

DEPARTMENT OF ADMINISTRATION
N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS

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

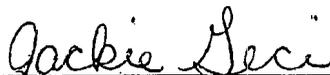
N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS

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

N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS

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 This schedule is to remain in effect until superseded.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



Leila Tvedt, Executive Director
N.C. Agency for Public Telecommunications



Jeffrey Crow, Director
Division of Archives and History

APPROVED



Katie G. Dorsett, Secretary
Department of Administration



Betty Ray McCain, Secretary
Department of Cultural Resources

DEPARTMENT OF ADMINISTRATION
N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS

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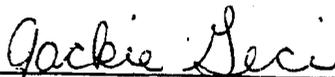
N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS

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APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration



Leila Tvedt, Executive Director
N.C. Agency for Public Telecommunications

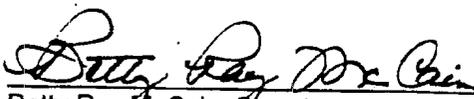


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Katie G. Dorsett, Secretary
Department of Administration



Betty Ray McCain, Secretary
Department of Cultural Resources

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.

January 8, 1999

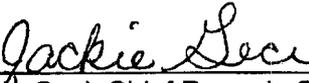
KLS

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

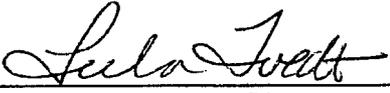
DEPARTMENT OF ADMINISTRATION
N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS

Amend the records retention and disposition schedule approved January 8, 1999 by changing the disposition instructions for Item 42013 as shown on substitute pages dated August 17, 2001.

APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration

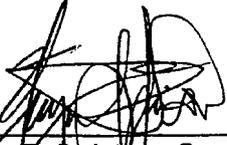


Leila Tvedt, Executive Director
N.C. Agency for Public Telecommunication

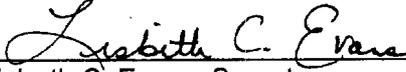


Jeffrey S. Crow, Director
Division of Archives and History

APPROVED



Gwynn T. Swinson, Secretary
Department of Administration



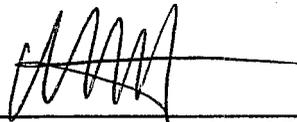
Lisbeth C. Evans, Secretary
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**DEPARTMENT OF ADMINISTRATION
NORTH CAROLINA AGENCY FOR PUBLIC TELECOMMUNICATIONS**

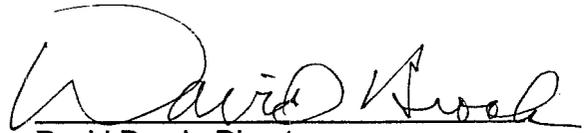
Amend the program records retention and disposition schedule approved January 9, 1999 by amending item 3629 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



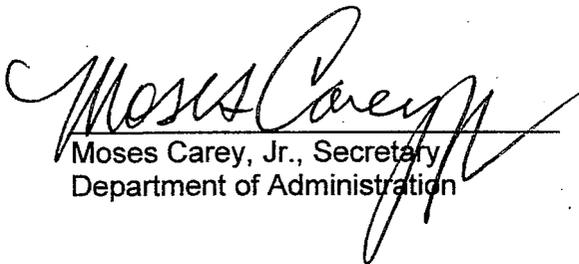
Creshaye Graham, Chief Records Officer
Department of Administration

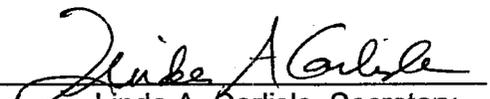


Ivy Hoffman, Executive Director
N.C. Agency for Public Telecommunications

David Brook, Director
Division of Historical Resources

APPROVED



Moses Carey, Jr., Secretary
Department of Administration

Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF ADMINISTRATION
N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS**

