

ADMINISTRATIVE OFFICE OF THE COURTS
GUARDIAN ad LITEM DIVISION

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

GUARDIAN ad LITEM 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. 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

GUARDIAN ad LITEM 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 This schedule is to remain in effect until superseded.

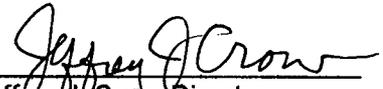
APPROVAL RECOMMENDED



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



Ilene Nelson, Administrator
Guardian ad Litem Division



Jeffrey W. Crow, Director
Division of Archives and History

APPROVED



Dallas A. Cameron, Director
Administrative Office of the Courts



Betty Ray McCain, Secretary
Department of Cultural Resources

November 10, 1997

MS

ADMINISTRATIVE OFFICE OF THE COURTS
GUARDIAN ad LITEM DIVISION

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

GUARDIAN ad LITEM 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. 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

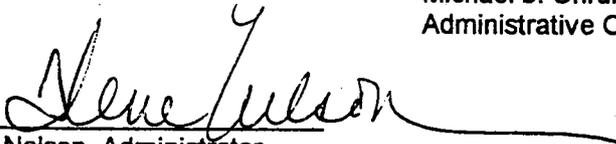
GUARDIAN ad LITEM DIVISION

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



Ilene Nelson, Administrator
Guardian ad Litem Division

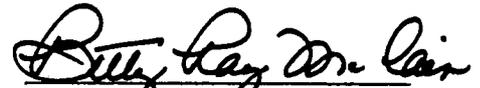


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Dallas A. Cameron, Director
Administrative Office of the Courts



Betty Ray McCain, Secretary
Department of Cultural Resources

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.

November 10, 1997

MS

**ADMINISTRATIVE OFFICE OF THE COURTS
GUARDIAN AD LITEM DIVISION
ADMINISTRATIVE SECTION**

ITEM 40560. ADMINISTRATOR'S CORRESPONDENCE FILE.

Correspondence written to and/or received from the Director, the public, divisional and regional offices, and other agencies regarding the representation of abused and neglected children.

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 40561. AGENCY, INSTITUTIONAL, AND ORGANIZATIONAL CORRESPONDENCE FILE.

Correspondence and memorandums written to and/or received from state agencies, institutions, colleges, general public, judiciary, legislature, media, and private organizations concerning the Guardian ad Litem program.

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 40563. ASSISTANT ADMINISTRATOR'S CORRESPONDENCE FILE.

Correspondence to and from the Assistant Administrator concerning the Guardian ad Litem program. File also includes reports concerning the planning, funding, and status of program, records pertaining to personnel administration, 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 40564. ATTORNEY ADVOCATE CONTRACTS FILE.

Records concerning attorneys who provide services to the district. File includes copies of contracts, resumes, correspondence, billings forms, time sheets, and other related records. (Guardian ad Litem districts corresponds with District Court districts.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after attorney terminates services 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 40568. DISTRICT OFFICES FILE.

Correspondence concerning the district offices operations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 40571. GRANTS FILE.

Records used in administering grant programs. File includes application budgetary records, research and planning materials, and other related records. File also includes copies of approved grants.

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 40574. LEGISLATION FILE.

Records concerning legislative issues affecting the division. File includes reference copies of legislative information, listing of members of the House and Senate, proposed and/or enacted legislation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office listing of the members of the legislature when superseded or obsolete. Destroy in office remaining records when administrative value ends.

**ADMINISTRATIVE OFFICE OF THE COURTS
GUARDIAN AD LITEM DIVISION
ADMINISTRATIVE SECTION**

ITEM 40582. REGIONAL ADMINISTRATORS FILE.

Correspondence concerning the regional offices operations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 40584. SPECIAL PROJECTS PROGRAM FILE.

Records concerning special projects and programs implemented by the division. File includes surveys, copies of speeches by the administrator, and other related records.

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 40585. STATISTICAL REPORTS FILE.

Monthly and quarterly reports concerning the number of cases opened and closed for alleged abused and neglected juveniles assigned to Guardian ad Litem program and used to prepare the Annual Statistical Reports.

DISPOSITION INSTRUCTIONS: Transfer Annual Statistical Reports to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when reference value ends.

ITEM 40586. TRAINING AND COORDINATION FILE.

