

DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE

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

STATE ENERGY OFFICE

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

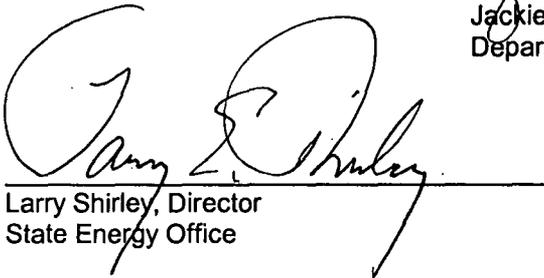
STATE ENERGY OFFICE

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 This schedule is to remain in effect until superseded.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



Jackie Geci, Chief Records Officer  
Department of Administration

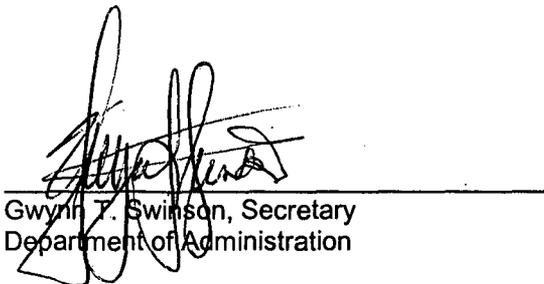


Larry Shirley, Director  
State Energy Office

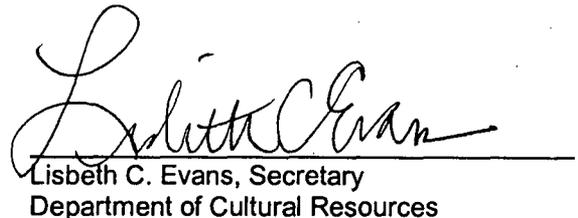


David Brook, Director  
Division of Historical Resources

APPROVED



Gwynn T. Swinson, Secretary  
Department of Administration



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
ADMINISTRATIVE AND TECHNICAL ASSISTANCE  
ALTERNATIVE FUELS AND RENEWABLES**

**ITEM 481. HYDRO-PROGRAMS FILE.**

Records in paper and electronic formats concerning hydro-programs. File includes information regarding programs, brochures, federal government correspondence, requests for proposals, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer to the State Records Center after 4 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**ITEM 482. SOLAR AND WIND ENERGY FILE.**

Records in paper and electronic formats concerning solar and wind energy programs. File includes correspondence, publications, projects and program records, requests for proposals, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer paper records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**ITEM 483. ALTERNATIVE FUELS FILE.**

Records in paper and electronic formats concerning alternative fuels. File includes correspondence, publications, program records, proposals, research papers, study commission records, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer paper records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**ITEM 13111. TECHNICAL FILE.**

Records of technical assistance given by Energy Office staff on alternative fuels and renewable energy and the development of their respective consumer sectors.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13112. POLICY AND LEGISLATION FILE.**

Records concerning the State Energy Office's role in the development of policy and legislation concerning alternative fuels and renewable energy and the development of their respective consumer sectors.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 47294. BIOMASS FILE.**

Records in paper and electronic formats concerning biomass energy and fuels. File includes correspondence, publications, program records, proposals, research papers, study commission records, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer paper records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
ADMINISTRATIVE AND TECHNICAL ASSISTANCE  
COMMUNICATION**

**ITEM 13083. MEDIA LIBRARY INFORMATION FILE.**

Media programs produced by the section regarding energy-related areas and events. File includes video recordings, catalogs, advertisements, films, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13091. CONGRESSIONAL LEGISLATIVE ACTION FILE.**

Records concerning congressional action in Washington, D.C., regarding energy and energy management.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 47293. SPONSORSHIP LETTERS FILE.**

Requests in paper and electronic formats from public or private entities for financial sponsorships supporting renewable energy and energy efficiency.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

**ITEM 47431. RESIDENTIAL ENERGY SERVICE CORRESPONDENCE FILE.**

Records in paper and electronic formats concerning State Energy inquiries with responses and/or recommendations to Utilities, North Carolina Utilities Commission, residential energy service providers, and other residential energy policy making bodies and institutions.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends.

Transfer paper records 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.

