

**DEPARTMENT OF ADMINISTRATION
MAIL SERVICE CENTER (MSC) DIVISION**

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

MAIL SERVICE CENTER (MSC) DIVISION

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

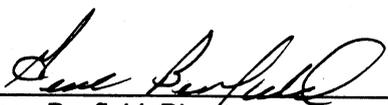
MAIL SERVICE CENTER (MSC) DIVISION

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 This schedule is to remain in effect until superseded.

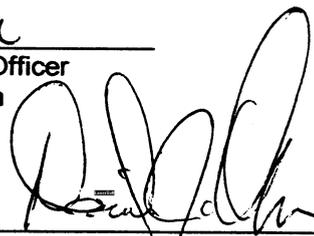
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration



Gene Benfield, Director
Mail Service Center Division

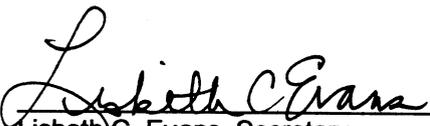


David J. Olson, Director
Division of Historical Resources

APPROVED



Gwynn T. Swinson, Secretary
Department of Administration



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**Department of Administration
Mail Service Center (MSC) Division**

Item 46115. MAIL SERVICE CENTER MAILING FORM FILE. Records concerning the transmittal of mail to and from various destinations. File includes routes information, agency name, type of mail, number of pieces, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 46116. ADD, CHANGES, AND DELETES FILE. Records in paper and electronic formats concerning each agency using the Mail Service Center. File includes assigned courier number, agency name and address, and other related information. (File maintenance and backup procedures conducted by Information Technology Services (ITS)).

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 Destroy in office electronic versions of records which were printed and filed when superseded or obsolete.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