ADMINISTRATIVE OFFICE OF THE COURTS
COURT MANAGEMENT INFORMATION SERVICES DIVISION

RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Information Services** to **Court Management Information Services Division**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated May 30, 1998. 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

COURT MANAGEMENT INFORMATION SERVICES DIVISION

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 the schedule are not authorized to be destroyed.** The

COURT MANAGEMENT INFORMATION SERVICES DIVISION

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 This schedule is to remain in effect until superseded.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

Michael Unruh, Chief Records Officer
Administrative Office of the Courts

Basil McVey, Deputy Director
Court Management Information
Services Division

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Judge Thomas W. Ross, Director
Administrative Office of the Courts

Betty Ray McCain, Secretary
Department of Cultural Resources

July 15, 1999

MS

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

ADMINISTRATIVE OFFICE OF THE COURTS
COURT MANAGEMENT INFORMATION SERVICES DIVISION

Amend the records retention and disposition schedule approved July 15, 1999 by adding Item 44069 as shown on substitute page dated September 10, 1999.

APPROVAL RECOMMENDED

Michael Unruh, Chief Records Officer
Administrative Office of the Courts

Basil McVey, Deputy Director
Court Management Information
Services Division

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Judge Thomas W. Ross, Director
Administrative Office of the Courts

Betty Ray McCain, Secretary
Department of Cultural Resources

September 10, 1999

MS

ADMINISTRATIVE OFFICE OF THE COURTS
COURT MANAGEMENT INFORMATION SERVICES DIVISION

RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

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COURT MANAGEMENT INFORMATION SERVICES DIVISION

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APPROVAL RECOMMENDED

Michael Unruh, Chief Records Officer
Administrative Office of the Courts

Basil McVey, Deputy Director
Court Management Information
Services Division

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Judge Thomas W. Ross, Director
Administrative Office of the Courts

Betty Ray McCain, Secretary
Department of Cultural Resources

July 15, 1999

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.

MS

ADMINISTRATIVE OFFICE OF THE COURTS
COURT MANAGEMENT INFORMATION SERVICES DIVISION

ITEM 2311. GRANTS FILE.
Records concerning grants administered by Court Management Information Services Division. File includes grant proposals, plans, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after termination of grant 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 resolution of issues involved.

ITEM 2312. SYSTEMS PROGRAMMING TAPES FILE.
Magnetic tapes providing modifications (patches) utilized to update data processing systems operated by Administrative Office of the Courts. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer security copy to the State Records Center for permanent security storage. Agency representative will update tapes periodically in accordance with division policy. Destroy in office other tapes when administrative value ends.

ITEM 10531. SYSTEMS RESEARCH AND REFERENCE FILE.
Data collected and created in support of systems planning. Information includes forms and working papers, reports, surveys, notes, statistics, bulletins concerning small projects assigned to systems planning personnel, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 10534. DATABASE AND INDEX SEQUENTIAL ACCESS METHOD (ISAM) FILE.
Magnetic tape file providing database listings of Criminal and Superior Court defendants. Information includes names of defendants, dates and locations of appearances, names of witnesses, and other pertinent data. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer security copy to the State Records Center for permanent security storage. Agency representative will update tapes periodically in accordance with division policy. Destroy in office other tapes when administrative value ends.

ITEM 10535. REVISED DATA SYSTEMS FILE.
Magnetic tape file listing current, pending, and disposed court cases for state. Information includes name of case, location of court, and other pertinent data. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer security copy to the State Records Center for permanent security storage. Agency representative will update tapes periodically in accordance with division policy. Destroy in office other tapes when administrative value ends.

ITEM 10536. USER SYSTEM FILE.
Magnetic tape file providing current programs and operating systems to execute Database and Index Sequential Access Method File for the court information system. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer security copy to the State Records Center for permanent security storage. Agency representative will update tapes periodically in accordance with division policy. Destroy in office other tapes when administrative value ends.

ITEM 10538. BACKUP RECOVERY FILE.

Data pertinent to the resumption of division automated data processing (ADP) operations in the event of disaster. Information includes disaster recovery plan, ADP operating manuals, ADP operating instructions, and other data. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer immediately to the State Records Center for permanent security storage. Agency representative will update tapes periodically in accordance with division policy.

ITEM 44069. HELP CALLS OR PROBLEM TICKETS FILE.

Record of telephone calls to the Administrative Office of the Courts (AOC) Help Desk and the agency response to those calls. Amended 9-10-99

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.