**ITEM 47432. REQUESTS FOR INFORMATION (RFI) FILE.**

Records concerning requests for information from North Carolina companies regarding energy services to State Agencies. File includes RFIs posted by Division of Purchase and Contract, responses, subsequent report(s), and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47433. REQUESTS FOR QUALIFICATION (RFQ) FILE.**

Records concerning requests for qualifications from North Carolina companies that wish to provide energy related services to State. File includes RFQs posted by Division of Purchase and Contract, responses, subsequent report(s), and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
ADMINISTRATIVE AND TECHNICAL ASSISTANCE  
DATA ANALYSIS AND FORECASTING**

**ITEM 47434. REQUESTS FOR INFORMATION (RFI) FILE.**

Records concerning requests for information from North Carolina companies regarding energy services to State Agencies. File includes RFIs posted by Division of Purchase and Contract, responses, subsequent report(s), and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47435. REQUESTS FOR QUALIFICATION (RFQ) FILE.**

Records concerning requests for qualifications from North Carolina companies that wish to provide energy related services to State. File includes RFQs posted by Division of Purchase and Contract, responses, subsequent report(s), and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
ADMINISTRATIVE AND TECHNICAL ASSISTANCE  
EMERGENCY PLANNING**

**ITEM 468. EMERGENCY ALLOCATIONS FILE.**

Applications for exceptional hardship from oil jobbers and individuals seeking an additional allocation of controlled fuels in North Carolina. File includes correspondence and directives concerning actions that the Energy Division takes in regard to whether additional fuel can be allocated.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy remaining records in office after 5 years.

**ITEM 471. MONTHLY REPORT OF PETROLEUM COMING INTO NORTH CAROLINA FILE.**

Forms that the Federal Energy Information Administration requires from prime suppliers. Includes Form 782C reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 472. NATURAL GAS SUBJECT FILE.**

Records concerning natural gas as an energy source. File includes studies and surveys, technical data, copies of pertinent legislation, speeches, news releases, information from the Federal Power Commission, and federal government reports.

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred to the custody of the Archives.

**ITEM 474. EMERGENCY PLANNING PUBLIC HEARINGS FILE.**

Records concerning public hearings on emergency planning.

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred to the custody of the Archives.

**ITEM 13067. DEPARTMENT OF ENERGY REGULATIONS FILE.**

Copies of United States Department of Energy regulations. File includes updates and statistics.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 13072. CORRESPONDENCE FILE.**

Correspondence concerning allocations and emergency planning.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
ADMINISTRATIVE AND TECHNICAL ASSISTANCE  
ENERGY POLICY COUNCIL**

**ITEM 478. ENERGY POLICY COUNCIL FILE.**

Records in paper and electronic formats concerning the Energy Policy Council. File includes reports, proposals, copies of legislation, news releases, and various documents dealing with the management, conservation, energy emergency, and research and development committees.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends.

Transfer paper records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**ITEM 479. OFFICE CORRESPONDENCE FILE.**

Records in paper and electronic formats between the director, assistant director, Office of the Governor, Attorney General, General Assembly, Energy Policy Council, North Carolina Utilities Commission, Energy Technology Advisory Group, Energy Information Administration, Southern States Energy Board, US Department of Energy, and the Governor's Energy Task Force. File includes speeches, news releases, statistics, discussion records, and conference materials.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends.

Transfer paper records to the State Records Center after 2 years. Records will be held for agency in the State Records Center 8 additional years and then transferred to the custody of the Archives.

**ITEM 3374. ENERGY POLICY COUNCIL MINUTES FILE.**

Approved minutes in paper and electronic formats of the Energy Policy Council and its committees. File includes agendas and copies of handouts.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends.

Transfer original signed minutes including agendas and attachments to the State Records Center after 5 years. Records will be held for the agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 13105. DIRECTOR'S CORRESPONDENCE FILE.**

Reference copies of letters prepared by the office for the division director's signature.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
ADMINISTRATIVE AND TECHNICAL ASSISTANCE  
FISCAL MANAGEMENT**

**ITEM 13093. PROGRAMS AND ADMINISTRATION FILE.**

Records concerning branch programs and administration. File includes credit letters, instruction grants, and applications. File also includes information regarding legislation, guidelines, policies, grant awards and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
ADMINISTRATIVE AND TECHNICAL ASSISTANCE  
INTERGOVERNMENTAL RELATIONS**

**ITEM 13128. INTERGOVERNMENTAL RELATIONS FILE.**

Records concerning energy plans in cities, counties, and other geographic localities administered by the federal or state government.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Conservation Branch, Utility Savings Initiative, Operations and Maintenance Program File (Item 47436).

