General Records Schedule</p>

Changes in 2021 Local Public School Units Schedule

STANDARD 11: EXTRACURRICULAR PROGRAM RECORDS		
<p>ATHLETIC PROGRAM RECORDS Moved from Individual Schools' and Central Office Administrative Records; removed materials superseded by the General Schedule from description; added trigger to retention period</p>		
<p>STUDENT AWARDS AND HONORS RECORDS Changed title from "Scholarship Program Records File" and broadened description; moved from Individual Schools' and Central Office Administrative Records</p>		
	STUDENT ELECTION RECORDS	
<p>STUDENT ORGANIZATION RECORDS Moved from Individual Schools' and Central Office Administrative Records; removed reference to Histories File in disposition instructions and replaced with permanent retention</p>		
	STUDENT PUBLICITY RECORDS	

STANDARD 12: INDIVIDUAL SCHOOLS' AND CENTRAL OFFICE ADMINISTRATIVE RECORDS		
	AGGREGATED REPORTS AND DATA	ANNUAL DROPOUT REPORTS FILE EXCEPTIONAL CHILDREN HEADCOUNT REPORTS FILE FIRE DRILL AND INSPECTION REPORTS FILE ONCE A YEAR REPORTS ON GRADE, RACE, AND SEX FILE PRINCIPAL'S MONTHLY REPORTS FILE SCHOOL ACTIVITY REPORTS FILE SCHOOL REPORTS AND STUDENT LISTS FILE SCHOOL SANITATION MONTHLY REPORTS FILE SCHOOL VIOLENCE REPORTS FILE SECOND MONTH REPORTS FILE STATISTICAL REPORTS FILE STUDENT ABSENTEE REPORTS FILE (from Student Records) STUDENT INFORMATION ACCOUNTABILITY SYSTEM (SIAS) (ELECTRONIC) FILE (from Student Records) ROUTINE REPORTS (TEACHERS, PRINCIPALS, AND SUPERINTENDENTS) FILE (from Textbook Records) ANNUAL TRANSPORTATION REPORTS FILE (from Transportation Records) STATE VEHICLE FLEET MANAGEMENT SYSTEM (SVFMS) (ELECTRONIC) FILE (from Transportation Records) TRANSPORTATION INFORMATION MANAGEMENT SYSTEM (TIMS) (ELECTRONIC) FILE (from Transportation Records) TRANSPORTATION RECORDS FILE (from Transportation Records) VOCATIONAL EDUCATION RECORDS: VOCATIONAL COMPETENCY ACHIEVEMENT TRACKING SYSTEM (VOCATS) (ELECTRONIC) FILE (from Educational Program Records) VOCATIONAL EDUCATION INFORMATION SYSTEM (VEIS) (ELECTRONIC) FILE (from Educational Program Records) VOCATIONAL EDUCATION RECORDS: VOCATIONAL STATISTICAL REPORTS FILE (from Educational Program Records) FOOD SERVICE REPORTS FILE (from Food Service Records)

Changes in 2021 Local Public School Units Schedule

<p>FIELD TRIP AUTHORIZATIONS Removed parental consent forms from description and clarified description to indicate that the authorizations are solely those given by the local public school unit</p>		
<p>SCHOOL LIBRARY/MEDIA CENTER RECORDS Removed records covered in the General Schedule from description; changed retention to “Destroy in office when superseded or obsolete”</p>		
<p>TEACHER AND STAFF ALLOTMENT WAIVERS Changed title from “North Carolina Board of Education Allotments of Teaching Positions File;” moved from Educational Program Records: Vocational Education Records; broadened description to include other types of teacher and staffing allotments regulated by statute</p>		
	TITLE IX RECORDS	
		<p>DATA ENTRY RECORDS FILE See Transitory Records in Front Matter to the Local Government General Records Schedule</p>
		<p>TEACHER SCHEDULING RECORDS FILE See Work Schedules and Assignments in Personnel Records standard in the Local Government General Records Schedule</p>
STANDARD 13: OPERATIONS RECORDS		
<p>FOOD SERVICE PROGRAMS Moved from Food Service Records</p>		
<p>FREE AND REDUCED-PRICE MEALS APPLICATIONS Moved from Food Service Records; added trigger to disposition instructions; added disposition for any rejected applications</p>		

Changes in 2021 Local Public School Units Schedule

<p>SCHOOL BUS ROUTES Moved from Transportation Records; added trigger to disposition instructions</p>		
<p>SEAT BELT RECORDS Moved from Transportation Records</p>		
		<p>SUMMARY SHEETS FILE (from Textbook Records) See Inventories in Administration and Management Records standard in the Local Government General Records Schedule</p>
		<p>ACCIDENT REPORTS AND TORT CLAIMS FILE (from Transportation Records) See Accident and Incident Reports (Customer and Employee) in Risk Management Records standard in the Local Government General Records Schedule</p>
		<p>BUS INSPECTION REPORTS FILE (from Transportation Records) See Equipment and Vehicle Maintenance, Repair, and Inspection Records in Administration and Management Records standard in the Local Government General Records Schedule</p>
		<p>CONTRACT TRANSPORTATION FOR CHILDREN WITH DISABILITIES AND OTHER CONTRACTED SERVICES FILE (from Transportation Records) See Contracts, Leases, and Agreements in Legal Records standard in the Local Government General Records Schedule</p>

