ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF SPECIAL 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 SPECIAL 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. 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

OFFICE OF SPECIAL COUNSEL

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 This schedule is to remain in effect until superseded.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
Records Administrator
Administrative Office of the Courts

Dorothy T. Whiteside
Special Counsel

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

June 8, 1990

MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF SPECIAL COUNSEL

Amend the records retention and disposition schedule approved June 8, 1990 by changing the disposition instructions for Item 29653 as shown on substitute page dated April 12, 1994.

APPROVAL RECOMMENDED

Michael Unruh, Chief Records Officer
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 Ray McCain, Secretary
Department of Cultural Resources

April 12, 1994

MCC

ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF SPECIAL COUNSEL

Records Retention and Disposition Schedule

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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

OFFICE OF SPECIAL COUNSEL

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
Records Administrator
Administrative Office of the Courts

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.

Dorothy T. Whiteside
Special Counsel

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

June 8, 1990

MCC

ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF SPECIAL COUNSEL

ITEM 29637. ACTIVE CASES FILE.
Active cases for each client. File includes commitment papers, attorneys' work products, and investigative materials. (Comply with applicable provisions of G.S. 122C-52 and 54(c)(d) regarding confidentiality of clients records.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Cases File 1 year after case becomes inactive.

ITEM 29638. ADOLESCENT ARTICLES AND ISSUES FILE.
Articles, memorandums, and correspondence concerning adolescents and minors subject to civil commitment process.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29639. APPELLATE CASES FILE.
Copies of all legal documents filed in conjunction with clients' appeals from the District Court. File includes attorneys' work products. (Comply with applicable provisions of G.S. 122C-52 and 54(c)(d) regarding confidentiality of clients records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 25 years after entry date of order by appellate court to be destroyed by shredding.

ITEM 29643. COMMITMENT SURVEY REPORTS FILE.
Reference copies of the Commitment Survey Reports concerning the North Carolina commitment process.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29644. CONTINUING LEGAL EDUCATION (CLE) FILE.
Requests for reimbursement for attending CLE Certification Program. File includes brochures concerning CLE events.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29645. CORRESPONDENCE AND MEMORANDUMS FILE.
Administrative and management correspondence and memorandums written and/or received by office.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 29646. CORRESPONDENCE WITH SENIOR RESIDENT JUDGE FILE.
Correspondence with the Senior Resident Superior Court Judge. File includes reports concerning office activities.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29647. COURT CALENDARS FILE.
Copies of the Clerk of Court's completed District Court calendars with court dispositions. (Comply with applicable provisions of G.S. 122C-52 and 54(c)(d) regarding confidentiality of clients records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years to be destroyed by shredding.

ITEM 29648. EXPERT WITNESS FEES FILE.
Correspondence with Administrative Office of the Courts officials, legal memorandums, and motions concerning expert witness fees.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends and authorized by Special Counsel.

ITEM 29649. EXPUNGED FILE.
Attorney's copy of minors' records that have been expunged by court order. (Comply with applicable provisions of G.S. 122C-52 and 54(c)(d) regarding confidentiality of clients records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after order of expunction by District Court Judge is received to be destroyed by shredding.

ITEM 29651. HOUSE BILL 95 FILE.
Memorandums, correspondence, and statutes concerning House Bill 95.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29652. HUMAN RIGHTS COMMITTEE FILE.
Copies of minutes, agendas, and other related materials concerning the Human Rights Committee at Dorothea Dix Hospital.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 29653. INACTIVE CASES FILE.
Attorneys' copy of case files for clients who have been inactive for one year. File includes commitment papers, attorneys' work products, and investigative materials. (Comply with applicable provisions of G.S. 122C-52 and 54(c)(d) regarding confidentiality of clients records.) Amended 4-12-94

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 29655. LEGAL ACCESS FILE.
Legal memorandums and other related materials concerning access to medical records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29656. LYNETTE H. FILE.
Briefs and articles concerning Lynette H. Case.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29657. MENTAL HEALTH PLANNING COUNCIL FILE.
Minutes, notes, and other related records from the N.C. Mental Health Planning Council.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 29658. MODEL CO-OP PROJECT FILE.
Correspondence, drafts, proposals, and other related records concerning the Model Co-Op Project.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29663. PUBLIC DEFENDER ASSOCIATION FILE.
Correspondence, notes, and other related records concerning the Public Defender Association.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29666. RIGHT-TO-REFUSE FILE.
Records concerning patients' right to refuse treatment.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29668. SPECIAL COUNSEL FILE.
Correspondence, proposals, and other records concerning the four (4) Offices of Special Counsel.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29670. THOMAS S. FILE.
Records concerning the Thomas S. lawsuit.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29671. TRANSCRIBED HEARINGS FOR APPEALS FILE.
Transcriptions of hearings for appeals and forms used to request reimbursement.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29673. UNC SCHOOL OF SOCIAL WORK INTERNSHIP FILE.
Correspondence and records used to establish the Office of Special Counsel as a field placement office for UNC-Chapel Hill Social Work students in the masters program.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.