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
ADMINISTRATIVE AND TECHNICAL ASSISTANCE  
MEDIA AND SPEECHES**

**ITEM 13055. ENERGY PRESS RELEASE FILE.**

Press releases in electronic format concerning energy-related subjects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Records will be transferred to the custody of the Archives immediately and held by the Information Technology Branch. The records must include information relating to the format and arrangement of the records as part of the accompanying metadata (Contact an Analyst at the Government Records Branch prior to transfer of electronic records.)

**ITEM 13056. ENERGY SPEECHES FILE.**

Speeches in paper and electronic formats made by divisional personnel concerning energy-related subjects.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer paper records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**ITEM 13058. STATE ENERGY LEGISLATION FILE.**

Reference copies of energy-related legislation.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
ADMINISTRATIVE AND TECHNICAL ASSISTANCE  
STATE ENERGY PROGRAM**

**ITEM 47437. STATE ENERGY PROGRAM CONTRACTS FILE.**

Records in paper and electronic formats concerning state energy contracts. File includes state energy planning grants, federal grants, public hearing records, draft proposals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy/erase in office paper and electronic records after 10 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 after completion of action and resolution of issues involved.

**ITEM 47438. UNITED STATES DEPARTMENT OF ENERGY REGULATIONS FILE.**

Reference copies of regulations issued by the United States Department of Energy concerning federally-funded state energy programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
CONSERVATION  
RESIDENTIAL PROGRAMS**

**ITEM 484. CONSERVATION FILE.**

Records concerning residential conservation. File includes information regarding residential home conversion, transportation conversion, education, energy curriculum, legislation, and other related subjects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
CONSERVATION  
UTILITY SAVINGS INITIATIVE**

**ITEM 476. CONSERVATION SECTION CORRESPONDENCE FILE.**

Records concerning energy conservation. File includes information regarding energy extension services, energy conservation planning grants, federal grants, residential conservation service correspondence, public hearing records, draft proposals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 13077. UNITED STATES DEPARTMENT OF ENERGY REGULATIONS FILE.**

Regulations from the United States Department of Energy concerning federally-funded energy conservation programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 13113. ENERGY AUDITS FILE.**

Reference copies of records concerning energy audits of various buildings.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 13121. CONSERVATION STAFF CORRESPONDENCE FILE.**

Reference copies of correspondence of the Conservation Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 47295. ENERGY RELATED DATA (STATEWIDE) FILE.**

Records concerning quarterly reports, energy audits on state buildings, alternate fuel sources, energy retrofitting reports, and energy construction data on new buildings. File includes copies of plant engineer's and operator's reports, boiler inspection reports, field reports, and utility reports.

DISPOSITION INSTRUCTIONS: Transfer 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.

**ITEM 47436. OPERATIONS AND MAINTENANCE PROGRAM FILE.**

Records in paper and electronic formats concerning strategic energy plans for state agencies. File includes utility and maintenance expenditures, reports on savings possible and recommendations to improve energy performance.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
CONSERVATION  
WEATHERIZATION ASSISTANCE PROGRAM**

**ITEM 13130. WEATHERIZATION SUBGRANTS FILE.**

Records concerning weatherization assistance program subgrants. File includes contracts and contract amendments, correspondence, financial status quarterly reports, program progress quarterly reports, comprehensive monthly program progress reports, monitoring reports, follow-up reports, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Environment and Natural Resources.

**ITEM 13131. CORRESPONDENCE FILE.**

Correspondence concerning the Weatherization Assistance Program, Energy Division, other state agencies, and the Department of Energy (Atlanta). File includes general correspondence of the office.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Environment and Natural Resources.

**ITEM 13132. WEATHERIZATION POLICY ADVISORY COUNCIL FILE.**

Records concerning the Weatherization Policy Advisory Council. File includes approved minutes.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Environment and Natural Resources.

