

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

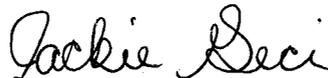
STATE ENERGY OFFICE

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

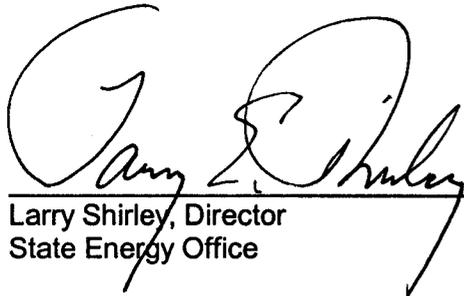
STATE ENERGY OFFICE

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 This schedule is to remain in effect until superseded.

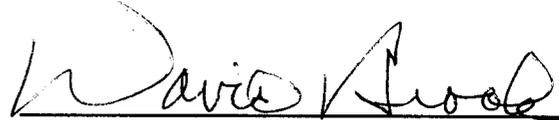
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer  
Department of Administration

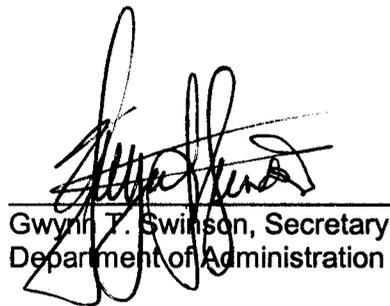


Larry Shirley, Director  
State Energy Office



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  
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.