

ADMINISTRATIVE OFFICE OF THE COURTS  
RESEARCH AND PLANNING DIVISION

Records Retention and Disposition

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

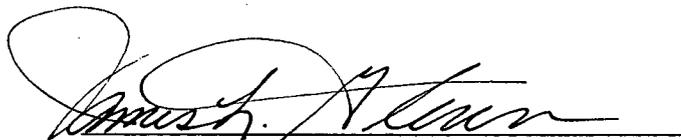
RESEARCH AND PLANNING DIVISION

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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

RESEARCH AND PLANNING 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 for five years from the date of approval and will then be reviewed and updated.

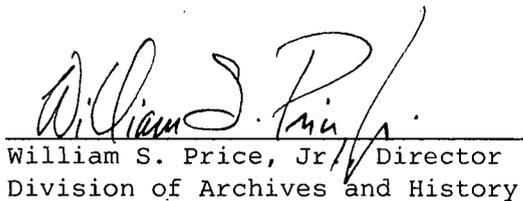
APPROVAL RECOMMENDED



James L. Glenn  
Records Administrator  
Administrative Office of the Courts

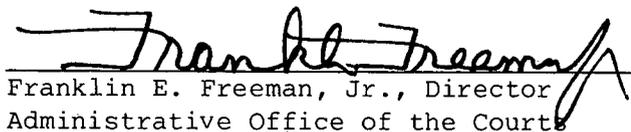


Robert E. Giles  
Research and Planning Administrator  
Administrative Office of the Courts

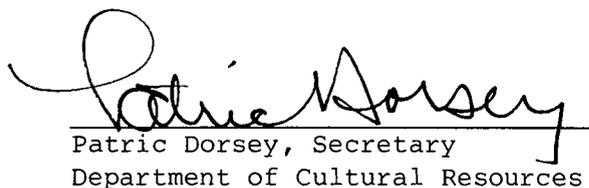


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



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



Patric Dorsey, Secretary  
Department of Cultural Resources

ADMINISTRATIVE OFFICE OF THE COURTS  
RESEARCH AND PLANNING DIVISION

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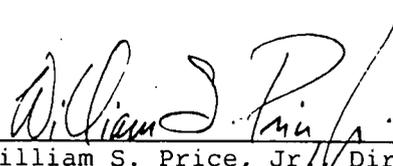
APPROVAL RECOMMENDED



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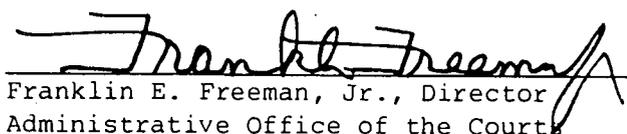


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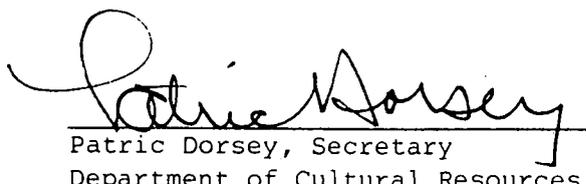


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This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

May 31, 1988

MCC

**ADMINISTRATIVE OFFICE OF THE COURTS  
RESEARCH AND PLANNING DIVISION**

**ITEM 10572. DIRECTOR'S CORRESPONDENCE FILE.**

Directors' correspondence to other divisions and court officials regarding court calendars, schedules, manuals, and other related subjects. File includes office administration records such as travel reimbursements, time and attendance reports, requisitions, and interoffice memorandums.

DISPOSITION INSTRUCTIONS: Transfer correspondence to the State Records Center after 3 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 after 3 years.

**ITEM 10574. QUARTERLY REPORTS FILE.**

Quarterly reports submitted to the Research and Planning Section and utilized for obtaining information for the Administrative Office of the Courts Annual Report of Work. File includes statistical reports from each district and superior court.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 10575. DISTRICT ATTORNEY'S MANUAL FILE.**

District Attorney's Manual prepared by Administrative Office of the Courts and the Institute of Government.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 10577. GRANT COORDINATOR'S SUBJECT FILE.**

Records concerning the management of federally-funded Law Enforcement Assistance Administrative grants. File includes administrative records, policies and procedures, personnel management correspondence and reports, budgetary guidelines and forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 10578. CORRESPONDENCE FILE.**

Correspondence with other sections of Administrative Office of the Courts, judges, court counselors, management firms, state agencies, associations, colleges, and other organizations concerning grants management.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning each funded grant 3 years after grant becomes inactive or is terminated. Destroy in office remaining records after 3 years.

**ITEM 10579. GRANTS IN PROCESS FILE.**

Records concerning each potential grant. File includes subgrant applications and other working papers.

DISPOSITION INSTRUCTIONS: Transfer to Active Project Grant File when grant is approved. Destroy in office records concerning nonapproved grants after 10 years.

**ITEM 10580. ACTIVE PROJECT GRANT FILE.**

Records concerning each active project funded through Law Enforcement Assistance Administration grants. File includes subgrant applications, subgrant adjustment notices, detailed budgets, budget justifications, subgrant award contracts, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Project Grant File when grant is terminated.

**ADMINISTRATIVE OFFICE OF THE COURTS  
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**ITEM 10581. INACTIVE PROJECT GRANT FILE.**

Records concerning projects that have been funded through Law Enforcement Assistance Administration grants and have become inactive.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 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 10582. PROJECT EVALUATION REPORT FILE.**

Quarterly, cumulative, and final project evaluation reports. File includes narratives, final reports, subgrant monitoring reports, and subgrant progress reports.

DISPOSITION INSTRUCTIONS: Destroy in office 4 years after termination of project by state and/or federal government.

**ITEM 10583. EQUIPMENT INVENTORY OF PROJECTS FILE.**

Correspondence, invoices, and equipment inventory reports for all equipment purchased with Law Enforcement Assistance Administration grant funds.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 10584. DETAILED COST REPORT AND REQUESTS FOR PAYMENT FOR LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA) GRANTS FILE.**

Copies of Detailed Cost Report and Requests for Payment for LEAA Grants (Form LO-3).

DISPOSITION INSTRUCTIONS: Transfer to Inactive Project Grant File when grant is terminated.

**ITEM 10586. CRIMINAL COURTROOM LIBRARY CARD FILE.**

Card file listing federally purchased publications being used in the judicial system. Information includes description of publications, voucher numbers, dates, costs, grant numbers, locations, and other information.

DISPOSITION INSTRUCTIONS: Transfer to Purchasing Division when administrative value ends.

**ITEM 10587. LAW BOOKS PROJECT CARD INDEX FILE.**

Card file listing federally purchased law books distributed among the district and superior courts. Information includes names of law books, voucher numbers, dates, costs, grant numbers, locations, and other information.

DISPOSITION INSTRUCTIONS: Transfer to Purchasing Division when administrative value ends.

**ITEM 10588. BROWN BOOK COMMITTEE REVISION PAPERS FILE.**

Records utilized in the preparation of each publication of the Rules of Procedure Applicable for Children in the District Court ("Brown Book"). File includes worksheets, reports, and working papers.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 10589. ANNUAL ACTION PLAN WORKING PAPERS FILE.**

Worksheets, reports, and working papers used in the preparation of the court's component of the Governor's Crime Commission's annual action plan for Law Enforcement Assistance Administration funding.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.