

**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

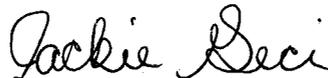
STATE ENERGY OFFICE

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

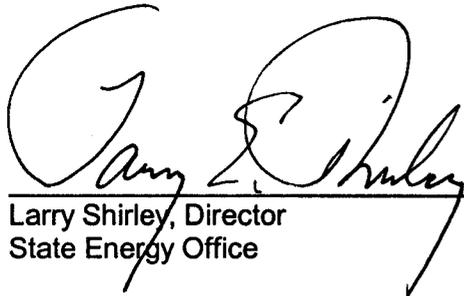
STATE ENERGY OFFICE

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 This schedule is to remain in effect until superseded.

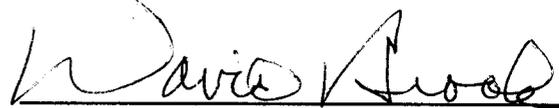
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration

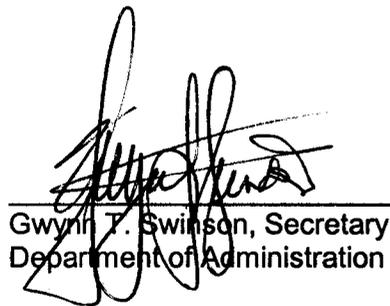


Larry Shirley, Director
State Energy Office



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
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.