

ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF COUNSEL

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

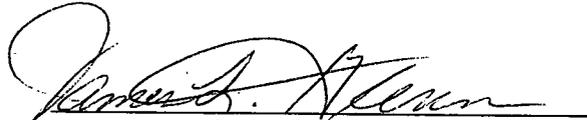
OFFICE OF COUNSEL

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 of the Courts

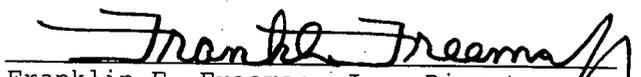


Thomas J. Andrews
Legal Counsel
Administrative Office of the Courts

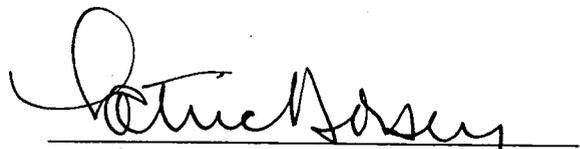


William S. Price, Jr., Director
Division of Archives and History

APPROVED



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



Patric Dorsey, Secretary
Department of Cultural Resources

May 31, 1988

MCC

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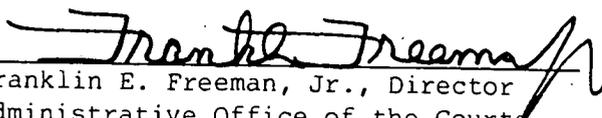
APPROVAL RECOMMENDED

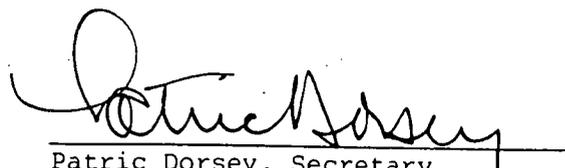

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

May 31, 1988

MCC

**ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF COUNSEL**

ITEM 2314. COUNSEL'S SUBJECT FILE.

Working papers concerning various legal subjects. Subjects include revisions of court forms, misuse of state property, Driving Under the Influence Program, and other matters. File includes correspondence, memorandums, printed materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 2315. CORRESPONDENCE AND MEMORANDUMS FILE.

Correspondence and memorandums concerning Administrative Office of the Courts functions and private citizens requests for assistance. File includes correspondence and memorandums to clerks of Superior Court, district attorneys, judges, public defenders, and various members of state governmental agencies concerning legal developments and procedures.

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 10617. LETTERS TO INMATES FILE.

Correspondence with inmates and former inmates of correctional facilities both in and out-of-state. File concerns complaints about treatment while in facilities, requests for legal assistance, prison conditions, and other matters.

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.