

DEPARTMENT OF ADMINISTRATION
OFFICE OF TELECOMMUNICATIONS (STATE TELEPHONE NETWORK)

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

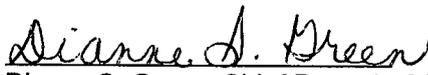
OFFICE OF TELECOMMUNICATIONS (STATE TELEPHONE NETWORK)

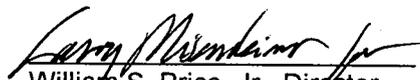
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

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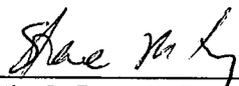
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Dianne S. Green, Chief Records Officer
Department of Administration


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

APPROVED


Katie G. Dorsett, Secretary
Department of Administration


Betty Ray McCain, Secretary
Department of Cultural Resources

July 18, 1994

JH

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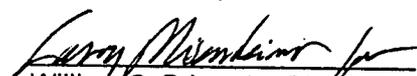
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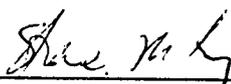
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

JH

**DEPARTMENT OF ADMINISTRATION
OFFICE OF TELECOMMUNICATIONS (STATE TELEPHONE NETWORK)**

ITEM 11230. OFFICE ADMINISTRATIVE FILE.

Reference copies of correspondence, purchase orders, radio papers, equipment contracts, reorders forms, telephone maps, watts activity records, studies, leave summaries, travel vouchers, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Office of the State Controller.

ITEM 11231. TELEPHONE OPERATIONS FILE.

Record copies of correspondence pertaining to the state communication systems. Includes records on programming effects, control equipment, communication networks, directories, rules and regulations, information coordinating committee meetings, equipment inventory listings, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Office of the State Controller.

ITEM 11232. TELEPHONE BILLING AND REFERENCE FILE.

Record copies of maintenance, shipping, and telephone correspondence. Includes contracts and records pertaining to modifications, billing centrex system costs, telephone service, data recordings, computer service, and other telephone equipment matters.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Office of the State Controller.

ITEM 11233. TELEPHONE RELOCATION ORDERS FILE.

Record copies of correspondence received from users pertaining to changing telephone numbers, installation of new numbers, and relocation of equipment within the state government complex.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Office of the State Controller.

ITEM 11234. COMMUNICATIONS PROPOSALS FILE.

Record copies of correspondence recommendations on publications, communications proposals, cost data, equipment efficiency records, descriptions of new telephone systems, improvement records of services, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Office of the State Controller.

ITEM 11235. VENDORS FILE.

Record copies of publications and correspondence submitted by vendors on new telephone systems and communication methods. Includes revised and improved methodology, sales proposals, operational and management data, and other related documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Office of the State Controller.

ITEM 11236. MASTER TELEPHONE LISTING FILE.

Record copies of listings of all telephone numbers in the state government complex.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Office of the State Controller.