

ADMINISTRATIVE OFFICE OF THE COURTS
ASSISTANT DIRECTOR

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

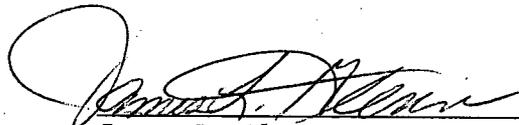
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition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

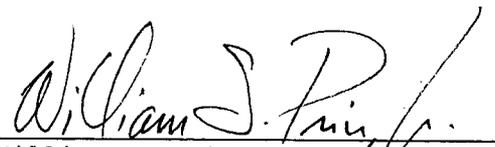
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

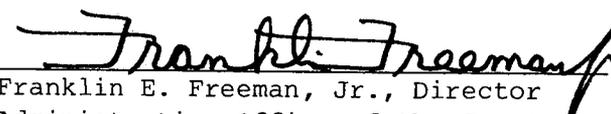
APPROVAL RECOMMENDED


James L. Glenn
Records Administrator
Administrative Office of the Courts


Dallas A. Cameron, Jr.
Assistant Director
Administrative Office of the Courts


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

APPROVED


Franklin E. Freeman, Jr., Director
Administrative Office of the Courts


Patric Dorsey, Secretary
Department of Cultural Resources

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ITEM 2313. ASSISTANT DIRECTOR'S CORRESPONDENCE FILE.

Correspondence of the Assistant Director to the Chief Justice of the Supreme Court, clerks of Superior Court, judges, solicitors, court reporters, the general public, and others. Correspondence concerns policies and procedures, assignments of judges, judicial administration, court staff, salaries, illnesses and vacations, court calendars, fees, college sessions, and other information.

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.

ITEM 2978. HABEAS CORPUS FILE.

Correspondence from and relating to prisoners about post-convictions and HABEAS CORPUS writs before the Supreme Court. File includes other correspondence from and to citizens concerning complaints about the court system.

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.

ITEM 3404. SUPERIOR AND APPELLATE COURT COUNSEL FEE FILE.

Correspondence of the Assistant Director to Superior Court and appellate court judges and attorneys regarding information needed in order to set fees in indigent cases.

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.

ITEM 3884. JUDICIAL COUNCIL MINUTES FILE.

Minutes of the Judicial Council.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 3885. COMMISSIONS FILE.

Commissions signed by the Chief Justice assigning judges to court, making special assignments or cancellations, and scheduling conflicting sessions.

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

ITEM 10607. BIOGRAPHICAL FILE.

Biographical information on judges in Supreme, Superior, and District courts.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10608. ASSIGNMENT SHEETS FILE.

Monthly assignment sheets for Superior Court judges.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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ITEM 10609. JUDICIAL COUNCIL FILE.

Records concerning the Judicial Council, which conducts a continuing study of North Carolina laws. File includes correspondence, travel reimbursement vouchers, reports, agendas, drafts of legislative bills, and other information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 10612. DISTRICT COURT COUNSEL FEE FILE.

Correspondence of the Assistant Director to district court judges and attorneys regarding information needed in order to set fees in indigent cases.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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.

ITEM 10613. NEWS RELEASES FILE.

News releases to news media relating to Administrative Office of the Courts' operations and personnel.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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.