DEPARTMENT OF ADMINISTRATION
NORTH CAROLINA JUSTICE FOR STERILIZATION VICTIMS FOUNDATION

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

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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 Administration 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

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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

Michelle Baptiste, Chief Records Officer
Department of Administration

June Michaux, Deputy Secretary for Advocacy Programs
and Internal Services

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Bill Daughtridge, Jr., Secretary
Department of Administration

Susan W. Kluttz, Secretary
Department of Cultural Resources

February 5, 2012

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DEPARTMENT OF ADMINISTRATION
NORTH CAROLINA JUSTICE FOR STERILIZATION VICTIMS FOUNDATION

ITEM 50206. GENERAL CORRESPONDENCE FILE.

Records in paper and electronic formats, including e-mail, concerning correspondence received and/or written in the office concerning daily operations and inquiries regarding victim verification. (Comply with G.S. 132-1.23 regarding confidentiality of eugenics program records.)

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 remaining electronic records to the State Records Center after 3 years for the immediate transfer to the custody of the Archives. Transfer paper records after 3 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 50207. DIRECTOR'S CORRESPONDENCE FILE.

Records in paper and electronic formats, including e-mail, concerning correspondence received and/or written in the office by the director. (Comply with G.S. 132-1.23 regarding confidentiality of eugenics program records.)

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including email, to the State Records Center after 3 years, but no later than the end of the director's term of office, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

ITEM 50208. PHONE LOG FILE.

Records in paper and electronic formats regarding phone inquiries concerning victim verification and currently verified victims. (Comply with G.S. 132-1.23 regarding confidentiality of eugenics program records.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Transfer electronic records to the State Records Center after 3 years for the immediate transfer to the custody of the Archives. Transfer paper records after 3 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 50209. GOVERNOR'S TASK FORCE MINUTES FILE.

Records concerning agendas and minutes of meetings for the Governor's Task Force to Determine the Method of Compensation for Victims of North Carolina's Eugenics Board. (Comply with G.S. 132-1.23 regarding confidentiality of eugenics program records.)

DISPOSITION INSTRUCTIONS: Transfer records 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 50210. PENDING VERIFICATION FILE.

Records concerning verification requests that are pending and under investigation. File includes completed verification forms, third-party verification forms, letters of administration, letters of testamentary, power of attorney letters, letters of appointment of guardian, and correspondence between the foundation and potential victims. (Comply with G.S. 132-1.23 regarding confidentiality of eugenics program records.)

DISPOSITION INSTRUCTIONS: Transfer records 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 50211. VICTIM VERIFICATION REQUEST FILE.

Records in paper and electronic formats concerning requests for victim verification. File includes request forms, correspondence between applicants and the foundation, and lists of monthly verification requests received. (Comply with G.S. 132-1.23 regarding confidentiality of eugenics program records.)

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center after 3 years for the immediate transfer to the custody of the Archives. Transfer paper records to the State Records Center after 3 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 50212. MATCHING VICTIMS FILE.

Records in paper and electronic formats concerning victims verified by the foundation. File includes completed verification form, copy of victim's sterilization record, correspondence between victims and the foundation, and lists of verified victims. (Comply with G.S. 132-1.23 regarding confidentiality of eugenics program records.)

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center after 3 years for the immediate transfer to the custody of the Archives. Transfer paper records after 3 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 50213. NO MATCH FILE.

Records concerning verification requests submitted by applicants resulting in a non-match. File includes completed verification form and correspondence between applicants and the foundation. (Comply with G.S. 132-1.23 regarding confidentiality of eugenics program records.)

DISPOSITION INSTRUCTIONS: Transfer records 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.