

DEPARTMENT OF ADMINISTRATION
GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

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

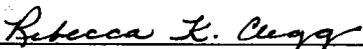
GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

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

GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

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 This schedule is to remain in effect until superseded.

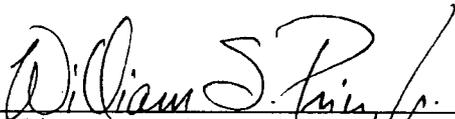
APPROVAL RECOMMENDED



Rebecca K. Clegg, Chief Records Officer
Department of Administration

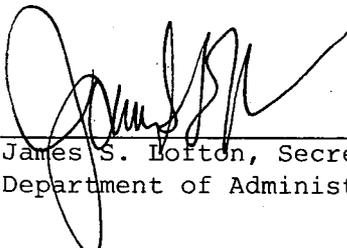


Lockhart Follin-Mace, Director
Governor's Advocacy Council for
Persons with Disabilities

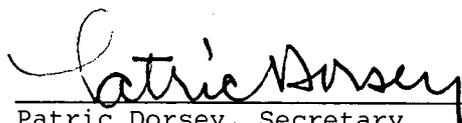


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James S. Lofton, Secretary
Department of Administration



Patric Dorsey, Secretary
Department of Cultural Resources

November 2, 1989

JH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

Amend the records retention and disposition schedule approved November 2, 1989 by changing the description of Item 11604 and disposition instructions of Item 11615 as shown on substitute pages dated May 6, 1994.



APPROVAL RECOMMENDED

Diane Green

Diane Green, Chief Records Officer
Department of Administration

Cindy Crouse Martin

Cindy Crouse-Martin, Executive Director
Governor's Advocacy Council for Persons
with Disabilities

William S. Price, Jr.

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

APPROVED

Katie G. Dorsett

Katie G. Dorsett, Secretary
Department of Administration

Betty Ray McCain

Betty Ray McCain, Secretary
Department of Cultural Resources

May 6, 1994

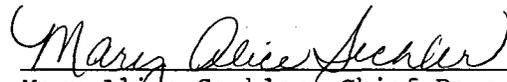
JH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

Amend the records retention and disposition schedule approved November 2, 1989 by changing the disposition instructions of Items 11612 and 11613 as shown on substitute page dated February 16, 1993.

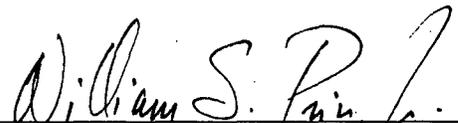
APPROVAL RECOMMENDED



Mary Alice Sechler, Chief Records Officer
Department of Administration



Cheston V. Mottershead, Jr., Director
Governor's Advocacy Council for
Persons with Disabilities



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

APPROVED



Katie G. Dorsett, Secretary
Department of Administration



Betty Ray McCain, Secretary
Department of Cultural Resources

February 16, 1993

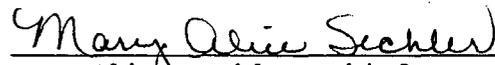
JH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

Amend the records retention and disposition schedule approved November 2, 1989 by changing the description and disposition instructions of Item 11606; changing the disposition instructions of Item 11607, and adding Items 31816, 31817, 31818, and 31819 as shown on substitute pages dated February 28, 1992.

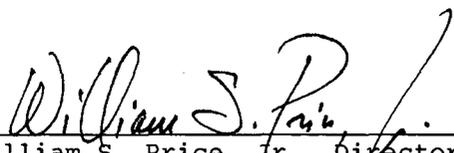
APPROVAL RECOMMENDED



Mary Alice Sechler, Chief Records Officer
Department of Administration

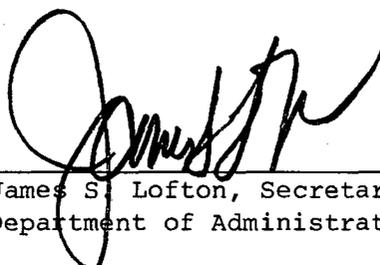


Ames Christopher, Acting Director
Governor's Advocacy Council for
Persons with Disabilities



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

February 28, 1992

JH

DEPARTMENT OF ADMINISTRATION
GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

Records Retention and Disposition Schedule

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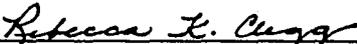
GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

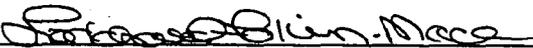
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

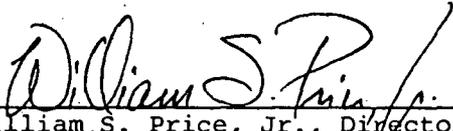
GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES

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.

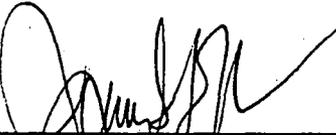
APPROVAL RECOMMENDED

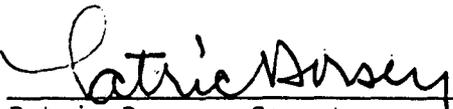

Rebecca K. Clegg, Chief Records Officer
Department of Administration


Lockhart Follin-Mace, Director
Governor's Advocacy Council for
Persons with Disabilities


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

APPROVED


James S. Hutton, Secretary
Department of Administration


Patric Dorsey, Secretary
Department of Cultural Resources

November 2, 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
GOVERNOR'S ADVOCACY COUNCIL FOR PERSONS WITH DISABILITIES
ADMINISTRATION**

ITEM 11602. MINUTES FILE.

Official minutes of the Governor's Advocacy Council for Persons with Disabilities. File includes minutes of the former Governor's Council on Employment of the Handicapped and Advocacy Council for the Mentally Ill and Developmentally Disabled Divisions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 11603. COUNCIL MEMBER FILE.

Records concerning rosters and biographical sheets regarding Council members.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 11605. DEVELOPMENTAL DISABILITIES ADVOCACY FILE.

Records concerning the administration and operation of Advocacy Council programs. File includes or concerns state plan and amendments, Developmental Disabilities Act, Developmental Disabilities Regulations, guidelines for program operation, and correspondence from the Federal Developmental Disabilities Office.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 11606. ADMINISTRATIVE FILE.

Office administration records concerning the management of the Council. File includes agreements with the Division of Mental Health relating to Advocacy Council programs in state psychiatric hospitals, correspondence with the Department of Health and Human Services, annual reports, goals and objectives, program statistics, and other related records. Amended 2-28-92

DISPOSITION INSTRUCTIONS: Transfer annual reports to the Department of Health and Human Services after 1 year as required by federal guidelines. Transfer remaining records to the State Records Center when administrative 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.

ITEM 11616. COMPUTER FILE.

Computer-generated data concerning advocacy programs and administration functions of the division.

DISPOSITION INSTRUCTIONS: Transfer one security copy of electronic data processing record (magnetic tape/disk, etc.) to the State Records Center for backup storage. Agency representative will update periodically. Destroy/erase returned records in office as approved by current records retention and disposition schedules.