

DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITY MANAGEMENT

Records Retention and Disposition Schedule

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

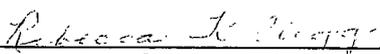
DIVISION OF FACILITY MANAGEMENT

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

DIVISION OF FACILITY MANAGEMENT

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 This schedule is to remain in effect until superseded.

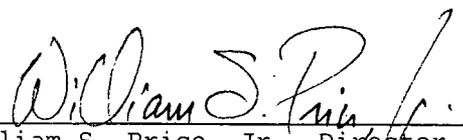
APPROVAL RECOMMENDED



Rebecca K. Clegg, Chief Records Officer
Department of Administration

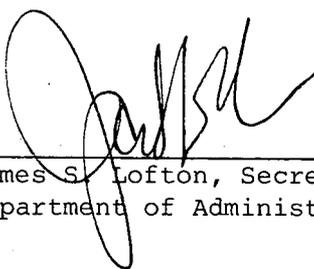


F. Douglas Biddy, Director
Division of Facility Management

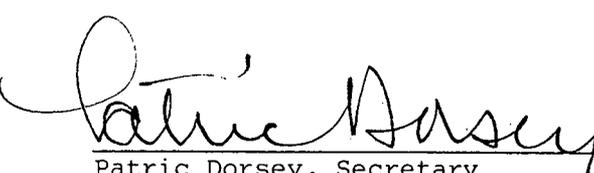


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James S. Lofton, Secretary
Department of Administration



Patric Dorsey, Secretary
Department of Cultural Resources

October 23, 1989

JH

DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITY MANAGEMENT

5 TABS
12/24/89

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DIVISION OF FACILITY MANAGEMENT

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DIVISION OF FACILITY MANAGEMENT

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APPROVAL RECOMMENDED

Rebecca K. Clegg
Rebecca K. Clegg, Chief Records Officer
Department of Administration

F. Douglas Biddy 10/19/89
F. Douglas Biddy, Director
Division of Facility Management

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

APPROVED

James S. Lofton
James S. Lofton, Secretary
Department of Administration

Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

October 23, 1989

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

JH

**DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITY MANAGEMENT
DIRECTOR'S OFFICE**

ITEM 11331. DIRECTOR'S CORRESPONDENCE FILE.

Monthly budget reports, commodity book, budget manual, and correspondence related to the division. File includes Administrative Procedures Act (APA) records, operational audit regarding inventory control, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office monthly budget reports after 4 years or when released from all audits, whichever occurs later. Destroy in office APA records, commodity book, and budget manual when superseded or obsolete. Destroy in office remaining records when reference value ends.

**DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITY MANAGEMENT
ENGINEERING UNIT**

ITEM 11333. BUILDINGS FILE.

Correspondence and information concerning buildings in the Raleigh state government complex.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITY MANAGEMENT
ENGINEERING UNIT-DRAFTING SECTION**

ITEM 11330. DRAWINGS AND BLUEPRINTS FILE.

Drawings and blueprints of state buildings. File includes specifications concerning plumbing, electrical, and constructural design of buildings.

DISPOSITION INSTRUCTIONS: Compare blueprints and drawing with State Construction Office records. Destroy in office duplicates and transfer remainder after 1 year to the State Records Center to be microfilmed for security and returned. Transfer returned records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITY MANAGEMENT
MANAGER, ADMINISTRATIVE SERVICES**

ITEM 11326. DIVISION CORRESPONDENCE FILE.

Incoming and outgoing memorandums and correspondence. File includes budget materials, personnel and internal correspondence, and informational records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.