Materials created or received concerning the planning and organizing of training events. File includes approved Guardian ad Litem Volunteer Training materials, plans, proposals, reports, working papers for surveys and projects, and other related materials used in the development and implementation of training seminars and workshops. File also includes interoffice memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 40588. VIDEO FILM FILE.

Videotapes used for counseling and training juveniles and staff. File also includes a listing of films available and a notebook containing forms with a listing of who borrowed the video and when it was returned.

DISPOSITION INSTRUCTIONS: Retain videotapes in office permanently. Copy videotapes every 15 years. Destroy in office remaining records when reference value ends.

**ADMINISTRATIVE OFFICE OF THE COURTS
GUARDIAN AD LITEM DIVISION
DISTRICT OFFICES**

ITEM 40589. ADMINISTRATIVE CORRESPONDENCE FILE.

Routine correspondence written and/or received by the district office concerning day-to-day operations. File also includes memorandums, court calendars, meeting notices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 40592. CHILD CLIENT CASES FILE.

Records concerning independent investigations performed by staff and volunteer personnel concerning juveniles alleged to be abused or neglected. File includes petitions, court reports, medical and/or school records, family histories, confidentiality oaths, appointments orders, required forms, and other related records. (Closed files include paper copy of child client database information.)

Information entered into Guardian ad Litem Information Systems Database (Electronic) File (Item 40594). (File is restricted by G.S. 7A-586.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after child reaches age 18 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 40594. GUARDIAN AD LITEM INFORMATION SYSTEMS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning juveniles alleged to be abused or neglected. Electronic file includes case file numbers, case status, court hearings, volunteers and case assignments, names of respondents, placements, master logs, and other related data. (File is restricted by G.S. 7A-586.)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update and backup hard drives periodically. Retain copy of magnetic tapes in office permanently.

ITEM 40600. STATISTICAL REPORTS FILE.

Reports concerning the number of cases opened and closed for alleged abused and neglected juveniles assigned to Guardian ad Litem program. Reports list name of district and county, number of cases assigned, number of volunteers assigned, number of court hearings, current case loads, and other related data.

DISPOSITION INSTRUCTIONS: Transfer original reports to Guardian ad Litem Division, Administration Section, Statistical Reports File (Item 40585) monthly. Transfer copy to appropriate Regional Office upon request. Destroy in office remaining records when reference value ends.

ITEM 40603. VOLUNTEER APPLICANTS NOT ACCEPTED FILE.

Records concerning volunteers not accepted to represent juveniles alleged to be abused or neglected.

File includes applications, reference letters, and correspondence. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 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.

**ADMINISTRATIVE OFFICE OF THE COURTS
GUARDIAN AD LITEM DIVISION
DISTRICT OFFICES**

ITEM 40604. VOLUNTEERS PERSONNEL FILE.

Records concerning individuals who volunteer their time and services to represent juveniles alleged to be abused or neglected. File includes applications, reference letters, correspondence, criminal records checks, volunteer oaths, case assignments, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after services terminated.

ITEM 40704. LEGISLATION FILE.

Records concerning legislative issues affecting the division. File includes reference copies of legislative information, listing of the members of House and Senate, proposed and/or enacted legislation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ADMINISTRATIVE OFFICE OF THE COURTS
GUARDIAN AD LITEM DIVISION
REGIONAL OFFICES**

ITEM 40605. ADMINISTRATIVE CORRESPONDENCE FILE.

Routine correspondence written and/or received by the regional office concerning day-to-day operations. File also includes memorandums, calendars, meeting notices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 40610. DISTRICT OFFICE FILE.

Correspondence concerning district office operations within the respective regions.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 40614. LEGISLATION FILE.

Records concerning legislative issues affecting the division. File includes reference copies of legislative information, listing of the members of the House and Senate, proposed and/or enacted legislation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 40622. SPECIAL PROJECTS PROGRAMS FILE.

Working papers for special projects and programs implemented by the regional office. File also includes copies of surveys.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 40623. STATISTICAL REPORTS FILE.

Reference copies of reports submitted by district offices concerning the number of cases opened and closed for alleged abused and neglected juveniles assigned to Guardian ad Litem program. Reports list name of district and county, number of cases assigned, number of volunteers assigned, number of court hearings, current case loads, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 40706. TRAINING AND COORDINATION FILE.

Materials created or received concerning the planning and organizing of training events. File includes approved Guardian ad Litem Volunteer Training materials plans, proposals, reports, working papers for surveys and projects, and other related materials used in the development and implementation of training seminars and workshops. File also includes interoffice memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.