

DEPARTMENT OF ADMINISTRATION
OFFICE OF ADMINISTRATIVE ANALYSIS

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

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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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.**

OFFICE OF ADMINISTRATIVE ANALYSIS

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 This schedule is to remain in effect until superseded.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

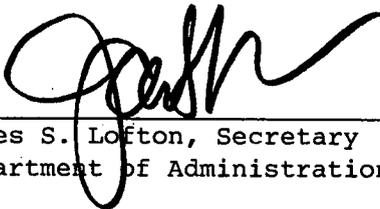


Mary Alice Sechler, Chief Records Officer
Department of Administration

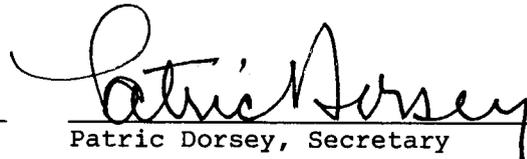


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James S. Lofton, Secretary
Department of Administration



Patric Dorsey, Secretary
Department of Cultural Resources

July 27, 1992

JH

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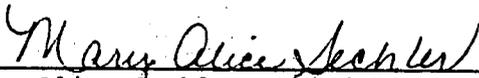
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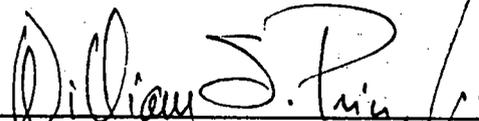
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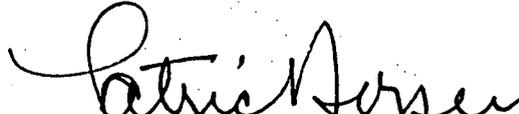


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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**DEPARTMENT OF ADMINISTRATION
OFFICE OF ADMINISTRATIVE ANALYSIS
ADMINISTRATION**

ITEM 3591. ADMINISTRATIVE AND MANAGEMENT RECORDS FILE.

Records used to administer office programs. File includes correspondence, reports, studies and evaluations, organizational information, policy and procedural memorandums, and staff meetings records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer studies and evaluations to agency that requested the study when completed. Destroy in office remaining records immediately.

ITEM 10915. PERSONNEL FILE.

Records concerning office personnel. File includes applications for employment, pay plans, position classifications, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Division of Auxiliary Services.

ITEM 10916. PUBLIC RELATIONS RECORDS FILE.

Records concerning news tips, news releases, and speeches made by employees of the Office of Administrative Analysis.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer 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.