

**ADMINISTRATIVE OFFICE OF THE COURTS
DIRECTOR'S OFFICE**

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

DIRECTOR'S OFFICE

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

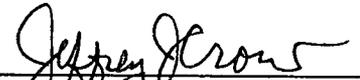
DIRECTOR'S OFFICE

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 This schedule is to remain in effect until superseded.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

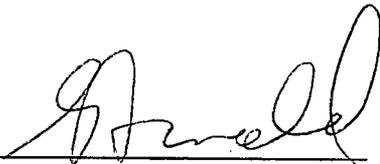


Michael J. Unruh, Chief Records Officer
Administrative Office of the Courts

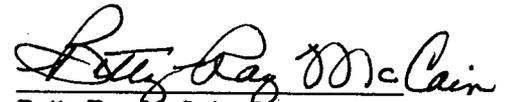


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Judge Gerald Arnold, Director
Administrative Office of the Courts



Betty Ray McCain, Secretary
Department of Cultural Resources

May 10, 1999

MS

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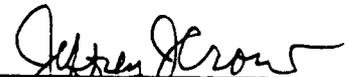
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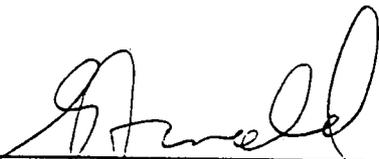


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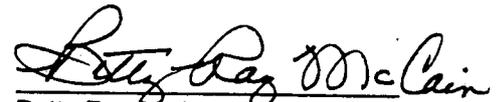


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

MS

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ITEM 2308. JUDICIAL SYSTEM SUBJECT FILE.

Correspondence, memorandums, and directives of the director to and from the Chief Justice, Superior Court judges, Chief District Court judges, district attorneys, public defenders, Clerks of Superior Court, Special Counsel for the Mentally Ill, and the Judicial Standards Commission concerning the administration and operation of the courts, the Judicial Department, staff reports, and other subjects of interest to the director.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

ITEM 17433. DIRECTOR'S CORRESPONDENCE FILE.

Correspondence of the director with individuals, firms, and agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 17434. ASSOCIATIONS AND CONFERENCES FILE.

Records concerning associations to which the director or members of the staff belong and conferences which the director or staff attend, participate in, or conduct. File includes reference copies of correspondence, agendas, minutes, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 17435. ATTORNEY GENERAL FILE.

Correspondence and/or pleadings to and from the Office of the Attorney General pertaining to lawsuits involving court personnel.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 17436. ATTORNEY GENERAL OPINIONS FILE.

Reference copies of opinions concerning the Department of Justice and its operation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17438. ALPHABETICAL COUNTY FILE.

Records concerning court activities in each county. File includes correspondence, reports, and other records received from individual clerks of court, county managers, county finance officers, and other county officials.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

ITEM 17439. COUNTY AND MUNICIPALITY FACILITIES FEE REPORTS FILE.

County and municipality facilities fee reports received from each county. (Reports are required by G.S. 7A-304.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17441. LEAVE FILE.

Records concerning leave by office personnel. File includes leave requests, monthly leave reports, yearly leave recapitulations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.

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ITEM 17442. RECORDS MANAGEMENT FILE.

Records concerning records management, office management, information technology, and other records management-related topics. File includes correspondence, publications, records retention and disposition schedule, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 17443. TRAVEL FILE.

Out-of-state travel authorization requests approved by director for departmental personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) 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 17444. BIOGRAPHICAL FILE.

Biographical information on Supreme, Superior, and District Court judges.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after death of judge. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.