

DEPARTMENT OF ADMINISTRATION
NORTH CAROLINA COUNCIL FOR WOMEN

Program 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

NORTH CAROLINA COUNCIL FOR WOMEN

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.

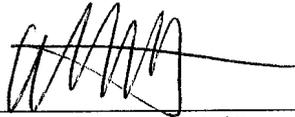
The Department of Administration and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Environment and Natural Resources agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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**

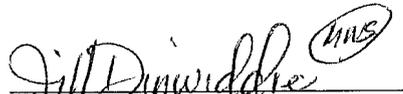
NORTH CAROLINA COUNCIL FOR WOMEN

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.

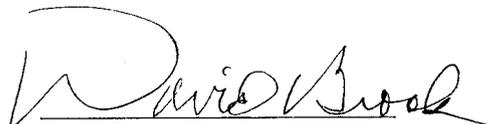
APPROVAL RECOMMENDED



Creshaye Graham, Chief Records Officer

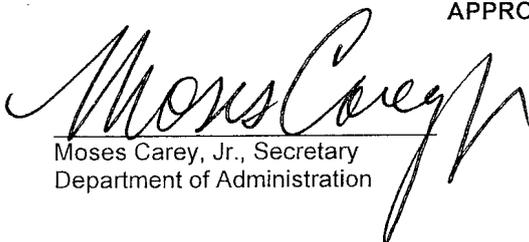


Jill Dinwiddie, Executive Director
N.C. Council for Women



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. COUNCIL FOR WOMEN
ASSISTANT DIRECTOR
DOMESTIC VIOLENCE**

ITEM 3490. DOMESTIC VIOLENCE PROGRAMS FILE.

Records in paper and electronic formats, including e-mail, concerning domestic-violence programs conducted by the N.C. Council for Women (NCW) and its regional offices. File includes various materials used to organize and administer the programs.

DISPOSITION INSTRUCTIONS: Retention 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. Destroy in office remaining records after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 3491. GRANT FILE.

Records in paper and electronic formats, including e-mail, of administrative records concerning federal and state domestic violence grants. File includes correspondence, budget materials, and statistical data regarding grant recipients.

DISPOSITION INSTRUCTIONS: Retention 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. Destroy in office remaining records after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 11099. DOMESTIC VIOLENCE SUBJECT (REFERENCE) FILE.

Reference copies of administrative, operating, program, office administration, and budget materials maintained by the Director of the Domestic Violence Program. File includes law and legal records, public relation records, and various materials regarding the needs and issues of women.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11101. DOMESTIC VIOLENCE TASK FORCE FILE.

Audio-visual media including audio cassettes and video tapes, correspondence, and subject materials concerning the Domestic Violence Task Force. File includes information regarding goals, objectives, accomplishments, and development of materials regarding domestic violence prevention.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer remaining records to the State Records Center immediately for immediate transfer to the custody of the Archives.

**DEPARTMENT OF ADMINISTRATION
N. C. COUNCIL FOR WOMEN
ASSISTANT DIRECTOR
REGIONAL OFFICE**

ITEM 11113. REGIONAL OFFICE OPERATIONAL FILE.

Records in paper and electronic formats, including e-mail, of operating and administrative materials used in the management of the regional offices. File includes budget manual, organization chart, equipment inventory, coordinator guidelines, travel records, and other materials concerning the N.C. Council for Women (NCW) management and administration of programs.

DISPOSITION INSTRUCTIONS: Retention 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. Destroy in office after 5 years 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 11114. COUNTY COUNCILS FOR WOMEN FILE.

Records in paper and electronic formats, including e-mail concerning County Councils for Women (CCW). Files includes audio-visual media including audio cassettes of hearings, bylaws, correspondence, histories of councils' administration, minutes of meetings, and program activities. (Comply with applicable provisions of G.S. 132-1.1(d), 132-1.2, and 132.1.4 regarding confidentiality of personal information.)

DISPOSITION INSTRUCTIONS: Retention 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 audio-visual media to the State Records Center for immediate transfer to the custody of the Archives when reference value ends. Transfer paper records 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. Transfer electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 11115. REGIONAL OFFICE ADMINISTRATION (REFERENCE) FILE.

Reference copies of program records concerning the management of council's programs. File includes correspondence from state, county and regional offices, women's commissions and organizations, bylaws, copies of minutes, and workshop and seminar records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11119. LEGISLATIVE (REFERENCE) FILE.

Reference information concerning legislative actions. File includes proposed and enacted legislation and legislative correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after each legislative biennium.

ITEM 11120. SUBJECT/RESOURCE (REFERENCE) FILE.

Reference materials regarding women's issues. File concerns displaced homemaker project, Governor's Leadership Conference, divorce, employment, military women, education, and listing of other resource materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ADMINISTRATION
N. C. COUNCIL FOR WOMEN
ASSISTANT DIRECTOR
SEXUAL ASSAULT**

ITEM 3746. SEXUAL ASSAULT PROGRAMS FILE.

