ADMINISTRATIVE OFFICE OF THE COURTS
DIVISION FOR COURT SERVICES

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

DIVISION FOR COURT SERVICES

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

DIVISION FOR COURT SERVICES

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 This schedule is to remain in effect until superseded.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

Kathy L. Shuart, Judicial Administrator
Administrative Office of the Courts

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

APPROVED

James C. Drennan, Director
Administrative Office of the Courts

Betty R. McCain, Secretary
Department of Cultural Resources

May 8, 1995

MS

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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

ADMINISTRATIVE OFFICE OF THE COURTS
DIVISION FOR COURT SERVICES

ITEM 2326. GRANTS PROGRAMS FILE.
Records concerning federal grants facilitating trial court services in the state. File includes grants, correspondence, documentation of allocations and disbursements, and other related records.

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 2327. COURT SERVICES CORRESPONDENCE FILE.
Correspondence and memorandums concerning the organization and daily operation of Court Services.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10523. TECHNICAL ASSISTANCE FILE.
Records concerning technical assistance provided by Court Services to trial courts throughout the state. File includes requests for assistance from counties, documentation of assistance provided, and related correspondence. Categories of assistance include case tracking, jury selection, and jury orientation.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10524. REPORTS FILE.
Reports submitted to Court Services by trial court administrator indigency screening and dispute settlement centers throughout the state. Reports provide statistics of each district.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10526. TRIAL COURTS REFERENCE FILE.
Records concerning trial court operations. File includes guidelines for regional clerks; background materials for reports, speeches, judicial rotation, legislation, and regional clerks' meetings; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10606. PROJECT FILE.
Correspondence and research material concerning various judicial projects and programs. File includes correspondence regarding indigency screening, dispute settlement centers, court ordered arbitration, summary jury trial program, custody mediation, alternative to litigation, delay reduction, community penalties, non-compliance/collections, pre-trial release, and other related projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 10610. CERTIFICATION OF COURT REPORTING STANDARDS FILE.
Rules, minutes, and appointments to Board of Examiners for Court Reporting Standards and Testing. File includes testing rules, a bank of test questions and dictation materials for use in future examinations, and other materials associated with the certification of testing, test results, and board certification of results.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 15 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 10623. COUNTY FILE.
Field operations reports from Clerks of Superior Court and other reports or correspondence with clerks or field representatives.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10629. WEEKLY REPORT OF COURT REPORTERS ACTIVITY AND TRANSCRIPT WORKLOAD FILE.

Weekly reports submitted by all Superior and District Court Reporters. Each report notes date and location of court, approximate number of transcript pages to be typed, and number of sick leave days taken by court reporter.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10634. CONDITIONAL DISCHARGE AND RECORDS EXPUNGED FILE.
Records concerning individuals granted conditional discharges and/or whose records were expunged. File includes Request and Report Condition Expunctions Dismissal and Discharge Forms (transmittal sheets) and Expungment Cards. Information for each individual includes name, file number, age on date of offense, nature of offense, and date of conditional discharge or expunction.

DISPOSITION INSTRUCTIONS: Destroy in office transmittal sheets 1 year after information has been transcribed. Destroy in office expungment cards containing transcribed information after 50 years.

ITEM 37787. ADMINISTRATIVE (ELECTRONIC) FILE.
Machine readable records concerning the administration and operations for Court Services. Electronic files on hard drives and floppy disks include drafts of correspondence, memorandums, statistical reports, management studies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for back-up storage. Agency representative will update periodically. Erase in office hard drives and floppy disks when administrative value ends.

ITEM 37788. COURT REPORTERS TEST FILE.
Graded test materials for court reporters including their dictations and multiple choice examinations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.