Changes in 2021 Local Public School Units Schedule

		<p>COST OF TRANSPORTATION FILE (from Transportation Records) See Budget Reports and Requisitions in Budget, Fiscal, and Payroll Records standard in the Local Government General Records Schedule</p>
		<p>SCHOOL BUS INVENTORY AND MAINTENANCE FILE (from Transportation Records) See Equipment and Vehicle Maintenance, Repair, and Inspection Records in Administration and Management Records standard in the Local Government General Records Schedule</p>
		<p>VEHICLE INSPECTIONS FILE (from Transportation Records) See Equipment and Vehicle Maintenance, Repair, and Inspection Records in Administration and Management Records standard in the Local Government General Records Schedule</p>
STANDARD 14: STUDENT RECORDS		
	ACADEMIC ACTION AUTHORIZATIONS	
	ATTENDANCE RECORDS	<p>STUDENT ATTENDANCE (CLASSROOM) FILE STUDENT ATTENDANCE (SCHOOL) FILE STUDENT CHECK IN/OUT LOGS FILE</p>
<p>DISCIPLINE RECORDS Changed name from “Student Discipline Records File”; removed school violence reports from description (see “Aggregated Data and Reports”</p>		

Changes in 2021 Local Public School Units Schedule

<p>DRIVER EDUCATION RECORDS Changed name from “Driver Eligibility File”; moved from Educational Program Records: Driver Education Programs</p>		
	<p>EDUCATIONAL PROGRAM PLACEMENT RECORDS Description includes multiple educational programs</p>	<p>ACADEMICALLY OR INTELLECTUALLY GIFTED CHILDREN’S PROGRAMS: GROUP EDUCATION PLAN FILE (from Educational Program Records) VOCATIONAL PLACEMENT RECORDS FILE (from Educational Program Records)</p>
<p>ENROLLMENT AND WITHDRAWAL RECORDS Changed name from “Student Entry/Withdrawal Records File”</p>		<p>RESIDENCE VERIFICATION FILE (from Individual Schools’ and Central Office Administrative Records) STUDENT DROPOUT RECORDS FILE STUDENT TRANSFER RECORDS FILE</p>
<p>GRADES</p>		<p>STUDENT GRADE RECORDS (CLASSROOM) FILE STUDENT GRADE RECORDS (SCHOOL) FILE</p>
<p>GUIDANCE RECORDS Moved from Individual Schools’ and Central Office Administrative Records</p>		
<p>HEALTH ASSESSMENT FORMS Changed name from “Kindergarten Health Assessment Forms”; changed description to match changes to G.S. 130A-440 through 441 and to include symptom checklists; changed disposition instructions</p>		

Changes in 2021 Local Public School Units Schedule

<p>HEALTH CARE PLANS Changed name from “Standard Action Plans or Individualized Action Plans File”; broadened description to include all plans that do not describe direct actions taken or care given to the student; added disposition instructions for students whose care is funded by Medicaid</p>		
<p>HEALTH RECORDS Removed immunization records from description; changed disposition instructions to match pediatric health records in local health departments retention schedule; added disposition instructions explicitly covering received medical records not necessary for care at school</p>		<p>HEALTH RECORDS FILE: DIAGNOSTIC AND SUMMARY REPORTS HEALTH RECORDS FILE: INJURY REPORT FORMS HEALTH RECORDS FILE: MEDICATION AND PROCEDURES LOG HEALTH RECORDS FILE: PERMANENT HEALTH RECORD CARDS FILE HEALTH RECORDS FILE: PHYSICIAN’S AUTHORIZATION FORMS FILE</p>
	<p>IMMUNIZATION RECORDS</p>	
	<p>INTERNATIONAL STUDENTS FILE</p>	
<p>NORTH CAROLINA CUMULATIVE RECORDS Changed description to match legal definition in G.S. 115C-402; added additional detail to disposition instructions; added to retention note to explicitly exclude PowerSchool transcripts from cumulative records and give instruction to charter schools that close</p>		
	<p>PARENT/GUARDIAN AUTHORIZATION RECORDS</p>	

Changes in 2021 Local Public School Units Schedule

<p>PARENT/GUARDIAN CONTACT AND CONFERENCE RECORDS Changed name from “Parent Conference Records File”; moved from Individual Schools’ and Central Office Administrative Records; modified description to include correspondence and other interactions with parents/guardians; changed disposition instructions</p>		
	<p>REASONABLE ACCOMMODATIONS FOR CHILDREN WITH DISABILITIES</p>	
<p>SPECIALLY DIFFERENTIATED INSTRUCTION FOR CHILDREN WITH DISABILITIES RECORDS Changed name from “Confidential Records of Children with Disabilities File”; moved from Educational Program Records: Educational Programs for Children with Disabilities</p>		
<p>STANDARDIZED TEST RESPONSES AND SCORES Changed name from “Examination Reports File”; added student answer documents from former “Examination Materials File”</p>		<p>EXAMINATION MATERIALS FILE EXAMINATION REPORTS FILE</p>
	<p>STUDENT HEALTH INFORMATION DISCLOSURE RECORDS</p>	
<p>STUDENT SCHEDULING RECORDS Changed disposition instructions</p>		
	<p>STUDENT SELECTION RECORDS</p>	
<p>STUDENT WORK Changed name from “Student Classwork Records File”</p>		
	<p>TRANSCRIPT REQUESTS</p>	<p>REGIONAL ARTICULATION PLACEMENT RECORDS FILE</p>