Records concerning sexual assault programs administered by various local non-profit organizations operating on the county level. File includes bylaws, contracts, newsletters, and materials used to organize and manage sexual assault programs. (Comply with applicable provisions of G.S. 132-1.1(d), 132-1.2, and 132.1.4 regarding confidentiality of personal information.)

DISPOSITION INSTRUCTIONS: Destroy in office contracts 3 years after termination. Destroy in office remaining records after 5 years.

ITEM 11105. SEXUAL ASSAULT SUBJECT (REFERENCE) FILE.

Information used in the assessment of needs of sexual assault victims. File includes working papers, background information, directories, and sexual assault articles. (Comply with applicable provisions of G.S. 132-1.1(d), 132-1.2, and 132.1.4 regarding confidentiality)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11106. SEXUAL ASSAULT TASK FORCE FILE.

Records in paper and electronic formats, including e-mail, of correspondence and subject materials concerning the sexual assault task force. File includes information regarding goals, objectives, accomplishments, and development of publications regarding sexual assault prevention. (Comply with applicable provisions of G.S. 132-1.1(d), 132-1.2, and 132.1.4 regarding confidentiality of personal information.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer remaining paper records to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 11107. RAPE CRISIS GRANTS FILE.

Records in paper and electronic formats, including e-mail, of administrative records concerning federal and state rape crisis grants. File includes correspondence, budget materials, and statistical information regarding grant recipients. (Comply with applicable provisions of G.S. 132-1.1(d), 132-1.2, and 132.1.4 regarding confidentiality of personal information.)

DISPOSITION INSTRUCTIONS: Retention 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. Destroy in office remaining records after 5 years 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.

**DEPARTMENT OF ADMINISTRATION
N. C. COUNCIL FOR WOMEN
ASSISTANT DIRECTOR
SPECIAL PROJECTS**

ITEM 188. PUBLIC RELATIONS FILE.

Records and materials created or received in conducting internal and public information programs. File includes statewide and regional news clippings.

DISPOSITION INSTRUCTIONS: Transfer 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.

ITEM 3747. LEGISLATIVE FILE.

Records in paper and electronic formats created or received concerning legislative administrative actions. File includes proposed and enacted legislation, legislative correspondence, and various reference materials.

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 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.

ITEM 11108. SPECIAL PROJECT SUBJECT RESOURCE (REFERENCE) FILE.

Resources information concerning women's issues. File concerns employment, education, displaced homemakers, and other pertinent subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11111. LAW AND LEGAL (REFERENCE) FILE.

Records used to substantiate the rights, obligations, and/or interests of the state or an individual. File includes administrative procedures code and legal correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11112. INTERN PERSONNEL FILE.

Records in paper and electronic formats concerning summer interns and summer employees. File includes applications and resumes, job descriptions, and personnel correspondence. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Transfer paper records to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

**DEPARTMENT OF ADMINISTRATION
N. C. COUNCIL FOR WOMEN
EXECUTIVE DIRECTOR**

ITEM 183. ADMINISTRATIVE AND MANAGEMENT FILE.

Records in paper and electronic formats, including e-mail, concerning the council's management, planning, policies, and procedures. File includes audio-visual media, council members' correspondence, reports, work plans and objectives, legislative materials, task forces correspondence, and other materials which are concentrated exclusively on women's needs and issues.

DISPOSITION INSTRUCTIONS: Transfer audio-visual media to the State Records Center for immediate transfer to the custody of the Archives when reference value ends. Contact the Electronic Records Branch prior to the transfer of audio-visual media. Transfer paper records 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. Transfer electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 184. OPERATING AND PROGRAM FILE.

Records in electronic and paper formats, including e-mail, concerning program management, operation, procedures, decisions, and accomplishments. File includes federal and state agency correspondence; publications of local, state and national women's organizations; grant records; and seminar and conference materials regarding women's issues.

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 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.

ITEM 4029. OFFICIAL MINUTES FILE.

Official minutes of the North Carolina Council for Women. File includes agendas of meetings and resolutions.

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 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.

ITEM 49233. HISTORICAL FILE.

Historical materials created and collected by the council highlighting the work of the council and its various commissions and task forces. File includes audio-visual media such as slide presentations, correspondence, historical research, and miscellaneous records.

DISPOSITION INSTRUCTIONS: Transfer paper records 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. Transfer audio-visual media to the State Records Center for immediate transfer to the custody of the Archives when reference value ends. Contact the Electronic Records Branch prior to the transfer of audio-visual media. Update electronic images in office routinely. Retain in office electronic images permanently. Transfer electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact Electronic Records Branch prior to the transfer of electronic records.

**DEPARTMENT OF ADMINISTRATION
N. C. COUNCIL FOR WOMEN
EXECUTIVE DIRECTOR
ASSISTANT DIRECTOR**

ITEM 11092. ASSISTANT DIRECTOR'S SUBJECT (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference materials created and collected by the council concerning program management, operation, and procedures. File includes affirmative action materials, surveys, grant correspondence, task force summaries, and various other materials regarding the operation of the council's office.

DISPOSITION INSTRUCTIONS: Retention 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. Destroy in office remaining records when reference value ends.