- ITEM 3626. GOVERNOR'S TASK FORCE FOR PUBLIC TELECOMMUNICATIONS MEMBERS FILE.**
Correspondence, memorandums, and other records concerning members of the Task Force appointed by the Governor.
DISPOSITION INSTRUCTIONS: Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.
- ITEM 3627. N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS MINUTES FILE.**
Minutes and supporting records of meetings held by the Board of Telecommunications Commissioners of the N.C. Agency for Public Telecommunications. (This is an essential agency record.)
DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records microfilmed.
- ITEM 3628. N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS FACILITIES GRANT FILE.**
Records concerning Public Telecommunications Facilities Program grants. File includes documentation on production resources and telecommunications systems, local need records, proposals, applications, final reports, and other related records.
DISPOSITION INSTRUCTIONS: Destroy in office after 12 years. Destroy records currently stored in the State Records Center 5 years from date received.
- ITEM 3629. PUBLIC RADIO ADVISORY COMMITTEE FILE.**
Records in paper and electronic formats, including e-mail, concerning the meetings and activities of the Public Advisory Committee dealings with public radio stations. File includes correspondence, memorandums, operating records, information regarding Public Radio Advisory Committee members, minutes of meetings, national public radio information, and other related records.
DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer paper copies of minutes to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. All remaining paper and electronic records to be destroyed when reference value ends.
- ITEM 3630. N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS TOPIC FILE.**
Records concerning general telecommunication topics but not directly relating to the agency. File includes information regarding telecommunications technologies, state and federal agencies, and other subjects.
DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.
- ITEM 3631. STATE SERVICES NETWORK FILE.**
Records concerning the State Services Network program. File includes correspondence, production information scripts, formats, satellite usage, budget spreadsheets, production orders, community college facilities, satellite resources, and facilities survey. File also includes North Carolina Information Highway production order and confirmations, proposals, and State Services Network quarterly report to Executive Director.
DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Destroy records currently stored in the State Records Center 5 years from date received.

**DEPARTMENT OF ADMINISTRATION
N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS**

ITEM 3633. EXECUTIVE DIRECTOR SUBJECT FILE.

Correspondence between the N.C. Agency for Public Telecommunications and other agencies. File also includes letters and memorandums received and sent to Governor's Office, Emergency Management, and other state agencies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 11220. GOVERNOR'S TASK FORCE FOR PUBLIC TELECOMMUNICATIONS INDEX FILE.

Information concerning telecommunications, minutes of the Task Force, and articles sent to Task Force members.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 11224. GOVERNOR'S TASK FORCE SURVEY FILE.

Records concerning a survey conducted in state agencies regarding telecommunications needs. File includes correspondence, working papers, and reference publications.

DISPOSITION INSTRUCTIONS: Transfer records currently stored in the State Records Center 5 years from date received to the custody of the Archives.

ITEM 11225. TELECOMMUNICATIONS SYSTEMS IN NORTH CAROLINA FILE.

Information concerning survey responses from state telecommunications systems studied during the Task Force period.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 11227. AGENCY FOR PUBLIC TELECOMMUNICATIONS BUSINESS AND LAW FILE.

Agreements with state agencies concerning public telecommunications. File also includes related correspondence and administrative records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after termination of agreement 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 41682. CORPORATE, FOUNDATION, AND SUPPORT FILE.

Records concerning grant proposals and grants received. File includes supporting documentations, working papers, applications, corporate annual reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 41685. MEDIA PRODUCTION FILE.

Records concerning production of programs. File includes correspondence, scripts, billing sheets, tape logs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 41686. OPEN PUBLIC EVENTS NETWORK PROGRAM AND CORRESPONDENCE FILE.

Letters from viewers and correspondence with panelists. File also includes panelist lists, caller logs, program dates, sponsors, scripts, call-in tally sheets, proposals, and cable affiliate list. (Portion of information entered into Open Public Events Network Database (Electronic) File (Item 41687).)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ADMINISTRATION
N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS**

ITEM 41687. OPEN PUBLIC EVENTS NETWORK DATABASE (ELECTRONIC) FILE.

Machine readable records concerning 1985 to present Open Public Events Network. Electronic file includes title of shows, participants, caller locations, production notes, dates, sponsors, and other related records. (Electronic files are backed up weekly by Department of Administration, Management Information Services.)

DISPOSITION INSTRUCTIONS: Department of Administration, Management Information Services will transfer magnetic tapes to Division of Facility Management for security storage. Agency representative will update periodically. Retain in office electronic file permanently.

ITEM 42013. PROGRAM VIDEO TAPES FILE.

Video tape air-check recordings of live programs presented on the Open Public Events Network. The range of topics includes discussions of any aspect of the Executive, Judicial or Legislative government. Topics include the economy, human relations, education, health, transportation, energy, and the environment. Guests appearing on the show range from the Governor to representatives of many of the departments and agencies of state government. Amended 08-17-01.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years for immediate transfer to the custody of the Archives.