**ITEM 13133. SUBJECTS FILE.**

Records concerning budgets, monthly reports, regulations, weatherization plans, and other related administrative subjects.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Environment and Natural Resources.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
DIRECTOR'S OFFICE**

**ITEM 465. DIRECTOR'S INFORMATION FILE.**

Records in paper and electronic formats concerning divisional information regarding energy-related subjects. File includes reports, milestones, correspondence, memorandums, staff meeting minutes, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer to the State Records Center after 2 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**ITEM 13115. DIRECTOR'S CORRESPONDENCE FILE.**

Records in paper and electronic formats to and from the director. File includes correspondence from the public, the Governor, state officials, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer to the State Records Center after 2 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
GRANTS MANAGEMENT**

**ITEM 13125. ENERGY POLICY AND CONSERVATION ACT/ENERGY CONSERVATION AND PRODUCTION ACT GRANTS FILE.**

Contracts, budget information, and related information concerning specific towns and counties that have contracts with the Energy Division. File includes records concerning agreements with local governments, local education agencies, transportation systems, and other related organizations.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of agreement/contract 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 13126. WORKING DRAFTS OF ENERGY POLICY AND CONSERVATION ACT/ENERGY CONSERVATION AND PRODUCTION ACT (EPCA/ECPA) GRANTS FILE.**

Quarterly and annual reports concerning the EPCA/ECPA and State Energy Conservation Policy grants.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
INSTITUTIONAL BUILDING GRANTS PROGRAMS**

**ITEM 13136. COLLEGE AND UNIVERSITY ENERGY GRANTS FILE.**

Contracts for college and university energy grants. File includes applications for federal energy grants, audit reports, technical assistance records, applications for energy conservation measures, nonapproved funds information, planning energy audits, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13137. HOSPITAL ENERGY GRANTS FILE.**

Contracts for hospital energy grants. File includes applications for federal energy grants, audit reports, technical assistance records, applications for energy conservation measures, nonapproved funds information, planning energy audits, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13138. PUBLIC HEALTH CARE ENERGY GRANTS FILE.**

Contracts for public health care energy grants. File includes applications for federal energy grants, audit reports, technical assistance records, applications for energy conservation measures, nonapproved funds information, planning energy audits, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13139. PUBLIC SCHOOLS ENERGY GRANTS FILE.**

Contracts for public schools energy grants. File includes applications for federal energy grants, audit reports, technical assistance records, applications for energy conservation measures, nonapproved funds information, planning energy audits, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13140. COMMUNITY COLLEGES ENERGY GRANTS FILE.**

Contracts for community colleges energy grants. File includes applications for federal energy grants, audit reports, technical assistance records, applications for energy conservation measures, nonapproved funds information, planning energy audits, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13141. LOCAL GOVERNMENT ENERGY GRANTS FILE.**

Contracts for local government energy grants. File includes applications for federal energy grants, audit reports, technical assistance records, nonapproved funds information, planning energy audits, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13142. DISBURSEMENT LOG FILE.**

Records listing disbursements of energy grants.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13143. PRELIMINARY ENERGY AUDITS AND ENERGY AUDITS FILE.**

Copies of preliminary energy audits and official energy audits.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**DEPARTMENT OF ADMINISTRATION  
DEPUTY SECRETARY FOR GOVERNMENT OPERATIONS  
STATE ENERGY OFFICE  
INSTITUTIONAL BUILDING GRANTS PROGRAMS**

**ITEM 13144. FUNDING AND NONFUNDED LOG FILE.**

Logs for appropriated and non-appropriated funds. File includes information concerning funding of each cycle for all applicants leading to a notice of award.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13145. TECHNICAL ASSISTANCE/ENERGY CONSERVATION MEASURES MONITORING FORMS FILE.**

Completed forms used to report on energy grants funded. File also includes energy grant information concerning colleges and universities, hospitals, public health care units, local government agencies, public schools, funding documentation, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13146. CORRESPONDENCE FILE.**

Correspondence concerning the institutional building grants program. File includes name of institution, budget revisions, questions on contracts, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13147. BUDGET FILE.**

Records concerning energy grant budgets of institutional building grant programs. File includes budget reports by each institution.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13148. SUBJECT FILE.**

Records concerning programs of the division. File includes contract amendments, outside contracts, records regarding courses taught, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.

**ITEM 13149. PUBLIC HEARINGS FILE.**

Records concerning public hearings related to energy grants for public schools and hospitals. File includes comments from hearings, administrative rules by statute, handouts, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Administration, Energy Office.