

DEPARTMENT OF STATE TREASURER
INVESTMENT MANAGEMENT DIVISION
FIXED INCOME SECTION
SHORT-TERM INVESTMENT FUND

Program Records Retention and Disposition Schedule

The Program 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

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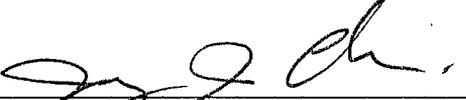
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

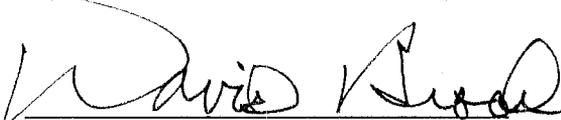
SHORT-TERM INVESTMENT FUND

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 This schedule is to remain in effect until superseded.

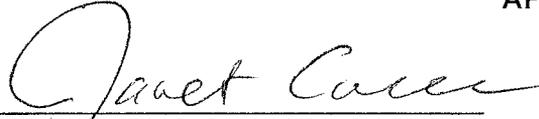
APPROVAL RECOMMENDED

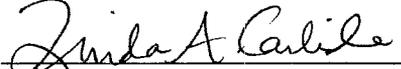

Sandra Johnson,
Chief Record Officer


Jay Chaudhuri, General Counsel
Department of State Treasurer


David Brook, Director
Division of Historical Resources

APPROVED


Janet Cowell, State Treasurer
Department of State Treasurer


Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 3200. TRADE TICKETS/CONFIRMATIONS FILE. Daily forms indicating securities purchased, sold, and called for the various investment portfolios. (Confirmations from a broker are attached to each form.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years and when released from all audits, whichever occurs later.

ITEM 48189. CERTIFICATES OF DEPOSIT. Records concerning Certificates of Deposit generally issued by commercial banks and insured by the Federal Deposit Insurance Corporation.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after maturity.

ITEM 48190. COUNCIL OF STATE REPORTS FILE. Records in paper and electronic formats concerning the Council of State. File includes reports, letters to the Council of State from the Short-term Investment Fund, activity reports of Fixed Income Section, Deposit Rate Change Notices, and other related items

DISPOSITION INSTRUCTIONS: Print and interfile electronic records with related paper records. Destroy electronic records in office once printed and interfiled and when reference value ends. Transfer records to the State Records Center after 5 years. Records will be held for agency in State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 48191. SECTION CORRESPONDENCE FILE. Correspondence in paper and electronic formats from financial institutions sent to the Fixed Income Director concerning section and topics of interest such as Certificates of Deposit rates and responses prepared by the Short-term Investment Fund. File also includes staff travel information, electronic activity reports, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.